

NLCTA Keysafe Key Release Procedure

1. Introduction

The NLCTA keysafe, located near the center of the control room, provides secure storage for the many keys needed by the control room staff. These keys may be used only for specific purposes by qualified personnel supporting the operation and maintenance of the accelerator facility or when needed for responding to emergency situations.

2. Purpose and Applicability

The purpose of this document is to provide release and return procedures for the all keys in the NLCTA keysafe. NLCTA qualified operators require access to controlled keys and the ability to release them to others. Only NLCTA qualified operators are issued a key that opens the keysafe.

3. Issuing of a Keybank Key

Inside the keysafe are extra keysafe keys (currently on tag #40) and a set of SLAC key forms. Keys may only be issued to qualified operators and restricted operators. The operator's name is recorded on the key form matching the key number. (The remainder of the SLAC key form is not used in this key release procedure.)

4. Key Release Procedure

Most keybank keys have colored labels where the color indicates the personnel qualified to use the key. The back of the tag may contain additional specific conditions affecting the release of the key.

- **Red-Tagged Keys** may be used by NLCTA qualified operators and restricted operators, except for those specifically marked which may also be released to members of the Controls Department PPS Group for maintenance and during certification. The red keys include those for PPS and other safety items.
- **Gold-Tagged Keys** may be released to members of the NLCTA Operations staff and ADSO. If the key's usage is subject to special restrictions, these are summarized on the back of the tag. The gold keys include those for NLCTA storage locations and operational items.
- **Blue-Tagged Keys** may be released out to persons outside the Operations group, subject to the discretion of the Operations staff member who issues the key. The blue keys include those for vacuum equipment, the crane, and equipment cabinets.

Close and lock the keysafe when not in use. The keysafe must never be left open.

5. Auxiliary Keysafes

Auxiliary keysafes are located throughout the facility to allow qualified personnel to gain access to the keys required to perform their authorized tasks. A copy of the key to each auxiliary keysafe may be kept in the NLCTA Keysafe.

The auxiliary keysafes as of the release of this document are:

- Located outside east door of B128 this box is opened with a B015 key for access to the bathroom, break room, and first-aid kit. Contains key for building 128.
- SNS L-band Klystron / Modulator. Contains keys to SNS Modulator.
- B062 Laser-room emergency entrance (for fire personnel). Contains key to Laser-Room.
- B225 Keysafe. Contains keys to cabinets.

6. Background

This document is owned and authorized by the PPA/ARD/Test Facilities Department.

Document source is located at:

X:\nlcta\Operations-Documents\Source\02-03 Safety\02-03-32-002 Keysafe.doc

6.1. Document has been reviewed and approved by:

<i>Name</i>	<i>Signature</i>	<i>Date</i>	<i>Review Type</i>
_____ PPA/ARD/TF Department Head	_____	_____	<input type="checkbox"/> Administrative <input type="checkbox"/> Technical
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