1. Assure that your name appears on the “Student Caretaker Authorization List” (OP-AL-0010-001.doc).

2. Place your name, location, and phone number on the Receiving Room White Board. Plan to arrive 15 minutes prior to your scheduled shift.

3. Initiate Student Caretaker duty by signing the logbook after the current Caretaker or Operator has signed. Signatures should appear on the same line, clearly indicating the time and date of the entry.

4. Ascertain that sufficient numbers of people are present for the work to be accomplished, as described by the Two-person Rule (GS-PR-0001-001.doc)

5. Do not leave the CAMD experimental hall building during your assigned shift, without first transferring your duties to an approved Operator (OP-AL-0003-001.doc, Caretaker (OP-AL-0002-001.doc) or Student Caretaker (OP-AL-0010-001.doc) and logging change.

6. Every 2 hours, retrieve the walkie-talkie and survey the experimental hall, making an entry in the student caretaker activity sheet at the completion of this activity

7. In the event of a beam dump prior to 2300 hours, call the operator on duty (whose name should appear on the control room white board) to re-inject the ring. After 2300 hours secure initiate shutdown procedures.

8. Following each beam dump walk the experimental hall floor to ensure that no emergency situation exists such as smoke or fire which might necessitate the initiation of emergency procedures.

9. In case of fire or smoke, initiate emergency procedures as described in training and as posted in the control room. Attempt to secure the accelerators unless to do so would impair your ability to evacuate the building safely. Under such circumstances, pull the fire alarm

10. If, at the end of your shift no one is anticipated to takeover shift operations (i.e. holidays) and you are one of two persons remaining in the experimental hall building, make an announcement over the intercom: “Attention please: Experimental hall building will be secured in 5 minutes. Call 4-3189 NOW if you need to remain in the building”
11. The LSU Radiation Safety Committee has indicated that the CAMD accelerators may not be left unattended. If the Student Caretaker is one of only two persons remaining in the experimental hall at the end of his or her shift, then, the Student Caretaker must initiate procedures for accelerator shutdown as outlined in OP-PR-0003-001.doc.

12. At the end of accelerator shutdown, open the control room door to break the interlock, and sign-out in the logbook.

13. Search the experimental hall to make sure there are no individuals left in the experimental hall (including cleanrooms) before securing the building.

14. Verify the status of office buildings at the indicator panel of the receiving room door to determine the necessity of the Student Caretaker to secure the site and lock the gate. If the lights are illuminated, then you must lock the padlock gate at the Jefferson Highway Exit upon leaving the premises.

15. Set the Experimental Hall Building security system by punching your individual Student Caretaker code into the control panel and hit “enter”. You will hear the all secure alarm turn on. Wait for the indicator message on the control panel to change to “all secure” before leaving.

Authorization:

F. Josef Hormes __________________ Date __________________

Benjamin Craft III __________________ Date __________________

Marie-Lorraine Marceau-Day __________________ Date __________________