

Subject: Computer Center Work Control	Effective Date: August 28, 2015	Initiated by: Stacia Zelick Head, Information Technology & CIO
	Supersedes: Rev. 1 dated 9/5/08 and TCR-001	Approved: Stewart Prager Director

Management System (Primary): 06.00 Information Technology
Management System Owner: Head, Information Technology & CIO
Management Process: 06.12 Operations (Computer Center)
Process Owner: Head, Information Technology & CIO
Subject Matter Experts (SMEs): Head, Systems and Network Engineering; User Support and Operations Supervisor

Applicability

This procedure applies to work performed in the PPPL Computer Centers.

1. Fusion Computational Center (FCC)
2. Plasma Physics Laboratory Computer Center PPLCC)

Introduction

This procedure describes the requirements and steps to follow when working in the PPPL Computer Centers. (Fusion Computational Center - FCC & Plasma Physics Laboratory Computer Center – PPLCC) Before any work is started in these areas, the Authorized Technical Individual (ATI) / Cognizant individual (COG) will inform a Computer Operations management member of the intended work to be performed that day and obtain written reviews and approvals as required by this procedure. A pre-job briefing will be conducted with all participants. The COG and all workers are required to sign the Job Hazard Analysis (JHA) logbook indicating they have read the JHA and ENG-039 documentation.

Procedure

Responsibility

Action

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| <p>Authorized Technical Individual (ATI) / Cognizant Individual (Cog)</p> | <ol style="list-style-type: none"> 1. Informs Computer Operations management of the intended work to be performed. 2. Completes and obtains approval of a PPPL Job Hazard Analysis Form. 3. Reviews the job with the Computer Center Supervisor to coordinate the work activities prior to commencing work and prior to each day’s activities. 4. Reads the “Specific Requirements for Working in a PPPL Computer Center” (Attachment 1). Briefs all workers on these requirements prior to commencement of work. |
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| Computer Center Supervisor | 5. Ensures that all Computer Center staff are aware of work activities to be performed for the job and prior to each day. |
| Authorized Technical Individual (ATI) / Cognizant Individual (Cog) | 6. Assures all workers comply with the requirements of the JHA form, and Attachment 1.

7. Informs the Computer Center Supervisor when work on the job has been completed and cleans the job site.

8. Closes out JHA form. |

References

Procedure ESH-004, Job Hazard Analysis

Training (Section Required for All Procedures)

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| Head, Systems and Network Engineering | 1. Specifies and ensures completion of the appropriate training methods and means (below) and obtains concurrence of the Management System Owner and the Management Process Owner.

A. Target Audience: <u>Computer Operations Workers</u>
Instructor: <u>Head, Systems and Network Engineering or User Support and Operations Supervisor</u>
Training Method:
<u>X</u> Briefing of Computer Operations Workers and ATIs/Cogs of the requirements for working in a computer center per this procedure.
Frequency:
<u>X</u> Once only |
| Head, Best Practices or designee | B. Distributes this procedure to supervisors via email upon revision or change to this procedure. |
| Head, Systems and Network Engineering | 2. Notifies the Human Resources Training Office of the training so that they will be aware of the training requirements and be able to provide assistance and guidance in the course development, implementation, tracking, and maintenance. |

Records Requirements Specific To This Procedure

There are no additional records from this procedure. JHA records requirements are covered by ESH-004.

Attachment

- 1 – Specific Requirements for Working in a PPPL Computer Center

Specific REQUIREMENTS FOR Working in a PPPL Computer Center

Note: Before any work is started in a computer center, the Authorized Technical Individual/Cognizant Individual will inform a member of the Computer Operations Management staff of the intended work to be performed that day.

Work Planning Requirements

1. An approved Job Hazard Analysis Form must be completed and all involved workers must review and sign the JHA.
2. Review job with Computer Center Supervisor.
3. All under floor cable runs will be reviewed by the ITD Operations Head and must follow either walk, hot or cold aisles whenever possible.
4. All personnel working in the center must be made aware of the correct exits in case of emergency.
5. All electrical work must be reviewed and approved by AC Power.

Work Conduct Requirements

1. When drilling into concrete, a HEPA rated vacuum will be used to prevent dust from spreading throughout the entire computer center. (Computer Center personnel can make one available)
2. There will be no cutting of materials in the computer center unless absolutely necessary and approved by Information Technology Department (ITD) management. A HEPA rated vacuum will be used to prevent dust and fillings from spreading throughout the entire computer center i.e. metal or plastic pipe. All cutting will be done outside the computer center. After cutting of any material, care will be taken not to track any filings back into the computer center.
3. When floor tiles are removed to perform work or for any reason, barricade tape and safety cones will be used to cordon off the work area. Signage must be clearly marked and able to be read from six (6) feet away. Tiles should be replaced at the earliest opportunity and tested for fit and relation to adjoining tiles to eliminate ridges.
4. Before a floor tile can be removed and cut or relocated, another floor tile must be available for installation and the hole not left open.
5. If a floor tile has been sent out to be cut either with a band saw or by the water jet cutter, an inspection of the tile must be done to insure no residue was left behind on the tile(s) due to the cutting. The tile should be power washed and dried before installation in the computer center. Example: garnet fibers from the water jet machine

Specific Requirements for Working in a PPPL Computer Center**Attachment 1**

6. If a floor tile is removed by an exit door, a co-worker or supervisor must be stationed by that exit until the hole is once again covered.
7. All floor tiles removed to allow cabling under the floor must be stacked in a location away from the work area and caution tape applied to indicate danger.
8. When work has been completed for either that day or the requirements of the job have been met, the work area will be left clean with no tools or material left lying around. Tools for the next day can be stored in the proper toolbox and material stacked neatly.
9. When new circuits are installed or existing ones modified all panel drawings must be updated and sent to Drafting. All circuit breakers not in use will be left in the off position.
10. Proper eye protection, gloves and safety shoes will be worn as required.
11. All work performed in any computer center will be done safely.

Note: If there are any questions concerning this policy, please direct them to the Computer Center Supervisor, ITD Operations Support Head or any member of the Computer Operations Staff.