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**CARLSBAD ENVIRONMENTAL MONITORING & RESEARCH CENTER**  
New Mexico State University

**General Safety Plan**

SM-00, Rev. 06

Effective Date: January 8, 2021

  
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1-8-21  
Date

  
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Safety Committee Member  
(other than author)

01-08/2021  
Date

  
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CEMRC Director

01-08/2021  
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## GENERAL SAFETY PLAN

### 1.0 GENERAL DISCUSSION

#### 1.1 Purpose

This plan shall define overall safety functions and responsibilities for New Mexico State University (NMSU) and other personnel working at the Carlsbad Environmental Monitoring & Research Center (CEMRC). In general, its purpose is to make certain that safety responsibilities are clearly defined and that general oversight of safety functions within CEMRC operations is thorough. There are many different safety functions within CEMRC, some of which must be coordinated with other functions and with CEMRC management. This plan must be consistent with applicable state and federal laws, as well as NMSU policies. The NMSU Safety Office shall be a resource to assure that CEMRC's General Safety Plan complies with all appropriate requirements.

#### 1.2 Definitions/Acronyms

**CEMRC Nuclear Radiation Specialist** – A local qualified nuclear safety individual at the CEMRC whose main safety-related tasks are to serve as the designee of the Radiation Safety Officer (RSO) in terms of receiving or shipping radioactive materials; collecting, inventorying, and disposing of radioactive or mixed wastes; performing periodic contamination surveys of radioactive laboratories and storage spaces; assisting in the free release of equipment, furniture, or other lab-related items prior to their removal from a radioactive laboratory or storage space; assisting in the clean up or decontamination of contaminated laboratories or equipment, and any other duties as assigned by either the RSO or the Director.

**CEMRC Facilities Services Assistant Manager** - A local qualified facility individual at the CEMRC whose main safety-related tasks are to assist with the maintenance, upkeep, repair, and/or replacement of laboratory or facility-wide systems including electrical; plumbing; heating, ventilation, and air conditioning (HVAC); facility access; and to assist in the setup, removal, or repair of scientific instrumentation, equipment, or laboratory devices as well as any other duties assigned by the Director.

**Chemical Hygiene Plan (CHP)** - A written plan developed to establish a program that will ensure adequate control methods are implemented to prevent unacceptable exposure to hazardous chemicals or materials as defined in 29 CFR 1910.1450 in the locations of the CEMRC where laboratory operations take place.

**Chemical Hygiene Officer (CHO)** - An individual designated by the CEMRC Director to provide technical guidance in developing and implementing the provisions of the CHP and to seek ways to improve it.

**Emergency Action Plan (EAP)** - A written plan developed to present basic information needed by all individuals working at CEMRC for response to emergencies.

**Facility Access Control Plan** - A written plan developed to define need, obtain approval, and assure completion of appropriate safety training in order to permit access to appropriate areas of CEMRC to employees, collaborators, and contractors.

**Hazard Communication/Right to Know Program** - A written "Hazard Communication Program" in accordance with the current New Mexico Occupational Health and Safety Act; Federal Occupational Safety and Health Administration Regulation 29 CFR 1910.1200 and New Mexico State University policies.

**Hazard Communication Coordinator (HCC)** - An individual designated by the CEMRC Director to implement the provisions of the Hazard Communication/Right to Know Program and to seek ways to improve it.

**Key Custodian** - The CEMRC Director, or designee, who implements the provisions of the Facility Access Control Plan and seeks ways to improve it.

**Radiation Safety Officer (RSO)** - A qualified individual responsible for ensuring that CEMRC operations are in compliance with New Mexico Radiation Protection Regulations (NMAC 20.3) and the provisions specified in the CEMRC's radioactive materials license to ensure the safe use, storage, and disposal of all radioactive materials and radioactive wastes used and generated at CEMRC. The RSO is also responsible for the implementation of the Radiation Safety Manual.

**Radiation Safety Manual (RSM)** - A written document intended to describe practices for the conduct of radiological control activities and state the CEMRC's position and view on radiological control strategies.

**Safety Committee (SC)** - A committee consisting of CEMRC employees holding various special safety functions and a liaison from each non-NMSU group conducting activities within the CEMRC. The committee's purpose is to coordinate, implement, and improve the general safety of activities conducted within the CEMRC.

**Safety Committee Member (SCM)** - A person(s) appointed by the CEMRC Director that is/are qualified to fill one or more of the safety functions.

## 2.0 SAFETY COMMITTEE

### 2.1 Membership

The SC shall consist of the following voting members (SCMs):

- CEMRC Director
- CEMRC CHO
- CEMRC RSO
- CEMRC Nuclear Radiation Specialist

- CEMRC Hazard Communication Coordinator
- CEMRC Facilities Services Assistant Manager

*Note: Some of these duties may reside with the same individual.*

Additional non-voting members include:

- One liaison from each non-NMSU entity or group performing work within CEMRC facilities

## **2.2 Chairman**

Voting members of the SC shall elect one member of the committee to chair meetings and compile the meeting agenda. The chair may select a willing SCM to take meeting notes.

## **2.3 Committee Meetings**

SC meetings shall be held, at a minimum, once each quarter. Meetings may be held more frequently if the members agree to a greater frequency.

Meeting notes shall be taken and a copy will be forwarded to each SCM. A copy will be kept on the CEMRC shared drive in the Safety folder for future reference.

Each meeting shall consist of a review of progress made on safety issues from the previous meeting, with all attempts made to address an issue where possible. New safety issues may be brought up after in-progress issues have been discussed.

## **2.4 Safety Committee Member Consultations**

Supervisors and/or lab workers may consult with one or more SCMs at any time in order to obtain informed guidance on potential hazards and other safety issues. This shall not constitute a SC meeting. The issues discussed may or may not be brought before the entire committee, as needed. It is important to foster an atmosphere in which information and concerns may be discussed in an informal manner without necessarily making the topic an issue before the entire SC.

## **3.0 RESPONSIBILITIES**

### **3.1 General Personnel Responsibilities**

Implementation of safe operations within CEMRC is the responsibility of individual employees. Oversight of general safety issues within CEMRC shall be coordinated by the CEMRC SC. Ultimate responsibility for safety implementation within CEMRC resides with the Director.

### 3.2 CEMRC Director

The CEMRC Director is responsible for appointing qualified personnel to special safety functions. These personnel are responsible for implementation and oversight of specific safety functions, as described in the various safety documents. The table below summarizes these special functions.

**Table 1. Special Safety Functions**

<b>FUNCTION</b>	<b>DOCUMENT</b>	<b>DUTIES REFERENCE</b>
CHO	Chemical Hygiene Plan	SM-03
RSO or Designee	CEMRC Radiation Safety Manual	SM-05
Facilities Services Assistant Manager	Emergency Action Plan	SM-01
Hazard Communication Coordinator or Designee	Hazard Communication/Right to Know Program	SM-02
Key Custodian or Designee	Facility Access Control Program	SM-04

The CEMRC Director shall inform the SCMs and the NMSU Safety Office prior to announcing a change in personnel assigned to any of these special safety functions. Some individuals may hold responsibility for more than one special safety function.

The Director or designee shall review the overall effectiveness of the CEMRC Safety Program annually or as needed.

### 4.0 REVISION HISTORY

<b><u>Revision #</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>
00	02/09/10	Initial Document
01	11/01/11	Annual review, no changes
02	10/29/12	Annual review, minor changes
03	11/12/14	Biennial review, minor changes
04	11/9/16	Biennial review, minor changes
05	10/26/18	Biennial review
06	01/08/21	Biennial review