

*If you are using a printed copy of this procedure, and not the on-screen version, then you **MUST** make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

1.11.d Example Memorandum of Understanding

C-A OPM Procedures in which this Attachment is used.		
1.11		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: _____ *Signature on File* _____
 Collider-Accelerator Department Chairman Date

E. Lessard

Collider-Accelerator Department



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managed by Brookhaven Science Associates
for the U.S. Department of Energy

Memo

date: *April 30, 2003*

to: *Derek I. Lowenstein, C-A Department Chair*

from: *XXX Department Chair/Division Head/Office Manager*

subject: *Memorandum of Understanding*

The XXX Department/Division/Office recognizes the requirement to control work within the complex environment of the C-A, and acknowledges C-A Operations Procedures as the instrument for this control.

It is XXX Department/Division/Office understanding that C-A OPM's applies to work performed in areas of mutual concern where XXX Department/Division/Office may interact with C-A operations or facilities. The XXX Department/Division/Office person(s) designated to interact with the C-A are listed as follows:

- Functional Group or Section of XXX Department/Division/Office*
- Name(s) or Titles of Person(s) Responsible for Helping to Prepare a C-A Work Permit
- Name(s) or Title(s) of Person(s) Responsible for Ensuring that XXX Personnel Meet Training Requirements

*Attach additional sheets as required.