

**Memorandum of Understanding Between the Chemistry Department (CO)
And the Medical Department (MO)**

The purpose of this Memorandum of Understanding (MOU) is to clarify the responsibilities of each of the above departments regarding the tenancy of MO in Building 555. The intent is to ensure that all work is carried out in a manner consistent with BNL ESH requirements, and to state responsibilities for personnel, work and space. For the purpose of this MOU, MO personnel include BNL employees, guests, visitors, contractors or others that gain entrance to BNL through the Medical Department.

The following areas of Building 555 will be occupied by the Medical Department:

Office 380	Lab 383	Alcove 388 (50%)
Office 384	Lab 385	Storage Room 394A
Office 386	Lab 391	Lab 387
Office 390	Room 341 (share cost with	
Office 392	Bullock)	
Lab 381	Alcove 382	

I. Work Planning and Control for Experiments and Operations responsibility for MO personnel in Building 555:

The Medical Department shall require all work conducted in Building 555 by its personnel to be covered by Work Planning and Control for Experiments and Operations in accordance with Laboratory policy. The Medical Department will have management responsibility for proper conduct of work by MO personnel in Building 555. Their work shall be covered by one of the following as appropriate:

1. **Experimental Safety Reviews** are generated reviewed and approved through CO and approved by the MO Experimental Review Coordinator (ERC) and MO Chair
2. **Standing or Job Specific Work Permits** are generated, reviewed and approved by the CO Work Control Manager/Coordinator. Work permits that are generated by or for MO personnel for work done by others in MO space in building 555 (i.e. instrument installation/maintenance) shall be reviewed and approved by the CO Building Manager and Work Control Manager. Permits that require signatures of an ESH professional will be signed by the MO ESH Coordinator or the CO Coordinator as appropriate

Records associated with these work planning processes (i.e. ESRs, Work Permits) are maintained and held by CO.

II ESH Responsibilities

Conducting Quarterly Tier I Assessments: CO will conduct Tier I inspections of MO space in Building 555. Periodically, the CO ESH Coordinator may request participation of the MO ESH Coordinator in these inspections. MO Principal Investigators and Medical Department personnel are responsible for addressing any findings of these inspections. Tier I inspection results in this space will be sent to the MO Chair to ensure line management awareness and involvement in the resolution of any issues. Tier I findings will be tracked within the CO Tier I tracking system.

Web Request Approval for Purchases of Chemicals/Hazardous Equipment: The CO ESH Coordinator will approve web requests for chemicals, radiation sources or other equipment of a hazardous nature that will be brought into Building 555. MO will ensure that this approval is incorporated in its purchasing practices.

OHSAS: CO will maintain the OHSAS program within Building 555. MO personnel will provide the information necessary for this program and MO personnel residing in Building 555 will be involved in the Job Risk Assessment process as necessary.

The Facility Services Representative/Technician: FS Rep/Technician services are provided by a common support group for both departments. All services carried out by FS Rep/Technicians in the portion of Bldg 555 with MO tenancy will be charged to the MO accounts.

The **Industrial Hygiene Representative:** The industrial hygiene representative is common for both departments and is responsible for services in all space within Building 555. This will not change.

Audits: All corrective actions as the result of audits in the MO space in building 555 shall be the responsibility of the MO and MO personnel. CO personnel will assist the MO as appropriate. All audits findings in Building 555 will be communicated to the appropriate line management of the personnel involved in the findings as well as BES Directorate management. Resolution will involve all of the appropriate personnel.

II. Building Management

Building Management responsibilities will remain with the CO Building Manager. Any alterations or modifications to Building 555 must be approved by the CO Building Manager. All services providers must check in with the CO Building Manager upon entry in Building 555. He can be reached at ext. 4310 or digital beeper 7610. *This stipulation pertains to all areas of Building 555 – regardless of the cross-hatching designation.*

CO will maintain the **Facility Use Agreement (FUA)** for Building 555. MO personnel when working in Building 555 space, shall operate within the safety envelope established by CO's FUA and will notify CO if there is a need to amend its FUA. The CO Chair has authority to refuse or limit the equipment that can be brought into the building, limit the number of people in its offices or laboratories and prohibit experiments or other work not covered in the FUA or deemed unsafe. MO will provide information necessary to ensure that the FUA and ESRs are in accord.

Facility-specific training is required for each new MO occupant prior to permanent occupancy in Building 555 **and** any visitors, guests or collaborators that will be allowed unescorted access to Building 555. A copy of the facility specific training form will be sent to the MO Training Coordinator to allow for assignment of JTAs. Key access is controlled by the CO Building Manager.

III. EMS and Waste Management

Satellite/90-Day Areas: Disposal of hazardous waste generated by Medical personnel shall be the responsibility of the MO waste generators and MO. Any waste generated in Building 555 can be disposed of through CO's 90-Day area at no charge. MO personnel shall be responsible for their satellite areas. MO personnel will be responsible for any non-compliance and their consequences (fines, occurrence reports, etc.) The CO ESH Coordinator/ECR is the contact for waste disposal.

EMS: CO will maintain the EMS program within Building 555. MO will provide the information necessary for this program.

The CO **Environmental Compliance Representative (ECR)** will handle all EMS issues in Building 555, regardless of occupant affiliation.

IV. Training Responsibilities

Job Training Assessment (JTA): The MO Chair is responsible for ensuring that all MO workers have current training consistent with ESRs, work permits or other requirements. The MO Training Coordinator shall be responsible for safety training assignments of MO workers in Building 555, and MO shall be responsible for entering, tracking, notifications and reviews associated with the JTAs of MO personnel working in Building 555. The CO Training Coordinator shall provide a JTA/ESR matrix and notification of any changes to the matrix to the MO Training Coordinator.

Chemistry Specific Training: The CO Training Coordinator will notify the MO Training Coordinator of any CO specific training that is instituted. MO will be responsible for addition of these requirements to the MO JTAs.

V. Incident/Accident Reporting and Investigation

Accidents/Incident Investigation: All accidents/incidents that occur in the Medical Department space in Building 555 or involving Medical Department personnel in Building 555 shall be investigated according to BNL policies. The Chemistry Department Chair will determine if an investigation is required for accidents/incidents that do not trigger BNL requirements and the investigation will be carried out by Chemistry Department personnel with the involvement and help of appropriate Medical Department personnel. Notification of actions and findings will be shared with the CO and MO Chairs. The operative principles are that line responsibility resides with the personnel supervisor (MO Chair and Life Sciences ALD for Medical Personnel) while Building responsibility resides with the CO Chair and Basic Energy Sciences ALD.

Incident Reporting: Accidents/Incident that are reportable (ORPS, PAAA Violations, etc.) will be the responsibility of CO for the notifications, investigations, reports and responding to Laboratory or external Committees. The personnel involved in the incident and their supervisors will be responsible to resolve issues and provide resolution documentation for CO approval

Any injuries of MO Personnel resulting in DART cases will be included in MO statistics.

VI. Services agreements (see appendix for charged services)

Deliveries: Mail delivery will be at the mail stop in Room 200, Building 555. Other deliveries for MO employees are at the Receiving Areas in Building 555.

The **Chemistry Department stockroom** will be available to Imaging Group members.

Chemistry Department services provided by the design shop and computer support will be available to Imaging Group members.

Chemistry Department NMR will be available to Imaging Group personnel as per the MO-CO financial agreement.

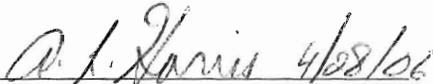
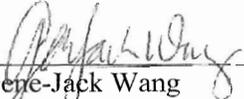
The Chemistry Department GCMS will be available to Imaging Group personnel at no cost. Cost sharing for repairs is defined in the MO-CO financial agreement

VII. Other agreements

04/27/06

Use of common space within Building 555: Room 300, the lunchroom and the Research Library will be available to Imaging Group members.

The specific level of financial commitment of the Imaging Group/MO for services agreed upon in this MOU is defined in a separate document.

		
Alexander Harris	Gene-Jack Wang	Date
Chemistry Department Chair	Medical Department Chair	

Distribution:

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- A. Emrick, ERC and EMS Representative, Medical Department

Appendix 1: MOU for services provided to the Medical Department Personnel that reside in MO Buildings 901, 906 and 560.

All Experimental Work Planning will be carried out by MO and ESRs will be generated by MO personnel and reviewed through a joint MO CO committee. The line management responsibilities will be through Medical, but with assistance and oversight of the CO ESH Coordinator. The existing ESRs will remain in Chemistry at present.

All Building Management Duties will be the responsibility of MO Department personnel.

All Tier I inspections will be scheduled by CO ESH Coordinator and involve CO and MO personnel. Specifically, the CO ESH Coordinator and MO Building Management personnel will attend all inspections and findings will be documented, tracked and brought to resolution by MO personnel according to MO policies.