

ACCELERATOR DIVISION ADMINISTRATIVE PROCEDURE

ADAP-02-0013

OPERATIONS PROTOCOL FOR AD/ON-SITE SATELLITE CONTROL ROOMS

RESPONSIBLE DEPARTMENT: AD/OPS DEPARTMENT

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1.0	PURPOSE AND SCOPE.....	1
2.0	RESPONSIBILITIES.....	1
3.0	PROCEDURE.....	2
4.0	DISTRIBUTION.....	3

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1.0 Purpose and Scope

The Coronavirus disease 2019 (COVID-19) is a life-threatening illness caused by the SARS-CoV-2 virus. This virus spreads readily from person to person and is thought to spread mainly via moisture droplets produced when an infected person coughs, sneezes, or exhales. A significant fraction of community transmission of SARS-CoV-2 is thought to be due to individuals who have contracted the virus but show no symptoms of the illness, so aren't aware that they are infectious.

Maintaining physical separation of people ("social distancing") is a key public health precaution to help limit the spread of COVID-19. The recommendation is that people keep at least 6 feet apart at all times; shared use of contact surfaces such as computer mice and keyboards is also contraindicated.

To support maintaining this physical separation, this procedure describes ways of using satellite control room areas such as those at MI-31, MI-60, AP-10, or other approved areas at Fermilab. Under pre-COVID-19 conditions these beam tuning and study tasks would normally be performed in the Main Control Room (MCR). The intent of this procedure is to document an agreement of communication protocols and responsibilities between the MCR and experts working from remote areas outside the MCR.

The AD Operations Crew Chief maintains overall control and responsibility for beam operations. No beam-related activities will be carried out in satellite locations without the authorization of the Crew Chief or their designee. Communication between the MCR and satellite location will be maintained as determined by the Crew Chief or designee.

2.0 Responsibilities

2.1 MCR responsibilities

The MCR Crew Chief maintains control of and responsibility for the running of the accelerator complex including.

1. The Critical Device Controllers
2. The Beam Permit system
3. The beam intensity
4. The beam duty cycle and timeline
5. The Beam Budget Monitor

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2.2 Studier/Expert responsibilities

The Studier/Expert has the responsibility to maintain communications with the MCR throughout the study or tuning period. The form of communication will include telephone, computer connection, and by posting updates in the MCR E-log.

3.0 Procedure

3.1 Start of study/tuning

Before making any changes that will affect running beam from a remote location, studier/expert will contact the MCR and:

1. Describe the purpose, anticipated machine impact, and expected duration of their efforts.
2. Give their location and a telephone number at which they can be contacted during the study.
3. Describe which systems will be tuned or adjusted.
4. Describe, in general terms, what assistance they will need from MCR operators during the course of the study (e.g. timeline changes, intensity changes etc.).
5. Describe and document any changes to normal running conditions that are necessary to facilitate the study effort (e.g. changes to beam permit systems, loss monitors, BPM system).
6. Plan and discuss with the MCR how to revert from the study to a normal operational state in the event that the study is interrupted.
7. The MCR Crew Chief or designee must authorize the study/tuning effort before any changes are made.

3.2 During study/tuning

The studier/expert at a remote location will

1. Maintain communication with the MCR using phone calls and/or open computer connection, keeping the MCR apprised of progress.
2. Document changes and progress in the MCR E-Log.
3. If requested by the MCR, the studier/expert will pause their study/tuning until they are permitted to continue by the MCR.

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3.3 After study/tuning is complete

The studier/expert at a remote location will

1. Restore all changes made for the study to a normal operating condition, and document this in the E-Log. If tuning or changes were made which improved machine performance inform the MCR Crew Chief and document in the MCR E-Log.
2. Communicate the completion of their efforts to the MCR Crew Chief or designee.
3. At the conclusion of the study or tuning, write a summary in the MCR E-log explaining what was done and the end results. Call the MCR to confirm the summary note has been entered.

4.0 Distribution

The controlled copy of this procedure is maintained on the Beams DocDB.

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