


**Equipment Standard Operating Procedure: Center  
for Advanced Energy Studies**


	<b>NAME OF EQUIPMENT</b>	Identifier: CAES -034	Page 1 of 8
		Revision: 1	
		Effective Date: 08/25/2010	

--

**EQUIPMENT NAME:**

<i><b>Note:</b> 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.</i>			
1.1	<b>EQUIPMENT COGNIZANT, LAB LEAD</b> EC(s): LL:		
1.2	<b>EQUIPMENT LOCATION BY LAB ROOM NUMBER</b>		
	<b>Equipment Cognizant, Laboratory Lead, and CAES Safety Officer Approvals</b>		
	Print	Sign	
	Equipment Cognizant: _____ Date: _____		
	Print	Sign	
	Laboratory Lead: _____ Date: _____		
	Print	Sign	
CAES Safety Officer: _____ Date: _____			
1.3	<b>EXPIRATION</b> (As determined by the Equipment Cognizant, this document may require periodic review to ascertain changes in equipment operation or competency/recognition of individual users).		

**Equipment Standard Operating Procedure: Center  
for Advanced Energy Studies**

 <b>NAME OF EQUIPMENT</b>	Identifier: CAES –034 Revision: 1 Effective Date: 08/25/2010 <div style="text-align: right;">Page 2 of 8</div>
--	--

<b>Brief Overview &amp; Scope</b>	<p>This procedure is intended to provide an overview of the hazards, engineering and administrative controls and PPE associated with common tasks of equipment operation.</p> <p><b>Note:</b> 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.</p>
<b>Equipment, Tools</b>	
<b>Mat’ls, Supplies</b>	
<b>Add’l Training Requirements</b>	
<b>Special Requirements</b>	
<b>Handling &amp; Facilities</b>	
<b>Spill &amp; Incident</b>	
<b>Decontamination/ Waste Disposal</b>	

Equipment Standard Operating Procedure:  
Center for Advanced Energy Studies


 Center for Advanced Energy Studies	NAME OF EQUIPMENT	Identifier: CAES – XXX-XX Revision: 0 Effective Date:	Page 3 of 8
--	-------------------	---	-------------

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.....7

DOCUMENT COMMENTS .....8

**Equipment Standard Operating Procedure: Center  
for Advanced Energy Studies****NAME OF EQUIPMENT**

Identifier: CAES -034

Revision: 1

Effective Date: 08/25/2010

Page 4 of 8

**OVERVIEW OF SYSTEM OPERATION:****HAZARD OVERVIEW****1. Operating instance or parameter****Hazards****Engineering  
Controls****PPE****BASIC SETUP AND OPERATION****1. Set Up****Concern****Engineering  
Controls****PPE**

**Equipment Standard Operating Procedure: Center  
for Advanced Energy Studies****NAME OF EQUIPMENT**

Identifier: CAES -034

Revision: 1

Effective Date: 08/25/2010


Page 5 of 8

**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)**

**1. Emergency Shut Down****Concern****Engineering  
Controls****PPE****2. Shut Down During Power Outage****Concern****Engineering  
Controls****PPE****3. Start Up After Power Outage****Concern****Engineering  
Controls****PPE**


**Equipment Standard Operating Procedure: Center  
for Advanced Energy Studies**

	<b>NAME OF EQUIPMENT</b>	Identifier: CAES –034	Page 6 of 8
		Revision: 1	
		Effective Date: 08/25/2010	

TRAINING REQUIREMENTS	
Activity	Training Required

OPERATOR CONSIDERATIONS

**Equipment Standard Operating Procedure: Center  
for Advanced Energy Studies**

	<b>NAME OF EQUIPMENT</b>	Identifier: CAES -034	Page 7 of 8
		Revision: 1	
		Effective Date: 08/25/2010	

**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,<sup>1</sup> check-box 2 is for mentoring,<sup>2</sup> check-box 3 is for demonstrated competency.<sup>3</sup> 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. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

<sup>1</sup> *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.

<sup>2</sup> *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.

<sup>3</sup> *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.

**Equipment Standard Operating Procedure: Center  
for Advanced Energy Studies**

	<b>NAME OF EQUIPMENT</b>	Identifier: CAES –034 Revision: 1 Effective Date: 08/25/2010	Page 8 of 8
---	--------------------------	--	-------------

**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