

**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 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.
- 3) 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.
- 4) 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.

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4/20/2001