

UNREVIEWED SAFETY ISSUE No.3

Updating Safety Documents for the ATF reflecting the Organizational Change to the Physics Department

Date: December 3, 2002

Note: This report will be appended to the Accelerator Test Facility Safety Assessment Document as a USI.



Signature of Preparer

11/26/02

Date



Signature of Physics Department ES&H Chair

11/26/02

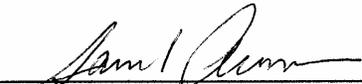
Date



Signature of Head of ATF

11/27/02

Date



Signature of Physics Department Chair

12/02/02

Date

Updating Safety Documents for the ATF reflecting the Organizational Change to the Physics Department

In a memo dated May 12, 2002, the Interim Laboratory Director directed an organizational change for the Accelerator Test Facility (ATF) from the NSLS to the Physics Department. As a result of that change, the safety documents need to be updated to reflect the new department (Departmental name changes, personnel, committees, etc.) changes made at the laboratory level (ES&H Standards converted to Subject Areas), and references/links to departmental policies (NSLS SEAPPMS to the Physics Department's Policies and Procedures).

The documents requiring changes are:

Safety Analysis Document (Last updated 1999)
Accelerator Safety Envelope (Last updated 2001)
Conduct of Operations (Last updated 1998)
Standard Operating Procedures (15 updated 2001, 1 in 2000, 4 in 1999)

Of these, the SAD and COO require significant changes while the ASE and most of the SOPs require mostly name changes and some changes to the links. These changes are expected to be completed according to the schedule shown below.

1st Quarter of calendar year 2003

Review the COO, prepare an updated version to be reviewed by the Physics Department's ES&H Committee and relevant Subject Matter Experts

2nd Quarter of calendar year 2003

Completely update the SAD incorporating the USI's and send to the Laboratory ES&H Committee for their approval, consequently updating the ASE.

3rd Quarter of calendar year 2003

Completely update the SOPs

All changes will comply with the relevant Subject Areas.