

IF&TB Group Responsibilities

- **NOvA Experiment Liaison Officer**
 - Bill Lee Primary (0.4 FTE), Steve Hahn Back-up (0.1 FTE)
- **Micro BoONE Experiment Liaison**
 - Aria Soha Primary (0.4 FTE), Bill Lee Back-up (0.1 FTE)
- **MINOS Experiment Liaison Officer**
 - Steve Hahn Primary (0.4 FTE), Bill Lee Back-up (0.1 FTE)
- **MINERvA Experiment Liaison Officer**
 - Steve Hahn Primary (0.4 FTE), Bill Lee Back-up (0.1 FTE)
- **SeaQuest Experiment Liaison Officer**
 - JJ Schmidt Primary (0.1 FTE), Aria Soha Back-up (0.1 FTE)
- **Test Experiments Liaison Officer**
 - Aria Soha Primary (0.4 FTE), JJ Schmidt Back-up (0.3 FTE)
- **Underground Facility Coordinator**
 - Bill Lee Primary (0.4 FTE), Steve Hahn Deputy (0.2 FTE)
- **Test Beam Facility Coordinator**
 - Aria Soha Primary (0.5 FTE), JJ Schmidt Deputy (0.5 FTE)

All of these roles require back-ups, b/c of two-man rules, or conflicts, vacations, etc.

ELO Responsibilities

- **Coordinate between experiments and all other stakeholders**
 - Act as conduit for accessing other PPD resources
 - Work with Exp RunCo to develop list of routine maintenance tasks for PPD technical groups
 - Maintain list of identified PPD technical resources for experiment needs (like a Call List);
 - Help identify appropriate FNAL technical resources for newly arising problems
 - Verify that routine maintenance is being executed
- **Mitigating/Coordinating between experiments**
- Respond to off hours requests made by Run Co (experiment makes a list of systems/items needing off-hours response)
- Know who (all) the experiment Run coordinator(s) is/are
- Attend AD Operations 9 O'clock meeting and report back to experiments
- Representing Experiments to AD (articulate problems that experiment is having which may be AD related or make-sure appropriate 'Thanks' are conveyed)
- Attend All Experimenter's meetings
- Attend Experiment Operations Meetings (Meetings are run by Run Co's)
- ELO should be kept in loop on experiment ORC's, and can, if requested, coordinate ORC inspections
 - Can help decide if an ORC is necessary
- Coordinate with spokesperson(s) or designee on what should be included in training for experimenters with respect to the experiment's areas (ITNA's, Shifter Training, CAL, etc.)
- Be familiar with shift schedule and know how to look up who's on shift
- Periodically inspect experiment areas, and alert appropriate personnel (stakeholders) of any problems

Facility Co Responsibilities

- Control access to area, to protect equipment and personnel
- Coordinate activities in area (make sure groups don't conflict, and everyone follows appropriate safety guidelines)
- Maintain and enforce procedures for
 - Access
 - Installing
 - Operating
 - Storing
 - Removing
- work with FESS & AD to coordinate Power Outages
- Work with CD for Networking needs/outages, etc.
- Run regular meetings to coordinate area activities
- Maintain a calendar, and/or elog/ and/or website for the area
- Schedule Tours (General Public, physicists, potential experimenters, congressmen, DOE-types, etc)
- Arrange for tour guides, or ensure proper escorts for tourists
- Lead Tours of area
- Sign-off on ORC's for the area,
 - Can, if requested, coordinate the ORC inspection
 - Can help decide if an ORC is necessary
- CAL Training; if appropriate for area
- Respond when contacted in the event of any emergency involving the area.