

Advanced Photon Source

User Policies and Procedures

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ICMS Content ID:	APS_1410274
Procedure #:	3.1.07
Revision #:	2
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Beamline ESH Programs

Changes made in this revision:

- Changed Review Period to 3 years
- Added XSD Deputy Division Director and PSC/ESH-QA Coordinator as approvers; removed APS Director as an approver
- At the bottom of page 2, changed the assignment for line management for safety for the CATS from the “AES Division Director” to the “Deputy ALD-Science

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POLICY

This policy applies to each partner user group that has the responsibility of operating a beamline at the APS, including Collaborative Access Teams (CAT), Collaborative Development Teams (CDT) and the APS X-ray Sciences Division's X-ray Science Division (XSD) groups.

Each of these partner user groups is responsible for providing a safe workplace and for working in an environmentally sound manner. Each group shall manage the risks its activities pose to personnel, the environment, and APS facilities by:

- anticipating, identifying, and evaluating hazards,
- reducing recognized risks to acceptable levels, and
- ensuring activities meet applicable APS/ANL/DOE safety standards.

These activities are collectively referred to as the *beamline safety program* and the document describing these efforts is referred to as the *beamline safety plan*.

Each partner user group operating a beamline:

- Shall allocate the resources required to support an effective beamline safety program,
- Document its safety program, providing copies of the safety plan to the APS User Safety Officer,
- Notify the User Safety Officer of changes in the personnel assigned to carry out safety roles defined in the safety plan,
- At least once every twelve months, review the safety assignments and, as appropriate, reassign responsibilities or create new roles, and
- At least once every thirty-six months, review and, as necessary, revise the program and plan to keep them commensurate with the group's activities.

The CAT/CDT/XSD Director shall be assigned the primary responsibility for ensuring that an effective program is in place and for ensuring that the beamline safety plan accurately describes what the group intends to do and how it intends to do it. The APS recognizes the prerogative of the CAT/CDT/XSD Director to delegate the day-to-day management of responsibilities to other individuals and encourages each partner user group to do so, as delegation can help build a safety organization that will be able to more effectively formulate and implement safety policies and procedures.

Safety is a line management responsibility at Argonne:

- For XSD, the chain is from the beamline personnel, the XSD Associate Division Director, to the XSD Division Director.
- For CATs and CDTs the chain is from the beamline personnel, to the CAT/CDT Director, to the Deputy ALD-Science.

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The safety plan shall:

1. Define the key roles that must be carried out to effectively implement the safety program, listing the responsibilities associated with and naming the individual assigned to each role,
2. State that the CAT/CDT/XSD Director assumes line management responsibility for safety.
3. Identify the CAT/CDT/XSD safety representative (the safety representative is the primary point of contact with the APS on safety issues).
4. Indicate that the partner user group shall conduct its activities in a manner that conforms to the environment, safety, and health requirements of Argonne National Laboratory and the Advanced Photon Source. In part, this requires that, except as provided for by variance, the group complies with the policies and procedures made mandatory in the:
 - [Argonne Lab Management System procedures](#) (contact APS or beamline ESH personnel if you need assistance) and
 - APS User Policies and Procedures relating to environment, safety and health
5. Affirm the partner user group's willingness to cooperate with APS, ANL, and DOE representatives engaged in oversight activities.
6. Acknowledge that the APS has the authority to order a halt to activities that the APS, or other entities with oversight responsibilities, deem unsafe or not in compliance with requirements.
7. State that the partner user group will comply with the APS User Policy and Procedures covering radiation safety shielding configuration control.
8. In the pre-MOU version of the plan, state that the partner user group will accept APS-designed safety interlocks and will allow the APS staff to install these on the beamlines and other experimental facilities as appropriate.
9. Affirm that the partner user group will carry out an experiment safety review program that conforms to the requirements set forth in the APS User Policy and Procedure covering the subject.
10. Commit the partner user group to obtaining review by, and written approval from, the AES Division Director before changing its operations, facilities, equipment, or procedures in a way that might reasonably be thought to increase the risk of significant adverse impact on APS facilities, the environment, or any person.

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DOCUMENTS/RECORDS CREATED BY THIS POLICY

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

Description of Document/Record (include ID number, if applicable)	Custodian	Storage Location and Medium	Retention Requirement
Beamline ESH Program Description	APS User Safety Officer	APS Integrated Content Management System	Until superseded

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://www1.aps.anl.gov/Document-Central/APS-Policies-and-Procedures-Comment-Form>