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# EQUIPMENT NAME:

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| ***Note:*** *This document is intended to be a supplement, but not be a substitute, for the information and product documentation provided by the manufacturer of this system.* |
| 1.1 | **EQUIPMENT COGNIZANT, LAB LEAD**EC(s): LL: |
| 1.2 | **EQUIPMENT LOCATION BY LAB ROOM NUMBER** |
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| **Equipment Cognizant, Laboratory Lead, and CAES Safety Officer Approvals** |
| Equipment Cognizant: | Print      | Sign | Date: |       |
| Laboratory Lead: | Print      | Sign | Date: |       |
| CAES Safety Officer: | Print      | Sign | Date: |       |
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| 1.3 | **EXPIRATION** (As determined by the Equipment Cognizant, this document may require periodic review to ascertain changes in equipment operation or competency/recognition of individual users).  |

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| **Brief Overview & Scope** | This procedure is intended to provide an overview of the hazards, engineering and administrative controls and PPE associated with common tasks of equipment operation. **Note:** This document is intended to be a supplement, but not be a substitute, for the information and product documentation provided by the manufacturer of this system. |
| **Equipment, Tools** |  |
| **Mat’ls, Supplies** |  |
| **Add’l Training Requirements**  |  |
| **Special Requirements** |
| **Handling & Facilities** |  |
| **Spill & Incident**  |  |
| **Decontamination/ Waste Disposal** |  |

**TABLE OF CONTENTS**

1. EQUIPMENT NAME/SCOPE/ 1

Overview of System Operation 4

HAZARD OVERVIEW 4

1. Operating instance or parameter 4

Basic setup and operation 4

1. Set Up- To Be Added 4

Process Risks 5

1. Emergency Shut Down 5

2. Shut Down During Power Outage 5

3. Start Up After Power Outage 5

Training Requirements 6

Operator Considerations 6

Appendix A Qualified Personnel 6

Document Comments 7

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| Overview of System Operation: |
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| HAZARD OVERVIEW |

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| 1. Operating instance or parameter
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| **Hazards** |  |
| **Engineering Controls** |  |
| **PPE** |  |
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| Basic setup and operation |

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| 1. Set Up
 |
| **Concern** |  |
| **Engineering Controls** |  |
| **PPE** |  |
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| Process Risks |
| **This section contains process information relating to tasks that will reduce the risk of equipment damage and/or enhance outcome of the operation. (Replicate as needed)** |

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| 1. Emergency Shut Down
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| **Concern** |  |
| **Engineering Controls** |  |
| **PPE** |  |
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| 1. Shut Down During Power Outage
 |
| **Concern** |  |
| **Engineering Controls** |  |
| **PPE** |  |
|  |

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| 1. Start Up After Power Outage
 |
| **Concern** |  |
| **Engineering Controls** |  |
| **PPE** |  |
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| Training Requirements |
| **Activity** | **Training Required** |
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| Operator Considerations |
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| Appendix A Qualified Personnel |
| Principal Investigator: Indicate the basis for granting Researcher Controlled Assessment by placing an “X” in one or more boxes, as applicable. Check-box 1 is for knowledge,[[1]](#footnote-1) check-box 2 is for mentoring,[[2]](#footnote-2) check-box 3 is for demonstrated competency.[[3]](#footnote-3) Names may be added or removed by the Equipment Cognizant. Only people whose names appear below may perform work on this activity.  |
| **Names of Qualified Personnel**  |
|  |  | **#1** | **#2** | **#3** | **Date** |
| 1. |       | [ ]  | [ ]  | [ ]  |  |
| 2. |       | [ ]  | [ ]  | [ ]  |  |
| 3. |       | [ ]  | [ ]  | [ ]  |  |
| 4. |       | [ ]  | [ ]  | [ ]  |  |
| 5. |       | [ ]  | [ ]  | [ ]  |  |
| 6. |       | [ ]  | [ ]  | [ ]  |  |
| 7. |       | [ ]  | [ ]  | [ ]  |  |
| 8. |       | [ ]  | [ ]  | [ ]  |  |
| 9. |       | [ ]  | [ ]  | [ ]  |  |
| 10. |       | [ ]  | [ ]  | [ ]  |  |

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| Document Comments |
| This document is a living document. Please provide recommendations below so that your inputs can be reviewed and incorporated into the next revision of this document.  |
| Contributor Name | Document Section | Comment | Date |
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1. *Knowledge* is education/training acquired at universities, colleges, technical schools, applicable military education, training provided by vendors, company certifications, verifiable training from recognized professional organizations, certifications and education from previous companies, documented work experience demonstrating competency, etc. [↑](#footnote-ref-1)
2. *Mentoring* is a developmental relationship between a more experienced mentor and a less experienced associate (may be referred to as “mentee” or “protégé”) during which the experienced mentor assists in and confirms the enhancing and elevating the skill level of the mentee. [↑](#footnote-ref-2)
3. *Demonstrated Competency* Ensures an employee’s skills and knowledge are adequate to perform assigned tasks by having the Equipment Cognizant or observe the individual successfully completing the activity. For example, completion of an informal vendor derived checklist, observed execution of vendor instructions for operations, or on-the-job training. [↑](#footnote-ref-3)