

Memo

Date: October 15, 2010
To: Record
From: M. Zarcone (Physics Department ESH Coordinator)
L. Stiegler (Photon Sciences Directorate ESH Coordinator)
Subject: Memorandum of Understanding – Work Planning and Control/Planning and Control of Experiments, Training, Emergency Management and other Safety Related Issues between the Physics Department and the Photon Sciences Directorate

Effective Dates of this MOU: October 1, 2010 – September 30, 2011

This memo establishes the agreement between the Physics Department of the Nuclear and Particle Physics Directorate and the Photon Sciences Directorate as to the responsibilities for Work Planning and Control for Experiments and Operations, Training, Emergency Management, and other Safety Related Issues (in compliance with the SBMS Subject Areas) in those areas used by Photon Sciences personnel and/or equipment housed in the Physics Department's, Building 820 Complex. The intent is to ensure that all work in these areas is reviewed and that the responsibility for these areas is clearly understood by both organizations.

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

Work Planning and Control for Experiments and Operations responsibility for Photon Sciences personnel in offices and laboratories in the Building 820 Complex is defined as follows:

The Photon Sciences Directorate will ensure that all work conducted in the Building 820 Complex 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 Photon Sciences personnel or for work to be done by others in the Photon Sciences space in the Building 820 Complex are to be reviewed and approved by the Photon Sciences Directorate's Work Control Personnel. Any work covered by a work permit that affects the ATF operations must include ATF personnel for planning purposes.

The Physics Department maintains a Work Permit for the ATF Machine Shop. Photon Sciences Authorized Machine Shop Users at the ATF must sign the permit and provide feedback on an annual basis.

Crane Use in the Building 820 Complex

The 20 Ton Crane in the Building 820 High Bay is available for use by the ATF and Photon Sciences Authorized Crane Operators. The Physics Department maintains a list of Authorized ATF Users. Photon Sciences personnel that wish to use the crane must be either on the Physics Department's Authorized User List or the Photon Sciences Directorate may maintain their own list. Each Directorate is responsible for any damages to the crane or by crane use. Maintenance of the crane will be negotiated by the organizations as necessary.

Any cranes solely in the Photon Sciences space, such as the crane in Building 820A, will be used and maintained solely by the Photon Sciences.

Forklift Use in the Building 820 Complex

The 2 Ton Hyster Forklift in the Building 820 High Bay is available for use by the ATF and Photon Sciences Authorized Forklift Operators. The Physics Department maintains a list of Authorized Users. Photon Sciences personnel that wish to use the forklift must be on the Physics Department's Authorized User List. Each organization is responsible for any damages to the forklift or by forklift use. Maintenance of the forklift will be negotiated by the Departments as necessary.

Authorized User Lists

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

- a. The ATF Machine Shop Authorized Users List,
- b. ATF Authorized Electrical Workers List,
- c. ATF Authorized Crane User List,
- d. ATF Authorized Forklift Users List,
- e. ATF LOTO authorized Workers List, and
- f. ATF Qualified Laser Operators List.

Photon Sciences personnel may be added to these lists upon meeting the appropriate qualifications and providing adequate documentation of training. The Photon Sciences Directorate may also keep separate lists.

Use of Chemicals and Hazardous Equipment

The Physics Department's ESH Coordinator must be notified of all hazardous chemicals, radiation sources, radiation generating devices, Class IIIb and Class IV lasers, or other equipment of a hazardous nature that will be brought into or reside in the Building 820 Complex. The ATF Safety Officer should be copied.

Chemicals

The Photon Sciences Directorate 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 Photon Sciences Directorate 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 Photon Sciences Directorate.

LOTO

No one is permitted to lock and tag equipment in the Physics Department buildings without being on a list of LOTO Authorized Workers. Authorized ATF personnel are on a list that is kept in the Physics Department's Safety and Training Office. The ATF Personnel and the ESH Coordinator are authorized to lock and tag their equipment when necessary. The LOTO logbook is kept in the ATF Control Room and all LOTO must be recorded in compliance with the Subject Area. Tags and locks are kept by the ATF Safety Officer and the ESH Coordinator.

Photon Sciences personnel may LOTO in their space if and only if they are included on the Photon Sciences Authorized Worker List, comply with all policies for LOTO, and the LOTO does not affect the operations of the ATF. Any LOTO that has the potential to affect the ATF operations must be planned with ATF participation. The Physics Department has the authority to refuse LOTO applications that adversely affect the ATF operations.

Any LOTO performed by Authorized Physics Department Personnel that may adversely affect the Photon Sciences operations must be coordinated with the Photon Sciences Directorate.

FUAs

The Photon Sciences Directorate will supply any information needed for the Physics Department's Facility Use Agreement (FUA) but is not required to generate a separate agreement. It is therefore required that the Photon Sciences personnel operate within the safety envelope established by the Physics Department's Building 820 Complex FUA and notify the Physics Department if there is need for amending its FUA.

Inquiries concerning the Physics Department's FUA are to be directed to the Facility Complex Manager, Facility Project Manager, or Physics Department's Safety & Training Office.

Waste Management

Disposal of hazardous waste generated by Photon Sciences personnel, in compliance with BNL policy, is the responsibility of the Photon Sciences waste generators and the Photon Sciences Directorate. Any waste generated by the Photon Sciences personnel in the Building 820 Complex can be disposed of through the Photon Sciences Directorate's waste disposal mechanisms. The Photon Sciences Directorate must set up their own satellite areas in their space in Building 820. The packaging, labeling, and disposal costs for Photon Sciences waste is the responsibility of the Photon Sciences Directorate. The Photon Sciences Directorate is responsible for any violations associated with improper Photon Sciences waste issues.

The Photon Sciences Directorate will include their waste generated and disposed in the Building 820 Complex in their waste allotment numbers. The Photon Sciences Directorate will also be responsible for packaging and arranging lab cleanouts of Photon Sciences space and any costs associated with it. Satellite Areas within the Photon Sciences space will be managed by the Photon Sciences Directorate. Photon Sciences 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 adequately stored in Photon Sciences space or be disposed of in compliance with laboratory

and DOE policies. The costs for characterization and disposal of Photon Sciences legacy materials shall be the responsibility of the Photon Sciences Departments.

Training Responsibilities

Safety training assignments for Photon Sciences personnel as required by ESRs, work permits, or otherwise will be entered into the BTMS and monitored by the Photon Sciences Training Coordinator. The Photon Sciences Division Directors are responsible for ensuring that all Photon Sciences 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 Photon Sciences Directorate.

All Photon Sciences workers in the Physics Department's Buildings are required to take a Department Specific Training. The ATF has an awareness training that may be beneficial to permanent residents in the Building 820 Complex for an understanding of the ATF operations. An equivalent training can be developed by the Photon Sciences Directorate.

Audits

All corrective actions as the result of external audits (DOE, NYS DEC, Suffolk County, OSHA, BNL, etc.) in the Photon Sciences space are the responsibility of the Photon Sciences Directorate. Physics personnel will assist the Photon Sciences Directorate 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 Physics Department's ATF is responsible to keep all of its machine shops OSHA and BNL compliant. This includes guards, signs, and in proper working order. Photon Sciences personnel may have machine tool privileges and be included on the Authorized User List by permission of the ATF Head and/or the ATF Safety Officer. Photon Sciences machine shop users must meet the requirements for being on the list and comply with all BNL and ATF rules.

Photon Sciences machine shop users must contact the ATF Safety Officer or the Physics Department's Safety & Training Office for inclusion on the list.

Accident/Incident Investigation

All accidents/incidents that occur in the Photon Sciences space or involving Photon Sciences personnel in the 820 Complex are to be investigated according to BNL policies. The Physics Department will assist or conduct the investigation if requested by the Photon Sciences Directorate.

Accidents/Incidents that are reportable (ORPS, PAAA Violations, DEC non-compliances, 10CFR851 violations, etc.) will be the responsibility of the Photon Sciences Directorate for

the notifications, investigations, reports, and responding to Laboratory or external Committees. The Physics Department will provide support as necessary.

Any injuries of Photon Sciences personnel resulting in DART cases will not be included in Physics Department statistics.

Emergency Management

The Photon Sciences groups in the Building 820 Complex are required to account for their employees, guests, and visitors. During building emergencies (fire, lab sirens) the Photon Sciences occupants are required to follow the Building 820 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 ATF LEC. The Physics Department is responsible for the LEP and with Photon Sciences cooperation, to distribute and train Building 820 Complex personnel.

The Photon Sciences has the responsibility to bring to the attention of the Physics Department's Safety and Training Office any hazards or a condition that may affect the Physics 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 Photon Sciences activities in the Physics Department Building 820 Complex will be included in the Photon Sciences' EMS. Documentation, Management Reviews, etc. will be the responsibility of the Photon Sciences Directorate.

OSHAS 18001

JRAs, FRAs, Documentation, Management reviews, and registration for Photon Sciences personnel will be the responsibility of the Photon Sciences Directorate. The Physics Department will assist as needed.

Any new JRAs that are specifically for Photon Sciences work will be developed by the Photon Sciences. As established JRAs are reviewed by the Photon Sciences they must include their personnel in Building 820.

Self-Assessment Plans and Evaluations

The Photon Sciences Directorate will have the responsibility to develop their own Self-Assessment Plan and Self Evaluation to include its personnel and space in the Building 820 Complex. The Physics Department will support this effort as needed.

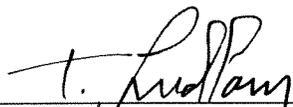
Points of Contact

The Photon Sciences Directorate will inform its personnel in Building 820 of its POC for:

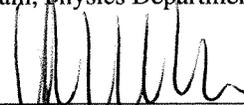
- a. Transportation
- b. Radiation Generating Devices
- c. ISSM
- d. ESRs
- e. Lessons Learned
- f. Training
- g. ESH Coordinator
- h. Others, as necessary or required

Authority for Building 820 Complex Use

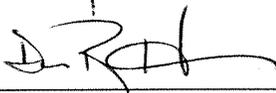
The Physics Department has the authority to refuse or limit the equipment that can be brought into the building and limit the number of people in its offices or laboratories. The Physics Department has the authority to prohibit experiments or other work that is detrimental to the operation of the ATF,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

Approved: 
(T. Ludlam, Physics Department Chair)

Date: 12/28/10

Approved: 
(F. Willeke, Photon Sciences Accelerator Division Director)

Date: 2010/12/20

Approved: 
(D. Hatton, Photon Sciences COO & Business Division Director)

Date: 12/16/2010

Distribution:

- T. Ludlam, Chair, Physics Department
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