

TEMPORARY CHANGE REQUEST TCR NO. TCR-0-021,R4-001

(e.g., TCR-ENG-021-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: J.W. Anderson

Department Name: ES&H/IS **Phone Ext:** 2207

Document Number: O-021 **Revision No.:** 4

Document Title: ES&H Executive Board Charter

Reason for change: Add "Quality Assurance Head" to Resource Members

Change description: (Summarize and attach changed pages, with changes clearly indicated)
Addition of Quality Assurance Head to Resource Members
Replace O-021, revision 4 with TCR-O-021,R4-001 and extend effective date through April 2005.

1. Does this TCR significantly alter the intent or scope of the document? **YES:**__ **NO:** X _

2. Does this TCR significantly impact **ES&H**? **YES:**__ **NO:** X _

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

J.W. Anderson, Jr.

Department/Division Head Approval

4/2/02

Date

J.W. Anderson, Jr.

Head, ES&H and Infrastructure Support/designee

4/2/02

Date

Release/Effective date of this TCR: 4/5/02-----

Incorporate this TCR into next revision of this document? **Yes**X **No**_____

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	ORGANIZATION/ MISSION	No. O-021 Rev 4 page 1 of 2
	Subject: ES&H Executive Board Charter	Effective Date: April 8, 1998 Supersedes: Revision 3 dated 9/20/96	Initiated by: ES&H Executive Board Chairperson Approved: Director

Introduction

The ES&H Executive Board, reporting to the Director, is the Laboratory's advisory committee for Environmental, Safety and Health (ES&H) issues. It is responsible for evaluating the effectiveness of the ES&H program. The ES&H Executive Board is made up of senior Laboratory managers, and is supported by Resource Members from various groups which are involved with the ES&H program. Resource Members are non-voting members of the ES&H Executive Board.

ES&H Executive Board Members (13)

Director (ex officio)
Deputy Director (Chair)
Head, ES&H and Infrastructure Support Department
Associate Director for External Affairs
Head, Experiment Department
Head, Human Resources
Head, Off Site Research Department
Head, Advanced Projects Department
Chief Scientist and Head, Theory Department
Head, Engineering & Technical Infrastructure Department
Head, Business Operations Department
Head, Plasma Science & Technology Department
NSTX Project Director

Resource Members

Safety Review Committee, Chairperson
Environmental Review Committee, Chairperson
ALARA Review Committee, Chairperson
Health Physics Manager
Occupational Medicine Head
ER/WM Division Head
Site Protection Division Head
Quality Assurance Head

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Seven voting members must be present to meet the quorum requirements for a meeting. ES&H Executive Board meetings will be held, at minimum, semiannually. The ES&H Executive Board Chairperson can request the services of specific Laboratory employees to serve as Resource Members.

Three Resource Subcommittees report to the ES&H Executive Board: Safety Review Committee (SRC); Environmental Review Committee (ERC); and the As Low As Reasonably Achievable Review Committee (ALARARC). These subcommittees review the programs which control Environment, Safety and Health issues.

Responsibilities

The ES&H Executive Board is the highest level policy and review committee for Laboratory ES&H functions.

The ES&H Executive Board is responsible for:

- Evaluating the effectiveness of ES&H systems as implemented by PPPL line management (annual review).
- Concurring with selected policies to ensure uniformity and consistency of ES&H activities throughout PPPL.
- Establishing and overseeing the Resource Subcommittees.

- Establishing ES&H goals on an annual basis.
- Evaluating effectiveness of ES&H activities by reviewing Audit Reports, Self Assessment Reports (internal and external), monthly Tracking/Trending Reports, Occurrence Reports, and any other investigations or information involving PPPL ES&H systems.
- Maintaining minutes of meetings, including approvals of any documentation.

Reference Documents

- O-022 Safety Review Committee Charter
- O-023 Environmental Review Committee Charter
- O-024 ALARA Review Committee Charter