**U.S. Environmental Protection Agency**

**OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT**

**OFFICE OF RESEARCH AND DEVELOPMENT**

**CINCINNATI, OHIO**

**Safety, Health, & Environmental Management System Procedure for:**

**Scope of Safety, Health, & Environmental Management System**

Purpose

This procedure establishes the scope of the EPA Cincinnati Safety, Health, & Environmental Management System (SHEMS).

Scope

The US EPA maintains and operates nine facilities in the Cincinnati area, five of which are laboratory based, one which is administrative, and three facilities that provide operations support. The nine facilities are:

* The Andrew W. Breidenbach Environmental Research Center (AWBERC) which consists of laboratories and offices.
* The Full Containment Facility (FCF) which consists of laboratories and offices and is adjacent to AWBERC.
* The Testing and Evaluation (T&E) Facility, which is adjacent to the Cincinnati Metropolitan Sewer District’s Mill Creek treatment plant and consists of laboratories, offices, and a bay for large-scale research and development projects.
* The Experimental Stream Facility (ESF), located in Milford, Ohio on the East Fork Watershed. This facility is leased from Clermont County Sewer District (Water Quality Testing Laboratory) and consists of laboratories and associated offices.
* The Center Hill Research Facility (CHRF) located in western Cincinnati on Center Hill Avenue and consists of laboratories, offices, and a bay for large scale research and development projects.
* The Kenwood Warehouse facility which supports the National Service Center for Environmental Publications (NSCEP) and other facility storage.
* The Future Environments Child Development Center (FECDC) is a child care center residing on the EPA AWBERC campus. The EPA owned facility is operated per agreement by the non-profit corporation Future Environments, Inc. The center provides on-site childcare for employees of the EPA, other federal entities, EPA contractors, and the community.
* The Boat Warehouse facility is leased by the EPA, and used for storage and maintenance of research Class A boats and associated research-sampling equipment.
* The Erlanger, Kentucky facility is home to the Cincinnati Environmental Protection Agency, Office of Land and Emergency Management (OLEM) groups; Environmental Response Team (ERT) and Chemical, Biological, Radiological, and Nuclear Consequence Management Advisory Division (CMAD).

**Definitions**

N/A

**Approach**

1. The scope of the EPA-CIN SHEMS includes all of the facilities and equipment owned or leased by EPA-CIN at each location and the activities, products and services that occur within those facilities, including onsite contractor activities, business travel and commuting. The primary onsite activities at these locations include environmental laboratory research and administrative support. In addition, the scope includes travel, research and other operations that support activities at offsite field locations under the direct control or influence of EPA-CIN such as sample collection and environmental monitoring mobile labs.
2. The US EPA either owns or is the sole occupant of the Andrew W. Breidenbach Environmental Research Center (AWBERC), the Test and Evaluation Facility (T&E), the Center Hill Research Facility (CHRF) and the Full Containment Facility (FCF). The SHEMS shall be applied fully at these facilities.
3. The US EPA is not the owner or sole tenant or has limitations in its ability to obtain certain data (e.g. water consumption) in Erlanger, Kentucky facility, the Kenwood Warehouse, the Experimental Stream Facility, the Boat Warehouse facility, and the Future Environments Child Development Center (FECDC). Therefore, when feasible, these facilities will be incorporated into the SHEMS of EPA-CIN. See Table 1 for Environmental Management Programs (EMPs) that are applicable to the listed facilities. This does not exclude the use of operational controls, emergency response procedures and other SHEMS elements from other EMPs if feasible. Safety and Health Management Programs (SHMPs) will be applied, as hazards exist and when feasible.
4. The scope shall be maintained as a controlled document and will be provided to interested parties by posting on the EPA-CIN public internet site.

**Table 1.**

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| **EPA-Cincinnati Facilities** | **EPA-Cincinnati Environmental Management Programs (EMPs) that are *Applicable***  |
| Erlanger, KY Facility | Waste Minimization/Recycling/Paper Consumption and Electronic Stewardship |
| Future Environments Child Development Center | Water Consumption, Energy Management, Waste Minimization/Recycling/Paper Consumption, Sustainable Building and Design, and Waste Water Discharge  |
| Boat Warehouse Facility | Waste Minimization/Recycling/Paper Consumption, Electronic Stewardship and Chemical Management |
| Warehouse, Kenwood, OH | Waste Minimization/Recycling/Paper Consumption, Electronic Stewardship, Energy Management |
| Experimental Stream Facility, Milford, OH | Waste Minimization/Recycling/Paper Consumption, Chemical Management, Radioactive Materials Management, Electronic Stewardship and Waste Water Discharge |

Records

None

Revision History

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| Revision Number | Description | Date |
| 0 | Initial – Integrated the Environmental Management System Procedure EMS-EPACIN-SCO-01 and Safety and Health Management System Procedure SHMS-EPACIN-SCO-01. | 10/1/2016 |
| 1 | Updated last bullet in scope with correct organization names, added line 4 to approach and updated the titles of EMPs in Table1. | 8/14/2017 |
| 2 | The administrative personnel at the Norwood, OH office was moved to AWBERC and updated line 3 with OFI from external audit. | 3/8/2019 |