

IMPACT Database User Guide
(Integrated, Management, Planning and Control Tool)

**HOW TO CREATE A WORK PACKAGE AND
HAZARD ANALYSIS**

**Including how to submit HAs to workflow, and other optional actions in
IMPACT**

Login to IMPACT, the database is accessible through the link provided here:
<https://www-esh.fnal.gov/pls/apex/f?p=129>

You need permission to add and edit work packages in the DB.

If you have issues logging into the database, please contact kathy@fnal.gov to get access.

Revision History

Name	Description	Date
Kathy Vuletich	Added information on links to General Enclosure RWP's, new COVID-19 resources, and the FQTS Lessons Learned database. Updated each section on how to use IMPACT with new screen shots highlighting the upgraded interface. Added information on how to update Locations, add Workers, and add People to Notify on the HA.	September 21, 2020

Kathy Vuletich	Added checkbox on HA for Emergency Work, see p. 12. Added instructions for cloning step for resubmitting rejected HAs, see p. 20. Updated automatic emails from IMPACT – now includes links directly to impact and comments from reviewers and approvers. Updated workflow details on HA status screens – now includes responder name, date and timestamp, and comments.	April 2020
Kathy Vuletich	Added “Authorizing Supervisor” step, see p.17.	December 2019
Kathy Vuletich	Initial Release	September 2019

Table of Contents

To view a topic, click on the section below

DATABASE FIELD DEFINITIONS	4
DATABASE FUNCTIONS OVERVIEW	9
HOW TO ENTER A NEW WORK PACKAGE.....	11
HOW TO CREATE AND SAVE A HAZARD ANALYSIS (HA).....	13
ADDITIONAL FORM INFORMATION TABLE ON THE HA	19
Locations	19
Workers	21
People to Notify.....	25
HOW TO SUBMIT HA TO WORKFLOW.....	29
HOW TO CLONE A HAZARD ANALYSIS	34
HOW TO ADHOC ADD A PERMIT	35
HOW TO DOWNLOAD / ACCESS A PERMIT	37
HOW TO ATTACH DOCUMENTS	39
HOW TO LINK TO WEB PAGES	42

DATABASE FIELD DEFINITIONS

WKPG – Work Package Screen

Field Name	Required or Optional?	Field Type	Description
Job Title	Required	Manual text field	Enter the title for the job you will be creating a work package for. Short and descriptive title.
Work Package Status	Required	Dropdown list	Select the status of the job. <ul style="list-style-type: none"> - New: Initial entry of new job - Revised: Previous job entered and has been revised - Completed: Job has been completed and closed out - Cancel: Job has been canceled, or will not be completed
TM/CC/SC/Owner	Required	Pre-populated select list	This field will default to your name, but you can choose a different person if they are responsible for planning this job.
Managed By Org	Required	Dropdown list	Select the organization that is managing the work being performed. Likely this is YOUR organization.
Performed For Org	Required	Dropdown list	Select the organization that the work is being performed for. Can also be the same org as Managed By.
Est Start Date	Required	Date Field	Select the estimated start date of the job
Est End Date	Required	Date Field	Select the estimated end date of the job
Actual Start Date	Optional	Date Field	Select the actual start date of the job, when known
Actual End Date	Optional	Date field	Select the actual end date of the job, when known
Project Name	Optional	Dropdown list	List contains the projects currently in progress at Fermilab, if the job is for a project then select it from the list
Project Number	Optional	Manual text field	Enter a number associated with this job, some D/S/P have a numbering system to track jobs. For example, the AD Work List.,

Po Contract#	Optional	Dropdown list	If a contract# is associated with this job, select it from the list. This list is connected with the PO DB.
Release #	Optional	Dropdown list	If a release # is associated with this job, select it from the list. This list is connected with the PO DB.
Job Description	Required	Manual text field	Enter in a more detailed description of the job being performed.
Locations	Required	Select List/Shuttle	Select the locations where the job is going to occur. The field allows you to select one or many locations.
Print	N/A	Action Button	Click the “print” button to print the entire work package
Sign-off Sheet	N/A	Action Button	Click the “sign-off sheet” button to print out a generic sign-off sheet used for pre-job walk downs or other activities.
Attachments	N/A	Table	Attach documents to this work package.
Hyperlinks	N/A	Table	Link web pages to the work package
Cancel	N/A	Action Button	Clicking ‘cancel’ will take you back to the previous screen, the home page.
Create / Save	N/A	Action Button	When clicked, the work package will be initially submitted to the database, or your changes will be saved. A green alert box will appear in the upper right corner of the screen to confirm your actions.

HA – Hazard Analysis Screens

Field Name	Required or Optional?	Field Type	Description
Edit Form	N/A	Action Button	Clicking ‘edit’ will take you into the HA edit screen where you will complete your HA or edit it.
Print	N/A	Action Button	Clicking ‘print’ will open a new browser tab with the ability to print the entire HA.
Submit for Approval	N/A	Action Button	Clicking the ‘Submit for Approval’ button will send your HA into the workflow process. Once the process is started, it cannot be stopped unless your supervisor approves or rejects the HA.
Clone	N/A	Action Button	Clicking ‘clone’ will make a complete copy of an HA. You must then edit the HA and save your changes. The new clone will have a new ID number (the old HA will not be replaced or deleted; it will still exist in the list).
Edit Form Header	Required	Action Button	This will open a dialog box where you are required to enter an “Authorizing Supervisor” to approve the HA. You may also update the HA Title, Start Date, End Date, and Prepared By.
Locations	N/A	Table	When multiple locations are selected for a job, the ‘locations’ button gives you the opportunity to narrow down your HA to be applicable to one or many of those locations. Default is set to many, so if the HA is applicable to all locations, no actions are necessary.
Attachments	N/A	Table	Attach documents to this HA
Hyperlinks	N/A	Table	Link web pages to this HA
People to Notify	N/A	Table	This will open a dialog box where you can add people to notify of this HA. Whether it be workers involved in the job, or others that need to know about the HA.

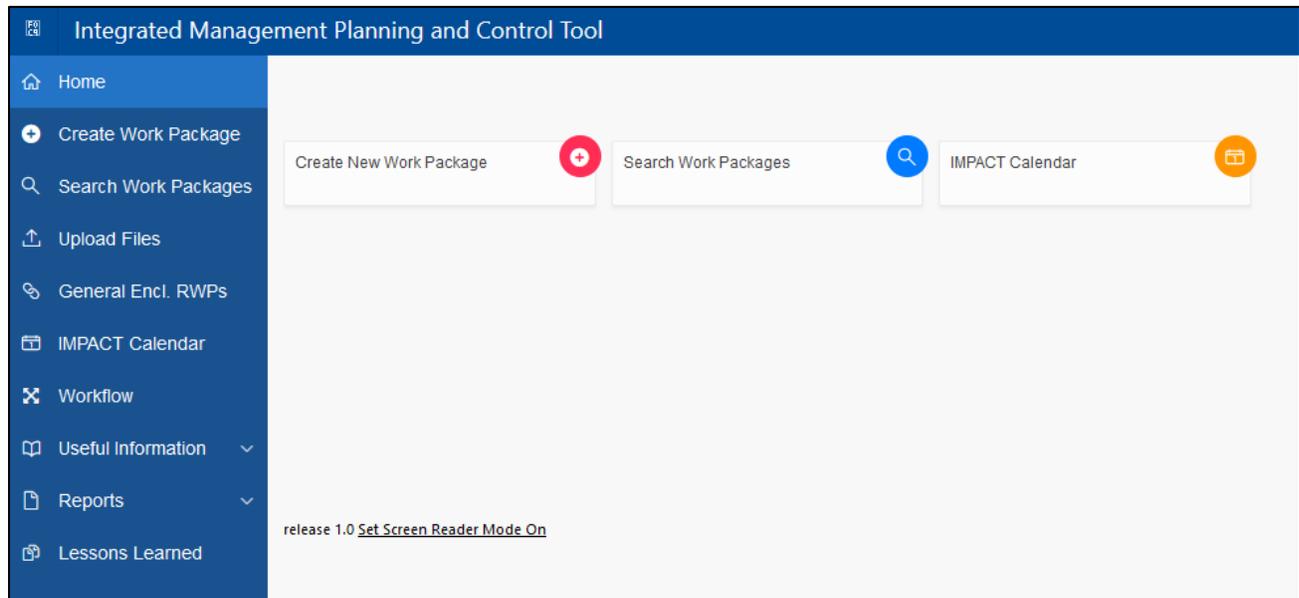
Governing Chapters	N/A	Table	This will open a dialog box where you can access the FESHM chapters that govern the HA process and provides you with additional information as necessary.
Read-Only Text	N/A	N/A	The bottom part of the HA screen contains the read-only information regarding the HA. At the top is information about the work package, and then the bottom half contains information specific to the HA, including all hazards chosen, steps in the process, and workflow status.

Forms/Permits/Applications Screens

Field Name	Required or Optional?	Field Type	Description
Edit	N/A	Action Button	Clicking 'edit' will take you into a blank edit screen. Until the F/P/A is digitized this feature will not function.
Print	N/A	Action Button	Clicking 'print' will open a new browser tab with the ability to print the entire F/P/A.
Clone	N/A	Action Button	Clicking 'clone' will make a complete copy of an F/P/A. The new clone will have a new ID number (the old F/P/A will not be replaced or deleted; it will still exist in the list).
Download Form	N/A	Action Button	Clicking 'download form' will open a new tab where the F/P/A will appear. For eJulie for example, the new tab will take you to the online eJulie system.
Locations	N/A	Table	When multiple locations are selected for a job, the 'locations' button gives you the opportunity to narrow down your F/P/A to be applicable to one or many of those locations. Default is set to many, so if the F/P/A is applicable to all locations, no actions are necessary.

Attachments	N/A	Table	Attach documents to this F/P/A
Hyperlinks	N/A	Table	Link web pages to this F/P/A
People to Notify	N/A	Table	This will open a dialog box where you can add people to notify of this F/P/A. Whether it be workers involved in the job, or others that need to know about the F/P/A.
Governing Chapters	N/A	Table	This will open a dialog box where you can access the FESHM chapters that govern the F/P/A process and provides you with additional information as necessary.
Read-Only Text	N/A	N/A	The bottom part of the F/P/A screen contains the read-only information regarding the F/P/A. At the top is information about the work package, and then the bottom half contains workflow status when applicable.

DATABASE FUNCTIONS OVERVIEW



Home – The home tab is the landing page for IMPACT. On the landing page there are several options for the user to engage in. Each are listed below.

Create Work Package – Located on the left navigation menu and the home tab, click this option to create a brand new work package.

Search Work Packages – Located on the left navigation menu and the home tab, click this option to search the DB.

Upload Files (to an Existing Work Package) – Located on the left navigation menu, click this option to upload files to existing work packages.

 **General Encl. RWPs** – Located on the left navigation menu, click this option to read and sign general enclosure radiation work permits (RWPs). Clicking on this link will take the user to a separate system.

IMPACT Calendar – Located on the left navigation menu and the home tab, click this option to view a calendar of scheduled and on-going jobs. Hover over an event to see more information, or click the event to view the details directly from the work package.

Workflow – Located on the left navigation menu, for those with roles in the workflow process click this option to go directly to the workflow tool to see your open tasks.

 **Useful Information** – Located on the left navigation menu, this feature links to the IMPACT User Guides, FESHM, FRCM, the QAM (all manuals that govern the processes contained within IMPACT), and COVID-19 Resources & Information for employees.

Reports – Located on the left navigation menu, this feature is currently only displaying change logs for the system. Clicking on the carrot will expand the list. You will be able to see changes made to the DB in these reports.

 **Lessons Learned** – Located on the left navigation menu, click this link to go to the FQTS (Fermilab Quality Tool Suite) Lessons Learned database. Lessons learned should be considered when planning a new job, and documented when completing a job.

HOW TO ENTER A NEW WORK PACKAGE

1. Click on “Create New Work Package” from the left navigation or home tab.
Note: All fields with a red asterisk “*” are required to create the work package.
2. Enter all information about the work being performed. See [Database Field Definitions - WKPG – Work Package Screen](#) for detailed information on each field.
3. When finished, click the blue “Create” button in the upper right corner of the screen.

WKPG

Work Package

Delete
Cancel
Create

Job Title * ?

Work Package Status * ~Select- ?

TM/CC/SC/Work Planner * Vuleitch, Kathy (16253N) x5182 kathy@fnal.gov ?

Managed By Org * ~Select- ? Performed For Org * ~Select- ?

Estimated Start Date * DD-MON-YY ? ? Actual Start Date DD-MON-YY ? ?

Estimated End Date * DD-MON-YY ? ? Actual End Date DD-MON-YY ? ?

Project Name ? Project Number ?

PO Contract# ? Release# ?

Job Description * ?

Additional Contact Info ?

Comments ?

Locations * ?

Filter

- 1 Che Che Pinqua - Kuhn Barn / 2nd Floor [070] (Jack Hawkins) [FE]
- 1 Che Che Pinqua - Kuhn Barn / Ground Floor [070] (Jack Hawkins) [FE]
- 1 Che Che Pinqua - Kuhn Barn / Mezzanine 1st Level [070] (Jack Hawkins) [FE]
- 1 Che Che Pinqua - Kuhn Barn [070] (Jack Hawkins) [FE]
- 1 Sauk Blvd - Aspen East / 2nd Floor [036] (Jack Hawkins) [FE]
- 1 Sauk Blvd - Aspen East / Attic [036] (Jack Hawkins) [FE]
- 1 Sauk Blvd - Aspen East / Basement 1st Level Below [036] (Jack Hawkins) [FE]
- 1 Sauk Blvd - Aspen East / Ground Floor [036] (Jack Hawkins) [FE]
- 1 Sauk Blvd - Aspen East [036] (Jack Hawkins) [FE]

<<
<
>
>>

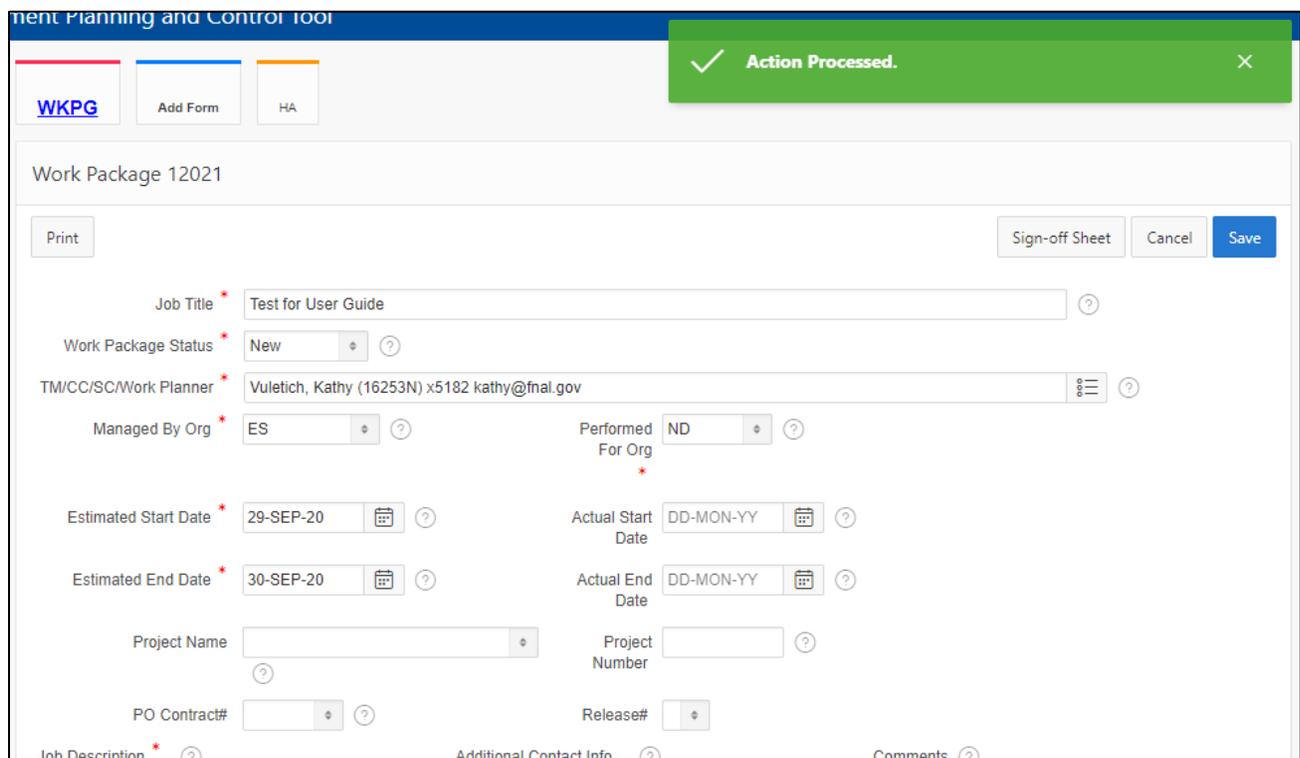
TIP: To use the **Locations** shuttle section at the bottom of the screen, use the “Filter” field to search for locations. Click on the location(s) you wish to attach and then click the right arrow button. This will move your selection location(s) to the table on the right. To remove a location, highlight the location and then click the left arrow button to put it back in the main list.

4. Success in creating a new work package

A green confirmation box stating ‘Action Processed’ will appear in the upper right corner.

A Work Package # will also be assigned to your work package.

2 new tabs will appear on the top of the screen, “Add Form”, and “HA”.



Management Planning and Control tool

✓ Action Processed. X

WKPG Add Form HA

Work Package 12021

Print Sign-off Sheet Cancel Save

Job Title * Test for User Guide ?

Work Package Status * New ?

TM/CC/SC/Work Planner * Vuleitch, Kathy (16253N) x5182 kathy@fnal.gov ?

Managed By Org * ES ? Performed For Org * ND ?

Estimated Start Date * 29-SEP-20 ? Actual Start Date DD-MON-YY ?

Estimated End Date * 30-SEP-20 ? Actual End Date DD-MON-YY ?

Project Name ? Project Number ?

PO Contract# ? Release# ?

Job Description * ? Additional Contact Info ? Comments ?

HOW TO CREATE AND SAVE A HAZARD ANALYSIS (HA)

1. Click on the HA tab in the work package you wish to add an HA to.



The screenshot shows the 'Work Package 12021' interface. At the top, there are three tabs: 'WKPG' (blue), 'Add Form' (grey), and 'HA' (orange). A red arrow points to the 'HA' tab. Below the tabs, the 'Work Package 12021' header is visible. On the left, there is a 'Print' button. On the right, there are 'Sign-off Sheet', 'Cancel', and 'Save' buttons. The main form contains the following fields:

- Job Title ***: Text input field containing 'Test for User Guide'.
- Work Package Status ***: Dropdown menu set to 'New'.
- TM/CC/SC/Work Planner ***: Text input field containing 'Vuleitch, Kathy (16253N) x5182 kathy@fnal.gov'.
- Managed By Org ***: Dropdown menu set to 'ES'.
- Performed For Org ***: Dropdown menu set to 'ND'.

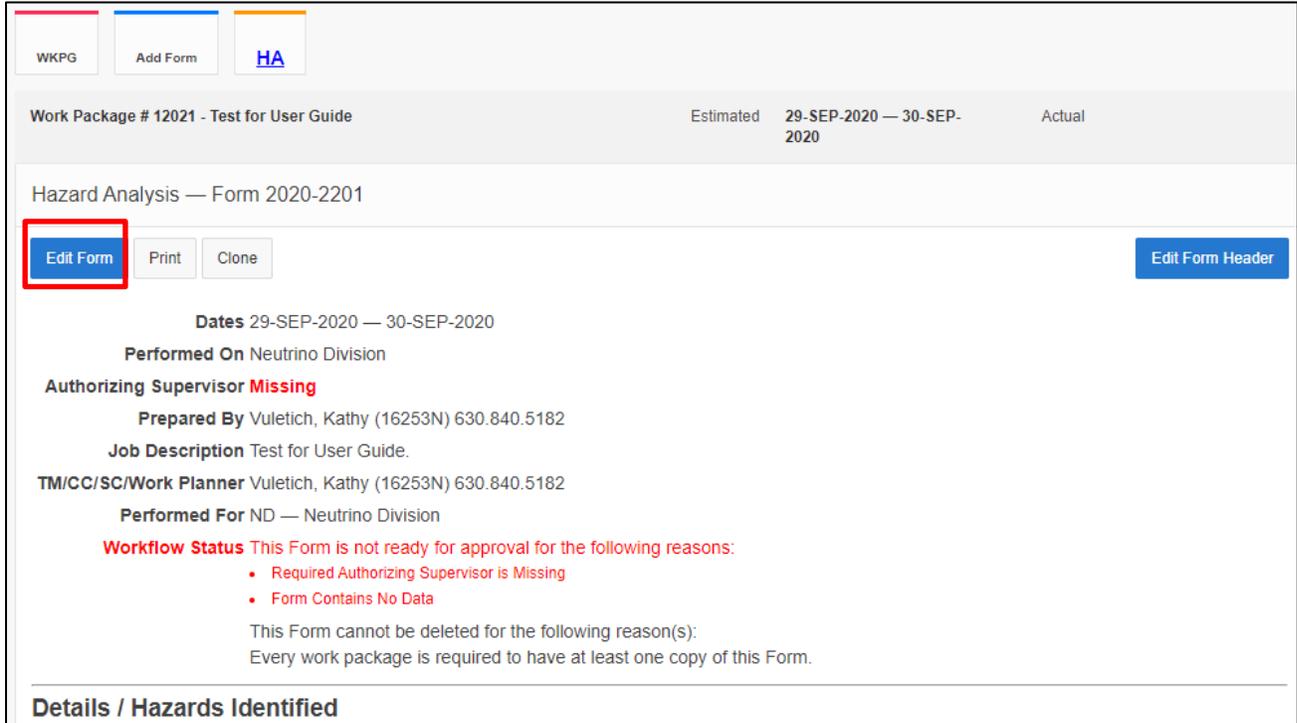
2. The HA screen will appear, as seen below.

The screen alerts the user what is required to be completed before the HA can be submitted to workflow for approval.

In **red text**, the system indicates that an authorizing supervisor needs to be identified, and the HA needs to be completed.

Follow the next steps to complete the HA and prepare it for submission for approval.

3. Click “[Edit Form](#)” on the HA screen.



WPKG Add Form **HA**

Work Package # 12021 - Test for User Guide Estimated 29-SEP-2020 — 30-SEP-2020 Actual

Hazard Analysis — Form 2020-2201

Edit Form Print Clone **Edit Form Header**

Dates 29-SEP-2020 — 30-SEP-2020

Performed On Neutrino Division

Authorizing Supervisor **Missing**

Prepared By Vuletich, Kathy (16253N) 630.840.5182

Job Description Test for User Guide.

TM/CC/SC/Work Planner Vuletich, Kathy (16253N) 630.840.5182

Performed For ND — Neutrino Division

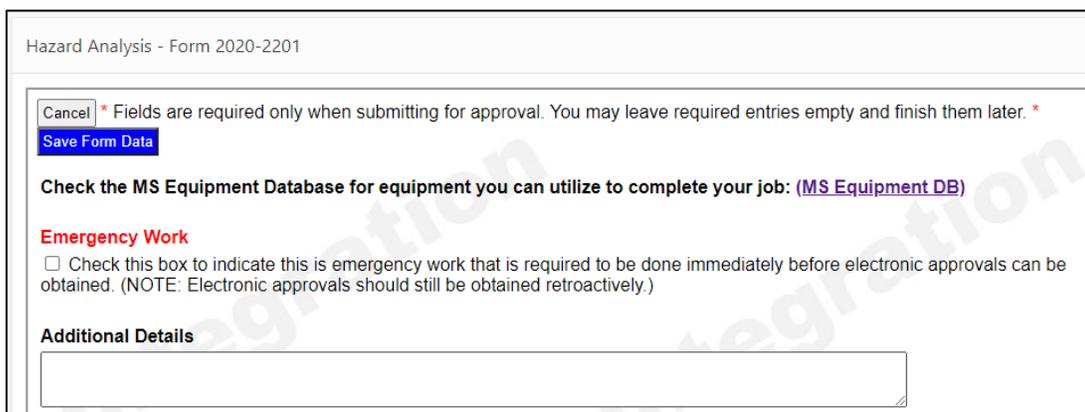
Workflow Status This Form is not ready for approval for the following reasons:

- Required Authorizing Supervisor is Missing
- Form Contains No Data

This Form cannot be deleted for the following reason(s):
Every work package is required to have at least one copy of this Form.

Details / Hazards Identified

4. The HA edit form appears. There is are 2 **optional fields** on the top of the screen.
 - a. **Emergency Work** – Check this box only when the work you are to perform is emergency work that has to be performed before there is time to obtain approvals. Checking this box will ensure it shows up on the printable HA. Electronic approvals should still be obtained retroactively.
 - b. **Additional Details** – You may enter any additional information in this text field.



Hazard Analysis - Form 2020-2201

Cancel * Fields are required only when submitting for approval. You may leave required entries empty and finish them later. *

Save Form Data

Check the MS Equipment Database for equipment you can utilize to complete your job: ([MS Equipment DB](#))

Emergency Work

Check this box to indicate this is emergency work that is required to be done immediately before electronic approvals can be obtained. (NOTE: Electronic approvals should still be obtained retroactively.)

Additional Details

5. **Hazard Identification** – The next section of the form is a series of check boxes. These check boxes are hazards you may encounter when performing your work. Check the box next to all that apply.

Check the boxes next to all types of work and known hazards you may encounter on this job.

COVID-19 Protective Measures ([Guidance Documents](#))

- Maintain 6 ft. or greater social distance when possible
- Face Covering (Cloth Face Mask or Disposable Face Mask)
- Face Shield
- Safety Glasses / Goggles
- Impervious Gloves
- Clean Surfaces Used
- Wash/Sanitize Hands
- Other Protective Measures Not Listed Above (List in Text Box below)

Industrial Hazards

- Flammable Gas Areas
- Heat Stress / Cold Stress
- Structural Demolition
- Excavation
- Scaffold Erection
- Scaffold Use
- Ladder Use
- Steel Erection
- Fall Protection - Fall Exposures >4 feet (>6 feet for construction)
- Heavy Equipment Operation (crane, boom lift, excavator)
- Critical Crane Lift
- Rotating Equipment
- High Pressure air/fluids
- Welding/Cutting/Brazing/Grinding
- Lead (Lead paint, moving bricks, cutting sheets, soldering)
- Chemical Use (cleaners, solvents, adhesives, etc.) - If checked attach or link SDS to the HA [Upload Files](#) [Add Hyperlinks](#)
- Non-ionizing radiation (lasers, RF, UV, magnets)
- Confined Space
- Ergonomics (overexertion, repetition, heavy lifting, awkward lifting, static posture)
- Silica (machining - concrete, asphalt, grout, mortar)
- Loud Noise (continuous, instantaneous)
- Asbestos (presumed or suspect building materials, e.g. tile, pipe insulation, roofing materials, etc.)
- Nanomaterial (1-100nm, ex. buffing solutions, surface material coating, 3d printing)

6. **Personal Protective Equipment (PPE) Identification** – Next is a similar checkbox section, and now you will choose what PPE is needed for the job. Check the box next to all that apply.

Check the boxes next to all types of PPE and Controls you will need for this job.

Personal Protective Equipment (PPE)

- Hardhat
- Bump cap
- Steel-toed boots
- Steel-toed shoes
- Gloves - leather
- Gloves - chemical
- Gloves - electrical
- Gloves - Cryogenic
- High visibility clothing
- Safety goggles
- Safety goggles - chemical
- Safety goggles - impact/face shield

7. **Controls Identification** – The last checkbox section is for controls required for the job. Check the box next to all that apply.

Controls

- Danger tape & signage
- Barricades - solid
- Barricades - soft (caution tape)
- Road Closure
- Soil/erosion control
- Site dust control

8. **Work Tasks Identification** – Document all of the work tasks that are required for the job
 - a. indicate whether they are **critical** steps
 - b. outline the **hazard details** of each step
 - c. and finally the **mitigations**.

9. To add more rows to the work tasks identification table, click “**Add More Rows**”. Rows will be added in 3’s.

Complete the table below by identifying the work tasks and their associated hazards and mitigation that will reduce risk of the hazards.

Step #	Critical Step	Process Step	Hazard Details	Mitigation Details
1	Yes ▼	This is my process step	Here are my hazard details	Here are the mitigation
2	No ▼	This is my 2nd process step	Here are my hazard details again	And more mitigation
3	Yes ▼	This is my 3rd process step	Here are these hazards	And even more mitigation

* Fields are required only when submitting for approval. You may leave required entries empty and finish them later.

10. When you have filled out the form, click “**Save Form Data**” to save your form.

NOTE: clicking Save Form Data does NOT submit the HA to workflow. Submitting HA to workflow is a separate step.

11. The HA screen has been updated and shows the information you entered. The hazards you selected will show in the [Details/Hazards Identified](#) section, and your work tasks will show in the [Hazard / Mitigation](#) table.

Details / Hazards Identified				
COVID-19 Protective Measures (Guidance Documents) <ul style="list-style-type: none"> ✓ Maintain 6 ft. or greater social distance when possible ✓ Face Covering (Cloth Face Mask or Disposable Face Mask) ✓ Face Shield ✓ Safety Glasses / Goggles ✓ Impervious Gloves ✓ Clean Surfaces Used 				
Personal Protective Equipment (PPE) <ul style="list-style-type: none"> ✓ Hardhat ✓ Arm - cut protection ✓ Long Sleeve Shirts 				
Controls ✓ Soil/erosion control				
Hazard / Mitigation				
Step #	Critical Step	Process Step	Hazard Details	Mitigation Details
1	Yes	Disconnect analog cable. Pull back and extend from radioactive equipment. Check cable end, repair or replace as needed.	Radiation exposure. Ladder may be needed to route cabling. Ergonomics.	Follow ALARA plan. Work diligently if using ladder Positioning may be difficult due to space or obstruction issues.
2	No	Use current source and laptop to obtain response check of analog channel.	Radiation exposure.	Follow ALARA plan.
3	Yes	Reconnect both HV cables, reconnect analog cable.	Radiation exposure. Ladder may be needed to route cabling. Ergonomics.	Follow ALARA plan. Work diligently if using ladder Positioning may be difficult due to space or obstruction issues.
4	No	Disconnect analog cable. Pull back and extend from radioactive equipment. Check cable end, repair or replace as needed.	Ladder may be needed to route cabling. Ergonomics.	Positioning may be difficult due to space or obstruction issues.
5	No	Use current source and laptop to obtain response check of analog channel.	Radiation exposure.	Positioning may be difficult due to space or obstruction issues.
6	No	Reconnect both HV cables, reconnect analog cable	Ladder may be needed to route cabling. Ergonomics.	Positioning may be difficult due to space or obstruction issues.

ADDITIONAL FORM INFORMATION TABLE ON THE HA

All of the additional options available in the HA are required to be completed prior to submitting the HA to workflow.

Locations

1. If you have multiple locations to this job and want to narrow down the scope of the HA click on the “[Package Locations](#)” tab in the Additional Form Information table at the bottom of the screen, as highlighted below.

Hazard Analysis — Form 2020-2201

Edit Form
Print
Clone

Edit Form Header

Dates 29-SEP-2020 — 30-SEP-2020

Performed On Neutrino Division

Authorizing Supervisor Missing

Prepared By Vuletich, Kathy (16253N) 630.840.5182

Job Description Test for User Guide.

TM/CC/SC/Work Planner Vuletich, Kathy (16253N) 630.840.5182

Performed For ND — Neutrino Division

Workflow Status This Form is not ready for approval for the following reasons:

- Required Authorizing Supervisor is Missing
- Form Contains No Data

This Form cannot be deleted for the following reason(s):
Every work package is required to have at least one copy of this Form.

Details / Hazards Identified

Workflow Status

This Form is not ready for approval for the following reasons:

- Required Authorizing Supervisor is Missing
- Form Contains No Data

Additional Form Information

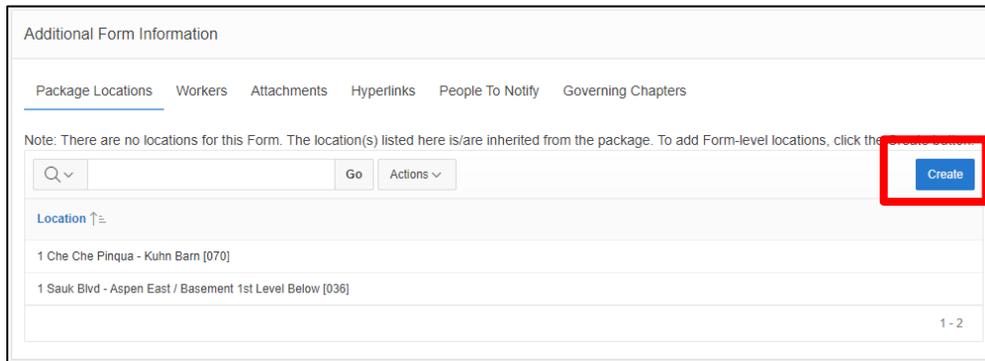
Package Locations
Workers
Attachments
Hyperlinks
People To Notify
Governing Chapters

Note: There are no locations for this Form. The location(s) listed here is/are inherited from the package. To add Form-level locations, click the Create button.

Location ↑≡

1 Che Che Pinqua - Kuhn Barn [070]
1 Sauk Blvd - Aspen East / Basement 1st Level Below [036]

- Next, click on “[Create](#)”.



- A box will appear as seen below, click on the “[Location](#)” dropdown list and select the location (the list comes from the locations you selected for your work package).
- Enter in any details about this location in the “[Details](#)” text field.
- When finished click “[Create](#)” as seen below.



- The HA screen will refresh as seen below and a green confirmation box will appear at the top of the screen. Only the location(s) you selected will appear in the “Form Locations” list in the Additional Form Information table. You have successfully narrowed the location scope for your HA.

ment Planning and Control Tool

• Required Authorizing Supervisor is Missing
• Form Contains No Data

✓ Row created. ✕

This Form cannot be deleted for the following reason(s):
 Every work package is required to have at least one copy of this Form.

Details / Hazards Identified

Workflow Status

This Form is not ready for approval for the following reasons:

- Required Authorizing Supervisor is Missing
- Form Contains No Data

Additional Form Information

Form Locations Workers Attachments Hyperlinks People To Notify Governing Chapters

Location ↑	Details
 1 Sauk Blvd - Aspen East / Basement 1st Level Below [036]	

Workers

1. To add a list of workers to the HA, click on the “**Workers**” tab in the Additional Information Table.
2. Next, click “**Create**”.

Additional Form Information

Form Locations **Workers** Attachments Hyperlinks People To Notify Governing Chapters

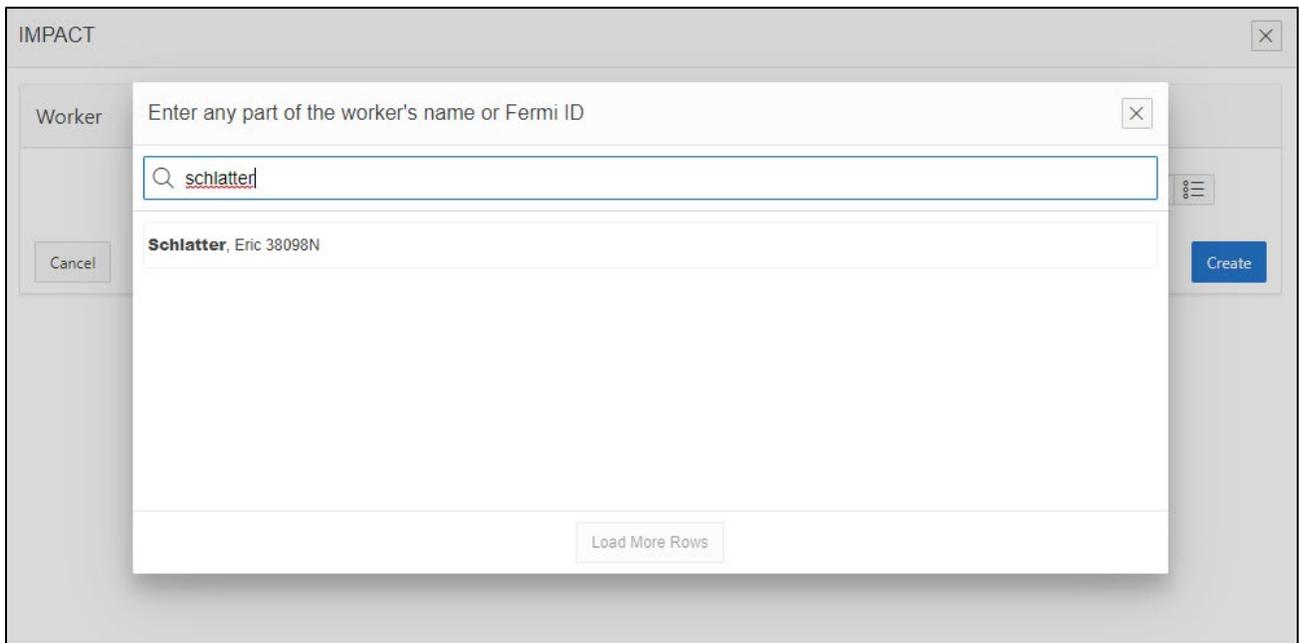

 No data found.

3. Click the list icon next to the “**Worker**” field.



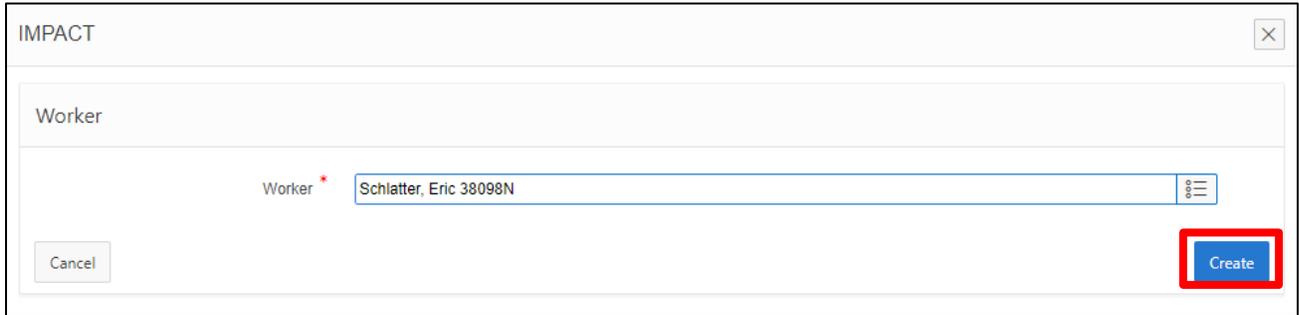
The screenshot shows the IMPACT database interface. At the top, there is a title bar with the word "IMPACT" and a close button. Below the title bar, there is a section labeled "Worker". Underneath, there is a text input field with the label "Worker" and a red asterisk. To the right of the input field, there is a list icon (three horizontal lines) which is highlighted with a red rectangular box. At the bottom left, there is a "Cancel" button, and at the bottom right, there is a blue "Create" button.

4. Search using employee name or Fermilab ID in the search field and select the appropriate employee name.



The screenshot shows the IMPACT database interface with a search modal open. The modal has a title bar with the word "IMPACT" and a close button. Below the title bar, there is a section labeled "Worker". Underneath, there is a search input field with the label "Enter any part of the worker's name or Fermi ID" and a search icon. The search term "schlatter" is entered in the field. Below the search field, there is a list of search results. The first result is "Schlatter, Eric 38098N". At the bottom of the modal, there is a "Load More Rows" button. In the background, the "Worker" field from the previous screenshot is visible, along with the "Cancel" and "Create" buttons.

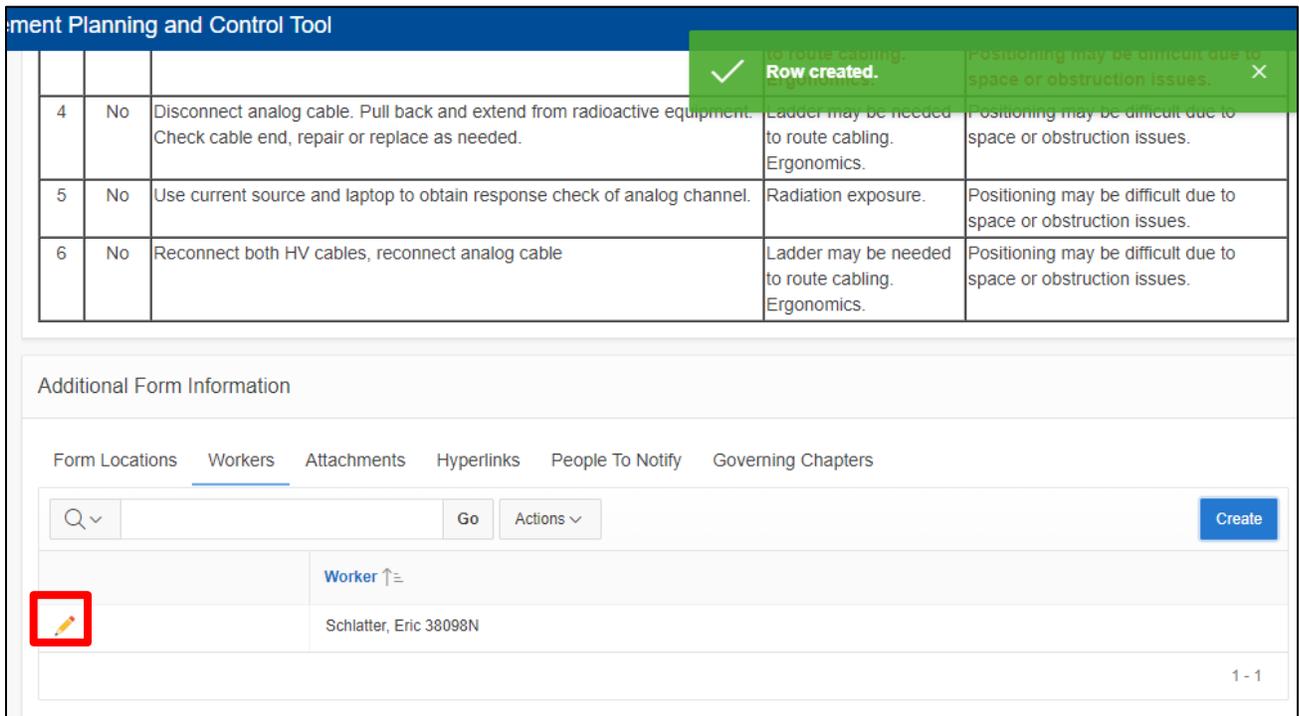
5. When done, click “Create”.



The dialog box titled "IMPACT" has a close button (X) in the top right corner. Below the title bar, there is a section labeled "Worker". Inside this section, there is a text input field with the value "Schlatter, Eric 38098N" and a dropdown menu icon to its right. Below the input field, there are two buttons: "Cancel" on the left and "Create" on the right. The "Create" button is highlighted with a red rectangular box.

6. The worker has successfully been added to the list. To add more workers, follow the same process.

7. To delete a worker from the list, click on the edit icon next to the employee’s name.



The screenshot shows the "Management Planning and Control Tool" interface. At the top, there is a table with three columns: a checkbox, a status, and a description. A green notification box with a checkmark and the text "Row created." is overlaid on the table. Below the table, there is a section titled "Additional Form Information" with tabs for "Form Locations", "Workers", "Attachments", "Hyperlinks", "People To Notify", and "Governing Chapters". The "Workers" tab is selected. Below the tabs, there is a search bar with a magnifying glass icon, a "Go" button, and an "Actions" dropdown menu. A "Create" button is located to the right of the search bar. Below the search bar, there is a table with one row containing the name "Schlatter, Eric 38098N". A red rectangular box highlights a pencil icon (edit icon) to the left of the name. The page number "1 - 1" is displayed in the bottom right corner.

4	No	Disconnect analog cable. Pull back and extend from radioactive equipment. Check cable end, repair or replace as needed.	Ladder may be needed to route cabling. Ergonomics.	Positioning may be difficult due to space or obstruction issues.
5	No	Use current source and laptop to obtain response check of analog channel.	Radiation exposure.	Positioning may be difficult due to space or obstruction issues.
6	No	Reconnect both HV cables, reconnect analog cable	Ladder may be needed to route cabling. Ergonomics.	Positioning may be difficult due to space or obstruction issues.

8. Next, click “Delete”.



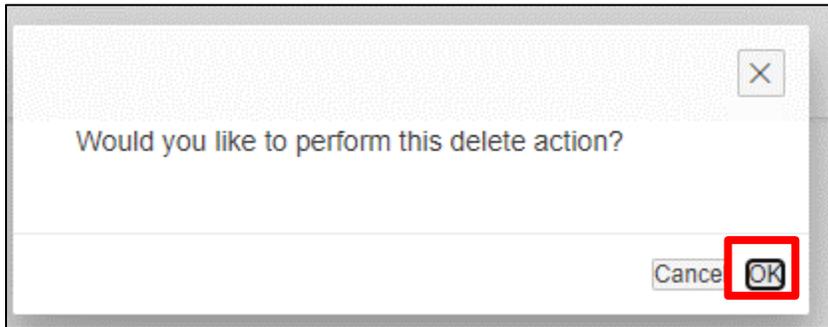
IMPACT

Worker

Worker * Schlatter, Eric 38098N

Cancel Delete Apply Changes

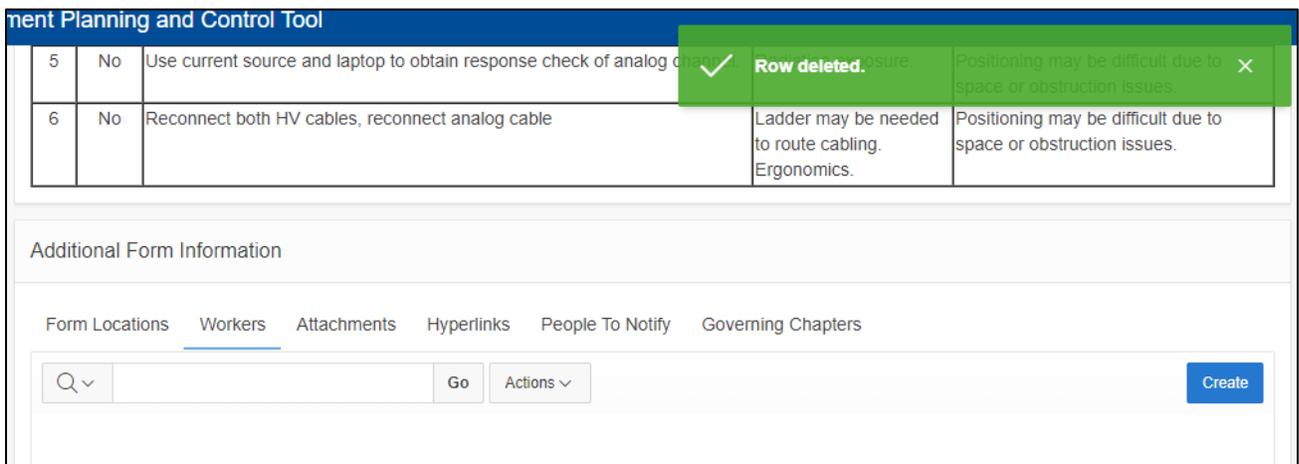
9. Click “OK”.



Would you like to perform this delete action?

Cancel OK

10. The worker has successfully been deleted from the list.



Work Order Planning and Control Tool

5	No	Use current source and laptop to obtain response check of analog cable	✓ Row deleted.	Positioning may be difficult due to space or obstruction issues.
6	No	Reconnect both HV cables, reconnect analog cable	Ladder may be needed to route cabling. Ergonomics.	Positioning may be difficult due to space or obstruction issues.

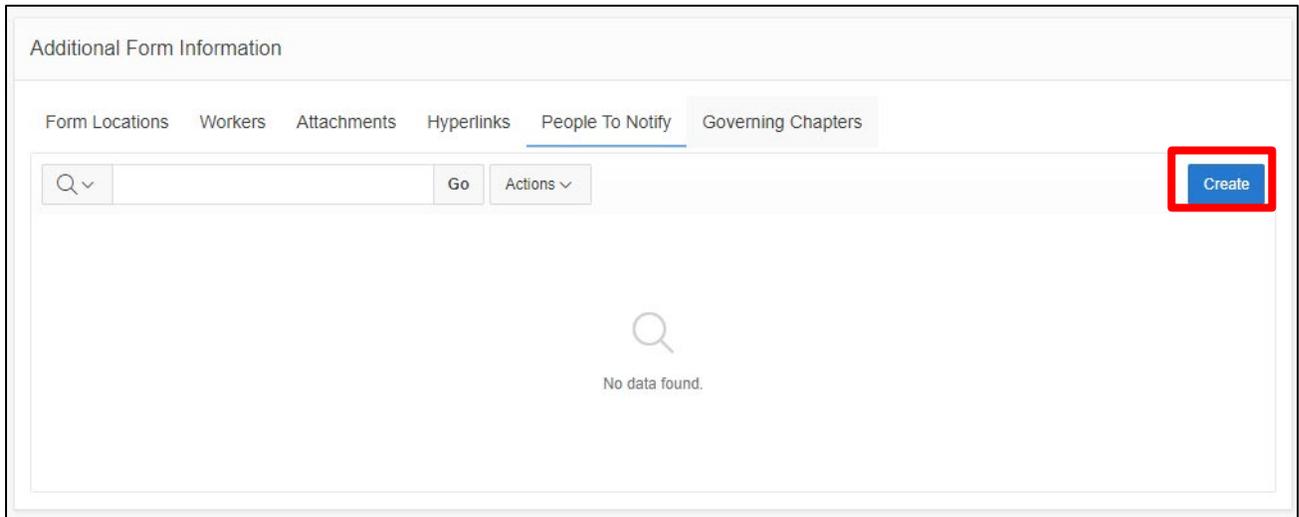
Additional Form Information

Form Locations Workers Attachments Hyperlinks People To Notify Governing Chapters

Qv Go Actions Create

People to Notify

1. To add people to an automatic notification list that will receive an email when the HA has been approved, click on the “[People to Notify](#)” tab.
2. Next, click “[Create](#)”.



Additional Form Information

Form Locations Workers Attachments Hyperlinks **People To Notify** Governing Chapters

Q v Go Actions v **Create**

No data found.

3. Click the list icon next to the “[Person](#)” field.



IMPACT

Person To Notify

Person * **Create**

Cancel

- Search using employee name or Fermilab ID in the search field and select the appropriate employee name.

Enter any portion of the name or Fermi ID ✕

Q schlatter

Schlatter, Eric 38098N

- Click “Create”.

IMPACT ✕

Person To Notify

Person * ☰

Cancel
Create

- The person has been successfully added to the automatic notification list.

Work Planning and Control Tool

			✓	Row created.	✕
4	No	Disconnect analog cable. Pull back and extend from radioactive equipment. Check cable end, repair or replace as needed.		Ladder may be needed to route cabling. Ergonomics.	Positioning may be difficult due to space or obstruction issues.
5	No	Use current source and laptop to obtain response check of analog channel.		Radiation exposure.	Positioning may be difficult due to space or obstruction issues.
6	No	Reconnect both HV cables, reconnect analog cable		Ladder may be needed to route cabling. Ergonomics.	Positioning may be difficult due to space or obstruction issues.

Additional Form Information

Form Locations Workers Attachments Hyperlinks People To Notify Governing Chapters

Q
Go
Actions ▾
Create

✎	Person	Schlatter, Eric 38098N	
---	--------	------------------------	--

1 - 1

- To delete a person from the automatic notification list, click the edit icon next to their name.

Additional Form Information

Form Locations Workers Attachments Hyperlinks People To Notify Governing Chapters

	Person
	Schlatter, Eric 38098N

1 - 1

- Next, click “Delete”.

IMPACT

Person To Notify

Person *

- Click “OK”.

Would you like to perform this delete action?

10. The person has been successfully removed from the automatic notification list.

Incident Planning and Control Tool

5	No	Use current source and laptop to obtain response check of analog channels	✓	Row deleted. Please ensure.	Positioning may be difficult due to space or obstruction issues. ✕
6	No	Reconnect both HV cables, reconnect analog cable		Ladder may be needed to route cabling. Ergonomics.	Positioning may be difficult due to space or obstruction issues.

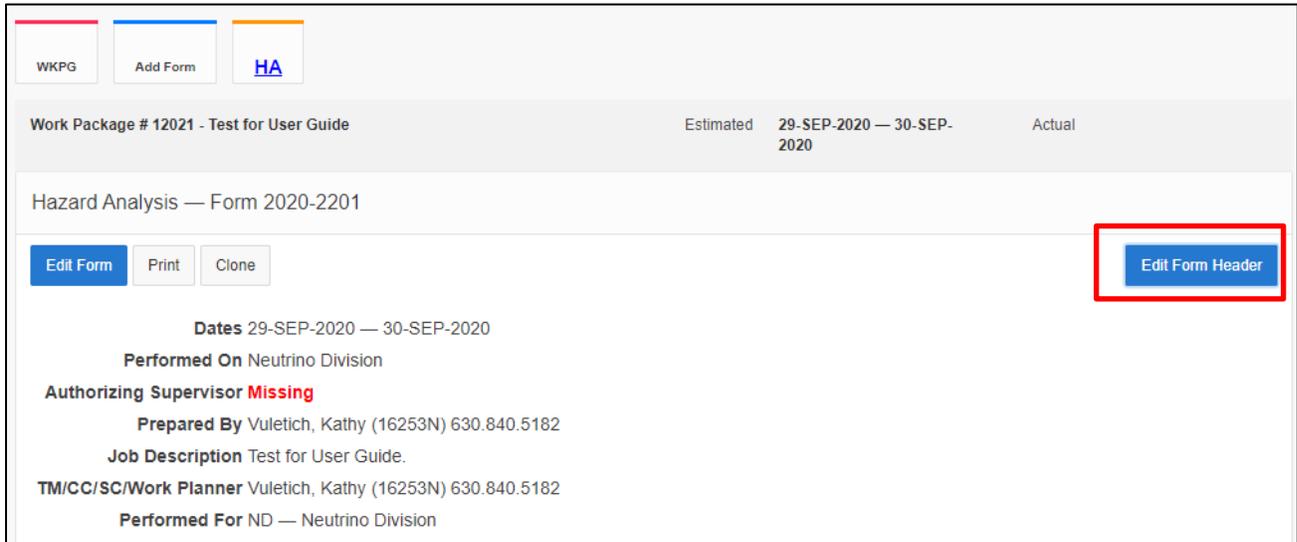
Additional Form Information

[Form Locations](#)
 [Workers](#)
 [Attachments](#)
 [Hyperlinks](#)
 [People To Notify](#)
 [Governing Chapters](#)

Q
No data found.

HOW TO SUBMIT HA TO WORKFLOW

1. To submit your HA to workflow for review and approval, on the HA screen you are required to first click on “[Edit Form Header](#)”.

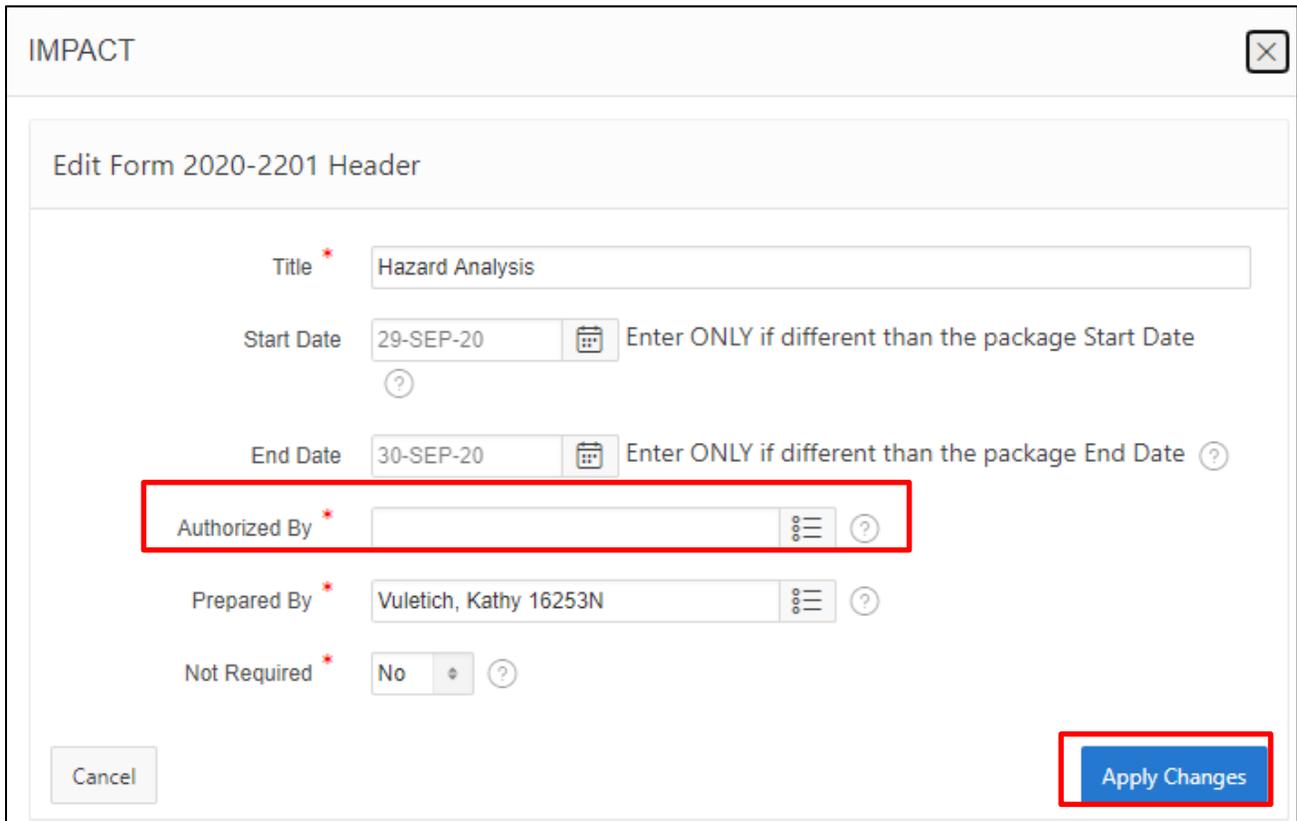


The screenshot displays the IMPACT DB interface for a Hazard Analysis (HA) form. At the top, there are three tabs: 'WKPG', 'Add Form', and 'HA'. Below the tabs, the work package is identified as 'Work Package # 12021 - Test for User Guide' with an 'Estimated' status and dates '29-SEP-2020 — 30-SEP-2020'. The form title is 'Hazard Analysis — Form 2020-2201'. A row of buttons includes 'Edit Form', 'Print', 'Clone', and 'Edit Form Header', with the latter highlighted by a red box. Below the buttons, the form details are listed: 'Dates 29-SEP-2020 — 30-SEP-2020', 'Performed On Neutrino Division', 'Authorizing Supervisor Missing', 'Prepared By Vuletich, Kathy (16253N) 630.840.5182', 'Job Description Test for User Guide.', 'TM/CC/SC/Work Planner Vuletich, Kathy (16253N) 630.840.5182', and 'Performed For ND — Neutrino Division'.

2. The dialog box below will appear. Choose an Authorizing Supervisor by clicking the list icon next to the “Authorized By” field and select the appropriate person from the employee directory.

NOTE: This is REQUIRED to be able to submit your HA to workflow.

3. There are other fields you also may update on this screen.
 - a. **Title** – You may enter a unique title for your Hazard Analysis, or leave as-is.
 - b. **Start Date / End Date** – You may change the start and end dates of when this HA is applicable. They may differ from the work package dates you entered. Otherwise leave as-is. Changing these dates will only affect this HA, not the work package dates.
 - c. **Prepared By** – You may change the person who prepared the HA and enter their name here, if it is different than the TM/CC/SC/Owner. Otherwise leave as-is.
 - d. **Not Required** – This field shall only be changed to “Yes” if you already have a paper copy of an HA from a sub-contractor, or for another reason and you are not required to complete the electronic HA.



The screenshot shows a web-based form titled "IMPACT" with a close button in the top right corner. Below the title is the text "Edit Form 2020-2201 Header". The form contains several fields:

- Title ***: A text input field containing "Hazard Analysis".
- Start Date**: A date picker showing "29-SEP-20" with a calendar icon and a help icon. A note says "Enter ONLY if different than the package Start Date".
- End Date**: A date picker showing "30-SEP-20" with a calendar icon and a help icon. A note says "Enter ONLY if different than the package End Date".
- Authorized By ***: A dropdown menu with a list icon and a help icon. This field is highlighted with a red box.
- Prepared By ***: A dropdown menu showing "Vuletich, Kathy 16253N" with a list icon and a help icon.
- Not Required ***: A dropdown menu showing "No" with a plus icon and a help icon.

At the bottom left is a "Cancel" button, and at the bottom right is a blue "Apply Changes" button, which is highlighted with a red box.

4. When complete, click “Apply Changes”.

- To submit your HA to workflow for review and approval, back on the HA screen click on “[Submit For Approval](#)”.

Hazard Analysis — Form 2020-2183

[Edit Form](#)
[Print](#)
[Delete](#)
[Submit For Approval](#)
[Clone](#)
[Edit Form Header](#)

Dates 22-SEP-2020 — 29-SEP-2020
Performed On Environment, Safety and Health Section
Authorizing Supervisor Vuletich, Kathy (16253N) 630.840.5182
Prepared By Schlatter, Eric (38098N) 630.840.5264
Job Description Enter in detailed job description information here.

- The Workflow Status will update to “Submitted”, and a new table at the bottom of the screen called Workflow will show and will update as responders complete their workflow tasks.

Hazard Analysis — Form 2020-2147

[Edit Form](#)
[Print](#)
[Clone](#)
[Edit Form Header](#)

Dates 16-SEP-2020 — 30-SEP-2020
Performed On Neutrino Division
Authorizing Supervisor Vuletich, Kathy (16253N) 630.840.5182
Prepared By Vuletich, Kathy (16253N) 630.840.5182
Job Description test
TM/CC/SC/Work Planner Vuletich, Kathy (16253N) 630.840.5182
Performed For ND — Neutrino Division
Workflow Status Submitted
 This Form cannot be deleted for the following reason(s):
 Workflow was already submitted.

Details / Hazards Identified

COVID-19 Protective Measures ([Guidance Documents](#))

- ✓ Face Covering (Cloth Face Mask or Disposable Face Mask)
- ✓ Impervious Gloves
- ✓ Clean Surfaces Used

Industrial Hazards ✓ Confined Space

Workflow

Div/Sect	Role	Role Type	Status	Submitted	Responder	Comments	Responded
	WPC_Industrial_Hygiene	REVIEW	Reviewed	09-SEP-2020 11:14	Vuletich, Kathy	test	09-SEP-2020 13:45
	Supervisor	APPROVE	Running	09-SEP-2020 13:46			

- Emails to SMEs and your supervisor will automatically be sent from IMPACT indicating they have an action to perform.

8. As people complete their reviews, the Workflow table will update with the status, who responded, any comments they have provided, and a timestamp when the action was completed.

Workflow							
Div/Sect	Role	Role Type	Status	Submitted	Responder	Comments	Responded
	WPC_Industrial_Hygiene	REVIEW	Reviewed	16-Apr-2020 16:34	Vuletich, Kathy	Here are where you enter in comments. These will be provided via automatic email to the TM/CC/SC/ Work Planner that submitted the HA for approval.	17-Apr-2020 13:35
	Supervisor	APPROVE	Running	17-Apr-2020 13:33			

9. If the HA is approved, you will receive an automatic email alerting you the HA has been approved. The email contains a link to your HA and includes comments provided by all reviewers and approvers. See below.

DSOs, and anyone on the automatic notification list (People to Notify) will also receive an email with a link to the approved HA.

-----Original Message-----

From: NO-REPLY-ESHQ@fnal.gov <NO-REPLY-ESHQ@fnal.gov>

Sent: Friday, April 17, 2020 1:43 PM

To: Eric D McHugh <emchugh@fnal.gov>

Subject: IMPACT - 2020-1184 Hazard Analysis Approved

Dear Eric McHugh,

Form "Hazard Analysis" was approved for IMPACT Work Package #11023 "using the crane in the Numi shaft".

The work is scheduled from 30-APR-20 to 27-APR-30.

The TM/CC/SC/Work Planner is: James Zahurones

IMPACT URL: https://www-esh.fnal.gov/pls/cert/wpc.reports.prt_form?fid=1184.

Comments

Approved by Kelly, Frankie [Supervisor] From reviewing the document I feel that all possible hazards have be considered.

For any issues, concerns or questions, please contact the service desk at <http://servicedesk.fnal.gov>

10. If the HA is rejected for any reason, you will receive an automatic communication email from IMPACT indicating the HA has been rejected.

See the “How to Clone a Hazard Analysis” section on how to resubmit your reject HA to the workflow.



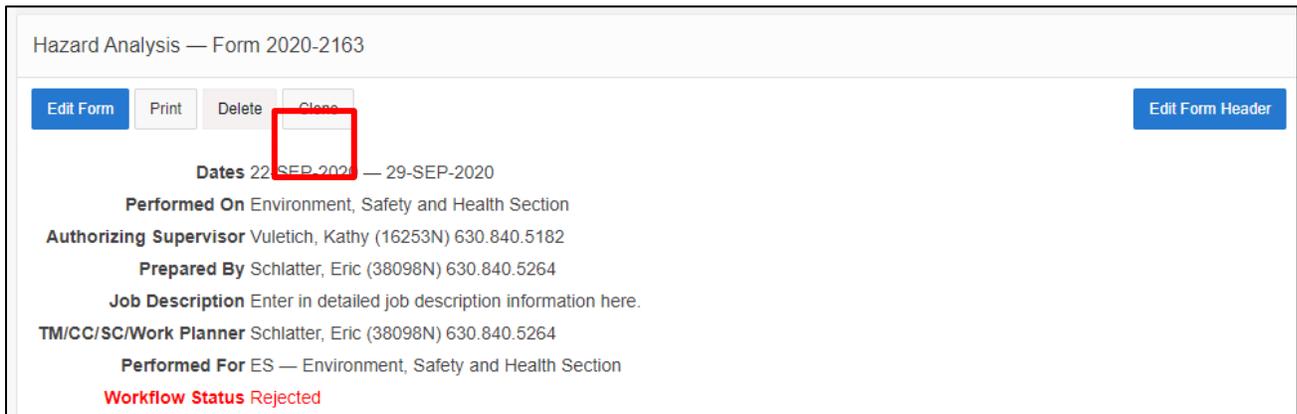
HOW TO CLONE A HAZARD ANALYSIS

1. Click the “[Clone](#)” button from the HA you wish to make a copy of. Cloning creates an exact copy of the original HA and assigns it a new Form number. Cloning can be used to create multiple HAs quickly within the same work package, or it can be used to resubmit a rejected HA to workflow.

Some features like People to Notify may have to be completed again. Verify all information is correct before submitting to workflow.

Rejected HAs -

The IMPACT system will not automatically re-open the HA for resubmittal when it has been rejected. To resubmit, click the “[Clone](#)” button from the HA you wish to resubmit for approval and then make the appropriate changes to the HA before resubmitting.



Hazard Analysis — Form 2020-2163

[Edit Form](#) [Print](#) [Delete](#) [Clone](#) [Edit Form Header](#)

Dates 22-SEP-2020 — 29-SEP-2020

Performed On Environment, Safety and Health Section

Authorizing Supervisor Vuletich, Kathy (16253N) 630.840.5182

Prepared By Schlatter, Eric (38098N) 630.840.5264

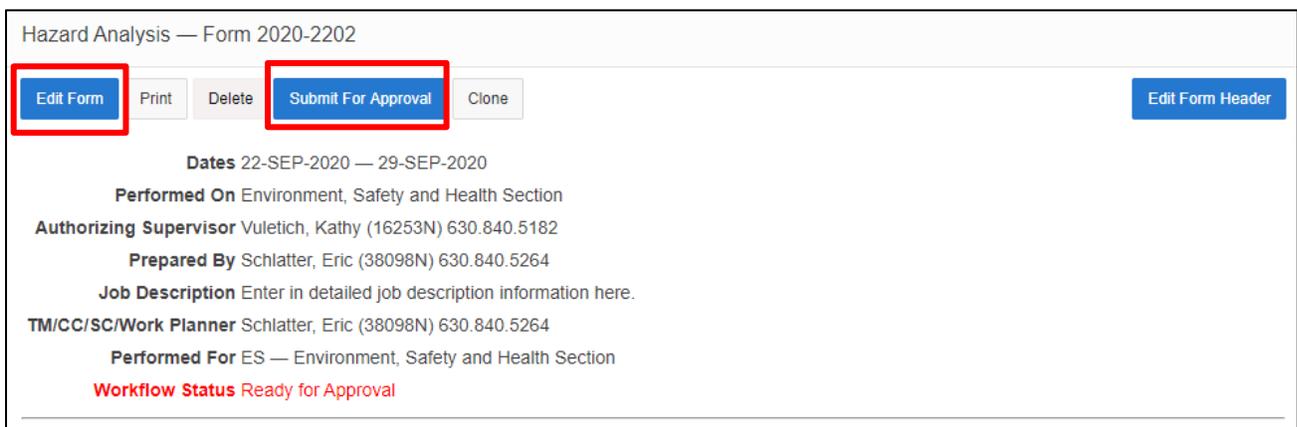
Job Description Enter in detailed job description information here.

TM/CC/SC/Work Planner Schlatter, Eric (38098N) 630.840.5264

Performed For ES — Environment, Safety and Health Section

Workflow Status Rejected

2. The system has created a copy of the original HA you submitted for approval. The HA is ready to be revised with all original content copied to the new HA.
3. When updates have been completed, to submit the new HA click “[Submit For Approval](#)”.



Hazard Analysis — Form 2020-2202

[Edit Form](#) [Print](#) [Delete](#) [Submit For Approval](#) [Clone](#) [Edit Form Header](#)

Dates 22-SEP-2020 — 29-SEP-2020

Performed On Environment, Safety and Health Section

Authorizing Supervisor Vuletich, Kathy (16253N) 630.840.5182

Prepared By Schlatter, Eric (38098N) 630.840.5264

Job Description Enter in detailed job description information here.

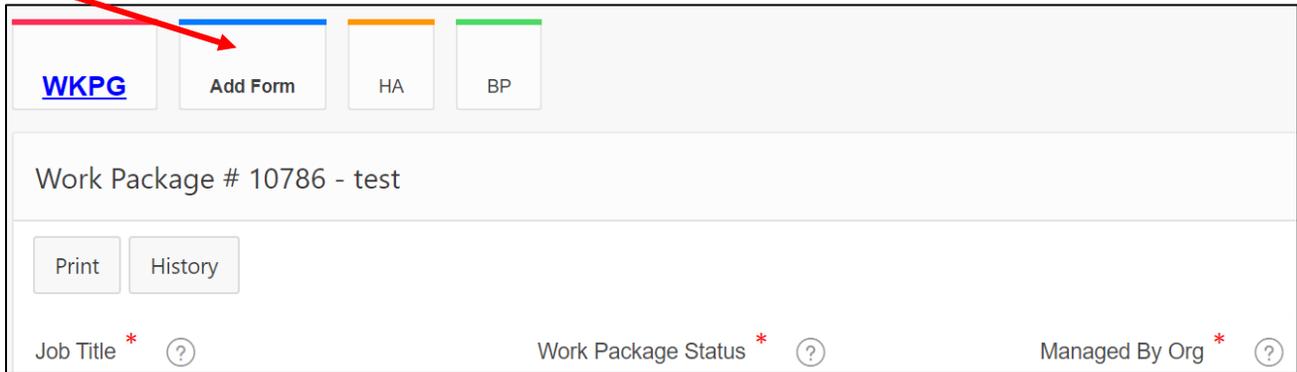
TM/CC/SC/Work Planner Schlatter, Eric (38098N) 630.840.5264

Performed For ES — Environment, Safety and Health Section

Workflow Status Ready for Approval

HOW TO ADHOC ADD A PERMIT

1. From the work package, click on “[Add Form](#)” tab.



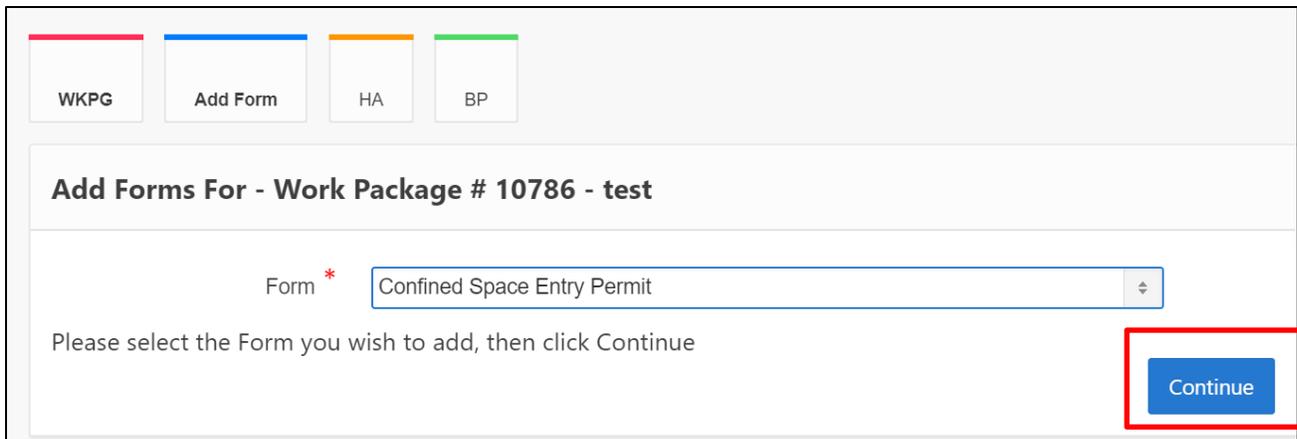
WKPG **Add Form** HA BP

Work Package # 10786 - test

Print History

Job Title * Work Package Status * Managed By Org *

2. Select the form from the dropdown list you wish to add to your work package.
3. Click “[Continue](#)”.



WKPG **Add Form** HA BP

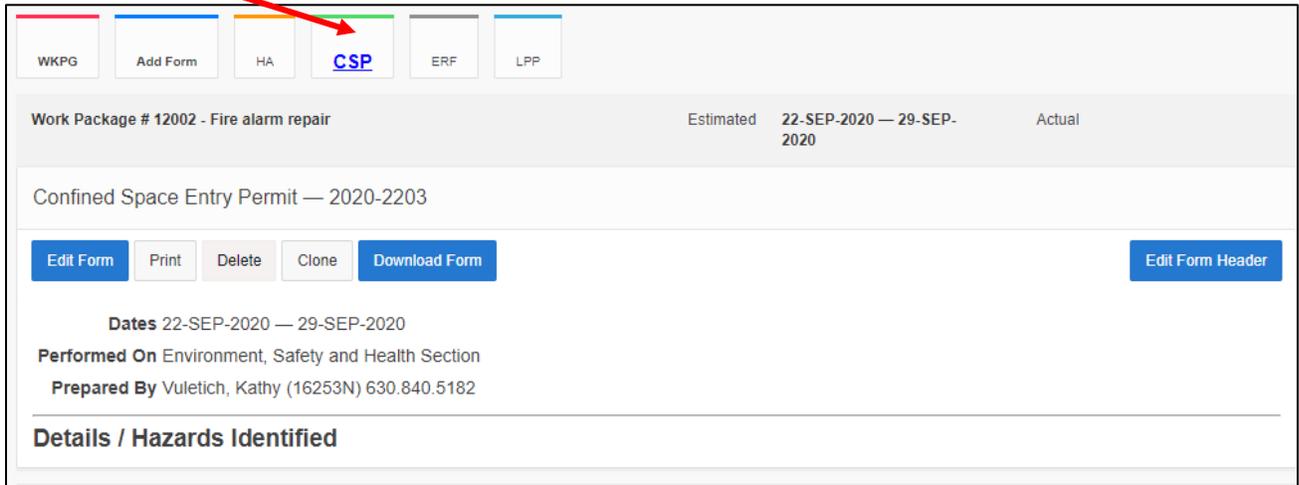
Add Forms For - Work Package # 10786 - test

Form *

Please select the Form you wish to add, then click Continue

Continue

4. The work package adds a new tab for the permit you selected, and takes you to that tab.



The screenshot shows a web interface with a navigation bar at the top containing tabs: WKPG, Add Form, HA, **CSP** (highlighted with a red arrow), ERF, and LPP. Below the navigation bar, the main content area displays:

- Work Package # 12002 - Fire alarm repair
- Estimated 22-SEP-2020 — 29-SEP-2020
- Actual
- Confined Space Entry Permit — 2020-2203
- Buttons: Edit Form, Print, Delete, Clone, Download Form, Edit Form Header
- Dates 22-SEP-2020 — 29-SEP-2020
- Performed On Environment, Safety and Health Section
- Prepared By Vuletich, Kathy (16253N) 630.840.5182
- Section: Details / Hazards Identified

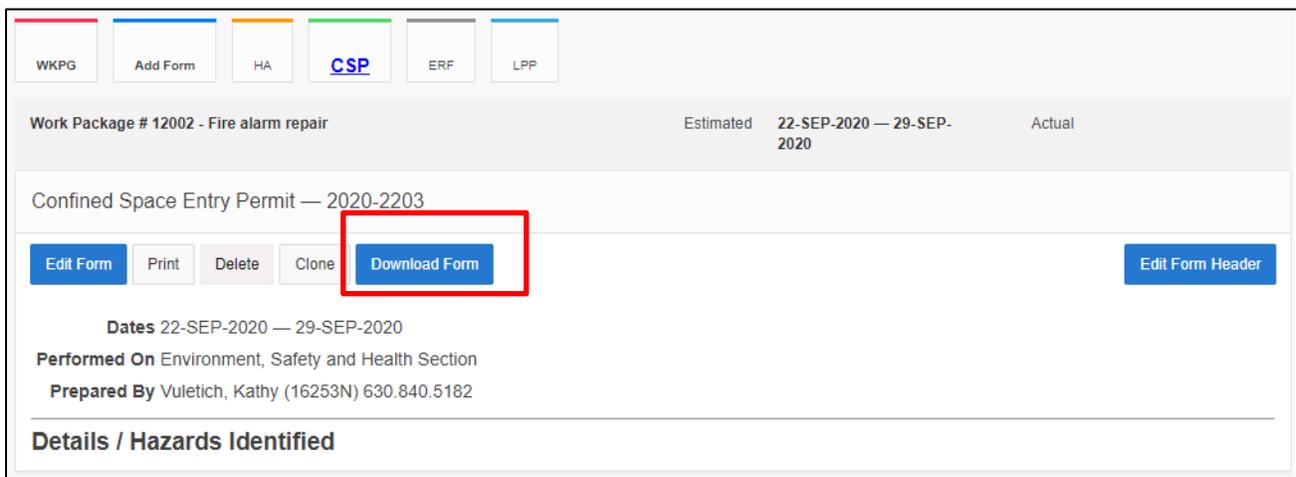
HOW TO DOWNLOAD / ACCESS A PERMIT

1. From any screen in your work package, click on the tab for the permit you wish to download.



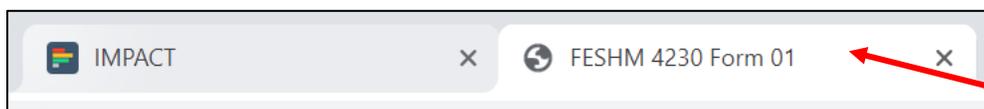
The screenshot shows the top navigation bar with tabs for WKPG, Add Form, HA, CSP, ERF, and LPP. The 'CSP' tab is highlighted with a red arrow. Below the tabs, the 'Work Package 12002' section contains a 'Print' button, 'Sign-off Sheet', 'Cancel', and 'Save' buttons. The form fields include: Job Title (Fire alarm repair), Work Package Status (New), and TM/CC/SC/Work Planner (Schlatter, Eric (38098N) x5264 eschlatt@fnal.gov).

2. Click on “Download Form”.

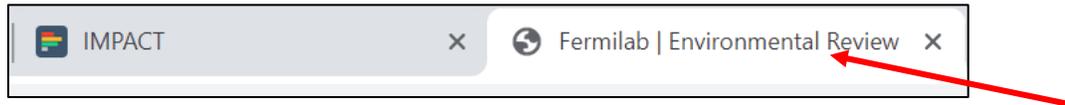


The screenshot shows the 'CSP' tab selected. The main content area displays 'Work Package # 12002 - Fire alarm repair' with estimated dates of 22-SEP-2020 to 29-SEP-2020. Below this, the permit title 'Confined Space Entry Permit — 2020-2203' is shown. A row of buttons includes 'Edit Form', 'Print', 'Delete', 'Clone', 'Download Form' (highlighted with a red box), and 'Edit Form Header'. Additional information includes 'Dates 22-SEP-2020 — 29-SEP-2020', 'Performed On Environment, Safety and Health Section', and 'Prepared By Vuleitch, Kathy (16253N) 630.840.5182'. A section for 'Details / Hazards Identified' is also visible.

3. If the permit is in paper form, a new browser tab will open to a copy of the permit.



4. If the permit resides in an external DB, a new browser tab will open to the external DB.

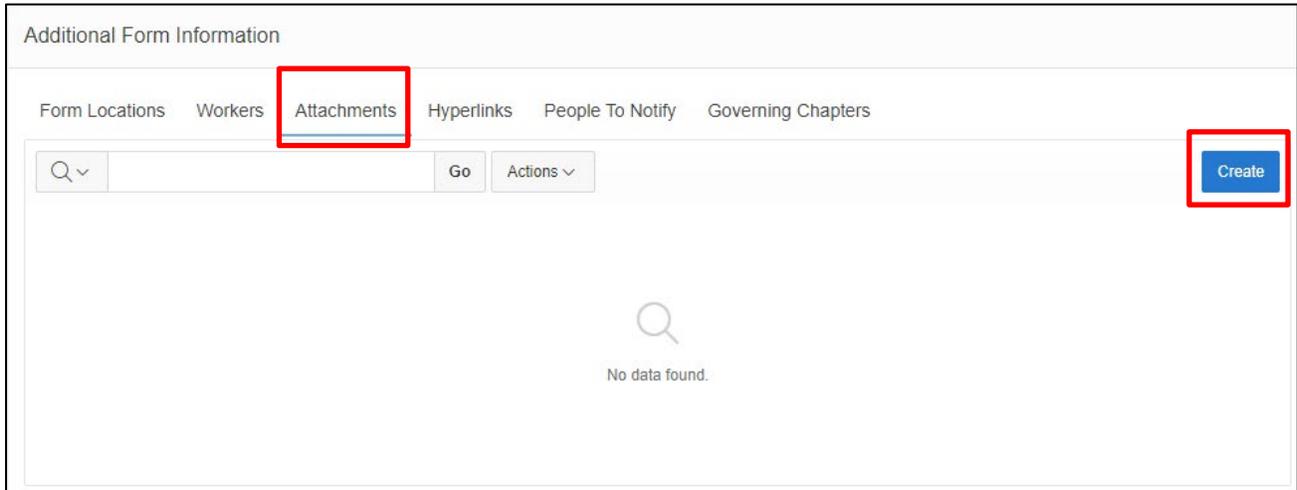


NOTE: Some permits are **NOT** able to go through the electronic workflow.

Please process permits and approvals of permits external to the IMPACT system as you have been.

HOW TO ATTACH DOCUMENTS

1. On any tab in your work package, scroll to the Additional Information table at the bottom of the screen and click “[Attachments](#)”. This will attach a document to that tab in the work package.
2. Click on “[Create](#)”.



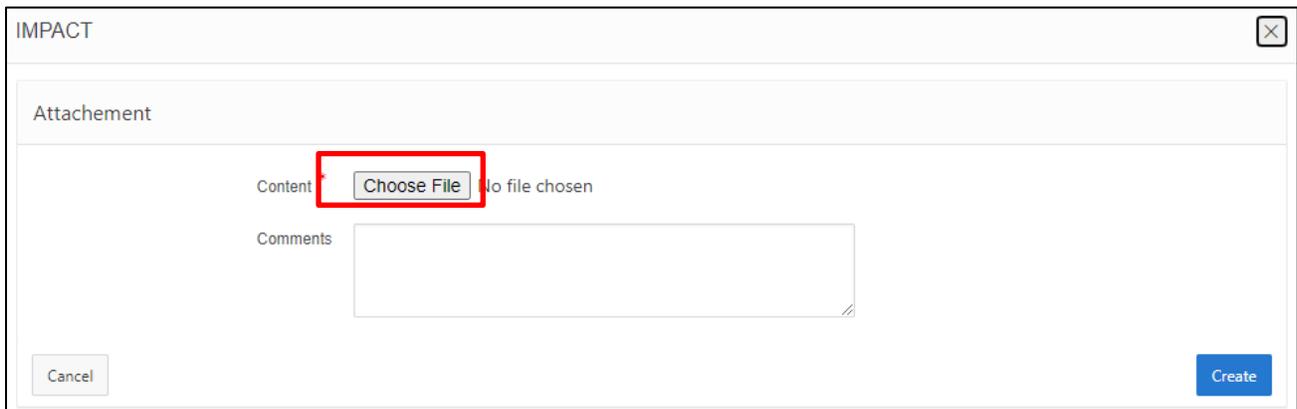
Additional Form Information

Form Locations Workers **Attachments** Hyperlinks People To Notify Governing Chapters

Q v Go Actions v **Create**

No data found.

3. A box will appear. Click on “[Choose File](#)”.



IMPACT

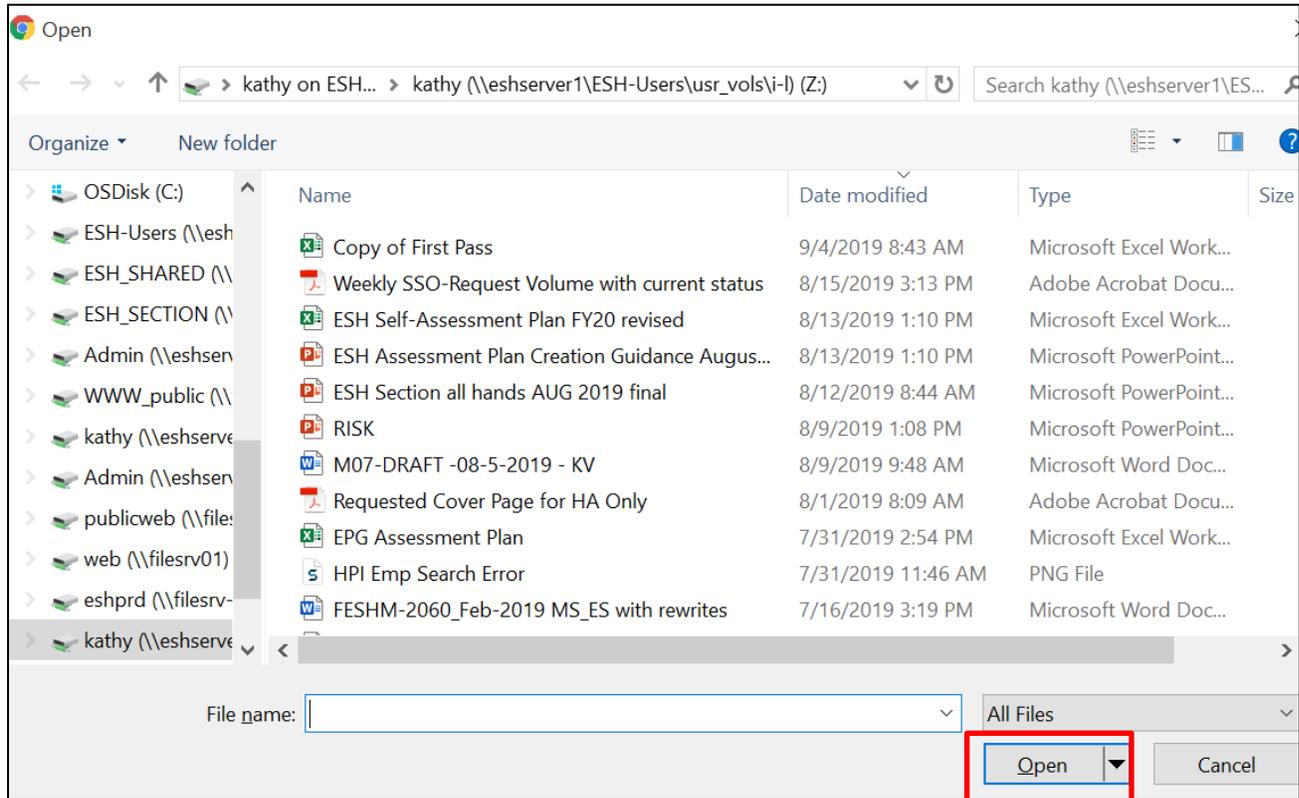
Attachement

Content **Choose File** No file chosen

Comments

Cancel **Create**

- Select the file from your computer to attach and click “Open”.



- Enter a description in the text field – optional.
- Click “Create”.



7. The file has been successfully attached and is visible in the table.
8. To download a copy, click on the Title of the document.
9. To delete an attachment, click on the edit icon next to the document.

Additional Form Information

Form Locations Workers Attachments Hyperlinks People To Notify Governing Chapters

	Content	Comments
	IMPACT User Guide - EHAWPE WORKFLOW April 2020.docx	text here.

1 - 1

10. Click “Delete”.

IMPACT

Attachement

Content * No file chosen [Download](#)

Comments

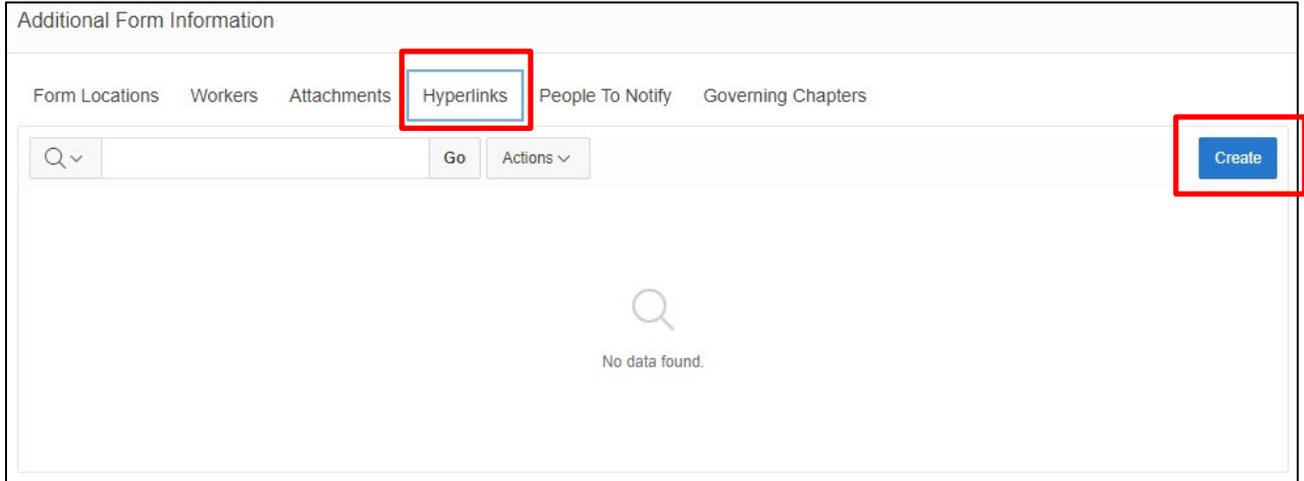
11. Click “OK”.

Would you like to perform this delete action?

12. The file has been successfully removed.

HOW TO LINK TO WEB PAGES

1. On any tab in your work package scroll to the Additional Information table at the bottom of the screen and click “[Hyperlinks](#)”. This will add a hyperlink to that tab.
2. Click on “[Create](#)”.



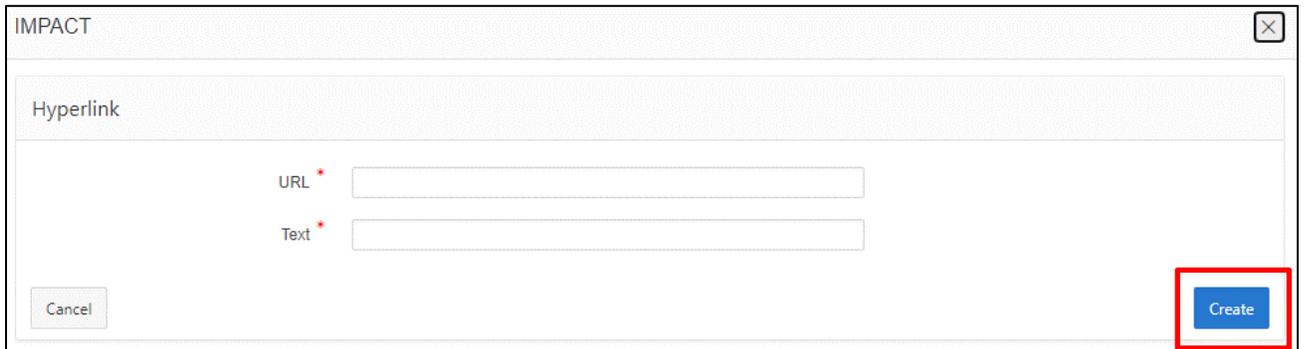
Additional Form Information

Form Locations Workers Attachments **Hyperlinks** People To Notify Governing Chapters

Q ▾ Go Actions ▾ **Create**

No data found.

3. A box will appear. Copy and paste the hyperlink URL into the “[URL](#)” field.
4. Add a description to the “[Text](#)” field.
5. Click “[Create](#)”.



IMPACT

Hyperlink

URL *

Text *

Cancel **Create**

6. The hyperlink has been successfully added.
7. To view the hyperlink, click on the title.
8. To delete the hyperlink, click on the edit icon next to the hyperlink.

Additional Form Information

Form Locations Workers Attachments **Hyperlinks** People To Notify Governing Chapters

	URL ↑
	My Hyperlink Title Here

1 - 1

9. Click “Delete”.

IMPACT

Hyperlink

URL *

Text *

10. Click “OK”.

Would you like to perform this delete action?

11. The hyperlink has been successfully removed.