

# TEMPORARY CHANGE REQUEST

TCR NO. **P-013, R1-001**

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: John DeLooper**

**Department Name: Best Practices and Outreach**

**Phone Ext:**

**Document Number: P-013**

**Revision No.: 1**

**Document Title: Use of Procedures**

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**Reason for Change:**

Update to allow the use of Flow Charts to describe a process.

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

See Attached

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1. Does this TCR significantly alter the intent or scope of the document? YES:  NO:

2. Does this TCR significantly impact ES&H? YES:  NO:

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

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**Lqj p'F gNqqr gt** ..... **15312;**  
Department/Division Head Approval Date

**John DeLooper** ..... **8/31/09**  
Head, Best Practices and Outreach Date

Release/Effective date of this TCR: 8/31/09

Incorporate this TCR into next revision of this document? Yes  No

<b>PPPL</b>	<b>PRINCETON PLASMA PHYSICS LABORATORY</b>	<b>POLICY</b>	<b>No. P-013 Rev 1 page 1 of 1</b>
	<b>Subject:</b>  <b>Use of Procedures And Process Flow Charts</b>		<b>Effective Date:</b>  August 23, 1999
		<b>Initiated by:</b>  Head, Best Practices and Outreach	<b>Approved:</b>  Director
		<b>Supersedes:</b> Revision 0, dated 11/4/91	

Procedures and Process Flow Charts are used to describe systems and methods for accomplishing a specific task or work activity. The use of procedures and Process Flow Charts is applied to different work activities on a graded approach. The graded approach considers the following:

- the work activity's importance;
- possible hazards associated with the work activity involving personnel, PPPL facilities, and the environment;
- cost of the work activity.

The graded approach for Laboratory procedures and Process Flow Charts is accomplished by the use of an "applicability" section within the document. This section defines when the document must be implemented and to what degree.

Procedures generated by Divisions or Projects are controlled by the cognizant group preparing and re-viewing the document. As a minimum, formal procedures shall be prepared by Projects and Divisions for operations that relate to personnel and environmental protection. In particular, approved procedures shall be used for operations that satisfy the following typical criteria:

- The operation is part of a check of protection systems for personnel or equipment (access controls, personnel interlocks, fire protection systems, etc.) or,
- Improper operation or failure of the systems being maintained or checked could jeopardize personnel safety or the environment either directly or indirectly. In the latter category are cooling water supply systems, control air systems, stand-by power systems, etc.

It is recommended that Procedures and Process Flow Charts be made available on the PPPL Employee Services Web server in order to provide easy electronic access to informational copies from any place in the Lab. Divisions or Projects controlling the Procedures and Process Flow Charts should place them in their home area on the Web in PDF and/or html format. Procedures stored on the Web should contain the following warning message: "Printed copies of this document are considered UNCONTROLLED/Information Only copies. The official document is located at <insert Web location>. The <insert Project/Department name> maintains the signed original.