



Tutorial: Renewing Risk-level 1 and risk-level 2 Activities

Audience: Activity Lead

How often do WPC activities need to be renewed?

Activity Risk Level	Renewal Period
1 – Low Hazard	Every 3 years
2 – Moderate Hazard	Every 2 years
3 – High Hazard	Annually

Why are Activities Renewed?

The purpose of the Activity review process is to:

- (1) To make sure that the activity accurately represents the current scope of work.
- (2) To make sure that the hazards and controls are up-to-date and to add or remove any hazards to reflect the current work or any upcoming changes.

For example, if the scope of work has changed (or is expected to change), or if new hazards or controls are being added, then these changes need to be included and reviewed.

Risk-level 1 Review and Approval Process

When a risk-level 1 activity is up for renewal, the system creates a copy of the Activity and puts it into “Developing” state. There is then 30 days to complete the review and approval.



Risk-level 2 Review and Approval Process

When a risk-level 1 activity is up for renewal, the system creates a copy of the Activity and puts it into “Developing” state. Some divisions may have the DSC review all risk-level 2 activities. If that is the case, they are added as part of the Review.



Step-by-step instructions for Renewing a RL-1 or RL-2 Activity

This is for the Activity Lead who is responsible for reviewing their risk-level 1 or risk-level 2 Activities.

START: log into <https://wpc-am.lbl.gov/>

Step 1: Open the activity that is in **DEVELOPING**

The screenshot shows the WPC-AM system interface. On the left, there is a list of activities with filters for ACTION REQUIRED (48), INFORMATIONAL (0), FLAGGED (0), and ALL (48). The first activity, NS-0022, is highlighted with a blue circle and a callout box that says "1 Click to open." with an arrow pointing to the activity card. The second activity, EH-0313, is also visible. On the right, the "MY ACTIVITIES" section shows a list of activities with their IDs, names, and statuses. The activities listed are EH-0033 (Neutralization Of Corrosive Mixed Wa...), EH-0451 (Radiological Work For RPG RCTs), and AA-0164 (HTT Sealed Source Activation). All three activities are in a "Pending" status.

Step 4: REVIEW HAZARDS

Review the hazards (A) Add any new hazards (if any). (B) Remove hazards no longer applicable (if any).

CREATE ACTIVITY: SELECT HAZARDS
 MS-0079 - 2-260B CLEANROOM
 ACTIVITY VERSION: 16
 ACTIVITY STATUS: COLLABORATION
 RENEWAL DUE DATE: FEBRUARY 13, 2024

Activity Risk Level: 3

Tip: Hover your mouse over a category below to view contents.

HAZARD BASKET

- Generation of Hazardous Waste
Risk Level 1
- MSD - MSD0010 ISM
Risk Level 1
- Non-Oxidizing Corrosives

A Adding: Locate the hazard you need to add by browsing the categories and then selecting the appropriate hazard.

B Removing: Select the hazard you want to remove and click the trashcan icon.

C Continue when done.

Step 5: REVIEW HAZARDS and CONTROLS

HAZARD | [All Chemical Hazards](#)

HAZARD	ACTIVITY SPECIFIC INFORMATION	RISK LEVEL
Flammable and combustible liquids See List		2
Tetramethylammonium hydroxide (TMAH) and solutions, etchants, and developers containing TMAH		3
Toxic chemicals - high acute toxicity (or lethal toxicant) See List	Approximately 4 gallons of developer solution is order every 8 months. A copy of the SDS for the developer is Read More	3
Corrosive liquids/solids without a pressure hazard See List		1

"Applicable?" requires that the Activity Lead determines if the control is applicable to the work performed. If it is applicable, then select "Yes" and the control becomes required. If it is not applicable, select "No" and the control is removed from the activity.

CLASS	CONTROL	ACTIVITY SPECIFIC INFORMATION	APPLICABLE?
ENG	Use a fume hood		<input checked="" type="radio"/> Yes <input type="radio"/> No
	Use a barrier such as a horizontal sash or		<input checked="" type="radio"/> Yes <input type="radio"/> No
PPE	Required		<input checked="" type="radio"/> Yes <input type="radio"/> No
PPE	Required		<input checked="" type="radio"/> Yes <input type="radio"/> No

A Review the hazards.

B Review the controls to determine which are applicable (YES/NO) and adjust accordingly.

Step 6: REVIEW TRAINING

Review the required courses specific to this activity. If they do not seem applicable, set to “No”

REVIEW TRAINING COURSES

"Applicable?" requires that the Activity Lead determines if the control is applicable to the work performed. If it is applicable, then select "Yes" and the control becomes required. If it is not applicable, select "No" and the control is removed from the activity.

CONTROL ID	TRAINING COURSE	ACTIVITY SPECIFIC INFORMATION	APPLICABLE?
TRN189	MSD0010 ISM Principles and Case Studies		Required <input checked="" type="radio"/> Yes <input type="radio"/> No
TRN002	On-the-Job (OJT) Training		Required <input checked="" type="radio"/> Yes <input type="radio"/> No
TRN068	EHS0348 Chemical Hygiene and Safety		Required <input checked="" type="radio"/> Yes <input type="radio"/> No
TRN104	EHS0520 Fire Extinguisher Safety - Part 1		Required <input checked="" type="radio"/> Yes <input type="radio"/> No
TRN108	EHS0604 Hazardous Waste Generator Training		Required <input type="radio"/> Yes <input checked="" type="radio"/> No
TRN392	EHS0395 Working Safely With Tetramethylammonium Hydroxide - will be required beginning March 1, 2023		Required <input checked="" type="radio"/> Yes <input type="radio"/> No

Step 7: Review the workers assigned to the Activity

A Click the worker's icon and review the list of workers. Remove those who should not be on the activity and add workers who should be.

Manage Workers

EA Preview Choose An Action Save



Step 8: RELEASE FOR APPROVAL

When you have finished making all changes to the Activity and are done, release the Activity for line management approval.

Activity Risk Level

EA + [] [] Preview Choose An Action Save

Release for Approval
Copy Activity
Printable Version
Delete this version
On the Job Training
Add Feedback for Activity

APPLICABLE?
Required
Required

A Click Release for Approval when you have completed your review and made any needed updates.

NOTE:

For risk-level 1 Activities the Activity is routed to the Project Lead for review and approval. After they approve the Activity is Active and replaces the previous version of the ACTIVITY Which is archived

For risk-level 2 Activities the Activity may be routed to the Division Safety Coordinator if your division has elected for then to review risk-level 2 Activities. it is then routed to the Project Lead. After the Project Lead approves the Activity is Active and replaces the previous version of the ACTIVITY Which is archived.