

# TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-085, 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-085 Revision No.: 2

Document Title: Environment, Safety & Health Policy for Off-Site Work

## Reason for change:

**Consistency with current QAPD and ENG-057.**

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

Changed references to RLM and COG to match QAPD and ENG-057.

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:

\_\_\_\_\_  
Department/Division Head Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Planning Officer/designee

\_\_\_\_\_  
Date

Release/Effective date of this TCR: 5/3/18

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-085 Rev 2 page 1 of 2</b>
	<b>Subject:</b>	<b>Effective Date:</b> December 14, 2011	<b>Initiated by:</b> Head, ES&H
<b>Environment, Safety and Health Policy for Off-Site Work</b>		<b>Supersedes:</b> P-085, Rev 1 Dated: 11/24/05	<b>Approved:</b> Director

**TCR-P-085,R2-001**

The Princeton Plasma Physics Laboratory is committed to conducting all work in accordance with Integrated Safety Management (ISM) principles and core functions. This includes work that is done by PPPL staff at off-site locations. Work activities performed at off-site locations (e.g., collaborations at JET or DIII-D for the installation and operation of hardware) typically follow the host facility's policies and procedures.

This policy establishes the framework by which PPPL line management (e.g., Project Manager, Responsible Engineer, or Principle Investigator) responsible for the PPPL staff member's work at the off-site location is to evaluate the safety of the tasks being performed by the PPPL staff member on assignment, the infrastructure available and the procedures to be followed at the off-site facility. A process diagram attached to this Policy outlines the factors to be considered in the evaluation. **TCR-P-085,R2-001**

PPPL line management and the PPPL individual(s) involved in the assignment will work with representatives from the host institution to develop the work scope, identify the hazards and determine the safety protocols, including training, that will apply. PPPL line management should use the PPPL "Job Hazard Analysis" as a tool during this process. The PPPL assignee and their line management should review the hazard assessment and training requirements (including any PPPL courses that could facilitate the assignment) to determine if safety provisions have been adequately developed. **TCR-P-085,R2-001**

Any PPPL staff member who feels the ES&H procedures or controls do not provide for adequate protection of workers, safety or the environment should not participate in the affected activities until the issues are resolved. If such circumstances are encountered, the PPPL staff member should work with the host institution to remedy the situation, and if it cannot readily be remedied, the PPPL staff members should notify their PPPL line management as soon as possible so that appropriate resolution can be achieved. Under no circumstances should a PPPL staff member feel obligated to perform or direct any actions with potentially unacceptable risk to workers, the public or the environment. **TCR-P-085,R2-001**

If the work conducted by the PPPL staff member requires or causes the host facility to monitor the staff member for occupational radiation exposure, the staff member must request and receive the results of this monitoring. Upon receipt of the results, and to ensure a complete dose assessment can be made (to include both exposure at PPPL and off-site) per DOE requirements, the PPPL staff member shall provide these results to the PPPL Health Physics Division within 30 days of receipt. The PPPL line management must advise the assigned staff member of this requirement prior to the start of the assignment. **TCR-P-085,R2-001**

Simplified Process  
Diagram for  
Establishing Safety  
Controls for Off-Site  
Work Assignments

