

## Flysheet for using the Argonne Hazardous Work (HW) Registry and Directorate Dashboard system in ServiceNow:

As of June 4, 2018, PSC stopped using the web-based APS Moderate and High Risk Register reporting tool developed by Photon Sciences, and begin using the Argonne Hazardous Work Directorate Dashboard in ServiceNow.

This will enable Argonne to report on high risk/hazard work for all of the programmatic and service directorates from one common database. Steps for how to complete or modify an entry in the Hazardous Work (HW) register are below.

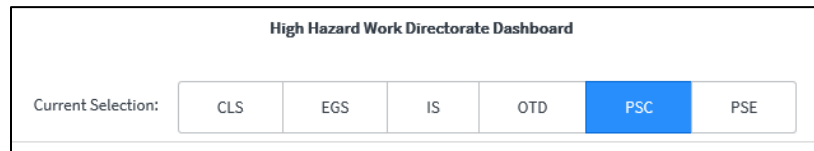
### (A) Creating a New Hazardous Work (HW) Register Entry

(1) Log into the Argonne HW register in ServiceNow by clicking [here](#).

If you have login or access issues and have an Argonne user ID and password, access is granted by completing a Vector request.

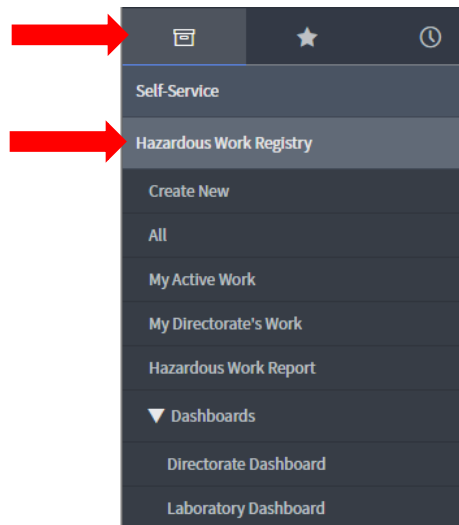
A link to the Vector request for access to the HW register is available [here](#).

(2) At the top of the screen, ensure that "PSC" is selected for Photon Sciences:



(3) On the left-hand side navigation bar, ensure the "file box" icon is selected and the HW menu is expanded.

If the HW menu is not expanded, single left-click will expand it as shown below:



(4) Select "Create New" under Hazardous Work (HW) Registry to create a new entry for high risk work.

(5) Complete fields for the new HW Register entry. Individual field notes are below the graphic:

The screenshot shows a form with two columns of fields. The left column includes: Number (HHW0002220), Planned Start Date (with a calendar icon), Planned End Date (with a calendar icon), Pre Job Briefing (with a calendar icon), Recurrence (Non-Recurring), and Risk Level (-- None --). The right column includes: State (Identified), Executing Directorate (PSC), Executing Division, Person In Charge, Point of Contact, and Supporting Divisions (with a lock icon). Search magnifying glass icons are present next to the Directorate, Division, PIC, and Point of Contact fields. An information icon is next to the Directorate field.

- Number:** Assigned by ServiceNow
- Planned Start Date:** Self-explanatory
- Planned End Date:** Self-explanatory
- Pre-Job Briefing:** Enter a forecasted date for the pre-job briefing to be held
- Recurrence:** Select either Recurring or Non-Recurring based on the nature of the task
- Risk Level:** Select the Risk level (High, Moderate, Low) based on the primary Work Control Document (WCD) citation
- State:** Default state is Identified for an identified and task not started. Can be changed to Execution when work is in progress. States of Complete and Cancelled are self-explanatory.
- Executing Directorate:** Defaults to PSC (Photon Sciences), but can be modified
- Executing Division:** Select the magnifying glass to choose a division executing the work, which is part of the directorate above
- Person In Charge:** Select the magnifying glass to choose the name of the Person In Charge (PIC)
- Point of Contact:** Select the magnifying glass to choose the name of a point of contact other than the PIC
- Supporting Divisions:** Select the magnifying glass to choose from a list of any Argonne division that may be in a supporting role for the work identified as high risk/hazard

|                           |                      |             |   |
|---------------------------|----------------------|-------------|---|
| * Title                   | <input type="text"/> |             |  |
| Description               | <input type="text"/> |             |   |
| WCD Number                | <input type="text"/> |             |   |
| Work Planning & Documents | <input type="text"/> |             |   |
| * Building                | <input type="text"/> | Room Number | <input type="text"/>  |
| Location Details          | <input type="text"/> |             |   |

**Title:** Complete field with a descriptive line statement of the work being undertaken; avoid generalities. Example of a descriptive task is “Inspect Output Notch Filters of the Booster Dipole Magnet Power Supplies”

**Description:** Available field for providing additional descriptive information about the task.

**WCD Number:** Field for entering the primary WCD bounding the task.

**Caution:** Be sure the WCD number is correct, as the field entry will be appended automatically to a standard URL string, to create a direct link to the specific WCD in Argonne’s WP&C software.

**Work Planning & Documents:** Use this field to add other identifying information and/or unique attributes of the work that makes it high risk/hazard. Other information that would help explain the scope, risks encountered, controls that would be required e.g. LOTO, or a list of additional applicable WCDs is helpful to add in this field.

**Building:** Select magnifying glass to choose from a list of buildings.


**Note:** The 400A area is considered an annex and not a building in the pick list. Building 400 or 400 AREA can be chosen and 400A can be specified in Location Details field below.

**Room Number:** Based on Building selection, choose a Room Number from available pick list options.

**Location Details:** Open text field available for additional explanation e.g. column number in the Experiment Hall, specific area with the accelerator complex such as RF cavity, or any other identifying information related to location.

|                  |                        |               |        |
|------------------|------------------------|---------------|--------|
| Notes & Activity | Supporting Information | Documentation | Review |
|------------------|------------------------|---------------|--------|

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Watch List  

Comments

Watch List Group 

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## **Notes & Activity tab**

### **Watch List:**

Click the lock icon to add email address of anyone that should receive notifications of any changes or updates to this entry, beyond the names of the PIC or Point of Contact names added to date.

You can select a person from an Argonne employee list or manually type in an outside email address e.g. "someone@gmail.com".

Clicking the human silhouette with the plus sign simply adds your own Argonne email address to the Watch List.

### **Watch List Group:**

Not in use to date. Will be used if an email distribution list is set up at a later date in ServiceNow.

### **Comments:**

Open comment field for capturing any notes desirable. Comments logged here are maintained in a running log file format, displayed when the HW Register entry is viewed and the Notes & Activity tab is selected.

| Notes & Activity   | Supporting Information | Documentation   | Review |
|--|------------------------|---|--------|
| <p>For ALD Discussion <input type="checkbox"/></p> <p>Requesting Directorate <input type="text"/> <input type="button" value="Q"/></p> <p>Requesting Division <input type="text"/> <input type="button" value="Q"/></p> <p>Management Reviewer <input type="text"/> <input type="button" value="Q"/></p> <p>Group Leader <input type="text"/> <input type="button" value="Q"/></p> |                        |   |        |
|  |                        | <p>Applicable Hazards <input type="text"/> <input type="button" value="Q"/></p> |        |
|  |                        | <p>Risk Factors <input type="text"/> <input type="button" value="Q"/></p>       |        |
| <p><input type="button" value="Submit"/></p>   |                        |   |        |

## **Supporting Information tab**

- For ALD Discussion:** Check box that ALD should be notified of this HW Register entry. This should be manually check by default since high risk/hazard entries are being loaded into this register.
- Requesting Directorate:** Select the directorate e.g. PSC, PSE, CELS, EGS, etc. that is making the request of PSC resources.
- Requesting Division:** Based on the selection above, choose the most applicable division requesting PSC resources.
- Management Reviewer:** Enter applicable manager(s) that should be aware of this HW Register entry
- Group Leader:** Not used since only high risk/hazard/rigor work will go into the HW Register.
- Applicable Hazards:** Although documented in the WCD, select the most prevalent hazards from the list of 19 items available in the pick list (magnifying glass icon).
- Risk Factors:** Although documented in the WCD, select the most prevalent risk factors from the list of 12 items available in the pick list (magnifying glass icon).

Notes & Activity | Supporting Information | **Documentation** | Review

| Related Documentation |                     |
|-----------------------|---------------------|
| Description           | Document Link (URL) |
| Insert a new row...   |                     |

Submit

**Documentation tab**

**Related Documentation:** This list gives you the ability to note and provide URLs for relevant documents to the HW Register entry. Double click on the words *Insert a new row* to add a description of the document. Then double click on the same words under the Document Link (URL) header to add a URL.

**Note:** There is a paper clip icon in the top right corner of the overall HW Register entry page where files can be uploaded and attached directly. The Related Documentation table above captures only URLs.

**Review tab** (not used)

Notes & Activity | Supporting Information | Documentation | **Review**

For ALD Discussion

Requesting Directorate

Requesting Division


Management Reviewer

Group Leader

Applicable Hazards

Risk Factors

Submit



**Be sure to select the Submit / Save button when the HW Register entry is filled out, in order to save the entry! This appears at the bottom-left of the screen as shown above, or in the top-right corner of the screen.**

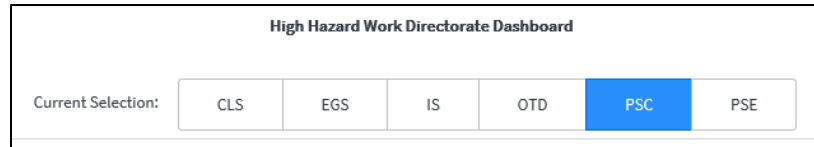
## (B) Modifying a HW Register Entry

(1) If not already logged in, log into the ServiceNow HW Register by clicking [here](#).

If you have login or access issues and have an Argonne user ID and password, access is granted by completing a Vector request.

A link to the Vector request for access to the HW Register is available [here](#).

(2) At the top of the screen, ensure that “PSC” is selected for Photon Sciences:



(3) Click on the HW Register entry you wish to modify, e.g. HHW0001083 as shown below:

The screenshot shows the 'High Hazard Work Directorate Dashboard' with a table of HW Register entries. A red arrow points to the entry with Number HHW0001083. The table has the following columns: Number, Title, State, Recurrence, Executing Directorate, Executing Division, Person In Charge, and Planned Start Date.

| Number     | Title  | State      | Recurrence    | Executing Directorate | Executing Division | Person In Charge | Planned Start Date |
|------------|--|------------|---------------|-----------------------|--------------------|------------------|--------------------|
| HHW0001083 | Inspect output notch filters of the Booster dipole magnet power supplies | Identified | Non-Recurring | PSC                   | ASD                | Ju Wang          | 2018-04-09         |
| HHW0001084 | Discharge test of Argonne wakefield kicker                               | Identified | Non-Recurring | PSC                   | ASD                | Douglas Horan    | 2018-04-12         |
| HHW0001082 | Troubleshooting RF2 Klystron sideband instability                        | Identified | Non-Recurring | PSC                   | ASD                | Douglas Horan    | 2018-04-16         |

(4) Once HW Register entry opens, modify fields as appropriate.

(5) **Be sure to select the Save button when the HW Register entry updated, in order to save the entry! This appears at the bottom-left of the screen as shown below, or in the top-right corner of the screen.**

The screenshot shows the HW Register entry form with tabs for Notes & Activity, Supporting Information, Documentation, and Review. The form includes fields for Watch List, Watch List Group, Comments, and Activity. A red arrow points to the 'Save' button at the bottom-left of the form.

### (C) Customizing View of HW Register for Directorate Work Listing

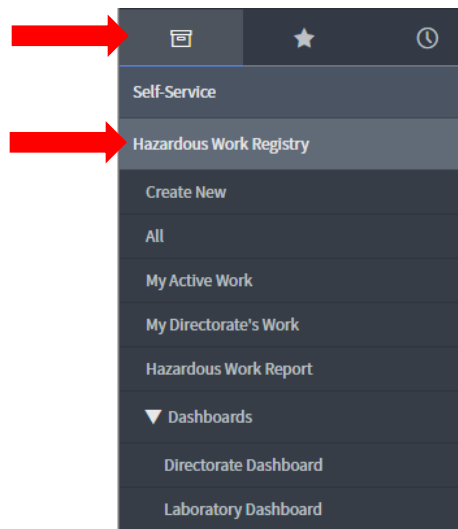
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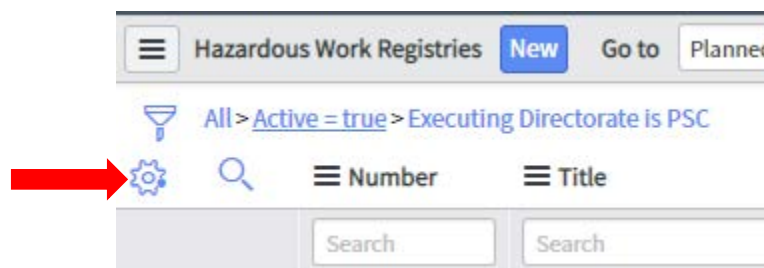
(2) On the left-hand side navigation bar, ensure the “file box” icon is selected and the High Hazard Work menu is expanded.

If the Hazardous Work (HW) Registry menu is not expanded, single left-click will expand it as shown below:



(3) Click on “My Directorate’s Work” to display a table listing of all HW Register entries for PSC to date.

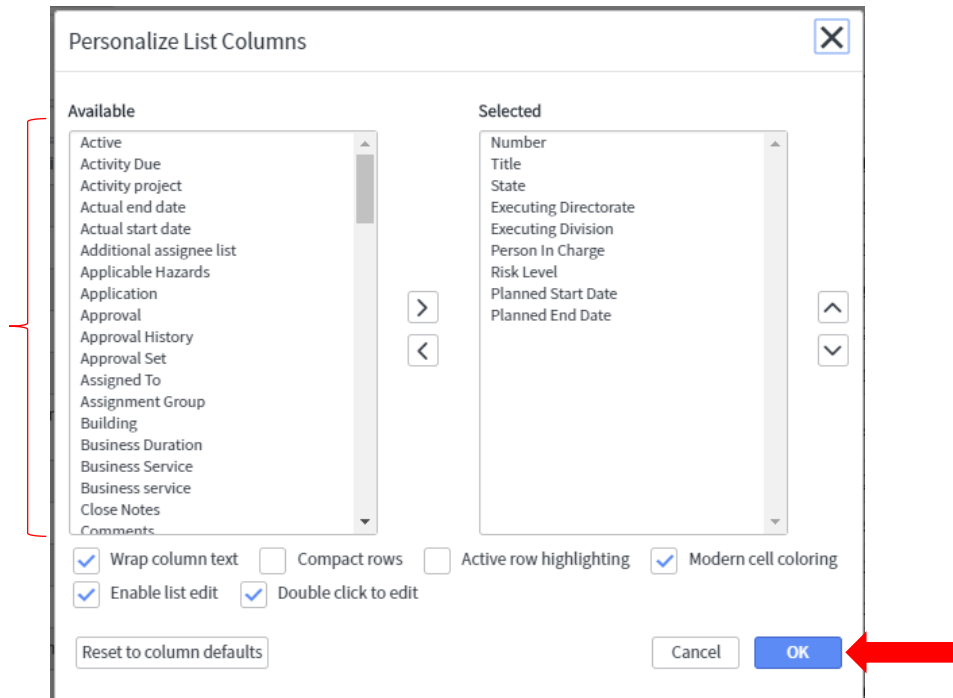
(4) In the top-left corner of the page, click on gear icon as shown below





- (5) Select the column headings from the list on the left-hand side by single left-clicking on the name, then single left-clicking the arrow in the center to move from the list of Available Fields to Selected (or vice versa).

When finished selecting columns to add to your display, select the “OK” button.



- (6) The selected columns will now show up in your default view when selecting “My Directorate’s Work”.

An example is shown below where the “Risk Level”, “Planned Start Date” and “Planned End Date” columns were added for display (table further sorted by Planned Start Date descending).

|                          | Number     | Title  | State      | Executing Directorate | Executing Division | Person In Charge  | Risk Level | Planned Start Date | Planned End Date |
|--------------------------|------------|--|------------|-----------------------|--------------------|-------------------|------------|--------------------|------------------|
| <input type="checkbox"/> | HHW0002208 | Sputtered Thin Film Deposition and Vacuum Oven Operation | Identified | PSC                   | AES                | Dean Walters      | High       | 2019-03-11         |                  |
| <input type="checkbox"/> | HHW0002194 | Replace klystron within L3 RF station                    | Identified | PSC                   | ASD                | Alexander Cours   | Moderate   | 2018-12-19         | 2018-12-20       |
| <input type="checkbox"/> | HHW0002193 | LOTO APS linac modulators                                | Identified | PSC                   | ASD                | Alexander Cours   | Moderate   | 2018-12-18         | 2018-12-19       |
| <input type="checkbox"/> | HHW0002190 | BTS-FS3 FLAG Installation                                | Execution  | PSC                   | AES                | William Berg      | High       | 2018-12-18         | 2018-12-21       |
| <input type="checkbox"/> | HHW0002162 | Electric Capacitor Disposal                              | Identified | PSC                   | ASD                | George Doktorczyk | High       | 2018-10-22         | 2018-10-26       |