1. **Introduction:** To increase the accessibility of photon beams, especially for non-CAMD staff, LSU/CAMD has initiated the Student Caretaker policy. This policy increases access to photon beams by training individuals known as Student Caretakers. Student Caretakers receive specialized training relating to the functions of the caretaker position and may act as the second person whenever experiments are conducted in the experimental hall. These Student Caretakers are also responsible for surveying the experimental hall to ensure that there are no hazardous conditions during their shifts. As with all individuals working at CAMD, Student Caretakers must take and pass the Radiation Safety Test and wear a radiation badge (dosimeter). Student Caretaker shifts are assigned and function to provide beam when user light would otherwise be unavailable. This training includes emergency procedures, how to set the security system, the two-person procedure, badge procedure, and accelerator shutdown.

2. **Purpose:** The purpose of the Student Caretaker Policy is to increase access to synchrotron light after normal operating hours and to ensure that the two-person rule is maintained in the experimental hall. Further, the Student Caretaker monitors accelerator operation, experimental hall integrity and is available to assist experimenters as a second person.

3. **Definitions:**

   **Student Caretaker:** A student caretaker is defined as a person who has received additional, specialized training as a Caretaker and is assigned the responsibility for accelerator shutdown following the last normal injection of the day. In addition, the student caretaker may act as the second person, on an as-needed basis, whenever work needs to be accomplished in the experimental hall and a second person would otherwise be unavailable. Student caretakers also monitor the experimental hall for hazards.

   **Approved User:** An approved user is a person who has passed the radiation safety test, has an access card and is working on a CAMD approved project.
4. **Scope of Policy:** The Student Caretaker Policy affects all those individuals who have been specifically trained as Student Caretakers and whose names appear on the “Student Caretaker Authorization List” (OP-AL-0010-001.doc). A person, whose name does not appear on this published list, is ineligible for Student Caretaker duty, nor may that individual be assigned Student Caretaker duty.

5. **Requirements:**

5.1 All Student Caretakers must receive training. This training is given, in part, by the CAMD safety staff and the remainder by the Student Caretaker Coordinator.

5.2 All Student Caretakers must be certified and their names must appear on the Student Caretaker Authorization List (OP-AL-0010-001.doc) posted in the Control Room bulletin board.

5.3 All Student Caretakers must be re-certified annually, or whenever new policies and procedures are implemented which might impact Student Caretaker Shifts.

5.4 All Student Caretakers must have prior approval for leave and must ensure that their duties will be assigned and taken up by a qualified Student Caretaker in the event of the assigned Student Caretaker’s absence.

5.5 All Student Caretakers must maintain a cumulative GPA of not less than 2.5 out of 4.

5.6 Student Caretakers who fall under probation will be ineligible for Student Caretaker work until they are again in good academic standing.

5.7 Student Caretakers may not work during dead week and must be given sufficient time to study during exam weeks. (Note: this is a good time to plan scheduled shutdowns – the LSU schedule should be available at the beginning of each semester)
5.8 Student Caretakers must be available to work a minimum of 10 hours per week and not more than 20 hours per week.

5.9 Student Caretakers who are not enrolled during the summer session may work up to 40 hours per week.

5.10 Student Caretakers have scheduled shifts and may not leave the CAMD experimental hall building during their assigned shifts. Refrigerators and Microwaves are available for Student Caretaker use. Papa John’s will deliver pizza to the CAMD facility.

5.11 Student Caretakers are normally scheduled from 1530 hours to 2330 hours or from 2330 hours to 0730 hours. Student Caretakers should schedule their activities so as to arrive at least 15 minutes prior to their assigned duties.

5.12 Student Caretakers are normally available in the control room which can be reached by dialing 4-3189 from any facility phone, with the following exceptions:

5.12.1 If the Student Caretaker is requested to act as a second person in the experimental hall, he/she must take a walkie-talkie with him/her to remain in communication.

5.12.2 Every two hours of his/her shift, the Student Caretaker, should walk the entire experimental hall and record this and the status of the experimental hall in his/her Student Caretaker activity sheet. During such rounds or, whenever it is necessary to leave the control room, the Student Caretaker should take the walkie-talkie with him/her to ensure proper communications at all times.

5.12.3 Those individuals requiring assistance from the Student Caretaker must call the control room. If there is no answer, they must go to the control room and use the walkie-talkie to communicate with the Student Caretaker on duty.

5.12.4 At the end of their shifts, Student Caretakers should sign the daily activity worksheet and place it in the binder provided for this purpose.

5.12.5 Student Caretakers may not leave the facility until they have been relieved of their duties and have formally transferred duties by signing out with the person accepting a new shift signing in on the same line in the logbook.
6. **Responsibilities:**

6.1 Student Caretakers must adhere to the Two-Person Policy (GS-PO-000-001.doc)

6.1 Student Caretakers must conduct their shifts with personnel safety as the highest priority.

6.2 Student Caretakers have assigned shifts. Student Caretaker shift hours are normally from 1530 hours to 2330 hours or from 2330 hours to 0730 hours. Weekend shifts may also be assigned, as needed.

6.3 Student Caretakers must contact the operator on duty prior to their shift.

6.4 Student Caretakers must sign the logbook to initiate transfer. The operator on duty should sign the book first and the Student Caretaker sign next to the operator on the same line. All log entries should indicate the date and time of each entry.

6.5 A Student Caretaker taking over for another Student Caretaker should sign the logbook in an analogous manner to that described in item 6.4.

6.6 Student Caretakers should indicate their name and the control room phone number (4-3189) on the Receiving Room White Board when they arrive to initiate their shifts.

6.7 In the event of an unscheduled beam dump, the Student Caretaker on duty should call the operator on duty to re-inject the ring provided beam has been lost prior to 2300 hours. After 2300 hours, the Student Caretaker should initiate shutdown procedures and should verify that no smoke or other emergency situation exists in the experimental hall, as a consequence of the beam dump.

6.8 In Case of Emergency, (fire, smoke, or other emergency), the Student Caretaker should pull the fire alarm in the control room and then dial 911 from any facility phone to describe the nature of the emergency. In the necessity to evacuate the experimental hall building, the Caretaker should use the microphone in the control to make the announcement to evacuate and repeat this announcement twice.
6.9 In the event of a medical emergency, the Student Caretaker should dial 911 from any facility phone and explain the precise nature of the emergency to the LSU Campus police. Should it be necessary, the Student Caretaker should also make an announcement from the control room to evacuate the building. The general meeting place for all evacuations is in the front parking lot adjacent to the receiving hall door. If this is not a safe place, then all individuals should meet at the Jefferson Highway fence line.

7 **Penalties:** Persons who have been assigned the task of student caretaker duty and who fail to report for duty are susceptible to a penalty. Penalties are assessed at the discretion of the CAMD Director

8 **Exemptions to the Rule:** Student Caretakers may hand-off the Student Caretaker responsibility to a qualified person whose name appears either on the “Student Caretaker Authorization List” (OP-AL-0010-001.doc), the Off-Hours Shift Operator Authorization List (OP-AL-0001-001.doc) or the Caretaker Authorization List (OP-AL-0002-001.doc) or the Operator Authorization List (OP-AL-0003-001.doc) provided the following conditions are met.

8.1 The hand-off must be logged.
8.2 The person replacing the Student Caretaker accepts all the duties and responsibilities of the Student Caretaker, including monitoring of the experimental hall every two hours.
8.3 The Student Caretaker replacement, i.e., the Accelerator Operator, the Caretaker or the Off-Hours Shift Operator, must abide by the two-person rule as outlined in document: GS-PO-0001-001.doc.
9 **Special Conditions**: The operator on duty or the present Caretaker reserve the right to refuse to initiate a Student Caretaker shift, if, in the operator’s or present Caretaker’s considered opinion, the new Caretaker cannot or will not fulfill the obligations of the Student Caretaker assignment.

10 **Authorization**: By the signatures affixed below, this policy is authorized by the CAMD Director and by the CAMD Safety Director

____________________  ________  ______________________  ________
F. Josef Hormes       Date       Marie-Lorraine Marceau-Day       Date
CAMD Director         CAMD Safety Director

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Benjamin Craft III       Date
Deputy Director/Accelerator Group Head