

## Memo

**Date:** June 20, 2011  
**To:** Record  
**From:** M. Zarcone (Physics Department ESH Coordinator) *MZ*  
M. Schueller (Medical Department Building 901 Research Space Manager) *MS*  
P. Bender (North Complex Facility Project Manager) *PB*  
**Subject:** Memorandum of Understanding – Tier I Inspections and Responsibilities  
between the Physics Department and the Medical Department in Building 901

**Effective Dates of this MOU:** June 20, 2011 – September 30, 2013

This memo establishes the agreement between the Physics Department of the Nuclear & Particle Physics Directorate, the Medical Department of the Environment and Life Science Directorate, and the Facility Project Manager (FPM) as to the responsibilities for Tier I Inspections (in compliance with the SBMS Subject Area, “*Environment, Safety, Security, Health and Quality (Tier I) Inspections*”) in those areas used by Physics personnel and/or equipment housed in Building 901. The intent is to ensure that all areas are inspected regularly, and that the responsibility of Tier I’s for these areas is clearly understood by both organizations.

For the purpose of this MOU, Physics 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.

**Tier I Inspection responsibility for personnel in offices and laboratories in Building 901 is defined as follows:**

The Physics Department’s Manager of ESH&T Programs, or his designee, will conduct the inspections, track any violations and issue corrective actions through the Physics Family ATS for those areas occupied by Physics Department personnel in Building 901. This includes offices, laboratories, and storage spaces.

**Tier I Scheduling and Teams**

The Physics 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 Physics Department will notify and invite the Facility Project Manager and the ES&H Representative for the North Complex, or his/her designee, of any inspections that it will conduct in Building 901.

**Corrective Action Responsibilities**

The Physics Department issues the Corrective Actions to the Group Safety Coordinator who has the responsibility for correcting the action. The Group Leader 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 901, the Department with discovery has the obligation to inform the other Departments, promptly.

Approved: T. Ludlam  
(T. Ludlam, Physics Department Chair)

Date: 6/20/11

Approved: Gene-Jack Wang  
(Gene-Jack Wang, Medical Department Chair)

Date: 6/22/11

Approved: L. Somma  
(L. Somma, Facility Complex Manager)

Date: 6/30/11

Distribution:

- T. Ludlam, Chair, Physics Department
- G. Wang, Chair, Medical Department
- L. Somma, Facility Complex Manager, North Complex
- R. Mann, ALD for Environment and Life Science
- S. Vigdor, ALD for Nuclear and Particle Physics
- B. Johnson, Chair, Physics Department ESSH Committee
- A. Emrick, ESH Coordinator, Medical Department
- G. Blanda, ES&H Representative, North Complex