

# The paperwork

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Milestones, Reviews, MOUs, Accounts at TRIUMF, other Bureaucracy  
Kate Pachal

# Milestones: past

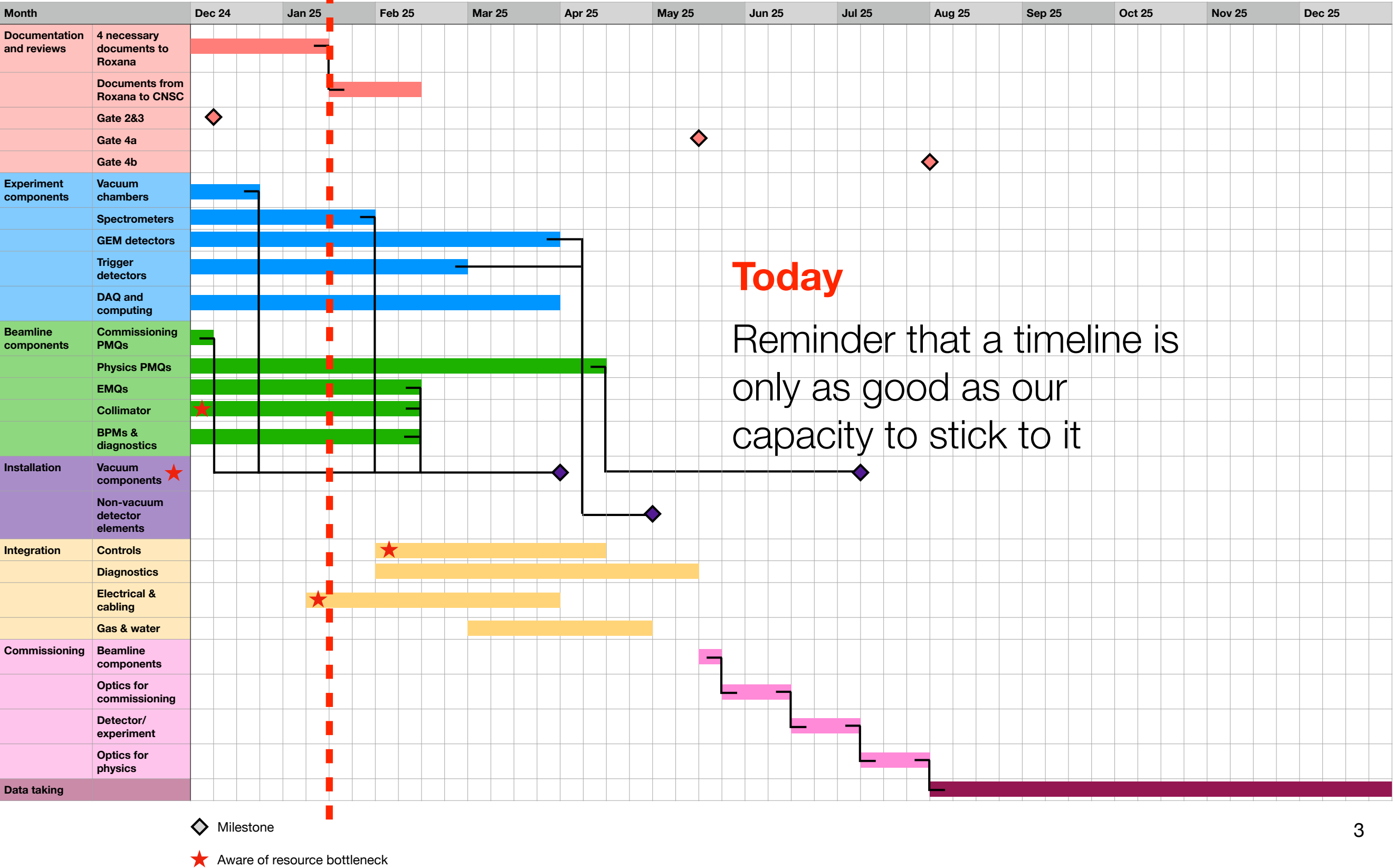
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- Gate 0: Project initiation sheet submitted Feb 8 2021 (updated May 13, 2021)
- Gate 1: Feb 15, 2022. Report is released as Document-218766
- Various conceptual and technical design reviews in 2023-2024: vacuum chambers, GEM detectors, spectrometers, collimator, beam optics
- Accelerator Division safety review held Nov 4th 2024; safety report approved and documents to be sent to CNSC shortly
- Gate 2&3 combined held on Dec 11, 2024
  - Approved but with one open action item (more detailed schedule); anticipate closing in next couple of weeks
- Next step is installation
- Gate 4a will follow installation and mark permission to proceed to commissioning

# Milestones: upcoming

Some updates requested:  
Jan & I working on it now

DarkLight 30 MeV experiment timeline



**Today**

Reminder that a timeline is only as good as our capacity to stick to it

# Key paperwork: design ECO

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BE AWARE: WE CAN NOT INSTALL EXPERIMENT UNTIL THIS IS COMPLETE

- Summary: BC regulations require all designs for large equipment like DarkLight target chambers, spectrometers, stands etc to be signed off by a BC- licensed professional engineer. This stamp-of-approval process is called ECO
- (As usual), TRIUMF very likely does not have available person power on site to complete this task
- We are inquiring with local vacuum systems company D-Pace to see if we can contract this service to them
- Many many thanks to Jim and Joe who are working on putting together a package with all existing info to make this go as smoothly as possible.

# Reviews

Review	Date	Record of review	Released?	Open action items?
DarkLight scattering and magnet chamber	2023-05-02	DR P0538-03 ( <a href="#">Document-242873</a> )	Yes	Check fast valve; pump connections/cables
DarkLight GEM detectors	2023-05-29	DR P0538-04 ( <a href="#">Document-242874</a> )	Yes	Question re safety in access tunnel
DarkLight spectrometer	2023-03-21	DR P0538-01 ( <a href="#">Document-232315</a> )	Yes	Power supply hookups/cables
Collimator for the high-energy beam dump	2023-11-22	DR P0538-02 ( <a href="#">Document-240732</a> )	Yes	Only those that are part of integration task list
EHDT DarkLight optics design review	2024-08-15	DR P0538-05 ( <a href="#">Document-243186</a> )	Yes	Several tasks still open but no showstoppers
Accelerator division safety review	2024-11-04	Record is SAR ( <a href="#">Document-242966</a> )	Yes	All closed

- Not aware of any more reviews required.
- Action items listed in full [here](#) (needs digging into reports for context in some cases), but I think critical ones have been moved into shared TODO lists. Worth going through though.

# Memorandum of understanding/loan agreement

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- Formal MOU has been wanted for a while now. Many thanks Richard for drafting an MOU for us to consider, it looks great!
  - Requires input from all collaborating institutions. Richard or whoever he delegates will circulate to institutional representatives for input and comments.
- TRIUMF also requires we have an inter-institutional loan agreement reviewed by them and signed in order to keep shipping things to the lab
- Doug H is hoping that a single document can satisfy both MOU and inter-institutional loan agreement requirements - sounds nice if we can achieve it. Cynthia Reis from TRIUMF will need to review draft.
- I delegate forming TRIUMF/UBC opinions on further drafts to Mike and Oliver. Please finalize without me; I will sign whatever the executive board agrees on!

# Accounts at TRIUMF

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- Setting up spending accounts depends on having signed MOU - once that is done, can proceed
- Inconvenient thing: people need to be at least TRIUMF affiliate scientists in order to access purchasing and procurement through the TRIUMF system ([link](#))
- What this basically means is we could open an account for external collaborators, but Mike or I would have to be the official account holder and manage it for you: place orders for things, approve expenses, etc
  - Obviously a pain in the neck compared to just doing it yourselves, but feasible if this still sounds more convenient than nothing
  - Maybe you can still generate purchase orders and we just have to push a button to approve them? I'm not sure.
- Form to complete to request an account: <https://documents.triumf.ca/docushare/dsweb/Get/Document-24964>

# Visas, work permits, etc

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- Turnaround for getting invitation letters has improved - got them in a week this time
- Immigration & work rules still being enforced as described [here](#)
- HR might eventually agree that their interpretation of the work permit rule is weird and confuses border guards, but they haven't yet
- Suppose this means anyone who intends to come and go frequently in next few years might as well get a work permit like Ethan did. If that sounds like you, talk to me to start the process.