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By Jonathan Dorfman

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[Special Edition SLAC T-shirt In](#)

By Mason Inman

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By Matt Howard

Not very many people understand how the Mail Room works, but everyone uses it. You may use mailing services to send and receive work-related documents, books and correspondence. Processing the large amount of mail moving through the Lab can be daunting, and there are things that you can do to help.

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Director's Corner

By Jonathan Dorfan

I am looking forward to speaking to you at my All Hands presentations on July 13. I will be talking about SLAC science, budget news and other issues of importance to the Lab. I hope to see you all in the Auditorium.

Here is a reminder of the timetable:

7:00 - 8:00 a.m. Owl shift and any others who would like to attend

10:00 - 11:00 a.m. Last names A through G

1:30 - 2:30 p.m. Last names H through P

4:00 - 5:00 p.m. Last names Q through Z and swing shift

Safety at the Lab is one subject I will be highlighting on my presentation. Last year we had a very serious accident at SLAC and I determined to take action to ensure this will not happen again. One step is the introduction of a Job Hazard Analysis and Mitigation (JHAM) process. JHAM is a self assessment of the hazards that are part of our daily routine. Frequently we are the best people to identify and analyze hazards associated with our own jobs and places of work. JHAM helps us to focus on hazards we expect to encounter at work and how we can either eliminate the hazard or reduce the risk. You can find a full explanation of JHAM on the back page of this issue of TIP.

Twenty-five percent of Lab staff have been trained and are using the JHAM process. I was one of the first. Completing my JHAM assessment took about 45 minutes; it was straightforward and certainly made me think carefully about possible hazards associated with my job. ES&H staff and divisional safety coordinators will provide JHAM training to all staff before November 15. I will outline the options for training and additional education in my All Hands presentation.



Photo by Diana Rogers

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Persis Drell Joins LAT as Project Goes Full Steam Ahead

By Davide Castelvecchi

On June 21, Research Director Persis Drell took the role of Deputy Project Manager for the Large Area Telescope (LAT), the main instrument of the Gamma-ray Large Area Telescope, or GLAST, due to go into orbit in 2007.



Persis Drell discusses the LAT Test Bed with Gregg Thayer (REG). (Photo by Joni White)

modules will be installed in a four-by-four array inside a grid machined out of a single block of aluminum. The LAT will be completed with on-board electronics designed at SLAC and an Anti-Coincidence Detector provided by NASA-Goddard.

After several phases of building and testing, in July 2005 the completed instrument will be shipped to the NRL for flight certification, and later to Arizona, where Spectrum Astro Inc. will assemble it into the GLAST spacecraft.

Drell will help steer the LAT project as it goes into full throttle, and the Lab gets ready for the arrival in early September of some instrument components from Italy's INFN, from NASA's Goddard Space Flight Center and from the Naval Research Laboratory (NRL) in Washington, D.C.

"The GLAST/LAT project is an incredibly exciting scientific opportunity for the field and for the Laboratory," Drell said. "It is at an important point in its development, as we anticipate the delivery of flight hardware this summer and the beginning of the integration and test phase of the project."

Technicians will assemble each of the LAT's 16 tower modules from a silicon strip tracker (designed by UC Santa Cruz and Japanese physicists and assembled by INFN) and a cesium iodide calorimeter (provided by the NRL in collaboration with Swedish and French physicists) (see TIP, June 18, 2004). The tower

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As Deputy Project Manager, Drell will oversee three of the project's subsystems—the Tracker (managed by Robert Johnson), the Instrument Science Operations Center (Robert Cameron), and the Science Analysis Software (Richard Dubois).

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"We're getting to the final steps of building the real instrument," says LAT Project Manager Lowell Klaisner, "and getting every bolt right is particularly difficult with a space project. It is great to have someone such as Persis who is so bright and thorough—and so enthusiastic. Her excitement is contagious."

Working at the GLAST headquarters in Building 28 will be Drell's primary day-to-day focus, but she will also continue to participate in the strategic planning of research as SLAC's Research Director. Meanwhile, Steve Williams and Charlotte Chang (both RD) will take care of the everyday operation of the Research Division. "I know that I can count on the superb staff in the division to help Steve, Charlotte and me as we rearrange our responsibilities," Drell says.

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Nature's Greatest Puzzles Attract Physicists to SLAC Summer Institute

By Heather Rock Woods

With youthful enthusiasm, hundreds of scientists will explore Nature's Greatest Puzzles at the SLAC Summer Institute (SSI) on August 2-13.



Graphic by Michael Hyde

"Exploring the fundamental nature of matter, spacetime and energy has never been so exciting," said SSI Program Director JoAnne Hewett (THP). "There are deep mysteries to investigate, such as realizing Einstein's dream to unify the forces, detecting and producing the dark matter particle, understanding the birth of the Universe, completing the list of nature's basic building blocks and symmetries, unraveling the nature of neutrinos and solving the riddle of dark energy."

To scrutinize 10 outstanding questions, the program directors changed the usual format of the 32-year-old summer school. Each day will consist of an overview lecture on one of the puzzles, followed by talks on experimental results and detailed theory related to the day's topic. In addition to Hewett, the program directors are John Jaros (EA), Tune Kamae (GLAST) and Charles Prescott (EA).

"Each day is an a la carte menu, so to speak," Kamae said. "The puzzles are interrelated and many address common themes between particle physics and cosmology."

"They're great questions and a good representation of the future of the field," Jaros said.

So far, 200 students and scientists from around the world—about half from outside the U.S.—have registered to participate in the lectures, discussions, poster sessions and, of course, the enticing dinners, social hours and excursions.

- [Job Hazard Analysis and Mitigation \(JHAM\) Policy](#) "When I first came here, the whole Lab would come out to the dinners. It's an incredible deal and a lot of fun. I wish we had more of the Lab there enjoying them," Jaros said.
 - [Guest House Rate Increase](#) Dinners catered by SLAC favorite Jeff Machado's Elegant Cuisine, are \$5 for students, \$8 for others. "Bring the whole family," said conference organizer Maura Chatwell, "and wear your favorite Hawaiian shirt for the luau dinner on August 9. We'll also have great live music, including an appearance by Neil Calder (COM) and his traditional Irish band, The Ripping Tendons, and our own Jamie Davis (REG) will entertain us at the August 12 dinner."
- EVENTS
- [Ambassadors to the Community Host Stanford Commencement Tours](#) No matter how good the food and music, for the participants the real dessert is the science. "Through this year's institute you can learn almost everything," said Kamae.
 - [Senator Stevens Visits SLAC with NASA's O'Keefe](#) Last year's institute on cosmic connections attracted people from multiple fields. "Last year was a spectacular success, so people are really paying attention to what we do at SSI," Kamae said.
 - [Joyful Juneteenth Celebration!](#) "We expect another good mix of people from across disciplines this year," Jaros said. "It should be fun. We got some really good, naïve, fundamental and deep questions from people who weren't an 'expert' in a topic."
 - [SLUO Users Annual Meeting](#) The expert speakers from SLAC are Michael Peskin (THP) on 'Higgs Basics', Tom Rizzo (THP) on 'Experimental Signatures of Extra Dimensions', and Roger Blandford (KIPAC) on 'Cosmic Acceleration Mechanisms'. Three well-known physicists are wrapping up the last day: Andrei Linde (Stanford) will discuss 'Inflation and String Theory', Fred Gilman (Carnegie Mellon) will give a 'Road Map to the Future' and Nima Arkani-Hamed (Harvard) will give 'The Last Word on Nature's Greatest Puzzles'.
 - [Kids Day](#)
 - [Upcoming Events](#)
- ABOUT TIP
- [Staff/Contact](#) To register, see www-conf.slac.stanford.edu/ssi/2004 or contact Maura Chatwell (Ext. 4931, ssi@slac.stanford.edu).
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Pictured (left to right): James Gotchie (DOE-CH), Dominic Passanisi (SSO), Katherine Woo (SSO), Marty Sorensen (AO), Yen Tran (AO), Mimi Chang (BSD) and Georgia McClelland (SSO). Also attending were Martin Straka, Valerie Caatz (both DOE-CH) and Tyndal Lindler (SSO). (Photo by Nina Stolar)

To help facilitate a smooth transition, the DOE Stanford Site Office (SSO) hosted a meeting on June 23 with financial staff from the DOE Chicago Office and the Budget Office team. Under the Office of Science (SC) restructuring project (OneSC), SSO and SLAC receive support from the Chicago Office (see [TIP, March 19, 2004](#)). Face to face discussion provides an opportunity for people to meet and helps with future long distance working relationships.

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SLAC Mail Services: The Life Cycle of a Letter

By Matt Howard

Not very many people understand how the Mail Room works, but everyone uses it. You may use mailing services to send and receive work-related documents, books and correspondence. Processing the large amount of mail moving through the Lab can be daunting, and there are things that you can do to help.

Located in the A&E Building (Ext. 2380, Room 138), the Mail Room is open from 7:30 a.m.-12 Noon and 1:00 -5:00 p.m. on Monday through Friday. The door is closed while staff make deliveries (9:00-10:30 a.m. and 2:00-3:30 p.m.). There is a drop off slot for your use during these times.

Typical Mail Cycle

Mail arrives at the Mail Room via the post office or Stanford delivery, in boxes with a ton of letters, publications, periodicals and junk-mail scrunched tightly together. The mail is then sorted into the respective mail stop box, bundled together and prepared for departure generally in about two and a half hours.

There are three mail stop routes. The first route covers the A&E and Test Lab buildings. The second, called 'the outside route', covers buildings and mail stops throughout the site and the third route is the Central Lab building. These three routes combined serve a total of over 100 mail stops. In addition, mail is picked up from all mail stops and taken to the mail room for both internal and external distribution. The average time it takes to complete each route is two and a half hours, making the total time to complete the mail cycle around five hours.

The three people who work the mail routes are Darnell Clay, Rod Harrison and Gary Remerata (all BSD). Each person is assigned one route for a day, and they switch routes every day. This assures each of them knows the three routes for complete site coverage. Although this may seem like a lot of work, they still find it enjoyable.

"You basically meet and interact with the whole site, so you always have to be friendly no matter what the situation is," Darnell Clay said about going around on the various mail routes.

Use SLAC Street Address

- [Job Hazard Analysis and Mitigation \(JHAM\) Policy](#)
- [Guest House Rate Increase](#)

The most efficient way to get your mail is to use SLAC's street address (2575 Sand Hill Road, Menlo Park, CA 94025) and your Mail Stop number. Mail addressed to SLAC's old campus post office box (P.O. Box 4349) is no longer accepted. If a post office box address is absolutely necessary, use the current campus address (Stanford Linear Accelerator Center, P.O. Box 20450, Mail Stop Number, Stanford, CA 94309). The Post Office Box option will result in delays, so its use is discouraged.

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Periodically, you should review materials from your group or department that include mailing information (such as web sites, forms, e-mail signatures, business cards and office supplies). Please do not use outdated supplies (envelopes, letterhead, mailing labels, etc.) with the old campus box number or mail will be returned to sender.

Always Include Your Mail Stop

Please make sure to include your mail stop in all your correspondence. The Mail Room staff tries to locate mailstops for incomplete addresses using the phone directory. This time consuming task is only done for first-class mail. All third-class mail without a mail stop in the address is either returned to the sender or placed in the recycle bin.

Because of the large number of mail stops at the Lab, sometimes it can get very confusing and frustrating for mail room employees. To help mail services run more smoothly, for example, be sure someone changes your mail stop number when you make an office move. Otherwise, mail may not be properly delivered.

"If you have any questions pertaining to mail, just ask," says Rod Harrison, who's been delivering the SLAC mail for over 20 years. "If I don't have the answer in my head, I'll find out and get back to you as soon as I can."

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For more information, see: www-group.slac.stanford.edu/bsd/Mail_services/Mail_service.html

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Special Edition SLAC T-shirt In

By Mason Inman

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The special tees modeled here can be purchased at the Guest House through December. (Photo by Diana Rogers)

"The regular design SLAC logo-wear will be available year in, year out," said Doug Kreitz (BSD), "and then we plan to introduce a new special edition t-shirt each spring." This year's shirt has a limited print run so far. "But if demand is high," Kreitz added, "the Guest House will replenish their stock through December."

Part of the proceeds from all SLAC logo items will go to the Friends of the Linear Accelerator, an employee-based, non-profit group for the benefit of staff activities.

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MILESTONES

Deceased

Nelson, Robert Gustav, retired from SLAC (SEM) in 1989, passed away at the age of 80 on April 20, 2004

To submit a Milestone, see:

<http://www2.slac.stanford.edu/tip/milestonesubmissionguidelines.htm>

See Awards and Honors at <http://www.slac.stanford.edu/slac/award>

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Job Hazard Analysis and Mitigation (JHAM) Policy

Summary

Job Hazard Analysis and Mitigation (JHAM) is a formal process by which personnel plan work, identify task-specific hazards, assess associated risks, eliminate hazards or establish control measures to mitigate risks, document results, and monitor the effectiveness of the control measures. This process is conducted annually, or whenever standard duties change, for routine work and is conducted on a task basis for non-routine work.

Area Hazard Analysis (AHA) is a formal process by which assigned personnel identify area hazards, assess associated risks, eliminate hazards or establish control measures to mitigate risks, document results, and monitor the effectiveness of the control measures. This process is conducted annually or when the characterization or content of an area changes.

Together, Job Hazard Analysis and Mitigation and Area Hazard Analysis processes, as major components of the Integrated Safety Management System at SLAC, produce specific actions and information necessary to safely complete a project, task or work activity while assuring active participation of those who perform the work.

Applicability and Scope

JHAM is applicable to all SLAC workers, and the AHA is applicable to all areas where work activities take place.

Driver and Purpose

To enhance safety through hazard analysis and to support compliance with the Integrated Safety Management System (ISMS).

Policy

The SLAC director and associate directors are responsible to ensure that job hazard analyses are performed for all employees and that area hazard analyses are carried out for the areas under their

- [Job Hazard Analysis and Mitigation \(JHAM\) Policy](#)
- [Guest House Rate Increase](#)

control. To support this requirement, all supervisors at SLAC will work with their employees to review and identify safety, health, and environmental hazards, and either eliminate the hazards or establish controls necessary to reduce the associated risk to an acceptable level. This review shall be conducted annually and whenever a change of duties warrants a review. A job hazard analysis, either routine or non-routine, must be performed before work begins.

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Additionally, all areas at SLAC where work activities take place shall be reviewed by the responsible associate director or assigned designee, with support from ES&H Hazard Control and other ES&H staff. This review identifies the safety, health and environmental hazards present in the area and either eliminates the hazards or establishes controls necessary to reduce the associated risk to an acceptable level.

ES&H Hazard Control shall establish and maintain a hazard analysis training program that supports the goal of this policy, and shall establish and maintain a program to monitor compliance with this policy and report results to the ES&HCC.

POLICY OWNER: Associate Director, ES&H Division

POLICY CONTACT: Hazard Control, ES&H Division

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Guest House Rate Increase

Unfortunately, average monthly occupancy rates at the SLAC Guest House have been below projections, falling short of breaking even on operating costs. Therefore, all reservations made after June 1 reflect an increase of \$9 per night.

A Standard room with full-sized bed will be \$59. Larger rooms are \$74 (queen-sized bed) and \$89 (two full-sized beds).

These rates are still significantly below the market price for comparable local lodging. We trust Laboratory visitors will continue to vigorously support the Guest House.

For information and reservations, see: www.stanford.edu/dept/hds/SLAC
Contact: Jerry Jobe, Ext. 4245, jjj@slac.stanford.edu

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Ambassadors to the Community Host Stanford Commencement Tours

By Nina Stolar



Illustrative posters helped guides describe the accelerator to visitors before escorting them inside the Klystron Gallery. (Photo by Nina Stolar)

SLAC Tours have been an annual tradition during Stanford University Commencement Weekend for almost four decades. Two afternoon tours were offered on Saturday, June 12, beginning with a brief talk in Memorial Auditorium on campus. The 10 person campus team directed visitors to busses where 15 guides gathered tour groups (one for each bus). An additional six member team handled on-site logistics.

Advance planning and assistance from Accelerator Operations, ES&H and Security personnel were essential to the success of the day. The continued dedicated support of the SLAC community is greatly appreciated.

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Senator Stevens Visits SLAC with NASA's O'Keefe

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Photo by Diana Rogers

Senator Ted Stevens, Chairman of the Appropriations Committee (pictured left), during a tour of the Laboratory on Saturday, June 12. With him are Director Jonathan Dorfan and the Honorable Sean O'Keefe, NASA Administrator (pictured right). Stevens and O'Keefe visited SSRL, the Next Linear Collider Test Accelerator and the GLAST assembly facility. They enjoyed discussions with Lab management and were given an overview of some key science projects.

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Joyful Juneteenth Celebration!

This year the Black Association of SLAC Employees (BASE) invited everyone to join the 15th annual Juneteenth Celebration. On the afternoon of June 18, the Cafeteria Picnic Area was filled with people, music and laughter. The weather turned out a fine day for enjoying great food, music, games and more—everyone had a good time.

An annual Lab tradition, BASE hosts this event to celebrate the end of slavery in this country as well as the gathering of family, friends and co-workers. This year's theme was based on the inspiration of Bessie Coleman, the first black female aviator. Posters displayed photographs and information about this fascinating aviator and her contemporaries.

The abundant menu featured Barbecued ribs, chicken and hot links with assorted salads, baked beans, corn-on-the-cob, beverages and desserts. The delightful instrumental music by Perfect Harmony featured youth members—a real treat for music lovers.

Michelle Smith, the coordinator for the event said, "I would like to thank the working crew for their leadership and ideas to make this Juneteenth a success. Without your help, this would not have happened."

We hope to see you in 2005!



Photo by Diana Rogers

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SLUO Users Annual Meeting

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Tuesday, July 6
Panofsky Auditorium

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www.slac.stanford.edu/grp/rd/sluo/Annual_Meeting_2004.htm

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