

BROOKHAVEN NATIONAL LABORATORY PHYSICS DEPARTMENT	Number: PO-EMS-03	Revision: 3.0
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Subject: EMS Procedures		EMSProcedures.doc
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Physics Department Environmental Management System (EMS) Procedures

This document describes Physics Department procedures that are well understood and implemented but may not be formally documented elsewhere.

Responsibility

The Department Chair has appointed an ES&H Coordinator to be the Department EMS Representative (DER). It is this person's responsibility to maintain the EMS in compliance with ISO 14001 and BNL requirements and to communicate system performance and necessary modifications to the Department Chair, and when necessary to department personnel. The DER should consult with the Environmental Compliance Representative (ECR) when necessary.

Procedure for managing new or revised requirements

New or revised requirements will be incorporated into the Department's EMS by the DER and communicated to and approved by the Department ES&H Committee, in consultation with the ECR, which then forwards it to the Department Chair for final approval. It is the responsibility of the DER to communicate changes to effected personnel. It is the responsibility of the line manager to ensure that new or revised requirements are implemented. The DER becomes aware of new or revised procedures through subscriptions to SBMS and through communications with the Environmental Services Division.

Protocol for tracking performance measures

All Department performance measures will be tracked and reported as part of the Department's annual Self Assessment that takes place in the beginning of each calendar year. The DER and ECR and other staff members, as appointed by the Department Chair are responsible for the EMS part of the Department's self-assessment. The self-assessment plan is updated annually to reflect new measures that are identified. Data are collected during the year, as part of routine Tier I inspections, to support performance measures in the self-assessment. The DER is responsible for ensuring that the inspections include necessary EMS criteria.

EMS reporting structure

As shown in the EMS flow chart and the Department org chart, the DER reports to the Department ES&H Committee, and directly to the Department Chair. In the Directorate, the DER reports to the EMS Management Representative, who reports to the Directorate ALD.

List of CCTS administrators

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The Department ES&H Coordinators have been appointed as department administrators of CCTS. They will be trained and authorized to access CCTS in compliance with BNL policy in the Correspondence and Commitment Tracking System subject area.

Communications procedure

The ES&H Coordinator has been appointed as the point of contact for communications relevant to maintenance and implementation of the Department EMS. Within the department, the DER is responsible for communicating requirements and procedures to the ES&H Committee, principal investigators and other department personnel as needed. Communications by email or postings on Department web pages are the preferred methods.

Document control and distribution

Controlled documents must include a title, date, and version (revision) number in the header, footer or document itself. An approval signature is included when necessary. A brief description of each version is included in the "Properties" section of the document. Distribution is via the Department's web pages where only the current, approved document is available.

Objectives and targets

BNL has Critical Outcomes and Performance measures, which clearly identify environmental goals, objectives and performance measures. When considering objectives and targets the views of interested parties are considered. The Physics Department has established objectives and targets based on the significant aspects identified in the Experiment Safety Review process. The goals are tied to the current year BNL Environmental Goals in the Critical Outcome Objectives and Performance Measures when relevant to the Department's operations. The Department's goals and objectives are reviewed, revised, and approved at least annually, and are integrated into the self-assessment process.

Environmental aspects

Environmental aspects in the Physics Department are updated on a continuing basis through the Experiment Safety Review process. The PI identifies the environmental aspects of the project by using the Department's review form, which includes a Significant Environmental Aspects checklist, and by referring to the Identification of Significant Aspects Subject Area. The Experiment Review Committee reviews the document and ensures that all of the aspects are included. The DER then updates the Significant Aspects worksheet and, if necessary, modifies the Environmental Management Plans and Operational Controls to include the identified aspects.