

*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 available by contacting the **ESSHQ Procedures Coordinator, Bldg. 911A***

C-A OPERATIONS PROCEDURES MANUAL

14.7.1 Operational Control Form for Staff (Tech) Shops

Text Pages 2 through 3

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

M. Van Essendelft

**BNL ENVIRONMENTAL MANAGEMENT SYSTEM
OPERATIONAL CONTROLS FORM**

Operational Control for Significant Environmental Aspects <p style="text-align: center;">AGS-011-SSO</p>	Completed By: M. Van Essendelft Date: February 26, 2008
1. Operation(s): Staff Shop Operations (machining, metal cleaning, electroplating)	
2. Activity(ies): <ul style="list-style-type: none"> • Industrial waste generation • Hazardous waste generation • Radioactive waste generation 	
3. Operational Controls (technological, operational, procedural operating criteria): <ul style="list-style-type: none"> • Secondary containment of stored or process chemicals where appropriate • OPM 8.20, Handling and Disposal of Hazardous Waste • OPM 8.20.2, Disposal of Radioactive Waste • OPM 8.22, Handling and Disposal of Non-Hazardous and Recyclable Solid Waste • OPM 2.28, C-A Procedure for Work Planning and Control for Operations • Satellite Accumulation Area for waste • Labeled containers for recycling solder/solder tailings • Flammable chemical storage cabinets • Chemical Management System • Tier I program and self-assessments 	
4. Maintenance Plan(s): Quarterly maintenance by Plant Engineering of vacuum exhaust unit in 922	
5. Actions to be Taken if Control Fail: <ul style="list-style-type: none"> • Call spill response hotline – 2222 or 911 • See C-A OPM 3.0, Local Emergency Plan for the C-A Department 	
6. Records <ul style="list-style-type: none"> • Tier I Inspection records / Tracking Database • Operational Control Form • Process Assessment Form • C-A Family ATS documentation on completion of Environmental Management Program, Section 10 Tasks • Logbook of solvent usage estimates for air emissions • ORPS report (for qualifying liquid spill only) • Satellite Area inspections records 	
7. Responsibilities: [(a) to ensure controls are in place; (b) to ensure controls keep working;	

(c) to take action when controls fail; (d) to create and keep records relative to operational controls

Name	Responsibility
Staff Shop Supervisors	Maintain spill control supplies, maintain records on which to estimate air emissions, ensure segregation of hazardous, radioactive or mixed waste (if applicable), CMS updates
Tier I Inspection Committee	Tier I documentation
C-A Waste Management Representative	Satellite Area inspections

8. Training:

Name	Training	Date
Staff Shop Supervisors	Hazardous Waste Generator Radioactive Waste Generator	N/A
Building Staff	See also: EMS Training package for this operation	N/A