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C-A OPERATIONS PROCEDURES MANUAL

4.74 Use of Alternative to ID3D-R Hand Reader

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Hand Processed Changes

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

J. Reich

4.74 Use of Alternative to ID3D-R Hand Reader

1. Purpose

This procedure details the required sequence to bypass the ID3D-R Hand Reader in the event the unit malfunctions (unit will not release keys when required). A Hand Reader malfunction is defined as a mode in which, the unit will not permit authorized personnel to obtain entry keys from the key tree.

1.1 Definitions

- 1.1.1 Hand Reader – A device that identifies an individual by their distinct handscan.
- 1.1.2 Key Tree – A panel with a number of identical keys. The keys can only be removed upon a registered user receiving positive recognition by the Hand Reader.
- 1.1.3 Registered User – A person who has had their hand scanned and has a template of their hand in the Hand reader memory.

2. Responsibilities

- 2.1 The Radiation Safety Committee (RSC) Chair or designee shall approve the use of this alternative method to the hand reader.

3. Prerequisites

- 3.1 Each member of the Access Control System (ACS) team shall be trained on the proper use and operation of the ID3D-R hand scanner.

4. Precautions

None

5. Procedure

In the event the Hand Reader should malfunction and not permit an authorized individual to obtain a key from the key tree the following procedure should be followed:

- 5.1 There shall be a wall mounted momentary switch connected in parallel with the Hand Reader.
- 5.2 There will be one key for this switch, which will be kept in the QA Office lockbox.

- 5.3 Upon approval of the RSC Chair, or designee, the Operations Coordinator (OC) records in the OC Log that the Hand Reader alternative key has been approved for use.
- 5.4 Upon obtaining the key the OC shall insert the hand reader alternative key in the momentary switch and proceed to turn it in the clockwise direction and hold it.
- 5.5 While holding the alternative key in the clockwise position, have the authorized person requiring entry remove the key from the key tree.
- 5.6 After the key is removed, allow the alternative key you are holding to return to its normal position and proceed to remove it.
- 5.7 Verify that no further keys can be removed from the key tree.
- 5.8 Return the Hand Reader alternative key to the QA Office lockbox.

6. Documentation

None

7. References

- 7.1 ID3D-R Operating and Installation Manual.

8. Attachments

None