

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	NUMBER IH50500
	REVISION FINAL Rev. 1
SUBJECT: <h1 style="text-align: center;">Self-Assessment Planning</h1>	DATE 11/01/06
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Topic	2006	2007	2008	2009	2010
Acoustic					
Asbestos					
Biological					
Chemical - Inorganic					
Chemical - Organic					
Controlled Substances					
Environmental					
Food Safety					
Lead					
Noise and Hearing Conservation					
Respiratory Protection					
Skin Degradative Fields					
Ventilation - Exhaust / HEPA					

1.0 Purpose & Scope

This document describes the strategic planning process of the SHSD Industrial Hygiene Group’s *Self-Assessment* program. The purpose of the procedure is to establish an effective process to select the topics for self-assessments each year, so that collectively over several years high quality IH programs are in place. The self-assessments are used to validate regulatory compliance and/or to target program improvements.

2.0 Responsibilities

- 2.1 This procedure is administered through the SHSD Industrial Hygiene Group. The IH Group Leader is responsible to:
 - 2.1.1 Create the long range schedule for assessments.
 - 2.1.2 Plan the program areas to be assessed each year.
 - 2.1.3 Assign IH staff to conduct assessments.
 - 2.1.4 Set assessment due dates, and
 - 2.1.5 Track progress and completion of assessments, as provided by the IH professional (assessor) conducting the assessment(s).

3.0 Definitions

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- 3.1 **Assessor:** The person assigned to conduct and document program or field assessment on a topic for which they are a Subject Matter Expert.
- 3.2 **Lead Assessor:** The person assigned to initiate, direct, document, and track a self-assessment to completion.

4.0 **Prerequisites** none

5.0 **Precautions** none

- 5.1 **Hazard assessment:** The actual task of planning assessments does not cause significant employee health risks.
- 5.2 **Job Risk Assessment:** Consult the *Job Risk Assessment* [IHG-JRA-14](#) for the risk analysis and controls of this SOP.
- 5.3 **Personal Protective Equipment:** Appropriate personal protective equipment is not needed for this procedure.
- 5.4 **Environmental Impact and Waste Disposal:** This sampling does not have adverse impact on the environment or create waste for disposal.

6.0 **Procedure**

- 6.1 **Equipment:** None
- 6.2 **Planning the assessment calendar:** In the first quarter of each year, the IH Group Leader identifies subject areas to receive self-assessment reviews that fiscal year. All IH subject areas will be assessed on a periodic cycle that factors in regulatory requirements for the frequency of assessments, complexity and scope of each IH program, number of organizations and workers impacted by the program, and the relative risk of the hazard.
- 6.2.1 The IH Group Leader will identify subject areas that have a regulatory mandate for a review of program documentation and/or implementation compliance.

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Attachment 9.1 lists the regulatory and hazard basis for frequency of assessments. The IH Group Leader will target high hazard subject areas and regulatory required assessment for the most frequent assessments and assign low hazard or limited-scope topics less frequent assessments.

- 6.2.2 The IH Group Leader will assign a person to serve as the *Assessor or Lead Assessor* for each topic to be reviewed. Ideally, all IH assessments will be combined into a single *IH Multiple Topic Assessment* to minimize the time demands on line organizations and maximize the efficiency of the IH Group's effort.
- 6.2.3 The IH Group Leader informs the SHSD Safety Engineering Group leader of the IH Group schedule to allow combining the assessment contact time with line organizations as much as possible.
- 6.2.4 The IH Group Leader will incorporate ISM and OHSAS 18001 Internal Auditing as much as possible into the SHSD Self Assessment performed on line organizations to:
- Better integrate the programs with the SBMS management tool
 - Maximize the effectiveness of IH Group staff time in field reviews
 - Lessen the time demand on line organizations.
- 6.3 **Special Emphasis Assessments:** The IH Group Leader, in conjunction with the IH Group Program Administrators, will identify subject areas that will receive an in-depth assessment in a "Collaborative" or "Independent" assessment by the Brookhaven Area Office or other DOE office. The IH Group Leader will assign a SHSD counterpart to interact with the assessment team.
- 6.4 The IH Groups' self-assessments are documented by the following mechanisms:
- 6.4.1 Assessment for a five year span are selected by the IH Group Leader and documented the *SHSD IH Group Self-Assessment Strategic Plan*. At the beginning of the fiscal year, the IH Group Leader updates the long range strategic plan for assessments. See **Attachment 9.3 IH Group Self-assessment Strategic Plan Template** for an acceptable format of the strategic plan. The Strategic Plan will be updated throughout the year as changes in strategy occur.

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6.4.2 Each year at the beginning of the fiscal year, the IH Group Leader prepares a list and schedule of subject areas that are to receive self-assessment reviews that fiscal year. See **Attachment 9.2 IH Group Self-assessment Fiscal Year Plan** for a sample of an acceptable format.

6.4.3 During Assessment, the Assessor(s) keep the IH Group Leader apprised of the status using the process described in [IH50510](#).

7.0 Implementation and Training

7.1 **Qualification Criteria:** The IH Group Leader will instruct all *Lead Assessors* in their role relative to this procedure. The formal record of training will be maintained under [IH50510](#).

8.0 References

8.1 Industrial Hygiene Auditing: A Manual for Practice, A. Leibowitz, AIHA Publications, 1994.

9.0 Attachments

- 9.1 *Regulatory Required Frequency Of Assessments*
- 9.2 *BNL IHG Self-assessment Fiscal Year Plan*
- 9.3 *BNL IHG Self-assessment Strategic Plan*

10.0 Documentation

Document Development and Revision Control Tracking		
PREPARED BY: <i>(signature and date on file)</i> R. Selvey Author Date 10/28/03	REVIEWED BY: <i>(signature and date on file)</i> J. Peters Date 10/30/03	APPROVED BY: <i>(signature and date on file)</i> R. Selvey Group Leader Date 10/31/03
ESH Coordinator/ Date: <i>none</i>	Work Coordinator/ Date: <i>none</i>	SHSD Manager / Date <i>none</i>

The only official copy is on-line at the SHSD IH Group website.
 Before using a printed copy, verify that it is current by checking the document issue date on the website.

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QA Representative / Date: <i>none</i>	Training Coordinator / Date: <i>none</i>	Filing Code: IH52
Facility Support Rep. / Date: <i>none</i>	Environ. Compliance Rep. / Date: <i>none</i>	Effective Date: 10/31/03
ISM Review - Hazard Categorization <input type="checkbox"/> High <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Low/Skill of the craft	Validation: <input type="checkbox"/> Formal Walkthrough <input type="checkbox"/> Desk Top Review <input type="checkbox"/> SME Review Name / Date:	Implementation: Training Completed: Tracked in BTMS Procedure posted on Web: 11/01/06 Hard Copy files updated: 11/01/06

Revision Log		
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input checked="" type="checkbox"/> Periodic review <input type="checkbox"/> Clarify/enhance procedural controls Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above Section/page and Description of change: 3 year review of document, all sections reviewed. Added text to Section 5 on hazard and risk assessments. Significant change to Section 6. Qualification was linked to IH50510 in Section 7. Update documentation table used in Section 10. The Attachment 9.2 was revised with the most recent version. Removed Attachment 9.4 as it was already in IH50510.		
<i>(signature on file) R. Selvey 11/01/06</i> SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input type="checkbox"/> Clarify/enhance procedural controls Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above Section/page and Description of change:		
<i>(signature/date on file)</i> SME Reviewer/Date:	SME Reviewer/Date:	SME Reviewer/Date:

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Attachment 9.1

Regulatory Required Frequency of Self-Assessments

Subject areas with **mandated annual reviews** are:

- Chemical Hygiene Plan [29CFR191.1450(e)(4)]
- Confined Space Cancelled Permit Review [29CFR191.146(d)(14)]
- Bloodborne Pathogen Exposure Control Plan [29CFR1910.1030(c)(1)(v) and (c)(1)(iv)(B)]

Subject areas with regulatory requirements for **periodic reviews (unspecified frequency)** are:

- Respiratory Protection Program [29CFR1910.134 (c)(1)(ix.); (c)(3.); and (l)(1.), and ANSI Z88.2 (5.3)]
- Lasers [ANSI Z136.1 (1.3.2.8)]

Subject areas with regulatory requirements calling for **reviews when there is reason to believe the program needs updating** are:

- Asbestos- General Industry [29CFR1910.1001 (f)(2)]
- Beryllium- CBDPP BNL's equivalent [10CFR850.10(2)(c.) and 10CFR850.40(a)]

Subject areas with regulatory requirements calling for **reviews of written exposure control plans triggered by over exposure to OSHA PELs** are the following OSHA Regulated Chemicals:

- Acrylonitrile 29CFR1910.1045 6 month revision cycle
- Arsenic 29CFR1910.1018 6 month revision cycle
- Benzene 29CFR1910.1028 revision cycle based on monitoring data
- Butadiene, 1,3- 29CFR1910.1051 12 month revision cycle
- Cadmium 29CFR1910.1027 12 month revision cycle
- Ethylene Oxide 29CFR1910.1047 12 month revision cycle
- Lead 29CFR1910.1025 and 29CFR1926.62 6 month revision cycle
- Vinyl Chloride 29CFR1910.1017 6 month revision cycle

Subject areas **without regulatory requirements calling for program reviews**, but that the IH Group targets for periodic assessments are:

- Biohazard/Etiologic Agents [DOE N450.7]
- Exhaust Ventilation: HEPA Surveillance testing [ANSI N510; N509]
- Local Exhaust Control Ventilation: [29CFR1910.94]
- Hazard Communication Program [29CFR1910.1200]
- Noise and Hearing Conservation Program [29CFR1910.95]
- Non-ionizing radiation [29CFR1910.95]

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Attachment 9.2

Self-Assessment Fiscal Year Plan

Template

	Title <small>(Bold means active for IHG)</small>	Milestone Item	Owner	ATS Due Date
Special Emphasis Assessment (Major)				
1.	Topic 1	Final Report	<i>Lead Assessor' Name</i>	MM/DD/YY
2.	Topic 2	Final Report	<i>Lead Assessor' Name</i>	MM/DD/YY
3.	Topic 3	Final Report	<i>Lead Assessor' Name</i>	MM/DD/YY
Mandated Annual				
4.	Bloodborne Pathogen Exposure Control Plan Review	Final Report	<i>Lead Assessor' Name</i>	MM/DD/YY
5.	Confined Space Permit Review	Final Report	<i>Lead Assessor' Name</i>	MM/DD/YY
6.	Chemical Hygiene			DD/YY
BNL Periodic				
7.	Beryllium Use			DD/YY
8.	Noise & Hearing			DD/YY
9.	HEPA Filter Substitution & Ventilation			DD/YY
<h1 style="font-size: 4em; margin: 0;">SAMPLE</h1> <p style="font-size: 1.2em; margin: 0;">Topics not being assessed are deleted</p>				
10.	Laser	Final Report	<i>Lead Assessor' Name</i>	MM/DD/YY
11.	Respiratory Protection	Final Report	<i>Lead Assessor' Name</i>	MM/DD/YY
12.	Asbestos	Final Report	<i>Lead Assessor' Name</i>	MM/DD/YY
13.	Biohazard- Etiological Agent Use Review	Final Report	<i>Lead Assessor' Name</i>	MM/DD/YY
14.	HazCom & OSHA Regulated Chemicals	Final Report	<i>Lead Assessor' Name</i>	MM/DD/YY
15.	Non-ionizing Radiation	Final Report	<i>Lead Assessor' Name</i>	MM/DD/YY

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Sample: IH Group Self-Assessment Strategic Plan

Effective/Revision Date: mm/dd/yy

	Title	FY99	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10
1.	Asbestos			SBMS			BSA Q2	BSA SBMS					
2.	Beryllium	Tech Doc	SBMS			BSA Q2	BSA Q3	BSA SBMS					
3.	Biohazards/Etiologic Agents								SBMS				
4.	Bloodborne Pathogens									SBMS			
5.	Chemicals-HazCom/ORC	BAO						BSA SBMS					
6.	Chemicals- CHP	BAO			SBMS	SBMS-Q3							
7.	Confined Spaces	BAO	BSA		BSA;SBMS	BSA 4Q	BSA Q4	BSA	SBMS				
8.	Ergonomics				SBMS	BSA Q3			SBMS				
9.	Heat Stress												
10.	IAQ				SBMS				SBMS				
11.	Lasers	BAO	SBMS			CHO	BSA Q2	BSA					
12.	Lead		BAO	SBMS					SBMS				
13.	Noise and Hearing Conservation			BAO BSA	BSA	BSA Q4; (SBMS 2 nd)	BSA Q4	BSA		SBMS			
14.	Non-Ionizing Radiation		BAO &BSA	BSA									
15.	PPE			BSA	SBMS				SBMS				
16.	Respiratory Protection		BSA/BAO	BSA; SBMS	BSA	BSA Q4	BSA Q4	BSA	SBMS				
17.	Sanitation												
18.	Static Magnetic Fields			SBMS			SBMS				SBMS		
19.	Ventilation- Exhaust/ HEPA	BSA/BAO	BSA		BSA	SBMS Q3 (Summer Project)	BSA Q4			SBMS			

Status: Green = Assessment Completed Yellow = SBMS Program Development/Review (Development may be in lieu of Assessment) Purple/ Orange = Assessment Planned

Orange = driver states "annual"

Blue = driver states "periodic" (IH plan is biennial)

Pink = driver states "when program needs updating" (IH plan is 5 year)