

## SELVA Meeting 4/29/2014

**Attendees:** Jerzy Nogiec, Roger Nehring, Andrzej Makulski, Sergey Kotelnikov, Dana Walbridge, Lidija Kokoska, Kelley Trombly-Freytag

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### 1. Safety

- Alex Yuan is working on a LOTO procedure
- An additional emergency shutdown button will be placed outside of the machine, to disable motors and switch off power
- We are having our own lockbox installed

### 2. Problems

- Locks obtained were not LOTO locks, Andrzej is getting LOTO locks
- Getting a mechanical setup for testing tension may take some time, so we will be getting ready for testing the bridge.

### 3. Action Items

#### Andrzej

	Get LOTO locks for Jerzy, Andrzej, Roger, Lidija and Sergey	Fred ordered wrong locks, Andrzej will ask for correct locks	Carried Over
	Set up a DC motor for tuning tension PID	Suspended, pending solution for mechanical setup for tension	Carried Over
	Verify all electrical wiring for tension test as operational	Wiring is ready but not the interface box – Bill says it should be ready today	Carried Over
	Design the machine interlocks upgrade to adhere to the Fermi Safety Code (failsafe)	Not done. Need meeting with Miguel Nunez and Alex Yuan	Carried Over
	Get LOTO locks		New
	Ask Paul to add additional emergency shutdown button near the remote control computer		New

#### Jerzy

	Check/Take LOTO training	Training needed	Carried Over
	Send updated ORC to Romesh		New
	Talk to Rich about setting up separate training for LOTO 2 (for Jerzy, Dana, Sergey, possibly Lidija)		New
	Setup meeting with Andrzej, Roger and Sergey to create a list of		New

possible tasks connected with mechanical alignment of the machine		
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### Roger

Create tension subsystem test plan (give to Dana to put into template)	In Progress, will be complete today. Roger was asked to do other things by supervisor, so could not finish the assigned work.	Carried Over
Create hazard analysis for tension testing (Cosmore can assist)	In progress.	Carried Over
Execute and document tension control test plan	Can't start until plan (above) is complete	Carried Over
Verify devices are operational	Not done.	Carried Over
Create Reel Control test plan	Not done.	Carried Over

### Sergey

Check/Take LOTO training	Training needed	Carried Over
Create note on naming conventions on I/O channels		New
Create test plan for Bridge		New

### Dana

Put tension control test plan into template	Waiting on input from Roger	Carried Over
Setup meeting with Nogiec, Andrzej, Miguel and Alex on interlocks for failsafe operation		New
Order a USB wireless for computer		New
Get trip protection for power cord/network connection for computer		New
Get key lockbox for the area		New
After wiring has been okayed and trenches are covered, then inspect the area for small objects and have them removed		New

## Kelley

No new items	-
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## Lidija

Check LOTO training level	New
Consult with Cosmore and provide a sense of the timescale to do the mechanical setup for testing tension	New

## 4. Completed Action Items

Andrzej	Write the test ORC for the high voltage/high power to the motors	Complete and approved (by Miguel Nunez and Rich Ruthe). Alex Yuan needs to update it, approvals will be needed again.
Andrzej	Send ORC to Alex to amend. Alex ask Miguel.	Complete, no changes were needed
Jerzy	Contact Alex Yuan regarding an expedited schedule for getting power to the computers in the area immediately.	Complete. Temporary extension cord is available. Permanent power may be in by this Friday, 5/2
Jerzy	Contact Cosmore to set up the mechanical system for the tension test	Complete. Meeting held w/Lydia, Cosmore and Roger
Jerzy	Create initial outline for tension test plan for Roger	Initial outline sent to Roger
Roger	Check/Take LOTO training	Has LOTTO 2 training
Sergey	Create the tuning screens for tension	Complete
Sergey	Modify the code to use the correct I/O channels	Complete – need to decide on naming convention
Dana	Organize a meeting with SELVA team and Miguel Nunez re: getting the electrical safety protection up to Fermi standards	Complete
Dana	Test Area Safety <ul style="list-style-type: none"> <li>Hazard analysis Document to be created and posted outside the ropes</li> <li>Take pictures of the area for analysis</li> </ul>	<ul style="list-style-type: none"> <li>In progress. Rich Ruthe has given access to Dana and Jerzy to a database with Hazard Analysis Documents</li> <li>Initial pictures taken. Pictures will be taken again now that cleaning is complete.</li> <li>We will be using the online Hazard Analysis Database; Cosmore or Lidija may</li> </ul>

	<ul style="list-style-type: none"> <li>• Cosmore may be of assistance in creating this analysis</li> <li>• Talk to the Building Manager <ul style="list-style-type: none"> <li>○ The area must be roped off</li> <li>○ Stopping traffic on the green aisle</li> <li>○ Area must be cleaned; all stored items removed</li> <li>○ Request additional table(s) for workspace to be used <u>ONLY</u> by the SELVA group</li> <li>○ Obtain steps for accessing the SELVA machine</li> <li>○ Getting a lockbox installed</li> </ul> </li> </ul>	<p>help with writing the Hazard Analysis</p> <ul style="list-style-type: none"> <li>• Met with Building managers and Rich Ruthe <ul style="list-style-type: none"> <li>○ Area now roped off</li> <li>○ Traffic will be stopped as needed; we will need to coordinate with people in the area, especially the microscopy lab to stay out when we are testing</li> <li>○ Area cleaned</li> <li>○ A table is there now, we will need another for the computer; the computer table should be in a safe place <ul style="list-style-type: none"> <li>▪ Computer is installed, but there is no safe power connection, currently using extension cords. There is a nearby network connection, that had no public port, but now Networking has installed one. (We should get a backup wireless adaptor)</li> <li>▪ A computer desk has been located, not yet in place</li> </ul> </li> <li>○ Steps were located and are in place</li> <li>○ The current key lockbox is in Marty's office, where we would need access when he is not in the building. We need our own key lockbox</li> </ul> </li> </ul>
Dana	Deploy desktop computer to test area	Complete
Kelley	Create and configure a Redmine project for SELVA	Complete