

**POLICY REGARDING EARLY DEPARTURE OF THE OPERATIONS
COORDINATOR FROM THE SCHEDULED SHIFT DUE TO A CESSATION OF
PARTICLE BEAM ACTIVITY IN ALL BUT THE PRE-INJECTORS (LINAC /
TANDEM)**

People

If an equipment failure occurs such that you expect to leave work before the scheduled end of your shift or if NSRL operation ends for the day you MUST do the following:

- 1) Apply RS LOTO to the LtB and TtB beam stops (Booster Security Box 4521 in building 914)
- 2) ~~Have the operators apply Controlled Access LOTO for electrical safety to BOTH the AGS and Booster enclosures. Turn off AGS and Booster devices using the files /pet/AGS/Safety/Loto/Restrict_access _____ and /pet/Booster/Safety/Loto/Restrict_access.~~
- 3) Review readbacks of the elements listed in the files in item 2 to ensure the devices are off.
- 4) Paste a copy of each device list into the OC log as a record that each device is off
- 35) Contact CAS to inform the watch supervisor that you are leaving and that they have become the Department Emergency Coordinator. Make notification of that fact in writing in the operations coordinators shift log.
- 46) Contact me or my designate to determine how many operators must remain on duty to staff the Main Control Room for the purpose of monitoring fire alarms, flammable gas alarms, leaks of water from tritiated water systems, and BLIP operations. In the case where NSRL operation has ended for the day there is no need to contact ingrassia

ingrassia

~~4/20/2001~~ 06/10/2004

Supporting Document see below:

-----Original Message-----

From: Sandberg, Jon N

Sent: Wednesday, June 09, 2004 4:14 PM

To: Ingrassia, Peter F

Cc: Anderson, William E; Etkin, Asher; Karol, Raymond C

Subject:

Dear Peter:

Asher and I have talked to Ray Karol and we are all in agreement that there is no need to lock out the Booster and NSRL power supplies at the end of each days operating period. The ring must be left in Control Access and all the supplies must be turned off, but there is no need to lock them out. Ray would like some assurance that all power supplies will be turned off. This could be a procedure or check list. Ray would also like to inform the fire department to alert them to this change and to reinforce that they should not be entering the ring until CAS responds. We should implement this as soon as possible.....Thanks, Jon

Jon N. Sandberg
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