

Facilities Division

Safety, Health, and Environmental ARS Safety, Health, and

Management Branch Environmental Management

Program

Headquarters, Areas, and Locations

This MANUAL replaces ARS MANUALS, 230.1, 232.1, and 235.1.

A REFERENCE

For general information on policies and responsibilities associated with the ARS Safety, Health, and Environmental Management Program, refer to DIRECTIVE 230.0.

B SUMMARY

This MANUAL provides specific details on the policies, responsibilities, and procedures for the Safety, Health, and Environmental Management Program within the Agricultural Research Service (ARS) at ARS facilities.

C BACKGROUND

MANUAL 230.0, Safety, Health, and Environmental Management, contains or references general and specific requirements, policies, responsibilities, procedures, and activities to be implemented. These include - as an integral part of ARS program, resource, and facility management - developing, implementing, training, managing, and evaluating safety, health, and environmental management programs responsive to all substantive and procedural provisions of applicable Federal, State, and local safety, health, and environmental requirements.

D ORGANIZATION AND CONTENTS

MANUAL 230.0 is organized into four sections, as follows:

- A - ARS Safety Management Function
- B - ARS Occupational Health Management Function
- C - ARS Industrial Hygiene Function
- D - ARS Environmental Management Function

The sections contain chapters that outline the programs, activities, and responsibilities within each functional area.

E DISTRIBUTION OF MANUAL

DIRECTIVE 230.0 and this MANUAL apply to all ARS personnel and to any others while present in any capacity on ARS-owned or ARS-operated facilities. Accordingly, their existence, location, contents, and applicability shall be made known to all ARS personnel and, as appropriate, any others. Hard and/or electronic copies of this MANUAL may be maintained.

F RESPONSIBILITIES

Responsibilities associated with the ARS Safety, Health, and Environmental Management Program and its implementation steps are covered in the appropriate Section(s) of the MANUAL.

JANE GILES

Deputy Administrator

Administrative Management

ARS SAFETY, HEALTH, AND

ENVIRONMENTAL MANAGEMENT PROGRAM

MANUAL 230.0

ARS SAFETY, HEALTH, AND,

ENVIRONMENTAL MANAGEMENT PROGRAM MANUAL

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SECTION A - ARS SAFETY MANAGEMENT FUNCTION

CHAPTER I - GENERAL PROGRAM INFORMATION

CHAPTER I

GENERAL PROGRAM INFORMATION

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CHAPTER I - SECTION A

GENERAL PROGRAM INFORMATION

A PURPOSE AND SCOPE OF THE CHAPTER

This chapter has been prepared to serve as a handy reference for management officials, supervisors, and employees of the Agricultural Research Service (ARS). It incorporates elements of Section 19 of the Occupational Safety and Health Act which requires the head of each Federal Agency to establish a safety, health, and environmental management program that conforms to the standard set by the Secretary of Labor in Section 6 of the Act. Where more stringent safety, health, and environmental requirements are set forth, they will be applied by ARS.

The ARS Safety, Health, and Environmental Management Program is the Agency's plan to effect optimal achievement of error free and therefore, accident free task performance which involves employee, machine, and environmental relationships. Within ARS the "Safety, Health, and Environmental Management Program" encompasses the related functional areas of Safety Management, Occupational Health Management, Environmental Management, and Industrial Hygiene.

The Safety Management function includes the following functional components to prevent accidents/incidents resulting in injury, illnesses, and/or environmental/

property damages: a) program management, b) education/

training, c) services, d) oversight, and e) evaluation.

B APPLICABILITY

The contents of this chapter are applicable to all missions under the direction of the ARS Administrator whether accomplished by ARS personnel, cooperators, or contractors within the ARS. Requests for waivers to the provisions of this MANUAL require approval by the Deputy Administrator for Administrative Management. Waivers must be documented and copies furnished to the next higher management level. In all instances, however, protection consistent with the intent of the pertinent provision will be provided.

C AUTHORITIES/LEGISLATION/STANDARDS/EXECUTIVE ORDERS

1 Authorities

Authority for programs to prevent accidents and incidents involving people and property with respect to the operation of the Federal Government is provided by various authorities, laws, standards, and Executive Orders.

Some of the Authorities behind the ARS Safety, Health, and Environmental Management Program are:

a The Occupational Safety and Health Act of 1970, Section 6 (29 U.S.C. 655); and Section 19 (29 U.S.C. 668 and 5 U.S.C. 7902).

b Section 7902, Title, U.S.C. Code.

c E.O. 12196.

d E.O. 12088.

e E.O. 12580.

f Title 29 Code of Federal Regulations (CFR), Part 1960.

g Title 29, CFR, Part 1910. General Industry.

h Title 29, CFR, Part 1918. Maritime.

i Title 29, CFR, Part 1926. Construction.

j Title 29, CFR, Part 1928. Agriculture.

k Section 7901, Title U.S.C. Code, and OMB Circular A-72.

l Section 201 of the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended (42 U.S.C. 4561); FPM Letter 792-4 Section 413 of the Drug Abuse Office and Treatment Act of 1972, as amended (21 U.S.C. 1180); FPM Letter 792-7; FPM Letter 792-9.

m OMB Circular A-106.

n Clean Air Act, as amended, 42 U.S.C. 7401, et seq. (CAA)

o Coastal Zone Management list, as amended, 16 U.S.C. 1451, et seq.

C AUTHORITIES/LEGISLATION/STANDARDS/EXECUTIVE ORDERS (Continued)

p Comprehensive Environmental Response, Compensation, and Liability Act as amended 42 U.S.C.

9601, et seq. (also known as Superfund). (CERCLA)

q Federal Insecticide, Fungicide, and Rodenticide Act, as amended, 7 U.S.C. 196, et seq. (FIFRA)

r Federal Water Pollutant Control Act, as amended 33 U.S.C. 1251, et seq.

s National Environmental Policy Act, as amended 42 U.S.C. 4321, et seq. (NEPA)

t Noise Control Act, as amended, 42 U.S.C. 901,
et seq.

u Resource Conservation and Recovery Act, as amended, 42 U.S.C. 401, et seq. (RCRA)

v Rivers and Harbors Appropriations Act, as amended, 33 U.S.C. 401, et seq.

w Safe Drinking Water Act, as amended, 42 U.S.C. 300f, et seq. (SDWA)

x Toxic Substance Control Act, as amended, 15 U.S.C. 2601, et seq. (TSCA)

2 Safety and Health Legislation

In December 1970, Public Law 91-596, the Occupational Safety and Health Act, was enacted. The Act requires employer to provide safe and healthful workplaces for their employees and to undertake programs designed to reduce occupational safety and health hazards on-the-job.

Section 19 of the Act requires the head of each Federal Agency to establish and maintain effective and comprehensive Occupational Safety, Health, and Environmental Programs, consistent with the standards applicable to the private sector.

Section 19 of the Act establishes program responsibilities for all Federal Agencies. Under the Act, the head of each Federal Agency is to:

a Provide working conditions which are consistent with standards issued under Section 6 of the Act.

C AUTHORITIES/LEGISLATION/STANDARDS/EXECUTIVE ORDERS (Continued)

b Acquire, maintain, and require the use of safety equipment, personal protective equipment, and devices as necessary to protect employees from workplace hazards.

c Keep adequate records of all occupational accidents and illnesses for proper evaluation and necessary corrective action of safety and health problems.

3 Executive Orders

Since 1970, three Presidents have found it necessary to strengthen Federal programs through issuance of an Executive Order (EO). The most recent, EO 12196, was issued on February 26, 1980. EO 12196 applies to all Federal Agencies of the Executive Branch, and covers all personnel and operations, except military personnel and uniquely military equipment, systems, and operations. The Order directs Federal Agencies to comply with Occupational Safety and Health Administration (OSHA) standards applicable to the private sector and increase the membership of the Federal Agency Committee on Occupational Safety and Health to 16, with equal representation of Federal Agencies and labor organizations.

On December 9, 1982, President Reagan issued his policy statement on Occupational Safety and Health Programs in the Federal sector. The President made it the responsibility of all Federal managers, supervisors, and employees to take an active part in improving safety and health programs for Federal employees. In the Federal sector, accountability for action is accomplished through annual performance standards for managers, supervisors, and employees.

On October 13, 1978, EO 12088 (43 Fed. Reg. 47707, October 17, 1978) was signed. This EO sets forth specific requirements for the prevention, control, and abatement of pollution at Federal facilities. On January 23, 1987, the President signed in to law EO 12580 which provides for the Superfund implementation. Both EO's require that Federal Agencies develop policies, procedures, and programs for the protection and preservation of the quality of the environment. To obtain the ARS program requirements for addressing the provisions of the EO's, turn to Section D, ARS Environmental Management Function.

C AUTHORITIES/LEGISLATION/STANDARDS/EXECUTIVE ORDERS (Continued)

USDA and ARS have adopted, without change, the U.S. Department of Labor's Occupational Safety and Health basic program elements and standards promulgated under Section 6, 19, and 24 of the Act. However, because of the diversification of the research mission, ARS has supplemented the basic program elements with a few of its own. Section A outlines program components of the ARS Safety, Health, and Environmental Management Program.

The basic program elements for Federal Occupational Safety and Health Programs are published in 29 CFR

Part 1960, dated October 21, 1989. Since the Department did not elect to establish "certified" occupational safety and health committees in accordance with Section 1 - 3 of EO 12196, the requirements of subpart I of 29 CFR Part 1960 are considered guidelines rather than mandatory requirements for Agency safety committees. See Chapter IV, ARS Safety, Health, and Environmental Services Component for ARS guidelines for establishing safety and health committees.

The OSHA is responsible for issuing legally enforceable standards for safety and health conditions of the workplace. OSHA's standards require conditions, or the adoption, or the use of one or more practices, means, methods, or processes to protect employees on-the-job. It is the responsibility of each manager and supervisor to become familiar with those standards applicable to his/her workplace and to ensure that employees have and use personal protective gear and equipment required for their safety and health. Everywhere OSHA, the Department, or ARS have not established specific standards, managers/supervisors should provide every reasonable means to protect employees from job injuries, illnesses, and accidents.

OSHA standards fall into four major categories:

a General Industry 29 CFR Part 1910.

b Maritime, 29 CFR Part 1918.

c Construction, 29 CFR Part 1926.

d Agriculture, 29 CFR Part 1928.

C AUTHORITIES/LEGISLATION/STANDARDS/EXECUTIVE ORDERS (Continued)

4 Environmental Protection

Federal laws and regulations have been developed to protect the environment and our health from hazardous materials/wastes. Both the Federal laws and regulations, and the ARS Environmental Management Programs are important because they affect how you and your employees do your jobs. Failure to follow the procedures and requirements of these regulations may result in fines and jail terms. The fines and jail terms may be levied directly against the ARS, the activity manager, and/or the employee. Criminal action can be taken against an individual who violates various sections of these regulations. Some environmental laws designed to abate pollution and to enhance the environment include:

a The Occupational Safety and Health Act - This Act sets requirements for worker safety and health.

b The Hazardous Materials Transportation Act - This Act authorized the Department of Transportation to issue shipping, labeling, and making regulations for use during the transport of hazardous chemicals.

c The Clean Air Act - This Act authorizes the EPA to control hazardous air pollutants.

d The Clean Water Act - This Act allows EPA to set water quality and effluent discharge standards for water pollutants.

e The Resource Conservation and Recovery Act - This act controls the management of hazardous wastes.

f The Toxic Substance Control Act - This Act gave the EPA the authority to regulate chemicals used in commerce.

g The Comprehensive Environmental Response,

Compensation, and Liability Act - This Act requires reporting of hazardous substances, disposal sites, and areas made hazardous by old spills, including those on Federal property.

C AUTHORITIES/LEGISLATION/STANDARDS/EXECUTIVE ORDERS (Continued)

h The Hazardous and Solid Waste Amendments - These amendments revised RCRA and mandated changes designed to protect the nation's groundwater.

i The Superfund Amendments and Reauthorization Act - This Act revised CERCLA and included a community right-to-know provision as well as specific mandates to OSHA and DOT to address problems of hazardous waste management.

To comply with these laws and regulations, ARS has adopted certain policies and prepared requirements which detail how ARS will handle, store, and arrange for the disposal of hazardous waste. The key to safe handling of all hazardous substances is to incorporate good planning and information on specific hazardous substances into facility operations. Many of the problems associated with handling hazardous substances can be planned for, identified, and prevented.

5 ARS Safety, Health, and Environmental Standards

Basic Agency responsibilities for safety, health, and environmental standards are as follows:

a The Chief of the Safety, Health, and Environmental Management Branch, (SHEMB) Facilities Division will develop ARS safety, health, and environmental standards for general ARS application. The Chief will also serve as the primary interpreter of other Federal/State safety, health, and environmental related standards as to their applicability to ARS operations. The Chief will provide guidance and assistance necessary to ensure adequate compliance with applicable safety, health, and environmental standards by program officials throughout ARS.

b The Area Directors, Area Administrative Officers, Center Directors, and Location Coordinators will maintain a complete and current set of applicable OSHA, EPA and DOT standards. These officials will provide other managerial support of the requirements.

C AUTHORITIES/LEGISLATION/STANDARDS/EXECUTIVE ORDERS (Continued)

c The Area/Center/Collateral Duty Safety Officers/ Area Safety and Occupational Health Managers or Cluster Environmental Protection Specialist will provide guidance and assistance necessary to ensure adequate compliance with applicable safety, health, and environmental standards by program officials in their area of concern.

d Supervisory and managerial personnel will be knowledgeable of standards that apply to their work area, and will ensure that employees under their supervision know and follow applicable standards.

e ARS employees will follow the standards.

6 Procedures for Adoption

a EO 12196 requires the Secretary of Labor to provide consultation to Agencies as necessary and appropriate to ensure Agency standards are consistent with OSHA standards.

b To meet the requirements of EO 12196, ARS will adopt OSHA standards published as 29 CFR 1910, 1918, 1926, and 1928 as ARS standards unless a request for an exception is submitted through the DAAM to DOL.

c The DAAM will submit new ARS safety and health standards which conflict with or are in addition to existing OSHA standards to OSHA for approval. Request will include:

(1) Copies of the standard proposed for adoption, arranged to correspond to appropriate subparts of OSHA standards.

(2) Information supporting the standard's proposal (i.e., past accident experience; how the proposal is "as effective as" OSHA standards; why the OSHA standards conflict with effective ARS operations).

7 New, Amended, or Supplementary Standards

a The Chief, SHEMB, FD, through the DAAM, may amend or develop new standards for special application to working conditions.

C AUTHORITIES/LEGISLATION/STANDARDS/EXECUTIVE ORDERS (Continued)

b The Chief, SHEMB, FD, through the DAAM, may adopt supplementary standards for application to working conditions for which no OSHA standard exists.

c These procedures will be followed when new, amended, or supplementary standards are required to address occupational health, industrial hygiene, and environmental issues.

8 Conflicting Standards

a Where ARS employees are engaged in joint operations with other Federal Agencies, or primarily

work in the facility of another Agency, the Administrator, ARS, or designee, will consult with the head of the other Agency to resolve potential conflicts between

ARS safety, health, and environmental standards and standards of that Agency. Area Safety and Health Managers (ASHM's) will coordinate these situations and report such conflicts to the Chief, SHEMB, FD., through the Area Administrative Officer.

b If distinctly separate activities are performed at a single location, each activity will be treated as a separate establishment.

c If ARS owns and provides services to a facility shared by another Federal Agency, ARS standards will prevail until conflicting standards are resolved, and a memorandum of understanding/research agreement, or similar document is prepared.

d When ARS is required by law to comply with requirements of another Federal authority (e.g., General Services Administration) and compliance conflicts with ARS safety, health, and environmental standards, the Administrator, ARS, or designee, will inform the head of the Federal authority of the conflict so that point efforts for resolution may be made. Each ASHM will monitor and report these situations to the DAAM through the Chief, SHEMB, FD, through the Area Director/Area Administrative Officer.

C AUTHORITIES/LEGISLATION/STANDARDS/EXECUTIVE ORDERS (Continued)

9 Emergency Temporary Standards

a ARS will adopt OSHA emergency temporary standards which apply to ARS activities. Applicable management officials will immediately ensure that employees exposed to hazards receive the protection provided for in OSHA emergency temporary standards.

b OSHA emergency temporary standards will remain effective as ARS standards until the Secretary of Labor publishes a permanent standard or ARS standards are adopted which are consistent with these OSHA standards.

c The Chief, SHEMB, FD, may develop ARS emergency temporary standards when necessary to protect ARS employees from imminent danger.

10 Access to Standards

a The DAAM will notify appropriate USDA safety and health officials of final adoption, revision, modification, or revocation of ARS safety, health, and environmental standards.

b The Chief, SHEMB, FD will provide Areas/Locations with instructions for obtaining current safety, health, and environmental standards applicable to their operations.

NOTE: Locations may establish safety, health, and environmental regulations applicable to unique local working conditions provided such regulations do not conflict with and are not less stringent than established ARS standards or policies. Location safety, health, and environmental regulations are not considered as standards for the purposes of this MANUAL.

11 Environmental Standards

ARS will adopt all environmental related standards associated with the rules, regulations, codes, and laws listed in the Authorities Section of this chapter. ARS will also adopt, where appropriate, all State, county, and local environmental standards.

D REFERENCES

1 Sources of Information and Assistance

ARS personnel are sometimes asked to make a preliminary assessment of the degree of employee exposure to hazards arising from a process or operation. In emergency situations and in the absence of immediate access to an Industrial Hygienist, Environmental Protection Specialist, or Safety Specialist, it may be necessary to see that immediate action is taken to identify, evaluate, or control an occupational hazard. Therefore, one must utilize available resources to assure that the best advice is provided. The purpose of this section of the chapter is to provide ARS personnel with information about specialized help that is available from a number of sources.

Some sources of specialized help include:

a EPA RCRA/Superfund Hotline - Experts respond to informational requests concerning the Resource Conservation and Recovery Act, and the Comprehensive Environmental Response, Compensation, and Liability Act. Phone Washington, D.C., on 1-800-424-9346 or 1-202-382-3000.

b DOT Hotline - Expert responds to informational requests concerning the transportation of hazardous materials. Phone Washington, D.C., on 1-202-366-4486.

c Environmental Protection Agency (EPA) Chemical Emergency Preparedness Program Hotline - Expert responds to informational requests concerning the Superfund Amendments and Reauthorization Act - Emergency Planning and Community Right-to-Know Program. Phone Washington, D.C., on 1-800-535-0202 or 1-202-479-3449.

d Coast Guard National Response Center Hotline - Experts respond to informational requests for reporting hazardous substance releases and spills. Phone Washington, D.C., on 1-800-424-8802 or 1-202-267-2675.

e EPA TSCA/PCB's Hotline - Experts respond to informational requests concerning toxic substance and PCB's. Phone Washington, D.C., on 1-800-424-9065 or 1-202-554-1404.

D REFERENCES (Continued)

f EPA FIFRA Hotline experts respond to informational requests for pesticide/herbicides. Phone Washington, DC., on 1-301-858-7378.

g Navy Safetyline - Experts respond to informational requests for all safety matters. Phone 1-800-468-7389.

2 Associations/Organizations

Many associations/organizations are concerned with safety, health, and environmental problems. Some of these associations/organizations are listed in this section. Some are prepared to provide consultation services to help you solve problems. They all have a wealth of available technical information, trained personnel, and publications that can be helpful.

a Air Pollution Control Association

4400 Fifth Avenue

Pittsburgh, PA 15213

Phone: 412 262-4212

Industrialists, researchers, equipment manufacturers, governmental control personnel, educators, meteorologists, and others seeking economical answers to the problem of air pollution. Sponsors continuing educational courses and maintains a technical library.

b American Conference of Governmental

Industrial Hygienists

2205 South Road

Cincinnati, OH 45238

Phone: 513-661-7831

Professional society of persons responsible for full-time programs of industrial hygiene who are employed by official governmental units. Primary function is to encourage the interchange of

experience among governmental industrial hygienists and to collect and make available information.

c Society of Toxicology

475 Wolf Ledges Parkway

Akron, OH 44311

Persons who have conducted and published original investigations in some phase of toxicology and who have a continuing professional interest in this field.

D REFERENCES (Continued)

d Industrial Health Foundation, Inc.

5231 Centre Avenue

Pittsburgh, PA 15232

Phone: 412-363-6600

Nonprofit organization for the advancement of healthful working conditions in industry. Members are industrial companies or organizations of employer firms or corporations, such as trade associations. Provides engineering, occupational medicine, toxicological, and information services; these include plant visits and surveys, special studies, and availability of highly qualified personnel to supplement members' staffs on a consultant basis at cost.

e American National Standards Institute

1430 Broadway

New York, NY 10018

Phone: 212-642-4400

This federation of industrial, trade, technical, labor, and professional organizations; government Agencies; and consumer groups coordinates development of standards in multiple subject areas, and oversees their publication.

f Underwriters Laboratories, Inc.

333 Pfingston Road

Northbrook, IL 60062

Phone: 708-272-8800

Independent, nonprofit organization for public safety testing. Operates laboratories for examination and testing of devices, systems, and materials. Product services include listing classification, recognition, certification, and inspection. Fact-finding and research services are also conducted on a contract basis for manufacturers whose products meet UL safety requirements.

http://imagepc/fd/shemb_tools/manual230_93ver/A_General Program Information.htm

g National Fire Protection Association

1 Battery March Park

Quincy, MA 02169-7454

Phone: 617-770-4543 (technical services)

D REFERENCES (Continued)

Membership drawn from fire service centers, business industry, health care, educational and other institutions, insurance companies, government at all levels, architects and engineers, and others. Serves as a clearinghouse of information; compiles annual statistics on causes and occupancies of all fires and publishes the National Fire Code.

h National Safety Council

444 North Michigan Avenue

Chicago, IL 60611

Independent, nonprofit organization with the goal of reducing the number and severity of all kinds of accidents by collecting and distributing information about the causes of accidents and ways to prevent them. Gathers and analyzes statistics, performs research in various areas of accident prevention and safety program effectiveness, sponsors special-

interest conferences and committees, and provides research and consultant services.

3 Information Services

The following are Information Services:

a AVLINE. Audio Visual on-Line is a data base maintained by the National Library of Medicine. It contains references to audiovisual instructional materials in the health sciences. All of these materials are professionally reviewed for technical quality, currency, accuracy of subject content, and educational design.

For more information contact:

National Library of Medicine

8600 Rockville Pike

Bethesda, MD 20894

b CANCERLINE. Cancer on-Line is the National Cancer Institute's on-line data base of approximately 60,000 citations dealing with all aspects of cancer.

For more information contact:

D REFERENCES (Continued)

CANCERLINE Information Specialist

National Library of Medicine

8600 Rockville Pike

Bethesda, MD 20894

c CHEMLINE. Chemical dictionary on-Line is the National Library of Medicine's (NLM's) on-line, interactive chemical dictionary file created by the Specialized Information Services in collaboration with Chemical Abstracts Service (CAS). It provides a mechanism whereby over 330,000 chemical substance names, representing nearly 100,000 unique substances, can be searched and retrieved on-line. This file contains CAS Registry Numbers; molecular formulas; preferred chemical index nomenclature; generic and trivial names derived from the CAS Registry Nomenclature File; and

http://imagepc/fd/shemb_tools/manual230_93ver/A_General Program Information.htm

service. It is not a source of general chemical information of nonemergency nature.

e MEDLINE. Medical Literature Analysis and Retrieval System on-Line is a data base maintained by the National Library of Medicine; it contains references to approximately half a million citations from 3000 biomedical journals. It is designed to help health professionals find out easily and quickly what has been published recently on any specific biomedical subject.

MEDLINE is accessed from a variety of typewriter-like terminals connected to computers in Bethesda, MD, and Albany, NY, via ordinary telephone lines and nationwide communications networks.

For more information contact:

National Library of Medicine

8600 Rockville Pike

Bethesda, MD 20894

f TOXLINE. Toxicology Information on-Line is the National Library of Medicine's extensive collection of computerized toxicology information containing more than 380,000 references to published human and animal toxicity studies, effects of environmental chemicals and pollutants, adverse drug reactions, and analytical methodology.

For further information contact:

Toxicology Information Services

National Library of Medicine

8600 Rockville Pike

Bethesda, MD 20894

g GREATFUL MED. A software package of the National Library of Medicine (NLM) that allows access to NLM online services such as MEDLARS Database and TOXNET Computer. For an online service application contact MEDLARS.

Management Section

National Library of Medicine

Bethesda, Md 20894

Phone: 800-638-8480

D REFERENCES (Continued)

4 U.S. Government Organizations

There is an overwhelming amount of information available from the Federal Government that concerns all aspects of safety, health, and environmental programs. Because of content changes in Government Agency activities and frequent reorganizations with the Government, it is recommended that you consult the latest issue of the U.S. Government Organization Manual, published annually by the Government Printing Office, Washington, D.C. 20402. This paperbound book can be found in most libraries and Government offices. Some Government organizations which can assist you include:

a Bureau of Radiological Health

Food and Drug Administration

56000 Fishers Lane

Rockville, MD 20852

The Bureau of Radiological Health: a) carries out programs designed to reduce the exposure of humans to ionizing and non-ionizing radiation, b) develops standards for safe limits of radiation exposure, c) develops methodology for controlling radiation exposures, d) conducts research on the health effects of radiation exposure, and e) conducts an electronic product radiation control program to protect public health and safety, including the development and administration of performance standards to control the emission of radiation from electronic products and the undertaking by public and private organizations of research and investigation into the effects and control of such radiation emissions.

b Department of Labor

200 Constitution Avenue, N.W.

Washington, D.C. 20210

The purpose of the Department of Labor is to foster, promote, and develop the welfare of the wage earners of the U.S., to improve their

working conditions, and to advance their opportunities for profitable employment. In carrying out this mission, the Department administers more than 130 Federal labor laws guaranteeing workers' rights to safe and healthful working conditions, a minimum hourly wage and overtime pay scale, freedom from employment discrimination, unemployment

insurance, and workers' pension rights; sponsors

D REFERENCES (Continued)

job-training programs; helps workers find jobs; works to strengthen free collective bargaining; and keeps track of changes in employment, prices, and other national economic measurements. As the Department seeks to assist all Americans who need and want to work, special efforts are made to meet the unique job market problems of older workers, youths, minority group members, women, the handicapped, and other groups.

c Environmental Protection Agency

401 M Street, S.W.

Washington, D.C. 20460

The purpose of the EPA is to protect and enhance our environment today and for future generations to the fullest extent possible under the laws enacted by Congress. The Agency's mission is to control and abate pollution in the areas of water, air, solid waste, pesticides, noise, and radiation. EPA's mandate is to mount an integrated, coordinated attack on environmental pollution in cooperation with State and local governments.

d Materials Transportation Bureau

Department of Transportation

2100 Second Street, S.W.

Washington, D.C. 20590

In July 1975, the Materials Transportation Bureau (MTB) was established in the Department of Transportation, with its Director reporting directly to the Secretary. The Bureau was formed to coordinate DOT's increasing operational responsibilities concerning hazardous materials transportation and pipeline safety. Responsibilities of the MTB include all operational pipeline safety functions and those

hazardous materials operational functions pertaining to regulation and exemptions and those functions of an intermodal nature.

e National Bureau of Standards

Headquarters:

Route I-270 and Quince Orchard Road

Gaithersburg, MD 20234

The Bureau provides the basis for the Nation's measurement standards. These standards are the means through which people and nations buy and sell goods, develop products, judge the quality

D REFERENCES (Continued)

of their environment, and provide guidelines for the protection of health and safety. The Bureau's overall goal is to strengthen and advance the Nation's science and technology and facilitate their effective application for the public benefit. NBS is involved in over 1500 projects aimed at dealing with such national concerns as energy conservation and research, fire protection and prevention, and consumer product safety.

f National Center for Toxicological Research

Food and Drug Administration

5600 Fishers Lane

Rockville, MD 20857

The National Center for Toxicological Research conducts research programs to study the biological effects of potentially toxic chemical substances found in our environment, emphasizing the determination of the health effects resulting from long-term, low-level exposure to chemical toxicants and the basic biological process for chemical toxicants in animal organisms, and the development of improved methodologies and test protocols for evaluating the safety of chemical toxicants and the data that will facilitate the extrapolation of toxicological data from laboratory animals to humans.

g National Fire Prevention and Control Administration

Department of Commerce

Washington, D.C. 20230

The primary mission of National Fire Prevention and Control Administration (NFPCA) is to reduce the loss of life and property through better fire prevention and control with a program coordinated to support and reinforce the fire prevention and control activities of State and local governments.

h Nuclear Regulatory Commission

1717 H Street, N.W.

Washington, D.C. 20555

The Nuclear Regulatory Commission (NRC) licenses and regulates the uses of nuclear energy to protect the public health and safety and the environment. It does this by licensing persons and companies to build and operate nuclear

D REFERENCES (Continued)

reactors and to own and use nuclear materials. The NRC makes rules and sets standards for these types of licenses. The NRC also carefully inspects the activities of the persons and

companies licensed to make sure that they do not violate the safety rules of the Commission.

i National Technical Information Service

Department of Commerce

5285 Port Royal Road

Springfield, VA 22151

National Technical Information Service (NTIS) was established to simplify and improve public access to Department of Commerce publications and data files and scientific and technical reports sponsored by Federal agencies. NTIS is the central point in the U.S. for the public sale of Government-funded research and development reports and other analyses prepared by Federal agencies, their contractors, or grantees.

j Occupational Safety and Health Administration

U.S. Department of Labor

200 Constitution Avenue, N.W.

Washington, D.C. 20210

The Assistant Secretary for OSHA has responsibility for occupational safety and health activities. The Occupational Safety and Health Act of 1970 (84 stat. 1590) develops and

promulgates occupational safety and health standards; develops and issues regulations; conducts investigations; and issues citations and proposes penalties for noncompliance with safety and health standards and regulations.

5 Basic Reference Books

The intent of this section is to provide ARS personnel with brief descriptions of basic reference books in the fields of safety, health, and environmental management. Some of the basic reference books for Safety Management include:

a Industrial Safety Handbook. Editor: William Handley. London, New York, McGraw-Hill (1969), 475p., HD7272.1495. Advice and guidance from 43 experts. "It stresses that education and training play the decisive role in accident prevention; safety training for everyone--from the managing director to the youngest employee.

D REFERENCES (Continued)

The main causes of accidents in all industries are identified and described."--publisher's announcement. A 2d ed. was published in 1977. References are to British standards and legislation.

b National Safety Council.

Accident Prevention Manual for Industrial Operations. 7th ed., (Chicago, 1974), 1523p., HD7262.N1921974.

c Grimaldi, John V. and Rollin H. Simons.

Safety Management. 3d ed., Homewood, IL, R.D. Irwin, 1975, 694p., (The Irwin series in Management and the behavioral sciences), HD7262.S51975. Partial contents. -ch.4. Safety Program

Organization. -ch.5-6. Safety Program Operation. -ch.7-9. Controlling Physical Conditions. -ch.10-12. Industrial Hygiene, Radiation, and Personal Protection Controls. -ch.17. Systems Safety Analysis. -Sect.5. Special Problems and Auxiliary Functions.

d Glossary of Terms for the Safety Professional

Reprinted from Fundamentals of Industrial Hygiene, and carried as a series in National Safety News, v103, 1971, beginning with letters A-C, in Jan., p. 70-78; D-H, Feb., p. 85-90; I-O, May, p. 110-115; P-R, Apr., 75-78; S-Z, May, p85-91.

e Bird, Frank E. and George L. Germain. Damage

Control: A New Horizon in Accident Prevention and Cost Improvement. (New York). American Management Association (1966). 176p. HD7273.B54.

f Blake, Roland P., ed. Industrial Safety. 3d

ed. Englewood Cliffs, Prentice-Hall (1963). 405p. HD7262.B651963.

g Heinrich, Herbert W. Industrial Accident

Prevention: A Scientific Approach. 4th ed. New York, McGraw-Hill, 1959. 480p. HD7273.H41959.

h Hammer, Willie. Handbook of System and Product

Safety. Englewood Cliffs, N.J., Prentice-Hall (1972). 351p.

D REFERENCES (Continued)

i Hammer, Willie. Occupational Safety Management

and Engineering. Englewood Cliffs, N.J., Prentice-Hall (1975) c 1976. 448 p. HD7279.U3H3. Review in National Safety News, Dec. 1975, p.94.

j Best's Safety Directory: Safety, Industrial

Hygiene, Security. Oldwick, N.J., A.M. Best Co. HD7273.B45 Reference. Issued Annually. Approximately 4,000 products and services are described in the buyer's guides; company names and addresses are given. Partial contents. -Apparel. -Noise. -Operations Safety. -Industrial hygiene.

k Peterson, Dan. Safety Management, A Human

Approach. Englewood, N.J., Aloray (1975). 395p. Bibliography: p. 381-387. "Summarizes some of the more modern management concepts, including safety management theory, describes the latest thing of the current behavior scientists, and then relates the two. ..." --review in National Safety News, Aug. 1974, p.172.

l National Safety Council. Handbook of Occupational Safety and Health. Chicago, c1975. 266p.

m Boley, Jack W. A Guide to Effective Industrial

Safety. Houston, Gulf Pub. Co., 1977. 120p.

HD7261.B69. "Designed for managers, supervisors, and foremen who have no formal training as safety professionals but who are responsible for coordinating and implementing safety programs...

"...the fundamentals of managing an effective safety program and how to eliminate any unnecessary financial drain on the corporation. ..." --review in Professional Safety, July 1977.

n National Safety Council. Handbook of Accident

Prevention for Business and Industry. 4th ed.

Chicago (1970). 125p. HD7262.N1941970.

"Produced especially for the small businessman who does not have a full-time safety specialist. ...Covers everything from beginning a safety program to safety inspections." --N.S.C.

o DeReamer, Russell. Modern Safety Practices.

New York, Wiley (1958). 357p. HD7273.P47.

D REFERENCES (Continued)

p Petersen, Dan. Techniques of Safety

Management. New York, McGraw-Hill (1971). 250p. HD7273.P47. Reviewed in National Safety News, Dec. 1971, v104, p. 172: "...written to describe areas of weakness that currently exist in safety and to point a direction for the future. It challenges some out-dated theories that are still in use, and it spotlights some new techniques that are useful to the safety professional. ..."

q National Safety Council. Industrial Data

Sheets. Chicago. 300+ sheets in 3v (loose-leaf). (Order No. 123.07-9). "...represent a complete summary of fact and tested response from experts in safety, Government agencies, manufacturers, and others. Each one...examines a single industrial accident topic -- from abrasive blasting to zirconium powder -- and examines that topic in depth. ..." --NSC catalog. A "Data sheet maintenance service" is offered to keep the material up to date. (Order No. 123.08-9). Various individual

most current Data sheet listing, request the Alphabetical Index (123.09) from the Council.

r National Safety Council. Supervisors Safety

Manual: Better Production Without Injury and

Waste from Accidents. (4th ed). Chicago (1973). 406p. HD7273.N2791973. Instructors guide for use with supervisors safety manual. 1974. 19p. HD7273.N2791973; Guide.

Some basic reference books for Industrial Hygiene include:

a National Safety Council. Fundamentals of

Industrial Hygiene, edited by Julian B. Olishifski and Frank E. McElroy. Chicago 1971. 990p. HD7261.F88. Articles originally published in National Safety News, Feb.-Dec. 1967.

Includes Bibliographies.

b Selleck, Henry B. and Alfred H. Whittaker.

Occupational Health in America. Detroit, Wayne State Univ. Pr., 1962. 523p. HD7261.S43.

"Prepared under the direction of History Committee of the Industrial Medical Association; Alfred H. Whittaker, M.D., Chairman."

D REFERENCES (Continued)

c Schilling, Richard S.F., ed. Occupational

Health Practice. London, Toronto, Butterworth (173). 466p. Written as a text for use in teaching occupational health practice to postgraduate students in occupational medicine, nursing, and hygiene. Review in National Safety News, May 1977, p.121-122.

d Plunkett, Edmond R. Occupational Diseases: A

Syllabus of Signs and Symptoms. Stamford, Conn., Barret Book Co., 1977. 352p. "Symptoms are presented alphabetically with a summation of casual factors which are work related. Pathology, prognosis, and treatment are not dealt with, and infectious diseases are limited to those most frequently related to work exposures. ...A glossary of popular and folk names of occupational diseases is included. Although texts of this type are commonly used in

general medicine and surgery, this book is the first in the occupational health field. ..." --Industrial Hygiene Digest, Mar. 1978.

e Allen, Robert (and others). Industrial Hygiene.

Englewood Cliffs, N.J., Prentice-Hall, 1976. 363p. HD7276.A36. Bibliography: p.352-356.

Brief review in American Industrial Hygiene

Association Journal, Apr. 1977, p.A35.

f Daubenspeck, G. Walker. Occupational Health

Hazards. 1st ed. Hicksville, N.Y., Exposition Press (1974). 111p. Review in National Safety News, Jan. 1976, p.90.

g Johnstone, Rutherford T. and Steard E. Miller.

Occupational Diseases and Industrial Medicine. Philadelphia, Saunders, 1960. 482p.

h Gardner, W. and P. Taylor. Health at Work. New

York, Halsted Press, 1975. 170p. Directed toward the non-specialist -- industrial managers, supervisors, foremen and others who need a general, non-technical book on occupational health.

D REFERENCES (Continued)

i Patty, Frank A. Industrial Hygiene and

Toxicology: Patty's Industrial Hygiene and Toxicology. George D. Clayton and Florence E. Clayton, Editors; contributors, M.C. Battigelli...(et al.). 3d rev. ed. New York, Wiley. Vol. 1, General Principles, was published in 1978; other volumes are in process.

j Mayers, May R. Occupational Health: Hazards of the Work Environment. Baltimore, Williams and Wilkins Co., 1969. 567p. HD7261.M46.

k Legator, Marvin S. and Alexander Hollaender,

eds. Annals of the New York Academy of Sciences, v269. "Occupational monitoring for genetic hazards". Workshop, New York, N.Y., Mar. 28-29, 1975. New York, New York Academy of Sciences, 1975. 45p. Workshop in association with the Safety for Occupational and Environmental Health.

l French, Geoffrey E. Occupational Health.

Lancaster, Medical & Technical Pub. Co. (1973). 177p. Distributed by Professional Books Division, Herman Publishing, Inc., Boston.

Written by a physician dealing with English conditions and institutions, but applicable to the U.S. also. Reviewed in American Industrial Hygiene Association Journal, Sept., 1976, p.A-22.

m Pfeiffer, C. Michael (and Others). An

Evaluation of Policy Related Research on Effectiveness of Alternative Methods to Reduce Occupational Illness and Accidents. Springfield, VA., National Technical Information Service, 1974. 397p. (PB-242 222). Prepared under contract no. NSG-C829 between Westinghouse Electric Corp., Columbia, MD, Behavioral/Safety Center, and National Science Foundation, Division of Advanced Productivity Research and Technology. "Summarizes the results of a comprehensive literature review and evaluation of research on alternative strategies for reducing occupational illness and accidents." --NTIS abstract.

Some basic environmental management reference books include:

D REFERENCES (Continued)

Industrial Pollution Control Handbook. Edited by

Herbert F. Lund. New York, McGraw-Hill, 1971. 1v. (various pagings). "Although intended primarily as a reference work for persons and organizations concerned with the prevention of environmental pollution, this book will make a valuable contribution to in-plant safety and health. Section 1 reviews the background to industrial pollution control and the evolution of relevant American Legislation. Section 2 contains chapters devoted to the various fundamental problems of air and water pollution, and to the pollution problems affecting individual industries (steelworks, foundries, plating works, metal fabricating plants, chemical factories, textile mills, the food industry, the pulp and paper industry, and the aerospace and electronics industries). ..." --Occupational Safety and Health Abstracts, 1972, v10, no.7, p.371.

6 OSHA Field Offices

The intent of this section is to provide in one place addresses and phone numbers of all OSHA Field Offices:

Region I Region VI

(CT,* MA, ME, NH, RI, VT*) (AR, LA, NM,* OK, TX)

16-18 North Street 525 Griffin Street

1 Dock Square Building Room 602

4th Floor Dallas, TX 75202

Boston, MA 02109 Telephone: (214) 767-4731

Telephone: (617) 565-1161

* These states and territories operate their own

OSHA-approved job safety and health programs (except Connecticut whose plan covers public employees only).

Region II Region VII

(NJ, NY,* PR*) (IA,* KS, MO, NE)

201 Varick Street 911 Walnut Street, Room 406

6th Floor Kansas City, MO 64106

New York, NY 10014 Telephone: (816) 374-5861

Telephone: (212) 337-2378

Region VIII

Region III (CO, MT, ND, SD, UT,* WY*)

(DC, DE, MD,* PA, VA,* WV) Federal Building, Room 1576

Gateway Building, Suite 2100 1961 Stout Street

3535 Market Street Denver, CO 80294

Philadelphia, PA 19104 Telephone: (303) 844-3061

Telephone: (212) 596-1201

D REFERENCES (Continued)

Region IX

Region IV (AZ,* CA,* HI,* NV*)

(AL, FL, GA, KY,* MS, NC,* 71 Stevenson Street

SC,* TN*) 4th Floor

1375 Peachtree Street, N.E. San Francisco, CA 94105

Suite 587 Telephone: (415) 995-5672

Atlanta, GA 30367

Telephone: (404) 347-3573 Region X

(AK,* ID, OR,* WA*)

Region V Federal Office Building

(IL, IN,* MI,* MN,* Room 6003

OH, WI) 909 First Avenue

230 South Dearborn Street Seattle, WA 98174

32nd Floor, Room 3244 Telephone: (206) 442-5930

Chicago, IL 60604

Telephone: (312) 353-2220

* These states and territories operate their own OSHA-approved job safety and health programs (except Connecticut whose plan covers public employees only).

7 EPA Field Offices

The intent of this section is to provide in one place addresses and share numbers for all EPA Field Offices:

Region I Region VI

John F. Kennedy Fed. Bldg. 1201 Elm St.

Boston, MA 02203 Dallas, TX 75270

Comm: (617) 223-5752 Comm: (214) 767-2630

Region II Region VII

26 Federal Plaza 726 Minnesota Ave.

New York, NY 10278 Kansas City, KS 66101

Comm: (212) 264-2515 Comm: (913) 236-2803

Region III Region VIII

841 Chestnut St. 1860 Lincoln St.

Philadelphia, PA 19107 Denver, CO 80295

Comm: (215) 597-9370 Comm: (303) 293-1692

Region IV Region IX

345 Courtland St., N.E. 215 Fremont St.

Atlanta, GA 30365 San Francisco, CA 94105

Comm: (404) 881-2013 Comm: (415) 974-8083

D REFERENCES (Continued)

Region V Region X

230 S. Dearborn 1200 Sixth Ave.

Chicago, IL 60604 Seattle, WA 98101

Comm: (312) 353-2072 Comm: (206) 442-1465

8 Newsletters and Reports

The following is a list of newsletters and reports which are useful in obtaining information.

a Environmental and Public Health News. Monthly, Department of Environmental, Public, and Occupational Health, American Medical Association, 535 North Dearborn Street, Chicago, IL 60610.

b Environmental Health Letter. Semimonthly. 1097 National Press Building, Washington, D.C. 20004.

c Environmental News, Environmental Protection Agency (EPA), Washington, D.C. 20460.

http://imagepc/fd/shemb_tools/manual230_93ver/A_General Program Information.htm

d Industrial Hygiene News Report. Monthly, Flournoy and Associates, 1845 West Moore Avenue, Chicago, IL 60626.

e Industrial Section Newsletters. Monthly, National Safety Council, 444 North Michigan Avenue, Chicago, IL 60611.

f Occupational Health and Safety Letter. Semimonthly, 1097 National Press Building, Washington, D.C. 20004.

g Occupational Safety and Health Reporter. Bureau of National Affairs. 1231 25th Street, N.W., Washington, D.C. 20037.

h OSHA Up-To-Date. Monthly, National Safety Council, 444 North Michigan Avenue, Chicago, IL. 60611.

i Publications on Occupational Safety and Health. International Labor Office, CH-1211, Geneva 22, Switzerland.

9 Fire Protection Organization

The following organizations are those which you may contact on technical fire related matters.

D REFERENCES (Continued)

a Factory Insurance Association

85 Woodland Street

Hartford, Connecticut 06105

The Association is composed of a group of capital stock insurance companies whose purpose is to provide engineering, inspection, and loss adjustment service to industry. It maintains a staff of engineers with representatives in key industrial centers.

b Factory Mutual System

1151 Boston-Providence Turnpike

Norwood, Massachusetts 02062

The Factory Mutual System is an industrial fire protection engineering and inspection bureau established and maintained by mutual fire insurance companies. Its laboratories test and list fire protection equipment for approval, assist in the development of better standards, and conduct research in industrial fire protection.

c National Fire Protection Association

1 Battery March Park

Quincy, Ma. 02169-7454

The National Fire Protection Association (NFPA) is the clearinghouse for information on the subject of fire protection and fire prevention. It is a nonprofit technical and educational organization. The technical standards issued as a result of NFPA committee work are widely accepted by Federal, State, and municipal governments as the basis of legislation and widely used as the basis of good practice. The pamphlets are available in separate pamphlet form.

The National Fire Codes issued by the NFPA include the National Electrical Code and the Life Safety Code.

E DEFINITIONS

The intent of this section is to promote a common understanding of technical terms and definitions among the safety, health, and environmental professionals of the Agency. The list below contains a comprehensive listing of terms and definitions pertinent to the technology and practice of safety, health, and environmental management within ARS.

E DEFINITIONS (Continued)

Some technical terminology applicable to the ARS Safety, Health, and Environmental Management Program include:

1 ARS Safety, Health, and Environmental Management Program - The Agency's plan designed to effect optimal achievement of error free and, therefore, accident free task performance which involves employee, machine, and environmental relationships. Within ARS the "Safety, Health, and Environmental Management Program" encompasses the related functional areas of Safety Management, Occupational Health Management, Environmental Management, and Industrial Hygiene.

2 Industrial Hygiene - That science and art devoted to the recognition, evaluation, and control of those environmental factors or stresses, arising in or from the work, which may cause sickness, impaired health and well being, or significant discomfort and inefficiency among workers or among the citizens of the community.

3 Environmental Planning - Systematic, interdisciplinary application of the natural and social sciences and the environmental design arts to achieve the NEPA objectives of "better decisions," a "Hard look" at short- and long-term environmental effects of ARS actions, consideration of environmental factors at the earliest stages of project planning, and minimization of environmental impact.

4 Environmental Protection - Preserving and enhancing the quality of the natural environment through affirmative management activities consistent with conservative environmental and ecological values.

5 Environmental Compliance - At a minimum, complying with the letter and spirit of applicable

pollution control standards. In order to ensure compliance, regulated units are to be identified, and operations are to be monitored and periodically reviewed.

6 Environmental Management - The sum of environmental planning, protection, and compliance activities integrated into overall management procedures.

This list is not inclusive. Other definitions are provided in each chapter.

F DISTRIBUTION

Each ARS Location shall maintain a complete and current set of:

1 Applicable Safety, Health, and Environmental Standards, and

2 ARS DIRECTIVE 230.0 and ARS MANUAL 230.0

These items shall be readily accessible to all employees.

G OTHER ARS SAFETY RELATED FUNCTIONS

1 ARS Radiological Safety Program (RSP) - The purpose of this program is to safeguard personnel, property, and the community at large from the potential hazards of radiation from all possible sources and thereby minimize legal risks associated with the presence or use of ionizing radiation.

The RSP is administered by the Radiological Safety Staff. For specific program policy/guidelines reference the ARS Radiological Safety Handbook.

2 ARS Biological Safety Program (BSP) - The purpose of this program is to establish standards, special microbiological practices, safety equipment, and facilities that constitute biosafety levels 1-4, which are recommended for working with a variety of infectious agents in various laboratory settings. The BSP is administered by the Biological Safety Officer. For specific program policy/guidelines, reference the Center for Disease Control (CDC), National Institute of Health (NIH), NIH Booklet entitled Biosafety in Microbiological and Biomedical Laboratories.

H PUBLIC RELATIONS

