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C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

13.4.2.c List and Retention Schedule for C-AD/SMD Occupational Safety and Health (OSH) Records and Documents

Text Pages 2 - 5

C-A-OPM Procedures in which this Attachment is used.		
13.4.2		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: _____ *Signature on File* _____
 Collider-Accelerator Department Chairman Date

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

E. Lessard

OHSAS 18001 – Line Organization Files

Topic / Series Title	Record Description	Foremost Address	BNL Site Specific File Plan DOE Retention DOE Retention	Responsible Party
1. Occupational Health & Safety (OHSAS 18001) Management System Description (Manual)	The written OSH program of an organization. CONTROLLED DOCUMENT	A\ADM\1000-15-37	ADM-16.1.1 Permanent	OPM 1.10.4 , E. Lessard
2. Occupational Health & Safety (OHSAS 18001) Management Plans	Annual list of targets & objectives and performance indicators for the improvement of the OSH program of an organization. CONTROLLED DOCUMENT	A\ADM\1000-17-06	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	OPM 14.30 , R. Karol
3. OHSAS 18001 Support And Risk Assessments Files	Records verifying organizational compliance with the OSH 18001 program. Central file for task lists and JRA/ FRA risk assessments CONTROLLED DOCUMENT	A\ADM\1000-17-16	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	JRAs, FRAs , R. Karol
4. OSH Management Reviews And OSH Records Of Decision Documents	Documentation of presentations to senior management on the actions and status of the organizations OSH program.	A\ADM\1000-17-16	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	Management Reviews , E. Lessard SMD Management Reviews , C. Porretto
5. OSH Internal Assessments/ Audits	Self Assessment Plan, Internal Assessment Results of an organization.	A\ADM\1000-20-03 or A\ADM\1000-20-03	ADM-22.1.A.2 or ADM-22.B.1 Destroy after 10 years	D. Passarello, Building 911A
6. WOSH Committee Records	Agenda, minutes, attendance, presentations, etc.) for the Safety & Health committee with worker representation of an organization.	A\ADM\1000-15-21	ADM-16.8.B.1 3 years	WOSH Records , R. Savage
7. Training For OHSAS 18001 At The Organization Level	Records for environmental safety & health training such as manuals, syllabuses, and other training aids; description of course content; examination documentation, attendance rosters; documentation of required performance, & lesson plans.	A\ADM\1000-01-22	ADM-1.29.2.A.2 - Transfer to a federal records center after last session. Destroy 75 years after transfer.	J. Maraviglia, Building 911A C. Porretto (SMD), Building 902A
8. Local Emergency Planning Documents	Contains Local Emergency Response Plan generated for each building at BNL. It may contain the original plan, procedures for an emergency situation, locations of emergency shut offs, building floor plans, in/out door assembly areas and evacuation zone. CONTROLLED DOCUMENT	A\ADM\1000-17-23	ADM-18.27 - Destroy 3 years after issuance of a new plan or directive.	OPM Chapter 3 , P. Cirnigliaro SMD OPM 3.0 , A. Piper
9. Emergency Contingency Plans	Plans posted at the 90-day areas. Consists of the emergency response plans, which identify environmental and safety hazards at a facility and surrounding areas. The plan lists phone location, name of contact, and diagram of pertinent area. CONTROLLED DOCUMENT	B\ENV\2000-01-02	ENV-1.B.1 - destroy 3 years after issuance of a new plan	J. Scott, Building 911A J. Cintonino (SMD), Building 902A
10. Tier 1 Facility Safety Inspections	Records of routine safety inspections.	A\ADM\1000-17-37.	ADM-18.9 - Cut off at the end of the fiscal year. Destroy 75 years after discontinuation of the facility.	D. Passarello, Building 911A A. Piper (SMD), Building 902A
11. Safety Assessment Documents & Safety Analysis Reports	Documentation of safety analysis reports relating to facilities. Records relating to health, safety & environmental issues. Records should include related DOE Safety Evaluation Report. CONTROLLED DOCUMENT	B\ENV\2000-01-04	ENV-1.B.4.B - Review annually. Cutoff when superseded, obsolete, or cancelled. Destroy 25 years after cutoff	Authorization Documents , E. Lessard

OHSAS 18001 – Line Organization Files

Topic / Series Title	Record Description	Foremost Address	BNL Site Specific File Plan DOE Retention DOE Retention	Responsible Party
12. Work Planning And Control Documentation- (Work Permits)	Consists of work planning & control documentation for moderate and high level tasks. It includes the original, signed work permit, the job tracking log & the control procedures.	A\ADM\1000-17-28	ADM-18.37 - Destroy 75 years after the date of the permit.	P. Cirnigliaro, Building 911A C. Porretto (SMD), Building 902A
13. Non Radiological Permits	Safe work permits granting approval for employees to work on a potentially hazardous job or area. Includes confined space, working on or near energized equipment, digging, cutting/welding and penetration permits. Permits contain job descriptions, instructions to workers & approval signature of responsible supervision.	A\ADM\1000-17-35	ADM-18.37 - Destroy 75 years after the date of the permit	P. Cirnigliaro, Building 911A A. Piper (SMD), Building 902A
14. Experimental Safety Reviews For Science & Technology Machines In NSLS And C-AD	Contains high level safety review documentation, which demonstrates that control systems, utilized in operations, have the capability for safe use.	A\ADM\1000-17-27	ADM-18.35.B - EPI-- Destroy 5 years after the date of completion of either a task or performance of an activity or action for which the documentation will have no future applicability for demonstrating an item's capability for safe operation.	Y. Makdisi and J. W. Glenn, Building 911B
15. Experimental Safety Reviews For Non-S&T Level Experiments	Contains safety review documentation, which demonstrates that control systems, utilized in operations, have the capability for safe use. Items used include sites, facilities, structures, plants, materials, spent fuel, waste, machinery and equipment.	A\ADM\1000-17-28	ADM-18.37 - Destroy 75 years after the date of the permit.	N/A
16. Occurrence Reports That Are OSH Related	Reports documenting specific occurrences in the organization, which violate or pose a threat to safety. These files are for Investigative incidents and Critiques not maintained in the DOE Occurrence Reporting System.	A\ADM\1000-17-10	ADM-18.11.1.B - EPI - Cut off at the end of the fiscal year in which the case was closed. Destroy 15 years after cutoff.	Critiques , E. Lessard A. Piper (SMD), Building 902A
17. Operating Manuals That Are OSH Related	Operating Manuals for OSH meters identified in operational control documents such as JRA, FRA, SOP, ESR, Work Permits, etc.	A\ADM\1000-17-36	ADM-17.32A- Retain until item removed from service	OPM Chapter 8 , OPM Chapter 9 , A. Etkin, Building 911A SMD OPM Chapter 8 C. Porretto
18. Equipment Records For OSH Meters	Control and Calibration records of Measuring/Test Equipment used in hazard assessments	ENV\2000-04-03	ADM-1.21.2D Destroy 5 years after calibration.	A. Etkin, Building 911A
19. R2A2	This series consists of the signed record copy of position descriptions that include information on title, series, grade, duties, and responsibilities and related information for each employee of BNK.	A\ADM\1000-01-2	ADM-1.7.B Destroy 75 years after position is abolished or description is superseded.	M. Heimerle (C-AD), Building 911B D. Votruba (SMD), Building 902A

OSH Program Files – BNL Site Level Files					
	Topic / Series Title	Record Description	Foremost Address	BNL Site Specific File Plan 'DOE Retention	Responsible
20.	OSH 18001 Policy for site	BNL <u>Site Level</u> document which is part of ESSH program. CONTROLLED DOCUMENT	A\ADM\1000-15-37	ADM-16.1.1 Permanent	ESH&Q J. Tarpinian ESH&Q ALD
21.	OSH 18001 Management System Description & Subject Areas	BNL <u>Site Level</u> program description files. CONTROLLED DOCUMENT	A\ADM\1000-15-37	ADM-16.1.1 Permanent	ESH&Q J. Wilke SBMS Office POC: P. Williams
22.	OSH Site level Management Reviews and OSH Records of Decision Documents	BNL <u>Site Level</u> documentation of presentations to senior management on the actions and status of the site OSH program.	A\ADM\1000-17-16	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	ESH&Q J. Tarpinian ESH&Q ALD, Steve Stein QA
23.	OHSAS 18001 Support Files- BNL site level Phase 1, 2, & 3 Program development records	Timelines, applications, accounting reference records, etc related to the development and maintenance of the OSH program for the site.	A\ADM\1000-20-08	ADM-22.4 75 years	SHSD R. Selvey OHSAS 18001 Project Manager
24.	OSH Training site level	BNL site level - Training material, roster of attendance, and other records on training developed by the BNL for training site staff	A\ADM\1000-01-22	ADM-1.29.2.A.2 - Transfer to a federal records center after last session. Destroy 75 years after transfer.	B. Schwaner OTQP Manager
25.	OSH Assessments/ Audits- Site level	Site level Assessment Results from 2 nd and 3 rd party audit on the OHSAS 18001.	A\ADM\1000-20-03 or A\ADM\1000-20-03	ADM-22.1.A.2 or ADM-22.B.1 Destroy after 10 years	J. Tarpinian ESH&Q ALD, Steve Stein QA
26.	Occurrence Reports OSH related	Reports documenting specific occurrences at BNL, which violate or pose a threat to quality, safety & operational procedures. There are three types of occurrence: emergency, off normal & unusual. These are not originals, which are maintained in the DOE Occurrence Reporting System. (Investigative incidents, Critiques, ORPS investigation)	A\ADM\1000-17-10	ADM-18.11.1.B - EPI - Cut off at the end of the fiscal year in which the case was closed. Destroy 15 years after cutoff.	SHSD J. Ellerkamp
27.	Incident Reports	Reports, statistics & correspondence relative to traffic & property damage accidents, industrial personal injury accidents, and incidents.	A\ADM\1000-17-09	ADM-18.11.1.C - Destroy when 10 years old	SHSD J. Ellerkamp
28.	Safety Analysis Reports for Nuclear Facilities	Documentation of safety analysis for a nuclear facility to ensure that the facility can be constructed, operated, maintained, shut down & decommissioned safely & in compliance with applicable laws & regulations. Records relating to health, safety & environmental issues. Includes the related DOE Safety Evaluation Report CONTROLLED DOCUMENT	B\ENV\2000-01-03	ENV-1.B.4.A - Review annually. Cutoff when superseded, obsolete, or cancelled. Destroy 75 years after cutoff	SHSD J. Ellerkamp
29.	Radiation Surveys & Radiation Work Permits	Routine radiation and contamination surveys of chronological history of shift & daily activities, chart recording interpretations, and radiation work permits	A\ADM\1000-01-31	ADM-1.21.3.D - Cut off at the close of the fiscal year. Destroy 75 years after cutoff	RCD C. Schaefer
30.	Material Safety Data Sheets	Contains safety information on hazardous chemical products obtained from chemical manufacturers and/or chemical information services	B\ENV\2000-02-20	ENV-2.C.7 - Destroy 75 years after substance has been removed from use.	SHSD R. Petricek

OSH Program Files – BNL Site Level Files					
	Topic / Series Title	Record Description	Foremost Address	BNL Site Specific File Plan 'DOE Retention	Responsible
31.	OSHA Inspections	Reports and logs including (Occupational Safety and Health Administration Forms) 100, 101 102, and 200 or equivalents maintained as prescribed in 29 CFR 1960 and OSHA Pamphlet 2014 to document occupational injuries and illness for each establishment.	A\ADM\1000-01-49	ADM-1.34 - Destroy when 75 years old.	SHSD J. Ellerkamp
32.	Construction Safety Plans- Health and Safety Plans	This series consists of Health and Safety Plans submitted by contractors that specify how work will be performed to comply with all environmental safety & health regulations. This series is used administratively and kept for project/work in progress.	A\ADM\1000-16-24	ADM-18.35.B - EPI-- Destroy 5 years after the date of completion of either a task or performance of an activity or action for which the documentation will have no future applicability for demonstrating an item's capability for safe operation. Additionally, destroy it.	SHSD J. Ellerkamp
33.	Environmental, Safety & Health (ESH) Investigations	ESH Investigative case files & reports. Investigations may be described as audits, appraisals, inspections & management reviews. Documents include, but not limited to, conformance & final reports, correspondence, notes, attachments & log books.	A\ADM\1000-20-08	ADM-22.4 - Cut off upon completion of audit or investigation. Destroy when 75 years old.	ESH&Q Industrial Hygiene R. Selvey Safety Engineering J. Ellerkamp Radiological C. Schaefer
34.	Exposure Investigations	Series contains investigations of exposure of personnel to hazardous concentration of toxic chemicals and other material, excluding radionuclides and individual employee files.	A\ADM\1000-01-42	ADM-1.21.2.C - Cutoff at the close of the fiscal year in which the employee left employment. Destroy 75 years after cutoff.	ESH&Q Industrial Hygiene R. Selvey Radiological C. Schaefer
35.	Industrial Hygiene Records	Series contains Industrial Hygiene logsheet recording surveys for industrial hazard other than radiation and contamination.	A\ADM\1000-01-44	ADM-1.21.2.D - Destroy 75 years after cutoff.	SHSD R. Selvey
36.	Equipment Records for OSH Exposure Assessment meters of ESH&Q	Control and Calibration records of Measuring/Test Equipment used in hazard assessments	ENV\2000-04-03	ADM-1.21.2D Destroy 5 years after calibration.	ESH&Q Industrial Hygiene R. Selvey Radiological C. Schaefer
37.	Correspondence - Environment, Safety, & Health	Correspondence files of the office responsible for facility safety programs.	A\ADM\1000-17-30	ADM-18.11.1.C - Destroy when 10 years old	ESH&Q Industrial Hygiene R. Selvey Safety Engineering J. Ellerkamp Radiological C. Schaefer