

Advanced Photon Source

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Change Control for Radiation Safety Systems

Changes made in this revision:

- Replaced “Radiation Safety Shielding” with “Radiation Safety System” in the title
- Updated SIG Group Leader as a prepare
- Add ANL WSH-RP as a reviewer
- Add AES-DD and XSD-DD as an approvers
- Replace “Critical Component System Manager” with “Configuration Control System Manager”
- Add APS Component Database (CDB) e-traveler Receipt Inspection e-Traveler form for documentation of acceptance criteria inspections.
- Updated the reference to Argonne Stop work/pause work policy updated from the Laboratory Safety and Health policy [LMS-POL-1](#) to the Argonne Work Planning and Control Manual [LMS-MNL-10](#)
- Changed reference “SAD (Section 4)” to “SAD”.
- Replace reference to the DOE Order Safety of Accelerators implementation guide with a reference to the DOE Order ([DOE O 420.2D](#)).
- Replace the reference to the APS policy of working on beamline or front end RSS from an ALD memo to the APS policy document ([APS 1181699](#)).
- The APS is transitioning to QR-coded yellow RSS tags - examples of new tags have added.

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Change Control for Radiation Safety Systems

1. INTRODUCTION

1.1. Purpose

This document establishes the policy and procedures for change control for Radiation Safety Systems (RSS) at the Advanced Photon Source (APS). These requirements ensure the integrity of the shielding that protect personnel from exposure to unacceptable levels of ionizing radiation, even as changes are made to the shielding.

1.2. Acronyms

ACIS	Access Control and Interlock System
CCCL	Configuration Control Component List
CCSM	Configuration Control System Manager
CCWP	Configuration Control Work Permit
CO	Accelerator Systems Chief of Operations
FC	Floor Coordinator
HP	Argonne Health Physics personnel
MCR	Main Control Room
PDRC	PSC Design Review Committee
PSS	Personnel Safety System
RSS	Radiation Safety System

1.3. Definitions

Change Control is a process that ensures all changes are properly identified, reviewed, approved, implemented, tested, and documented.¹

Configuration is the combination of the physical, functional, and operational characteristics of the structures, systems, and components (SSCs), credited controls, or parts of the existing facility or activity.¹

Configuration Management is a disciplined process that involves both management and technical direction to establish and document the design requirements and the physical configuration of the facility or activity and to ensure that they remain consistent with each other and the documentation.¹ At the APS, the phrase **configuration control** of RSS is often used interchangeably with configuration management of RSS.

¹ Definition adapted from DOE Standard, Configuration Management, DOE-STD-1073-2016.

A **Configuration Control Work Permit (CCWP)** is the document that identifies: the scope of RSS work; authorizations; validations; stop points; approvals for RSS entry into, or return to, service; and, when posted, alerts personnel that RSS work is authorized and in progress.

Engineering Changes are modifications or replacements of existing systems or devices with equipment in which the design has been modified (e.g., replacing obsolete equipment) *and* the modification has the potential to affect the radiation safety performance of the device. These changes require a USID and PRDC design review as detailed in the APS Design Review procedure APS_000031.

One-For-One Replacement is replacement of a failed device or subcomponent with an identical part.

Radiation Safety Systems (RSS) prevent exposure of personnel to unacceptable levels of ionizing radiation.

For the purposes of this policy, RSS include:

- 1) Shielding – the hardware that stops, for safety purposes, the propagation of radiation (e.g., lead, tungsten, copper, steel, or concrete absorbers in shutters, stops, apertures, collimators, transport, and enclosures);
- 2) Hardware that positions the shielding – supports and controllers through actuators (e.g., support tables, clamps, actuators, pneumatic systems, and control boxes);
- 3) Personnel safety interlocks (ACIS and PSS), from Programmable Logic Controllers (PLCs) to monitored radiation safety devices (e.g., shielded door/shutter/stop position switches; interlock control cabinets, enclosures and wiring; emergency stop (crash) buttons; radiation monitors interfaces; particle beam current monitors; and associated wiring, etc.); as well as their safety related outputs (e.g., ACIS controlled equipment permits).

PSC Design Review Committee (PDRC) can clarify RSS interfaces.

Shielding covers are part of the RSS. RSS does not include other hardware that may be mounted on an RSS, where the presence or absence of the hardware does not impact the radiation protection provided (e.g., a diagnostic flag, a vacuum gauge, or vacuum pump).

Equipment required to protect an RSS component, the absence of which could compromise an RSS (e.g., a mask or photon shutter required to protect a safety shutter) is also an RSS component.

RSS Work is any manipulation or alteration of RSS other than normal operation, in the case of PSS and ACIS interlocked devices, in accordance with approved design. It is also the normal

operation of non-interlocked devices which, if not administratively controlled, could result in a radiation exposure hazard.

To clarify, the following common activities *are not* RSS work:

- Use of PSS or ACIS interlocked controls to open and close shutters or shielded enclosure doors.
- Mode changes made per approved procedure on interlocked mode shutters.
- Positioning manual beam stops on their approved mounts.
- Opening and closing manually operated shielded enclosure doors.
- Non-invasive troubleshooting of RSS which does not bypass or alter PSS or ACIS interlocks.
- Relocating an RSS component prior to installation in or after removal from an accelerator system or beamline.

While the following common activities *are* RSS work, requiring a CCWP:

- Moving, removing, altering, or installing an RSS component that is part of an accelerator system or beamline.
- Inhibiting or modifying utility feeds to an RSS component, such as air, water, or electrical.
- Inhibiting, bypassing, or altering the operation of interlocked devices through jumpers or via code changes.
- Troubleshooting that makes use of test boxes, designed to bypass PSS or ACIS interlocks.
- Normal operation of non-interlocked minihutch doors and labyrinths.

The above lists are not comprehensive. The appropriate Configuration Control System Manager (CCSM Accelerator or CCSM Front End-Beamline) shall be consulted for cases not addressed above, or described under a separate procedure, prior to the start of work.

1.4. Scope

Configuration management includes five elements:

- Design requirements
- Work Control
- Change Control
- Document Control
- Assessments

This document addresses the third element—change control—and is limited to changes in RSS.

This document applies to all APS RSS and:

- a) Establishes requirements to initiate, perform, close out, and document RSS Work.

- b) Supports the execution of the change control process throughout the life of an RSS device.
- c) Provides step-by-step procedures for RSS workflow, including:
 - Identification
 - Inspection, verification, and tagging
 - Installation
 - Work on installed systems
 - Removal or decommissioning.

This document does not provide:

- a) Step-by-step RSS work procedures for performing specific tasks.
- b) Procedures for engineering design, design review, or procurement.
- c) Detailed procedures for managing CCWPs.

2. POLICY

All RSS at the APS shall be identified and, where practical, field labeled for rapid visual identification. All RSS are subject to controls that ensure the configuration of the system is known, documented and that all subsequent changes are controlled and tracked. RSS shall be under configuration control through the life cycle of the system, including acceptance, assembly, installation, validation, operation, modification, and decommissioning.

During on-site assembly and QA activities, materials shall be appropriately secured to ensure that their integrity is maintained.

When assembly is complete and the parameters critical to providing radiation protection have been validated, the shielding is considered RSS.

All RSS work shall be authorized through a Configuration Control Work Permit(CCWP).

2.1. RSS Identification

Design and review processes identify: 1) required shielding and 2) requirements and specifications that are essential to the performance of the shielding (e.g., materials, overall dimensions, dimensions of apertures, and alignment tolerances). All new RSS or engineering changes of RSS must be approved per the "[APS Design Review](#)" Procedure ([APS 000031](#)) prior to the authorization of the RSS work.

RSS Receipt Verification

RSS devices/components that are purchased through Argonne Procurement require an Argonne Acceptance Criteria List (ACL) or an APS Component Database (CDB) Receipt Inspection e-traveler. The specifications critical to radiation protection (typically identified in the design reviews) should be included on the ACL or Receipt Inspection e-traveler and verified by a Laboratory Certified Receipt Inspector.

For RSS devices/components not procured through Argonne (e.g., procured by a CAT member's home institution), an ACL or Receipt Inspection e-traveler must be developed as part of the design review process and the RSS verified by a Laboratory Certified Receipt Inspector.

2.2. Configuration Control Work Permits

A Configuration Control Work Permit (CCWP) must be approved and authorized prior to beginning work on RSS.

Workers are responsible for verifying that a CCWP is authorized prior to starting the RSS work, limiting their work to the approved scope.

For RSS installed in the front end or beamline, a Floor Coordinator posts the authorized CCWP in the beamline end cabinet. For RSS installed in the accelerator, the authorized CCWP remains electronic in ICMS (Integrated Content Management System).

For front end and beamline RSS work, a CCWP remains posted until the work is completed, validations by the supervising engineers are completed, and both the job coordinator and Floor Coordinator have signed off.

- If shielding validation with beam is NOT required, the CCWP is closed out and authorization to return to service is granted by the Floor Coordinator.
- If shielding validation with beam IS required, an EFOG Type C Survey form is posted, and the FC shall indicate which station(s) must remain APS disabled and global online/offline status until the HP survey is completed. Posting of the EFOG Type C Survey Form is indicated in step 6 on the CCWP for closeout.
 - For front end and beamline RSS work: if shielding validation with beam is required and the validation cannot be completed by the end of the run, within ten days of the end of the run the CCWP will be closed out and replaced with an administrative restriction form ("pink sheet") defining operational limits and restrictions.

For accelerator RSS work, when work is completed the MCR verifies in ICMS that all supervising engineers have completed their validations.

- If a shielding validation with beam is NOT required, the CCWP is closed out and authorization to return to service is granted by the MCR.
- If a shielding validation with beam IS required, the CCWP does not get closed out (step 6) until any required radiation surveys are completed.

For work on an RSS component that is not installed, a traveler RSS tag will be utilized and noted on the CCWP (see Appendix).

During work on installed RSS, facilities will be secured to ensure no beams will be allowed in the work area except to be temporarily brought on-line for system validations (e.g., interlock testing and radiation surveys).

CCWP resources

- For Beamline and Front End RSS work: Floor Coordinators (AES-EFOG), CCSM FE-BL
- For Accelerator RSS Work: MCR Group Leader, CCSM Accelerator
- CCWP template ([APS_1192911](#))
- CCWP Instructions ([APS_1192930](#))

2.3. Work Planning and Procedures

All RSS work will be performed per approved group Work Control Documents. Procedures should be at a level of detail that meet facility work planning and control standards.

Non-routine RSS work without a standing approved procedure will be done according to a step-by-step procedure for the particular task. The “[Work Planning and Control at the APS](#)” ([APS_1432773](#)) should be used as guidance in developing the procedure.

These may be submitted as:

- A stand-alone job-specific procedure
or
- A short procedure description included in the “Work Description” of the work request or in the scope of work section of the CCWP. Typically, this applies for simple tasks; the description of the task, including the step-by-step procedure, must fit the text box.

2.4. Beamline RSS Work

The APS Engineering Support (AES) Division is responsible for all work on beamline RSS. This responsibility encompasses the labor for alignment, validation, maintenance, repair, and modification of any beamline RSS component. Material costs for the work are the responsibility of beamline management. AES may cover incidental costs at its discretion.

Beamline personnel may work on RSS only with the written authorization of the APS Deputy ALD for Operations or designee for the specific scope of work. The request, with the scope of work and procedure or checklist attached, is submitted to the Deputy ALD via a FC; the PDRC Chair will review the request; if authorized, a FC will submit the CCWP on behalf of the user and oversee the work. Validations after beamline personnel complete RSS work must include AES division oversight.

2.5. Safety Interlock Work

The APS Safety Interlock Group is responsible for all work on the beamline and accelerator safety interlock systems (PSS and ACIS respectively). This responsibility encompasses the labor for the installation, validation, maintenance, repair, and

modification of any PSS or ACIS component/system. Beamline personnel may not work on RSS associate with safety interlocks

2.6. Suspend Work / Stop Work / Unreviewed Safety Issue

In every element of RSS work:

- Work shall be **paused** immediately if
 - any ambiguity exists in work authorization or work procedure
 - any change is made to the approved scope of work
- All personnel have both the authority and the responsibility to **stop work** if there appears to be an imminent safety hazard. Per Argonne policy found in the Laboratory Work Planning and Control Manual ([LMS-MNL-10](#)):
 - Individuals who exercise stop-work authority are to immediately report their action to the Division Director or other line supervisor,
 - Work may not resume until the responsible Division Director has verified that appropriate hazard control measures are in place and that the individual who stopped the work concurs with the corrective action.
- If an inconsistency between the approved design, the physical installation, or documentation is found, work will be paused or stopped.
 - If the inconsistency is not within, or potentially not within, the scope of the hazard analysis of the [SAD](#), the inconsistency shall be referred to APS Safety Manager for evaluation as a potential **Unreviewed Safety Issue** (USI) (see [APS procedure APS_1185831](#) and Argonne procedure [LMS-PROC-383](#)).
 - If the inconsistency does not present any hazards beyond those already analyzed in the [SAD](#), the inconsistency shall be referred to the system/facility-responsible Division's management (Director, Deputy Director, or Associate Director) for resolution.
 - If there is a question about a potential USI or the [SAD](#), contact an ESH Coordinator for help.

2.7. Documentation

Ensuring that workers have the documents they need to do their work properly and safely is a responsibility shared by all personnel involved in the RSS work. The Job Coordinator provides the overall plans; the Supervising Engineer provides detailed work instructions, which may include work procedures, drawings, schematics, validation/verification procedures and specifications.

At the completion of the RSS work, records of the affected systems must be updated to maintain consistency between the facility configuration and documentation.

2.8. Removal from Service

When an RSS device is removed from service, it may: a) remain under configuration control (i.e., still an RSS device) and placed in secure storage for future use or b) removed from configuration control (no longer an RSS). See Section 3, Procedure E-RSS Removal.

2.9. Roles and Responsibilities

Job Coordinator

- Is required for all RSS work.
- Is cognizant of the full scope of work and is the individual that is responsible for getting the work done.
- Makes arrangements for, or is aware of, all of the different tasks that need to be done to complete the job. If APS technician support is needed, works with supervising engineer(s), coordinates workers/groups and ensures proper work and hazard controls are in place. Ensures all groups have the documents needed for the job.
- For new or modified RSS designs, ensures that the design is approved.
- Creates a CCWP for the RSS work.
- Prior to start of work, ensures the CCWP is approved and posted.
- Prior to bringing into operation or returning to service, ensures validations are completed and the RSS is ready to safely return to service
- Ensures facility records are updated as needed.
- Assignment:
 - For new installations, projects, and engineering changes, the Responsible Engineer is the Job Coordinator.
 - For beamline routine maintenance, a Floor Coordinator is the Job Coordinator
 - For front end routine maintenance, a Floor Coordinator or a Supervising Engineer is the Job Coordinator
 - For accelerator routine maintenance, a CO or a Supervising Engineer is the Job Coordinator.

Supervising Engineer

- Assigns and supervises technicians for RSS work
- Ensures up-to-date documentation is available to workers.
- Ensures the technicians have proper training and PPE
- Prior to approving a CCWP to start work
 - Ensures work assignments are within the scope of the work requests and the CCWP

- Hazard controls are in place
- Prior to approving a CCWP for validations
 - Inspects quality of work is acceptable
 - Ensures work and validations are complete and the RSS is ready to safely return to service
 - Updates facility records as appropriate to the work

FC (front ends and beamlines) and MCR (accelerator systems)

- Administer CCWPs:
 - Prior to the start of work:
 - Verifies approvals and authorizations are in place to start the work.
 - Secures systems to ensure no beams are permitted in work areas.
 - FC: Posts the CCWP in beamline end cabinet; MCR: verifies CCWP is released in the Approved for Work folder in ICMS
 - Provide independent monitoring of RSS work to help ensure work meets safety standards.
 - After the work is completed:
 - Confirms work and validations are complete and RSS is ready to bring into or return to service
 - Confirms Validations are completed on CCWP (step 5)
 - FC: if also job coordinator, ensure CCWP is moved to Close-out (step 6)

FC may as act as Job Coordinator and authorize the CCWP for: opening and closing labyrinths and mini-hutches, per procedure [APS 1205731](#).

In other cases, if a FC is the Job Coordinator, the CCWP will be administered by another FC (i.e., can't provide independent monitoring of their own work).

Configuration Control System Manager (CCSM) or Designee

- Provide an additional level of independent oversight for work that involves new shielding designs or engineering changes to RSS - appointed by the deputy ALD (DALD) for operation. There are two CCSM roles that have been appointed: CCSM Accelerator and CCSM Front End-Beamline (FE-BL).

Deputy ALD for Operations

- Authorizes new installations.
- May authorize beamline personnel to perform RSS work.

3. PROCEDURES

Prerequisite Actions - Identification of RSS components

If the RSS work involves a new installation or an engineering change:

- The Job Coordinator ensures designs are approved per “[APS Design Review](#)” procedure ([APS_000031](#)). For new hardware, the design review identifies parameters critical to radiation protection.
- Design Review Committee Chair, generates or updates the list of all of the RSS components in the approved design (i.e., the beamline CCCL or machine component RSS listing for front ends and accelerator systems) as needed.

A – Work on RSS

Step	Responsible Person	Action
A1	Job Coordinator	<ol style="list-style-type: none"> 1. If the work involves an engineering change that has the potential to affect the radiation safety performance of the device, confirm approvals from design and readiness reviews. 2. Request/coordinate the work with the technical groups.
A2	Supervising Engineer for groups providing services	Enter group’s work requests.
A3	Job Coordinator	Submit CCWP for the RSS work (refer to Section 2.2, CCWP Resources)
A4	FC/MCR	When all approvals have been granted: <ol style="list-style-type: none"> 1. Secure facilities to ensure there will be no beam in the work area. 2. Complete the authorization of the CCWP and post the CCWP (i.e., RSS work authorized). 3. Starts monitoring of work (see Roles & Responsibilities).
A5	Supervising Engineer & Technical Groups	Complete the work.
		[Continue with RSS Validation procedure]

B – RSS Validation

Step	Responsible Person	Action
B1	Job Coordinator	Arrange for validations without beam (e.g., operational & interlock testing).
B2	Supervising Engineer & Technical Groups	Perform and complete validations and sign-off CCWP.
No-beam validations		
B3	Job Coordinator	When all no-beam validations are complete and the RSS is ready for safe operations or a HP radiation survey, sign-off CCWP. If not a new design or engineering change, skip to step B5.
B4	CCSM (Accelerator or FE-BL)	For new designs or engineering changes: after confirming validations complete and RSS ready for safe operations, sign-off on CCWP.
B5	FC/MCR	a) Confirm all no-beam validations are complete and signed-off and RSS ready for safe operations. b) If an HP radiation survey is not required, skip to step B10 or If an HP radiation survey is required, make arrangements for the survey and continue with next step.
Validations requiring beam		
B6	FC/MCR	With appropriate controls in place for HP radiation survey, unsecure facilities (e.g., provide APS beam enable). For Beamline and Front End RSS Work the FC will create and post an EFOG Type C Survey Form detailing the survey requirements (refer to APS 1414320), de-post the CCWP.
B7	HP	Complete radiation survey with beam. If survey successful (i.e., no excessive dose rates), for Accelerator RSS work sign-off CCWP authorization to return to on-line status and skip to step B10, for Beamline and Front End RSS work, sign the EFOG Type C Survey Form and skip to step B10. Or If survey not successfully completed (e.g., radiation leak found, elevated dose rates, or measurements not complete), continue with next step.
B8	FC/MCR	Re-secure system to ensure there will be no beam in the work area.
B9	Job Coordinator	Take corrective actions. When ready to resume validation return to step B6.

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Step	Responsible Person	Action
Bring into or return to on-line status		
B10	FC/MCR	<ol style="list-style-type: none"> 1. Sign-off authorization to return to on-line status (For Beamline and Front End RSS work the EFOG Type C Survey Form, for Accelerator RSS work the CCWP). 2. De-post the CCWP or EFOG Type C Survey Info Form. 3. Return system to operational status. 4. Update the CCCL or accelerator systems RSS inventory as appropriate 5. Check completed CCWP into ICMS.

C – Receipt Verification and Tagging New RSS

Step	Responsible Person	Action
C1	Job Coordinator	<ol style="list-style-type: none"> 1. Confirm approvals from design and readiness reviews. 2. Request/coordinate the receipt verifications with the Receipt Inspector and the technical groups (refer to Argonne QA procedures).
Receipt Inspections and pre-installation work (steps C2a and C2b) can be done in parallel		
C2a	Receipt Inspector	Verify RSS conforms to ACL or Receipt Inspection e-traveler form (if nonconforming, exit procedure and refer to Argonne QA procedures or APS QA Representative for guidance).
C2b	Supervising Engineer for groups providing services	Complete pre-installation assembly work (e.g., installation of PSS) and validations
C3	Job Coordinator	When validations and work is complete, request RSS tags for each RSS item from FC or CO.
C4	FC/MCR	<p>If the RSS is to be installed promptly provide RSS tags for destination beamline or accelerator system</p> <p>Or</p> <p>If the RSS is to be installed at a later time, provide traveler RSS tags (See Appendix for examples of RSS tags.)</p>
C5	Job Coordinator	Arrange for installation or placement in secure storage.
		[Continue with New RSS Installation Procedure]

D – New RSS Installation

Step	Responsible Person	Action
D1	Job Coordinator	<ol style="list-style-type: none"> 1. Confirm approvals from design and readiness reviews. 2. Request/coordinate RSS installation work with the technical groups.
D2	Supervising Engineer for groups providing services	Enter group's work requests.
D3	Job Coordinator	Submit CCWP for the RSS installation work
D4	FC/MCR	<p>When all approvals have been granted:</p> <ol style="list-style-type: none"> 1. Secure facilities to ensure there will be no beam in the work area. 2. Complete the authorization of the CCWP and post the CCWP (i.e., RSS work authorized). <p>Starts monitoring of work (see Roles & Responsibilities).</p>
D5	Supervising Engineer for groups providing services	Complete RSS installation work, validate, and sign-off CCWP
D6	FC/MCR	<ol style="list-style-type: none"> 1. As needed, replace Traveler RSS tags with permanent RSS tags 2. Update the CCCL or accelerator systems RSS inventory.
		[Continue with RSS Validation procedure]

E – RSS Removal

Step	Responsible Person	Action
E1	Job Coordinator	<ol style="list-style-type: none"> 1. Confirm approvals from design and readiness reviews. 2. Request/coordinate the RSS removal work with the technical groups.
E2	Supervising Engineer for groups providing services	Enter group's work requests.
E3	Job Coordinator	Submit CCWP for the RSS work.
E4	FC/MCR	<p>When all approvals have been granted:</p> <ol style="list-style-type: none"> a) Secure facilities to ensure there will be no beam in the work area. b) Complete the authorization of the CCWP and post the CCWP (i.e., RSS work authorized). c) Start monitoring of work (see Roles & Responsibilities).
E5	Supervising Engineer & Technical Groups	Complete the RSS removal work.
E6	FC/MCR	<p>For components that will no longer be used as RSS</p> <ul style="list-style-type: none"> • Remove RSS tags. • Update beamline CCCL or accelerator systems RSS inventory. <p>[continue with step E7]</p> <p>Or</p> <p>For component that may be re-used as RSS without re-verification (i.e., reinstalled as an RSS elsewhere or set aside for future use):</p> <ul style="list-style-type: none"> • Exchange RSS tag with a Traveler RSS tag (specifying new location, if known). • Update the beamline CCCL or accelerator systems RSS inventory. <p>[continue with step E7]</p>
E7	Job Coordinator	<ol style="list-style-type: none"> 1. Update design and facility installation records as appropriate. 2. Arrange for each component that may be re-used as RSS to be installed at the new location or placed in a secure storage area with the Traveler RSS tag clearly visible.
E8	Job Coordinator	If the beamline or accelerator system that the RSS was removed from is to be returned to operations: continue with step A1

4. REFERENCES

DOE Order Safety of Accelerators ([DOE O 420.2D](#))

[APS Design Review Procedure](#) ([APS_000031](#))

Gibson, J.M. “APS Responsible for All Work on Beamline Radiation Components”
June 28, 2006 ([APS_1183117](#))

[LMS-PROC-143: Radiation Safety Interlock Systems](#)

[LMS-MNL-10 Work Planning and Control Manual](#)

5. DOCUMENTS/RECORDS CREATED BY THIS PROCEDURE

The documents/records listed below will be created in the execution of this procedure and must be retained as indicated.

Description of Document/Record (Custodian	Storage Location and Medium	Retention Requirement
Configuration Control Work Permit (CCWP) (APS_1192911)	Job Coordinator	ICMS, electronic	5 years

6. FEEDBACK AND IMPROVEMENT

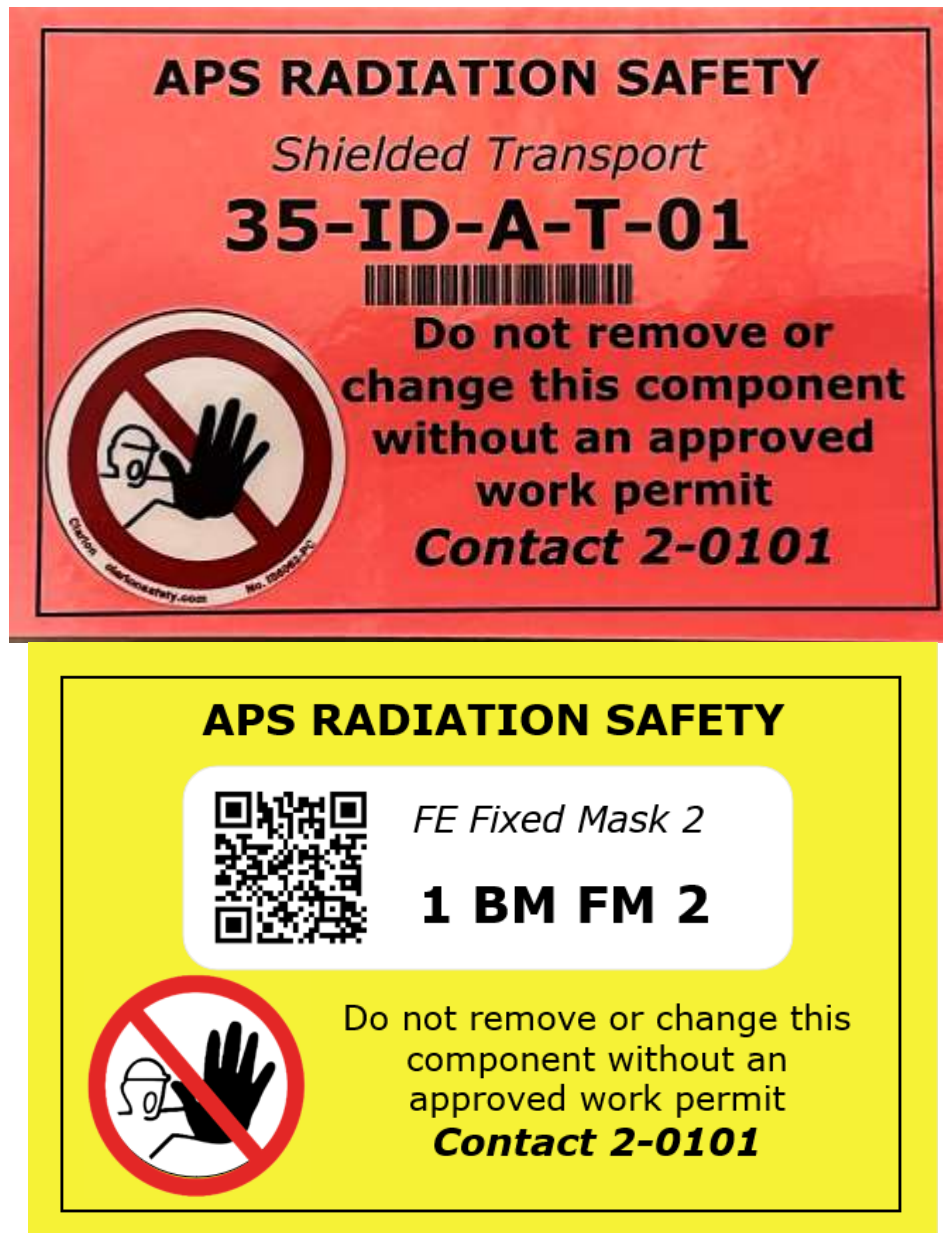
If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#)* to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS_1408152](#)).

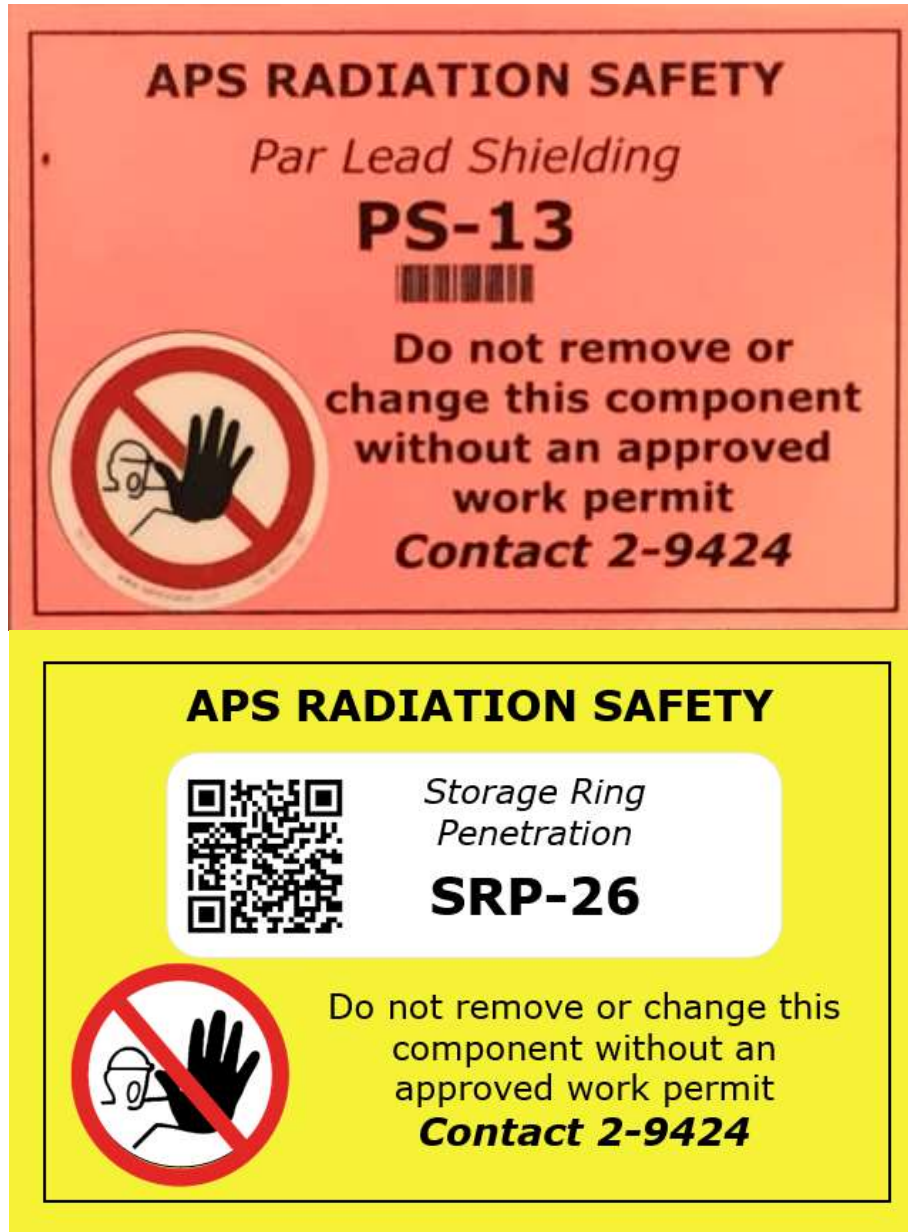
* <https://www.aps.anl.gov/Document-Central/APS-Policies-and-Procedures-Comment-Form>

Appendix – Example RSS Tags

NOTE: The RSS tag color is being updated from red to yellow. During the transition, both tags may be in use in the facility.

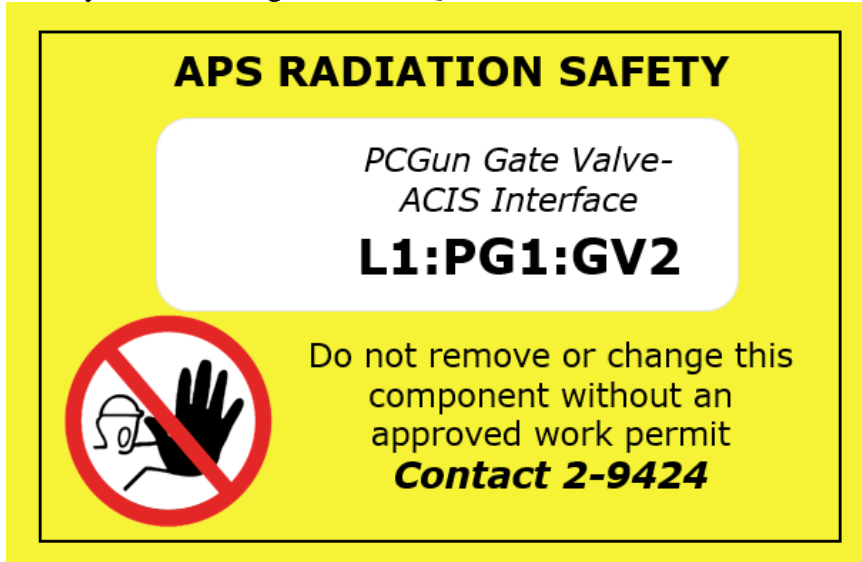


The contact 2-0101 on this example is the telephone extension for the on-duty Floor Coordinator. The QR code in the yellow tag label leads to the CDB entry for the component.



The contact 2-9424 on this example is the telephone extension for the Main Control Room. The QR code in the tag label leads to the CDB entry for the component.

An example of a yellow RSS tag without a QR code:



An example of a Traveler RSS tag:




APS RADIATION SAFETY



Photon Mask 1

19-ID-A-P-01



Do not remove or change this component without an approved work permit
Contact 2-0101