

Chapter 1: [General Policy and Responsibilities](#)

# ESH: Project Review Procedure

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URL: <http://www-group.slac.stanford.edu/esh/eshmanual/references/eshProcedProjectReview.pdf>

## 1 Purpose

The purpose of this procedure is the systematic, streamlined, and effective review of projects to ensure the environment, safety, and health (ESH) aspects are adequately identified and mitigated before authorization and release of project activities. The goals of this approach are to

1. Establish a uniform process of project reviews
2. Establish consistent thresholds for a graded approach
3. Clarify and streamline the structure and process of reviews
4. Provide a framework that fosters timely and adequate planning and support to project sponsors

This procedure covers the three main elements of the review process:

1. Threshold and applicability determination
2. Experimental project review
3. Conventional project review

This procedure applies to line management, *responsible persons*, ESH coordinators, and reviewers involved in all proposed project (experimental and conventional project) activities at SLAC.

## 2 Roles and Responsibilities

### 2.1 Line Management

- Supports the implementation of this procedure throughout the organization
- Ensures that adequate resources are allocated to supporting projects
- Sets the tone to enable/promote self-policing of process/voluntary compliance/self-governance

### 2.2 Responsible Person

- Develops a comprehensive scope of work
- Teams with the ESH coordinator and outside resources to perform an effective and accurate threshold review and applicability determination

- Develops applicable submittals to external review entities, for example, Safety Overview Committee (SOC) and Building Inspection Office (BIO)
- Ensures adequate staffing and timelines
- Fosters and ensures adequate communication to stakeholders
- Is responsible for the overall ESH performance of the project

## 2.3 ESH Coordinator

- Provides input to review of statement of work (SOW) in context of the lower limit thresholds
- Identifies subject-matter experts (SME) who can assist in the threshold review
- Solicits input from and liaises with the SMEs' outside resources (for example, the Hazardous Experimental Equipment Committee [HEEC])
- Teams with the responsible person (the principal investigator [PI] / project manager [PM]) to
  - Perform formal review of the activity/project in the context of the broad thresholds
  - Develop documentation of the rationale for designation as a work activity or a project activity, including hazard identification/analysis

## 2.4 Reviewer

- Provides thorough and timely review guidance to the project team
- Communicates early and often with the project team to ensure comments are addressed both in letter and intent, keeping the “One Lab” perspective in mind.

## 2.5 Chief Safety Officer, Associate Laboratory Director, Laboratory Director

- Hears appeals for unresolved issues with experimental review. Final appeal is to the SLAC laboratory director

# 3 Procedures

The three elements of the process are summarized below; the actual steps are illustrated in the following process flow charts.

## 3.1 Threshold Review and Applicability Determination

The *responsible person* (for example, principal investigator, researcher, or project manager) and ESH coordinators (with input from subject matter experts and committees as required) will determine whether a proposed activity/experiment can be categorized as a *work* activity or a *project* activity that needs to be reviewed through one/both of the experimental project review and conventional project review processes. All steps reside within the requestor's line organization and include two levels of thresholds: lower limit

thresholds and broad thresholds. The rationale for the eventual determination is documented via the threshold review form and retained by the responsible person.

The lower limit thresholds help determine if the proposed activity is within the “standard model” for the researcher/principal investigator and immediate team, while the broad thresholds help to determine whether all ESH aspects of the proposed activity can/will be adequately addressed within the requestor’s line organization.

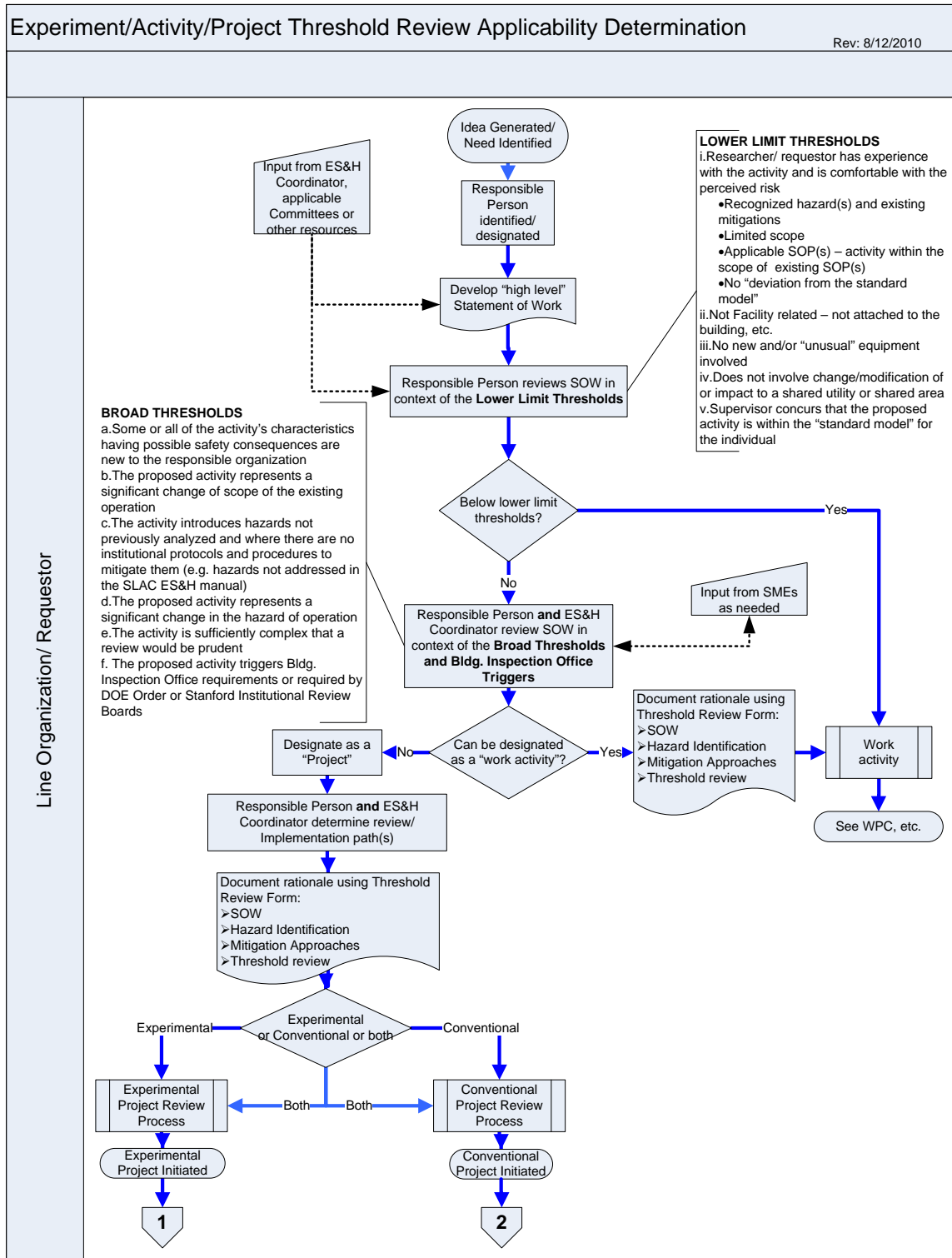
The *responsible person* is responsible for safety of the work being performed in accordance with integrated safety management guiding principles.

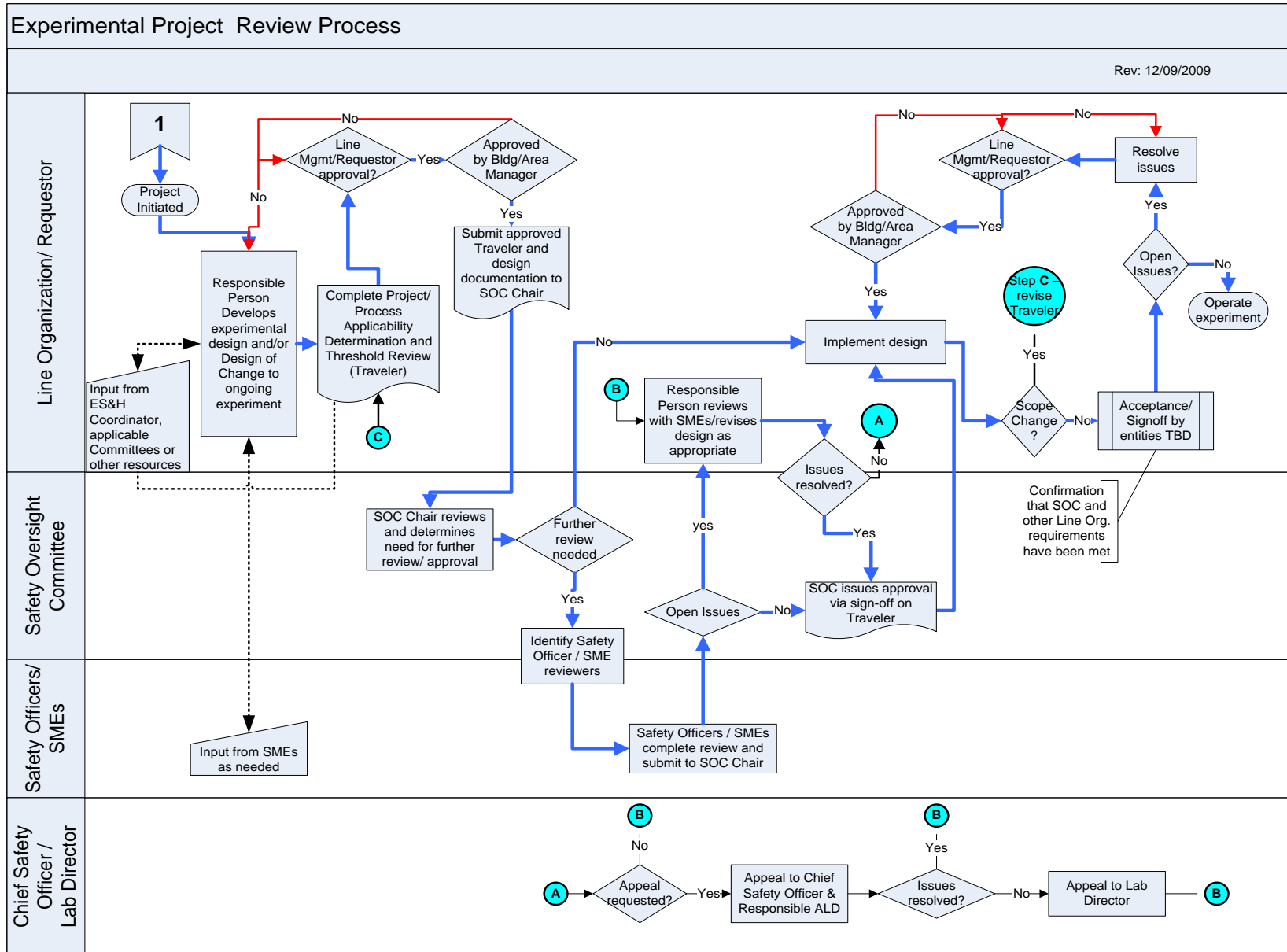
## 3.2 Experimental Project Review Process

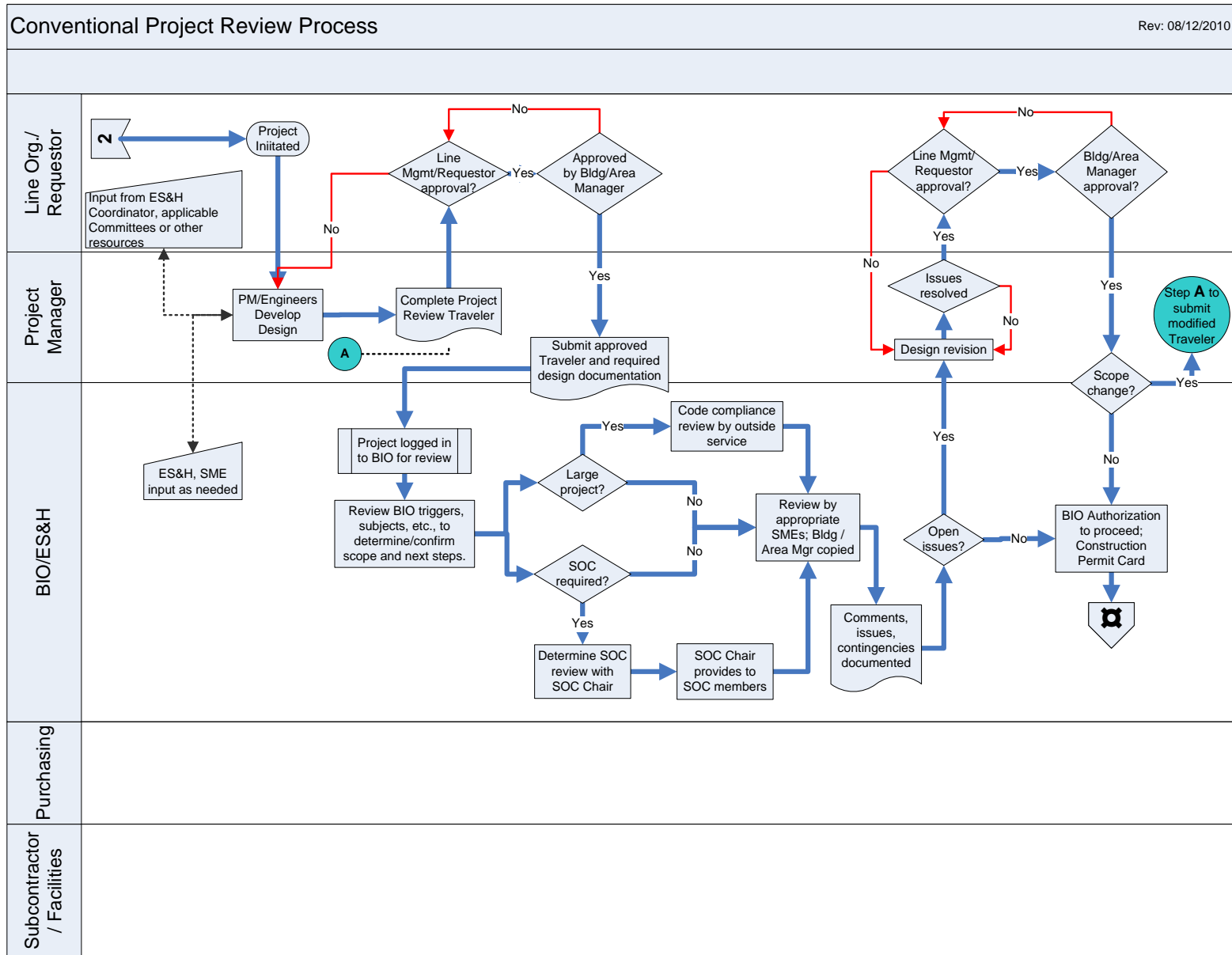
All equipment and operational aspects of proposed experimental projects are to be reviewed through this process. The key organizational stakeholders include the requestor’s line organization, the Safety Overview Committee (SOC), and safety officers/subject matter experts. The process includes specific provisions for the line organization to review and approve scope changes driven by reviewer comments and includes an appeal mechanism – to the SLAC chief safety officer and the SLAC laboratory director. Specific *go forward* authorization/approval is provided via an acceptance/commissioning step. The ESH Threshold Review Form carries through as a *traveler*, providing summary level documentation into this process.

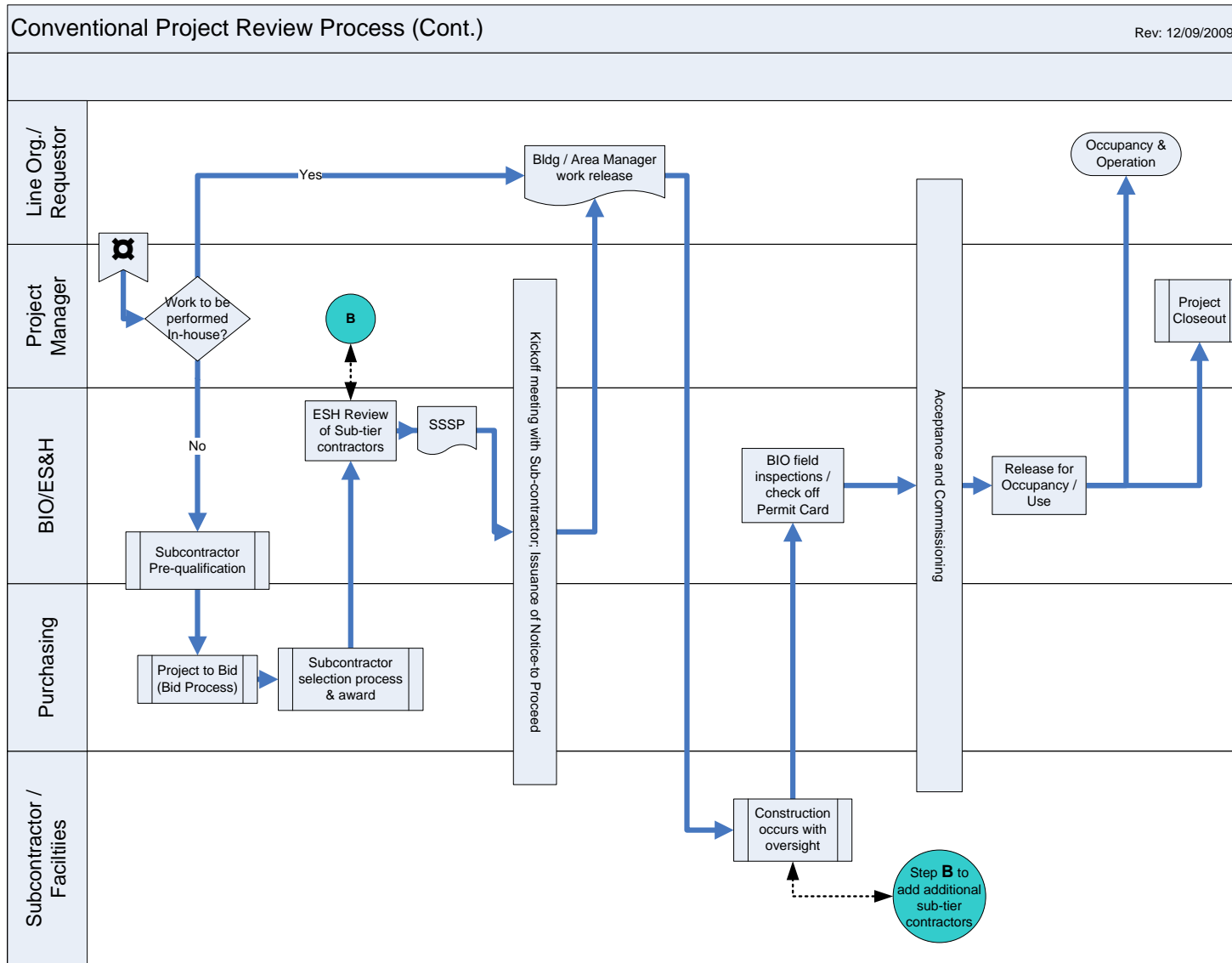
## 3.3 Conventional Project Review Process

All equipment and operational aspects of proposed conventional projects that trigger external mandates (for example, Building Inspection Office requirements) and/or impact a shared area or resource are reviewed through this process. The key organizational stakeholders include the project manager, requestor’s line organization, Building Inspection Office (BIO), Environment, Safety, and Health (ESH), Purchasing, and Facilities/subcontractors. Specific *go forward* authorization/approval is provided via an acceptance/commissioning step. The BIO traveler form provides summary level documentation into this process.









## 4 Recordkeeping

This procedure includes the following recordkeeping requirements:

- The responsible person must retain documentation and submittals.

## 5 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 1, “General Policy and Responsibilities”](#)
  - ESH: Threshold Review Form (SLAC-I-720-0A24J-001) [pdf](#) or [Word](#)
  - ESH: Building Inspection Office (BIO) Project Review Traveler Form (SLAC-I-720-0A24J-002) [pdf](#) or [Word](#)