Hello all,

I put a list together with the steps needed so everyone is on the same page. This is a general overview, so if there are any changes, concerns, or questions, Please let me know, so we can continue to move forward.

1. Pressure test of air spring system – Andrew/Eric/Jenord (hopefully done by 3-23-24)
	1. Hook up original box to see what the pressure regulator was set to – Andrew/George
	2. Gather Material certs/certificate of compliance of all components being used
	3. Write EPAS for Testing
	4. Testing the system to 4 times the max pressure (120psi) This will certify all crates (the goal is to have the entire system under 2Bar(30PSI) to be under compliance of DOT regulations for shipping Non-hazardous material)
	5. When done testing, give results to Benni ASAP
2. DIRC Shipping Crates – Andrew/EIC techs
	1. Retrieve 1 Shipping Crate from storage (Benni sent Andrew a list via email of property tags) \*\*\*EPAS may be required\*\*\* – Andrew/Walt/Christian
	2. Retrieve box and open it to see if it needs to be modified
	3. Continue building/modifying the 6 Shipping crates (Done by 3-7-24)
	4. Build pallets for the 12 concrete blocks
3. Special Trucks used for Shipping - Greg
	1. Greg gathering multiple quotes from Shipping companies
	2. Once quotes are receives, he gives them to Benni
4. Shipping Authorization and property pass generated – Benni
	1. Benni will submit a Shipping Authorization form
	2. Andrew will give Benni a list of tools needed for trip to SLAC. “property pass” is needed
5. Testing of Shipping Crates – Greg/Tyler/Andrew
	1. Write EPAS for Loading and unloading of Shipping Crates (requires a forklift attachment), has to be issued before moving crates. – Andrew/Caleb
	2. Place sensors on a shipping crates and drive around the area for air spring settings test. This will finalize the settings, “write settings down for future reference”
	3. If drive test is done off-site, a property pass may be required – Christian/Andrew
6. Loading, unloading, and Travel Dates: Andrew, Tyler, Greg
	1. The loading of shipping crates in JLab will start on April 2nd. It will take probably max 2 days before departing to SLAC, CA.
	2. We will fly to SF airport on Sunday, April 7th

Loading in SLAC will start on April 8th. It will take 3-6 days before departing back to JLab, VA. \*\*\* Andrew and Tyler will need to confirm with Sadie for Travel plans\*\*\*

* 1. The trip from SLAC to JLab will take 4 days
	2. Unloading in JLab will happen once trucks arrive, in the week of April 15

Things that need to be answered/verified:

1. SLAC workforce, has it been paid for already?
2. Rental car – Who pays for rental car, Jlab or university?
	1. If Jlab, confirm with Christian to see what arrangements are needed for non-Jlab personnel to operate vehicle \*\*\*Jlab does NOT provide personnel for chaser Car\*\*\*
3. Are all the crystals in the same orientation coming from SLAC (upside down or up right)?
	1. If not, parts need to be on order and time allocated so we can modify the original boxes.