# SAofEE Process Criteria

The criteria of this seismic anchorage calculation are as follows:

* Anchorage design of experimental equipment is only allowed using SAofEE process described herein (I.e., Not HVAC equipment or distribution systems nor building electrical equipment anchorage)
* Floor-mounting only (i.e., not wall, ceiling, roof-mounted)
* Maximum total operating weight limit is **5,000 lbs**.
* Maximum height of center of gravity of overall equipment must be **72** inches or less (including any leg, pad).

Complete all information below for every project to be submitted using SAofEE submittal Process:

# Project & Documents Information

Project Title/Name:

Building Location Level Room or Area Project Charge No.: -

Document date: Revision No.: Calculation Serial No. (if known or required): Package Must Contain: Coversheet \_ Area/location map (w./ dim.) Engineering note/calcs. Anchorage report

**Personnel Information**

Responsible Engineer (RE): Extension #: Signature: Date Peer Reviewer Name (PR): Extension #: Signature: \_ Date

# Important Notes

* Every SAofEE project must be submitted to Building Inspection Office (BIO) for all applicable, necessary, or requested plan reviews, complete record keeping, and inspection follow-ups.
* Every SAofEE project must be provided to BIO using Plan Review System’s (PRS) portal without any exception. Emailed submittals are not acceptable.
* Do not obtain peer review for the course 133 practical portion. A practical project must be solely done by the responsible engineer without any help, guidance (sample calculation, template), or verbal input from others.
* Except the practical project, every SAofEE project must be peer-reviewed by an individual who has successfully completed courses 133 & 133PRA (practical) for structural anchorage. For the latest list of individuals that are qualified to assist as a peer-reviewer for an SAofEE project (or for any other question), contact ES&H BIO Coordinator, Cheryl Nadler, at extension x4363 ([cnadler@slac.stanford.edu](mailto:cnadler@slac.stanford.edu)) before submitting to the PRS.
* Every SAofEE project must include the completed latest edition of the SAofEE coversheet (this document) containing information and signatures of responsible engineer as well as peer-reviewer person, before the project can be accepted by Building Inspection Office (BIO).
* It is preferred that all administration documents (such as coversheet, forms, checklists, etc.), area/location maps and plans, design calculations (such as engineering notes, hand calculations, spreadsheets), modeling software reports (such as Hilti), supporting drawings, details, and construction summary for contractor are compiled and collated into a single complete PDF file to ease review of all applicable Subject Matter Experts (SMEs).
* Naming convention, in PRS system, for typical SAofEE project submittal is as follows:

“(SAofEE) PROJECT NAME…” [I.E.: “(SAofEE) LCLS/SSRL/XXXX Equipment XXXX…Anchorage…”]

* The SAofEE process pertains only to the structural/seismic review portion of each project. Other SME reviews may be required; and, addressing any comments by SMEs must be done, using PRS portal, by the responsible engineer in charge of the SAofEE project (as it is typically done for all non SAofEE-type projects).

*(See back of this page for additional notes and FAQs pertaining SAofEE’s practical course and process)*

# Additional Notes & FAQs

* BIO PRS Portal access link: <https://oraweb.slac.stanford.edu/apex/slacprod/f?p=203>
* Link to BIO documents as well as other SAofEE-related document: <http://www-group.slac.stanford.edu/esh/groups/psd/bio.htm>
* For additional inspection-related information, checklists, forms, etc., contact Cheryl Nadler (x4363 at [cnadler@slac.stanford.edu](mailto:cnadler@slac.stanford.edu)) or Mark Matthews (x4113 at [matthews@slac.stanford.edu](mailto:matthews@slac.stanford.edu)).
* Naming convention in PRS for practical project (1st time or 3-year refresher) course:

“(SAofEE-PRA) PROJECT NAME…” [I.E.: “(SAofEE-PRA) LCLS-X/SSRL/XXXX Equipment XXXX…Anchorage…”]

* Once a complete project submittal (that is to be reviewed as the practical project, 133PRA course) is deemed structurally acceptable (without any technical/design comments and aide from the structural/seismic SME), the successful completion of 133PRA will be documented by the BIO; and, the completion credit will be notified to the staff in charge of SLAC Training (STA Administrators).
* Course 133 and its practical project course (133PRA), both, must be re-taken every 36 months (aligned with Building Code updates) as stated on the STA website for the two courses. Please always refer to the STA course information for latest updates:

<https://www-internal.slac.stanford.edu/esh-db/training/slaconly/bin/catalog_item.asp?course=133>

<https://www-internal.slac.stanford.edu/esh-db/training/slaconly/bin/catalog_item.asp?course=133PRA>