

Advanced Photon Source

PROCEDURE

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PSC Plan of the Week / Plan of the Day Process

Section where used:

Changes made in this revision:

- Removed Project Director/APS-U as an approver; moved Project Manager/APS-U to approver
- Removed APSU work request process. All work follows the PSC process.
- Section 2.1
 - Steps 1, 2, 3 Removed APSU POW work request process, All work follows the PSC process.
 - Step 5 Removed step
- Section 3
 - Removed APSU work requests Role and Responsibility

Prepared by:

Mike Edelen, Division Director, AES

Reviewed by:

Randy Flood, Principal Chief of Operations/Main Control Room

Jeff Toeller, Maintenance Shutdown Planning Coordinator/Technical Support Services

Laura Boon, Technical Facilities and System Specialist/PSC

Paul Rossi, Directorate Safety Manager/PSC

Approved by:

John Quintana, Deputy ALD for Operations, PSC

Elmie Peoples-Evans, Project Manager/APS-U

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PSC Plan of the Week / Plan of the Day Process

1. INTRODUCTION

The control of the performance of work activities is recognized as part of the overall integrated work management and conduct of operations processes. These processes are used to plan and coordinate work activities performed in the PSC Directorate and where PSC personnel are performing work.

The Plan of the Week (POW) and Plan of the Day (POD) process aids in the planning and scheduling of operations, project, and user non-experimental activities. This process is intended to assist the groups within the PSC Directorate with integrating scheduling and planning with the integrated safety management (ISM) process. The POW process is a management tool that serves as a mechanism for assigning resources and scheduling work. Requirements for the approval and release of work are defined by the work planning and control process.

1.1. Purpose

The POW process was instituted to schedule and coordinate work activities within PSC facilities during the upgraded storage ring removal and installation period and will continue through beamline construction. *Note the length of time that plan of the week process is in place may be extended or shortened by the Deputy ALD for Operations as needed and may be integrated into other management meetings such as the PSC Operations Directorate. In addition, the deadline dates for meetings and reporting may be amended from time to time through the Operations Directorate. Changes will be reflected in the minutes of the Operations Directorate and communicated to personnel tasked with accomplishing the work. Permanent changes to deadline dates will be made by updating this procedure.* The process takes into consideration the [APS 1180311](#), Conduct of Operations Manual for the APS Main Control Room, [APS 2213451](#) Conduct of Operations Manual, APS User Experimental Facilities Operations Group, as well as [APS 2188852](#), APS Maintenance Shutdown Planning while utilizing [APS 1432773](#), APS Work Planning and Control (WPC) work control document, approval, and authorization requirements. The plan of the week is the process that provides a formal mechanism for scheduling and coordinating all PSC supported facility maintenance, construction, operational activities, other work activities, and site/facility visits that have the potential to interact with or affect APS operations.

This procedure applies to all work activities taking place in, or directly impacting, PSC-supported facilities (i.e., APS storage ring and mezzanine, the APS mechanical mezzanine, the APS experiment hall floor, and the APS injector complex). This includes work activities performed by groups other than PSC Directorate in PSC facilities as well as work activities conducted by support service contractors. This procedure does not

include work performed in auxiliary support facilities (e.g., Building 981, Building 382 etc.) when those work activities do not directly impact the work within the PSC-supported facilities unless specifically requested by PSC Management.

1.2. Scope

This procedure applies to the following Argonne activities and entities.

Organizations: Photon Sciences Directorate and subcontractors or others working directly for PSC or within or affecting PSC activities

Buildings and Locations: PSC-supported facilities (i.e., APS storage ring and mezzanine, the APS mechanical mezzanine, the APS experiment hall floor, and the APS injector complex) and any other buildings and facilities occupied by PSC or buildings and facilities where work activities will be performed by PSC personnel when specifically requested by PSC Management.

Other applicability factors: None

Exclusions from the above criteria:

- This procedure does not apply to experimental activities which follow the APS Experiment Safety Reviews, [APS 1187022](#), process.
- Emergency response initiated by the Incident Commander.
- Abnormal events requiring immediate actions to establish a safe configuration to protect the health and wellbeing of workers, the public, and the environment.
- The following activities if conducted outside of established work areas and not directly supporting the work evolution:
 - photography, videography in office and meeting areas, and handling of boxed records and media products.
- Janitorial services in offices and non-construction area common spaces (e.g., lunchroom) performed by other than PSC staff.
- Office work, office equipment maintenance by Lab contractor

1.3. Applicability and Scope

All work activities conducted in PSC facilities must be approved, authorized, and scheduled in accordance with the POD/POW process described in this procedure where applicable and the included references.

Work activities defined in this procedure **may** include, but are not limited to:

- Contractor Services as defined in [APS_1432773](#), APS Work Planning and Control (WPC)
- Facility Technical Tasks Contractor Services as defined in [APS_1432773](#), APS Work Planning and Control (WPC), this includes Collaborative Access Team (CAT) non-experimental work activities.
- Construction
- Removal and Installation of equipment
- Proposed operations and project activities required to be completed before the shutdown ends.
- Scheduled audits, assessments, and high-level tours
- Infrastructure Services work activities including subcontractor activities.
- Preventive maintenance and corrective maintenance
- Surveillances, testing, and inspections
- Emergent work, defined as work that the scope and hazards vary from previously approved work that requires additional work control document(s), JSA(s), approval and authorization or previously unplanned work that needs to immediately commence.

Organizations requesting to conduct work activities covered by this procedure must input their work into the PSC POW process as described in Section 2.1. POW meetings will include the following: Beamline Coordinator and Main Control Room Chiefs of Operations with management representatives from the following: AES, ASD, XSD, APSU, PSC-Safety, EFOG and Infrastructure Services-Site Operations. Other organizations may attend the meeting if they have work on the POW or for safety, oversight, or information purposes. It is strongly encouraged to have attendance at the POD and POW meetings to facilitate an integrated dialogue to adequately schedule and coordinate work activities.

Updates to this procedure to ensure that due dates are consistent with changes reflected in the Operations Directorate minutes may be made directly by the PSC Procedure Administrator up on the request of the Deputy ALD for Operations or designee.

1.4. References

[APS 1180311](#), Conduct of Operations Manual for the APS Main Control Room

[APS 2188852](#), APS Maintenance Shutdown Planning

[APS 1432773](#), APS Work Planning and Control (WPC)

[APS 1187022](#), APS Experiment Safety Reviews

[APS 1410423](#), Contractor and Construction Services

[APS 2213451](#), Conduct of Operations Manual, APS User Experimental Facilities
Operations Group

2. PROCESS

2.1. Plan of the Week

1. Work groups use the [APS work request system](#) to enter or update a work request **by 2:00 pm on Wednesday for work the following week.**
2. Work is reviewed and approved by the appropriate area coordinator.
 - a. Area Coordinators are the following:
 - i. Storage Ring/Mezzanine Coordinator: **Lisa Berkland, Randy Flood, or Greg Fystro.**
 - ii. Beamline Coordinator: **Robert Winarski**
 - iii. Injector complex coordinator: **Greg Fystro, Randy Flood, or Lisa Berkland**
3. POW is generated from the above inputs by APS Engineering Support (AES) division following input from work groups in step 2.1.1.
 - a. The plan of the week will display work for the following three weeks and status of the work.
 - b. POW fields:
 - i. Work description, Project Area or Operational Group, Location, Procedure/WCD/JSA, Responsible Division, Requestor, Pre-job brief required, Requestor, dates to be performed, RSS component, WCD approved, Workers/Work Authorized, Added to MAT, Hazard level, reference number, comments.
 - ii. [Example plan of the week.](#)
4. Maintenance shutdown planning coordinator (or designee) reviews with Operations groups, APSU leads, CAT requests (as defined in the APS Maintenance Shutdown Planning) and ESH coordinators for deconfliction of work, areas, access, WCDs in place, etc. and approval by area coordinator at the PSC Work Request Integration meeting which may be combined with the PSC shutdown planning meeting.
5. AES provides a combined POW to team described in section 1.3 above on Thursdays.
6. A combined POW and Operations Directorate meeting is typically held weekly to review plan of the week and work for next two weeks. The meeting is chaired by the PSC DALD for Operations or designee.

- a. Recommended agenda
 - i. Safety Share
 - ii. Lessons Learned and noteworthy practices from post-job briefs, ORPS, walkthroughs, debriefings, etc.
 - iii. Review of date/period covered, and confirmation of WCDs for planned work.
 - iv. Area Coordinator updates:
 - 1. Unresolved conflicts.
 - 2. Denied work requests.
 - 3. Changes to construction or inaccessible areas.
 - v. Injector status: status of LINAC, PAR, BOOSTER and major work.
 - vi. Management expectations for toolbox talks, field presence, etc.
 - vii. Review of construction and inaccessible areas and bullets for communications.
 - b. Expectations for management presence in the field, at toolbox talks, pre-job briefs, safety walks, and plan of the day meetings will be discussed and coordinated.
 - i. Documentation of these efforts will be via [SMART Card](#).
 - c. Operations Directorates topics are covered as directed by the PSC Deputy ALD for Operations or designee.
7. The PSC DALD for Operations and APSU Project Manager or designees approves the final POW before its posted to the [APS Plan of the Week Box folder](#) and distributed to APS via the POW email.
8. PSC CPA sends weekly POW on Fridays to PSC.
9. Changes to the timing of work, such as rescheduled, extended in duration, moved earlier or dates adjusted follows the emergent work procedure in section 2.10. If the work is delayed beyond the current work the change in work will go through the standard POW process described in Section 2.
10. All emergent work activities that are not scheduled on the POW and do not conflict with other work activities must have approval by the area coordinator. In order to maintain appropriate situational awareness of emergent work governed by this procedure, work scope and area approvals for emergent work conducted by or impacting PSC personnel will be managed through the APS work request system.
- a. Complete the following steps for emergent work.
 - i. Add the emergent work to the [APS work request system](#).
 - ii. Inform the appropriate area coordinator(s).
11. For work that conflicts with other activities outside of the area coordinator's scope, the area coordinators will work together with the APSU PM and appropriate DD to resolve conflicting work that impacts other areas.
- a. If the APSU PM and appropriate DD are unable to resolve the issue, they will proceed as described below:
 - i. The APSU PM and appropriate DD will inform the Deputy ALD for Operations (or designee) and the APSU Project Director (or designee) of

any changes to the POW that impacts work outside of the work group requiring deconfliction to determine resolution.

- b. Once resolved the APSU PM and appropriate DD will inform the area coordinators, who will have the POW updated as described above.

2.2. Plan of the Day

1. Plan of the day meetings will be held daily during normal business days and led by the area coordinator, shutdown planning coordinator, floor coordinator, or designee. These meetings may be combined with other area meetings when prudent.
2. Plan of the day meetings will include representatives for the work in the areas including contractor and non-contractor work.
3. All emergent work activities that are not scheduled on the POW and do not conflict with other work activities must have approval by the area coordinator. In order to maintain appropriate situational awareness of emergent work governed by this procedure, work scope and area approvals for emergent work conducted by or impacting PSC personnel will be managed through the APS work request system.
 - a. Complete the following steps for emergent work.
 - i. Add the emergent work to the [APS work request system](#), select emergent work when entering the work request.
 - ii. Inform the appropriate area coordinator(s).
4. Any conflicts in work or work areas that are not resolved locally should be resolved as described in section 2.1 step 11.
5. Utilizing the approved plan of the week, discuss previous and next day work, recommended agenda items:
 - a. Recent safety and compliance issues and lessons learned.
 - b. Status of current day's planned work.
 - c. Conflicts affecting scheduled work activities.
 - d. Evaluation of operational and facility impacts (e.g., planned outage, scheduled drills, etc.).
 - e. Evaluation of facility status affecting activities/operations (access-controlled areas, equipment moves, equipment status, planned outages, etc.).
 - f. Work activities scheduled but not completed including causes for the failure to complete such activities.
 - g. Work activities scheduled for the next day.
 - h. Any emergent work that needs to be approved by area coordinator.
 - i. Any work requiring verbal work-release by the area coordinator in addition to the POW work release process.
 - j. Tours planned.

2.3. Toolbox Talk

1. Toolbox talk is a tool that is typically used the same day as starting work to refresh

the work team on the day's work, provide safety tips and reminders and changes to the work environment from the previous workday.

- a. Toolbox talks will be held daily before starting facility technical tasks as described in [APS 1432773](#), APS Work Planning and Control (WPC) and will include all workers. These meetings can be held locally or globally at the discretion of the Deputy ALD for Operations or Directorate Safety Manager.
- b. Toolbox talk agenda is below with mandatory fields in bold.
 - i. **Recent safety and compliance issues and lessons learned.**
 - ii. **Review of current day's planned work, readiness to conduct work, hazards, work scope, and impact of any co-located work.**
 - iii. **Conflicts affecting scheduled work activities.**
 - iv. Evaluation of operational and facility impacts (e.g., planned outage, scheduled drills, etc.).
 - v. Evaluation of facility status affecting activities/operations (access to areas, equipment moves, equipment status, planned outages, changes to facility since previous workday, etc.).
 - vi. Any emergent work that needs to be approved by area manager.

3. ROLES AND RESPONSIBILITIES

- **Area Coordinators:**
 - Approve work activities for their respective area.
 - Deconflict work activities within their respective area.
 - Inform the APSU PM and/or the AES DD of work activities that impact/conflict with other area work activities.
- **Maintenance shutdown planning coordinator:**
 - Gathers input from PSC operations groups to build a PSC Plan of the Week.
 - Updates with POW for approved emergent work.
 - Provides POW to CPA for distribution.
- **AES Division:**
 - Updates with POW for approved emergent work.
 - Provides POW to CPA for distribution.
- **Requestor:** Individual requesting work to be performed. Maybe be different from Responsible Individual.
- **Responsible Individual (Person in Charge):**
 - In charge of the work, regardless of job title.
 - Responsible for managing the entire process of work execution.
 - May manage multiple work activities.
 - Document work status (in progress, complete, etc.)

4. SUMMARY OF PROCESS

All work activities conducted in PSC facilities except for auxiliary support facilities, must be approved, authorized, and scheduled in accordance with the POD/POW process described in this procedure.

For activities being performed outside PSC-operated facilities in auxiliary support facilities (e.g., Building 981, Building 382, etc.), it will be the discretion of the respective responsible line manager to ensure that the level of rigor for planning, performing, and documenting the work is commensurate with the complexity of the operations being performed in those respective facilities.

5. 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://www.aps.anl.gov/Document-Central/APS-Policies-and-Procedures-Comment-Form>

6. 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 of Document/Record (include ID number, if applicable)	Custodian	Storage Location and Medium	Retention Requirement
Plan of the Week (POW) file (weekly file)	J. Toeller C. Gorman X. Wu	Box, electronic	5 years after the task, activity, or action is completed (DOE ADM 18.36)
Meeting minutes	K. Jaje	Box, electronic	5 years after the task, activity, or action is completed (DOE ADM 18.36)

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Appendix A - Example Plan of the Day

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
	Description	Designation Group	Machine	Sector	Requestor	Priority	7/22/24 - 7/26/24						7/29/24 - 8/2/24					8/5/24 - 8/9/24						Request Start Date	Requested End Date	Schedule Period	Rss Comm. Date	WRS No.	WCO	WCD Approve. End Date	WCD Authorization End Date	WCD Hazard Level	WCD Mat. Req.	Status	
	Modify PSS hardware and software to incorporate LPPS special conditions, new ACS design, door and shutter control race conditions, FE Shutters and FEPS modifications. Validate PSS after completion of modifications.	AES-SI	Experiment 1st Floor	6	MCNAMARA, PHILLIP	Medium	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4/24/2023	1/23/2026	APS-U SHUTDOWN	YES	47009	69621.3	09/13/2025	6/11/2025	Medium		APPROVED	
	Modify PSS hardware and software to incorporate LPPS special conditions, new ACS design, door and shutter control race conditions, FE Shutters and FEPS modifications. Validate PSS after completion of modifications.	AES-SI	Experiment 1st Floor	7	MCNAMARA, PHILLIP	Low	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4/24/2023	1/23/2026	APS-U SHUTDOWN	YES	47301	69621.3	09/13/2025	6/11/2025	Medium		APPROVED	
	Support Beamline modifications for APSU, addition of new Stations D, E, F and G. Validate PSS after completion of modifications.	AES-SI	Experiment 1st Floor	28	MCNAMARA, PHILLIP	Medium	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4/24/2023	1/23/2026	APS-U SHUTDOWN	YES	46995	69621.3	09/13/2025	6/11/2025	Medium		APPROVED	
	Support Beamline modifications for APSU, addition of Stations E and F, also modify hardware and software to incorporate LPPS special conditions, new ACS design, door and shutter control race conditions, FE Shutters and FEPS modifications. Validate PSS after completion of modifications.	AES-SI	Experiment 1st Floor	11	MCNAMARA, PHILLIP	Medium	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4/24/2023	1/23/2026	APS-U SHUTDOWN	YES	47805	69621.3	09/13/2025	6/11/2025	Medium		APPROVED	
	Support Beamline modifications for APSU, includes reconfiguration of stations in PSS, add Station B and removal of Stations C & D, also modify hardware and software to incorporate new ACS design, door and shutter control race conditions, FE Shutters and FEPS modifications. Validate PSS after completion of modifications.	AES-SI	Experiment 1st Floor	5	MCNAMARA, PHILLIP	Medium	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4/24/2023	1/23/2026	APS-U SHUTDOWN	YES	47193	69621.2	09/13/2025	6/11/2025	Medium		APPROVED	
	Support Beamline modifications for APSU, includes reconfiguration of the beam optical path configuration, also modify hardware and software for new ACS																																		