

<b>Subject:</b>	<b>Photon Sciences Roles, Responsibilities, Accountabilities, and Authorities (R2A2) for Deputy Laboratory Steward (Course Code PS-R2A2-LAB-STWD-DEP)</b>						
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\*Approval signatures on file with master copy.

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## Roles

- Assist Steward with
  - management and oversight of the set up laboratory space use
  - definition of set up laboratory ESH requirements
- Act as contact person between Steward and users in subgroup

## Responsibilities

- Assist Steward in defining the ESH envelope described in the BNL Experiment Safety Review (ESR) form.
- Provide oversight of activities within the set up laboratory to determine if they remain within the scope of the defined ESH envelope, and act to correct discrepancies.
- Conduct routine inspections to identify any improper storage or container labeling of chemicals (solids, liquids, and gases) and contact user subgroup for correction.
- Instruct user subgroup to maintain an inventory of the chemicals stored in the set up laboratory through use of the BNL Chemical Management System.
- Assist Steward with inventory of equipment resident in the laboratory and comply with BNL requirements and inspections.
- Assist user subgroup with the proper disposal of wastes.
- Enforce good housekeeping practices.

## Authorities

- Direct any personnel working in the lab to comply with regulations.
- Stop operations that present unacceptable risk.
- Obtain information about user activities from Steward.

## Accountabilities

- Accountable to the NSLS Chairperson for safe operation of the set up laboratory, for compliance with NSLS requirements, and fulfillment of the roles and responsibilities listed above
- Accountable to the Steward to discuss and co-manage the ESR envelope and access to the lab.
- Accountable to the Facility for communication of regulations to user subgroup.

