

## Memo

*Date:* 8/30/2010  
*To:* Record  
*From:* Ayse Frosina, ITD ESH Coordinator  
Michael Zarcone, Physics ESH Coordinator  
*Subject:* Memorandum of Understanding – Tier1 Safety Inspections of Building 515

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This memo establishes the agreement between the Physics Department and the Information Technology Division as to the responsibilities for Tier1 Safety Inspections of areas occupied by Physics personnel and/or equipment housed in Building 515. The intent is to insure that all areas are inspected regularly, and that the responsibility of Tier1 review for these areas is clearly understood by both organizations.

**The areas in Building 515 that are being addressed include:**

- 1) Offices – those occupied by Physics personnel in the Building 515 West wing on the 2<sup>nd</sup> floor, and West wing on the 1<sup>st</sup> floor.
- 2) Hallways – those providing access to the above office areas.
- 3) RHIC and ATLAS Computing Facilities (RCF & ACF) – currently houses RCF/ACF equipment; located within BNL Computing Facility (BCF); managed by RCF personnel.

**Tier1 responsibilities in Building 515 are defined as follows:**

<u>Area</u>	<u>Responsible Organization</u>
1) All 515 offices occupied by Physics personnel	Physics Department
2) 515 Hallways	ITD
3) RHIC and ATLAS Computing Facilities	ITD

**Report Distribution:**

Copies of the ITD Tier1 Inspection reports for the hallways and RCF areas in the BCF will be distributed to M. Ernst, Manager of RCF and ACF, and M. Zarcone, Physics ESH Coordinator.

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

Date: 8/24/10

Approved: Thomas J Schlegel  
T. Schlegel, Director, Information Technology Division

Date: 8/26/10