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ESAF and User Training

*Topics of interest and concern with
ESAFs and User Training*



U.S. Department
of Energy



CATChat
Bruce Glagola
September 29, 2008

ESAF and User Training

- Several additions have been made to ESAF is detailed in the slides below.
- Timeliness of ESAF submissions.
- Incomplete User training.

ESAF Updates

- Per a Beamline request on the Experimenters page the column labels for APS Core Training classes are now links to the remote training web page:

http://beam.aps.anl.gov/pls/apsweb/rt0004.intro_process

Core APS Training (Due Date)						
GERT	APS 101	ESH100U	Sector	ESH223(U)	ESH377	D
Pending Upload	03/06/2011	Completed	01/17/2010	09/15/2009	01/14/2011	
07/12/2009	11/13/2008	Completed	09/26/2009	05/23/2009	01/09/2011	

ESAF Updates

- On the Materials page the column labels for the sample Name now includes a link to the APS User Policy and Procedure for Sample Identification

Material Hazards:

List all samples & chemicals (including macromolecular crystals) that will be brou

Delete	Name (Policy for Identification)	Quantity	CAS #	Any Hazards	Toxic	Biohazard
<input type="checkbox"/>	Cr2O3	10mg		N	N	N
<input type="checkbox"/>	Cu	50mg		N	N	N
<input type="checkbox"/>	NaCrO4	10mg		Y	N	N
				N	N	N
				N	N	N

ESAF Updates

- On the Materials page in the Nano column dropdown the value for “Unbound” has been changed to “Unbound Powder”. This was a requested clarification.

	<u>Oxidizer</u>	<u>Explosives</u>	<u>Nano</u>	<u>Other</u>	<u>Dispose A</u>
	N ▼	N ▼	Unbound Powder ▼	N ▼	Y ▼
	N ▼	N ▼	Unbound Powder ▼	N ▼	Y ▼
	N ▼	N ▼	Unbound Powder ▼	N ▼	Y ▼
	N ▼	N ▼	N ▼	N ▼	Y ▼
	N ▼	N ▼	Unbound Powder ▼	N ▼	Y ▼
	N ▼	N ▼	Unbound Powder ▼	N ▼	Y ▼
	N ▼	N ▼	N ▼	N ▼	N ▼

Future ESAF Updates currently in the programmer queue

- A HelpDesk has been entered to add another checkbox row on the Electrical Inspection page. The new checkbox will be for “Previously inspected equipment that has been resident at the APS”. No reinspection is required for this equipment.
- At least one of the checkboxes will be required to be checked to submit an ESAF when the Electrical Inspection page is visible.

	Type of Equipment
<input checked="" type="checkbox"/>	unmodified NRTL approved equipment
<input type="checkbox"/>	modified NRTL equipment
<input type="checkbox"/>	non-NRTL approved equipment with output <50V and <1kW
<input type="checkbox"/>	non-NRTL equipment with output >50V and /or >1kW

To request an inspection fill in the fields below and click the bu

List equipment that will require an inspection:	
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Future ESAF Updates currently in the programmer queue

- The report generated by ESAF for posting will be modified to contain two Experiment Authorization (EA) forms. Only one of the forms will require signature by the Beamline Staff and OS for the experiment. This will hopefully eliminate the need to make additional copies of the EA form.

Timeliness of ESAF submissions

A request for Beamline assistance.

Current APS Policy:

Experiment Reviews

APS Beamline Experiment Safety Reviews

(Formerly AP&P 3.1.25, Revision: 2, supersedes Rev 1 (1 Sep 2006), APS document number APS_1187022)

Policy

Applicability

This section (APS Beamline Experiment Safety Reviews) applies only to beamline- and LOM-related user research activities at the APS.

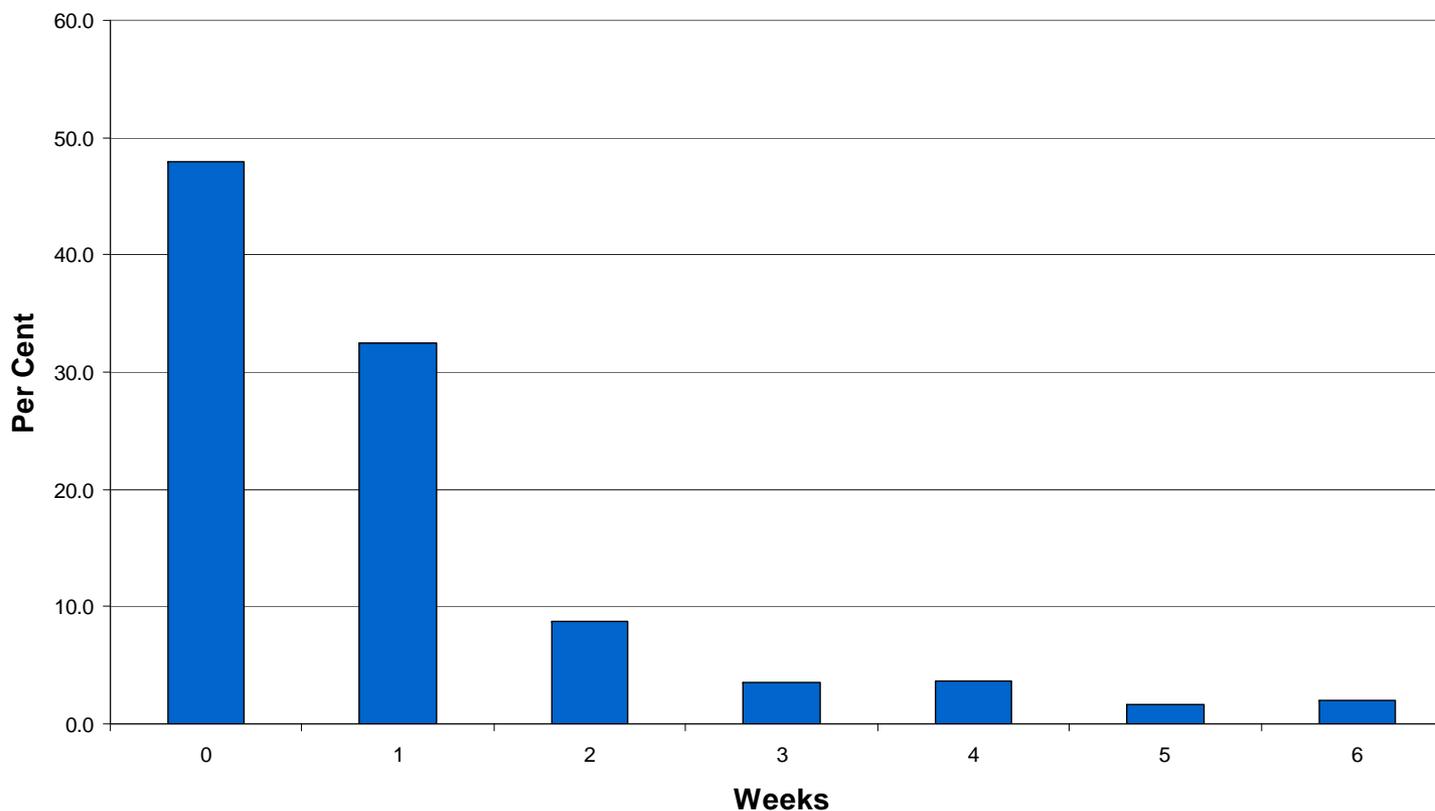
Procedure

1. Using the APS web-based Experiment Safety review system, a spokesperson for the research group submits information to the Beamline and the APS characterizing the experiment by completing an ESAF. Submission of this information must meet the lead-time requirements defined on the APS Experiment Safety web page. Experiments that present minimal hazards common to all beamlines should be submitted at least 7 days prior to the scheduled start of the experiment. Additional time is required for higher levels of risk and for safety protocols new to the APS. If circumstances do not allow for the full 7 days for review, the APS will consider the request for expedited review on a case-by-case basis.

Timeliness of ESAF submissions

An analysis of ESAF submission date vs ESAF start date shows that almost half of the ESAFs are submitted less than seven (7) days prior to the start of the experiment. If the policy is followed there will be no ESAFs in week zero.

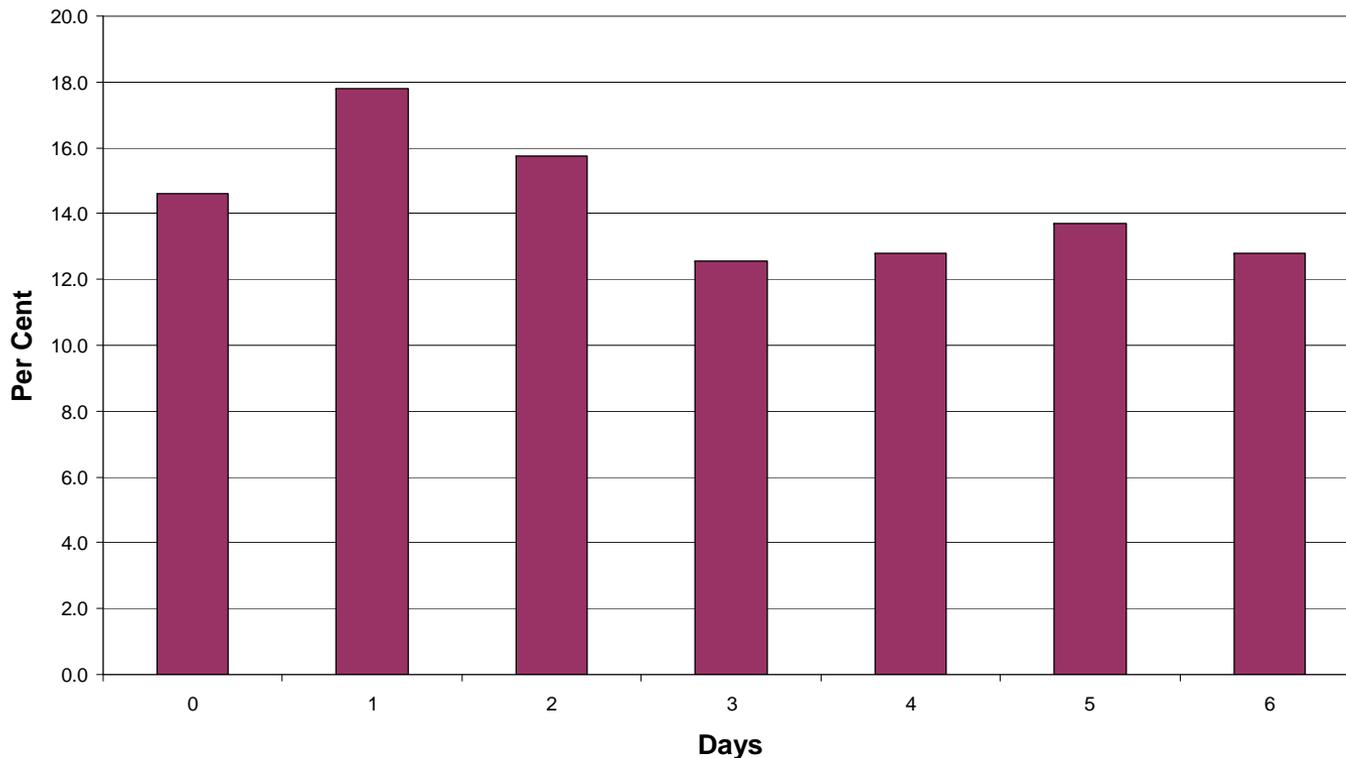
Per Cent ESAFs Submitted VS Weeks Before Start Date



Timeliness of ESAF submissions

Currently we are seeing almost 100 ESAFs per week. The plot below shows that in a given week 30 or more ESAFs are submitted one day before an experiment starts or on the day an experiment starts. **Please make an effort to encourage your users to submit their ESAFs at least seven (7) days in advance. With the number of ESAFs being submitted it is becoming very difficult to meet the demands for instant approval. Users that submit ESAFs late are taking a chance that their experiments will not begin on time.**

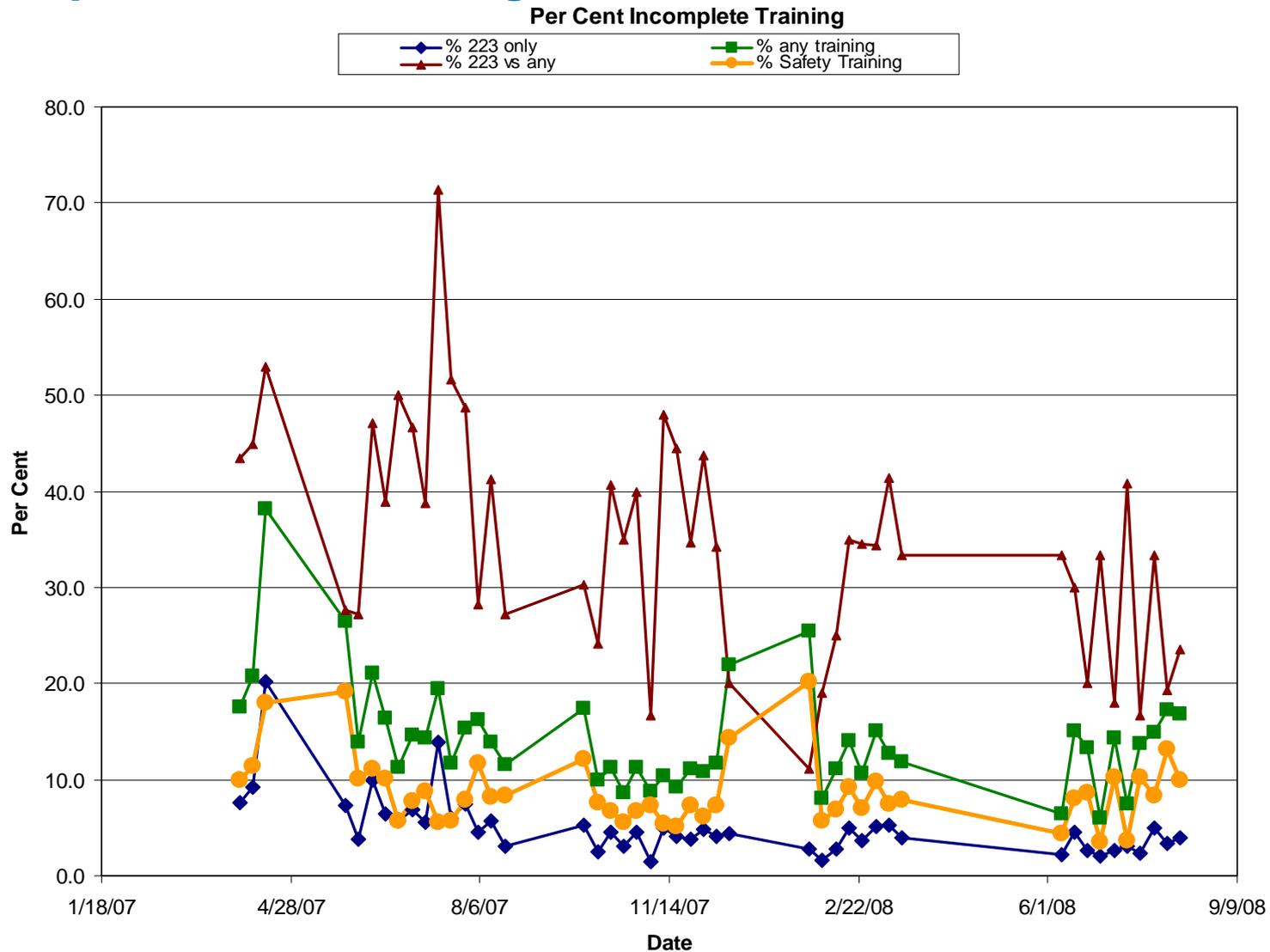
Per Cent ESAFs Submitted Less Than One Week Before Start



Incomplete User Training

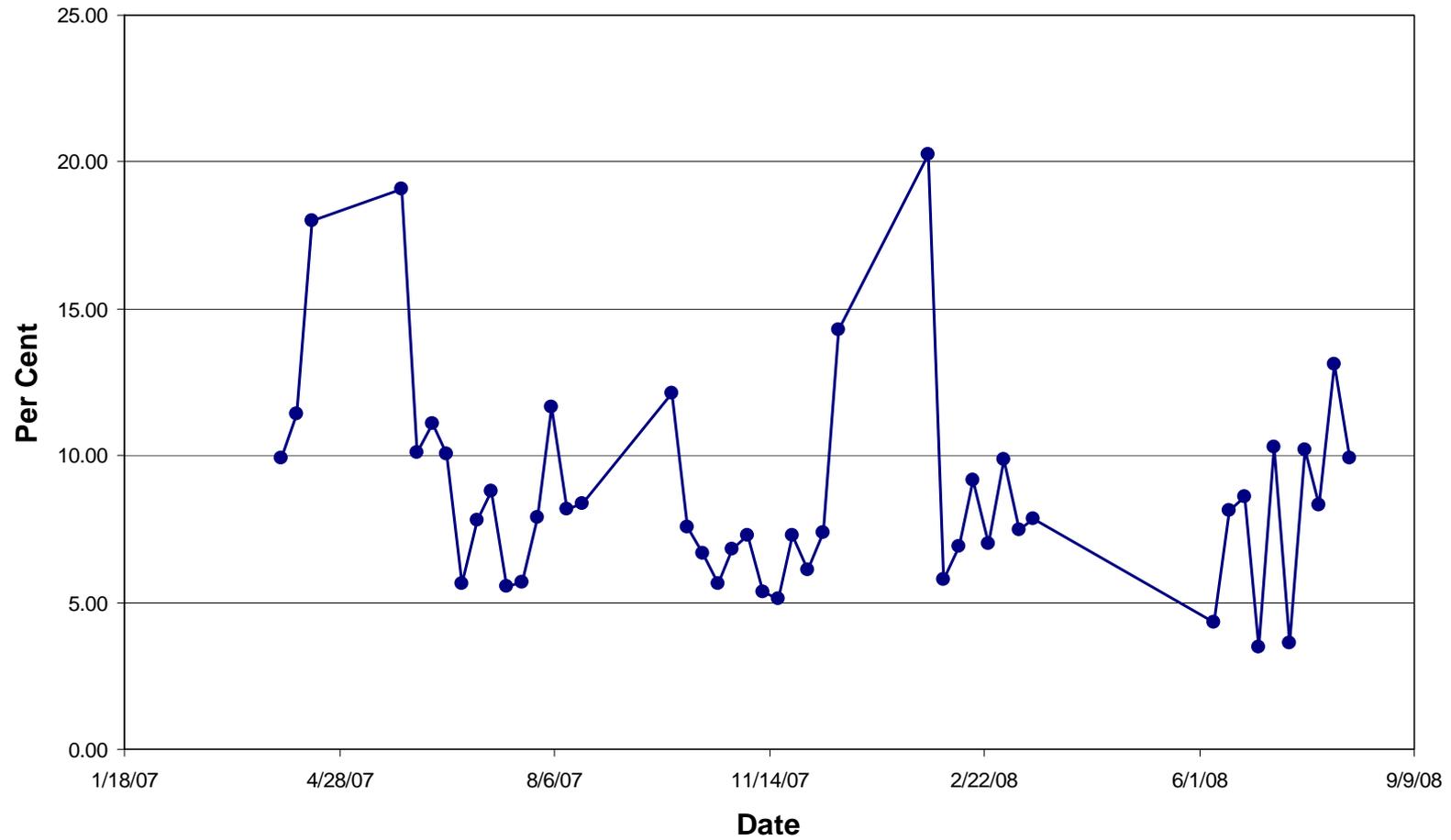
- **The APS has been monitoring the completion of user training for the last 4-5 runs**
- **General trend was to lower incomplete training**
- **After “Remote” training capability was added a small improvement was seen**
- **During Run 2008-2 this trend reversed**
- **Back to higher levels of incomplete training**
- **While completion of Cyber Security training has improved the level for incomplete safety training has increased**
- **All Users (Resident & Non-Resident) must complete training before beginning work**

Incomplete User Training



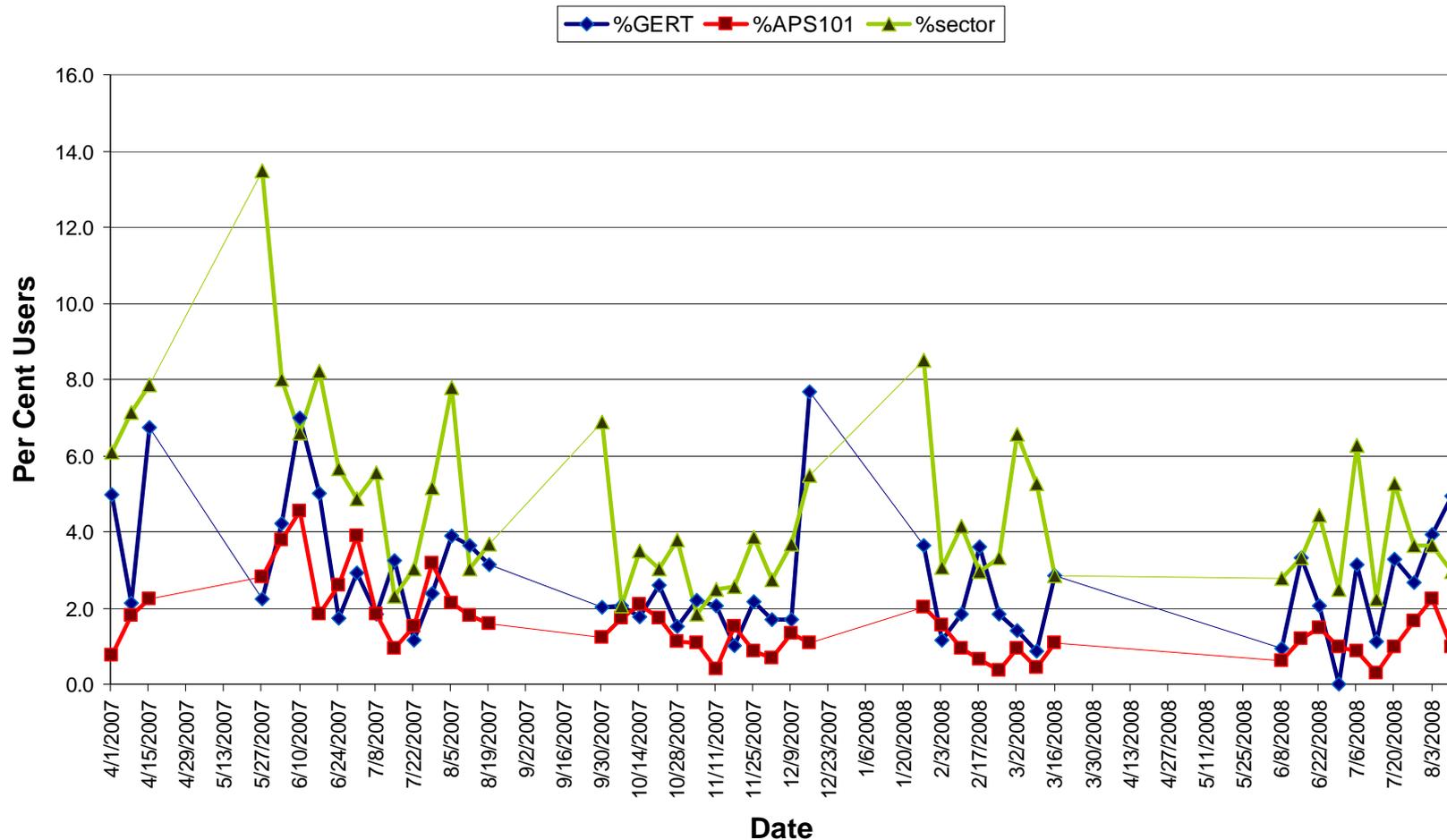
Incomplete User Training

% Safety Training Incomplete



Incomplete User Training

% Incomplete Safety Training



Incomplete User Training

- **Weekly training reports are generated showing users with incomplete training**
- **One week delay is built into system to allow for recording of training data**
- **Only On-site Users are listed in report**
- **ESAF shows latest information from ANL TMS**
- **ESAF uses start and end dates of experiment to determine if training is overdue**
- **If a course has just been taken, ESAF will show “Pending Update” for that course. Indicates course has been completed**

Incomplete User Training

What can be done to improve completion of training?

- **Encourage your users to complete their training**
 - Remote training makes this much easier
- **When an ESAF is posted:**
 - FCs will be asking about training
 - FCs will be asking if all users listed in ESAF are present so we can make corrections
- **APS will be checking on training while users are present**
 - Contact will be with the On-site Spokesperson and Beamline Staff
 - User groups must realize they are responsible for completing training
 - Users will be asked to complete training before continuing with work
 - Contact Bruce Glagola (630-417-9661) with questions or problems