

## Flysheet for using the Argonne High Hazard Work (HHW) Register system in ServiceNow:

As of June 4, 2018, PSC will stop using the web-based APS Moderate and High Risk Register reporting tool developed by Photon Sciences, and begin using the Argonne High Hazard Work (HHW) Register in ServiceNow.

This will enable Argonne to report on high risk/hazard work for all of the programmatic and service directorates from one common database. Steps for how to complete or modify an entry in the HHW Register are below.

### (A) Creating a New HHW Register Entry

- (1) Log into the Argonne HHW Register in ServiceNow by clicking [here](#).

If you have login or access issues and have an Argonne user ID and password, access is granted by completing a Vector request.

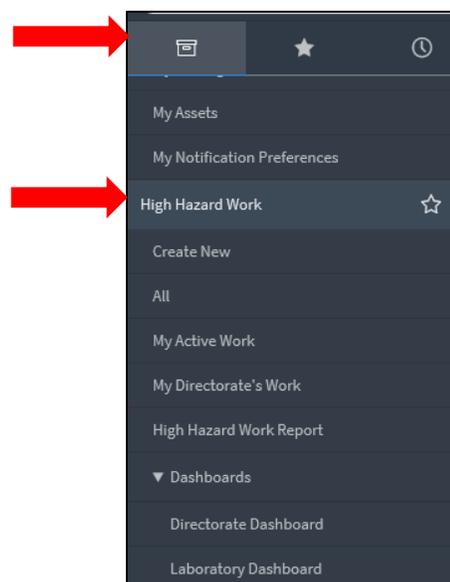
A link to the Vector request for access to the High Hazard Work (HHW) Register is available [here](#).

- (2) At the top of the screen, ensure that "PSC" is selected for Photon Sciences:



- (3) On the left-hand side navigation bar, ensure the "file box" icon is selected and the High Hazard Work menu is expanded.

If the High Hazard Work (HHW) menu is not expanded, single left-click will expand it as shown below:



(4) Select "Create New" under High Hazard Work (HHW) to create a new entry for high risk/hazard work.

(5) Complete fields for the new HHW Register entry. Individual field notes are below the graphic:

Number	<input type="text" value="HHW0001417"/>	* State	<input type="text" value="Identified"/>
* Planned Start Date	<input type="text"/>	* Executing Directorate	<input type="text" value="PSC"/>
Planned End Date	<input type="text"/>	Executing Division	<input type="text"/>
Pre Job Briefing	<input type="text"/>	* Person In Charge	<input type="text"/>
* Recurrence	<input type="text" value="Non-Recurring"/>	Point of Contact	<input type="text"/>
Rigor	<input type="text" value="-- None --"/>	Supporting Divisions	<input type="text"/>

- Number:** Assigned by ServiceNow
- Planned Start Date:** Self-explanatory
- Planned End Date:** Self-explanatory
- Pre-Job Briefing:** Enter a forecasted date for the pre-job briefing to be held
- Recurrence:** Select either Recurring or Non-Recurring based on the nature of the task
- Rigor:** Select the Rigor level (High, Moderate, Low) based on the primary Work Control Document (WCD) citation
- State:** Default state is Identified for an identified and task not started. Can be changed to Execution when work is in progress. States of Complete and Cancelled are self-explanatory.
- Executing Directorate:** Defaults to PSC (Photon Sciences), but can be modified
- Executing Division:** Select the magnifying glass to choose a division executing the work, which is part of the directorate above
- Person In Charge:** Select the magnifying glass to choose the name of the Person In Charge (PIC)
- Point of Contact:** Select the magnifying glass to choose the name of a point of contact other than the PIC
- Supporting Divisions:** Select the magnifying glass to choose from a list of any Argonne division that may be in a supporting role for the work identified as high risk/hazard

* Title	<input type="text"/>		
Description	<input type="text"/>		
WCD Number	<input type="text"/>		
Work Planning & Documents	<input type="text"/>		
* Building	<input type="text"/>	Room Number	<input type="text"/>
Location Details	<input type="text"/>		

**Title:** Complete field with a descriptive line statement of the work being undertaken; avoid generalities. Example of a descriptive task is “Inspect Output Notch Filters of the Booster Dipole Magnet Power Supplies”

**Description:** Available field for providing additional descriptive information about the task.

**WCD Number:** Field for entering the primary WCD bounding the task.

**Caution:** Be sure the WCD number is correct, as the field entry will be appended automatically to a standard URL string, to create a direct link to the specific WCD in Argonne’s WP&C software.

**Work Planning & Documents:** Use this field to add other identifying information and/or unique attributes of the work that makes it high risk/hazard. Other information that would help explain the scope, risks encountered, controls that would be required e.g. LOTO, or a list of additional applicable WCDs is helpful to add in this field.

**Building:** Select magnifying glass to choose from a list of buildings.

**Note:** The 400A area is considered an annex and not a building in the pick list. Building 400 or 400 AREA can be chosen and 400A can be specified in Location Details field below.

**Room Number:** Based on Building selection, choose a Room Number from available pick list options.

**Location Details:** Open text field available for additional explanation e.g. column number in the Experiment Hall, specific area with the accelerator complex such as RF cavity, or any other identifying information related to location.

Notes & Activity	Supporting Information	Documentation	Review
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Watch List  

Comments

Watch List Group 

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**Notes & Activity tab**

**Watch List:**

Click the lock icon to add email address of anyone that should receive notifications of any changes or updates to this entry, beyond the names of the PIC or Point of Contact names added to date.

You can select a person from an Argonne employee list or manually type in an outside email address e.g. "someone@gmail.com".

Clicking the human silhouette with the plus sign simply adds your own Argonne email address to the Watch List.

**Watch List Group:**

Not in use to date. Will be used if an email distribution list is set up at a later date in ServiceNow.

**Comments:**

Open comment field for capturing any notes desirable. Comments logged here are maintained in a running log file format, displayed when the HHW entry is viewed and the Notes & Activity tab is selected.

Notes & Activity	Supporting Information	Documentation	Review
<input type="checkbox"/> For ALD Discussion			
Requesting Directorate: <input type="text"/>		Applicable Hazards: <input type="text"/>	
Requesting Division: <input type="text"/>		Risk Factors: <input type="text"/>	
Management Reviewer: <input type="text"/>		<input type="text"/>	
Group Leader: <input type="text"/>		<input type="text"/>	
<input type="button" value="Submit"/>			

## **Supporting Information tab**

**For ALD Discussion:** Check box that ALD should be notified of this HHW entry. This should be manually check by default since high risk/hazard entries are being loaded into this register.

**Requesting Directorate:** Select the directorate e.g. PSC, PSE, CELS, EGS, etc. that is making the request of PSC resources.

**Requesting Division:** Based on the selection above, choose the most applicable division requesting PSC resources.

**Management Reviewer:** Starting with the June 14<sup>th</sup> release for this application in ServiceNow, this field will be renamed "Management Authorization" and takes the place of the former Management Review/Group Leader in the previous PSC high risk work register.

**Completion of this field (Management Reviewer at present and Management Authorization field starting on June 14 2018), signifies that high risk/hazard/rigor work is authorized to start. This is in addition to completion of the authorization field in the Pre/Post-Job Briefing application.**

By APS WP&C procedure at the time of this writing, high risk/hazard/rigor work (rigor is by applicable WCD classification) is authorized by the Division Director or Associate Division Director.

For CATS, the high risk/hazard/rigor work is authorized by the APS Deputy ALD for Operations.

**Group Leader:** Not used since only high risk/hazard/rigor work will go into the HHW Register.

**Applicable Hazards:** Although documented in the WCD, select the most prevalent hazards from the list of 19 items available in the pick list (magnifying glass icon).

**Risk Factors:** Although documented in the WCD, select the most prevalent risk factors from the list of 12 items available in the pick list (magnifying glass icon).

Notes & Activity | Supporting Information | **Documentation** | Review

Related Documentation	
Description	Document Link (URL)
+ Insert a new row...	

Submit

**Documentation tab**

**Related Documentation:**

This list gives you the ability to note and provide URLs for relevant documents to the HHW entry. Double click on the words *Insert a new row* to add a description of the document. Then double click on the same words under the Document Link (URL) header to add a URL.

**Note:** There is a paper clip icon in the top right corner of the overall HHW entry page where files can be uploaded and attached directly. The Related Documentation table above captures only URLs.

**Review tab** (not used)

Notes & Activity | Supporting Information | **Documentation** | **Review**

For ALD Discussion

Requesting Directorate

Requesting Division

Management Reviewer

Group Leader

Applicable Hazards

Risk Factors

Submit 

**Be sure to select the Submit / Save button when the HHW entry is filled out, in order to save the entry! This appears at the bottom-left of the screen as shown above, or in the top-right corner of the screen.**

## (B) Modifying a HHW Register Entry

(1) If not already logged in, log into the ServiceNow HHW Register by clicking [here](#).

If you have login or access issues and have an Argonne user ID and password, access is granted by completing a Vector request.

A link to the Vector request for access to the High Hazard Work (HHW) Register is available [here](#).

(2) At the top of the screen, ensure that "PSC" is selected for Photon Sciences:



(3) Click on the HHW entry you wish to modify, e.g. HHW0001083 as shown below:

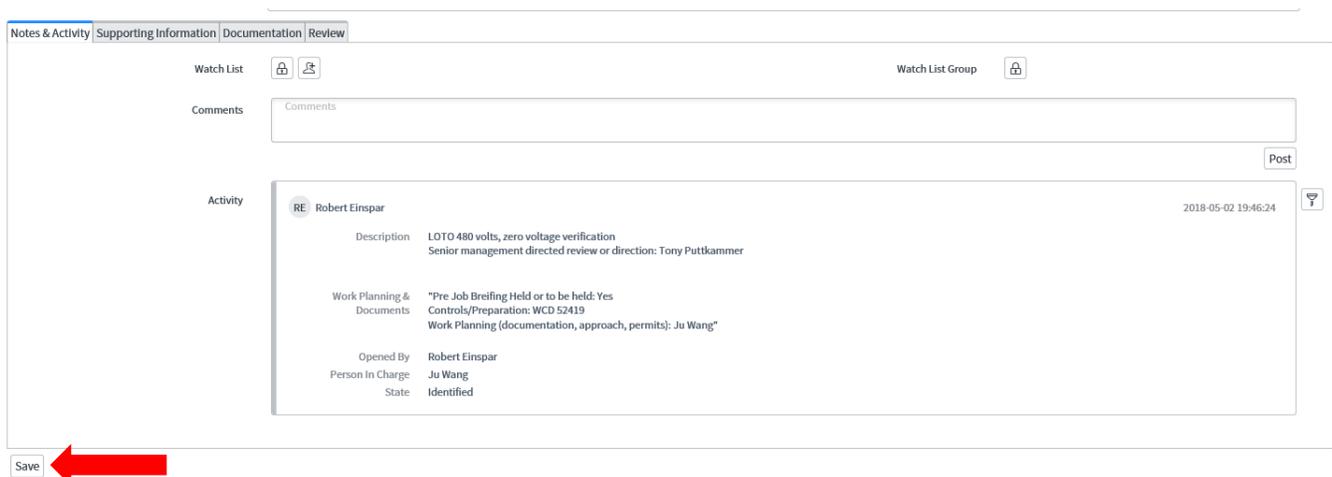


The screenshot shows the 'High Hazard Work Directorate Dashboard' with a table of HHW entries. A red arrow points to the entry with Number HHW0001083. The table has the following columns: Number, Title, State, Recurrence, Executing Directorate, Executing Division, Person In Charge, and Planned Start Date.

Number	Title	State	Recurrence	Executing Directorate	Executing Division	Person In Charge	Planned Start Date
HHW0001083	Inspect output notch filters of the Booster dipole magnet power supplies	Identified	Non-Recurring	PSC	ASD	Ju Wang	2018-04-09
HHW0001084	Discharge test of Argonne wakefield kicker	Identified	Non-Recurring	PSC	ASD	Douglas Horan	2018-04-12
HHW0001082	Troubleshooting RF2 Klystron sideband instability	Identified	Non-Recurring	PSC	ASD	Douglas Horan	2018-04-16

(4) Once HHW entry opens, modify fields as appropriate.

(5) **Be sure to select the Save button when the HHW entry updated, in order to save the entry! This appears at the bottom-left of the screen as shown below, or in the top-right corner of the screen.**



The screenshot shows the details of an HHW entry. The 'Save' button is located at the bottom-left of the screen, highlighted with a red arrow. The page includes tabs for 'Notes & Activity', 'Supporting Information', 'Documentation', and 'Review'. The 'Activity' section shows a recent activity by Robert Einspar on 2018-05-02 19:46:24. The 'Comments' section is empty. The 'Watch List' and 'Watch List Group' sections are also visible.

### (C) Customizing View of HHW Register for Directorate Work Listing

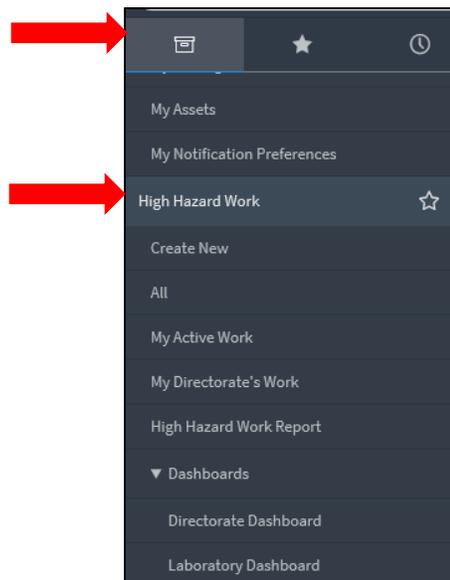
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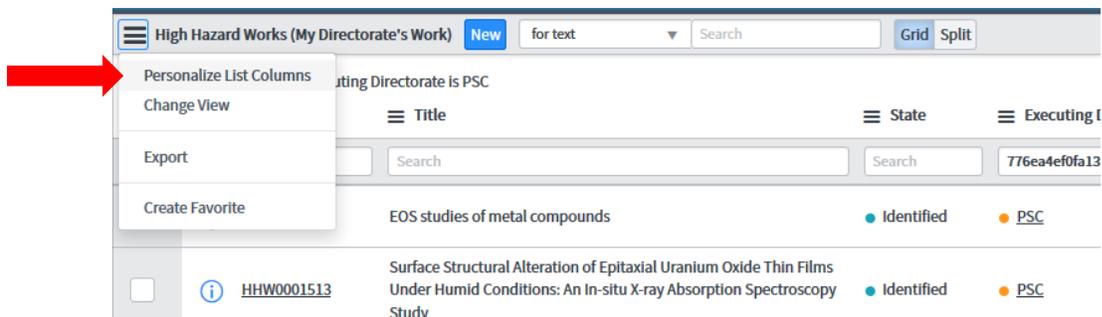
(2) On the left-hand side navigation bar, ensure the “file box” icon is selected and the High Hazard Work menu is expanded.

If the High Hazard Work (HHW) menu is not expanded, single left-click will expand it as shown below:



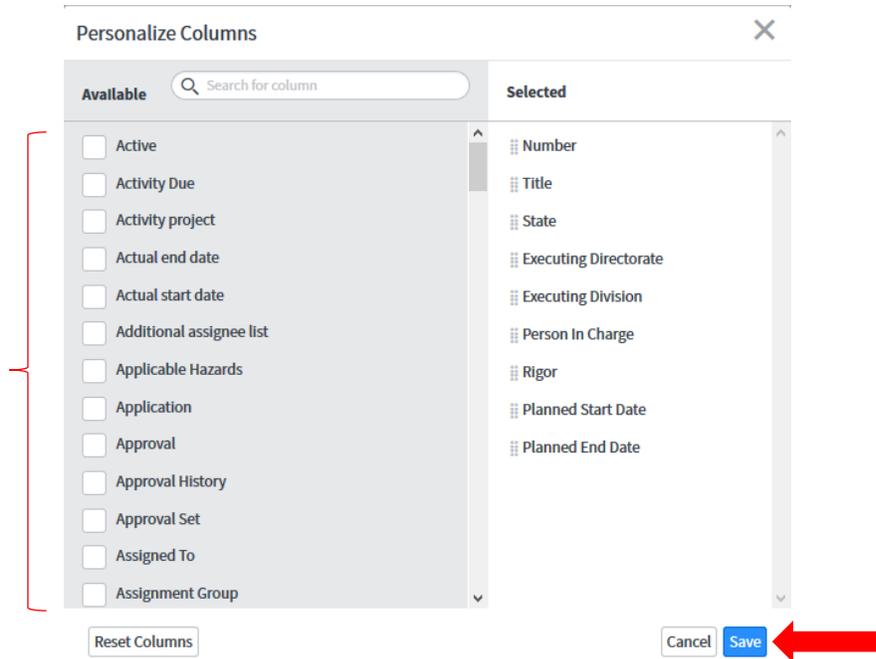
(3) Click on “My Directorate’s Work” to display a table listing of all HHW entries for PSC to date.

(4) In the top-left corner of the page, click on menu icon as shown below and then select “Personalize List Columns”



- (5) Select the column headings from the list on the left-hand side by selecting the checkbox next to the name of the field.

When finished selecting columns to add to your display, select the “Save” button.



- (6) The selected columns will now show up in your default view when selecting “My Directorate’s Work”.

An example is shown below where the “Rigor”, “Planned Start Date” and “Planned Finish Date” columns were added for display (table further sorted by Planned Start Date descending).

High Hazard Works (My Directorate's Work) <span>New</span> <input type="text" value="for text"/> <input type="button" value="Search"/> <input type="button" value="Grid"/> <input type="button" value="Split"/>											
All > Active = true > Executing Directorate is PSC											
<input type="checkbox"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="776ea4ef0fa13a00abe12cat"/>	<input type="button" value="Search"/>						
<input type="checkbox"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>
<input type="checkbox"/>	<input type="button" value="i"/>	HHW0001512	EOS studies of metal compounds	<input type="button" value="Identified"/>	<input type="button" value="PSC"/>	USR	<input type="button" value="JK"/>	Jae-Hyun Klepeis	<input type="button" value="High"/>	2018-06-12	2018-06-13
<input type="checkbox"/>	<input type="button" value="i"/>	HHW0001513	Surface Structural Alteration of Epitaxial Uranium Oxide Thin Films Under Humid Conditions: An In-situ X-ray Absorption Spectroscopy Study	<input type="button" value="Identified"/>	<input type="button" value="PSC"/>	USR	<input type="button" value="JS"/>	Joanne Stubbs	<input type="button" value="High"/>	2018-06-09	2018-06-11
<input type="checkbox"/>	<input type="button" value="i"/>	HHW0001511	Isothermal compression of HE materials	<input type="button" value="Identified"/>	<input type="button" value="PSC"/>	USR	<input type="button" value="DG"/>	David Goldberger	<input type="button" value="High"/>	2018-06-07	2018-06-09