ACCELERATOR DIVISION ADMINISTRATIVE PROCEDURE

ADAP-02-0011

ACCELERATOR DIVISION FAST Facility Control Room Procedure

Responsible Departments: FAST Facility and Operations

PREPARED BY: _____ DATE: 11/19/2019

Daniel Broemmelsiek, FAST Facility Department Head

REVIEWED BY: _____ DATE: 11/20/19

Todd M. Sullivan, Operations Department Head

REVIEWED BY: _____ DATE: 11/25/19

Eric McHugh, ES&H/AD DSO

REVIEWED BY: _____ DATE: 11/25/19

Sue McGimpsey, Radiation Safety Officer

REVIEWED BY: _____ DATE: 11/19/19

Alexander Valishev, Associate Division Head

REVIEWED BY: _____ DATE: 11/20/19

Mary Convery, AD Deputy Division Head/Accelerator Systems

APPOVED BY: _____ DATE: 11/20/2019

Mike Lindgren, AD Division Head

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1. PURPOSE AND SCOPE

The purpose of the Accelerator Division FAST Control Room Procedure is to establish and define the division of activities and communication between the Fermilab Accelerator Division Main Control Room (MCR) and FAST Facility Control Room (FCR).

2. RESPONSIBILITIES

2.1 ES&H/AD Division Safety Officer (DSO)

The ES&H DSO is responsible for reviewing this procedure.

2.2 AD DIVISION HEAD

The AD Division Head is responsible for;

a. Approving this procedure;

b. Ensuring this procedure is developed, reviewed and approved; and;

c. Supervising the AD Deputy 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, Operations and FAST Facility, are responsible for:

a. Ensuring this procedure is developed, reviewed, signed and updated;

b. Arranging for publishing and distribution of this approved ADAP; and;

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

3. INSTRUCTIONS

The MCR and the FCR shall coordinate by maintaining open verbal communications and logbook entries. The FAST run coordinator, or designee, shall attend the Friday 9:00 Operations meeting.

3.1 AD OPERATIONS DEPARTMENT ACTIVITIES

3.1.1 AD Operations shall manage the FAST Access Control System (ACS).

3.1.1.1 AD Operations shall develop and maintain a Search and Secure Procedure.

3.1.1.2 The MCR shall control the FAST Critical Device Controller (CDC).

3.1.1.3 The MCR shall issue FAST enclosure keys for qualified personnel and others designated by the AD DSO.

3.1.2 The MCR shall monitor the FAST Beam Budget Monitor (BBM).

3.1.3 The MCR shall have control of the FAST Facility beam switch.

NOTE: The FAST Facility beam switch inhibits laser transport to the FAST Electron Gun.

3.1.4 The MCR shall respond to device alarms during off-hours by contacting the FAST Run Coordinator.

3.2 AD FAST FACILITY DEPARTMENT ACTIVITIES

3.2.1 AD FAST Facility shall manage access level (open, supervised and controlled) for the FAST enclosure and inform the MCR.

3.2.2 AD FAST Facility shall develop and maintain FAST Facility Operator Training Procedures.

3.2.3 AD FAST Facility shall certify Fermilab staff as FAST Facility Qualified Operators. FAST Facility Qualified Operators shall be responsible for:

a. Controlling beam and monitoring beam currents, intensity, losses, etc. pulse-by-pulse;

b. Operating power supplies, electronics, utilities, control systems, etc. for the FAST Facility; and;

c. Supervision of experimenters and collaborators.

4. DISTRIBUTION

4.1 The only controlled copy of this procedure is the electronic version maintained in the Accelerator Division Document Database.