

Advanced Photon Source

User Policies and Procedures

Policy & Procedure	Page 1 of 3
ICMS Content ID:	APS_1180581
Policy and Procedure #:	3.1.18
Revision #:	3
Issue Date:	12/15/15
Review Period:	3 years
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Beamline ESH Reviews

Changes made in this revision:

- Changed Review Period to 3 years
- Added XSD Division Director and APS ALD /ESH-QA Coordinator as approvers; removed APS/Director as an approver
- Changed the frequency for summarizing safety incidents from “in the last year” to “since the last review”
- Responsibilities of AES Division Director now are assigned to the APS ALD ESH/QA Coordinator (in “Policy” and “Documents/Records Created by this Procedure” sections)
- Revised last bullet in Procedure

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Reviewed by:

AES/ESH Coordinator
PSC/UES Group Leader
XSD/ESH Coordinator
AES/MIS ADD

Approved by:

AES/Division Director
XSD/Division Director
APS ALD ESH-QA Coordinator
APS/Deputy Director, X-ray Science

Policy

Each APS beamline ESH program will be reviewed every three years to verify that the beamline facilities/operations are safe and meet APS safety standards.

Responsibilities

The APS ALD ESH/QA Coordinator:

- Appoints the members of the review committee;
- Notifies the beamline when it is time for the review; and
- As needed, initiates corrective actions for issues identified through the review.

The User Safety Officer (USO):

- Chairs the review committee;
- Oversees an inspection of the beamline and associated facilities;
- Reports the committee's findings to the APS ALD ESH/QA Coordinator; and
- Sends an informational summary of the review to the APS Deputy ALD for X-ray Science.

Scope

The scope of the review will include: the beamline, associated facilities (office areas, control areas, labs, experiment equipment with engineered safety controls, etc.), and the beamline's administration of the experiment safety program. The scope does not include facility design reviews or experiment-specific safety assessments.

Procedure

The review:

- The USO confirms that the beamline safety plan is current.
- A spokesperson for the beamline will:
 - identify changes in the facility, scope of activities, and ESH assignments since the last review;
 - summarize safety incidents since the last review and lessons learned;
 - have the opportunity to comment on strengths and weaknesses in the user safety program, and make suggestions for improvements in the program.
- The appropriate Division ESH Coordinator will confirm that periodic facility safety inspections have been completed and provide a summary of corrective actions, confirming if they were closed out in a timely fashion.
- The USO confirms that the following records are in the APS document system (ICMS) and current:
 - Beamline/sector layout,
 - Synchrotron and bremsstrahlung raytraces,

Advanced Photon Source

User Policies and Procedures

Policy & Procedure	Page 3 of 3
ICMS Content ID:	APS_1180581
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- Shielding drawings* (drawings should be at a level so that components can be safely maintained by APS personnel and critical dimensions of radiation shielding components/systems are clearly shown),
- PSS User Requirements Document and validations, and
- Safe operations envelope (e.g., cooling requirements for RSS components, alignment requirements, maximum beam current, minimum gap limits, etc.)
- At the discretion of the chair, the committee may conduct an inspection of beamline and associated facilities (including LOM labs and other beamline managed areas).

DOCUMENTS/RECORDS CREATED BY THIS PROCEDURE

The documents/records listed below will be created in the execution of this procedure and must be retained as indicated.

Description	Custodian	Storage/Indexing	Retention Period
Sector Review Report	APS ALD ESH/QA Coordinator	APS Integrated Content Management	Retain until the beamline is removed. ¹

¹ DOE Admin Records Schedule 17, Section 32 (NCI-434-78-2), DOE Admin Records Schedule 18, Section 35b & 36.

FEEDBACK AND IMPROVEMENT

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#)* to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS_1408152](#)).

* <https://www1.aps.anl.gov/Document-Central/APS-Policies-and-Procedures-Comment-Form>