

*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

14.21.1 Operational Control Form for SMD Staff Shop Operations

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

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

M. Van Essendelft

**BNL ENVIRONMENTAL MANAGEMENT SYSTEM
OPERATIONAL CONTROLS FORM**

OPERATIONAL CONTROL FOR SIGNIFICANT ENVIRONMENTAL ASPECTS: <hr/>	COMPLETED BY: <u>M. VAN ESSENDELFT</u> DATE: <u>FEBRUARY 12, 2008</u>
1. Operation(s): SMD Staff Shop Operations (AM-524-SSO)	
2. Activity(ies): 1) Atmospheric discharge from machined parts and welding (permitted emission points) 2) Waste generation (hazardous and regulated industrial) 3) Chemical storage (flammable)	
3. Operational Controls (technological, operational, procedural operating criteria): 1) Haz Waste 90 Day Area/Weekly Inspection Program 2) Haz Waste Satellite Accumulation Areas 3) Chemical Management System (CMS) 4) Chemicals Stored in Flammable Storage Cabinets 5) Laboratory's Title V Facility Air Emission Permit (NYSDEC 1-4722-0032/00155). 6) Labeled containers for recycling solder/solder tailings 7) Log books for permitted air emission points/material use records 8) Catch basins below nozzles where distribution occurs from bulk drums to smaller containers 9) SMD OPM 2.12, " Work Control and Planning " 10) Tier I program and self-assessments	
4. Maintenance Plan(s): 1) Air hoods maintained by MMC on a "as needed basis." Cyclone units maintained by Central Shops on an "as needed basis." No processes are performed when hood is OOC. Facility Support verifies airflow through hood on an annual basis.	
5. Actions to be Taken if Controls Fail: 1) Call spill response hotline – X2222 2) Local Emergency Plan 3) 90 Day Area contingency Plan	
6. Records: <ul style="list-style-type: none"> • Log books for permitted air hoods/material use records 	

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- Tier I Inspection records /Tracking Database
- 90 Day Area Inspections
- Operational Control Form
- Process Assessment Form

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 Supervisor	<ul style="list-style-type: none"> • Maintain air emission log book/material usage information • Maintain Satellite Accumulation areas • Spill Control
Building Manager	<ul style="list-style-type: none"> • Ensure air hoods are operational
Central Shop	<ul style="list-style-type: none"> • Cyclone Unit Maintenance • Cutting Oil Recycling
SMD Tier I Inspection Committee	<ul style="list-style-type: none"> • Tier I documentation
90 Day Area Manager/ESH Coordinator	<ul style="list-style-type: none"> • Maintain 90 Day Area per Hazardous Waste Subject Area
ECR	<ul style="list-style-type: none"> • Update Process Assessment Forms

8. Training:

Name	Training	Date
90 Day Area Manager/ESH Coordinator	RCRA 90 Day - Area Manager (HP-90Day)	See BTMS Database
Technician Supervisor	Haz. Waste Generator (HP-RCRIGEN3)	
Technician	AM-ENV-FS3	