

# TEMPORARY CHANGE REQUEST

TCR NO. TCR-PER-006,R3-003

(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: Kitta MacPherson Phone Ext: 2755

Department Name: Communications and Media Relations

Document Number: PER-006 Revision No.: 3

Document Title: PPPL Guided Tour Program and Escort Responsibilities

**Reason for change:**

Minor changes as a result of 3 year review  
Update Department name  
Add Management System, Training and Record Retention requirements

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

Added required Management System, Training and Record Retention sections  
Changed Department name to Communications and Media Relations

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:

Kitta MacPherson  
Department/Division Head Approval

2/10/2015  
Date

John DeLooper  
Head, Best Practices and Outreach/designee

2/11/2015  
Date

Release/Effective date of this TCR: 2/12/2015

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

<b>PPPL</b>	<b>PRINCETON PLASMA PHYSICS LABORATORY</b>	<b>PROCEDURE</b>	<b>No. PER-006 Rev 3 page 1 of 4</b>
	<b>Subject:</b>  <b>PPPL Guided Tour Program and Escort Responsibilities</b>		<b>Effective Date:</b>  <b>July 20, 2004</b>
		<b>Supersedes:</b> Revision 2, dated 3/15/99	<b>Initiated by:</b>  Director, Communications & Media Relations
			<b>Approved:</b>  Director

**TCR-PER-006,R3-003**

**Management System (Primary): 11.00 Communications**  
**Management System Owner: Director, Communications & Media Relations**  
**Management Process: 11.08 Tours**  
**Process Owner: Director, Communications & Media Relations**  
**Subject Matter Expert (SME): Director, Communications & Media Relations, Communications Specialist**

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### Applicability

This procedure is applicable to operations on C and D Sites.

### Introduction

PPPL management recognizes the value of informing the public of the Laboratory's mission, accomplishments, and scope of work. The Communications and Media Relations Department has established a guided tour program for visitors. This procedure describes the responsibilities and requirements for Communications & Media Relations and PPPL staff who volunteer to conduct guided tours.

### References

GEN-008 Coordination of Visits and Assignments to PPPL and Site Access Requirements

### Definitions

*Guided Tour* One or more people being escorted on a visit through Experimental Areas. Guided Tours might be formal or informal tours.

*Formal Tour* A visit that is arranged through Communications and Media Relations for any general group of people, or a specific organization, escorted by a tour guide.

*Informal Tour* A visit by PPPL employee relatives or friends escorted by the employee. Informal tours may be conducted by any employee who has passed the required courses and has received permission from Communications and Media Relations.

*RCA* "Radiologically Controlled Area" as designated by Health Physics.

### Responsibility

Communications Specialist or Designee

### Action

1. Make arrangements and notifications for PPPL site access and badging per procedure GEN-008.

2. Provides orientation for new guides, including tour guide rules, use of Audio/Visual equipment, and available support material.
3. Schedules formal tours with the requestor via telephone or e-mail and confirms with a "Letter to Tour Requestor" (see Attachment 2).
4. Sends out periodic updates of scheduled tours via e-mail to pertinent personnel from NSTX and other experimental areas (i.e., shift supervisors, construction managers, etc.)
5. Procures the appropriate number of Tour Guides for each tour and checks that the Tour Guide (s) is qualified.
6. Schedules conference room for the introductory talk/video as required.
7. Confirms with the Project(s) which areas are open for touring prior to the tour, and conveys this information to the Tour Guide(s).
8. Orders the "RCA Escort Authorization Form" (see Attachment 3) and, if needed, tour group film badge dosimeter (s) from Health Physics (HP). The PPPL host for a tour group or visitor(s) is responsible for picking up the badge from HP. Communications and Media Relations is the host for tours requested directly from groups or individuals outside the Lab. TCR-PER-006, R3-003
9. Ensures that adequate numbers of handout material, located in the Lobby Display, are available for distribution to tour members.
10. Sends an e-mail reminder or makes a telephone call to the tour guide(s) prior to start of tour to allow sufficient time for preparation.

Communications  
Specialist or Designee

Tour Guides/Escorts

11. Ensures that a personal film badge dosimeter has been obtained if one of the tour stops (TFTR) requires the badge.
12. Ensures that personal ID card is programmed for entry to all possible tour areas.
13. Ensures that all members of the tour sign in on the "RCA Escort Authorization Form" or "Visitor's Log." TCR-PER-006, R3-003
14. Ensures that if a visitor film badge dosimeter(s) is needed, it is worn by the tour guide or one member of the tour group, and that the "RCA Escort Authorization Form" indicates the film badge number assigned to individuals of the group.
15. Ensures that tours do not enter any known, or posted, unsafe areas; that tour members do not violate any rules of the areas being toured;

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and that the tour does not interfere with on-going work. (Check with the D-Site Shift Supervisors/Managers before proceeding into the Test Cells).

- 16. a. Ensures that a copy of the signed "Visitor's Log" is given to the Security Office; and
  - b. Returns radiation film badges to Health Physics along with the "RCA Escort Authorization" form signed by the tour guide (s). The form must also include the signatures of the individuals in the tour group or include an attached log of signatures.
  
- 17. Ensures the SAFETY and appropriate CONDUCT of tour participants.

**Training (Section Required For All Procedures)** TCR-PER-006, R3-003

- Author
- 1. Specifies the appropriate training methods and means (below) and obtains concurrence of the Management System Owner and the Management Process Owner.
    - A. Target Audience:** Tour Escorts \_\_\_\_\_
    - Instructor:** Communications Specialist \_\_\_\_\_
    - Training Method:**
      - Briefing
    - Frequency:**
      - Annual
- Management System Owner or Designee
- 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** TCR-PER-006, R3-003

Records Custodians must assure records are maintained as follows:

Record	Record Custodian	Location	Retention Time
Letter to Tour Requestor	Communications Specialist or Designee	Communications and Media Relations	Destroy when 2 yrs old <i>Reference: Admin 12 Communications Records (2.a)</i>
RCA Escort Authorization Form	Health Physics	Health Physics	Retention per HP Records Matrix Schedule
Visitor Log	Site Protection	Site Protection Security Office	Destroy 2 yrs after final entry <i>Reference: Admin 18 Security, Emergency Planning &amp; Safety Records (20.a)</i>

**Attachments:**

- 1 - Tour Rules
- 2 - Typical Letter to Tour Requestor
- 3 - Sample RCA Escort Authorization Form

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	<b>Tour Rules</b>		<b>Attachment 1</b>

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1. All guides for formal PPPL tours are volunteers who have passed the Radiation Safety, Basic Electrical Safety, Lockout/Tagout, and complied with specific Project Requirements to enter an experimental area (NSTX, NCSX, etc.). If a tour guide is not fully qualified for an experimental area, then another qualified individual must accompany the tour guide for that portion of the tour (e.g., escort in the NSTX Test Cell).
2. All tour guides must have a personal film badge dosimeter.
3. One guide should be assigned for each 20 visitors.
4. If the group is touring TFTR or areas requiring dosimeters, there must be one film badge dosimeter for every 20 people.
5. Secondary school and college tours are normally conducted Monday through Friday; 9:00 AM to 2:30 PM.
6. School tours are geared for students of high school level and above. Elementary and Middle School tours are usually for classmates of children of PPPL personnel and are conducted on the same schedule as other school tours. Other Science Education programs, such as in-school demonstrations, may be arranged as a more beneficial alternative for Elementary and Middle Schools.
7. Open-toed shoes should not be worn.
8. Sandals should not be worn.
9. No high-heeled shoes.
10. No briefcases or packages.
11. Pacemaker wearers will not be allowed to visit Experimental Areas of the Laboratory that are posted with signs that warn against wearing pacemakers in the area. These areas include the D-Site Test Cell Basement, NSTX Test Cell, and TFTR Test Cell. (Posted areas may change depending on operational conditions and equipment modifications.)
12. Hardhats are required in the TFTR and NSTX Test Cells and may be necessary in other experimental areas.
13. Cameras and tape recorders are permitted.

**AREAS OPEN FOR TOURING:**

**NOTE:** the areas listed are open for touring only when the tour will not interfere with operations

**LSB:** Lobby, Auditorium or Commons, Visitor's Gallery, Control Room

**D-Site:** Mock-up Building, TFTR Test Cell (Also requires approval of Shift Supervisor, hard hats, radiation qualified escort, film badge), and NSTX Test Cell (Also requires approval of Shift Supervisor and hard hats).

**C-Site:** L-wing

Other areas may be arranged via Information Services

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	Typical Letter to Tour Requestor		Attachment 2
			<b>TCR-PER-006, R3-003</b>

Date

Mr./Ms. \_\_\_\_\_,

Your tour of the Princeton Plasma Physics Laboratory (PPPL) for \_\_\_\_\_ (number in group and name of group or school) is scheduled for \_\_\_\_\_ (date and time).

Please be advised of the following for the tour:

- Cameras and tape recorders are permitted and encouraged. However, no briefcases or packages are allowed on the tour.
- No high-heeled shoes, open-toed shoes, or sandals.
- Radiation monitoring may be performed of your group as required by U.S. Department of Energy (DOE).
- Hard hats will be provided as required.

**Additionally, heightened security measures are in effect at PPPL, a federal facility. Upon arrival, all adult visitors must present a government-issued photo I.D., for example, a passport or a driver's license.**

**Non-U.S. citizens must present a photo I.D., and provide the following information: citizenship, date of birth, and place of birth.**

**For the welfare of both our staff and visitors, PPPL security staff retains the right to inspect vehicles and personal packages such as briefcases, satchels, bookbags, and purses.**

Groups begin in our main office building — the Lyman Spitzer Building — and after an introductory presentation, walk to the experimental areas, about one-third of a mile round-trip. If you will need special accommodations for getting from our main office building to the experimental site, please let me know ahead of time. We look forward to your visit and the opportunity to talk with you about the research being conducted here at the Princeton Plasma Physics Laboratory. Maps and directions to our Laboratory are available on the web at [http://www.pppl.gov/about\\_pppl/pages/driving\\_instr\\_pppl.html](http://www.pppl.gov/about_pppl/pages/driving_instr_pppl.html)

Sincerely,

PPPL Tour Program  
Information Services

Sample form, Contact Health Physics to obtain current form.

<b>RCA Escort Authorization</b>		<input type="checkbox"/> Work <input type="checkbox"/> Tour
Escort's Name: _____		
PPPL Address: _____		
PPPL Extension: _____		
Radiation Safety Qualified?: <input type="checkbox"/> yes <input type="checkbox"/> no		Date badge(s) to be returned by:
Expiration Date: _____		
<b>Individuals Escorted for Work Purposes</b> <small>Tours see reverse side.</small>	<b>Radiologically Controlled Areas to be entered:</b>	
<small>Each of these individuals must complete a <i>Temporary Dosimeter Application</i>. Tour participants must complete reverse side.</small>		
HP Comments: _____		
HP Approval: _____		
Health Physicist		Date
<b>Escort Responsibility</b>		
<p>The purpose of requiring radiation safety qualified escorts at PPPL is to minimize the risk of unnecessary radiation exposure to individuals working at, or touring, the facility. You are responsible for ensuring that the individuals named on this form abide by all requirements pertaining to entry into any areas that require personnel radiation monitoring. You must accompany the named individuals while in the specified areas at all times during the work assignment or tour. You must read, sign, and adhere to all Radiation Work Permit (RWP) requirements (excluding radiation safety training for escorted individuals). If you are escorting a tour group, you may sign the RWP for the entire group; however, each individual who is working at the facility must sign the RWP. You must adhere to any additional requirements (such as bioassay) as specified by Health Physics. As an escort, you must wear your own current radiation dosimeter.</p>		
<p><i>I understand and accept my responsibilities as an escort for the individuals named on this form into all specified locations.</i></p>		
Signature of Escort		Date