

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-033, R2-001**

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:

- 1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
- 2) minor, and do not warrant Department Head review.

Person Requesting Change: Jerry Levine Phone Ext: 3439
Department Name: ES&H
Document Number: P-033 Revision No.: 2
Document Title: Authorized Entry Under Normal Operations & Emergency Closure

Reason for change:

Minor changes from 3-year review

Change description: (Summarize and attach changed pages, with changes clearly indicated)

- Initiated by: changed ESH&S to ES&H (organization change)
- 2nd Paragraph: changed “film badge” to “dosimeter” (accurate terminology)
- 4th paragraph: changed “certified” to “trained” (more appropriate wording regarding GET and area requirements).

1. Does this TCR significantly alter the intent or scope of the document? YES: _____ NO: **X**
2. Does this TCR significantly impact **ES&H**? YES: _____ NO: **X**

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

J. Levine _____ 2/1/16
Department/Division Head Approval **Date**

J. DeLooper _____ 2/3/16
Head, Best Practices and Outreach/designee **Date**

Release/Effective date of this TCR: 2/4/16

Incorporate this TCR into next revision of this document? YES: **X** NO: _____

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	POLICY		No. P-033 Rev 2 page 1 of 1
		Subject: AUTHORIZED ENTRY UNDER NORMAL OPERATIONS AND EMERGENCY CLOSURE	Effective Date: January 25, 2013	Initiated by: Head, ES&H
		Supersedes: P-033, Rev. 1 Dated 10/24/93	Approved: Director	

It is PPPL Policy that only trained persons with legitimate business, or approved visitors, shall be permitted to enter C and D Sites. This includes visits by business representatives for purposes related to the laboratory's mission; and the general public for the purpose of providing fusion energy information to community residents. Visits by acquaintances and/or relatives for any other reason are to be kept at a minimum.

The hazards in technical areas can be significant. No untrained person shall enter any technical area unless that entry is authorized by a trained PPPL person. The untrained person(s) shall be escorted by a trained person at all times in that technical area. While escorting, the trained person shall not perform other duties. Safety requirements and special requirements of the area, such as the wearing of personal protective equipment or a dosimeter, shall be met.

TCR-P-033,R2-TCR-001

Technical areas are defined as laboratory, control rooms, shop research, and support equipment areas. Non-technical areas include the parking lots, lobbies, offices, meeting rooms, cafeteria, auditorium, and other areas where the hazards are not greater than those encountered in normal life. General safety rules shall be observed in all non-technical areas.

A trained person is a PPPL staff member, contractor, or authorized collaborator who is currently trained in General Employee Training (GET) and the requirements of the area to be entered.

TCR-P-033,R2-TCR-001

Emergency closure:

In the event that the Laboratory is closed due to inclement weather or other emergency, no one will be granted access to the PPPL site for the duration of the emergency unless they have been specifically designated as essential for said emergency.

In general, employees will be designated as essential due to the routine critical activities they perform (e.g., Emergency Services, boiler or cryogenic operations) or necessary activities resulting from the emergency conditions. For the latter, employees will be designated, either before or during the closing, per the PPPL Incident Command System (typically by the Incident Commander or ORPS Facility Manager).

The list of essential personnel will be maintained by the Site Protection Division.