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C-A OPERATIONS PROCEDURES MANUAL

1.10.1 Procedure for Documenting Unreviewed Safety Issues

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Hand Processed Changes

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Approved: \_\_\_\_\_ *Signature on File* \_\_\_\_\_  
Collider-Accelerator Department Chairman      Date

E. Lessard

## 1.10.1 Procedure for Documenting Unreviewed Safety Issues (USIs)

### 1. Purpose

1.1 This procedure provides instructions for the Associate Department Chair for ESSHQ, Head of the ESSHQ Division, and the C-A Committee Chairs for ESRC, RSC and ASSRC to amend accelerator safety-basis documentation for Unreviewed Safety Issues.

1.2 The following are examples of Unreviewed Safety Issues (USIs):

- Changing or altering procedures described in detail in a Safety Assessment Document (SAD).
- New hazards not currently analyzed in the SAD.
- Reorganization affecting departmental/divisional responsibilities listed in an SAD.
- Accelerator modifications that are not replacement-in-kind activities.
- Non-editorial changes to operational safety limit related C-A procedures (C-A OPM 2.5 series procedures).
- Change-out/replacement of safety equipment identified in the Accelerator Safety Envelope (ASE) that is not identical in form, fit, and function.

### 2. Responsibilities

2.1 The Head of the ESSHQ Division, and the C-A Committee Chairs for ESRC, RSC and ASSRC shall be responsible for initiating USI forms.

2.2 The C-A Associate Chair for ESSHQ shall act on submitted USI Forms per the requirements in the SBMS Subject Area for Accelerator Safety.

### 3. Prerequisites

3.1 Familiarity with accelerator authorization basis documents located at:  
<http://www.agsrhichome.bnl.gov/AGS/Accel/SND/ConductOfOperations/index.htm>

### 4. Precautions

None

## 5. **Procedure**

- 5.1 If a USI arises during the ESSHQ review process outlined in [C-A OPM 9.1.1](#), [9.2.1](#) or [9.3.1](#), then the Chair of the relevant committee shall complete the USI form based on information presented during the review.
  - 5.1.1 Complete the form in [C-A OPM ATT 1.10.1.a](#) and forward it the C-A Associate Chair for ESSHQ.
  - 5.1.2 Acknowledge that a USI form was submitted in committee write-up of the minutes.
- 5.2 If a USI arises in the course of normal operations or maintenance, or is the result of an Occurrence, then the C-A ESSHQ Division Head shall complete the USI form.
  - 5.2.1 Complete the form in [C-A OPM ATT 1.10.1.a](#) and forward it the C-A Associate Chair for ESSHQ.
- 5.3 If the hazard associated with the proposed work or event is covered within an existing SAD, but USIs exist as defined in Section 1.2 of this procedure, then the C-A Associate Chair for ESSHQ will retain the USI Forms documenting the Committee's or ESSHQ Division Head's approval.
- 5.4 The Associate Chair for ESSHQ will maintain approved USI forms as controlled records appended to the SAD until they are subsequently incorporated into an SAD revision.
- 5.5 If the hazards associated with the proposed work or event are not appropriately included in an SAD, then the C-A Associate Chair for ESSHQ shall initiate the development of a new or modified SAD, and obtain approval per the requirements in the Accelerator Safety Subject Area in [SBMS](#).

## 6. **Documentation**

- 6.1 The C-A Associate Chair for ESSHQ shall maintain completed USI forms.

## 7. **References**

- 7.1 BNL Standards Based Management System ([SBMS](#)).
- 7.2 [C-A-OPM 9.1.1 "Obtaining Review by C-A Radiation Safety Committee"](#).
- 7.3 [C-A-OPM 9.2.1 "Reviewing Conventional Safety Aspects Of An Experiment"](#).
- 7.4 [C-A-OPM 9.3.1 "Reviewing Conventional Safety Aspects Of An Accelerator System"](#).

## 8. **Attachments**

- 8.1 [C-A OPM ATT 1.10.1.a, "C-A USI Form"](#).