

Guest Name \_\_\_\_\_ Guest No. \_\_\_\_\_ R2A2 Date: \_\_\_\_\_

Role Type: **Functional** Role Title: **NSLS-II Cognizant Space Manager**

Description: **Oversee use of the assigned space to enable safe and productive working conditions.**

**This profile is not a Lab-wide profile and is intended for use by NSLS-II guests only.**

### **Roles**

- Oversee use of the assigned space to enable safe and productive working conditions.

### **Responsibilities**

- Act as point of contact with Research Space Managers, the Integrated Facility management team, and others regarding space activities and access.
- Contribute to the definition of the ESH envelope for the planned research activities within the assigned space.
- Take training consistent with the requirements for the assigned space.
- Assist NSLS-II ESH staff in annual review of the ESH envelope including risk analysis and determination of control, training, and worker qualification requirements.
- Develop and implement adequate written procedures for compliance with ESH control requirements.
- Monitor activities and configuration of the structure, systems and components of the assigned space to ensure adherence to the scope of the defined ESH envelope, and act to correct discrepancies.
- Assure use of the BNL Chemical Management System to maintain an accurate chemical inventory.
- Be aware of the equipment resident in the space and the responsible individuals for each item.
- Assist with the proper disposal of wastes. Maintain needed Hazardous Waste Satellite Accumulation Area.
- Ensure good housekeeping practices, adequate space for experimental work, and no excess or legacy equipment or chemical storage.
- Post the area in accordance with BNL requirements and, as appropriate, with the assistance of ESH Staff.
- Enforce compliance with BNL requirements for access and use.
- Notify management of events that impact compliance with ESH requirements or result in injury.

### **Accountabilities**

- To NSLS-II management for fulfillment of the roles and responsibilities listed above.
- To the NSLS-II Research Space Managers for the implementation of processes to assure safe, productive, and compliant operation of the assigned space.
- To other CSM's for management of shared spaces.

### **Authorities**

- Direct personnel to comply with requirements.
- Approve or reject proposals for work within the research space.
- Provide input for the introduction of new activities or the modification of an existing activity within the workspace.

Guest Signature \_\_\_\_\_