

If you are using a printed copy of this procedure, and not the on-screen version, then you MUST make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

1.10.2.c Collider-Accelerator and Superconducting Magnet Division EMS Document Flow-Down Matrix

Text Pages 2 through 7

C-A OPM Procedures in which this Attachment is used.		
1.10.2		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
_____	_____	_____	_____
_____	_____	_____	_____

Approved: _____ Signature on File _____
 Collider-Accelerator Department Chairman Date

Approved: _____ Signature on File _____
 Superconducting Magnet Division Head Date

M. Van Essendelft

C-A Department and Superconducting Magnet Division
Environmental Management System
Documentation Flow-Down

<u>ISO Elements</u>	<u>Laboratory Level MSD /SA/ Document</u>	<u>C-AD Procedure/ Document</u>	<u>C-AD Records</u>	<u>SMD Procedure/ Document</u>	<u>SMD Records</u>
Environmental policy	<ul style="list-style-type: none"> • Environmental Stewardship Policy 	<ul style="list-style-type: none"> • OPM 1.10 	<ul style="list-style-type: none"> • N/A 		<ul style="list-style-type: none"> • N/A
Environmental aspects and impacts	<ul style="list-style-type: none"> • Work Planning and Control MSD • Environmental Evaluations of Industrial Processes and Experimental Research SA • Identification of Significant Environmental Aspects and Impacts SA • Hazard Analysis SA 	<ul style="list-style-type: none"> • Phase II Process Evaluations • OPM 2.28 • OPM 2.29 • OPM 9.1.12 • OPM 9.1.15 • OPM 9.2.1 • OPM 9.3.1 	<ul style="list-style-type: none"> • Environmental Aspects Matrix 	<ul style="list-style-type: none"> • Phase II Process Evaluations 	<ul style="list-style-type: none"> • Environmental Aspects Matrix
Legal & other requirements	<ul style="list-style-type: none"> • Requirements Management SA • Laboratory-Wide Procedures and Guidelines SA • Requesting SBMS Variances SA • Brookhaven National Laboratory Pollution Prevention Program Description • Pollution Prevention and Waste Minimization Subject Area • National Environmental Policy Act (NEPA) and Cultural Resource Evaluations Subject Area • Groundwater Protection Contingency SA 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Environmental Management Program form 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Environmental Management Program form
Objectives, targets, and programs	<ul style="list-style-type: none"> • Integrated Planning MSD • Integrated Assessment Subject Area • BNL Critical Outcomes/ Objectives/ Performance Measures • Identification of Significant Environmental Aspects and Impacts 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Environmental Management Program form 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Environmental Management Program form

<u>ISO Elements</u>	<u>Laboratory Level MSD /SA/ Document</u>	<u>C-A Procedure/ Document</u>	<u>C-A Records</u>	<u>SMD Procedure/ Document</u>	<u>SMD Records</u>
Resources, Roles, responsibility, and authority	<ul style="list-style-type: none"> Human Resources MSD Environmental MSD BNL Organizational Chart 	<ul style="list-style-type: none"> C-A personnel R2A2s OPM 1.10 	<ul style="list-style-type: none"> EMS reports to top management by management representative 	<ul style="list-style-type: none"> SMD personnel R2A2s SMD-OPM 2.2 	<ul style="list-style-type: none"> EMS reports to top management by management representative
Competence, training, and awareness	<ul style="list-style-type: none"> Training and Qualifications MSD Training and Qualifications SA New Employee Form and Procedures Contractor/ Vendor Form and Procedure Job Hazard Training Assessment Tool Environmental Protection Course Guests & Visitors 	<ul style="list-style-type: none"> OPM 1.12 C-A personnel JTAs C-A job specific EMS training courses 	<ul style="list-style-type: none"> BTMS records 	<ul style="list-style-type: none"> SMD personnel JTAs SMD job specific EMS training courses SMD-OPM 2.1 	<ul style="list-style-type: none"> BTMS records
Communication	<ul style="list-style-type: none"> Internal Communications MSD External Communications MSD EMS Program Communications Plan Correspondence and Commitment Tracking SA BNL Community Involvement Plan Community Involvement in Lab Issues SA 	<ul style="list-style-type: none"> OPM 1.10.3 OPM 2.12 C-A Web Site CCTS 	<ul style="list-style-type: none"> CCTS correspondence (from outside parties, C-A decisions and responses) Checklists for Identifying Issues and Decisions that may Require Community Involvement 	<ul style="list-style-type: none"> SMD Web Site CCTS 	<ul style="list-style-type: none"> CCTS correspondence (from outside parties, C-A decisions and responses)
EMS Documentation	<ul style="list-style-type: none"> ISO 14001 "Plus" EMS Manual BNL Environmental Management System Description 	<ul style="list-style-type: none"> C-A OPM 1.10.2 C-A-ATT-1.10.2.a C-A-ATT-1.10.2.b C-A-ATT-1.10.2.c Phase II Process Evaluations 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> C-A OPM 1.10.2 C-A-ATT-1.10.2.a C-A-ATT-1.10.2.b C-A-ATT-1.10.2.c Phase II Process Evaluations 	<ul style="list-style-type: none"> N/A

<u>ISO Elements</u>	<u>Laboratory Level MSD /SA/ Document</u>	<u>C-A Procedure/ Document</u>	<u>C-A Records</u>	<u>SMD Procedure/ Document</u>	<u>SMD Records</u>
Control of Documents	<ul style="list-style-type: none"> Laboratory-Wide Procedures and Guidelines SA Internal Controlled Documents SA 	<ul style="list-style-type: none"> OPM 13.4 (all) OPM 1.1 OPM 1.2 OPM 1.4 	<ul style="list-style-type: none"> Obsolete EMS records suitably identified and archived 	OPM 1.2	<ul style="list-style-type: none"> Obsolete EMS records suitably identified and archived
Operational Control	<ul style="list-style-type: none"> Work Planning and Control for Operations Environmental Evaluation of Industrial Processes and Experimental Research Identification of Significant Environmental Aspects and Impacts Internal Controlled Documents SA ESH Standard 1.3.6: Work Planning and Control For Operations ESH Standard 1.3.5: Planning and Control of Experiments Operational Readiness Evaluation SA Accelerator Safety SA 	<ul style="list-style-type: none"> OPM 2.28 OPM 2.29 OPM 2.5 OPM 2.5.1 OPM 2.5.2 OPM 6.1.10 OPM 6.1.11 OPM 9.1.15 OPM 9.2.1 OPM 9.3.1 TPL 02-01 TPL 02-02 TPL 02-03 	<ul style="list-style-type: none"> Operational Control Forms (for each Process Evaluation) Process assessment form/ Corrective action tracking database (ESD) Communication/ correspondence concerning procedures & requirements to suppliers and outside contractors 	<ul style="list-style-type: none"> SMD-OPM 8.1.1.22 SMD-OPM 8.1.1.28 SMD-OPM 8.1.1.29 SMD-OPM 8.1.1.33 SMD-OPM 8.1.1.38 	<ul style="list-style-type: none"> Operational Control Forms (for each Process Evaluation) Process assessment form/ Corrective action tracking database (ESD) Communication/ correspondence concerning procedures & requirements to suppliers and outside contractors
Emergency preparedness and response	<ul style="list-style-type: none"> Emergency Preparedness and Off-Normal Event Reporting MSD Emergency Response Services MSD Emergency Preparedness SA Spill Response SA Groundwater Protection Contingency Plan SA 	<ul style="list-style-type: none"> OPM Chapter 3 OPM 10.1 OPM 10.2 	<ul style="list-style-type: none"> See ORPS Documentation 	SMD-OPM 3.0	<ul style="list-style-type: none"> See ORPS Documentation

<u>ISO Elements</u>	<u>Laboratory Level MSD /SA/ Document</u>	<u>C-A Procedure/ Document</u>	<u>C-A Records</u>	<u>SMD Procedure/ Document</u>	<u>SMD Records</u>
			<ul style="list-style-type: none"> • Monthly Inspection Checklist for Storage Tanks/Portable containers/Bulk Storage (1.14.a) • Quarterly Inspection Checklist for Outdoor Storage/Work areas (1.14.b) • Tanker Operations Log (1.14.d) • Sample Analysis from Known Beam Loss Locations 		<ul style="list-style-type: none"> • Monthly Insp. Checklist for storage tanks/ portable containers, bulk storage. • Tier I Reports
Evaluation of Compliance	<ul style="list-style-type: none"> • Integrated Assessment Program • Environmental Assessments SA • Integrated Assessment SA • Environmental Monitoring SA 	<ul style="list-style-type: none"> • OPM 13.10.1 • C-A Self-Assessment Program 	<ul style="list-style-type: none"> • See Monitoring & Measurement 	<ul style="list-style-type: none"> • SMD Self-Assessment Program 	N/A
Nonconformity, corrective action and preventive action	<ul style="list-style-type: none"> • Nonconformance and Corrective & Preventive Action SA • Occurrence Reporting and Processing System SA • Critique SA 	<ul style="list-style-type: none"> • OPM 13.3.2 • C-A FATS • BNL ATS 	<ul style="list-style-type: none"> • Non-conformance and corrective & preventive action reports • Tier I Inspection Records/Tracking Database • QA Assessments/Tracking Database • Changes in documentation resulting from an Environmental NCR 	<ul style="list-style-type: none"> • SMD ACATS system • BNL ATS 	<ul style="list-style-type: none"> • Non-conformance and corrective & preventive action reports • Tier I Inspection Records/ Tracking Database • Changes in documentation resulting from an Environmental NC
Control of Records	<ul style="list-style-type: none"> • Records Management SA 	<ul style="list-style-type: none"> • OPM 13.4.1 	<ul style="list-style-type: none"> • Training records 	<ul style="list-style-type: none"> • SMD-OPM 2.1 	<ul style="list-style-type: none"> • Training Records
Internal audit	<ul style="list-style-type: none"> • Integrated Assessment Program • Environmental Assessments SA • Integrated Assessment SA 	<ul style="list-style-type: none"> • OPM 13.10.1 • C-A Self-Assessment Program 	<ul style="list-style-type: none"> • C-A EMS Audit Report & schedule • DOE-EH ISME Report • C-A Management Assessment Procedure (and assessment schedule) 	<ul style="list-style-type: none"> • SMD Self-Assessment Program 	<ul style="list-style-type: none"> • SMD EMS Audit Report & schedule • DOE-EH ISME Report

<u>ISO Elements</u>	<u>Laboratory Level MSD /SA/ Document</u>	<u>C-A Procedure/ Document</u>	<u>C-A Records</u>	<u>SMD Procedure/ Document</u>	<u>SMD Records</u>
Management review	<ul style="list-style-type: none"> • Environmental Assessments SA • Integrated Assessment Program • Integrated Assessment SA 	<ul style="list-style-type: none"> • C-A Self-Assessment Program 	<ul style="list-style-type: none"> • EMS Management Review Schedule • EMS Management Review Presentation • EMS Management Review Minutes • EMS Record of Decision 	<ul style="list-style-type: none"> • SMD Self-Assessment Program 	<ul style="list-style-type: none"> • EMS Management Review Schedule • EMS Management Review Presentation • EMS Management Review Minutes • EMS Record of Decision