

MEMORANDUM

To: Distribution

From: Matthew Poelker

Subject: Addendum to UITF Operations Directives

Date: August 30, 2022

This addendum to the UITF Operations Directives more clearly describes the Beam Authorization process related to accelerator operations – how beam authorization is granted and rescinded. Changes are shown highlighted yellow.

The URL for the UOD and this addendum is:

https://wiki.jlab.org/ciswiki/index.php/UITF_Official_Documents

Matthew Poelker
UITF Facility Manager

1.2 Program Authorization

The DOE Site Office has authorized JLab to perform routine operations of the UITF within the safety envelopes listed in the *UITF Accelerator Safety Envelope (ASE)* (see Section 1.1.2 on page 1-4). Before granting operations authorization, the DOE carried out a rigorous review process (see Figure 1-2, below) as specified in *DOE Order 420.2C, Safety of Accelerator Facilities*.

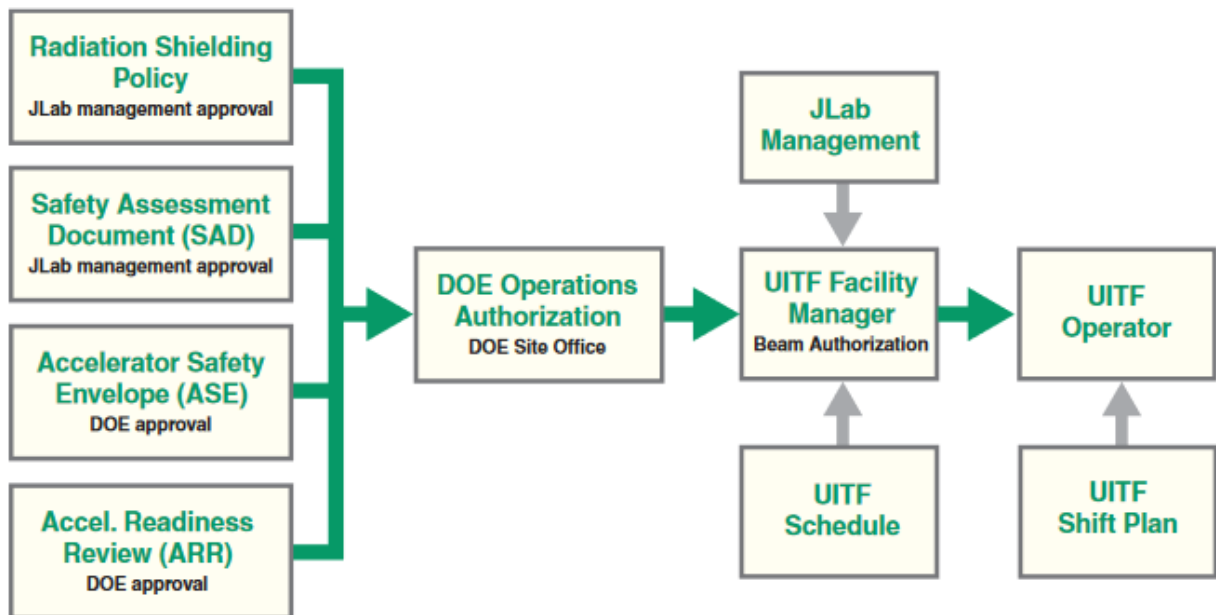


Figure 1-2: UITF Program Authorization

To meet the review requirements, JLab prepared a *Radiation Shielding Policy* and a *Safety Assessment Document* that conformed to DOE standards; these documents were approved by JLab management. JLab also prepared an *Accelerator Safety Envelope* document, which was approved by the DOE. With these required documents in place, an *Accelerator Readiness Review (ARR)* verified that all conditions for safe operations had been met, and the DOE subsequently authorized UITF operations. A copy of the DOE letter authorizing UITF operations is posted in the UITF Control Room.

The UITF program is developed by the UITF Facility Manager in consultation with JLab senior management. The UITF Facility Manager authorizes the UITF Operator to carry out the UITF program as specified in the *UITF Shift Plan* (see Section 1.4.2 on page 1-11). Before beam is run in the UITF, the UITF Facility Manager consults with the CEBAF Director of Operations to obtain *Beam Authorization*. The Director authorizes operations and updates the Beam Authorization Tool. The Facility

Manager confirms the authorization status and makes an entry in the *UITFLog* to that effect.

When the MeV beam program at UITF has concluded, the UITF Facility Manager consults with the CEBAF Director of Operations to rescind *Beam Authorization*, and makes a corresponding logbook entry in the *UITFLog*.

3.6.5 Record Keeping

Accurate record keeping is an essential part of UITF operations and is required for both administrative and technical reasons. UITF operations record-keeping documents include the *UITFLog* and *Radiation Control Log*. Requests for additional record keeping by the control room staff should be directed to the UITF Facility Manager.

The UITF Operator is responsible for on-shift record keeping. The UITF Operator must enter and review these records frequently to ensure that entries clearly and accurately describe shift activities.

3.6.5.1 *UITFLog*

The *UITFLog* is the sequential record of the events occurring during the operation of the UITF. All information must be entered promptly, since delays often lead to incomplete or inaccurate entries. All entries require the date, time and name of the person making the entry. The *UITFLog* is a computer based electronic log book which can be accessed from <https://logbooks.jlab.org>

3.6.5.1 *Beam Authorization UITFLog* entries

Beam authorization at UITF is coordinated between the UITF Facility Manager and the CEBAF Director of Operations. Official UITF *Beam Authorization* status is documented using the *Beam Authorization* tool and via *UITFLog* entries posted at the beginning and end of each run period which indicate permission to make MeV beam, and permission rescinded, respectively.