

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

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## Roles

- Manage and oversee use of the set up laboratory space assigned.
- Designate and define use of laboratory work areas.
- Act as contact person for facility regarding activities and access of the lab.

## Responsibilities

- Identify NSLS safety and training requirements for intended lab activities.
- Define the work and chemical and equipment storage ESH envelope for the set up laboratory through completion of a BNL Experiment Safety Review (ESR) form.
- Assist NSLS ESH&Q staff in review of the ESR including risk analysis and determination of control requirements.
- Ensure annual review and approval of set up laboratory ESR and inclusion within the NSLS document control program.
- 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.
- Instruct users to maintain an inventory of the chemicals stored in the set up laboratory through use of the BNL Chemical Management System.
- Develop and implement adequate written procedures for compliance with ESH control requirements.
- Conduct routine inspections to identify any improper storage or container labeling of chemicals (solids, liquids, and gases) and contact user or deputy steward for correction.
- Maintain an inventory of equipment resident in the laboratory and comply with BNL requirements and inspections.
- Assist experimenters with the proper disposal of wastes. Maintain needed Hazardous Waste Satellite Accumulation areas to meet BNL requirements for use, storage, labeling, and posting.
- Ensure good housekeeping practices, adequate space for experimental work, and no excess or legacy equipment or chemical storage.

## Authorities

- Direct any personnel working in the lab to comply with regulations.
- Approve or reject proposals for work within the set up laboratory.
- Stop operations that present unacceptable risk.
- Enforce housekeeping standards.
- Obtain information about user activities from deputy stewards.
- Direct deputy stewards to assist in maintaining the following to support their programs
  - user oversight
  - housekeeping
  - storage
  - equipment inventory

## 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 deputy stewards to discuss and co-manage the ESR envelope and access to the lab.

