

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

2.16.a Briefing Outline and Training Waiver for Persons Under Escort

C-A-OPM procedure in which this attachment is used.		
2.16		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: _____ ***Signature on File*** _____
 Collider-Accelerator Department Chairman Date

R. Karol

Briefing Outline and Training Waiver for Persons Under Escort

Training Waiver

The training requirements for _____ (see names below) _____ to enter into _____
a controlled radiological area, have been waived because the individual(s), escorted by _____
meets the requirements of this subject area.

Briefing Outline

The following issues, at a minimum, need to be addressed in a briefing between the person under escort and the escort, prior to entry into a controlled radiological area.

1. The person under escort may never be out of the escort's sight while in the controlled radiological area.
2. The person under escort and escort must be able to communicate in the same language.
3. The person under escort must follow the directions of the escort should an emergency arise, since the escort is responsible for the person under escort.
4. The person under escort must be informed of the hazard(s) in the area.
5. The person under escort may not do any work or touch any item that may degrade radiological conditions. The escort needs to identify such items to the escorted person.
6. The person under escort must wear radiological monitoring devices, as required for the area, at all times while the individual is in the area.
7. The person under escort should not be wearing any clothes that would provide static attraction to radiological particulates (e.g., polyester clothes or nylons).
8. The person under escort must sign in on any applicable Radiological Work Permit(s) that exist for the area.

Printed Name of Person Under Escort

Signature of Person Under Escort

Date

(1) Printed Name of Escort

Signature of Escort

Date

**(2) Printed Name of Facility Support (FS)
Representative or Designee**

**Signature of FS Representative
or Designee**

Date

NOTES: 1. Forward completed forms to the C-A ESHQ Division Head, (C-A then forwards to Central Training Office).
2. The FS Representative only needs to sign this form if entry is made into a Radiological Area.

Briefing Outline and Training Waiver for Persons Under Escort (cont.)

Escort must initial all items. Leave no blanks

Item	Applies	Does Not Apply
<i>General Responsibility of the Escort</i>		
1. You are responsible for the visitor(s) / untrained person(s) during an evacuation/fire/etc. and shall escort them to the assembly area or direct them to leave the lab if appropriate.		
2. You will assure that you take actions to maintain the visitor(s)/untrained person(s) dose as low as reasonably achievable.		
<i>Responsibilities of the Escort for All Controlled/Radiological Areas</i>		
1. You will not allow an untrained escorted person to work. If there is a need for an untrained escorted person to work, contact the ESHQ Division Head, Ray Karol (x5272). <u>Note</u> : Job Specific RWP/EWP required.		
2. As an escort, you are qualified as follows for the escort into the appropriate areas: (a) Controlled Area – General Employee Radiation Training (GERT) or Radiation Worker I (RW-I). (b) Controlled Area TLD Required – GERT or RW-I, C-A Access or any Users Training and possess a valid TLD. (c) Radiation Area – RW-I, C-A Access or any Users Training and possess a valid TLD. (d) High Radiation or Primary Areas - RW-I, C-A Access Training, Fixed Target Users Training, listed on Escort for Primary Areas List.		
3. For visits to experimental halls in RHIC, you have informed the STAR, PHENIX, BRAHMS or PHOBOS Shift Leader(s) or Experiment Spokesperson(s) and Liaison Physicist, to determine any additional requirements.		
4. If entering an area where TLDs are required, the escorted person is wearing a red TLD or a regular TLD, and is wearing it on the chest, between the neck and the waist.		
5. If entering a High Radiation area the BNL Radiological Control Division (RCD) Manager or his designee, shall approve the escorted entry.		
6. If entering a High Radiation Area or Primary Area, the ESHQ Division Head, or ESHQ Associate Chair, shall also approve the entry, and the escorted person shall wear an alarming Self-Reading Dosimeter (SRD) next to their TLD. Inform personnel untrained in GERT Training or higher, that their dose limit is 25 mrem/year and 5mrem per entry.		
7. The escorted person(s) shall print their name and sign the back of this form if ≥ 18 years of age. If the escorted person(s) are < 18 years of age, their names shall be listed on the back of this form and a responsible adult shall sign for the escorted group. The ESHQ Division Head or ESHQ Associate Chair shall approve all tours for people that are <18 years.		
8. You will ensure that at all times individuals, under your escort remain within sight and that you are able to communicate in the same language (or have an interpreter present).		
9. Inform the escorted person(s) of the radiation hazards in the area and have the individual sign any applicable RWP's that exist for that area.		
10. You shall return any visitor TLD badges upon completion of tour.		
<i>Responsibilities of the Escort for ODH 0 Areas (RHIC tunnel, Service and Support Buildings, g-2 areas, Tandem VanDe Graaff Areas)</i>		
1. You will allow an escorted untrained person to work in a non-radiological ODH area provided appropriate work planning has occurred (see item 1 above for work approval).		
2. If the helium is the hazard and the temperature is <50K at RHIC, then ESHQ Division Head shall first approve the escorted entry (X5272).		
3. You have informed the person(s) you are escorting of the effects of oxygen deficiency (i.e. dizziness, faster heartbeat).		
4. You have reviewed the ODH evacuation alarms and procedures with the person you are escorting.		

Approved by: _____

ESHQ Division Head or ESH Coordinator

*****Forward Completed Forms to the C-A ESHQ Division Head***
(C-A Then Forwards to the Central Training Office)**