

**TITLE:** Guidelines for Locking an Experiment Station  
Containing Hazardous Materials

**CATEGORY:** Operations

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**REVIEW PERIOD:** Annually

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**Purpose:** To establish guidelines that will ensure proper securing of hazardous materials when an experiment station is unattended for “short” periods of time. The length of time a hazardous sample may be left unattended will depend on the level of risk associated with the sample (due to amount, activity, sensitivity, bio-safety level, etc.) and will be determined by the APS as part of the experiment/sample review.

1. The experimenter responsible for the sample(s) will obtain a chain and lock from the UES group, or provide a lock for securing the station. Each lock will have a tag to list the custodian’s name and contact information. The chain and lock will be used to physically secure the station door(s). In the event that only one door handle exists to run the chain through, a mounted eye-bolt attached to the station’s outer wall will serve as the second attachment point for the chain. In addition, a “DO NOT OPEN” sign should be posted on any pneumatic door button to further restrict access to any secured enclosure.
2. The experimenter responsible for the hazardous material will keep the key to the lock.
3. The experimenter responsible will leave contact information (location, phone/pager number) with the UES group and be able to return to the experiment station within 30 minutes of contact.
4. If there is a weather watch or other ANL defined emergency, the UES group will call the sample custodian to advise him/her to pass on information about the emergency and request that they return to the location of the sample, if necessary.
5. When the station no longer needs to be secured, the chain and lock will be returned if it was supplied by the UES group.
6. In order to leave a hazardous sample unattended **with no exposure** to the X-ray beam, the UES group will verify that the station is secure and remove APS Enable and the User Enable key from the station containing the sample. A pink Administrative Restriction (AR) form will be posted in the display cabinet indicating why the station is locked. When the sample custodian returns and is ready to resume using the X-ray beam, APS Enable and the User Enable key can be returned to the station and the Administrative Restriction removed.
7. In order to leave a hazardous sample unattended **with exposure** to the X-ray beam, the UES group, or the MCR operators, will verify that the station is secure. When the sample custodian returns, the station can be unlocked.

If there are any questions, call or page Bruce Glagola (x-9797).