

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 – Work Planning and Control/Planning and Control of Experiments, Training, Emergency Management, and other Safety Related Issues 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 and Particle Physics Directorate, the Medical Department of the Environment and Life Science Directorate, and the Building 901 Facility Project Manager (FPM) 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 Physics Department personnel and/or equipment housed in Building 901. The intent is to ensure that all work in these areas is reviewed 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 901 is defined as follows:

The Physics Department will ensure that all work conducted in Building 901 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 901 are to be reviewed and approved by the Physics Department's Work Control Personnel. Any work covered by a work permit that affects the Medical Department's operations must include Medical 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 Medical 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 Medical Department will include Medical Department ESH Coordinator for coordination and impact to the FUA. The FPM will be included if warranted.

The Medical Department transports isotopes through building 901 hallways to the PET building (906) next door. The Medical Department is responsible to maintain the integrity of the transport containers to ensure there is no direct exposure from the radioactive materials to the other residents of the building beyond that permitted for the general public (less than 25 mrem annually). The Physics and Medical Departments are jointly responsible to inform all occupants that isotopes pass through the area, the annual dose is less than 25 mrem, and residents are to assist by giving safe passage to the people doing the transporting. This will be done initially, by informing each resident and postings.

Any questions or concerns resulting from the transporting are to be brought promptly to the ESH Coordinators, Ann Emrick (x5756) for the Medical Department or Mike Zarcone (x5890) for the Physics Department or any supervisor.

Any incidents resulting from the movement of these materials through the hallways adjacent to the office areas occupied by the Physics Department will be the responsibility of the Medical Department. The Physics Department will fully cooperate with any investigations and assist if requested.

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 901. 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 Medical Department's operations must be coordinated with the Medical Department.

Any LOTO by Medical 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 901'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 901 FUA and notify the FPM if there is need for amending its FUA.

Waste Management

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 Medical space are the responsibility of the Medical 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 901 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 901 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 901 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 Medical Department is responsible for the LEP and with Physics cooperation, to distribute and train Building 901 personnel.

The Physics Department has the responsibility to bring to the attention of the Medical Department any hazards or a condition that may affect the Medical 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 901 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 901.

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

Date: 6/20/11

Approved: G. Wang
(G. 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. Blanca, ESH Representative, North Complex