



Department of Energy

Washington, DC 20585

December 22, 2008

Mr. Dale Knutson, Acting Director
Linear Coherent Light Source
SLAC National Accelerator Laboratory
2575 Sand Hill Road
Menlo Park, CA 94025

Dear Dale,

An upcoming review of Linac operations for the Linear Coherent Light Source (LCLS) has been formally scheduled for February 18-20, 2009. In the near future, I will provide you a list of the participating reviewers and observers. We would expect to begin this review the morning of February 18 and include two full days of presentations, facility tours, and closed sessions with selected staff, etc. A closeout session with laboratory management will be at the end of our visit on February 20, 2009.

Attached is a list of information requested for this review. Also, please provide copies of this information and the final review agenda directly to the reviewers no later than three weeks prior to the review with an additional four hard copies to Linda Cerrone, of our office, prior to the start of the review.

The review will focus on the cost of operating the Linac for LCLS, including the R&D costs associated with the operations.

Topics to be covered in this review are:

- Accelerator operational costs (power, scientific and technical staff FTEs)
- Projected operations schedules through FY2010-2012
- R&D associated with accelerator operation for LCLS

Agenda and logistics for this review should be coordinated through our office. We look forward to a productive review.



Sincerely,

A handwritten signature in dark ink, appearing to read "Roger W. Klaffky". The signature is fluid and cursive, with the first name "Roger" and last name "Klaffky" being the most prominent parts.

Roger W. Klaffky
Program Manager
Scientific User Facilities Division
Office of Basic Energy Sciences

Enclosures:

Information Requested From the Facility

cc:

H. Kung, DOE-BES
P. Drell, SLAC
J. Galayda, SLAC
P. Golan, DOE-SSO
P. Montano, DOE-BES
L. Cerrone, DOE-BES

Information Requested from the LCLS:

1) Present facility

- i. Brief description of the facility.
- ii. Provide a FY08 budget table for operating, AIP, and capital equipment as they were allocated for salary, non-salary and power. Provide the power cost for 200 days of operation.
- iii. Provide a table that breaks down all LCLS accelerator-related scientific and technical staff (permanent, part-time, and temporary) by their assignments [list personnel (FTEs) and budget allocation for each assignment]. Show the number of FTEs associated with infrastructure support by general categories (mechanical, electrical, cryogenics, vacuum, physical plant, ES&H, etc).
- iv. Provide a detailed organization chart that includes the names of all SLAC employees associated directly or indirectly with the LCLS operation. Describe the function of each major organizational unit and of the groups within these units.
- v. Describe the ongoing R&D activities at the facility related to operational improvements. Include accelerator physics activities. How are these activities now supported? How will they be supported in the future?
- vi. Provide a description of the space allocated to LCLS staff and LCLS accelerator -related R&D staff (buildings, laboratories, offices) with the associated square footage.

2) Future

- i. Describe existing legacy problems (physical plant, ES&H, technical, etc.) that need to be addressed.
- ii. Briefly describe plans for facility upgrades for LCLS operation
- iii. Identify potential problems - such as power shortages and cost, environmental contamination, etc.
- iv. Provide a projected operational schedule for FY10-FY12.