

<b>Subject:</b>  <b>Environment, Safety and Health (ES&amp;H) Department Charter</b>	<b>Effective Date:</b> November 6, 2015	<b>Initiated by:</b> Jerry Levine Head, ES&H Department
	<b>Supersedes:</b> Rev. 1, dated 12/6/12	<b>Approved:</b> Stewart Prager Director

**Introduction**

The role of the Environment, Safety and Health (ES&H) Department, which reports to the Deputy Director for Operations, is to:

- Provide active leadership of the Laboratory’s ES&H Programs (including application of Integrated Safety Management, ISM) for preventing occupational injuries and illnesses, minimizing worker exposure to radiation and other workplace hazards, and protection of the environment.
- Work with other Laboratory organizations and the DOE to ensure compliance with applicable Federal, State and local regulatory ES&H requirements, and to promote on- and off-the-job safety and health principles.
- Provide active leadership of the Laboratory’s sustainable environmental stewardship through application and maintenance of an Environmental Management System (EMS).
- Provide support to the Laboratory to ensure compliance with United States export control laws and regulations.

The Department is organized functionally into three Divisions and one Office:

- Safety Division
- Health Physics and Nuclear Material Control & Accountability Division
- Environmental Services Division
- Export Control Office

**Responsibilities**

The **Safety Division** is primarily responsible for:

- Providing independent oversight of line management activities related to the PPPL ES&H program.
- Providing to the Laboratory to fulfill its mission: industrial hygiene and industrial safety support; construction safety reviews; electrical safety reviews; laser and other non-ionizing safety reviews, coordination of management safety walkthroughs; investigations and reporting of occupational injuries and illnesses; and performance of safety and NEPA analyses (including management of the PPPL NEPA Program).

- Establishing, recommending and maintaining ES&H policy, procedures, guidance, and interpretations.
- Promoting an understanding and implementation of sound ES&H principles and management systems in engineering and scientific activities.
- Providing lessons learned reports to staff on injuries, illnesses and safety events that occur at PPPL and other facilities, and assigning action items to individuals for follow up, where necessary.
- Providing safety related training in cooperation with the Office of Human Resources.
- Promoting and supporting the conduct of group meetings on safety topics.
- Analyzing safety data for trends and working with line organizations to promote positive trends and develop proposed corrective actions for negative safety trends.

The **Health Physics and Nuclear Material Control & Accountability Division** is primarily responsible for:

- Providing monitoring and support for PPPL activities that may potentially result in radiation exposure to workers, the public and/or the environment.
- Developing and maintaining a nuclear materials control and accountability (MC&A) system to assure that nuclear materials utilized at PPPL will be properly controlled and accounted for.
- Providing analytical services through operation of the PPPL Environmental, Analytical and Radiological Laboratory (PEARL).
- Providing radiological equipment calibration, testing and repair services through operation of the Health Physics Calibration and Services Laboratory (CASL).
- Establishing, recommending and maintaining Health Physics and nuclear MC&A policy, procedures, guidance, and interpretations.
- Promoting an understanding and implementation of sound Health Physics and nuclear MC&A principles and management systems in engineering and scientific activities.

The **Environmental Services Division** is primarily responsible for:

- Hazardous Waste Management, including hazardous waste minimization assistance; and waste pick-up, characterization, packaging, transportation & disposal.
- Asbestos Management, including asbestos sampling & abatement, and in-place asbestos management.
- Environmental Permitting & Compliance, including monitoring, reporting and assessments.
- Radioactive Waste Management, including radwaste minimization assistance, waste collection, characterization, packaging, transportation & disposal.
- Advancing and supporting environmental restoration efforts.
- Providing spill prevention & cleanup services.

- Providing green purchasing guidance to the Laboratory.
- Providing Greenhouse Gas (GHG) Management, including GHG inventory & reporting, and GHG emission reduction support.
- Leading efforts on the PPPL Environmental Management System (EMS) & Sustainability, including maintenance of the ISO 14001 Certified EMS, pollution prevention, and providing sustainable design assistance.

The **Office of Export Control** is primarily responsible for:

- Developing and administering laboratory-wide export control procedures
- Conducting and documenting export control reviews
- Maintaining current information on export control regulations
- Providing export control recordkeeping, and assisting employees in complying with the regulations.