

High Energy Physics Division

Procedure to conduct Experiment / Non-Experimental Work

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Experiments:

The High Energy Physics Division "Procedure to conduct Experiment/Non-Experimental Work" supports the Laboratory and DOE regulation requirements of integrated safety management (ISM) in the areas of work planning, hazard analysis, and the performance of daily operations.

It is the responsibility of the Group Leader or Project Manager to notify the Division Safety Coordinator in writing by submitting the completed ISM scope of work form ([ANLHEP_644 Form](#)) whenever an experiment and or significant changes to an experiment are to occur.

Any proposed and ongoing experiment within the High Energy Physics Division may be reviewed for environmental safety, health, and ISM compliance. Focus for the review proceedings are outlined in the [ANL ES&H manual, 21.2.](#), and the work covered in this section.

Experiment Safety Review Process:

The Division Safety Coordinator together with the Group Leader/Project Manger will review the submitted ISM scope of work form ([ANLHEP_644 Form](#)). Select appropriate members from the Division Safety Committee to serve as the core of the review committee, and determine if other ANL support departments or Subject Matter Expert (SME) is necessary as part of the review should there be special interest for expertise unavailable within HEP.

Prior to the review, each member of the review team should receive an ISM scope of work summary, ANLHEP_644 supporting the proposed experiment. The ISM scope of work documentation must be completed and submitted for approval and authorization before the work may proceed.

[Chapter 1-3 of the ES&H manual](#) (Facility Fire, Safety, and Health Inspections) is a recommended good start for each member of the review committee as a base line for establishing responsibility levels, protocol for inspection reports, and references

Non-Experimental Work:

As prescribed in the ANL [ES&H manual, 21.1](#) an example of non-experiment work include jobs and tasks that are performed to accomplish activities considered maintenance, waste operations, construction, demolition, service contract, and maintenance-like support to research and development programs.

Safety Review Process for Non-Experimental Work:

Irrespective the type of work, the ISM scope of work documentation ([ANLHEP_644 Form](#)) must be completed and submitted for approval and authorization before the work may proceed. The Division Safety Coordinator in consultation with the Group Leader/Project Manger will review the submitted ISM scope of work form to determine the level of nonexperimental work.

Using a graded approach measure, the HEP Division may use knowledgeable colleagues or individual members of the safety review committee who are familiar with both, the described scope of work and the hazards identified, review and then document his or her conclusions in accordance for division work approval/authorization.

HEP Division ES&H Coordinator, ltr@hep.anl.gov