

RHIC/AGS UEC Monthly Meeting GUV Center Update

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Outline

- Host Program Improvements
- ATF: User Facility
- DOE New Request: User and Experiments Database
- Odds and Ends

Host Program Improvements (1 of 2)

- Additional BNL Contact(s)
 - Guests visiting two separate departments and/or facilities
 - Back-up for host if host is away
 - Someone with more direct knowledge of guest's activities/whereabouts
 - Administrative contact
 - Determined at department or facility level, no additional review
- BNL Employees who host other employees who are foreign nationals – greater awareness when host has large # (>10)
- BNL requirement for annual host training removed June 2014
 - will be updated regularly by subject matter experts, and will issue “read and sign” when necessary

Host Program Improvements (2 of 2)

- Email list to alert hosts of issues and/or changes
 - policy/procedure changes to program communicated via email
 - “Read and Sign” issued when necessary
- Departments and Facilities assign two host representatives
 - attend non-mandatory, in-person meetings offered 2-3 times/year to review policies and procedures, forum for host concerns and host-initiated real-life stories (lessons learned), questions and suggestions
- Guests’ Traffic Citations and Training Expiration Notices
 - GUV Center and/or Training Coordinator will now be primary contact. Host involved only if serious issue with safety.
- SST guests – NSLS-II may desire greater scrutiny before preparing package for registration approval

ATF: User Facility

- Should be re-designated as user facility in early CY 2015
- Reporting will be required as part of accelerator stewardship
 - Working on establishing an automated proposal system to make data collection easier
 - Other initiatives to assist with user data are underway

DOE New Request: User and Experiments Database

- Excel spreadsheet of data will be due each year starting FY 2015 to be submitted no later than November 30th
- Data to be shared includes user names, funding source(s) and title(s) of experiments, affiliation information, and if a business, technology categories (to be defined)
- Users will be notified that this is a DOE request and what we will be sharing
- We are working on how to gather this data (some we don't currently collect)

Odds and Ends

- If holding a meeting or review, and guests coming for that as sole purpose, still need to check-in. Especially an issue when the guest will be reimbursed.
- Disrespect at check-in by a user (we have these 2-3 times/year)