

## **Application to work in End Station B and NLCTA**

### **Background:**

The International Linear Collider (ILC) Department in the Technical Division is responsible for the operation of the Next Linear Collider Test Accelerator (NLCTA) and associated equipment in End Station B (ESB). A group within the ILC Department, the NLCTA Group, consists of staff trained in the safety procedures and policies needed for its safe operation.

### **This Document:**

The NLCTA Group of the ILC Department is responsible for the safe operation of this accelerator research facility. To achieve this goal, the group must insure that:

- All researchers working in the facility have the approval and support of their Line Management, and
- The researcher and their SLAC supervisor or SLAC Contact (local supervisor) acknowledge and support the NLCTA Operations Group's authority and responsibility to coordinate work and ensure all activities are conducted in a safe manner.

In support of the program, the NLCTA Group uses a number of work control processes. These include a) a tailgate meeting every morning at 7:30, b) an operations meeting, and c) the Work Authorization Process developed for work near accelerator facilities. Training which includes the End Station B Safety Orientation is required of all researchers.

### **Applicability:**

This application to work is intended to be used by NLCTA Collaborators and Users desiring to work within End Station B or the NLCTA.

The following groups of people are automatically authorized to work in the NLCTA without submitting an application:

- SLAC Maintenance Personnel. Maintenance activities are coordinated through the Area Manager.
- SLAC badge holders with GERT or RWT training may perform reconnaissance, inspection, or observation in the area. No work is allowed, and posting on doorways must be respected.
- Guests of personnel with a SLAC badge indicating GERT or RWT training. Dosimeters are required for all persons entering the area. Guests must be directly and continuously supervised by their host. No work is allowed, and posting on doorways must be respected.
- All workers performing installation or any other activity authorized by an approved Work Authorization Process.

**Application to work in End Station B and NLCTA****1) Name and institution of applicant:**

*If SLAC Employee indicate group. Non-employees should identify home institution or company.*

Applicant (name): \_\_\_\_\_ Institution/Group: \_\_\_\_\_

**2) General scope of work:**

*Describe general nature of activities covered by this application and authorized by the SLAC Contact (local supervisor) or Supervisor below. A general description of the role this person performs with an experiment will suffice, such as “install and commission plasma switch on over-moded waveguide system”*

**3) Choose the category that appropriately describes the nature of the approved work activities: (check)**

- Applicant’s activities are limited to the control and development of the equipment associated with the activities associated with the work described in section 2 above. His activities do not involve the direct operation of the NLCTA or the configuration of any safety systems.

The Applicant is required to complete the following prior to any unsupervised work:

- GERT training
- Electrical Safety Training 239
- Complete End Station B Safety Orientation by a Qualified Operator

- Applicant is expected to operate the NLCTA as an operator. The applicant must understand the NLCTA Safety Documents complete the NLCTA Training program.

To complete the training and be allowed to operate the NLCTA Accelerator, the Applicant must:

- Be approved by the NLCTA Operations Manager and the HLCTA Safety Office,
- Complete the identified formal and on-the-job training specified in the NLCTA Training Reference Manual,
- Complete End Station B Safety Orientation by a Qualified Operator

**4) Name of SLAC Supervisor (for employees) or SLAC Contact (local supervisor):**

*Note: The supervisor listed must be a SLAC employee.*

Supervisor (name): \_\_\_\_\_

**5) Supervisor: Support of Local Controls:**

*Please indicate that you understand that the work controls and the NLCTA Directives, Guidelines for Operation, and all relevant NLCTA Safety documents and procedures apply to all activities in the End Station and NLCTA. You recognize that all activities must be discussed with the NLCTA Operations Group and approved and coordinated by the Area Manager.*

Supervisor (initial): \_\_\_\_\_

**6) Supervisor: Work Authorization.**

*In support of the ISMS Guiding Principles: (1) Line Management Responsibility for Safety, (2) Clear Roles and Responsibilities, and (3) Competence Commensurate with Responsibilities, you are expected to have a clear understanding of this individual’s activities in this area. Please indicate that you have reviewed the proposed activities, the individual’s JHAM and ETA, have reviewed his training status, and you authorize the above activities.*

Supervisor (initial): \_\_\_\_\_

**7) Signatures:**

*Supervisor and applicant must both sign and date this application. In some cases, the supervisor's signature may be taken over the phone by a member of the NLCTA Operations Staff.*

Applicant (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor (signature): \_\_\_\_\_ Date: \_\_\_\_\_

**8) Approval:**

*Approval to work in NLCTA must be obtained from a person who is listed as an approver for the Work Authorization Process for NLCTA. Upon completion, a copy is kept by the applicant and supervisor. A copy must be given to the NLCTA Area Manager, and a copy is filed in the NLCTA Operator Training Log binder.*

NLCTA Approval (signature): \_\_\_\_\_ Date: \_\_\_\_\_