

Memorandum

Maddie Schoell
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Date: July 14, 2022
To: Todd Sullivan, AD Operations
Joe Compton, AD Operations
From: Maddie Schoell, RPO Department Head
Re: Written Authorization for MCR to Issue Radiation Area Fence Access Keys Without Contacting the RSO During 2022 Shutdown Period

Message:

The Radiation Area Fence Access key is normally issued by the MCR after obtaining RSO authorization. This memorandum is a Written Authorization for the MCR Crew Chief or designee to issue the Radiation Area Fence key without contacting the RSO during the 2022 shutdown.

While beam is off during the 2022 shutdown (i.e., there is no Beam Permit/Running Condition for the beamline), it is acceptable for the MCR to issue this key directly to requestors without contacting the RSO for each request under the following conditions:

1. The area to be entered is an outdoor locked Radiation Area fence.
2. The purpose of the access is PM or repairs of air handling units, mowing or landscape maintenance of berms, or Alignment Group topographic and elevation surveys, for example.
3. The requestor is a trained Radiological Worker.
4. The requestor confirms that all of the workers entering the Radiation Fence area with the requestor are all Radiological Workers.
5. The requestor reads & signs the RWP, and ensures that all requirements are followed by them and all other workers entering the Radiation Fence area.
6. Beam is not operating in an area protected by the fence (e.g., Linac and MTA/ITA berm).
7. The MCR documents the issuing of the key in the MCR eLog.

The MCR may refuse to issue the Radiation Area Fence Access key for any reason and contact the RSO for further consultation and seek RSO approval at any time. Some examples of reasons to refuse issuing the key may include the following:

- The requestor is unclear about where they want to go or what they want to do.
- The requestor is unclear about who is going with him/her or isn't sure whether all of the persons in their work group are trained Radiological Workers.
- The MCR Crew Chief or designee would prefer to have the RSO give the approval.

This Written Authorization expires upon resumption of beam operation following the 2022 shutdown, or is rescinded by an RSO.

CC: Mike Lindgren, Alexander Valishev, Paul Czarapata, Matt Quinn, Ben Russell, DSOs