

A-3. SAFETY COMMUNICATIONS

I. PURPOSE

This section identifies the chains of communication to be utilized at NCI-Frederick for the transfer of safety-related policy, reports, alerts, etc. It also delineates the procedure to maintain liaison with the U.S. Army Garrison (USAG), Fort Detrick.

II. DEFINITIONS

Program Registration/Registration Updates/Program Amendment Approvals – Environment, Health and Safety Program (EHS) maintains subspecialty program registrations (e.g., radiation programs, IBC protocols). Registration updates shall be completed for any changes to the original program. Periodically, certain programs require a renewal process of the original registration. Specific elements are described in the standard operating procedure (SOP) for each registration program.

Requests for Hazardous Agent Use - Various reports (including, but not limited to Tier II) are environmental compliance documents and impact all operations at NCI-Frederick. EHS is responsible for filing the reports, but requires input from all work areas.

Safety Alert - Periodically, EHS transmits information about safety considerations and the potential hazards of equipment in use at the NCI-Frederick. This information is consolidated and distributed, generally through electronic communications.

Safety Evaluation - EHS is contractually required to conduct annual safety evaluations of all work sites. A written report is generated and is forwarded to the appropriate management as described in detail in Section E-4 Work Site Safety Evaluations.

Safetygram - Safetygrams are bulletins and notices of timely topics for various employee subsets of the NCI-Frederick. (Some distributions are targeted for lab workers or radiation workers or other limited occupational groups.)

Safety Policy (New and Revisions) - EHS, as directed by federal, state, and contractual requirements, develops and recommends safety policies for the NCI-Frederick.

III. RESPONSIBILITIES

A. NCI-Frederick Management

1. The Chief Government Contracting Officer, NCI-Frederick will review and approve all NCI-Frederick policy and procedures proposed by EHS. Such policy and procedures will apply to all contractor and government employees at the NCI-Frederick.
2. The Director, Office of Scientific Operations, NCI-Frederick will address safety and occupational health issues via memorandum as they arise. Such memoranda will be distributed to and adhered by all contractor and government employees.
3. When EHS is unable to resolve safety-related non-compliance, such issues will be brought to the attention of the Contracting Officer, NCI-Frederick for resolution.
4. A senior NCI-Frederick official will serve as the official government representative at all meetings and discussions with the U.S. Army Garrison, Fort Detrick staffs. The NCI-Frederick may delegate this responsibility to a member of the EHS staff, when appropriate.

B. Operations and Technical Support (OTS) Contractor Senior Management

1. OTS Senior Management will act as the conduit for information between EHS and the Chief Government Contracting Officer, Contracting Officer, and Associate Director for the NCI-Frederick.

C. Environment, Safety and Health Program (EHS)

1. The Director, EHS shall review federal and state regulations regarding occupational safety and health and propose or revise NCI-Frederick safety policies where appropriate.
2. The Director, EHS, NCI-Frederick is responsible for developing and maintaining appropriate technical communication channels with the equivalent official on the U.S. Army Garrison staff. These responsibilities may be delegated to appropriate EHS staff.
3. The Director, EHS or designee is responsible for maintaining liaison and communication between the NCI-Frederick Civil Engineer and the Installation Fire Chief on fire safety and protection issues.

D. Principal Investigators for Contractors Other than OTS

Principal Investigators for the Basic Research Contractor, Animal Production Contractor, Scientific Library, and Computer and Statistical Support Contractors, or their designees, shall be primary contact points for policy type documents and communications from EHS. If a designee is assigned, that individual's name and position shall be communicated by memorandum to the EHS Administrative Office.

IV. **PROCEDURES FOR COMMUNICATIONS WITHIN NCI-FREDERICK**

Refer to Table A-3-1 for a matrix showing communication procedures.

V. **PROCEDURES FOR COMMUNICATIONS WITH U.S. ARMY GARRISON, FORT DETRICK**

- A. The Director, EHS will coordinate with NCI-Frederick management on all safety and environmental protection issues involving discussion with the U.S. Army Garrison, Fort Detrick.
- B. Meetings between NCI-Frederick and the U.S. Army Garrison, Fort Detrick EHS personnel may be held upon agreement of both parties.
- C. Discussions with the USAG Fort Detrick involving fiscal resources and Inter-Service Support Agreement obligations shall be coordinated with the NCI-Frederick Contracting Officer. **Financial and other contractual obligations to the government can not and will not be made by any EHS personnel.**

Table A-3-1 Safety Contacts at Other NCI-Frederick Contractors

	NCI-Frederick Management	OTS Senior Mgmt.	Director, EHS	Safety Officer	PIs (non-OTS)	General/All Employees
Safety Policy	Chief Government Contracting Officer approves.	Approves for internal OTS. Sends to NCI for approval for non-OTS.	Reviews regulations etc. Generates policy.	Assists Manager, EHS.	Adheres to policy.	Adhere to policy.
Safety Evaluation (refer to E-4 Work Site Safety Evaluations)	Contracting Officer receives report.	Forwards report to NCI.	Generates report.		Receive report for area.	
Program Registration/ Registration Updates/Program Amendments			Maintains program registration.		Sign registration document.	
Safety Alert			Specifies hazard.			Recipient
Safetygram			Generates Safetygram.			Recipient
Exposure Monitoring (Refer to C-10 Chemical Exposure/Environmental Monitoring)			Monitors exposure to hazardous agent and generates report.			Generate a complaint record or requests assessment.
Hazardous Agent Use (refer to A-4 EPCRA)			Requests input.		Provide info to EHS.	Provide info to EHS, if directed by supervisor.
Surplus Chemicals			Generates list.			Recipient
Safety Related MSRs - EHS will determine if a work order is necessary to complete safety related work. The program area, however, is responsible for generating the MSR.			Requests program areas to generate. Approves MSRs.		Generate MSR at EHS request.	
SOPs			Generates general SOPs (e.g. Equipment Decontamination).		Sign program SOPs.	
Compliance Documents			Forwards for completion by program areas.		Recipient	
Training Announcements			Generates announcements.			Recipient
Bioassay Announcements			Generates announcements.			Recipient
6-month Radiation Inventory			Requests information.			