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# Synchrotron Radiation Center

March 10, 2014

Dear SRC User:

With the final beam in Aladdin having been run Friday, March 7, 2014, our focus now shifts to the safe, orderly, and responsible decommissioning of SRC. As part of this, all Users are required to remove all their equipment and materials by June 30, 2014. Any User equipment or materials remaining after June 30, 2014 will be disposed without notice. The large scale of this undertaking dictates a number of policies and procedures which are being implemented.

For safety and security reasons, access to SRC will be limited to 8:00 AM and 5:00 PM weekdays. It is necessary to arrange ahead of time when you will be here, as there is limited physical access to the vault. Please contact Greg Rogers ([grogers@src.wisc.edu](mailto:grogers@src.wisc.edu)), or Rick Keil ([rkeil@src.wisc.edu](mailto:rkeil@src.wisc.edu)) if Greg isn't available, to arrange a time. You are encouraged to schedule your move as soon as possible, to avoid conflicts. Note that the SRC exterior locks will be re-keyed the week of March 10-14 so your front door key (AACB5) may no longer work. We will not be issuing new keys to Users as SRC staff will provide access during the above hours.

When working with or moving equipment on-site, a two person rule is in effect at all times. Due to the limited availability of SRC staff, do not rely on having a SRC staff member function as the second person. Similarly, SRC staff will in general not be available to provide other assistance. You should be sure to bring enough people to handle your packing and loading needs. However, remember that only certified personnel are authorized to operate the SRC cranes.

You will need to provide your own transportation and packing supplies, such as blankets and straps. SRC staff will not be responsible for loading and securing materials and equipment for transport. UW policy will not allow us to release any hazardous materials to Users regardless of who owns them. The UW will safely dispose of all hazardous materials at no cost to you. If you have any questions or concerns about hazardous material identification or need assistance with movement of hazardous materials, please contact the Environment, Health & Safety Office, Troy Vannieuwenhoven, Waste Management Supervisor at [tvannieuwenhoven@fpm.wisc.edu](mailto:tvannieuwenhoven@fpm.wisc.edu) or (608) 262-1072, (608) 279-0869.

There will be a check-out process for all materials and equipment to be removed from the SRC Ednor Rowe building and SRC storage sheds. That process will include photographs taken by SRC staff and completion of a "Certificate of Material Ownership, Assumption of Risk, and Release" form. That form must be signed by an official representative of your institution and a UW staff member prior to removing the equipment and materials.

I appreciate your cooperation with these rules as that will help provide a safe and smooth decommissioning process.

Joe Bisognano  
SRC Director