

If you are using a printed copy of this procedure, and not the on-screen version, then you MUST make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

8.15.3.b Instructions for Chipmunk Decommissioning Request Form (BNL F 2947A)

C-A OPM Procedures in which this Attachment is used.		
8.15.3		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
_____	_____	_____	_____
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_____	_____	_____	_____

Approved: _____ *Signature on File* _____
 Collider-Accelerator Department Chairman Date

V. Castillo

8.15.3.b Instructions for Chipmunk Decommissioning Request Form (BNL F 2947A)

1. **Purpose**

This document facilitates the completion of BNL Form F 2947A, Chipmunk Decommissioning Request.

2. **Responsibilities**

The personnel or group involved in filling each section is as follows: (LP) = Liaison Physicist, (ACG) = Access Controls Group, (RCD) = Radiological Controls Group, (MC) = Main Control Group and (CG) = Controls Group.

3. **Prerequisites**

None

4. **Precautions**

None

5. **Procedure**

5.1 Completion of White Form

5.1.1 Installation Request No. (ACG)

- This is the Request number of the Chipmunk Installation Request, form BNL F 2948A, under which the Chipmunk was installed.

5.1.2 Location (LP)

- The Facility: AGS, Booster, Linac, Beam Line No., Experimental Trailer, RHIC, Atr, Tandem, etc.
- Brief description of the area including local objects of identification.
- Map co-ordinates of the area.

5.1.3 Exp. No. (LP)

- The Experiment No.(s) involved with this Location.

5.1.4 Contact (LP)

- Liaison Physicist requesting the Chipmunk decommissioning.

- The Chairman of the Radiation Safety Committee can perform the functions of a Liaison Physicist.

5.1.5 Reason for Removal

5.1.5.1 Malfunction

- A Chipmunk that has failed in service.
- Chipmunks that have malfunctioned are subjected to investigation for the cause of malfunction, 5.2.1.

5.1.5.2 Request Terminated

- A Chipmunk installation that is no longer required.

5.1.5.3 Relocation

- A Chipmunk that has to be respotted at the same location.
- This Chipmunk will get a Chipmunk Installation Request number with a letter appended to the original Request number, ref. 5.1.1 of Instructions for Chipmunk Installation Request Form BNL F 2948A.

5.1.6 Notify Contact Immediately upon Removal (LP)

- The LP may request to be informed of the completion of the Chipmunk removal.

5.1.7 Special Instructions (LP)

- The LP may list special instructions pertaining to the Chipmunk decommissioning.

5.1.8 Requested By (LP)

- This is signed by the LP and initialed by the Chairman of the Radiation Safety Committee.

5.1.9 Date (LP)

- This is the date the Chipmunk Decommissioning Request form BNL F 2947A was submitted.

5.1.10 Unit No. (ACG)

- This is a sequential number assigned to a Chipmunk when it is first calibrated after manufacture.

5.1.11 NMO # (CG)

- The NMO (Nuclear Monitor) number is the computer address that receives counts from the Chipmunk.
- The CG generates the computer addresses which become NMO numbers.
- The ACG assigns an NMO number to a Chipmunk location when a Chipmunk Installation Request is executed.
- The ACG assigns the NMO number to the Chipmunk while it is installed at a Chipmunk location.
- NMO numbers are not sequential. Missed numbers are spares.

5.1.12 Date (ACG)

- This is the date the ACG receives the form BNL F 2947A from the LP.

5.1.13 Location (RCD)

- This is the RCD description of the location of the Chipmunk.
- The RCD description is used in the RCD's Detector File List Program.

5.1.14 Justification Remarks (LP)

- The LP states reason(s) for decommissioning of the Chipmunk.
- The LP comments on the effect of the decommissioning on areas exclusive of Location (2.3) monitored by this Chipmunk.

5.1.15 Sign-Off

5.1.15.1 Access Controls Group (ACG)

- The ACG representative initials this box on completion of the Chipmunk decommissioning.

5.1.15.2 Operations Coordinator (MC)

- The Operations Coordinator for the shift, or his representative, initials this box on completion of the Chipmunk decommissioning.

5.1.15.3 Radiological Control Technician (RCT)

- The RCT initials this box on completion of the Chipmunk decommissioning.

5.1.16 Removal Complete (ACG)

- The ACG representative signs here on completion of the Chipmunk decommissioning.

5.1.17 Date

- The ACG representative records the date of completion of Chipmunk decommissioning.

5.1.18 Form Disposal

- The white copy of form BNL F 2947A is saved in the Radiation Safety Committee records of Chipmunk Decommissioning Requests.

5.2 Completion of Lower Portion of Yellow Form (ACG)

5.2.1 Malfunction Investigation

5.2.1.1 By

- The cause of malfunction of a Chipmunk is investigated by the ACG technician or the Chipmunk Monitoring System Engineer or both personnel.

5.2.1.2 Date

- The date the investigation was commenced is recorded.

5.2.1.3 Cause

- The cause of malfunction is documented.

5.2.2 Form Disposal

- The Yellow copy of form BNL F 2947A is saved in the ACG records of Chipmunk Decommissioning Requests.
- A facsimile of yellow form is saved in the ACG records of Chipmunk Decommissioning Requests for Chipmunks that have failed in service.

6. **Documentation**

None

7. **References**

None

8. **Attachments**

8.1 Attachment 1 – Chipmunk Decommissioning Form

CHIPMUNK DECOMMISSIONING REQUEST

INSTALLATION REQUEST NO. _____
LOCATION: _____
EXP. NO. _____
CONTACT _____

REASON FOR REMOVAL:

- MALFUNCTION
- REQUEST TERMINATED
- RELOCATION

NOTIFY CONTACT IMMEDIATELY UPON REMOVAL? YES NO

SPECIAL INSTRUCTIONS: _____

REQUESTED BY: _____ DATE: _____
UNIT #: _____ NMO #: _____
DATE: _____ LOCATION: _____
(ACG) (ROD)

JUSTIFICATION REMARKS:

SIGN-OFF

ACCESS CONTROLS GROUP:

OPERATIONS COORDINATOR:

RADIOLOGICAL CONTROL TECHNICIAN:

REMOVAL COMPLETE: _____ DATE: _____

BNL F 2947A

WHITE - RADIATION SAFETY COMMITTEE

YELLOW - ACCESS CONTROLS GROUP

Attachment 1

CHIPMUNK DECOMMISSIONING REQUEST

INSTALLATION REQUEST NO. _____

LOCATION: _____

EXP. NO. _____

CONTACT _____

This section completed when data entered on white sheet.

REASON FOR REMOVAL:

MALFUNCTION
 REQUEST TERMINATED
 RELOCATION

NOTIFY CONTACT IMMEDIATELY UPON REMOVAL? YES NO

SPECIAL INSTRUCTIONS:

REQUESTED BY: _____ DATE: _____

UNIT #: _____ NMO #: _____

DATE: _____ LOCATION: _____

(ACG) (RCD)

JUSTIFICATION REMARKS:

SIGN-OFF

ACCESS CONTROLS GROUP: OPERATIONS COORDINATOR: RADIOLOGICAL CONTROL TECHNICIAN:

REMOVAL COMPLETE: _____ DATE: _____

MALFUNCTION INVESTIGATION

BY: _____ DATE: _____

CAUSE: _____

BNL F 2947A

WHITE - RADIATION SAFETY COMMITTEE YELLOW - ACCESS CONTROLS GROUP

Attachment 1 continued