

Subject: ES&H and Infrastructure Support Department Charter	Effective Date: Nov. 16, 2001	Initiated by: Head, ES&H and Infrastructure Support
	Supersedes: Revision 2 dated 8/13/99	Approved: Director

Introduction

The role of the ES&H and Infrastructure Support Department is to provide a safe and reliable facility that supports the research of our co-workers and visitors while being sensitive to the needs of our customers, our neighbors, and the environment. In the broadest sense, the Department's functions focus on achieving seven primary objectives:

- Preventing injuries and minimizing personnel exposure to radiation and hazardous materials;
- Complying with environmental regulations;
- Protecting DOE and Princeton University property;
- Managing and minimizing waste products;
- Operating facilities cost effectively; and
- Maintaining an attractive and functional facility.
- Promote policies that ensure quality objectives are built into Laboratory activities.

Department Organization

The ES&H and Infrastructure Support Department is composed of six divisions:

- ES&H Division
- Environmental Restoration/Waste Management Division
- Materiel Control Division
- Site Protection Division
- Quality Assurance Division
- Maintenance and Operations Division

Responsibilities

The **ES&H Division** is primarily responsible for:

- Providing independent oversight of line management activities related to the PPPL ES&H program.
- Providing services to the Laboratory to fulfill its mission including: health physics services; construction safety reviews; electrical safety reviews; participation in design reviews; coordination of management safety walkthroughs; and performance of safety and NEPA analyses.
- Establishing 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.

The **Environmental Restoration/Waste Management Division** is primarily responsible for:

- Protecting the health and safety of PPPL personnel and the environment from hazards due to regulated wastes.
- Developing and maintaining PPPL environmental programs to ensure compliance with applicable laws and regulations.
- Providing engineering and remediation services for hazardous waste/material spills and environmental restoration projects.
- Managing of the PPPL hazardous, radioactive, medical, asbestos, and mixed waste in accordance with applicable regulations.

The **Materiel Control Division** is primarily responsible for:

- Managing the Laboratory's property system to record, control, track, and dispose of government owned assets.
- Managing the Laboratory's transportation services and vehicular equipment repair.
- Conducting storage, receiving, and delivery operations.
- Providing property administrative support.
- Providing spares, inventory control, and stores support.
- Providing packaging and transportation services.
- Providing the Laboratory's mail service.

The **Site Protection Division** is primarily responsible for:

- Providing security for the protection of PPPL personnel, subcontractors, visitors, neighbors, and property from injury, damage or loss.
- Developing appropriate emergency plans to mitigate site emergencies.
- Providing immediate response and assessment to site emergencies involving security, fire, and/or hazardous materials. In accordance with mutual aid agreements, provide similar support to the surrounding community.
- Providing occupational medical services on a lab-wide basis and identify, develop, and manage medical resources and medical services for employees.
- Providing industrial hygiene and industrial safety support to PPPL employees.

The **Quality Assurance Division** is primarily responsible for:

- Promoting plans, policies and procedures necessary to ensure that requisite quality requirements are used in engineering and scientific activities.
- Promoting an understanding of sound quality principles and their incorporation into Laboratory management systems.
- Performing assessments of PPPL activities with the goal of using the results to effect improvements.
- Providing quality related services which include: inspections, procurement support, tracking/verification of open items, and developing management reports such as the Tracking and Trending Report (which includes Lab-wide performance metrics) and the DOE Quarterly Audit Status Report.

The **Maintenance and Operations Division** is primarily responsible for:

- Designing and constructing new structures, modifying existing structures, and coordinating significant site improvements.
- Engineering and planning of maintenance and operations for existing conventional facilities.
- Maintaining, operating, inspecting, and repairing existing conventional facility systems and experimental support systems.
- Managing the site-wide efficient use of energy (electric/gas) and utility (water/sewer) services.
- Coordinating work space planning efforts.
- Providing housekeeping, grounds maintenance (snow removal and landscaping), trash removal, recycling, and material handling services to the Laboratory staff.
- Maintaining, operating, repairing and modifying security and fire detection, suppression and reporting systems.
- Providing support and service for telecommunications systems, local and long distance equipment and lines, voice mail, billing, calling cards, cellular phones, pagers, 2-way radio systems, and home data lines.