

**NSLS ENVIRONMENTAL MANAGEMENT SYSTEM
OPERATIONAL CONTROLS FORM**

<p>OPERATIONAL CONTROL FOR SIGNIFICANT ENVIRONMENTAL ASPECTS: <u>MACHINE SHOPS: INDUSTRIAL & HAZARDOUS WASTE GENERATION, ATMOSPHERIC DISCHARGES, LIQUID DISCHARGES, CHEMICAL STORAGE (SPILLS)</u></p>	<p>COMPLETED BY: <u>A. ACKERMAN, J. ALOI, D. BAUER</u> DATE: <u>DECEMBER 13, 2006</u> REV 3 PAGE: 1 OF 1</p>
<p>1. Operation: NSLS Machine Shop Operation: NSLS-462-MS</p>	
<p>2. Activities:</p> <ul style="list-style-type: none"> 1) Storage of chemicals and oils 2) Dispensing and use of chemicals and oils 3) Disposal of chemicals, oils, and oil contaminated rags and metal waste. 	
<p>3. Operational Controls:</p> <ul style="list-style-type: none"> 1. Tier I inspection Program 2. Work Planning Program 3. Chemical Management System 4. Operational Control Form 5. NSLS ES&H Policies and Requirements Manual <ul style="list-style-type: none"> • LS-ESH-PRM-6.2.0, Lead Work Guidelines • LS-ESH-PRM-7.0.0, Hazardous Waste Management • LS-ESH-PRM-9.0.0, Local Emergency Plan 6. Subject Areas <ul style="list-style-type: none"> • Hazardous Waste Management • Spill Response • Pollution Prevention • Work Planning and Controls 7. "How do I Manage This Waste Stream? Web page: http://www.bnl.gov/esd/pollutionpreve/WasteStream <ul style="list-style-type: none"> • Glass • Metal Chips from Machining Operations 8. Secondary containment of all liquids (trays, cabinets, etc...) 9. Sink Postings 10. Training as identified in the BTMS. <ul style="list-style-type: none"> • Read and Sign Training Form "Machine Shop Operations" for all shop users. • Read and Sign Training Form "Lead Working" for the managers of the designated lead machine shops and all staff/users that machine lead. 	
<p>4. Maintenance Plan: Not Applicable</p>	

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5. Actions to be Taken if Controls Fail:
Follow the Local Emergency Plan, located in the NSLS ES&H Policies and Requirements Manual, or specific procedures posted in work area, if applicable.

6. Records:

- 1) Tier 1 database
- 2) Work Planning Permits
- 3) Chemical Management System Database
- 4) Operational Control Form
- 5) Brookhaven Training Management System (BTMS) records
- 6) Signed Read and Sign training forms
- 7) Waste disposal forms: Waste Management Facility
- 8) PAF 462

7. Responsibilities:

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Name	Responsibility
Shop Supervisor	<ul style="list-style-type: none"> • Assure proper use of secondary containment, sink postings, and CMS system. • Review proposed work and assure referral of appropriate operations to the NSLS Work Control Manager. • Respond to Tier 1 findings and required corrective actions. • Arrange environmental sampling through the ECR. • Assure proper management of Industrial and Hazardous Waste.
Shop Staff	<ul style="list-style-type: none"> • Adhere to BNL waste disposal requirements. • Act to control and report chemical spills.
NSLS Safety Engineer	<ul style="list-style-type: none"> • Complete Tier 1 inspections and report findings to the shop supervisor. Track corrective actions. Maintain supply of spill control materials.
NSLS Training Coordinator	<ul style="list-style-type: none"> • Maintains training database, tracks and reports training status to staff.
NSLS ECR	<ul style="list-style-type: none"> • Development and maintenance of OCF forms and PAFs. • Provide staff support to assure work is done in compliance with relevant regulations. • Assures that samples taken for waste characterization are collected and handled following proper Lab procedures.

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8. Training: Personnel have complete Job Training Assessments (JTA's)	

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Document Review Frequency	
3	Years

Review signatures on file
with master copy of
controlled document

NSLS REVISION LOG		
Subject: OCF – Machine Shops		
Rev	Description	Date
3	Added Work Planning and Controls to the Operational Controls subject area section. Cleaned up document and removed all outdated information. Updated web links. Added Waste management responsibilities for the Shop Supervisor.	12/13/2006