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How to Access and Use Electronic RWP

Maddie Schoell

22 March 2020

Access

- Pre-step: confirm that you have a Services account
- Step 1: go to the ESH at Work website – eshq.fnal.gov/atwork
- Step 2: click on the “Read & Sign General Enclosure RWP” link in the “Stay Safe” menu on the right hand side

The screenshot shows the ESH at Work website. At the top is a banner image of a golf course with the text "ESH at work" in a blue box. Below the banner is a navigation menu on the left with two sections: "ESH public site" and "ESH at work". The "ESH at work" section is expanded, showing a list of links: Emergency Management, Environmental Protection, Human Performance Improvement (HPI), Industrial Hygiene, Medical Office, Radiological Protection, Safe At All Times, Safety – Construction, Safety – Occupational, and Training. The main content area has a heading "At Fermilab scientists, technicians and visitors work closely with Environment, Safety and Health professionals and subject matter experts from a variety of disciplines to plan, build and achieve successful experiments." Below this is a sub-heading "This website is the one-stop shop and official reference for all Fermilab ESH information and documentation." and a circular diagram with the text "EMERGENCY MANAGEMENT" in the center. To the right of the diagram are two columns: "Emergency Management" and "Environmental Protection". The "Stay safe" section on the right contains a list of links: ESH news, HPI event timeline, Hazard Analysis (HA) Form & Database, Hazard Analysis (HA) Form (PDF/Word), FermiDash ESH-KPis, FESHCom, IMPACT, and "Read & Sign General Enclosure RWPs", which is circled in red.

ESH at work

ESH public site

- Manuals
- Environmental Reports
- Worker Safety and Health for Subcontractors
- ES&H Organizational Chart

ESH at work

- Emergency Management
- Environmental Protection
- Human Performance Improvement (HPI)
- Industrial Hygiene
- Medical Office
- Radiological Protection
- Safe At All Times
- Safety – Construction
- Safety – Occupational
- Training

At Fermilab scientists, technicians and visitors work closely with Environment, Safety and Health professionals and subject matter experts from a variety of disciplines to plan, build and achieve successful experiments.

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Emergency Management

How to prepare and train for emergencies and the hazards and the hazards to be aware of when an emergency occurs.

Environmental Protection

At Fermilab we make every effort to integrate environmental consideration in everything we do.

Recent updates

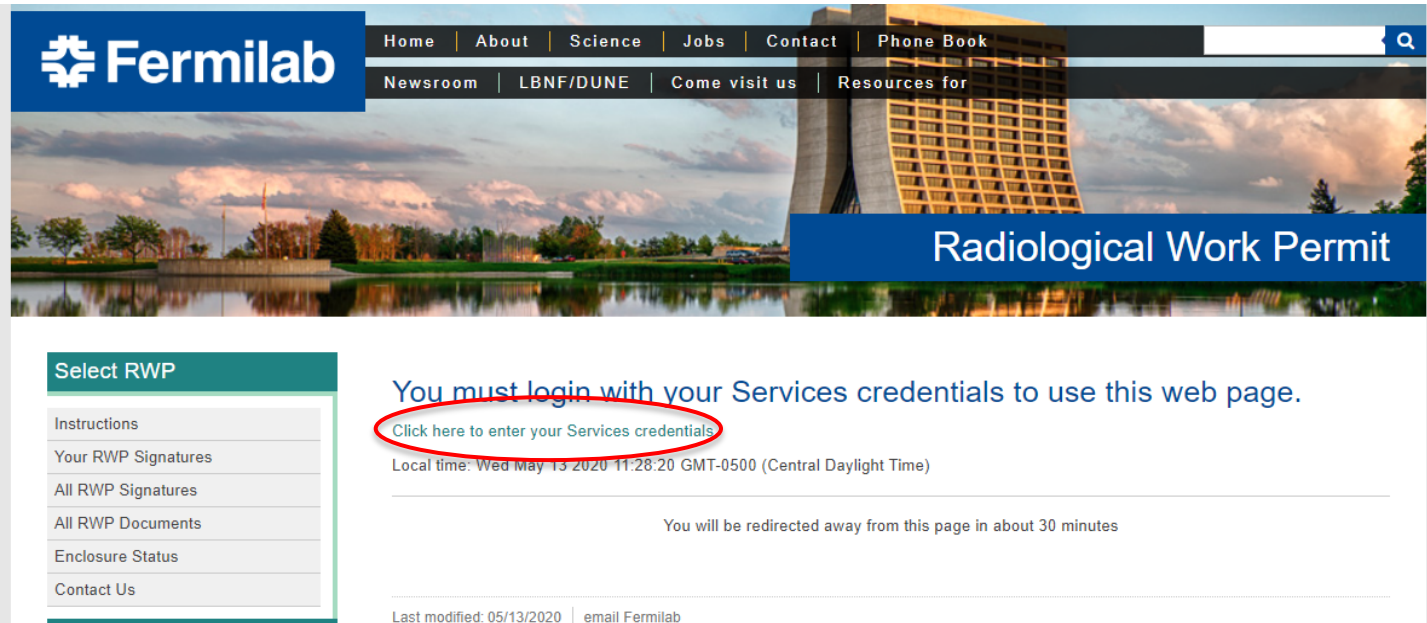
- COVID-19 -- Employee Information and Resources
- CORONAVIRUS (COVID-19)
- REAL I.D. at Fermilab
- Purchase Req. (PR) Database
- PR Database Instructions
- ESH Travel Instructions
- Self-Assessment Plan
- SURF Governance Matrix

Stay safe

- ESH news
- HPI event timeline
- Hazard Analysis (HA) Form & Database
- Hazard Analysis (HA) Form (PDF/Word)
- FermiDash ESH-KPis
- FESHCom
- IMPACT
- Read & Sign General Enclosure RWPs

Log In

- Step 3: click “click here to enter your Services credentials”



- Step 4: If not automatically entered/signed-in, enter any Services information as prompted.

Open the RWP Document

- Step 5: find the enclosure you will be entering in the “The Enclosure” column

Select and sign the RWP to access an enclosure

You are logged in as **Schoell, Madelyn** (*maddiew*), Fermi ID: **16344N**, email: **maddiew@fnal.gov**

You are about to read and sign the General RWP for the enclosure you are entering. General RWPs are to be used for general enclosure accesses for inspections, walkthroughs and non-hazardous work. If you are doing hazardous work or work outside of the scope of the General RWP, in addition to signing the General RWP, please ensure that your job has been entered and approved in the electronic worklist and that your work package has been approved prior to the start of work (AD HA database or IMPACT).

Instructions for Signing General Enclosure RWPs

1. You must first click on the link in the “The RWP Document” column and read the RWP. This will open in a new tab on your web browser containing that document.
2. Once you have read the RWP, return to this page and click the link in the “Signature Page” column to go to the signature page.

Number of RWPs you have read in the last 10 hours: 0

The Enclosure	Access	The RWP Document	Signature page	Signed?
MI-10	Supervised	20200414 MI-10 Supervised RWP AD-20-042	Signature page	No
MI-20--MI-62	Supervised	20200414 MI-20--MI-62 Supervised RWP AD-20-099	Signature page	No
MI-12A	Supervised	20200413 MI-12A Supervised RWP AD-20-040	Signature page	2020-05-12 15:04:18
MI-12B	Supervised	20200413 MI12B Supervised RWP AD-20-041	Signature page	No

[See the signed RWPs you have on record](#)

Open the RWP Document

- Step 6: click on the link for that enclosure in the “The RWP Document” column

Select and sign the RWP to access an enclosure

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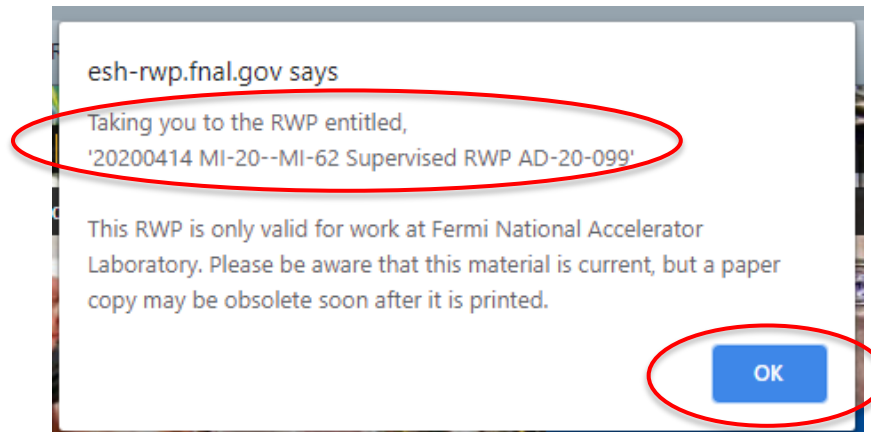
Number of RWPs you have read in the last 10 hours: 0

The Enclosure	Access	The RWP Document	Signature page	Signed?
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MI-20--MI-62	Supervised	20200414 MI-20--MI-62 Supervised RWP AD-20-099		No
MI-12A	Supervised	20200413 MI-12A Supervised RWP AD-20-040		2020-05-12 15:04:18
MI-12B	Supervised	20200413 MI12B Supervised RWP AD-20-041		No

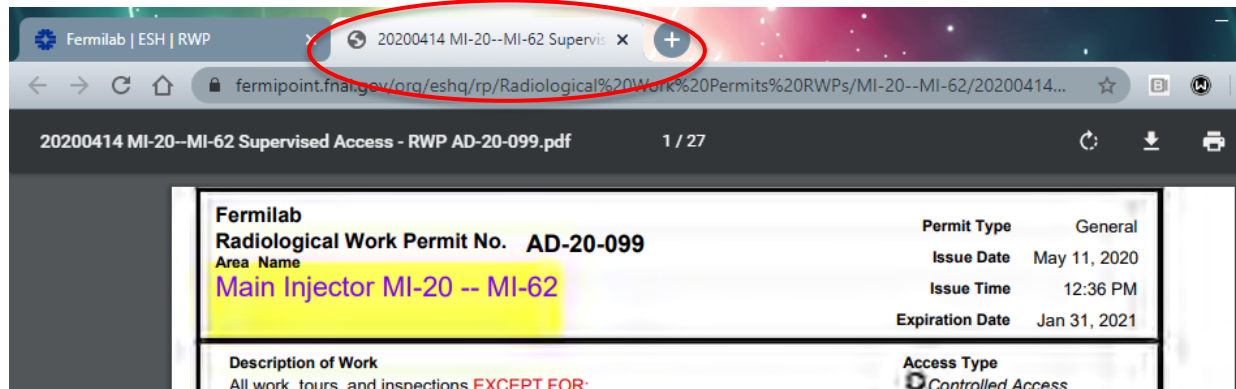
See the signed RWPs you have on record

Open the RWP Document

- Step 7: in the popup window, confirm the RWP/Enclosure, then click “ok”



- Step 8: if not automatic, navigate to the new tab



Read the RWP Document

- Step 9: read the entire RWP document

Fermilab
Radiological Work Permit No. AD-20-099
Area Name
Main Injector MI-20 -- MI-62

Permit Type General
Issue Date May 11, 2020
Issue Time 12:36 PM
Expiration Date Jan 31, 2021

Description of Work
All work, tours, and inspections **EXCEPT FOR:**
1. Cutting, drilling, or grinding on radioactive material
2. Work in areas posted as High Radiation and/or Contamination areas
3. Work on beam pipes and magnet interface areas. See "Special Requirements."

Access Type
☐ Controlled Access
☒ Supervised Access
☐ Open Access
☐ Other - Secured Area
☐ N/A

Basic Work Area Conditions
HV Present
Contamination Areas: Levels of Be -7 may not be detectable with Frisker

Additional Work Area Conditions
One key per person
Two Person Rule

Area Posting
Radiation Area: All Enclosure
HRA: MI 230-309; MI40 Absorber Room
Contamination Area: MI 230-309; MI40 Absorber Room

Time Limits
None

Dose Limits
100 mrem per week and 1500 mrem per year are administrative control limits

Work Documents
Job-specific HAS as applicable, see supervisor or DSO

Dosimetry Requirements
☐ None Required
☒ Dosimetry Badge
☒ Pocket Dosimeter
☐ Ring Badge
☐ Digidose
☐ See Special Requirements

Basic Training Requirements
Radiological Worker

Other Training Requirements
LOTO II required for all work on or near exposed electrical conductors. Requirements for tours and visitors are set on a case-by-case basis by the Area RSO.

Portable Survey Instruments
☒ None Required
☐ LSM
☐ Ludlum 14C
☐ E140N/Portable Frisker
☐ Minimeter
☐ Teletector
☐ Bicon Analyst
☐ See Special Requirements

Minimum Personal Protective Equipment
☒ None Required
☐ Gloves
☐ Shoe covers
☐ Labcoats
☐ Coveralls
☐ Hood
☐ Eye Protection
☐ Respiratory Protection
☐ See attached instructions
☐ See special requirements

Additional Instructions
☐ Notify ESH&Q Prior to Work
☐ Rad Tech Coverage Required
☒ Review Survey Map
☐ Pre-Job Briefing
☒ Personal Frisk on Exit
☐ Survey & Label Materials on Exit
☐ Post-Job De-Briefing
☒ No Eating, Drinking, Smoking
☒ See Special Requirements

SPECIAL REQUIREMENTS
Contact MCR to request RSO approval **prior** to working in any posted High Radiation (100 mrem/hr or greater) and/or Contamination Areas. There is always a potential for contamination on beamlines and in magnet interface areas, therefore

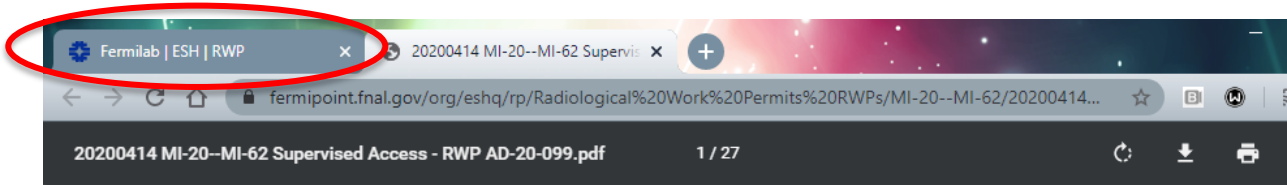
There may be multiple pages:

- RWP
- associated survey map

Scroll to view all pages as necessary

Sign the RWP Document

- Step 10: after reading the entire RWP document, navigate back to the RWP website



- Step 11: click on the “click” link that now appears next to the RWP document in the “Signature Page” column

The Enclosure	Access	The RWP Document	Signature page	Signed?
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MI-20--MI-62	Supervised	20200414 MI-20--MI-62 Supervised RWP AD-20-099	Click	No
MI-12A	Supervised	20200413 MI-12A Supervised RWP AD-20-040		2020-05-12 15:04:18
MI-12B	Supervised	20200413 MI12B Supervised RWP AD-20-041		No

Sign the RWP Document

- **Step 12:** confirm the enclosure & RWP at the top of the page
- **Step 13:** enter in your job description
- **Step 14:** click the box confirming you have read the RWP and agree to follow all RWP requirements
- **Step 15:** click the “* Sign the RWP *” button

The screenshot shows a web form for signing an RWP document. Red annotations highlight key elements: a title box at the top, a job description input field, an affirmation checkbox, and a signing button.

Booster – The Fermilab Booster, first commissioned in 1969
20200513 Booster Supervised RWP AD-20-102, Survey date: 2020-05-13

Job Description:

This field is required. Some special characters are removed.

☐ By clicking this box and submitting this information, I, Madelyn Schoell, affirm that I have read this document and I furthermore agree to observe all RWP requirements.

*** Sign the RWP ***

In Supervised access mode, only one signature is required for the supervised access period.

This is equivalent to a signature on a paper form.

Sign the RWP Document

- Step 16: confirm signature record

An RWP Signature was recorded with these attributes

```
Name:      Schoell, Madelyn (maddiew)
Email:     maddiew@fnal.gov
Fermi ID:  16344N
Enclosure: MI-20--MI-62 (239)
Access Type: Supervised
Details:   RSO test
PPE:       0
Timestamp: 2020-05-22 12:14:11
```

The signed RWP document: [Click](#)

You may now proceed to the MCR to get a key to MI-20--MI-62.

See the signed RWPs you have on record.

Sign another RWP.

Sign Additional RWP Documents as needed

- Step 17: if additional RWPs need to be read & signed, click “sign another RWP” and go through steps 5-16 again for each RWP to be read & signed

An RWP Signature was recorded with these attributes

```
Name:      Schoell, Madelyn (maddiew)
Email:     maddiew@fnal.gov
Fermi ID:  16344N
Enclosure: MI-20--MI-62 (239)
Access Type: Supervised
Details:   RSO test
PPE:       0
Timestamp: 2020-05-22 12:14:11
```

The signed RWP document: [Click](#)

You may now proceed to the MCR to get a key to MI-20--MI-62.

See the signed RWPs you have on record.

[Sign another RWP.](#)

Confirm Signatures for all RWPs & Obtain Keys

- Step 18: confirm that you have read and signed all necessary RWPs

Select RWP

[Instructions](#)

[Your RWP Signatures](#)

[All RWP Signatures](#)

[All RWP Documents](#)

[Enclosure Status](#)

[Contact Us](#)

Related Links

[ES&H Home Page](#)

[COVID-19](#)

ES&H Restricted

Edit tables

- RWP Signature
- RWP Documents
- Enclosures
- Special Users

Select and sign the RWP to access an enclosure

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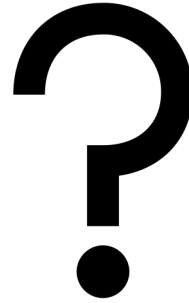
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MI-20--MI-62	Supervised	20200414 MI-20--MI-62 Supervised RWP AD-20-099	Click	2020-05-13 14:53:19
MI-12A	Supervised	20200413 MI-12A Supervised RWP AD-20-040		2020-05-12 15:04:18
MI-12B	Supervised	20200413 MI12B Supervised RWP AD-20-041		No

[See the signed RWPs you have on record](#)

- Step 19: once all RWPs are read and signed, proceed to MCR or remote key trees to obtain keys



If you have any questions about electronic RWPs, please call or email Maddie Schoell (maddiew@fnal.gov, 574-229-0659)

For questions about specific jobs or RWPs, please contact the assigned RSO:

Nino Chelidze – chelidze@fnal.gov, 208-840-0431

Sue McGimpsey – susanm@fnal.gov, 630-917-5081