

TITLE: Guidelines for Posting of Experiment Authorization Form /
Experiment Hazard Control Plan

CATEGORY: Operations

AUTHORED BY: B. Glagola, 05/28/03 (revised by K. Beyer, 02/28/05)

REVIEWED BY: K. Beyer, 02/28/05

REVIEW PERIOD: Annually

ABSTRACT:

When a User wants to post a new experiment the Floor Coordinator is to follow these steps:

1. Verify that the group is submitting a valid Experiment Authorization (EA) for and an Experiment Hazard Control Plan (EHCP). EAs/EHCPs are valid for up to one year.
2. Ask the group if the plan matches the scope of the actual experiment.
3. The EHCP will contain a summary of the experiment. Confirm the following is listed:
 1. The samples/materials present for the experiment, noting if any material hazards are present
 2. The special equipment being used, if any
 3. The hazard classes that apply to the experiment
 4. The required safety items (review, procedures, training, etc.)
 5. The risk class
 6. The personnel participating in the experiment

(See sample EHCP below.)
4. If there are hazards noted on the EHCP, the Floor Coordinator should inquire as to whether the proper secondary documentation (e.g. SOP, Laser Safety Audit Checklist, etc.) is present with the EHCP.
5. Post the EHCP (with any attached documents) at the station where the experiment is being conducted.
6. Verify that the On-Site Spokesperson (or designate) for the experiment has signed and dated the EA spokesperson section.
(See sample EA below.)
7. Verify that the Beamline and the APS have approved the experiment.
(See sample EA below.)
8. Verify that Beamline Personnel have checked on the EA form that they have given the most recent copy of the "APS User Safety Update" to the On-Site Spokesperson.
(See sample EA below.)
9. Verify that Beamline Personnel have signed and dated the EA Safeguards Verification section.
(See sample EA below.)
10. If the experiment is in the "high risk" category there will also be a space for an APS Safety reviewer to sign and date the form. Verify that this signature has been obtained.
(See sample EA below.)
11. Post the EA form in the Beamline End Cabinet.
12. Document the posting by entering the PEN in the Floor Coordinator Shift Log by using the **Post ESAF to Table** tool.

Pen 17-IDB-2005-115 23262
 Title Sector 17-ID: Novartis Protein / Protein Inhibitor Complexes

On-Site Spokesperson :

First Name	Last Name	Institution	Phone
Kevin	Battaile	The University of Chicago	617-871-7107

Materials Hazards (3a)

Material	Quantity	Any Tox	Biohaz	Flam	Rad	Carcin	Corro	Oxid	Disp.	AML	Lab Use
Sample A	40 crystal crystals	N	N	N	N	N	N	N	N	N	N

Beamline Laboratory Use

Equipment / Physical Hazards (3b)

Experiment Description:

Standard data collection on protein crystals.

Hazard Classes That Apply (3c)

Base	Cryo	High T	Laser	High P	Chem	BSL	Rad	Magnet	RF	NCE	High V	Other
<input checked="" type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0	<input type="checkbox"/> 6.0	<input type="checkbox"/> 7.0	<input type="checkbox"/> 8.0	<input type="checkbox"/> 9.0	<input type="checkbox"/> 10.0	<input type="checkbox"/> 12.0	<input type="checkbox"/> 13.0	<input type="checkbox"/> 14.0
		<input type="checkbox"/> 3.1	<input type="checkbox"/> 4.2	<input type="checkbox"/> 5.1	<input type="checkbox"/> 6.1	<input type="checkbox"/> 7.1	<input type="checkbox"/> 8.1					
		<input type="checkbox"/> 3.2	<input type="checkbox"/> 4.3a	<input type="checkbox"/> 5.2	<input type="checkbox"/> 6.2	<input type="checkbox"/> 7.2	<input type="checkbox"/> 8.2					
		<input type="checkbox"/> 3.3	<input type="checkbox"/> 4.3b	<input type="checkbox"/> 5.3	<input type="checkbox"/> 6.3	<input type="checkbox"/> 7.3	<input type="checkbox"/> 8.3					
			<input type="checkbox"/> 4.4	<input type="checkbox"/> 5.4	<input type="checkbox"/> 6.4	<input type="checkbox"/> 7.4						
					<input type="checkbox"/> 6.5	<input type="checkbox"/> 7.5						
					<input type="checkbox"/> 6.6							

Experiment Safety Requirements Summary (3d)

Hazard Controls to be implemented

Engineered Controls
 (1.0) NONE

Procedural Controls
 (1.0) NONE

Design Reviews and Equipment Inspection
 (1.0) NONE

PPE
 (1.0) NONE

Signs and Labeling
 (1.0) NONE

Dosimetry and Monitoring
 (1.0) NONE

Safety Training
 (1.0) APS101, GERT, Sector Orientation

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Beamline Comments

(3e)

This experiment is Risk Class : Low

APS Experiment Review Board Comments

(3f)

Experiment Personnel

First Name	Last Name	Institution	GERT	APS101	Sector
Kevin	Battaile	The University of Chicago	06/04/2006	06/20/2007	02/11/2006
Allen	Price	Novartis Institutes for Bio	10/28/2006	06/06/2006	10/28/2006

APS - Experiment Authorization Form

PEN # : 17-IDB-2005-115

Title : Sector 17-ID: Novartis Protein / Protein Inhibitor Complexes

On-Site Spokesperson :

The information on this hazard control plan is accurate and complete. All materials/samples to be used and hazards have been identified. All users are listed. (6)

First Name	Last Name	Institution	Local Phone	Signature	Date
Kevin	Battaile	The University of Chicago	_____	_____	_____

Safety Review and Approval : ID Start Date : 02/17/2005

The hazard control plan for this experiment has been reviewed and approved. A copy of the plan, which also describes the activities that have been reviewed and authorized, is posted on the experiment enclosure(s) and at other locations where work might be performed.

Beamline Management :	Date	APS :	Date
Kathleen Favale	02/15/2005	Edmund Chang	02/14/2005

 (7)

Material Hazards

Equipment Hazards

Safeguards Verification :

All required controls, training and safeguards are in place to start the experiment.

The current "APS User Safety Update" has been provided to the On-site Spokesperson. (8)
The experiment's scope of work and Hazard Control Plan are consistent with requirements

Organization	Name	Signature	Date
Beamline :	IMCA-CAT Staff	_____	_____
APS :		_____	_____

 (9)
(10)

What to do if there are handwritten changes on the EHCP form:

1. Deliver a copy of the EHCP and its attached documentation to Nena Moonier, 431-Z010.
2. If non-hazardous samples are added which are within the original scope of the EA, then no additional APS approval is needed.
3. If hazardous samples or equipment are added, or the scope of the experiment changes, then a new approval is required. Obtain approval from a member of the APS Experiment Safety Review Board (ESRB).
4. If there are any questions about changes made to the EHCP, contact a member of the APS ESRB:

Bruce Glagola	252-9797, 4-9797
Elroy Chang	252-6714, 41888
Jef Alicz	252-9525, 4-9525
Nena Moonier	252-8504, 4-8504

5. If the change is only the addition or deletion of experimenters, send a copy of the modified list of experimenters (via paper or email) to Nena Moonier, nmoonier@aps.anl.gov

Additional items:

1. Whenever an experimental station(s) is granted APS Enable, the Floor Coordinator is to record this change of status within the Floor Coordinator Shift Log.
2. When the new EA and EHCP forms are posted, the Floor Coordinator is to spot check the beamline to ensure that the items under Configuration Control are intact.
3. The Configuration Control items within the station(s) where the experiment will run should be checked. The Configuration Control items in other stations should be checked if there has been recent activity within them. If there has not been any recent activity on top of a station and the labyrinths are closed, the Floor Coordinator need not go on top of the station to verify that the labyrinth seals and tags are in place. If other stations on the beamline can be accessed, the Floor Coordinator should take the opportunity to check the Configuration Control items in those stations.