

Memo

Date: February 18, 2014
To: Record
From: M. Zarcone (Physics Department ESH Coordinator)
K. Klaus (CMP/MS Department ESH Coordinator)
Subject: Memorandum of Understanding – Work Planning and Control/Planning and Control of Experiments, Training, and other Safety Related Issues between the Physics Department and the Condensed Matter Physics and Material Sciences (CMP/MS) Department

Effective Dates of this MOU: March 1, 2014 – September 30, 2015

This memo establishes the agreement between the Physics Department and the CMP/MS Department of the Basic Energy Sciences Directorate as to the responsibilities for Work Planning and Control for Experiments and Operations, Training and other Safety Related Issues (in compliance with the SBMS Subject Areas) in those areas used by CMP/MS personnel and/or equipment housed in the Physics Department, Building 510. The intent is to ensure that all work in these areas is covered and that the responsibility for these areas is clearly understood by both organizations.

For the purpose of this MOU, CMP/MS personnel includes BNL employees, guests, visitors, contractors, or others that gain entrance to BNL through the CMP/MS Department or are organizationally included in the CMP/MS Department, the BTMS, or Human Resources database.

Work Planning and Control for Experiments and Operations

The CMP/MS Department will ensure that all work conducted in Building 510 by its personnel is covered by Work Planning and Control for Experiments and Operations in accordance with Laboratory Policy.

Chemicals

The CMP/MS Department must ensure that their chemicals are purchased, used, stored, and disposed of in compliance with the appropriate subject areas. Furthermore, some hazardous chemicals require monitoring of the process and the personnel by industrial hygiene. The CMS/MS Department is responsible to ensure the proper monitoring is completed. Chemicals that require testing periodically (peroxides or others that can become unstable) are the responsibility of the CMS/MS Department.

Radiation Generating Devices

All Radiation Generating Devices (RGDs) housed in CMP/MS space in Building 510 are the responsibility of the CMP/MS Department. The CMP/MS Department is responsible for keeping the RGDs in full compliance with the RGD Subject Area.

LOTO

No one in the CMP/MS or Physics Departments is permitted to lock and tag equipment in the Physics Department building without being on the list of LOTO Authorized Workers, kept in the Physics Department's Safety and Training Office. The Physics Department's ESH Coordinator is authorized to lock and tag equipment when necessary. The LOTO logbook is kept in the Safety & Training Office and all LOTO must be recorded in compliance with the Subject Area. Tags and locks are kept in the Safety & Training Office.

FUAs

The CMP/MS Department will supply any information needed for the Building 510 Facility Use Agreement (FUA) but is not required to generate a separate agreement. It is therefore required that the CMP/MS personnel operate within the safety envelope established by the Building 510 FUA and notify the Physics Department if there is need for amending its FUA.

Waste Management

Disposal of hazardous, industrial or radioactive waste generated by CMP/MS personnel, in compliance with BNL policy, is the responsibility of the CMP/MS waste generators and the CMP/MS Department. Any waste generated in building 510 can be disposed of through the Physics Department's waste disposal mechanisms including the Physics Department's 90-Day area and established satellite areas in Building 510. The Physics Department's RCD Technician and ESH Coordinators are the contacts for waste disposal.

The CMP/MS Department will include their waste generated and disposed of through the Physics Department's facilities in their waste allotment numbers. CMP/MS will also be responsible for packaging and arranging lab cleanouts of CMP/MS space. CMP/MS Satellite Areas will be managed by the CMP/MSD. CMP/MS will be responsible for any non-compliance and their consequences (fines, occurrence reports, etc.).

Legacy materials including samples, chemicals, equipment, and printed materials need to be properly stored in CMP/MS space or be disposed of in compliance with BNL/DOE policies.

Training Responsibilities

Safety training assignments for CMP/MS personnel as required by ESRs, work permits, or otherwise will be entered into the BTMS and monitored by the CMP/MS Training Coordinator. The CMP/MS Department Chair is responsible for ensuring that all CMP/MS workers have current training in order to perform the tasks they are assigned.

Notification, entering JTAs in the BTMS, tracking, annual reviews of the JTAs, etc. of General Employee, Supervisory, computer, career and all other trainings are the responsibility of the CMP/MS Department and the BES Directorate.

All CMP/MS workers in the Physics Department's Building are required to take the Physics Department Specific Training (PO-RadAlara) or an equivalent training developed by the CMP/MS Department.

Audits

All corrective actions as the result of external audits (DOE, NYS DEC, Suffolk County, OSHA, BNL, etc.) in the CMP/MS space are the responsibility of the CMP/MS Department. Physics Personnel will assist the CMP/MS Department as appropriate.

NRTL

Each Department is responsible for its own electrical equipment with regard to approvals by a Nationally Recognized Testing Laboratory (NRTL). This includes ensuring any new, in-service, or stored equipment has an appropriate NRTL label or is approved by an Authority Having Jurisdiction (AHJ) as required by BNL policy.

Machine Shops

The CMP/MS Department is responsible to keep all of its machine shops OSHA and BNL compliant. This includes guards, signs, and in proper working order. The CMP/MS Department is responsible for training and authorizing their people for machine shop use. The Physics Department's machine shop is available for use by CMP/MS personnel as long as they are on the Physics Department's Authorized Machine Shop User's List.

Accident/Incident Investigation

All accidents/incidents that occur in the CMP/MS space or involving CMP/MS personnel in 510 are to be investigated according to BNL policies. Accidents/Incidents that are reportable (ORPS, PAAA Violations, DEC non-compliances, 10CFR851 violations, etc.) will be the responsibility of the CMP/MS Department for the notifications, investigations, reports, and responding to Laboratory or external Committees.

Any injuries of CMP/MS personnel resulting in DART or TRC cases will be included in CMP/MS Department statistics.

Environmental Management Systems (EMS)

All CMP/MS activities in the Physics Department, Building 510, will be included in the Physics Department's EMS. Documentation, Management Reviews, etc. will be the responsibility of the Physics Department.

OSHAS 18001

JRAs, Documentation and Management reviews for CMP/MS personnel will be the responsibility of the CMP/MS Department. FRAs will be jointly updated as necessary by both departments.

Tier I Inspections

The CMS/MS Department will conduct the inspections, track any violations, and issue corrective actions in those areas used by the CMP/MS Department in Building 510. This consists of offices, laboratories, and storage spaces.

Emergency Management

The CMPMSD personnel in Building 510 are required to follow the posted local emergency plan. During building emergencies (fire, lab sirens) CMP/MSD personnel are responsible to account for all the people in their areas and to report their findings to the LEC.

Self-Assessment Plans and Evaluations

The CMP/MS Department will have the responsibility to include its personnel and space in Building 510 in their Self-Assessment Plan and Self Evaluation.

Points of Contact

The CMP/MS Department will inform its personnel in Building 510 of its POC for:

- a. Transportation

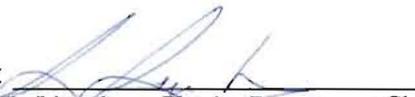
- b. Radiation Generating Devices
- c. ISSM
- d. ESRs
- e. Lessons Learned
- f. Training
- g. ESH Coordinator
- h. Other

Relocation of CMP/MS Personnel to the New ISB Building

Exit Readiness Evaluations (ERE) will detail the requirements to return vacated space to F & O or others.

Authority for Building 510 Use

The Physics Department has the authority to refuse or limit the equipment that can be brought into the building and limit the number of people in its offices or laboratories. The Physics Department has the authority to prohibit experiments or other work that is not provided for in the FUA or it deems unsafe.

Approved: 
(L. Littenberg, Physics Department Chair)

Date: 2/18/14

Approved: 
(P. Johnson, CMP/MS Department Chair)

Date: 2-20-14

Distribution:

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