

Air Quality: Roles, Responsibilities, and Authorities Matrix

Department: Chemical and General Safety

Program: Air Quality

Owner: Program Manager

Authority: ES&H Manual, Chapter 30, Air Quality¹

The following tables summarize major air quality program requirements and map them to the appropriate responsible person(s).

Program requirements are divided into *operations* and *construction activities*:

- Table 1 pertains to operations, which include routine industrial activities such as electroplating, welding, saw cutting, solvent cleaning, and painting, as well as running experimental apparatus.
- Table 2 pertains to construction activities, which include new construction, demolition of buildings, component assembly, and installation of large stationary equipment.

Air quality program requirements in the operations category are nearly always performed by SLAC employees, while requirements for construction activities are performed by both SLAC and non-SLAC employees, as shown in the tables.

Personnel type is further subcategorized in terms of the job classification – technical, administrative (admin), general or industrial – and typical job titles are associated with air quality program requirements.

The level of responsibility for each job title is described as

- Primary: the person who does the activity
- Secondary: the person who verifies that the activity was done and/or communicates the results to the appropriate persons or agency
- Peripheral/support: May share responsibility for this requirement
- No or not applicable (n/a): no responsibility for this requirement

Note This overview is intended to map out the most common requirements and types of personnel responsible for them. For a full list of program requirements, check Chapter 30, “Air Quality”, or contact the air quality program manager.

¹ SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001), Chapter 30, “Air Quality”, http://www-group.slac.stanford.edu/esh/environment/air_quality/policies.htm

Air Quality: Roles, Responsibilities, and Authorities Matrix

Table 1 Operations

	SLAC Personnel						
	<i>Technical</i>	<i>Technical</i>	<i>Admin</i>	<i>General</i>	<i>Admin</i>	<i>Technical</i>	<i>Technical</i>
	Emissions Source Custodian	Non-ES&H Staff (or point of contact) CEF/SSRL/LCLS	Project Manager (if any)	SLAC Employee	Supervisor (of emissions source custodian, typically)	Researcher (if not an emissions source custodian)	Air Quality Program Manager
<i>Air Quality Program Requirements</i>							
Monthly recordkeeping and reporting	primary	operations logs and maintenance logs	long-term projects only	no	secondary	secondary	secondary
Chemical ordering and inventory	primary	Primary	primary	as appropriate	secondary	primary	review and advise
Maintenance	primary	as appropriate	maybe	Not likely	secondary	not likely	secondary
New source permit (for SLAC-owned equipment)	secondary	No	possibly	No	secondary	no	primary
Inspection (permitted sources)	primary	If delegated by EnvSC	n/a	no	secondary	no	no
Inspection (permit exempt sources)	primary	If delegated by EnvSC	n/a	no	secondary	no	no

CEF = Conventional and Experimental Facilities Department; SSRL = Stanford Synchrotron Research Laboratory; LCLS = Linac Coherent Light Source; EnvSC = Environmental Safety Committee

Air Quality: Roles, Responsibilities, and Authorities Matrix

Table 2 Construction Activities

<i>Air Quality Program Requirements</i>	SLAC Personnel							Non-SLAC Personnel		
	<i>Technical</i>	<i>Technical</i>	<i>Admin</i>	<i>General</i>	<i>Admin</i>	<i>Technical</i>	<i>Technical</i>	<i>Technical</i>	<i>Industrial</i>	<i>Industrial</i>
	Emissions Source Custodian	Non-ES&H staff (or point of contact) CEF/SSRL/LCLS	Project Manager (any)	SLAC Employee	Supervisor (of emissions source custodian typically)	Researcher (if not an emissions source custodian)	Air Quality Program Manager	Researcher	Contractor / operator	Portable Equipment Owner
New source Permit / documentation (for non-SLAC equipment)	n/a	n/a	secondary	no	n/a	n/a	secondary	secondary	secondary	primary
Demolition / Renovation Notice	for discrete projects	per project specs	per project specs	per project specs	secondary	per project specs	primary (facilitator)	n/a	n/a	n/a
Pre-work Chemical List	report any changes to AQPM	report any changes to AQPM	secondary	no	secondary	primary	n/a	yes	yes	no
Use logs: HazMat Equipment Fuel Use	primary	operations logs and maintenance logs	long-term projects only	no	secondary	secondary	secondary	yes	yes	yes
Post-work chemical usage report	no	Possibly	secondary	no	secondary	primary	n/a	yes	yes	no

CEF = Conventional and Experimental Facilities Department; SSRL = Stanford Synchrotron Research Laboratory; LCLS = Linac Coherent Light Source; AQPM = air quality program manager