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C-A OPERATIONS PROCEDURES MANUAL

4.100 Accessing Roofs Located at the RHIC

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Hand Processed Changes

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

A. Etkin

4.100 Accessing Roofs Located at the RHIC

1. Purpose

- 1.1 Specifies the procedure to be employed for accessing building roofs located at the RHIC. This procedure applies both during periods of machine operation and shutdown.

2. Responsibilities

- 2.1 The work requester shall contact the building manager, or alternate contact, prior to initiating a roof access.
- 2.2 The building manager shall ensure that this procedure is executed for all roof accesses during normal working hours.
- 2.3 The CAS Technician Coordinator shall ensure that this procedure is executed for all roof accesses during non-normal working hours.

3. Prerequisites

None

4. Precautions

None

5. Procedure

- 5.1 The work requester shall ascertain the operational status of the RHIC and determine from [C-A-OPM-ATT 4.100.a](#) what the access requirements are for the area.
 - 5.1.1 Access requirements may be changed on a case-by-case basis, provided that written approval is obtained from the Radiation Safety Committee Chair.
- 5.2 For roof accesses during periods when there is no CAS Watch, the work requester shall contact:
 - 5.2.1 The building manager to initiate the work planning process for non-emergency accesses.
 - 5.2.2 The ESSHQ Division Head, or ESH Coordinator, to initiate the work planning process for emergency accesses.
- 5.3 For roof accesses during periods when the Main Control Room is not staffed, the work requester shall contact the CAS Watch Coordinator to initiate the work planning process.

- 5.4 During periods when the Main Control Room is staffed the work requestor shall contact Main Control Room to initiate the work planning process:
- 5.4.1 The CAS Watch Coordinator shall verify that all personnel accessing the roof meet the requirements in attachment 8.1 prior to the access.
- 5.4.2 At the termination of the work requiring an access, the work requestor shall verify that the roof is clear of all personnel and the area is secured, (locked if applicable). When work has been completed, the work requester shall inform the CAS Watch Coordinator of the termination and shall assist the CAS Watch Coordinator to ascertain that all personnel have left the roof.

Note:

During periods that main control is operational, some roof accesses are subject to Collider-Accelerator RHICBERM.ACC (CAS RHICBERM.ACC).

6. Documentation

- 6.1 Completed Work Permit.

7. References

- 7.1 CAS RHICBERM.ACC “ Access Control of the Fenced Berm the RHIC Ring at 2,4,6,8,10, and 10 o’clock Sites.

8. Attachments

- 8.1 [C-A-OPM-ATT 4.100.a “Roof Access Requirements”](#).