

Subject: Use of Procedures	Effective Date: August 23, 1999	Initiated by: Head, ES&H and Infrastructure Support
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Procedures are used to describe systems and methods for accomplishing a specific task or work activity. The use of procedures 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 is accomplished by the use of an "applicability" section within the document. This section of the procedure defines when the Laboratory document must be implemented and to what degree.

Procedures generated by Divisions or Projects are controlled by the cognizant group preparing and reviewing 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 be made available on the PPPL Employee Services Web server in order to provide easy electronic access to informational copies of the procedures from any place in the Lab. Divisions or Projects controlling the Procedures 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.