September 10th, 2018

Nena:

* She reported what was brought up at the Ops Meeting:
	+ Cassandra Hayden is the new AES ESH Coordinator.
	+ The MCR has a new template for downtime that will include estimated time of shutter enable and next time of update in an Xray Ops email.
	+ Elroy Chang discussed the two 911 calls that were reported last week: one personal illness and one personal injury.

Bruce:

* Performance appraisals are now open for completion and need to be submitted within one month.
* Due to fiscal end of year deadlines, all effort through the end of September must be submitted before Friday, September 14th at 15:00.
* Shane will be on travel next week at Los Alamos for explosives handling training.

Dean:

* He is working on scheduling routine radiation surveys for the remaining beamlines for the rest of the year.
* He and Wendy have completed QEW walkthroughs for sectors 3-8 beamlines and labs for the 2018-3 shutdown. The scanned sheets are in the UES shared folder.

Lisa:

* Bruno and she have completed QEW walkthroughs for sectors 13-15 beamlines and labs for the 2018-3 shutdown.

Wendy:

* She is now all moved into the 431 C001 office except for her computer and telephone.

Clay:

* He reported that a project going on at sector 7 did not have a thorough review by the required committees and that it conflicts logistically with a project going on at sector 6. This conflict shows a lack of communication between beamline staff and the floor coordinators and lack of proper project planning. Bruce will bring this issue up to George Srajer.

Bruno:

* Installation of the new ODH monitor in the 431/432 truck lock has been installed. Six more of these new ODH monitors will be installed across the floor eventually.
* He will show John Mazzio how to calibrate monitors.
* He reported that there is a new QEW cord and plug qualification that is below the QEW 1 level.