

Memo

Date: September 15, 2011
To: Record
From: M. Zarcone (Physics Department ESH Coordinator) 
A. Moodenbaugh (CMP/MS Department ESH Coordinator)
Subject: Memorandum of Understanding – Tier I Inspections and Emergency
Management Responsibilities between the Physics Department and the
Condensed Matter Physics and Material Sciences (CMP/MS) Department

Effective Dates of this MOU: October 1, 2011 – September 30, 2012

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 Tier I Inspections (in compliance with the SBMS Subject Areas) in those areas used by CMP/MS personnel and/or equipment housed in the Physics Department. The intent is to ensure that all areas are inspected regularly, and that the responsibility of Tier I review 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 in the BTMS or Human Resources database.

Tier I Inspection responsibility for CMP/MS Department personnel in offices and laboratories in Buildings 510 is defined as follows:

The Physics Department will conduct the inspections, track any violations and issue corrective actions through the Physics Family ATS.

Areas covered

Currently, the areas considered consist of space used by the CMP/MS Department in Building 510. This consists of offices, laboratories, and storage spaces.

Tier I Scheduling and Teams

The Physics Department is responsible for establishing the schedule for inspections and notifying those who are required to attend. The CMP/MS ESH Coordinator or designee will be required to attend. In addition, the CMP/MS Department Chair and Special Assistant to the BES Associate Laboratory Director (ALD) will be notified that inspections will take place.

Notifications

The Physics Department's Manager of ESH&T Programs will notify the CMP/MS Chair, ESH Coordinator, Special Assistant to the BES Chair, and the BES Environmental

Compliance Representative, of any inspections that it will conduct in areas occupied by CMP/MS personnel or in its space.

Copies of Reports

The Physics Department will copy the CMP/MS Chair and the ESH Coordinator on any violations taking place in the areas covered. The Special Assistant to the BES ALD will also receive a copy of the report.

Corrective Action Responsibilities

The Physics Department issues the Corrective Actions to the Group Safety Coordinator (GSC) who has the responsibility for correcting the action. The Group Leader, CMP/MS Department Chair and Deputy Chair will be advised of the violations and have the responsibility to provide the GSC with the means to correct the actions. The CMP/MS Department Chair has ultimate responsibility to see that all corrective actions are completed by the established due dates.

Emergency Management

The CMPMSD groups in Building 510 are required to keep a current list of their employees, guests, and visitors. During building emergencies (fire, lab sirens) Group Leaders are responsible to account for all the people in their groups and to report their findings to the LEC. CMPMSD Group Safety Coordinators have roles as sweepers to help usher people out of their offices and labs.

Approved: T. Ludlam Date: 9/15/11
(T. Ludlam, Physics Department Chair)

Approved: P. D. Johnson Date: 9/16/11
(P. Johnson, CMP/MS Department Chair)

Distribution:

- T. Ludlam, Chair, Physics Department
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