

Chapter 2: [Work Planning and Control](#) Authorization and Release Summary

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URL: <https://www-esh.slac.stanford.edu/eshmanual/references/wpcSummaryAuthorize.pdf>

ENVIRONMENT, SAFETY & HEALTH DIVISION

This table summarizes requirements for authorizing and releasing work. (For details, see [Work Planning and Control: Work Planning and Control Procedure](#) [SLAC-I-720-0A21C-002], [Work Planning and Control: Construction Work Planning and Control Procedure](#) [SLAC-I-720-0A21C-005], and [Work Planning and Control: Pre-job Briefing Procedure](#) [SLAC-I-720-0A21C-007].)

Important Additional requirements apply for work considered *high consequence*, regardless of type (green, yellow, red) here. (See [Work Planning and Control: Enhanced Rigor Work Planning and Control Procedure](#) [SLAC-I-720-0A21C-006]).

Table 1 Authorization and Release Summary

Type of Work	Authorization		Release		Tailgate		PJB	
	Who	How	Who	How	Required?	Documented?	Required?	Documented?
Green, office		ESH Couse 219						
Green, non-office		ESH Couse 219	Building/area manager, if required on AHA or other postings	Orally				
Yellow, resident	Supervisor	STA Supervisor acknowledgement of worker's ability No other documentation required but JSA/SOP/ATA may be used	Supervisor Building/area manager, if resident area not controlled by supervisor	Orally	Yes		Yes	At discretion of supervisor for low-risk work
Yellow, non-resident	Supervisor	JSA/SOP , with cover sheet signed by supervisor and worker At the discretion of the authorizing supervisor, an ATA may be used in place of a JSA or SOP Simple work does not require written authorization but still must be released	Building/area manager	Either orally or in writing. If orally, worker must annotate the JSA/SOP with release information	Yes		Yes	At discretion of supervisor

Type of Work	Authorization		Release		Tailgate		PJB	
	Who	How	Who	How	Required?	Documented?	Required?	Documented?
Yellow, subcontractor	Supervisor SLAC point of contact (POC) confirms	JSA/SOP , with cover sheet signed by supervisor and worker	POC secures release from area/building manager and holds a documented tailgate meeting to release the subcontractors	Tailgate , signed	Yes	Yes	Yes	At discretion of supervisor
Red	Supervisor	JSA/SOP , with cover sheet signed by supervisor and worker	Building/area manager ALD (reviews/approves work with lab-wide impact on WIP)	WIP+tailgate , signed	Yes	Yes	Yes	Yes
Red, subcontractor	Foreman/supervisor authorizes the work but the SLAC construction manager (CM) or the service manager (SM), respectively, confirms the authorization	JSA/SOP , with cover sheet signed by supervisor and worker	Building/area manager For work within construction sites, CM ensures daily release of work to the general contractor who then releases the sub-tier contractors. CM releases work in designated construction sites or designated areas within occupied buildings; building/area manager in occupied buildings.	WIP+tailgate , signed	Yes	Yes	Yes	Yes