



User Safety Agreement for Hutch Authorization

1. I understand that hazardous radiation levels exist in experimental hutches when the x-ray beam is on.
2. I agree that while I am designated as Responsible Person* for the purpose of Hutch Operation*, I will not permit any person to be locked inside a hutch for any reason. After each access to the experimental hutch I will conduct a search to assure that no one is inside before I engage the "Search Reset Switch".
3. I will not designate any person to act in my stead as Responsible Person. I will enter my name in the End Station Log Book as Responsible Person whenever I take possession of the Search Reset Key*.
4. I will not tamper with any hutch interlock or component. I will operate the hutch interlock controls in the manner prescribed by SSRL.
5. I understand that evidence of failure to scrupulously follow these rules may result in loss of Responsible Person status. The penalty for locking a person in a hutch is to be declared *persona non grata* at SSRL for three years. This penalty shall apply to all persons involved or aware of the action.

Signed: _____

Date: _____

Printed Name: _____

***SEE BACK FOR IINSTRUCTIONS AND DEFINITIONS**



SSRL Experimental Hutch Operation and Authorization

In most x-ray hutches, hutch operation means that you, the experimenter, are assigned the responsibility to search the hutch after each access to assure that no person is ever locked inside. **In order to act as a Responsible Safety Search Person you must participate in hutch operation training on your first visit, and you must sign a User Safety Agreement for Hutch Authorization prior to going on line.** Hutch operation training is part of the Safety Talk, which is given to new x-ray beam line users (and returning users who want a refresher) Monday-Friday at 2 pm (meet in the User Administration Lobby to participate).

Each user who intends to act as a Responsible Safety Search Person at SSRL must re-sign the Hutch Authorization Agreement every 2 years to maintain hutch authorization status, agreeing to the following:

- I understand that hazardous radiation levels exist in experimental hutches when the x-ray beam is on.
- I agree that while I am designated as Responsible Person* for the purpose of Hutch Operation*, I will not permit any person to be locked inside a hutch for any reason. After each access to the experimental hutch, I will conduct a search to assure that no one is inside before I engage the "Search Reset Switch".
- I will not designate any person to act in my stead as Responsible Person. I will enter my name in the End Station Log Book as Responsible Person whenever I take possession of the Search Reset Key*.
- I will not tamper with any hutch interlock or component. I will operate the hutch interlock controls in the manner prescribed by SSRL.
- I understand that evidence of failure to scrupulously follow these rules may result in loss of Responsible Person status. The penalty for locking a person in a hutch is to be declared *persona non grata* at SSRL for three years. This penalty shall apply to all persons involved or aware of the action.

To determine if your Hutch Authorization certification is current, check the Hutch Authorization List via the web at http://www-ssrl.slac.stanford.edu/~proposals/nobars_list.html. VUV beam line users who do not use hutches, are not required to do have hutch authorization; however, this additional training is recommended. Also, the hutch authorization list is frequently used by security and others to verify SSRL user status.

Search reset keys are to remain on the premises at all times. Search Reset Keys must be dropped into the drop box at the beam line BEFORE you leave SSRL. When depositing the key, make a log entry in the experimental station logbook. To retrieve the key upon your return, page the Duty Operator.

The Duty Operator can be reached by pager at 9-650-846-0440 (dial number, enter your phone number). To use the building page, dial 161 and clearly ask for the person you are paging to call your extension (it helps to repeat your page a second time). The Duty Operator will be attending meetings at these scheduled times:

- Daily: 05:45-06:00 Shift Change
- Mon-Fri: 09:00-09:30 Accelerator/Experimental Staff Meeting
- Daily: 17:45-18:00 Shift Change
- Monthly: 16:00-18:00 Operations Meeting (last Thurs or Fri, TBA)

Definition of Terms:

- Hutch Operation means searching and securing an experimental hutch prior to bringing x-rays into it.
- Responsible Person means the person, from the group of persons authorized to act in this capacity, who is actually in possession and control of the Search Reset Key. Only one person shall act in this capacity at one time. This person's name shall be entered in the End Station Log Book either by the SSRL Duty Operator or by the person receiving the key. Logbook entries shall be made in a timely manner.
- Search Reset Key is the key that engages the Search Reset Switch. The Search Reset Key shall remain in the possession of the Responsible Person at all times. After each access search the hutch, engage the Search Reset Switch, remove the Search Reset Key and close the hutch door.