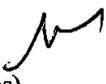


Memo

Date: September 15, 2011
To: Record
From: M. Zarcone (Physics Department ESH Coordinator) 
A. Emrick (Biology Department Research Operations)
C. Harris (South Complex Facility Project Manager)
Subject: Memorandum of Understanding – Work Planning and Control/Planning and Control of Experiments, Training, Emergency Management, Tier Is, and other Safety Related Issues between the Physics Department and the Biology Department in Building 463

Effective Dates of this MOU: September 15, 2011 – September 30, 2013

This memo establishes the agreement between the Physics Department of the Nuclear and Particle Physics Directorate, the Biology Department of the Environment and Life Science Directorate, and the Building 463 Facility Project Manager (FPM) as to the responsibilities for Work Planning and Control for Experiments and Operations, Training, Emergency Management, Tier Is, and other Safety Related Issues (in compliance with the SBMS Subject Areas) in those areas used by Physics Department personnel and/or equipment housed in Building 463. The intent is to ensure that all work in these areas is reviewed, all areas are inspected regularly, and that the responsibility for these areas is clearly understood by all organizations.

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

Work Planning and Control for Experiments and Operations responsibility for Physics personnel in offices and laboratories in Building 463 is defined as follows:

The Physics Department will ensure that all work conducted in Building 463 by its personnel is covered by Work Planning and Control for Experiments and Operations in accordance with Laboratory and Department Policy.

Work Permit Approvals

Work Permits that are generated by or for Physics personnel or for work to be done by others in the Physics Department's space in Building 463 are to be reviewed and approved by the Physics Department's Work Control Personnel. Any work covered by a work permit that affects the Biology Department's operations must include Biology personnel for planning purposes. Any work covered by a work permit that affects the infrastructure must include The Facility Project Manager for planning purposes.

The Biology Department is responsible for issuing work permits for its personnel in its space. Any work covered by a work permit that affects the Physics Department's operations must include Physics personnel for planning purposes.

The FPM is responsible for issuing work permits for its personnel in its space. Any work covered by a work permit that affects the Physics Department's operations must include Physics personnel for planning purposes.

Authorized User Lists

The Physics Department's Safety & Training Office is responsible for maintaining:

- a. Physics Department's Authorized Electrical Workers List, and
- b. Physics Department's LOTO authorized Workers List

Use of Chemicals, Radioactive Materials, and Hazardous Equipment

There are no plans to use hazardous chemicals or equipment or radioactive materials by Physics personnel at this time. Any changes to this that would affect the Biology Department will include Biology Department ESH Coordinator for coordination and impact to the FUA. The FPM will be included if warranted.

Chemicals

The Physics Department must ensure that any chemicals that are used, stored, and/or disposed of are in compliance with the appropriate subject areas. Furthermore, some hazardous chemicals require monitoring of the process and the personnel by industrial hygiene. The Physics 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 Physics Department.

LOTO

No one is permitted to lock and tag equipment in the Physics Department buildings or spaces without being on a list of LOTO Authorized Workers. Authorized personnel are on a list that is kept in the Physics Department's Safety and Training Office. At this time no LOTO is anticipated to be needed in Building 463. Any changes to this will require a review by the ESH Coordinator and the FPM. Any LOTO performed by Authorized Physics Department Personnel that may adversely affect the Biology Department's operations must be coordinated with the Biology Department.

Any LOTO by Biology Department personnel that has the potential to affect the Physics operations must be planned with Physics participation.

Any LOTO by the FPM that has the potential to affect the Physics operations must be planned with Physics participation.

FUAs

The Physics Department will supply any information needed for the Building 463's Facility Use Agreement (FUA) but is not required to generate a separate agreement. It is therefore required that the Physics personnel operate within the safety envelope established by the Building 463 FUA and notify the FPM if there is need for amending its FUA.

Waste Management

The Biology Department manages the 90-Day Waste Area in Building 463. Disposal of hazardous waste generated by Physics personnel, in compliance with BNL policy, is the responsibility of the Physics waste generators and the Physics Department. The Physics Department is responsible for any violations associated with improper Physics waste issues and their consequences (fines, occurrence reports, etc.).

Training Responsibilities

Safety training assignments for Physics personnel as required by ESRs, work permits, or otherwise will be entered into the BTMS and monitored by the Physics Training Coordinator. The Physics Department Chair is responsible for ensuring that all Physics 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 Physics Department for Physics Department personnel.

Audits

All corrective actions as the result of external audits (DOE, NYS DEC, Suffolk County, OSHA, BNL, etc.) in the Physics space are the responsibility of the Physics Department unless determined to be legacy issues associated with previous ownership of the space. All corrective actions as the result of external audits (DOE, NYS DEC, Suffolk County, OSHA, BNL, etc.) in the Biology space are the responsibility of the Biology Department.

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.

Accident/Incident Investigation

All accidents/incidents that occur in the Physics space or involving Physics personnel in 463 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 Physics Department for the notifications, investigations, reports, and responding to Laboratory or external Committees.

Any injuries of Physics personnel resulting in DART cases will be included in Physics Department statistics.

Emergency Management

The Physics groups in Building 463 are required to account for their employees, guests, and visitors. During building emergencies (fire, lab sirens) the Physics occupants are required to follow the Building 463 Local Emergency Plan (LEP) and are responsible to assemble in the designated areas, account for all the people in their groups and to report their findings to the LEC. The Biology Department is responsible for the LEP and with Physics cooperation, to distribute and train Building 463 personnel.

The Physics Department has the responsibility to bring to the attention of the Biology Department any hazards or a condition that may affect the Biology Department's ability manage emergencies or requires changes to the LEP. Any changes to the LEP require re-training of all personnel.

Environmental Management Systems (EMS)

All Physics activities in Building 463 will be included in the Physics EMS. Documentation, Management Reviews, etc. will be the responsibility of the Physics Department.

OSHAS 18001

JRAs, FRAs, Documentation, Management reviews, and registration for Physics personnel will be the responsibility of the Physics Department.

Self-Assessment Plans and Evaluations

The Physics Department will have the responsibility to develop their own Self-Assessment Plan and Self Evaluation to include its personnel and space in Building 463.

Tier I Inspection responsibility for personnel in offices and laboratories in Building 463

The Biology Department will conduct the inspections, track any violations and issue corrective actions through the Biology Family ATS for those areas occupied by Physics Department personnel in Building 463. This includes offices, laboratories, and storage spaces.

Tier I Scheduling and Teams

The Biology Department is responsible for establishing the schedule for inspections in compliance with the SBMS Subject Area, "Environment, Safety, Security, Health and Quality (Tier I) Inspections" and notifying those who are required to attend. The Biology Department will notify and invite a Physics Department ESH Coordinator for any inspections that it will conduct in the Physics spaces in Building 463.

Corrective Action Responsibilities

The Biology Department issues the Corrective Actions Physics Department occupants who have the responsibility for correcting the action. The Physics Department ESH Coordinator will be advised of the violations and have the responsibility to ensure the actions are corrected.

The Physics Department's Chair has the ultimate responsibility to see that all corrective actions are properly assigned and tracked to completion for their areas of responsibility

Each Department has the responsibility to report to the Facility Project Manager and/or the Facility Complex Manager any violations related to the building infrastructure. If any infrastructure violations are found that affect the other departments within Building 463, the Department with discovery has the obligation to inform the other Departments, promptly.

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

Approved: C. Wirick Date: 9/26/11
(C. Wirick, Biology Department Interim Chair)

Approved: T. Roza Date: 9/19/11
(T. Roza, Facility Complex Manager)

Distribution:

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