

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH50600
	REVISION FINAL Rev1
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	DATE 02/21/08
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SUBJECT: Industrial Hygiene <i>Program Administrator Program</i>	

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1.0 Purpose & Scope

This document describes the management structure used by the BNL SHSD IH Group called the Subject Area *Program Administrator (PA)* program. The PA program is used to manage the subject areas under the jurisdiction of the SHSD IH Group. This procedure provides a general description of the program which is defined in more detail in IH50610 and each subject area's IH Group's SOPs.

2.0 Responsibilities

- 2.1 This procedure is administered through the SHSD Industrial Hygiene Group.
- 2.2 The IH Group Leader identifies programs that need to have IH staff assigned to serve as *Program Administrators*. The IH Group Leader assigns staff to serve as *Program Administrators* as resources are available.
- 2.3 The *Program Administrator* is responsible to follow IH51600 or a topic specific SOP when serving as a Program Administrator.

3.0 Definitions

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- 3.1 ***Program Administrator***: A person assigned by the IH Group Leader to plan, organize, lead, and document the development and maintenance of an IH subject area program.

4.0 **Prerequisites**

4.1 *Program Administrators* must have:

- Subject Matter Expert knowledge of the subject area they administer,
- Familiarity with BNL organizations, and
- Familiarity with BNL facilities.

4.2 *The Program Administrators*, the employee's *R2A2* and *Performance Appraisal Goal Planning form* is to be updated to reflect the PA's performance metrics.

5.0 **Precautions**

Personal Protective Equipment: The use of personal protective equipment is required when field reviews are done in locations with hazards. If it is necessary to enter areas with hazards, appropriate personal protective equipment must be obtained, qualified, and used. Follow the precautions in each IH Group SOP.

6.0 **Procedure**

6.1 Equipment: None

6.2 The subject areas linked to a Program Administrator position are listed in ***Attachment 9.1***. As personnel are available to fill the roles, the PA positions will be filled in a priority set by the IH Group Leader to maximize personnel expertise and address high risk issues.

6.3 The key roles of the PA are defined in more detail in IH50610 and some Subject Area specific SOP. The roles are:

- Managing the SBMS IH Subject Area(s)
- **Conducting on-going Regulatory Driver Reviews**

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- **Conducting periodic** Written Program, Service Delivery, and Line Implementation Field Reviews, as per IH50500.
- **Developing/maintaining an** Inventory of hazards, users, sources, and/or locations, as applicable
- **Directing** Hazard Assessments and Exposure Monitoring
- **Leading/participating in** Case Management on illness/injuries, as applicable
- **Conducting** Qualification of IH Service Practitioners
- **Developing an** Annual Status of the Program Report as requested by management
- **Leading** Corrective Action Planning on program issues.

7.0 Implementation and Training

7.1 **Qualification Criteria:** The IH Group Leader sets formal or informal qualification criteria for the role of *Program Administrator* on a topic by topic basis. This is defined in the topical SOP on serving as the PA. As an informational SOP, this SOP does not have a qualification.

8.0 References

None

9.0 Attachments

9.1 Attachment 9.1: **IH Topics with Program Administrator Role Defined**

10.0 Documentation

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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Attachment 9.1

Program Administrator Roles

Program Administrator Roles	SBMS Subject Area(s)
1. Asbestos/Lead/Beryllium Program Administrator	<ul style="list-style-type: none"> • Asbestos • Lead • Beryllium
2. Biohazard/Etiologic Agent Program Administrator	<ul style="list-style-type: none"> • Biohazards in Research • Bloodborne Pathogens
3. Chemical Hygiene Officer/HazCom Program Administrator	<ul style="list-style-type: none"> • Working with Chemicals • Reproductive Hazards
4. Confined Space Program Administrator	<ul style="list-style-type: none"> • Confined Space
5. Ergonomic Program Administrator	<ul style="list-style-type: none"> • Ergonomics
6. Exhaust Ventilation/HEPA Surveillance Program Administrator	<ul style="list-style-type: none"> • Exhaust Ventilation • Indoor Air Quality
7. HazWoper Program Administrator	None owned by IH Group, Follows <i>Emergency Planning and Spill Response</i>
8. Laser Safety Officer	<ul style="list-style-type: none"> • Laser Safety
9. Natural Hazards in the Environment	<ul style="list-style-type: none"> • Natural Hazards (including Heat Stress) • Sanitation
10. Noise and Hearing Conservation Administrator	<ul style="list-style-type: none"> • Noise and Hearing Conservation
11. Non-Ionizing Radiation Program Administrator	<ul style="list-style-type: none"> • Static Magnetic Fields • RF/Microwave • (Other Non-Ionizing radiation as developed)
12. Personal Protective Equipment Program Administrator	<ul style="list-style-type: none"> • Personal Protective Equipment (shared with other topics)
13. Respiratory Protection Program Administrator	<ul style="list-style-type: none"> • Respiratory Protection
14. OMC Case Liaison	Applies to all topics