

**PARTICLE PHYSICS DIVISION ES&H MANUAL
REVIEW AND APPROVAL RECORD**

PREPARATION, APPROVAL & DISTRIBUTION OF PROGRAMS & PROCEDURES

Revised by *Srajata Saneli* 15280N Date 9/28/12
Name/ID#

Approved by *[Signature]* Date 10/3/2012
PPD Head

THE PPD ES&H MANUAL

INTRODUCTION

This Manual contains PPD programs and procedures that fulfill the following purposes:

- They define roles, responsibilities and authorities of specific job titles within the Division.
- They define the division specific implementation of a lab-wide policy.
- They define division policies and procedures in situations where lab-wide policies do not exist

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. Each document must have 1) a Review and Approval Record (page #0) signed by the appropriate people, 2) a title, 3) an introductory description, 4) designator of the form PPD_ESH_NNN and 5) a revision date and expiration date. The default expiration date is the minimal review interval of three years.

REVIEW, APPROVAL AND REVISIONS

Documents are approved by the Division Head. Each document will be reviewed at appropriate intervals as indicated by the expiration date, but in any case not to exceed three years from the previous review. The updated file name shall include the revision date. Revision dates and revision descriptions will be logged on the "Revision History" page of each document. Previous versions shall be maintained electronically.

DISTRIBUTION AND CONTROL

The PPD ES&H Manual is a controlled document. Each document will have the wording "This document is uncontrolled when printed. The current version is maintained on the PPD website." included in the footer of each page. The master copy resides in the Particle Physics Division office. A scanned signed copy of the manual is posted on the Particle Physics Division Home Page of the World Wide Web. PPD personnel are notified of revisions to the manual by email.

RETIRING PROCEDURES

Procedures may be retired if deemed necessary. The last copy shall be kept electronically by the PPD Office and noted as retired in the footer of the document.

