Floor Coordinator Qualification Workbook
SLAC-I-030-50200-001
Floor Coordinator Qualification Workbook

Document Approvals

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<tr>
<th>Document Approval</th>
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<td>XFD Operations Department Head</td>
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<td>Floor Coordinator Supervisor approval</td>
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<td>XFD Safety Office approval</td>
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Revision Record

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Floor Coordinator Qualification Workbook

Floor Coordinator Candidate Qualification

Trainee (Print Name):

Qualification Started (Date):

Qualification Completed (Date):

Experimental Facilities Division Final Approvals (Signature/Date):

Floor Coordinator Supervisor:

XFD Safety Officer:

XFD Department Head:

Preface

This workbook details the information you are required to know to be qualified as a Floor Coordinator within the LCLS Experimental Facilities Division (XFD). Until this qualification workbook is completed, the trainee cannot perform the duties of a Floor Coordinator unless supervised by a qualified Floor Coordinator, or the Floor Coordinator supervisor.

For safety training, the Floor Coordinator Supervisor, the Experimental Facilities Division Safety Officer, or a designated safety Subject Matter Expert (SME) may be your Trainer. For any section where a SME signature is allowed or required, the title of the SME will be indicated. For operations and technical training, the Floor Coordinator Supervisor will be your Trainer. If at any time you do not understand what you are expected to do to successfully complete an item, ask your Trainer or the Floor Coordinator Supervisor for clarification.

To complete your Floor Coordinator training you must complete your workbook and turn it in to your supervisor, who will review it and make sure it is completed. Your supervisor will then test you on the material covered in this workbook. If you pass the test to your supervisor's satisfaction, then the XFD Safety Officer and the XFD Department Head will review your performance as a trainee for Floor Coordinator qualification. If your reviews are satisfactory, then your Floor Coordinator qualification will be approved. If you do not pass the test to your supervisor's satisfaction, you will be asked to review the areas of the workbook in which you are deficient, and then you will be tested on these again until you pass them to your supervisor's satisfaction. The XFD Safety Officer and the XFD Department Head will then review your performance again. If your reviews are satisfactory, your Floor Coordinator qualification will be approved.
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1. LCLS Experimental Facilities Area Orientation

1.1 XFD Operations Area Documentation

Read the following documents:
Trainee: After reading each document, initial the corresponding underlined space.

___ NEH Area Hazard Analysis (AHA) (SLAC-I-030-30500-001).
___ NEH Building Emergency Plan (SLAC-I-030-30400-001).
___ Experimental Facilities Division Operations Directives (SLAC-I-030-00100-001)

Note: When reading the XFD directives for this training workbook section, pay special attention to the overall organizational structure of XFD and the use of the e-log.

Demonstrate:
Trainee: Have a trainer demonstrate the items specified, then request that he or she initials the Instructed (first) underlined space. Next demonstrate your knowledge of the items in the list to a trainer, then request that he or she initial the Trained (second) underlined space.

___ ___ Know how to write in the XFD Operations Electronic Logbook
___ ___ Know where to find the XFD Staff HPS Training Record Summaries (SLAC-I-030-50100-001).
___ ___ Know how to use the Floor Coordinator Call-in Lists (SLAC-I-030-40100-001).
___ ___ Know where to find the XFD SharePoint site for all controlled XFD documents.
___ ___ Know how to distinguish between released documents and draft documents on the XFD controlled document SharePoint site.

1.2 Operations Area Information

Receive an introductory tour of the following areas:
Trainee: Provide an introductory tour of each area. When each tour has been completed, initial the corresponding underlined space.

___ NEH Introductory Tour.
___ XRT Introductory Tour.
___ FEH Introductory Tour.
___ FEE Introductory Tour.

1.2.1 Control System Information

1.2.1.1 Hardware and Software

___ ___ Know how to boot up and log into the computers near the LCLS hutches.
___ ___ Know how to launch “LCLS Home” EPICS display.
___ ___ Know how to move around in LCLS Home.
___ ___ Know how to access the Floor Coordinator e-log.
___ ___ Know how to access the MCC Operations e-log.
___ ___ Know how to access the LCLS machine physics e-log.
___ ___ Know how to access and use CATER
1.2.2 LCLS Experimental Facilities Area Information

1.2.2.1 Local
Trainee: Have a trainer demonstrate the items specified, then request that he or she initials the Instructed (first) underlined space. Next demonstrate your knowledge of the items in the list to a trainer, then request that he or she initial the Trained (second) underlined space.

1.2.2.1.1 Hutch Protection System (HPS)
— — Locate and know the purpose of the HPS Hutch Users Panel
— — Locate and know the purpose of the HPS Door Key
— — Locate and know the purpose of the HPS racks.

1.2.2.1.2 Key Safes
— — Locate and know the purpose of the Floor Coordinator Key Safe.
— — Locate and know the purpose of the Index of Keys in the Floor Coordinator Key Safe [SLAC-I-030-30100-000]
— — Know who is authorized to:
  • Check keys in and out of the Floor Coordinator Key Safe.
  • Receive keys from the Floor Coordinator Key Safe.

1.2.2.1.3 Communications Equipment
— — Know how to use features of the area telephones such as transfer, hold, pickup, speed dial, etc.
— — Know the proper procedures for using the Operations two-way Radios.
— — Which channel number does Operations use? (Channel 1).
— — Know how to use features of the Floor Coordinator cell phone / pager.
— — Know how to page someone using a pager or via the building page.

1.2.2.1.4 Maintenance Groups
Know what the responsibilities of the following groups are, and how to contact them:
— — Maintenance Mechanics
— — Instrument Techs
— — Controls
— — MFD

1.2.2.1.5 Contact with the Main Control Center (MCC).
— — Know how to contact MCC.
Attend each of the following meetings held in the MCC conference room at least once:
Trainee: After attending each meeting, initial the corresponding underlined space.
— — 07:45, 15:45, or 23:45 Shift Change Meeting
— — 08:00 Daily Meeting
— — 08:15 Maintenance Meeting (Monday through Friday)
Spend at least half of a shift in MCC observing operations and being trained by an operator or EOIC:
Trainer: Any qualified MCC ASO-2, ASO-3, or EOIC may act as a trainer for this section.
Trainee: Have a trainer demonstrate the items specified, then request that he or she initials the Instructed (first) underlined space. Next, demonstrate your knowledge of the items in the list to a trainer, then request that he or she initial the Trained (second) underlined space.

- Know the role of the EOIC and Operators.
- MCC Elag
- MCC Control System (SCP, EPICS, MATLAB, etc.)
- MCC Incident Response Procedures.
- MCC Alarm Panel and corresponding response procedure.
- PPS Controls and how they are used.
- X-ray diagnostics used in MCC.
- MCC fire alarm panel.
- CATER
- Events that can an interruption of x-ray beam:
  - Machine Protection System (MPS) faults
  - Beam Containment System (BCS) faults
  - PPS faults

Trainee (Signature/Date):

This signature block to be signed by the ASO-2, ASO-3, or EOIC who provided the section 1.2.2.1.5 training

1.2.3 LCLS XFD Key Personnel

Trainee: Work with your supervisor to fill in the names of each of the key personnel listed below. Contact each person listed, and schedule an introductory visit or tour with that person. When the introductory visit has been completed, the listed person should initial the corresponding space.

**Hutch 1 (AMO) Instrument Scientists:**

Primary (name):

Secondary (name):

- 30 minute instrument orientation and instrument controls tour provided by either Instrument Scientist.

**Hutch 1 Instrument Engineer** (name):

- 10 minute introduction to the Instrument Engineer and their role.

**Area Manager** (name):

- 10 minute introduction to the Area Manager and their role.

**XFD Safety Officer** (name):

- 30 minute safety systems tour.

**Radiation Physicist** (name):

- 10 minute introduction to the area Radiation Physicist and their role.

**XFD Operations Head** (name):

- 10 minute introduction to the XFD Operations Head and their role.

**XFD Documentation Specialist** (name):

- 15 minute introduction to the XFD Documentation Specialist and their role.
1.3 Chapter Completion Signature Block

Supervisor (Signature/Date):

Signature in this block indicates acknowledgement that the trainee has completed all required training in Chapter 1: LCLS Experimental Area Orientation.

2. Safety Training

2.1 Required Classes

Trainee: As you successfully complete each objective, initial the corresponding underlined space.

Trainer/Supervisor: After the trainee has demonstrated accomplishment of all required objectives in the section, complete the corresponding signature block.

Note: To enroll in the following classes go to: http://www-group.slac.stanford.edu/esh/training/.

_____ Complete the Employee Orientation to Environment, Safety, and Health class # 219.
Class Date/Time: __________  Completed: __________

_____ Complete the General Employee Radiation Training (GERT) class, # 115.
Class Date/Time: __________  Completed: __________

_____ Complete the Radiological Worker Training I (RWT I) class, # 116 & 116 PRA.
Class Date/Time: __________  Completed: __________

_____ Complete the Electrical and General Safety Awareness for R&D class, # 251
Class Date/Time: __________  Completed: __________

_____ Complete the Control of Hazardous Energy - Affected Employee class, # 136.
Class Date/Time: __________  Completed: __________

_____ Complete the Personal Protective Equipment (PPE) class, # 255.
Class Date/Time: __________  Completed: __________

_____ Complete the Cryogenic and Oxygen Deficiency Safety Training class, # 170.
Class Date/Time: __________  Completed: __________

_____ Complete the Pressure Safety Training class, # 122.
Class Date/Time: __________  Completed: __________

_____ Complete the Hazard Communication class, # 103
Class Date/Time: __________  Completed: __________

_____ Complete the Work Planning and Control Overview class, # 120.
Class Date/Time: __________  Completed: __________
_ Complete the *Hazard Material Management* class, # 105.
Class Date/Time: ____________  Completed: ____________

_ Complete the *Fire Extinguisher Training* class, # 108.
Class Date/Time: ____________  Completed: ____________

_ Complete the *CPR/ First Aid* class, # 138.
Class Date/Time: ____________  Completed: ____________

_ Complete the *Laser Worker Safety Training* class, # 253.
Class Date/Time: ____________  Completed: ____________

_ Complete the *Laser Worker Baseline Medical Exam*, # 253ME.
Class Date/Time: ____________  Completed: ____________

_ Complete the *Basic Crane Operations* class, # 280.
Class Date/Time: ____________  Completed: ____________

_ Complete the *Crane Operator Medical Exam*, # 280ME.
Class Date/Time: ____________  Completed: ____________

_ Complete the *Basic Crane Operator and Rigger- Practical* class, # 280PRA.
Class Date/Time: ____________  Completed: ____________

_ Complete the *Ladder Safety Training* class, # 293.
Class Date/Time: ____________  Completed: ____________

_ Complete the *Construction Safety Orientation* class, # 375.
Class Date/Time: ____________  Completed: ____________

Supervisor (Signature/Date): ____________________________________________
2.2 Safety Documentation

Read the following documents:

Trainee: After reading each document, initial the corresponding underlined space.

____ SLAC Guidelines for Operations chapters 5, 8, 12, 13, 14, 22, and 23.

____ Experimental Facilities Division Operations Directives (SLAC-I-030-00100-001).

Note: In this reading of the XFD directives, pay special attention to the Safety chapter, the section on key control, and the roles and responsibilities of XFD Staff as they pertain to safety.


____ NEH Building Emergency Plan (SLAC-I-030-30400-001).

____ Floor Coordinator Incident Response Procedures (SLAC-I-030-30300-002).

____ Floor Coordinator Alarm Response Procedures (SLAC-I-030-30300-001).

____ XFD Beamline Posting Procedures (SLAC-I-030-30700-008).


____ Operational Radiation Safety Directives

2.3 Safety Procedures

2.3.1 Hutch Protection System Procedures

2.3.1.1 Entry and Exit Procedures

Trainee: After reading each document, initial the corresponding underlined space.

____ Read the NEH Hutch 1 Entry and Exit Procedures (SLAC-I-030-30200-003).

Trainer: The trainer for this section may be any qualified search trainer. The trainer should initial each line as the trainee completes the corresponding item and sign the signature block when all training items in this section are complete.

____ Describe the requirements for entry into NEH Hutch 1 and the purpose of those requirements.

____ Have the procedure for entering and exiting NEH Hutch 1 demonstrated to you.

____ Demonstrate that you can correctly perform the NEH Hutch 1 Entry and Exit Procedures.

Trainer (Signature/Date):

2.3.1.2 Search Procedures

____ Complete item 2.3.1.1 ‘Entry and Exit Procedures’ above. (trainee may initial)

Trainee: After reading each document, initial the corresponding underlined space.

____ Read the NEH Hutch 1 Searcher Certification Workbook (SLAC-I-03050300-001).
Supervisor: Initial each line when the trainee has completed the corresponding search certification worksheet.

Complete the ‘Second Searcher Certification Worksheet’ within the NEH Hutch 1 Searcher Certification Workbook (SLAC-I-03050300-001).

Complete the ‘Search Leader Certification Worksheet’ within the NEH Hutch 1 Searcher Certification Workbook (SLAC-I-03050300-001).

Complete the ‘Searcher Trainer Certification Worksheet’ within the NEH Hutch 1 Searcher Trainer Certification Workbook (SLAC-I-03050300-002).

Supervisor (Signature/Date):

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2.3.2 Hutch Posting Procedures

2.3.2.1 Interlock Checklists

Complete item 2.3.1.2 ‘Search Procedures’ above. (trainee may initial)

Trainee: After reading each document, initial the corresponding underlined space.

Read the NEH Hutch 1 HPS Interlock Checklist (SLAC-I-030-30200-005).

Demonstrate knowledge of the following:

Trainer: The trainer for this section may be the XFDSO or Floor Coordinator Supervisor. The trainer should initial each line as the trainee completes the corresponding item and sign the signature block when all training items in this section are complete.

- The purpose of checking HPS interlocks in the LCLS experimental hutches.
- Who is qualified to participate in an interlock checklist, and in what capacity.
- Under what circumstances an HPS interlock checklist is required.
- The proper operating conditions while conducting an HPS interlock check.
- The location of all HPS interlock items in NEH Hutch 1.
- How to maintain appropriate records while conducting an HPS interlock check of NEH Hutch 1.

Trainee must be observed correctly performing the following:

- Conducting an actual or simulated HPS Interlock Checklist for NEH Hutch 1.

Trainer (Signature/Date):

---

2.3.2.2 Safety Inspection Checklists

Complete item 2.3.1.2 ‘Search Procedures’ above. (trainee may initial)

Trainee: After reading each document, initial the corresponding underlined space.

Read the NEH Hutch Safety Inspection Checklist (SLAC-I-030-30200-004).

Demonstrate knowledge of the following:
Trainer: The trainer for this section may be the XFDSO or Floor Coordinator Supervisor. The trainer should initial each line as the trainee completes the corresponding item and sign the signature block when all training items in this section are complete.

- The purpose of performing a safety inspection checklist in NEH Hutch 1.
- Under what circumstances the completion of a safety inspection checklist is required.
- The proper operating conditions while conducting a safety inspection checklist
- The location of all safety inspection items in the Near Experimental Hall.
- How to maintain appropriate records while conducting a safety inspection checklist of NEH Hutch 1.

Trainee must be observed correctly performing the following:

- Conducting an actual or simulated HPS Safety Inspection Checklist for NEH Hutch 1.

trainer (Signature/Date):

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2.3.2.3 Online/Offline Checklists

- Complete the section ‘Interlock Checklists’ in this workbook. (trainee may initial)
- Complete the section ‘Safety Inspection Checklists’ in this workbook. (trainee may initial)
  Trainee: After reading each document, initial the corresponding underlined space.
  - Read the NtH Hutch 1 Online / Offline Checklist [SLAC-I-030-30700-002]
  - Read the AMO Beam Line Authorization.
  - Read the Setup Phase Safety Checklist Template [SLAC-I-030-40200-001]
  - Read the X-ray Phase Safety Checklist Template [SLAC-I-030-40200-002]
  - Read the LCLS User Training Summary [SLAC-I-030-30600-003]
  - Read the Experimental Facilities Radiation Safety Work Control Form [SLAC-I-030-40200-002]

Demonstrate knowledge of the following:

Trainer: The trainer for this section may be the XFDSO or Floor Coordinator Supervisor. The trainer should initial each line as the trainee completes the corresponding item and sign the signature block when all training items in this section are complete.

- The location and purpose of the Experimental Facilities Radiation Safety Work Control Form binder.
- What kind of work requires opening a Experimental Facilities Radiation Safety Work Control Form?
- Is running with an open Experimental Facilities Radiation Safety Work Control Form okay?

Trainee must be observed correctly performing the following:

- Conducting an actual or simulated Online/Offline Checklist for NEH Hutch 1.

2.3.2.4 XFD Beamline Posting Procedures

Trainee: After reading each document, initial the corresponding underlined space.
Read the *XFD Beamline Posting Procedures* (SLAC-I-030-30700-008).

Read the *Experiment Safety Checklist Policy* (SLAC-I-030-40200-003).

**Trainer:** The trainer for this section may be the XFDSO or Floor Coordinator Supervisor. The trainer should initial each line as the trainee completes the corresponding item and sign the signature block when all training items in this section are complete.

Know the purpose of each document to be posted in the locked end cabinet:

- The Beam Line Authorization. (BLA)
- The Safety Item List, (a section of the BLA)
- The Online/Offline Checklist.
- The LCLS User Training Summary.
- The Setup Phase Safety Checklist.
- The X-ray Phase Safety Checklist

Know the purpose of and be familiar with the contents of each informational safety binder provided at the hutch entrance:

- The Area Specific Safety Binder.
- The Experiment Specific Safety Binder.
- The Hutch Standard Operating Procedures Binder

Trainer (Signature/Date):

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2.3.2.5 *Radiation Protection Documentation*

Complete the section ‘XFD Beamline Posting Procedures’ in this training workbook. (trainee may initial)

**Trainee:** After reading each document, initial the corresponding underlined space.

- Read the *Operational Radiation Safety Directives*.
- Read the *AMO Beam Line Authorization*.

**Trainer:** The trainer for this section may be the XFDSO, Area Radiation Physicist, or Floor Coordinator Supervisor. The trainer should initial each line as the trainee completes the corresponding item and sign the signature block when all training items in this section are complete.

- As defined in the BLA, demonstrate familiarity with the following terms:
  - Running Conditions,
  - Pre-Running Conditions
  - Initial Checkout with beam.
  - Checklist A
  - Checklist B