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managed by Brookhaven Science Associates
for the U.S. Department of Energy

date: June 5, 2000
to: S. Ozaki
from: S. L. K. Briggs 
subject: Final EMS Self Assessment

In accordance with the Environmental Assessment subject area, attached please find the final audit report for the Environmental Management System Audit at Collider-Accelerator Department. This audit was conducted by Joseph Cascio, (IRG, Ltd), Lori Cunniff, and Mel Van Essendelft on May 17, 2000 – May 18, 2000. Your EMS Management Representative reviewed the draft report for accuracy and any comments have been incorporated.

Please follow up with any corrective actions to address findings and prevent any reoccurrences. Please review the SBMS Environmental Subject Area, subprocedure (Correcting Deficiencies) if you have any questions.

If you have any comments or questions, please contact me at Extension 3465.

BLC

Attachment

cc: B. Cox
E. Lessard
D. Lowenstein
T. Kirk

QE0020.00



Brookhaven Science Associates
Environmental Management System
Registered to ISO 14001:1996

NSF's Registration Program
is accredited by the American
National Standards Institute's
Registrar Accreditation Board

C:\Docs\EMS\Audit\final.CAD.self.assess.doc

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Assessment of the ISO 14001 EMS Implementation **Collider-Accelerator Department**

Date of Audit: May 17-18, 2000

Objective: This was an internal Environment Management System (EMS) audit conducted to satisfy the ISO 14001 requirement for such audits and to provide further guidance to the Collider-Accelerator Department (CA) in preparation for its self declaration of conformance by end of this fiscal year. All elements of ISO 14001 were covered, however not all procedures and processes supporting CA's EMS were reviewed. The results of this audit are shown on the attached "BNL ISO 14001 Assessment Facility Checklist".

Scope: Collider-Accelerator Department

Auditors: Three auditors conducted the audit:

- (1) Joe Cascio (IRG, Ltd.) lead auditor,
- (2) Lori Cunniff (BNL)
- (3) Mel Van Essendelft (BNL)

Findings, Observations and Recommendations: The implementation of an EMS in CA is progressing well. The results of this audit revealed conformance in all areas with the exception of four (4) nonconformances, which are documented below. The strengths of this program included a well-written Environmental Management Program Description and descriptive Environmental Management Planning and Operational Control Forms.

Finding #1. Documented procedure not maintained.
Some existing procedures have not been updated as required by the three year cycle for revision.

Recommendation: Create a schedule for updating (or retiring) all outdated procedures.

Finding #2. Procedure for Nonconformances, Corrective and Preventive Action does not conform with SBMS.
CA-QA-302 is currently used. This does not yet conform with the SBMS. Since the SBMS is under revision, the unit is planning to wait for the SBMS to be revised.

Recommendation: Create and implement a directorate procedure for nonconformance processing and handling to complement the upcoming SBMS procedure revisions.

Finding #3 Unclear if calibration of monitoring equipment is monitored and recorded. The calibration of environmental instruments is not being monitored. There is a supposition that a vendor (DREW) may be doing this.

Recommendation: Find out how equipment is being calibrated and maintain records in directorate that show the results of such calibrations.

Finding #4 EMS Awareness required strengthening.

Employee awareness of EMS needs to be strengthened. One manager was not aware of the significant environmental aspects in his area. A number of workers interviewed were shaky on knowledge of the EMS and of the lab environmental policy.

Recommendation: Post the environmental policy more widely. Re-emphasize the importance of the EMS and the employees' role in its success.

Observation #1. The ECR has been given specific responsibilities in the EMS. This implies a line function with authority. However, this "new" status is not currently reflected in the R2A2 for ECRs.

Recommendation: Change the R2A2 for ECR to reflect their line role and authority to execute and fulfill their new line responsibility in the units.

Observation #2 The storage of lead materials was recently addressed and should be considered when addressing environmental aspects. This was identified by staff and shows that C-A is continuing to include all aspects.

Observation #3 Some responsibilities could be more clearly defined in the Environmental Management Forms.

Recommendation: State in EM forms who is responsible. For example, clarification can be provided for who is responsible for maintaining all records and who is responsible for prioritizing "assessment, prevention and control" measures identified in the Process Assessment (referral to the database does not show who 'prioritizes' these).

Observation #4 Some legal and other requirements may not have been identified in the EM form.

Recommendation: There was reference to the IAG. Consideration should be given to whether this is an "other requirement."

Audit Interviews: The auditors interviewed several employees: Fred Kobasiuk, John White, Larry Arnold, John deBoer, Larry Vogt, Mike Hamilton, Peter Stillman, Peter Ingrassia, Tony Curcio, Bill Venegas, Phil Pape, Mike Mapes and Charlie Pearson.

BNL ISO 14001 ASSESSMENT FACILITY CHECKLIST

ORGANIZATION: COLLIDER ACCELERATOR DEPARTMENT

ASSESSMENT NUMBER: _____

ASSESSMENT PERSONNEL: Joe Cascio (IRG), Lori Cunniff (BNL), Mel VanEssendelft (BNL)ASSESSMENT DATE(S): May 17-18, 2000

Legend: CON – Conforms; MIN – Minor nonconformance; MAJ – Major nonconformance; COM – Comments which may lead to a nonconformance; OBS - Observation which is a recommendation (no action required)

CRITERIA

COMMENTS

(Include personnel interviewed and objective evidence of conformance)

- | | | |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 1. <u>Policy</u>
Mechanism for communicating within Unit | <input type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input checked="" type="checkbox"/> OBS | Post the environmental policy more widely. Interviews demonstrated communication within the department about policy was not effective. |
| Mechanism for controlling policy documents (eg., plaques, procedures with policy statement, etc) | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Document control in place |
| 2. <u>Aspects</u>
Unit's procedure to review and update aspects periodically | <input type="checkbox"/> CON
<input checked="" type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Staff awareness (including managers) of aspects was weak. |
| Mechanism to initiate aspect review/revision when operations change | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Stated in EMS program |
| Knowledge and use of significance criteria | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Using lab level criteria |
| Records showing that analysis to select significant aspects was done | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Matrix shown. Process explain during desk audit/ |
| Was there effort to include aspects over which there is influence | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Yes, continually assesing |
| Are there any obvious aspects which should have been considered. If not, why not | <input type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input checked="" type="checkbox"/> OBS | Storage of lead materials maybe another aspect. This is now being addressed. |

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3. Legal and Other Requirements

- | | | |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Is someone (or more than one) designated to keep unit current on requirements | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | ECR and team subscribed to SBMS |
| What are that persons resources, references, methods to keep current | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Subscribe to SBMS, ECS maintains contact. |
| How is applicability of new requirements determined | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Discussed in EMS program |
| How have new requirements been incorporated in EMPs, SOPs and/or operational controls | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Done through ESR and Accelerator system safety review |
| How are affected employees made aware of new requirements | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Comes down through ESR and ASSR Committes |
| Were there any aspects unique to your Unit that were deemed significant because of unit-specific legal requirements? | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Soil activation. |

4. Objectives and Targets

- | | | |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Are objectives and targets set for significant aspects | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Yes. |
| Are they reasonable and quantified where possible | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Yes. |
| How are they reviewed periodically (is there a unit procedure or process for this) | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Yes. |

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- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| How are objectives and targets communicated to the employees that are supposed to achieve them | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Job specific training |
| Do the objectives and targets reflect commitment to prevention of pollution | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Yes |
| 5. Environmental Management Programs | | |
| Do they exist for all objectives and targets | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | yes |
| Do they specify resources and timeframes | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Yes |
| Do they specify performance indicators and the way to do monitoring and measurement | <input type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Yes |
| Do they specify roles, authorities and responsibilities and have these been documented to employees | <input type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input checked="" type="checkbox"/> OBS | Some responsibilities are not clearly outlined. Strengthen in EM forms. |
| Are there records on monitoring and measurement that show progress is being made? Are records managed and retained | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Tier 1 records maintained. No other records checked |
| Are documents necessary to run EMP (SOPs, work instructions, documents with operating limits) available to appropriate employees, and are they the latest version | <input type="checkbox"/> CON
<input checked="" type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Procedure OPM 8.20, Version 1995. Not revised after 3 years per requirements. |
| How have those workers who are responsible for operational controls deemed to be competent | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Job specific training being conducted and will be completed by first week in June. All employees need to take Environment Protection training (this is in progress). |
| Are operational controls in place and working as expected | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ | Controls are often procedures. |

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COM
 OBS

Are records on operational controls and performance indicators managed and retained per plans

CON
 MIN
 MAJ
 COM
 OBS

Log books not checked

Have contractors been informed on any relevant operational controls

CON
 MIN
 MAJ
 COM
 OBS

They receive training. They must read the work permit (Work Planning System). Work planners inform contractors.

Has monitoring and measurement equipment been calibrated per specifications

CON
 MIN
 MAJ
 COM
 OBS

Calibration of environmental instruments is not being monitored. There is a supposition that a vendor (Drew) maybe doing it.

When maintenance is done on operational controls, are there backup controls (if needed) to provide continuous control

CON
 MIN
 MAJ
 COM
 OBS

Operations viewed would shut down during maintenance.

Have employees been trained as specified in plans

CON
 MIN
 MAJ
 COM
 OBS

Training is still underway, but progressing well.

Do EMPs reflect commitment to comply with legal requirements

CON
 MIN
 MAJ
 COM
 OBS

Not all legal requirements were clearly defined on the EM forms.

6. Emergency Response

Does an emergency response plan exist

CON
 MIN
 MAJ
 COM
 OBS

Yes

Does it provide for prevention and mitigation of environmental impacts

CON
 MIN
 MAJ
 COM
 OBS

Yes

Is it reviewed after emergencies and periodically tested

CON
 MIN
 MAJ
 COM
 OBS

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Do employees know about it and how they should respond in case of emergency,

CON
 MIN
 MAJ
 COM
 OBS

7. Communication

How do employees receive information they need to do their task

CON
 MIN
 MAJ
 COM
 OBS

Procedures, training, meetings and work planning

What mechanisms are used to get employee feedback to management

CON
 MIN
 MAJ
 COM
 OBS

Supervisors meetings

What is the way to handle inquiries and/or input from external parties?
 Has input been received?

CON
 MIN
 MAJ
 COM
 OBS

Use lab level CCTS

What mechanisms are used to seek community/stakeholder input?

CON
 MIN
 MAJ
 COM
 OBS

Represented at community meetings by dept magmt

8. Non-conformance and Corrective and Preventive Action

Is there a unit procedure for addressing problems with the EMS

CON
 MIN
 MAJ
 COM
 OBS

At this time, there is a written procedure which needs to be updated to compliment the SBMS procedure.

Are there records showing how this has worked over time

CON
 MIN
 MAJ
 COM
 OBS

Not viewed. Typically use assessments to track.

9. EMS Audit

Does it specify how often, who will be audited and priorities for audits (i.e., schedule)

CON
 MIN
 MAJ
 COM
 OBS

Defined in self assessment

Does it specify resources (e.g., where will the auditors come from)

CON
 MIN
 MAJ
 COM
 OBS

Not seen in plan. Need to spell out resources

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- | | | |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Have auditors been trained to do EMS audits | <input checked="" type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | 4 people within dept are trained for audits |
| Have audits been done | <input type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | This is the first EMS audit. This will be rolled into self assessments to continue in the future. |
| Do the audit reports show that audits were done completely and rigorously | <input type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | |
| Were findings tracked and closed appropriately | <input type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | |
| How does unit evaluate current status of compliance | <input type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | |
| Is compliance status compared against objectives and targets to ascertain if the right amount of progress has been made | <input type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | |
| 10. <u>Management Review</u>
Was it done | <input type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | Not at this time. It is scheduled |
| Are there minutes of review | <input type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | |
| Was top management in attendance | <input type="checkbox"/> CON
<input type="checkbox"/> MIN
<input type="checkbox"/> MAJ
<input type="checkbox"/> COM
<input type="checkbox"/> OBS | |

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Was appropriate information reviewed

CON
 MIN
 MAJ
 COM
 OBS

Did management make determination on suitability, adequacy and effectiveness of EMS

CON
 MIN
 MAJ
 COM
 OBS

If they made decisions, were those decisions implemented

CON
 MIN
 MAJ
 COM
 OBS

11. EMS Vitality

Is the system effective for its intended purposes (e.g., objectives and targets)

CON
 MIN
 MAJ
 COM
 OBS

Seems appropriate. Must continue to grow and evolve

Does implementation display management's commitment to continual improvement

CON
 MIN
 MAJ
 COM
 OBS

Compliance is important. Continual improvement is a necessity to continue operations. It seems that top management is making the commitment.

Are employee awareness and interest sufficient to work towards eventual changes in day-to-day care for the environment

CON
 MIN
 MAJ
 COM
 OBS

Employees are aware of environmental issues with their work. Need to strengthen knowledge of EMS and policy.

Is EMS integrated with other sub-systems to form a single management system

CON
 MIN
 MAJ
 COM
 OBS

Working to integrate all systems. Seems to be written to conform with operating procedures.

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<u>CRITERIA</u>	<u>Activity 1:</u> <u>Beam Line</u> <u>Assembly/</u> <u>Disassembly</u>	<u>Activity 2:</u> <u>Cooling Water</u>	<u>Activity 3:</u> <u>Vacuum</u>	<u>Activity 4:</u> <u>Main Control</u> <u>Room</u>	<u>Activity 5:</u> <u>Electronic</u>
Knowledge of EMS policy	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input checked="" type="checkbox"/> COM <input checked="" type="checkbox"/> OBS <input type="checkbox"/> Footnote: <u>Remind employees of key points</u>	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input checked="" type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____
Knowledge of existence of EMS	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input checked="" type="checkbox"/> OBS <input type="checkbox"/> Footnote: <u>Need to strengthen employee knowledge of policy and EMS</u>	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____
Environmental aspects of personal task	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input checked="" type="checkbox"/> OBS <input type="checkbox"/> Footnote: <u>Better awareness needed</u>	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____
Awareness of how to avoid environmental degradation	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____
Awareness of how to contribute to unit's programs (e.g., recycling)	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: <u>Plate only when necessary</u>	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: <u>Collecting solder</u>
Awareness of emergency response/actions	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____

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ASSESSMENT DATE(S): May 17-18, 2000

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How have affected employees been made aware of new requirements <i>Not checked due to no new requirements</i>	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____
How are objectives and targets known to the employees that are supposed to achieve them <i>Thru job specific EMS training. Not all training complete at this time.</i>	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____
Do affected employees know their roles, authorities and responsibilities	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____
Are operational controls in place and working as specified in OCF	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input checked="" type="checkbox"/> OBS <input type="checkbox"/> Footnote: <u>Waste not stored as per procedure</u>	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: <u>Good</u>	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____
Are records on operational controls managed and retained per plans <i>Didn't check many records.</i>	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____
Are employees aware and ready to execute emergency procedures for such	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____
Have contractors been informed on any relevant operational controls	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____

BNL ISO 14001 ASSESSMENT FACILITY CHECKLIST

ORGANIZATION: COLLIDER ACCELERATOR DEPARTMENT ASSESSMENT NUMBER: _____
 ASSESSMENT PERSONNEL: Joe Cascio (IRG), Lori Cunniff (BNL), Mel VanEssendelft (BNL) ASSESSMENT DATE(S): May 17-18, 2000

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Has monitoring and measurement equipment been calibrated per specifications	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input checked="" type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: <u>Feedlines should be calibrated. Unclear who does this.</u>	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____
When maintenance is done on operational controls, are there backup controls (if needed) to provide continuous control	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input checked="" type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____
Are employees aware of the nonconformance/corrective and preventive action process <i>Lab system not yet set up, using verbal system now.</i>	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: <u>Better tracking would be helpful.</u>	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____	<input type="checkbox"/> CON <input type="checkbox"/> MIN <input type="checkbox"/> MAJ <input type="checkbox"/> COM <input type="checkbox"/> OBS <input type="checkbox"/> Footnote: _____

Comments: Using footnotes, add comments as needed to annotate evaluation.