

Memorandum

Date: January 13, 2017
To: All Controlled Access Users
From: Don Cossairt, Senior Radiation Safety Officer 
Re: Controlled Access Updates

Don Cossairt
Senior Radiation Safety
Officer

ESH&Q Section
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Message:

Please be aware that there will be some changes to how Controlled Accesses are performed beginning January 18, 2017 to be consistent with annual updates to the Radiological Work Permits (RWPs). The interim two person Controlled Access rule, which requires Controlled Access be made by two people only, remains in effect.

1. There is a new field on the Controlled Access RWP Sign-In Sheet for everyone to indicate the barcode number for the key they were issued. A range of barcode numbers for the enclosure will be indicated in the top right corner of the sign-in sheet for you to verify your key against. NOTE: In order for you to properly fill in this information, you must obtain your key before signing the RWP.
2. For each Controlled Access, the access party must designate one individual to be the Entry Leader. The Entry Leader is then responsible for ensuring that all members of the access party visually verify that they have the correct key at the enclosure entrance before starting the Controlled Access. More details about this role and their responsibility can be found on each Controlled Access RWP sign-in sheet.

All individuals who perform a Controlled Access are responsible for understanding and following these new requirements. These requirements are being implemented in response to the March 1, 2016 Controlled Access incident. The interim two person Controlled Access rule, which requires Controlled Access be made by two people only, remains in effect.

Thank you for your continued cooperation as we implement these items, and for your continued efforts in implementing all measures to assure beam safety. If you have any questions, please feel free to contact Maddie Wolter, RSO Group Leader, (x4807, maddiew@fnal.gov) or Don Cossairt, SRSO, (x3465, cossairt@fnal.gov).