ACCELERATOR DIVISION ADMINISTRATIVE PROCEDURE

ADAP-01-0001

ACCELERATOR DIVISION PROCEDURE REQUIREMENTS

RESPONSIBLE DEPARTMENT ES&H

PREPARED BY _____ DATE 3-28-08
Raymond Lewis

REVIEWED BY: _____ DATE: 28 MAR 08
John Anderson, ES&H Department Head

REVIEWED BY: _____ DATE: 3-28-08
Paul Czarapata, Deputy Division Head

APPROVED BY _____ DATE 3-31-08
Roger Dixon, Division Head

REVISION NO. 4 REVISION ISSUE DATE 3.31.08

SUPERSEDED

TABLE OF CONTENTS

1.0 PURPOSE AND SCOPE 1
2.0 RESPONSIBILITIES 1
3.0 INSTRUCTIONS 1
3.1 PROCEDURE SYSTEM 1
3.2 PROCEDURE PREPARATION, REVIEW, AND APPROVAL AUTHORITY 3
3.3 CRITERIA FOR PROCEDURALIZATION 4
3.4 PROCEDURE NUMBERING 5
3.5 PROCEDURE CONTENT 5
3.6 PROCEDURE FORMAT 9
3.7 PROCEDURE CONTROL AND DISTRIBUTION 10
3.8 PROCEDURE REVISION 12
3.9 TEMPORARY PROCEDURE CHANGES 13
3.10 INTERIM PROCEDURES 14
3.11 DELETION OF PROCEDURES 15
3.12 TRANSFER OF ADDP OWNERSHIP BETWEEN DEPARTMENTS 15
3.13 QUINQUENNIAL REVIEW OF PROCEDURES 16
3.14 MAINTENANCE AND USE OF PROCEDURES 17
4.0 DISTRIBUTION 17

Attachment 1, ADAP Category Designators ..... 1 Page
Appendix 1, ADDP Subseries Designators ..... 2 Pages

1.0 PURPOSE AND SCOPE

The purpose of this procedure is to establish and define the Fermilab Accelerator Division requirements concerning controlled division and department procedures and their use. The requirements of this procedure apply to those procedures developed to document policies, projects, programs, systems, or activities based on the criteria of Subsection 3.3 of this procedure and approved by the AD Division Head or AD Department Heads as appropriate.

2.0 RESPONSIBILITIES

2.1 AD ENVIRONMENT, SAFETY AND HEALTH DEPARTMENT HEAD

The AD ES&H Dept. Head is responsible for:

a. Preparing this procedure; and

b. Arranging for publishing and distribution of approved ADAPs and ADSPs.

2.2 AD DIVISION HEAD

The AD Division Head is responsible for:

a. Approving this procedure;

b. Ensuring that division procedures are developed, reviewed and approved according to the requirements of this procedure; and

c. Supervising AD Associate Division Head and Department Head implementation of this procedure.

NOTE The responsibilities and authorities assigned by this procedure to the Division Head may be delegated, in part or in total, to the Deputy Division Head at the discretion of the Division Head.

2.3 AD DEPARTMENT HEADS

AD Department Heads are responsible for:

a. Ensuring that the procedure subseries required by Subsection 3.1 of this procedure are established;

b. Ensuring that appropriate procedures are developed, reviewed and approved according to the requirements of this procedure; and

c. Supervising the implementation of this procedure by department personnel.

3.0 INSTRUCTIONS

3.1 PROCEDURE SYSTEM

The Accelerator Division procedure system consists of three distinct series of procedures: AD Administrative Procedures (ADAP), AD Environment, Safety, and Health Procedures (ADSP), and AD Departmental Procedures (ADDP).

The ADAP and ADSP are division procedures. The ADDP are department procedures. There is one subseries per AD department with a separate subseries also designated for division Headquarters, the Neutron Therapy Facility, and the Central Helium Liquefier Group of the Cryogenic Department. (There are also inactive ADDP subseries from defunct division organizations. These subseries are maintained on the subseries listing in order to allow tracing of deleted or superseded procedures from those former organizations.)

3.1.1 ADAP Series

Procedures shall be incorporated in the ADAP series as deemed necessary by the AD Division Head and in accordance with the criteria of Subsection 3.3 in order to:

a. Implement personnel and administrative policies of the Fermilab directorate;

b. Establish AD personnel and administrative policies;

c. Coordinate the activities of multiple AD departments; and

d. Control the operational state of the accelerators and associated systems.

3.1.2 ADSP Series

Procedures shall be incorporated in the ADSP series as deemed necessary by the AD Division Head and in accordance with the criteria of Subsection 3.3 in order to:

a. Implement Fermilab ES&H policies at the division level;

b. Implement the Fermilab Emergency Plan;

c. Establish AD ES&H policies for implementation by AD departments and other laboratory organizational units; and

d. Control access to AD facilities as needed to protect the safety and health of personnel and the public.

3.1.3 ADDP Series

Procedures shall be incorporated into the department-specific subseries of the ADDP series as deemed necessary by the Department Head and in accordance with the criteria of Subsection 3.3 in order to:

a. Implement division administrative and personnel policies and procedures at the department level;

b. Implement division ES&H policy and procedures at the department level;

c. Provide instruction to department personnel regarding conduct of department activities; and

d. Provide instruction for use of equipment and systems for which the department is responsible.

NOTE The existence of ADDP procedures does not preclude the use by departments of other systems for providing information and instruction on work activities, methods, equipment and system operation, etc. Departments may create less formal

documentation systems as deemed necessary by the department management. If such systems are used, it is suggested that they be established by and their framework and purpose be described in an ADDP subseries procedure.

3.2 PROCEDURE PREPARATION, REVIEW, AND APPROVAL AUTHORITY

3.2.1 ADAP Series

Responsibility for preparation of ADAP procedures shall be assigned by the Division Head to AD departments or Associate Division Heads.

Procedures are to be reviewed for concurrence by individuals proposed by the preparer and selected by the approver.

ADAP series procedures shall be approved by the Division Head.

3.2.2 ADSP Series

Responsibility for preparation of ADSP procedures shall be assigned by the Division Head to AD departments or Associate Division Heads.

Procedures are to be reviewed for concurrence by individuals proposed by the preparer and selected by the approver.

ADSP series procedures shall be approved by the Division Head.

3.2.3 ADDP Series

Responsibility for preparation of ADDP procedures shall be assigned by the appropriate Department Head to department personnel.

Procedures are to be reviewed for concurrence by individuals proposed by the preparer and selected by the approver. Reviewers may include members of the procedure originating department as well as members of other AD departments. If another department(s) besides the originating department is required to perform specific actions within a procedure or to execute the entire procedure, then a review by the head of the other department(s) is required.

ADDP series procedures shall be approved by the appropriate Department Head.

3.2.4 Special Approvals

In some cases, Laboratory or Division policy may require an additional level of approval for a particular procedure (or set of procedures). Generally, such a requirement would call for approval of the procedure by the next higher management level than might be expected from the content or use of the procedure. In such cases, a special approval box should be added to the lower portion of the procedure title page to provide a place for the special approval signature. An example is given below:

DIRECTOR'S APPROVAL	
_____	_____ Date

It is a good practice to include in the approval box a reference to the specific document requiring the special approval so that the connection between the procedure and the requirement document is not overlooked in future procedure revisions.

3.3 CRITERIA FOR PROCEDURALIZATION

3.3.1 The Division Head is responsible for determining what activities, programs, etc. are to be formalized in ADAP and ADSP series procedures.

Department Heads are responsible for determining what activities, programs, etc. are to be formalized in procedures within their ADDP subseries.

3.3.2 In determining what activities need to proceduralized within the ADAP, ADSP, or ADDP series, it should be recognized that skills and knowledge normally possessed by qualified personnel, as judged by division or department management, may not require detailed delineation in procedures.

3.3.3 Determination of the need for providing a procedure within the ADAP, ADSP, or ADDP series for a given policy, project, program, system, or activity should be based on the following criteria:

a. Scale: For large projects or systems that involve multiple organizational units having only partial knowledge of or responsibility for the overall project or system, the corporate tasks and methods should be considered for proceduralization.

b. Complexity: If a project or system is unusually complex in design or implementation, then the process should be considered for proceduralization.

c. ES&H Risk: Projects, systems, and tasks involving significant risks to the environment or to the safety and health of personnel and the public should be considered for proceduralization.

d. Programmatic Risk: Projects, systems, and tasks having the potential for significant impact on laboratory or division programmatic goals should be considered for proceduralization.

e. Regulatory Requirements: Programs, systems, and tasks mandated by regulation (local, state, federal) should be considered for proceduralization.

3.4 PROCEDURE NUMBERING

In general, procedures are numbered according to the following scheme:

(1) (2) (3) (4) - (5) (6) - (7) (8) (9) (10)
Field #1 Field #2 Field #3

Field #1 (series designator) is a 4-character alpha sequence designating the procedure series of which the procedure is a part.

Field #2 (category designator) is a 2-character alpha-numeric sequence used to classify the procedure by department (for ADDP series procedures) or by subject (for ADAP and ADSP series procedures).

Field #3 (unique identifier) is a 4-character numeric sequence used to uniquely identify a specific procedure.

3.4.1 ADAP Series

The series designator for the AD Administrative Procedures is ADAP.

The category designators for the ADAP consist of a 2-digit code subdividing the procedures by major topic heading. The specific designators are listed in Attachment 1, "ADAP Category Designators".

The unique identifier is assigned by the ES&H Department to uniquely specify a given procedure.

3.4.2 ADSP Series

The series designator for the AD ES&H Procedures is ADSP.

The category designators for the ADSP consist of a 2-digit code subdividing the procedures by major topic heading. The specific designators are specified in ADSP-00-0001.

The unique identifier is assigned by the ES&H Department to uniquely specify a given procedure.

3.4.3 ADDP Series

The series designator for the AD Departmental Procedures is ADDP.

The category designators for the ADDP consist of a 2-character alpha subseries code specifying the department responsible for the procedures in that subseries. The subseries designators are listed in Appendix 1, "ADDP Subseries Designators", which is maintained by the ES&H Department Head.

The unique identifier is assigned by the responsible department to uniquely specify a given procedure.

3.5 PROCEDURE CONTENT

The following subsections describe pages, lists, sections, etc. that are used in procedures to provide an approved, preplanned method for performing an activity. Certain content elements are required for each procedure, while others are optional and should be selected by the preparer as appropriate for the application.

The required elements are:

a. Procedure Title Page;

b. Purpose and Scope;

c. Instructions; and

d. Distribution

3.5.1 Required Content Elements

The following content elements are required for each procedure.

a. Procedure Title Page: Each procedure and subsequent revision is issued with a new title page. The title page contains, in order:

   i. The name of the procedure series

   ii. The department name (for ADDP procedures only)

   iii. The procedure number

   iv. The title of the procedure

   v. The name of the responsible department (for ADAP and ADSP procedures only)

   vi. Signature of procedure preparer and date of preparation

   vii. Signature of procedure approver and date of approval

   viii. Procedure revision number and revision issue date

b. Purpose and Scope: This section contains a concise statement describing the purpose of the procedure, i.e., the intent, desired result, goal, or aim that is to be accomplished when using the procedure, and the procedure's scope, i.e., a description of what is covered and to whom, where, or when the procedure is applicable.

   For interim procedures (see section 3.10), the duration of validity of the interim procedure is also specified in this section.

c. Instructions: The main text of a procedure. This section shall contain instructions in the degree of detail necessary for performing a required function or task.

   If applicable, this section shall contain provisions for conducting and recording results of required tests and inspections.

   Processes or activities which are already covered (or are to be covered) in issued procedures should be referenced and not rewritten in the procedure. However, if instructions can be repeated rather than referenced without greatly increasing the length of the procedure, repeat them.

   The procedure should be complete within itself for accomplishing activities which are totally within the "Scope" and "Purpose" of the procedure.

d. Distribution:

For ADAP and ADSP procedures, this section describes where the electronic controlled copies of the procedure can be found. Typically the text of this section would read as follows: "An electronic controlled copy of this procedure is available at http://www-bdnew.fnal.gov/esh/adap/index.html (for ADAPs) or http://www-bdnew.fnal.gov/esh/adsp/index.html (for ADSPs).

For ADDP procedures, this section specifies what organizations and/or individuals inside and outside of the responsible AD department are to be provided with controlled copies of the procedure or where electronic/hardcopy controlled copies are maintained. Minimum distribution requirements for ADDPs are discussed in subsection 3.7.3.2.

3.5.2 Optional Content Elements

The following content elements are optional and should be selected by the preparer as appropriate for the application.

a. Table of Contents: This page(s) lists all major sections of the procedure. If used, it should immediately precede the body of the procedure (following the Title Page and the Review and Concurrence Page).

b. Review and Concurrence Record: This page contains assigned spaces for signatures of those individuals requested by the approver to review and concur with the procedure. If the review and concurrence list is short enough, this can be included on the title page between the preparer and approver.

c. Definitions: This section identifies key words, terms or phrases that have a particular meaning relative to the procedure.

d. Responsibilities: This section establishes "who" does "what" to accomplish the purpose of the procedure.

e. Prerequisites/Initial Conditions: This section describes the independent actions or procedures which shall be completed and/or conditions which must exist prior to the procedure's use. This includes personnel qualifications or training required of those carrying out the procedure. For procedures that are written to govern multiple operations or activities by unique procedure section, prerequisites or initial conditions for the specific activity may be included as procedure steps.

f. Cautions/Precautions: Cautionary information can be considered in two fundamental categories: those that apply to the entire procedure and those that apply to a portion or a specific step of the procedure. Those that apply to the entire procedure are called "PRECAUTIONS". Those that apply to a portion of a procedure are called "CAUTIONS" and must be placed immediately before the procedural steps to which they apply. This placement of cautions helps ensure that the procedure user observes the caution before performing the step. A caution cannot be used instead of an instructional step. It should be used to denote a potential hazard to equipment or personnel associated with or consequent to the subsequent instructional step.

g. Notes: A note presents information only, not instructions, and should be located to properly present the desired information to the user. If the "NOTE" is intended to aid in the performance of a step, it should precede the step. If it pertains to the results of the performance of a step, it should be placed after the step.

h. Limitations and Actions: This section provides limitations on the parameters being controlled and appropriate corrective measures to return the parameters to the normal control band shall be specified.

i. Tools and Materials: Where specific tools, materials, forms, procedures, etc. are needed to implement a procedure, a section should be included to describe/identify these.

j. Acceptance Criteria: In certain procedures acceptance criteria may reference checkoff lists, data sheets or checklists which, when completed, fulfill the acceptance criteria requirements.

k. Checkoff Lists: Complex procedures may require the use of checkoff lists. Since complexity is a subjective term, the preparer should consider the actions of the user. Checkoff lists may be used in verifying that a system is properly lined up for operation. Data sheets, sign off lists, etc. may be considered checkoff lists. These lists may be included in the main body of the procedure, or attached to the procedure. If attached, the lists should be labeled as attachments (see paragraph p below), so that they are identifiable to the procedure, and identified in the Table of Contents.

l. Restoration: Where a system or component is to be restored to the configuration that existed prior to the performance of a procedure, the procedure shall include reference instructions for returning equipment to the condition existing prior to performance or the normal system lineup, as applicable.

m. References: This section identifies the codes, standards, DOE Orders, commitments, drawings, specifications, Safety Analysis Reports (SAR), technical manuals, or other documents used to develop the procedure.

n. Records: Include a listing of any records generated by performance of the procedure in a records section. Because retrievability is essential, the file number or location of the record type should be listed.

o. Supporting Documents: This section lists documentation, such as forms, drawings, videotapes, or manuals, which are needed for executing the procedure but are not attached to the procedure.

p. Attachments, Figures, Tables, and Appendices: These are procedural supporting documents which are included with the procedure. They should be listed in the Table of Contents and added to a procedure in the order listed here.

   Appendices should only be used for administrative purposes. Examples of appropriate uses of appendices are:

   - Lists of individuals responsible for certain tasks, areas, procedures, etc.;
   - Distribution lists of individuals to receive certain information, reports, etc.; and
   - Lists of reports, locations, etc.

   Appendices are not to be used to establish procedural requirements which are not within the main body of the procedure or to alter or replace existing procedural requirements.

Each procedure containing an appendix must designate in the text of the procedure the person or position responsible for approval of revisions to the appendix. Space must be provided in the appendix for the signature of the approver of the appendix.

3.6 PROCEDURE FORMAT

3.6.1 The procedure number (see Subsection 3.4) must be on each page of the procedure, placed in the upper right corner of the page. The current revision number must be placed on each page (except for appendices) in the upper right corner on the line immediately below the procedure number. For appendices, the revision number should not be included. Appendices are issued by revision issue date, not revision number. The appendix revision issue date should be placed below the procedure number.

3.6.2 The numbering of pages is important for determining procedure completeness and for locating subjects within a procedure. Pages should be numbered as follows:

a. Procedure Title Page . . . . . Not Numbered

b. Review and Concurrence Record Page . . Not Numbered

b. Table of Contents . . . . . i, ii, iii, etc.

c. Procedure Pages . . . . . 1, 2, 3, etc.

d. Attachments, Tables, etc. . . . . Page 1 of 2, Page 2 of 2

Page numbers should be placed at the bottom center of the page.

3.6.3 The outline format of procedures is illustrated by the following example:

```
6.0       SECTION TITLE
6.1       SUBSECTION TITLE
6.1.1     Subsection Paragraph
6.1.1.1   Subparagraph
6.1.1.2   Subparagraph
6.1.2     Subsection Paragraph
6.2       SUBSECTION TITLE
6.2.1     Subsection Paragraph [with a listing of items]
          a.
          b.
          c.
7.0       SECTION TITLE
7.1       SUBSECTION TITLE
8.0       SECTION TITLE
```

Limit outline numerals to five characters.

Do not indent outline numerals.

When a listing of items is specified, they should be preceded by lower-case alpha characters (as in the example above).

3.6.4 Margins should be a minimum of one inch on the left and right sides of the page and at least one-half inch on the top and bottom.

3.6.5 In general, procedures, including attachments, figures, tables, etc., should be prepared to fit on 8 1/2 inch by 11 inch paper. Exceptions may be made by the approver of the procedure.

3.6.6 Attachments, tables, figures, or appendices, when referred to in the body of the text, should be identified as "Attachment 1, Figure 2, etc." Include the title the first time one of these supporting documents is referred to in the text. For additional references, add the title if considered necessary to prevent confusion on the part of the user.

3.6.7 Each page of an attachment, Table, Figure, or Appendix will be identified as such by placing its designation (ATTACHMENT 1, TABLE 2, APPENDIX A, etc.) in the lower right corner of the page.

3.6.8 It is suggested that the use of bold-face or italics type and underlining be minimized.

3.6.9 It is suggested that 10 point or 12 point font sizes be used for text.

3.6.10 For identifying text revisions a vertical bar (|) is to be placed in the left side margin opposite each line of text which contains a change or deletion when the procedure is revised. If a change causes a renumbering of paragraphs, vertical bars are not used for those paragraphs that reflect only numbering changes.

For deletions of entire sections, a vertical bar is placed in the left side margin next to a blank line where the deleted section used to be.

Correction of typographical or grammatical errors need not be annotated.

3.7 PROCEDURE CONTROL AND DISTRIBUTION

After a procedure receives the appropriate approval signature, the signed original ("master") procedure shall be provided to the individual assigned responsibility for control and distribution of the procedure (see paragraphs 3.7.x.1). This individual shall assign the procedure an issue date when the procedure is entered on the effective procedures list (see paragraphs 3.7.x.4) and is responsible for controlling and maintaining the master procedure.

Printed copies and photocopies of controlled copies shall be made onto other than blue paper stock and are considered to be uncontrolled copies, but are not required to be designated as such by any stamp or other marking. (However, stamping or marking 'Uncontrolled Copy' on the cover page is considered to be a good practice.)

When procedure attachments are needed for use in implementing a procedure (e.g., forms or check-off lists), printed copies or photocopies are to be made onto white paper stock from a controlled copy of the procedure. No "Uncontrolled Copy" stamp or marking is necessary or desirable for attachment copies.

3.7.1 ADAP Series

3.7.1.1 Responsibility for control and distribution of the ADAP series is assigned to the ES&H Department.

3.7.1.2 For ADAPs, in general the only controlled copy is the electronic version maintained by the ES&H Department on the ESH Department website at http://www-bdnew.fnal.gov/esh/adap/index.html (For purposes of distribution, the "master" procedure is not considered a controlled copy.) Printed copies of the procedures from the

electronic version are considered to be uncontrolled copies. As such, the electronic version available via the web shall have the following footer added to the procedure:

CONTROLLED DOCUMENT
Users are responsible for ensuring they work to the latest approved revision. Printed or electronically transmitted copies are uncontrolled.

3.7.1.3 A listing of every ADAP procedure in effect ("Effective ADAP Procedure List"), indicating the current revision, and its distribution shall be maintained by the ES&H Department.

3.7.1.4 When a new ADAP procedure is issued or a revision is issued for a procedure, the following personnel at a minimum should be notified by e-mail of the availability of the new/revised procedure:

a. Division Head;

b. Deputy Division Head;

c. Associate Division Heads;

d. Department Heads;

e. Headquarters Staff Assistant;

f. Division Budget Officer; and

g. CHL Group Leader of the Cryogenics Department.

3.7.2 ADSP Series

3.7.2.1 Responsibility for control and distribution of the ADSP series is assigned to the ES&H Department.

3.7.1.3 3.7.2.2 For ADSPs, in general the only controlled copy is the electronic version maintained by the ES&H Department on the ESH Department website at http://www-bdnew.fnal.gov/esh/adsp/index.html (For purposes of distribution, the "master" procedure is not considered a controlled copy.) Printed copies of the procedures from the electronic version are considered to be uncontrolled copies. As such, the electronic version available via the web shall have the following footer added to the procedure:

CONTROLLED DOCUMENT
Users are responsible for ensuring they work to the latest approved revision. Printed or electronically transmitted copies are uncontrolled.

3.7.2.3 A listing of every ADSP procedure in effect ("Effective ADSP Procedure List"), indicating the current revision, and its distribution shall be maintained by the ES&H Department.

3.7.2.4 When a new ADSP procedure is issued or a revision is issued for a procedure, the following personnel at a minimum should be notified by e-mail of the availability of the new/revised procedure:

a. Division Head;

b. Deputy Division Head;

c. Associate Division Heads;

d. Department Heads;

e. Headquarters Staff Assistant;

g. CHL Group Leader of the Cryogenics Department; and

h. ES&H Department personnel.

3.7.3 ADDP Series

3.7.3.1 Responsibility for control and distribution of the ADDP series is assigned to each Department Head for the procedures within the subseries for which each is responsible.

3.7.3.2 A minimum of one controlled copy of each ADDP procedure within a subseries should be maintained by the responsible Department Head. That copy may be an electronic or hardcopy version.

3.7.1.4 If hardcopies are used, they should be copies made from the signed master procedures and identified on the procedure title page by the names of the organizations (e.g., groups within the department or other departments in the division) to which each is assigned or be identified by number (1, 2, 3, etc) on the title page. The hardcopy controlled copies are to be issued on blue paper stock for ready identification. Photocopies of the hardcopy controlled copies shall be made onto other than blue paper stock and are considered to be uncontrolled copies, but are not required to be designated as such by any stamp or other marking. (However, stamping or marking 'Uncontrolled Copy' on the cover page or having a footer added to the procedure:

CONTROLLED DOCUMENT

Users are responsible for ensuring they work to the latest approved revision. Printed or electronically transmitted copies are uncontrolled is considered to be a good practice.)

3.7.3.3 In general, affected personnel should be notified whenever a new or revised ADDP procedure is issued. For a given procedure, if it is determined by the originating department head that other individuals or organizations should be provided with a hardcopy controlled copy of a given procedure, then controlled copies of that procedure should be issued via memorandum to the specific individuals or organization heads. This additional distribution must be specified in the "Distribution" section of the specific procedure.

3.7.3.4 A separate listing of every subseries procedure in effect ("Effective ADDP-XX Procedures List"), indicating the current revision, and its distribution shall be maintained by the responsible department head.

3.8 PROCEDURE REVISION

3.8.1 The initial issuance of a procedure shall be designated "Revision 0" with subsequent revisions numbered sequentially

3.8.2 Each issued revision of a procedure must go through the preparation, review, and approval process described in Subsection 3.2.

3.8.3 When changes are made to a procedure which require the issuance of a new revision, the entire procedure must be reissued, not merely the affected pages. (Except for revisions to appendices. See Subsection 3.8.6.)

3.8.4 Procedures containing typing, spelling, or grammatical errors may be corrected and reissued without processing through the preparation, review, and approval cycle. The corrected procedure is not considered a new revision and a new revision number should not be issued for such corrections. Only the affected pages need to be reissued for such corrections, not the entire procedure.

NOTE Changes to technical data (e.g., setpoints, safety limits) are not considered correction of typing or spelling errors.

3.8.5 Revised or corrected procedures shall be distributed and/or notification made in accordance with Subsection 3.7 of this procedure.

3.8.5 When new revisions are received by holders of hardcopy controlled copies of procedures, the controlled copies of the superseded revision shall be destroyed or stamped "Superseded" on the Title Page. The master procedure maintained by the individual responsible for control and distribution of the procedure shall be stamped "Superseded" on the Title Page and retained in an archive file for a period of at least 10 years.

3.8.6 Revision to an appendix requires the approval signature of the individual designated in the procedure as responsible for maintaining the appendix current.

Distribution and/or notification of a revision to an appendix is accomplished by memorandum. Appendix revisions are issued by revision date as opposed to revision number and must be uniquely identified to the procedure. If the procedure and appendix are revised at the same time, a separate revision memo for the appendix is not required. The revised appendix should still be signed and dated. Superseded appendices should be retained in the same manner as superseded procedure revisions.

3.9 TEMPORARY PROCEDURE CHANGES

3.9.1 ADAP Series

Temporary changes to ADAP procedures may be made only with the approval of the Division Head, Deputy Division Head, or Associate Division Heads. The approver of the change must specify the period of time for which the change is valid. If possible, the approval should be documented in a memorandum prior to beginning the activity covered by the procedure. If approval is verbal, a subsequent memorandum should be issued by the individual who approved the temporary change, documenting the approval. A central file should be maintained by the ES&H Department of the memoranda documenting such temporary changes to ADAPs.

3.9.2 ADSP Series

Temporary changes to ADSP procedures may be made only with the approval of the Division Head, Deputy Division Head, Associate Division Heads, or the Head of the ES&H Department. The approver of the change must specify the period of time for which the change is valid. If possible, the approval should be documented in a memorandum prior to beginning the activity covered by the procedure. If approval is verbal, a subsequent memorandum should be issued by the individual who approved the temporary change, documenting their approval. A central file should be maintained by the ES&H Department of the memoranda documenting such temporary changes to ADSPs.

3.9.3 ADDP Series

Temporary changes to ADDP procedures may be made only with the approval of the responsible Department Head or any departmental supervisory personnel authorized by the department head. The list of authorized supervisory personnel is to be established in an ADDP procedure. The approver of the change must specify the period of time for which the change is valid. If possible, the approval should be documented in a memorandum prior to beginning the activity covered by the procedure. If approval is verbal, a subsequent memorandum should be issued by the individual who approved the temporary change, documenting their approval. A central file should be maintained by the appropriate Department Head of the memoranda documenting such temporary changes to ADDPs.

3.10 INTERIM PROCEDURES

In certain cases it may be necessary to issue a procedure in an expeditious manner prior to the completion of the all the steps mandated by Subsection 3.2. In such situations an interim procedure may be issued to cover the necessary task, activity, etc. Interim procedures should be issued to cover activities which meet the proceduralization criteria of Subsection 3.3, but have not yet been addressed by a procedure when the time for commencing the activity arises. Interim procedures are treated the same as permanent procedures except in the following areas:

a. Approval Authority;

b. Duration of Validity;

c. Revision;

d. Numbering; and

e. Title.

3.10.1 Approval Authority

Interim ADAP procedures may be approved by the Division Head, the Deputy Division Head, or an Associate Division Head.

Interim ADSP procedures may be approved by the Division Head, the Deputy Division Head, an Associate Division Head, or the Head of the ES&H Department.

Interim ADDP procedures may be approved by the responsible Department Head or any departmental supervisory personnel authorized by the department head. The list of authorized supervisory personnel is to be established in an ADDP procedure.

3.10.2 Duration of Validity

The time period for which interim procedures remain in effect (unless deleted earlier by the appropriate authority) shall be specified in the "Purpose and Scope" section of the interim procedure. Deleted or lapsed interim procedures may or may not be replaced by permanent procedures depending upon the nature of the procedure subject. The expiration date of the interim procedure should be noted on the title page following the "Revision Issue Date" entry.

3.10.3 Revision, Temporary Changes, and Deletion

Revisions to interim procedures may be issued by following the requirements of Subsection 3.8, except that the personnel permitted

to approve the revision is expanded to include those listed in 3.10.1 above.

Deviations and exceptions to interim procedures and temporary changes to interim procedures are treated in the same manner as those for permanent procedures. See Subsection 3.9.

Deletions of Interim Procedures prior to their expiration date are treated in the same manner as those for permanent procedures. See Subsection 3.11.

3.10.4 Numbering

For interim procedures, the letter "I" shall follow the standard 10 character procedure number; for example, ADDP-99-0215I or ADDP-09-2234I. If a permanent procedure is created to replace the interim procedure, it should be numbered with the same 10 character number as used for the associated interim procedure. For example, interim procedure ADDP-99-0215I would be replaced by permanent procedure ADDP-99-0215. The interim procedure's 10 character number should not duplicate the number of any pre-existing procedure.

3.10.5 Title

The title of the procedure should be followed by "Interim Procedure", as in "Accelerator Division Procedure Requirements - Interim Procedure".

3.11 DELETION OF PROCEDURES

Procedures from a given procedure series (subseries) may be deleted by the individual responsible for approval of the procedures in that series (subseries). The approval for deletion, including an explanation of the reason for the deletion shall be documented. A notice of the deletion is to be sent to all holders of controlled copies of the deleted procedure. In addition, all of those individuals who are notified of new or revised procedures per subsections 3.7.1.4 for ADAPs and 3.7.2.4 for ADSPs shall also be notified of deletions of procedures in the respective procedure series. Upon notification of a procedure deletion, holders of controlled copies of the procedure shall destroy their copy of the deleted procedure or stamp "Superseded" on the Title Page. The master procedure maintained by the individual responsible for control and distribution of the procedure shall be stamped "Superseded" on the Title Page and retained in an archive file for a period of at least 10 years.

3.12 TRANSFER OF ADDP OWNERSHIP BETWEEN DEPARTMENTS

Due to changes in department assignments or division reorganizations, it sometimes may be necessary for ADDP procedures written in one department to be transferred to another (new or pre-existing) department.

When Department W's functions are wholly absorbed into (new or pre-existing) Department Z, so that there is no question that the functions covered by Dept. W's ADDPs are now the responsibility of Dept. Z, no documentation of the transfer of procedures is required. The Head of Dept. Z should maintain the Dept. W ADDPs in accordance with the requirements of this procedure, as would be done for ADDPs initially generated in his/her department. At the time of the required quinquennial review (see Section 3.13), however, the absorbed ADDPs should be reissued, even if no technical changes are

required, to reflect the department responsibility actually existing at that time (i.e., change procedure number, references to department names, etc.).

If only a specific Dept. W responsibility covered by an ADDP is transferred to Dept. Z, then the transfer of responsibility should be documented in a memorandum from the department heads involved which would be filed with each departments' ADDP records. At the time of the required quinquennial review (see Section 3.13), the transferred ADDP(s) should be reissued, even if no technical changes are required, to reflect the department responsibility actually existing at that time (i.e., change procedure number, references to department names, etc.).

3.13 QUINQUENNIAL REVIEW OF PROCEDURES

Each procedure issued under the AD procedure system must be reviewed to determine its continued validity at intervals not to exceed five years. (This provision applies only to those procedures still in effect five years after their issuance. Deleted procedures are, of course, not subject to the quinquennial review.) The start of the five year interval is the issue date for the effective revision of the procedure.

It is the responsibility of the Division Head to ensure that the quinquennial review is performed on ADAP and ADSP procedures. Each department head is responsible for ensuring that the quinquennial review is performed on their department's ADDP procedures.

The Division Head shall designate a knowledgeable individual or group to review each of the ADAPs and ADSPs in need of review. The department heads shall do the same for review of their ADDPs.

The quinquennial review shall be documented. Issuance of a new revision to the subject procedure prior to the elapsing of the five year interval constitutes documentation of a review. If the procedure is not to be revised, then a record needs to be maintained which contains at a minimum the number, including revision, and title of the reviewed procedure, the name(s) of the reviewer, the date of the review, and the results (e.g., "no changes needed") of the review. The ES&H Department shall maintain the review records for ADAPs and ADSPs. The department heads shall do the same for review of their ADDPs. Rubber stamps are available from the AD ES&H Department which can be used in satisfying this requirement for documenting the procedure review when no changes are needed. The original of the reviewed procedure should be stamped on the cover page with this review stamp (see stamp image below) and then signed and dated by the reviewer.

Procedure Reviewed. No Changes Required.

Reviewed By _____

Id_____ Date _____

Record of Editorial Correction w/o Procedure Revision 4/27/09

required, to reflect the department responsibility actually existing at that time (i.e., change procedure number, references to department names, etc.).

If only a specific Dept. W responsibility covered by an ADDP is transferred to Dept. Z, then the transfer of responsibility should be documented in a memorandum from the department heads involved which would be filed with each departments' ADDP records. At the time of the required quinquennial review (see Section 3.13), the transferred ADDP(s) should be reissued, even if no technical changes are required, to reflect the department responsibility actually existing at that time (i.e., change procedure number, references to department names, etc.).

3.13 QUINQUENNIAL REVIEW OF PROCEDURES

Each procedure issued under the AD procedure system must be reviewed to determine its continued validity at intervals not to exceed five years. (This provision applies only to those procedures still in effect five years after their issuance. Deleted procedures are, of course, not subject to the quinquennial review.) The start of the five year interval is the issue date for the effective revision of the procedure.

It is the responsibility of the Division Head to ensure that the quinquennial review is performed on ADAP and ADSP procedures. Each department head is responsible for ensuring that the quinquennial review is performed on their department's ADDP procedures.

The Division Head shall designate a knowledgeable individual or group to review each of the ADAPs and ADSPs in need of review. The department heads shall do the same for review of their ADDPs.

The quinquennial review shall be documented. Issuance of a new revision to the subject procedure prior to the elapsing of the three year interval constitutes documentation of a review. If the procedure is not to be revised, then a record needs to be maintained which contains at a minimum the number, including revision, and title of the reviewed procedure, the name(s) of the reviewer, the date of the review, and the results (e.g., "no changes needed") of the review. The ES&H Department shall maintain the review records for ADAPs and ADSPs. The department heads shall do the same for review of their ADDPs. Rubber stamps are available from the AD ES&H Department which can be used in satisfying this requirement for documenting the procedure review when no changes are needed. The original of the reviewed procedure should be stamped on the cover page with this review stamp (see stamp image below) and then signed and dated by the reviewer.

Procedure Reviewed. No Changes Required.

Reviewed By _____

Id_____ Date _____

Editorial error. Should read "five". Procedure modified to correct this error on 4/27/09. No revision of document required.
R. Lewis
4/27/09

3.14 MAINTENANCE AND USE OF PROCEDURES

3.14.1 The basic policy for use of procedures is that they should be maintained current and that they should be followed as written and in the order as presented in the procedure. However, if it is critical that steps be followed without deviation from that described in the procedure and/or in the order indicated in the procedure, then a precaution must be included before the critical steps to alert the procedure user.

3.14.2 The determination of whether or not a controlled copy of a procedure must be present and referred to directly when a procedure is implemented is left to the discretion of the supervisory personnel overseeing the activity.

3.14.3 In general, exceptions to or deviations from procedures are treated as temporary procedure changes as described in Subsection 3.9 of this procedure.

Specific procedures or parts of procedures may incorporate other exception authority as deemed necessary by the approver of the procedure.

3.14.4 In cases of emergency, division personnel are directed to take such action as necessary, without jeopardizing their own health and safety and consistent with the direction of emergency and senior supervisory personnel at the scene, to minimize personnel injury and property damage and to protect the health and safety of the general public and personnel on site, even though such actions might require deviation from approved procedures.

4.0 DISTRIBUTION

An electronic controlled copy of this procedure is maintained on the ESH Department website at:
http://www-bdnew.fnal.gov/esh/adap/index.html.

ADAP CATEGORY DESIGNATORS

Designator	Subject
01	Procedures
02	Organization
03	Personnel
04	Facility Management
05	Procurement
06	Quality Assurance
07	Document Control
08	Design Control
09	Occurrence Reporting
10	ES&H Self-Assessment
11	Accelerator Operational States and Limits

Approved By: Roger L. Dixon Date: 4-1-09

ADDP SUBSERIES DESIGNATORS

Designator	Department
AM	Administration (Inactive - Any procedures remaining in effect are to be incorporated into the Headquarters subseries.)
AP	Antiproton Source
AT	Accelerator Technologies Groups
BO	Booster (Inactive - Any procedures remaining in effect are to be incorporated into the Proton Source subseries.)
CH	Cryogenic/Central Helium Liquefier
CO	Controls
CR	Cryogenic/Cryogenic Systems
EB	External Beamlines
EE	E/E Support
HQ	Headquarters
IN	Instrumentation
LI	Linac (Inactive - Any procedures remaining in effect are to be incorporated into the Proton Source subseries.)
MA	Tevatron (plus procedures inherited from the former Main Accelerator Dept.)
ME	Mechanical Support
MI	Main Injector
NT	Neutron Therapy
NU	NuMI (Inactive - Any procedures remaining in effect are to be incorporated into the External Beamlines subseries.)
OP	Operations
PH	Accelerator Integration (Designator for procedures developed by the former Beam Physics Department also.)
PR	Proton Source
RF	RF (This designator was also used for the 'RF and Instrumentation Department'. Procedures developed by the RF&I Dept. should be re-assigned to the appropriate departments.)

ADDP SUBSERIES DESIGNATORS (Cont'd)

Designator	Department
RR	Recycler
SH	Environment, Safety, and Health
SY	Switchyard (Inactive - Any procedures remaining in effect are to be incorporated into the External Beamlines Dept. subseries.)