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TWP/AMF Foreign Site Visit Safety Procedure

I. Purpose:

This procedure consolidates all safety directions and guidelines for foreign travels provided by Tropical Western Pacific/ARM Mobile Facility Management Office (TWP/AMF-MO). All TWP/AMF and Los Alamos National Laboratory (LANL) personnel are required to follow this procedure during their trip to the AMF sites as well as the three facilities in the TWP region: Manus, Papua New Guinea; Nauru, Republic of Nauru; and Darwin, Australia.

II. Cautions and Hazards:

- Hazards are itemized in the four Facility Safety Plans. See References for detailed document list.

III. Requirements:

- Review safety documentation referenced and attached in this procedure.

IV. Procedure:

A. All TWP/AMF and LANL Personnel

1. Notify TWP/AMF-MO 45 days prior to the desired start of travel to begin the DOE foreign travel approval process. See *Foreign Pre and Post Travel Procedure, PRO(TWPPPO)-068.005* for details.
2. Participate in an ES&H briefing teleconference before each visit. (See Attachment 1: ES&H Briefing Teleconference Outline Template)
3. Enter a visit request using ARM Site Access Request System (SARS) on the Internet (URL: <http://www.db.arm.gov/SARS2/>) for each site you are visiting.
4. Read *Safety Plan* for each TWP facility and the AMF site you are visiting. *Safety Plans* are available online at http://www.twppo.lanl.gov/internal/pages/operations_doc.html.
5. Call TWP/AMF-MO upon arrival in each new country.
6. Call TWP/AMF-MO to notify your whereabouts daily.
7. Work to a predetermined task list.
8. Call or send an e-mail to TWP/AMF-MO about work performed daily.
9. Meet with team members and Observers before starting work.

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10. When visiting a facility in a developing country with substandard medical services, always travel with at least one other person (i.e., adhere to the Buddy System), unless special provisions are made on a trip-by-trip basis.

B. TWP/AMF-MO State-Side Support during Visit

1. TWP/AMF-MO administration personnel will track whereabouts of all travelers.
2. TWP/AMF-MO Daily Operations Coordinator will respond to needs identified in daily communications and reports.

V. References:

1. Manus (ARCS-1) Facility Safety Plan, PRO(ESH)-003.
2. Nauru (ARCS-2) Facility Safety Plan, PRO(ESH)-010.
3. Darwin (ARCS-3) Facility Safety Plan, PRO(ESH)-013.
4. AMF Safety Plan, PRO(ESH)-015.xxx (site dependent).
5. Foreign Pre and Post Travel Procedure, PRO(TWPPO)-068.005.

VI. Attachments:

1. ES&H Briefing Teleconference Outline Template for TWP Site Visit, FM(OPS)-040.
2. TWP Site Visit Safety Inspection Checklist, FM(OPS)-039.
3. Foreign Travel Tracking Form (example).

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Attachment 1: ES&H Briefing Teleconference Outline Template for TWP Site Visit, FM(OPS)-040

ES&H Briefing Teleconference Outline for SV- _____

Before Leaving for Overseas:

1. Send TWP/AMF-MO:
 - Emergency contacts in U.S.A.
 - Your itinerary including hotels.
 - A copy of your passport via fax at 505-667-9122.
2. Submit a request for site access using ARM Site Access Request System (SARS) on the Internet (URL: <http://www.db.arm.gov/SARS2/>).
3. Make sure your laptop has virus protection.

Logistics:

3. Power is 240/50hz – use power converters and outlet adapters.
4. PNG baggage limits – 30 kg max. with two checked and only one carry-on (similar with Nauru).

General Site Visit (SV) Management:

7. _____ is in charge at Nauru and Manus.
 - Work to help the team leads.
 - Work to agreed upon hours – 10 hrs per day max.
 - Although task list identifies a lead responsible, others can help out. (Tasking list for SV-XXXX is on the TWP/AMF-MO website.)
8. Observers are encouraged to do inventory, shipping, and help out with tasks – INVOLVE THEM!
9. Identify hazards of the work and plan how to deal with them.
10. _____ is to file Daily Reports via e-mail.
11. _____ is to perform daily ftp data transfers.
12. Individuals must help by:
 - Volunteering to help and take on tasks.
 - Reporting progress to Daily Reporter.
 - Documenting configuration changes – VERY IMPORTANT ON CALIBRATION VISIT!
13. _____ is to do Audit-Out at each site.

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14. Call TWP/AMF-MO at +1 505-667-1186 upon arrival in Australia, Nauru, or Manus, and check in every day (the Daily Report will do when on site).
15. Call TWP/AMF-MO at 505-667-1186 upon return to U.S.A.

Observer Interactions and Site Rules:

5. Sign in as visitor upon arrival and review the *Facility Safety Plan*.
6. No alcohol is allowed on site.
7. STAY OUT OF LOCAL WORK POLITICS.
8. Include Observers in your work.
9. Take time to train Observers.
10. Keep site and the vans clean. (Set an example!)
11. Work to procedures. (Set an example!)
12. Possibly hire local security during visit. (Evaluate each trip.)

Site Regulation Jurisdiction Guidance:

1. Manus Facility (ARCS-1):
 - New work to comply with Australian regulations – need to locate them and reference them.
 - Comply with *Manus Facility Safety Plan* stored in the E-Van.
 - No work without approval of site OIC, Site Visit lead, or TWP/AMF-MO management.
2. Nauru Facility (ARCS-2):
 - New work to comply with Australian regulations – need to locate them and reference them.
 - Comply with *Nauru Facility Safety Plan* stored in the E-Van.
 - No work without approval of site OIC, Site Visit lead, or TWP/AMF-MO management.
3. Darwin Facility (ARCS-3):
 - Comply with Australian regulations – need to locate them and reference them.
 - Comply with Australian Department of Defense regulations – need to locate them and reference them.
 - Comply with *Darwin Facility Safety Plan* stored in the Operations Center.
 - Do not perform any work without approval of Lead Technician Krzysztof Kryzton.

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4. AMF:
 - TBD.

General Hazards:

5. Before starting work analyze the hazards.
6. Plan for the hazards.
7. Stop work if there are concerns for ES&H incidents.

Note: *Safety Plans* are also available on the TWP/AMF-MO Web site (URL: http://www.twppo.lanl.gov/internal/pages/operations_doc.html).

Electrical Hazards:

1. Power panels:
 - 416V power – Only local utility company technicians and electricians are allowed to work.
 - 110/220V – Only utility company technicians or electricians are allowed to work.
1. Observers are prohibited from all electrical power work except 24V DC (but take care with battery acid).
2. Lock-out/tag-out is required for all work on energized systems.
3. Diesel Generator – Caterpillar technicians perform maintenance work and battery service.
4. Diesel Generator – Routine operations are covered by site procedures.

Other Hazards:

0. SMET Tower – Take care in lowering the mast and with minimum of two people.
0. MPL laser is eye safe.
0. MMCR – Stay off I-Van roof near the MMCR antenna.
0. Pressurized gasses:
 - Only trained BOM personnel maintain Hydrogen Generator.
 - Balloon launching using pressurized gas is performed as per the following procedures:
 - ⇒ *BBSS Launch Operation, PRO(BBSS)-002.*
 - ⇒ *Launching Balloons Using Helium or Other Commercial Gas, PRO(BBSS)-016.*
 - ⇒ *BBSS Consecutive (Two) RS-90 Launch Procedure, PRO(BBSS)-019.*

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- Gas cylinder handling as per *Compressed Gas Cylinder Handling, PRO(OPS)-031*.
 - Move gas cylinders using dolly on site
0. H2 Generator caustic chemicals are handled by trained electrolyzer personnel only.
 0. Gasoline (petrol) shall not be stored on site.
 0. Operate portable gasoline generator according to Owner's Manual on site.
 0. Hand tools are to be used by BOM/LANL/ARM technicians only.
 0. Stairs are on site for the instrument platforms – use them instead of ladders.
 0. During thunderstorms/lightning, stay inside – mainly in Darwin.
 0. In Port Moresby, stay in the hotel complex and NEVER travel in the city alone – best with a local, and NEVER at night. (People have been shot near the hotel!!)

Safety Equipment at Site:

0. Emergency contact phone numbers are posted in the E-Van (D-Van at AMF).
0. Fire extinguishers are stored in each van.
0. Outdoor Emergency shower is near H2 Generator (Manus, Nauru).
0. First-aid kits are in the E-Van D-Van at AMF.
0. Safety glasses and gloves are stored in the storage van.
0. Dollies, rolling carts for boxes, and gas cylinders are available on site.
0. Ear protection is stored in the U-Van.
0. Iridium phones in Manus and Nauru are under the D-Van seat.

Taking Care of Your Health:

1. See your doctor, go over the Centers for Disease Control and Prevention (CDC) recommendations, and get your shots well before leaving (e.g., malaria, hepatitis, typhoid, dengue fever, meningitis, and yellow fever).
2. First-aid/CPR training is recommended prior to your travel.
3. Emergency evacuation insurance recommended for PNG and Nauru – know how to engage it (LANL provides this with foreign travel packages).
4. Take general medicines with you (e.g., general antibiotics, diarrhea medicine, decongestants, etc.).
5. Take ample supply of special medications you need – they will probably not be available overseas.
6. Carry critical medicines (e.g., malaria, asthma, etc.) with you, not in checked luggage.

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7. Inform teammates of medical conditions of which they should be aware.
8. Drink bottled water in Papua New Guinea (PNG) and Nauru.
9. There is a risk of the following illnesses:
 - Malaria in PNG and Niger (also at the Honiara stop between Nauru and Brisbane) – You must take appropriate medicine and avoid mosquitoes.
Note: Take medicine religiously as prescribed.
 - Dengue fever in PNG and Nauru, no prophylactic available – use deet for repelling mosquitoes.
 - Melioidosis in Darwin – don't hand dig in the dirt during wet season.
10. Know signs of dehydration and heat stroke – Ask Larry Jones about the signs.
11. On the first day at the site, visit lead should buy enough bottled water for EVERYONE for the week and keep it on site.
12. Use sunscreen, especially if using doxycycline.
13. DO NOT WORK AT SITE ALONE!

Driving:

1. Drive slowly!
2. Do not drink and drive!!
3. Avoid driving after dark.
4. Take iridium phone when driving in Manus.
5. Travel in pairs
6. "Drive away" policy:
 - POM – yes.
 - Manus – no, if with a local.
 - Nauru – no.
 - Darwin – no.
7. Drive on left side.
8. Be careful when stepping off curb.

Recreation/Social Life:

1. Respect local culture.
2. Go in pairs.
3. Snorkel/swim in pairs.
4. Do not boat alone, and always take life preservers.

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5. Be careful of crocodiles (Manus and Darwin), Jellyfish and snakes (Darwin).
6. Be aware of ciguatera, fresh reef fish poisoning.
7. Do not go out after dark.
8. Avoid drinking sessions with locals.
9. No romance with locals.

Special Issues and Conclusion:

1. Keep a low profile and do not “advertise” that you are from the U.S.A.
2. When on travel, go in pairs, lock your hotel doors, keep track of your stuff, and do not flash cash in public.
3. Be aware of your surroundings and use common sense – You are a LONG way from home!
4. The TWP/AMF management has trusted in its judgment to make the call on your foreign travel – Do not put the program in jeopardy by betraying that trust with a “the rules don’t really apply to me” attitude.

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Attachment 2: Site Safety Inspection Checklist, FM(OPS)-039

Site Safety Inspection Checklist

Date: _____

Site: _____

Inspector(s): _____

Inspection Items:

1. Scan *Safety Plan*, sign in as visitor, and verify sign-in sheet is being used.
2. Record date of *Safety Plan*.
3. Conduct general site walk through w/ OIC and Observers.
4. Check fire/smoke alarms (listen for low battery beep but do not touch – it will shut off the power to the van – put your observations on the “Action” list).
5. Check safety equipment:
 -) Fire extinguishers in E-, D-, I-, U-, ISS-, X-, Y-, O-, M-, and A-Vans (test an old extinguisher for a demo?)
 -) Flashlight in E-, D-, I-, U-, ISS-, X-, Y-, O-, M-, and A-Vans
 -) First-Aid kits and sunscreen in E- and D-Van
 -) Safety glasses, gloves
 -) Ear covers in U-Van (inside the door)
 -) Life jackets (Manus, Nauru)
 -) Iridium phone (Manu, Nauru)
 -) Cargo dolly
 -) Gas cylinder dolly (Manus, Nauru)
6. Check for tripping hazards, condition of stand stairs, high platforms, reflective tape needed.
7. Check emergency shower (Manus, Nauru).
8. Check for emergency numbers on wall of inside E-Van or D-Van.
9. Review High hazard items with Observers:
 -) Electrical – review rules
 -) Gas cylinders – inspect, and review handling procedure (Manus, Nauru, AMF)

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10. Make sure that the site is clean and organized.
11. Others.

Safety Training (possible):

- Videos
- Fire extinguisher demo

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Attachment 3: Foreign Travel Tracking Form (example)

Traveler	Foreign Destination	Arrival Date-conf	Daily Contact Method	Home Destination	Arrival Date/conf	Notes
Glowacki	China	7/7/08 __	JG-Email to LJ	Australia	8/7/08__	
Sanchez	China	7/28/08 __	TS-Email to LJ	USA	8/2/08 __	
Nitschke	Azores	7/30/08 __	KN-Email to LJ	USA	8/13/08__	
Ryczek	Nauru	7/31/08 __	KK-SV Reports to LJ	Australia	8/8/08 __	
Culgan	Nauru	7/31/08 __	KK-SV Reports to LJ	Australia	8/8/08 __	
Krzton	Nauru	7/31/08 __	KK-SV Reports to LJ	Australia	8/8/08 __	
Jones	Australia	8/13/08__	LJ-Email to TS	NA		
	PNG	8/17/08__	LJ-Email to TS	USA	8/22/08__	
Lorusso	Australia	8/13/08__	LJ-Email to TS	NA		
	PNG	8/17/08__	LJ-Email to TS	USA	8/22/08__	
Ryczek	Manus	8/18/08 __	KK-SV Reports to LJ	Australia	8/28/08__	
Culgan	Manus	8/18/08 __	KK-SV Reports to LJ	Australia	8/28/08__	
Krzton	Manus	8/18/08 __	KK-SV Reports to LJ	Australia	8/28/08__	
Glowacki	Manus	8/18/08 __	KK-SV Reports to LJ	Australia	8/28/08 __	