

THE PPD OPERATING MANUAL & THE PREPARATION, REVIEW, APPROVAL, CONTROL & DISTRIBUTION OF PPD PROGRAMS & PROCEDURES THEREIN

INTRODUCTION

This document explains the purpose of the Particle Physics Division Operating Manual and describes the writing, review, approval, control and distribution of programs and procedures specific to the Particle Physics Division as contained in the Particle Physics Division Operating Manual.

Programs and procedures contained within this manual are required to be consistent with Laboratory-wide policies. Laboratory-wide policies are contained in manuals such as; FermiLab ES&H Manual (FESHM), the FermiLab Radiological Control Manual, the FermiLab Emergency Plan, the FermiLab Personnel Policy Manual, and the Procedures for Experimenters.

The PPD Operating Manual contains PPD programs and procedures established to supplement the Laboratory-wide policies.

These PPD programs and procedures fulfill the following purposes.

- They document the management structure of the division
- They define roles, responsibilities and authorities of specific job titles within the Division.
- They apply to situations where Laboratory wide polices do not exist or are not sufficiently described or detailed.
- They impose administrative controls or limits on certain tasks.
- They comply with documentation requirements of other Laboratory policies.

AUTHORSHIP

Programs and procedures may be written by any member of the Particle Physics Division.

FORMAT

The program or procedure format generally follows that of the FermiLab ES&H Manual chapters. The Microsoft Word document " PPD Program Template" is the preferred format. At a minimum each policy or procedure must have 1) a Review and Approval Record (page #0) signed by the appropriate people, 2) a title, 3) an introductory description, 4) an index number (see below), and 5) a revision date. Some procedures are self-explanatory forms, such as the Absence from the Laboratory Form, and do not need any accompanying description.

NUMBERING

An index is assigned to each program and procedure by the PPD office and is of the format PPD_XXXX_NNN, where XXXX is an alphabetic class identifier such as

ADMIN	Administration
OPER	Operations
ES&H	ES&H
QA	Quality Assurance

and NNN is a unique chapter number. The Review and Approval Record contains 1) the title, 2) the chapter index, 3) the revision number, 4) author/reviser name and signature, 5) Division Head name and signature, and 6) approval date.

REVIEW, APPROVAL AND REVISIONS

Each chapter is reviewed by members of the Particle Physics Division Office as noted on the approval record and is approved by the Particle Physics Division Head. Revisions are reviewed and approved in the same fashion as new chapters

Each procedure and program will be reviewed at appropriate intervals but in any case not to exceed two years from the previous review.

DISTRIBUTION AND CONTROL

The PPD Operating Manual is a controlled document. Copy #1 is maintained by the Particle Physics Division Office staff and is unique in that it contains the original of page #0, the signed and dated Policy/Procedure Review and Approval Record. Copy #1 resides in the PPD Office.

When new departments are created, they will get a new manual with all existing procedures. Copies of new or revised policies are distributed to departments. Upon receipt of a new or revised chapter, the department heads are responsible for updating their copy and ensuring that individuals under their supervision are appropriately trained in the use of the policy.

An uncontrolled copy of this manual is maintained on the Particle Physics Division Home Page of the World Wide Web.

As of October 13, 2003 copies of the Operating Manual are distributed as follows:

<u>Copy</u>	<u>Department</u>
1	PPD Office
2	Electrical Engineering
3	Technical Centers
4	ES&H/Building Services
5	Support Services
6	Experimental Physics Projects
7	CDF Department
8	DZero
9	CMS

10	Minos/NuMI
11	Theoretical Physics
12	Astrophysics
13	Directorate
14	Mechanical Department
15	Site Department
16	CDF Operations
17	CDF Upgrade

|