

*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

8.31.e Draining and Filling Systems Checklist

C-A OPM Procedures in which this Attachment is used.		
8.31		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

L. Vogt

Checklist for Draining and Filling Systems

Job WCS #: _____

(If the step does not apply, write NA in "Check" column, or if the sequence of this checklist is altered when performed, note and initial change)

	<u>Check</u>
1. Refer to RWP#_____ for radiological conditions and controls.	_____
2. Lockout-Tagout (LOTO)	_____
3. Isolation valves closed (i.e., make-up)	_____
4. Floor drains within 15ft are plugged	_____
5. Connect hose between system low-point and tanker including pump and filter	_____
6. Place drip-pans below all joints	_____
7. <u>START DRAINING</u>	_____
<u>Caution:</u> Under NO circumstances shall draining/filling be performed unattended!	
8. Vent high point(s)	_____
9. Use pump as required	_____
10. Check level in tanker frequently	_____
11. Stop draining and switch compartments as required	_____
12. <u>TRANSFER TO SYSTEM</u>	_____
13. Connect hoses between tanker and system including pump and filter (but NOT deionizer)	_____

CONTINUED ON NEXT PAGE

Checklist for Draining and Filling Systems (continued)

	<u>Check</u>
14. Place drip-pans below joints	_____
15. Transfer to system until water appears at vents	_____
16. Isolate system from tanker	_____
17. Open appropriate valves from system operation	_____
18. Remove LOTO and briefly circulate water in system	_____
19. Repeat Steps 15-18	_____

Signature: _____

Date: _____