

**PPD Operating Manual  
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Chapter #	Description	Revised	Revision Date	Revision Due Date
<b>ADMINISTRATION</b>				
PPD_ADMIN_000	PPD Program/Procedure Preparation, Review & Approval	Luz Jaquez	10/13/03	10/13/05
PPD_ADMIN_001	Division Office Signature Approval	Luz Jaquez	10/13/03	10/13/05
PPD_ADMIN_003	PPD Implementation of Fermilab's Anti-Harassment Policy	John Cooper	5/9/02	5/9/04
PPD_ADMIN_004	Management of Supervisory Working Personnel Files	Elaine Phillips	4/29/04	4/29/06
PPD_ADMIN_005	Experimental Areas Tour Requirements	Wayne Schmitt	4/27/04	4/27/06
PPD_ADMIN_006	Employee Temporary Reassignment within PPD	Elaine Phillips	4/13/04	4/13/06
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PPD_ADMIN_011	New Employee Work Place Orientation	Don Carpenter	5/21/99	5/21/01
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PPD_ADMIN_013	Particle Physics New Employee Form	Luz Jaquez	10/16/02	10/16/04
PPD_ADMIN_015	Warehouse Storage Request Form	Elaine Phillips	10/20/03	10/23/05
PPD_ADMIN_016	Vendor Interaction Requirements	Ellie Arroyo		
PPD_ADMIN_017	Critical Sys. & Sys Requiring Special Read Protection	John Cooper	5/9/02	5/9/05
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PPD_ADMIN_020	Restrictions on Purchases & Changes to ProCards	Ellie Arroyo	1/17/03	1/17/05
PPD_ADMIN_021	Policy on Co-Op Students	Stephen Pordes	12/16/02	12/16//04
PPD_ADMIN_022	Employee Transfer/Termination Checklist	Elaine Phillips	5/8/02	5/8/04

PPD_ADMIN_023	Policy on Loan Agreements	Elaine Phillips	12/18/02	12/18/04
PPD_ADMIN_024	PPD Employee Recognition Safety Award Program	Keith Schuh	10/24/02	10/24/04
PPD_ADMIN_025	Data Support Group Policy Microsoft Software Licensing	Elaine Phillips	4/9/2004	4/9/06

### **OPERATIONS**

PPD_OPER_001	Building Management Policy	Keith Schuh	12/26/03	12/26/05
PPD_OPER_003	Electrical Work Permits	Keith Schuh	10/15/03	10/15/05
PPD_OPER_004	Integrated Safety Management	Keith Schuh	4/12/04	4/12/06

### **ES&H**

PPD_ESH_001	<i>Retired Procedure</i> Handling of Beryllium & Beryllium	Maureen Huey	Retired	Retired
PPD_ESH_002	Emergency Wardens	Martha Heflin	11/06/03	11/06/05
PPD_ESH_003	List Of Authorized/Responsible Personnel	K. Schuh	10/14/02	10/14/04
PPD_ESH_004	Recovery From Emergencies	Martha Heflin	11/06/03	11/06/05
PPD_ESH_005	Safe Handling of Lead	Patrick Donahoe	12/4/00	12/4/02
PPD_ESH_006	ES&H Reviews For Experiments	Keith Schuh	12/26/03	12/26/05
PPD_ESH_007	Environmental Policy and Program	Martha Heflin	1/26/00	1/26/02
PPD_ESH_008	Radioactive Waste Program	Wayne Schmitt	1/13/03	1/13/05
PPD_ESH_009	ALARA Program	Wayne Schmitt	4/25/02	4/25/04
PPD_ESH_010	Ergonomics Program	Patrick Donohoe	3/13/02	3/13/04
PPD_ESH_013	Case Management Procedure	Martha Heflin	11/06/03	11/06/05