

## **ACTION ITEMS FROM NOVEMBER 17th, 2004 UEC MEETING:**

1. From here forward, notes from UEC meetings will be posted on the UEC website, including summarized action items.
2. To help the flow of information between the department, User Administration and the user community, monthly meetings will be held between Chi-Chang Kao and a UEC subcommittee. This subcommittee will include the following members: Dan Fischer, Tony Lanzirotti, and Trevor Tyson.
3. A subcommittee of the UEC including Larry, Tony, Peter and Simon will prepare a letter to the NSLS Chairman (1) Stating that the UEC fully supports safety, (2) Recommending that an Incident Review Form be devised and implemented for use by those involved in an incident to provide them an opportunity to give their account of the incident, (3) Asking that, in the case of any future safety-related incidents, involved parties be invited to attend meetings or critiques at which an incident is discussed, and (4) Recommending that the NSLS Chair speak with the person(s) involved to hear their account of the incident.
4. Simon Bare made a motion to write a letter to NSLS management to request outside review of contributing user proposals prior to submission to the Science Advisory Committee. Dean Hesterberg seconded the motion.
5. Larry Shapiro will request a list of discretionary budget costs from NSLS management.
6. The plenary session for 2005 Users' Meeting be open to the BNL community free of charge.
7. Jeff Fitts was selected to head a committee, with two associates of his choosing, to identify potential candidates for the next election of UEC members.
8. The next UEC Meeting will be Monday, February 28, at 10:00 a.m.
9. Each UEC member will write Pat Dehmer or Pedro Montano individually concerning perceived shortages in the NSLS budget.

### **Minutes of Meeting of the NSLS Users' Executive Committee**

**November 17, 2004**

**Meeting commenced 10:08 a.m.**

#### **MEMBERS PRESENT**

Larry Shapiro, Jeff Fitts, John Sutherland, Valery Kiryukhin, Simon Bare, Mary Anne Corwin, Trevor Tyson, Elio Vescovo, Tony Lanzirotti, Dean Hesterberg, Peter Stephens,

Daniel Fischer, Michael Dudley, Randy Smith, Megan Ruppel, Chi-Chang Kao, Lisa Miller, Gretchen Cisco - guest, Eileen Levine-Guest

### **PRIOR MINUTES**

Minutes from previous meeting reviewed. Simon Bare noted that on Page 3, Number 7, Jack F. Bagley is from Battelle, not Patel.

#### MOTION:

Larry Shapiro moves to accept the minutes as corrected. Seconded by Simon and carried unanimously.

### **GUESTS**

Larry Shapiro requests that Sue Wirick and Chris Jacobsen address the committee at 11:30.

### **DOE REVIEW OF NSLS**

Chi-Chang informed the UEC of the DOE Review of the NSLS to be held in April 2005. The review will go beamline by beamline. ALS and Stanford will undergo their review first.

### **STUDENT/POST DOC PIZZA GET TOGETHERS**

Report on Student-Postdoc Pizza get together from Meghan Ruppel was moved up to 10:20 a.m. Six Pizza get-togethers have been held, attendance between 8 and 20. Sending out flyers and announcements working out well. Originally allotted \$1200 for the year. As of August, used \$440.00. Requested more funding.

#### MOTION:

Larry Shapiro made a motion to increase funding for pizza get-togethers from \$1200 to \$1,700 for the year. Meghan Ruppel seconded the motion, which passed unanimously. There won't be parties during shutdown.

### **SPECIAL INTEREST GROUP (SpIG) REPRESENTATIVES**

Bulk Email Lists: Discussion held on whether or not to keep the email lists. Some have asked to be removed from the list and postdocs aren't receiving the emails. User Administration cannot justify maintaining the email list due to insufficient staff. Decided to keep Student Spig list only. NSLS Newsletter: Tony Lanzirotti suggested that SpIGs write an article for each NSLS newsletter edition.

### **MEETINGS BETWEEN USER SCIENCE DIVISION HEAD AND UEC REPRESENTATIVES**

Chi-Chang felt regular meetings with him, possibly monthly, will help the flow of information between the department, User Administration and the user community. It will also assist in prioritizing User Administration functions.

### **NSLS LIBRARY**

A Committee has been formed as to what to do with the Chasman Green Library. Chi-Chang suggests UEC should think what the best use would be. Larry suggested the

possibility of a lounge. Lisa suggested there is a need for user-accessible computers in an uncontrolled area. Mary Anne said that computers will help with user training off hours.

### **SCIENCE ADVISORY COMMITTEE (SAC)**

A SAC meeting was held Oct 9-10, 2004. Among the discussions at the SAC meeting were a tight NSLS discretionary budget and a request by the NSLS for a voluntary reduction in force. Larry will request a list of discretionary costs from NSLS management. Key issues for Steve Dierker at the SAC meeting were the rights of users and the User Access Policy. During this UEC meeting, Chi-Chang discussed budgets for beamline projects (including X9), machine maintenance, and scientific staff. The DOE Review in April will be very important in showing demand for X9. According to Chi-Chang, the SAC will meet again in January. PRTs have one month to prepare a review form to request PRT renewal in preparation for the meeting. They will be asked to give a 30-minute presentation, mostly on their science. They would like the Local Contact to be present. UEC members stated their disappointment that they had not received any announcement of the newly formed SAC and at such short notice to prepare for the December 17 deadline. They felt that notification could have come before the actual request. The UEC would like better communication from NSLS management. Chi-Chang again recommended that monthly meetings with UEC representatives would improve communication. A suggestion was renewed made in past years that a PRT council be formed to address issues specific to PRTs.

### **SAFETY**

The recent Spear-3 incident and subsequent shut down was discussed along with the possibility that similar repercussions could occur elsewhere. BNL is taking a zero-tolerance policy on safety. An incident at the NSLS in August was discussed. A discussion was held as to whether the safety requirements and responsibilities imposed on PRTs are appropriate and whether PRTs are the appropriate people to carry them out. Larry made reference to a June 5 2003 memo from Steve Dierker to PRT Spokespersons regarding responsibilities for safety by PRTs and a November 15 2004 memo from Steve Dierker to PRT Spokespersons pertaining to recent incidents at the NSLS. Copies were provided at the UEC meeting. A question arose as to whether there are differences between PRT members and other users in terms of safety. It was recommended that the PRT policy (referring to the two mentioned memos) be made more publicly available. Lisa stated that the new User Access Policy is now available on the NSLS website. Mary Anne suggested that the PRT responsibilities outlined in the memos be available possibly linked from the User Access Policy. Peter Stephens strongly agrees with this suggestion. Safety responsibilities by NSLS staff were discussed in comparison to those by PRT staff and that the PRTs operate somewhat independently but safety is still overseen through safety approval forms in the PASS System. It was noted that it is not always clear whether equipment is owned by a PRT or the NSLS.

### **CONTRIBUTING USERS**

A statement was made there appears to be a fine line between PRT's and contributing users (those contributing equipment, money or other materials or services). When does a contribution end? There are potential budget concerns. These are issues for upcoming

reviews. Chi-Chang said that it is proposed that general users will receive 50% of the available beam time and contributing users will receive up to 25%. A question arose as to who will assist general users and who will schedule equipment owned by other contributing users? There are potential problems with allocating time on specific equipment if it's not available to all users on a beamline. Per Chi-Chang, those who wish to be considered for contributing user beam time would submit a proposal to the NSLS and that the SAC finalizes the decision.

**MOTION:**

Simon Bare made a motion to write a letter to NSLS management to request outside review of contributing user proposals prior to submission to the Science Advisory Committee. Dean Hesterberg seconded the motion. Motion passes.

**SAFETY INCIDENT AT X-RAY BEAMLINE**

Steve Dierker's memo of November 15 2004 refers to a safety incident (#2) at an X-Ray beamline. The Local Contact for the beamline presented her version of the incident and provided a copy of a memo from Steve Dierker with a 16-page critique attached. A discussion was held and questions were raised concerning standard operating procedures, the feedback system, and permissions to carry out the work at the beamline. The Local Contact stated she was never invited to attend the meeting that resulted in production of the critique, though other involved parties were invited. She also noted that many people were copied on the memo. A discussion was held regarding those who received copies. Mary Anne indicated that for users, User Administration acts as a branch of Human Resources and that all users files are retained at User Administration. Human Resources does not maintain any records or files. The Local Contacted asked for assistance by the UEC. Simon recommended that that the UEC write a letter to NSLS management supporting safety and providing recommendations in the case of any future safety-related incidents. Simon also recommended that those involved in any safety-related incident immediately write down everything they remember while the incident is still fresh in their minds, possibly using the Incident Review Form.

**MOTION:**

Larry made a motion that Simon prepare a letter to the NSLS Chairman, with copies to all UEC members, but to be first reviewed and finalized by a subcommittee of Larry, Tony, Peter and Simon to include the following: (1) Stating that the UEC fully supports safety, (2) Recommending that an Incident Review Form be devised and implemented for use by those involved in an incident to provide them an opportunity to give their account of the incident, (3) Asking that, in the case of any future safety-related incidents, involved parties be invited to attend meetings or critiques at which an incident is discussed, and (4) Recommending that the NSLS Chair speak with the person(s) involved to hear their account of the incident. Jeff Fitts seconded the motion, which passed.

The UEC Meeting adjourned at 1:00 p.m. to attend the Town Meeting sponsored by the UEC.

The UEC Meeting resumed at 3:35 p.m.

**POSTING OF UEC MINUTES ON WEBSITE**

A discussion was held on (1) the posting of UEC Minutes of each UEC Meeting on the UEC website and (2) to post the Minutes immediately after committee approval rather than waiting for approval at the next UEC Meeting.

**MOTION:**

Larry Shapiro made a motion to post the UEC minutes together with any action items after approval by the UEC through electronic means. Peter Stephens seconded the motion. The motion passed with all in favor.

Steve Dierker, NSLS Chair, met with the UEC at 3:35 p.m. Several topics below were discussed.

**NSLS-II**

He indicated a technical review of NSLS-II will be held in Washington DC on December 13 and 14. The project is in the early phase. Performance baselines, nature of lattice, proposal of 24 cells, and state of the art design will be discussed. Simon asked if there is anything the UEC can do to assist with NSLS-II. In short, Steve stated there is nothing to do at this time. NSLS-II is an eight to nine year project. There are FY06 budget constraints and funds will not be available until FY08. The current proposal is going as fast as it can. It is unknown what the FY08 budget will be. The FY06 budget does not mean there is a standstill for NSLS II. DOE has a million dollar budget. BES anticipates their budget to be increased for the NSLS II. Steve said there is support for NSLS II. A draft mission of need statement is being prepared and will be routed through DOE to the Under Secretary. The in-place upgrade document was reviewed and determined not to be feasible. There will be a technical review discussing the technical aspects of projects in December to set the high-level performance baseline, determine machine, costs, and schedules. Steve discussed additional aspects of the CD-0 process. Steve indicated that the machine design will be done at the Laboratory.

**NSLS BUDGET**

Larry indicated the budget is tight and seems more so than at other synchrotrons. Steve stated he did not necessarily agree and that ALS is facing a greater reduction in force. Simon made a comparison of user life, productivity and budgets between APS and NSLS, suggesting that conditions at APS were substantially better. Steve said that users need to make their voice known and that DOE listens to users.

**SCIENCE ADVISORY COMMITTEE**

Peter Stephens said he was pleased with the SAC but the turnaround time for PRT report is tight and asked if other PRTs are ready to respond. Steve said the time frame seems to be the same time as previous reports.

**WORKSHOPS**

Simon asked what the change in support by the User Administration office in assisting with registration of special workshops means to the organizers. Chi-Chang stated that other staff would provide assistance.

**VISA ISSUES**

Tony stated that visa issues seem to be more problematic than in the past. Mary Anne recommended not scheduling new users on weekends. Tony indicated that the Operations Coordinators are not happy with policing users and that users are frustrated. Steve Dierker said that there are active discussions and that he met with Peter Stephens and Jean Jordan Sweet on the possibility of users hosting other users. Steve said that this is done at APS, where users would become non-salaried employees. Mary Anne is following up with Human Resources who requested a list of Local Contacts who could potentially act as host. Steve said that Chi-Chang or Mary Anne could be contacted with any comments, issues, and questions. Chi-Chang is trying to arrange a tour for BNL Security and Counterintelligence so they have a better understanding of how the NSLS operates and how the users use the facility.

### **BLOSA**

A discussion was held on the new BLOSA forms and Steve Dierker's memo of November 15 2004. Dan stated it would be a cycle of two years before all users are re-trained (when warranted). Steve Dierker said he would pass on this information to the safety staff and the DOE site office. Dan said the intent to identify hazards of concern is good but it is not clear on what has to be done. Steve said that a recent incident at the NSLS was the catalyst to the 360 review of the beamlines.

### **USERS' MEETING**

A discussion was held on whether the plenary session at the Users' Meeting should be open, free of charge, to anyone who wishes to attend. Steve said it is in the interest of the users and the laboratory to have a large attendance, especially for those providing financial support. It was decided the topic would be further discussed later in the day.

### **PROPOSAL, ALLOCATION, SAFETY AND SCHEDULING (PASS) SYSTEM**

Andrew Ackerman discussed Safety Approval Forms in PASS. He indicated his support for the system but that safety and allocation are separate issues. The safety form is designed for experimental review, work planning, human ethics, radioactive materials, and lasers. Risks are considered. Software is much better, the program is in house, and fixes are immediate. The lead experimenter is new. The system is more interactive. Weaknesses include some basic crystallography information. There is a different path for PX. If six questions are answered yes, the form receives automatic approval, but the beamline must ensure the experiments are standard PX. When an answer is "no," the normal review process has to take place. Andrew feels that anyone listed on the form should be able to edit it. When changes are made, the form is placed back in pending status. Adding experimenter should not result in the form going back to pending status. A discussion was held opening the SAF to other principal investigators. He said some people are not clear on use of the SAF Only option. He said he has received some complaints about visa and passport expiration dates appearing on the form. Chi-Chang said that he would like volunteers to work with him on PASS issues. Dan, Tony, and Trevor volunteered to work with Chi-Chang on PASS subcommittee.

### **MOTION:**

Tony Lanzirotti made a motion to form a PASS Subcommittee under the UEC to meet with Chi-Chang Kao on a monthly basis and to provide their recommendations to the UEC. Larry seconded the motion, which passed.

### **USERS' MEETING**

Discussion on the plenary session was re-opened. One option was discussed where the open session would be paid for by some other source. Simon read the statement from the Monday Memo, stating that it's not just the plenary sessions that BNL employees want for free. He said that no other Light Sources open up sessions free of charge. A suggestion was made to make the session open one year and see what happens.

#### **MOTION:**

Peter Stephens made a motion that the plenary session for 2005 Users' Meeting be open to the BNL community free of charge with the understanding that there will be communication to the BNL community that this meeting is sponsored by the Users' Executive Committee, a non-BNL entity, and not by BNL. Correspondence should be sent to BNL management of this decision and should include a stipulation that BNL management assist in making the meeting a success by packing the room and assisting with costs. The wording of the communication to the BNL community should be negotiated between the UEC and BNL management. Dan Fischer seconded the motion, which passed.

### **UEC MINUTES**

UEC Meeting minutes are to be emailed to Larry, who will identify and format action items and will then submit them to the UEC for approval. The UEC will respond to Larry. After approval, the minutes will be posted on the UEC website.

### **INFO AND OUTREACH**

A process of communicating with Pedro Montano and Pat Dehmer regarding funding for the NSLS operating budget was discussed. A discussion was held and Larry suggested that he would draft a letter and circulate it among UEC members for comment. Simon suggested that each member write his or her own letter. This was agreed to.

### **NOMINATING COMMITTEE**

The committee is formed six months prior to the annual Users' Meeting. The UEC Chair appoints a nominating committee chair. Then two association members are added (non-NSLS employees). Larry appointed Jeff Fitts; Jeff will select two association members. Suggestions were Laszlo Mihaly of SUNY Stony Brook. Members should email Jeff with any other suggestions.

### **NEXT MEETING**

The next UEC Meeting will be held Monday, February 28, starting at 10:00 a.m.

**Minutes approved 2/28/05**