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 available by contacting the ESSHQ Procedures Coordinator, Bldg. 911A

C-A OPERATIONS PROCEDURES MANUAL

2.3 Activities in Control Rooms

Text Pages 2 through 5

Hand Processed Changes

HPC No.	Date	Page Nos.	Initials

Approved: _____***Signature on File***_____ _____

Collider-Accelerator Department Chairman Date

P. Ingrassia

2.3 Activities in Control Room

1. Purpose

This chapter addresses the important elements of activities that are necessary to support safe and efficient accelerator operation. These activities should be conducted in a manner that achieves safe and reliable accelerator operations. The Accelerator Main Control Room is the coordination point for all important accelerator activities. Activities should be businesslike. A professional atmosphere conducive to safe and efficient operation should be maintained. Access to the control rooms should be limited so that operators will not be distracted from properly performing their duties.

2. Guidelines

2.1 Professional Behavior

The Operations Coordinator maintains professional behavior in the operation of the Accelerator and decides if there are any distracting influences which need to be removed.

2.2 Control Room Access

The operators may grant entry to the control room. Operations Coordinators have the authority to require people to leave if their presence is disruptive.

2.3 Operation of Accelerator Equipment

Properly qualified and trained operators, who are on shift, operate the accelerator equipment. The Operations Coordinator or the senior person on duty will authorize system specialists or machine physicists to operate equipment via the control system for testing or accelerator studies.

2.4 Control of Trainees

New operator trainees should be supervised by more experienced personnel. The policy is to assign the newest trainee to the shift rotation of a knowledgeable senior person. The trainee is permitted to operate the controls as directed by the senior person and is encouraged to give assistance in equipment troubleshooting and repair.

2.5 Operator Aids

Operator Aids (information posted for personnel use) are intended to provide information useful to operators in performing their duties. An operator aid program is outlined below, for use within the C-A Main Control Room, to ensure that aids are current, correct, and useful.

2.5.1 Operator Aid Development

- Any facility employee may develop an operator aid. Operator aids may not be posted in the MCR without MCR Group Leader approval.

2.5.2 Operator Aid Approval

- The MCR Group Leader, or designee, shall approve Operator Aids used in the C-A MCR. The MCR Group Leader shall ensure that aids are necessary and correct.

- Aids that alter permanent or temporary procedures will not be approved.

- Approved aids will have affixed to them a colored disk, containing the initials of the MCR Group Leader and the date of the approval of the aid.

2.5.3 Posting Aids

- Operator aids shall not be posted in such a way as to obscure instruments or controls. Aids should be located in close proximity to the area of their expected use.

- Aids should, when possible, be protected (laminated) and should be securely fastened to the equipment to which they refer.

2.5.4 Use of Operator Aids

- Operator Aids are to be viewed as a convenience to the Operators and not a requirement. In most cases, operator aids remind users of information that might otherwise be overlooked and provide guidance that is not procedural in nature.

- Operator aids may supplement approved procedures, but they should not be used in lieu of approved procedures.

2.5.5 Review

- Operator Aids are required to be reviewed only when there is a change to the process/equipment/procedure that the Operator Aid is associated with. If no change is needed after reviewing the Operator Aid then no further action is required.

- Unapproved postings should be submitted for approval or be removed.

2.5.6 Web Based Aids

- Web Based Aids are developed by members of the C-A Department for

use by the accelerator operators. Web Based Aids are process control references.

- Web Based Aids are governed by paragraphs 2.5.4 and 2.5.6 above.
- Web Based Aids are not placed on the web until approved by the MCR Group Leader, an Operations Machine Specialist, or the Head of Operations.
- Web Based Aids require a title, a date, approval and periodic review.
- The MCR Group Leader or his designees shall review the Web Based Aids at the time of RHIC startup. The individual(s) who conduct the reviews will post "Reviewed by", "name" and "date" at the top of the web page containing the aids.

2.6 Operations Procedures

2.6.1 Procedure Development

- Procedures shall be developed, for use by the Operations Group, for the purpose of search and secure of primary beam enclosures, for equipment checkout prior to restart after a protracted shutdown, for Lockout Tagout for Electrical Safety, for restoring extracted beam after an interruption, for opening the beam stops, for using the Particle Accelerator Safety System, for responding to problems with the Access Control System, for responding to emergencies at the C-A Complex, for Lockout Tagout for Radiation Safety, for the Conduct of Operations, and for Responding to off normal occurrences.

- Procedures shall be developed where the possibility exists for operation outside the Safety Envelope set forth in C-A OPM 2.5 "Operational Safety Limits". In such cases the appropriate safety committee will review the process and recommend procedures to be written.

2.6.2 Procedure Changes and Revisions

- Changes and revisions to procedures are performed according to the rules found in C-A OPMs 1.4.3, 1.4.4, and 1.4.5 "Procedure for Implementing New, Revised or Canceled Permanent Procedures", "Procedure for Implementing or Canceling Temporary Procedures", and "Procedure for Implementing Hand Processed Changes" respectively.

2.6.3 Procedure Review and Approval

- Procedure review and approval is performed according to the rules found in C-A OPM's 1.4.3 and 1.4.4 "Procedure for Implementing New, Revised or Canceled Permanent Procedures", and "Procedure for Implementing or Canceling Temporary Procedures", respectively.

2.6.4 Procedure Availability

- Procedures are made available according to the rules found in C-A OPM 1.2 "C-A Documents".

2.6.5 Procedure Use

- Procedure use is governed by the rules found in C-A OPM 1.4 "Plans, Policies, and Operating Procedures".