<u>MEMO</u>

<u>March 24, 2003</u>

<u>SRC Morning Development Beam Policy</u>

• Historically, the morning shift from 8 am-to-noon has been designated for facility development; e.g., beamline alignment, machine studies, hardware and software repairs. Many mornings are not required for this work and become supplementary User beams. To clarify expectations for all, the morning beam scheduling guideline is as follows:

a) Typically, two morning shifts per calendar week (Sunday to Saturday) will be used for machine and beamline development, with priority for repairs, troubleshooting, and beamline diagnostics. The specific morning days will be determined at the Monday scheduling meeting for the next seven calendar days. Longer lead-time requests from Users and Staff can be directed to the Operations Manager for consideration. A second morning of development beam immediately preceding or following a development week should be avoided unless critical for development week preparation or recovery.

b) If a third morning in a calendar week is requested, the following issues must be addressed and a judgment call made:
      i) Are there any 800 MeV midnight shifts being
          offered? If not, the request must be urgent.
      ii) Can the work be done on a Saturday morning?
          Here, a request for a Saturday User beam
          has precedence.
      iii) Will the work have immediate programmatic impact?

c) The first Monday morning of a quantum will be a User beam; the second and third Monday mornings of a quantum will be the preferred choice for development work.

d) Development beam on Friday mornings will be avoided if the hardware/software configuration is to be changed.

e) Extended vault closings during regular quanta are not permitted except for crisis troubleshooting. A single extra or late injection by 9 30 am will be allowed, but only infrequently.

f) Of course, if there is a problem that is impacting normal beam delivery during the core hours of noon to midnight to 8 am, all morning shifts may be requested for troubleshooting.

-J. Bisognano