

Hard copy of this document, if not marked "CONTROLLED" in red, is by definition uncontrolled and may be out of date.

Specification & Standard Operating Procedures for

ERT Organization

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
5	DCN0940	Removed appendices from main document and made them individual documents and updated the document to reflect current procedures.	11-12-13	Kassey Brust	Robert Segura

Prior revision history, if applicable, is available from the Document Control Office.

1. PURPOSE

- 1.1. To establish a team of trained employees who will be qualified to respond to on-site emergencies. The team's purpose is to evaluate on-site emergencies, and to take appropriate actions to minimize and/or prevent adverse impact to employees, equipment, and facilities.
- 1.2. To comply with the Fire Code of New York State (sect.408.4.3) which requires an Emergency Response Team for sites that have wafer fabrication operations.
- 1.3. To provide policies and procedures for the establishment, maintenance, and operation of the College of Nanoscale Science and Engineering (CNSE) Emergency Response Team (ERT).

2. ORGANIZATION

- 2.1. The ERT shall consist of full-time employees who, by job description or voluntary action, satisfy the requirements for membership detailed in this document.
- 2.2. The ERT shall consist of Emergency Response Team Coordinator (ERTC), Emergency Response Team Technician (Team Leaders), and two Alternate Team Leaders and/or Emergency Response Team members.
- 2.3. The ERT shall be comprised of employees with specific knowledge, skills, and training. The team should be made up of volunteers who have an active interest in the ERT program.
- 2.4. The target size of the CNSE ERT is 15 active members per work shift with a minimum 8 per shift and a maximum 18 per shift. Team membership shall be maintained at or above 8 members for each clean room shift D1, N1, D2, N2.
- 2.4.1. The minimum number of ERTs on-duty is 8 whenever clean room operations are ongoing. A minimum of 2 ERTs is required when the clean rooms are idle or shutdown to provide "fire watch" only.

3. RESPONSIBILITIES

- 3.1. <u>Supervisors and/or Managers</u> are responsible for the following actions:
- 3.1.1. Have employees trained per department safety procedures on how to notify and/or respond to a hazardous situation when it occurs in their area.

This training will include (but not be limited to) use of the in house emergency phone number (78600) for reporting the incident, and in proper evacuation procedures for the particular incident (i.e., fire alarm, gas alarm, chemical spill, etc.).

- 3.1.2. Supervisors and/or Managers of an affected area are responsible for evaluating the situation and taking the appropriate action(s) per department safety procedures.
- 3.1.3. If the ERT is to be called, the Supervisor and/or Manager will remain in charge until the arrival of the ERT. Upon arrival of the ERT, the Supervisor and/or Manager will relinquish control of the situation and evacuate the area.
- 3.1.4. A Supervisor or Manager shall allow ERT under their supervision to respond to incidents and attend to ERT related duties without prejudice or repercussion. Life Safety issues shall always take precedence over operational considerations.
- 3.2. <u>The Emergency Response Team Coordinator (ERTC)</u> is responsible for the following actions:
- 3.2.1. Evaluate incidents and assess the need for any required action with the ERT Technician.
- 3.2.2. Assume overall responsibility for the safety of affected personnel.
- 3.2.3. Make decisions relative to the site (e.g. when it is safe to reoccupy the facility, etc.)
- 3.2.4. Ensure that all necessary resources are made available to the ERT Technician to allow for safe and effective control of the incident.
- 3.2.5. Communicate with the EHS Department and/or department managers to keep them aware of on-going ERT operations.
- 3.2.6. Relinquish control of the incident to civil authorities upon their arrival, as required by state law.
- 3.3. <u>The Emergency Response Team Technician (ERT Technician)</u> is responsible for the following actions:
- 3.3.1. Investigating small chemical spills and odors when notified. He/She will be responsible for containing and/or controlling small chemical spills or odors either by themselves or with the help of appropriate personnel (e.g. ERT, Cleanroom Maintenance Technician, Facilities personnel, etc.) responder.

- 3.3.2. Assess the situation, and assess the need for any required action with the ERTC.
- 3.3.3. Assume overall responsibility for the control and/or containment of the situation.
- 3.3.4. Coordinate all ERT members activities as they apply to the situation (i.e. pick the best qualified personnel to perform any needed tasks).
- 3.3.5. Provide information to the ERTC as needed (e.g. the need to expand the evacuation zone, the need for additional resources, etc.).
- 3.3.6. Ensure that all ERT members are up to date on their ERT training, meeting attendance, and other assigned duties and discuss deficiencies and action plans at the Monthly ERT meeting of their shift.
- 3.3.7. Ensure that all related safety equipment is readily available (e.g. SCBAs, spare SCBA bottles, portable gas detectors, etc.) and that all equipment is returned to its proper storage location in a serviceable condition once the situation has been successfully terminated.
- 3.3.8. Review the incident with those employees involved. Generate an ERT Emergency Response Report in accordance with External Appendix A, and submit the report to the ERT email distribution list within 24 hours after the completion of the incident.
- 3.3.9. Commit personnel, equipment, and environmental clean-up contractors' necessary to sustain ERT activities that will continue into the next shift. (NOTE: The ERT Technician shall only exercise this authority when the EHS Manager or Cleanroom Management cannot be consulted).
- 3.3.10. Develop and administer the training program for the ERT.
- 3.3.11. Track attendance at required training, critiques, and monthly meetings.
- 3.3.12. Track completion of monthly equipment PM inspections done by ERT Technician
- 3.4. <u>The Emergency Response Team Technician / Alternate</u> shall assume the responsibilities of the <u>Technician</u> if the <u>Technician</u> is not present, or if delegated by the Technician.
- 3.5. Emergency Response Team Members are responsible for containing and eliminating the immediate hazard to life, health, environment and property, under the direction and control of the ERT <u>Technician</u>. In the case of an incident during which the ERTC, ERT Technician, or Alternate Leader is not present; the senior ERT member will assume the leader role for the purpose of the incident.

- 3.5.1. The member is responsible for investigating small chemical spills and odors when notified. He/She will be responsible for containing and/or controlling small chemical spills or odors either by themselves or with the help of appropriate personnel (e.g. ERT, Cleanroom Maintenance Technician, Facilities personnel, etc.) responder.
- 3.5.2. The ERT member is responsible for continuously assessing the situation in order to determine if the ERT needs to be activated.
- 3.5.3. ERT members are responsible for providing first aid / CPR and as liaison with paramedical personnel, as needed. ERT members shall receive first aid and CPR training organized by the EHS Department.
- 3.6. <u>Facilities Operations Group (FOG)</u> will assist the ERT, as necessary, and take appropriate follow up actions once the situation has been brought under control.
- 3.7. The ERT Administrative Council is responsible for overall administration of the CNSE ERT Program. These responsibilities include but are not limited to:
- 3.7.1. Review incentives and compensation periodically, and adjust if deemed appropriate.
- 3.7.2. Review feedback provided by the ERT through Incident Critiques and Monthly Meeting minutes, and take appropriate actions, if deemed necessary.
- 3.7.3. Approve the use of over-time pay for meeting the annual training requirements, while minimizing disruption to CNSE daily operations
- 3.8. The Associate Vice-President of EHS is responsible for the following:
- 3.8.1. Maintain records of all emergency response activities.
- 3.8.2. Ensure that the proper response equipment is on site.
- 3.8.3. Report to the site if determined to be necessary based on communications with the on-site ERT Technician or ERTC.
- 3.8.4. Exercise ultimate authority over any decisions made by CNSE personnel during an emergency or hazardous situation.
- 3.8.5. Prepare and/or approve communication with the Sr. Vice President and CEO of CNSE and local media, along with the CNSE Vice President of Marketing and Communications

- 3.8.6. Make decisions relative to the continued operation of the facility (e.g. determining if employees are to be sent home for the day, etc.) with input and approval of the Sr. Vice President and CEO of CNSE.
- 3.9. <u>Civil Authorities</u> will, upon arrival, and in accordance with state law, assume full responsibilities for decision making until such time they determine that the situation is under control.

4. APPLYING FOR ERT MEMBERSHIP

- 4.1. Membership in the ERT is voluntary for all employees. If designated in their job description, an employee may be called into ERT service for specific duties or to serve a term of active duty when necessary to maintain minimum ERT staffing requirements.
- 4.2. To be eligible for ERT membership, an employee must wait for a six month orientation period unless waived by the ERT Coordinator based on prior ERT experience, etc.
- 4.3. Once eligible, the employee must complete the ERT Job Bid Form EHS-00019-F10; submit the form to their supervisor for approval, then give the form to the ERT Coordinator for review.
- 4.4. After consideration by the ERT Coordinator, the Job Bid Form shall be forwarded to the EHS VP and HR Associate within 5 business days.
- 4.5. After the employee has been approved by the EHS and HR Departments, the employee will need to complete a medical evaluation to ensure that the employee is physically capable of performing the ERT functions.
- 4.6. The medical evaluation will include a respiratory clearance and a physical examination with various screening tests from a qualified medical institution (see Section 5: Medical Examination).
- 4.7. Upon receiving a medical clearance the employee must successfully complete the initial 24-hour HAZWOPER Technician Level certification per 29 CFR 1910.120 (q), (6), (iii) prior to responding to an incident.
- 4.7.1. The new ERT member's role and responsibility during incident responses shall be limited to such activities that he/she has been trained to perform (see Section 6: ERT Training Requirements).

5. MEDICAL EXAMINATION

5.1. ERT physicals must comply with the requirements of 29 Code of Federal Regulations Part 1910 "Hazardous Waste Operations and Emergency

Response". The Hepatitis B vaccination is available for any ERT member upon request, at no cost to the member.

- 5.2. Prior to activation as an ERT, each employee must pass a medical examination.
- 5.3. Medical examination shall be performed and passed annually to maintain active status.
- 5.4. A medical examination must be performed upon ERT termination, if the ERT has not been examined within the prior 6 months.
- 5.5. If an ERT member reports signs or symptoms indicating possible overexposure to hazardous materials or health hazards, a medical examination shall be performed immediately.
- 5.6. Medical examinations shall include medical and work history with special emphasis on symptoms related to handling hazardous materials and health hazards, and to fitness for duty including the ability to wear any required personal protective equipment under conditions expected at the CNSE Nanotech Complex. This includes not having a beard in order to wear: full face respirator, Level A suit and Self-Contained Breathing Apparatus (SCBA).
- 5.7. Medical examinations shall be performed by or under the supervision of a licensed physician, preferably one knowledgeable in occupational medicine.
- 5.8. The medical examiner shall provide a written opinion as to the existence of any medical conditions and any recommended physical limitations.
- 5.9. Medical examinations will be provided by CNSE at no cost to the employee.

6. ERT TRAINING REQUIREMENTS

- 6.1. ERT training must comply with the requirements of 29 Code of Federal Regulations Part 1910 "Hazardous Waste Operations and Emergency Response".
- 6.2. New ERTs shall receive a minimum of 24-hour Technician-Level HAZWOPER training per 29 CFR 1910.120(q), (6), (iii).
- 6.3. All ERT members shall annually receive the basic CNSE ERT Training consisting of a minimum of the following elements:
 - -ERT Organization and SOPs
 - -Hazard Classification and Properties

- -Hazardous Material Identification
- -Personal Protective Equipment
- -Respiratory Protection (including SCBA)
- -Portable Gas Detection Equipment
- -Decontamination
- -First Aid (3-yr certification)
- -CPR/AED (2-yr certification)
- -Blood Borne Pathogens
- -Confined Space Rescue
- -ERT Lockout & Tagout
- -Basic Fire Protection and Suppression (fire extinguisher training)
- -Emergency Notification Procedures
- -Emergency Response Contingency Plan, spill prevention plan, spill counter measure and control.
- -Hazardous Material Release Clean-up and contingency plan
- -Hazardous Waste Procedures
- 6.4. The annual refresher for the ERT will consist of a minimum of 32 hours to review the above elements.
- 6.5. Trainers who teach the above subjects shall have satisfactorily completed a recognized training course for teaching the subjects or they shall have academic credentials and instructional experience necessary to demonstrate competent instructional skills and a good command of the subject matter.
- 6.6. The ERT Coordinator, with input from the EHS VP, will be responsible for scheduling training sessions for ERT members.
- 6.7. The ERT Coordinator will be responsible for maintaining all training records pertaining to ERT and identify gaps of those who have missed any required training sessions.

7. CONDUCT

- 7.1. On-duty Emergency Response Team Members are expected to adhere to the following conduct:
- 7.1.1. Wear their text only phone while on-site, and ensure that it is on and operating properly.
- 7.1.2. Respond to all on-site emergencies when/if notified.
- 7.1.3. Attend monthly ERT meetings.
- 7.1.4. Attend emergency critique sessions.

- 7.1.5. Follow established emergency procedures.
- 7.1.6. Perform activities in a safe and responsible manner.
- 7.1.7. Promote safe work practices among other employees.
- 7.1.8. Conduct inspections of ERT Incident Response Equipment and Spill Supplies, and maintain as required.
- 7.1.9. Immediately notify their ERTC and their ERT Technician of any physical limitations (injuries/illnesses) which could restrict performing ERT activities.

8. INCENTIVES AND COMPENSATION

- 8.1. CNSE has put a stipend incentive program together to show management support of the extra efforts ERT members put forth for the campus.
- 8.2. The criteria for receiving compensation are:
 - Completion of an annual ERT Physical, initial 24-hr HAZWOPER training; and annual HAZWOPER classes.
 - Attend at least 2/3 of monthly meetings;
 - Conduct PM inspections of ERT Incident Response Equipment and Spill supplies, and maintain as assigned [NOTE: A missed PM assignment may be made up by completion of an additional work assignment approved by the ERT Coordinator];
 - Adherence to ERT Code of Conduct requirements;
 - Attendance record of at least 75% at critique meetings;
 - Attendance record of at least 75% at quarterly drills provided that missed training is made up 100% within 90 days.

NOTE: Annual training may be offered using over-time with pay at the discretion of the ERT Administrative Council. However, make-up training shall not be eligible for over-time pay. No ERT shall be allowed to train as part of a "double shift".

- 8.2.1. New ERT members who join the team after the start of the stipend year which runs July to July annually will be eligible to receive the ERT compensation on a quarterly pro-rated basis, provided that they meet the following criteria:
 - Completion of ERT Physical;

- Completion of 24-hr HAZWOPER training within 30 days of acceptance on the ERT (this time requirement may be extended if there are no tenable training classes available within the initial 30 days);
- Attendance record of at least 66% at monthly meetings;
- Adherence to ERT Code of Conduct requirements;
- Attendance record of at least 75% at critique meetings;
- Attendance record of at least 75% at quarterly drills provided that missed training is made up 100% within 90 days.

NOTE: Annual training may be offered using over-time with pay at the discretion of the ERT Administrative Council. However, make-up training shall not be eligible for over-time pay. No ERT shall be allowed to train as part of a "double shift".

- 8.2.2. ERT members who terminate from the ERT after the start of the stipend year which runs July to July annually will be eligible to receive the ERT compensation on a quarterly pro-rated basis, provided that they meet the criteria listed above.
- 8.2.3. New ERT members, and terminating ERT members, who meet the above requirements, will receive the compensation based upon the following schedule:
 - The stipend year shall run July to July each year. It shall be prorated quarterly.
 - If a person joins or is released from ERT during the stipend year they shall accrue 25% of the annual stipend amount for every 3 months of qualified (meeting minimum requirements listed above) ERT service provided during a given stipend year.
 - If a member fails to meet any requirement in any given quarter, their benefit shall be reduced by 25% for each quarter failed.

9. ERT MEETINGS

- 9.1. MONTHLY SHIFT MEETINGS
- 9.1.1. Each shift shall conduct ERT meetings on a monthly basis.
- 9.1.2. These meetings will provide the opportunity for members to discuss policies and procedures, additional training and give input on improvements.

- 9.1.3. An ERT member cannot miss more than 3 meetings in a rolling 12 month period.
- 9.1.4. The ERTC or ERT Technician for each shift is responsible for scheduling and conducting meetings.
- 9.1.5. The agenda for the monthly meeting shall follow the form EHS-00019-F3 shown as a sample in External Appendix B.

9.2. ERT ADMINISTRATORS MEETINGS

- 9.2.1. ERT Administrators shall conduct meetings on a quarterly basis or more frequently, if deemed necessary by the ERT Administrators.
- 9.2.2. ERT Administrators shall review the following items at these meetings:
- 9.2.2.1. ERT Status (e.g. current roster, recent membership changes, training, etc.)
- 9.2.2.2. ERT incidents metrics
- 9.2.2.3. Assignment of ERT corrective actions in accordance with External Appendix D
- 9.2.2.4. Questions directed to ERT Administrators at monthly ERT Meetings.
- 9.2.3. Feedback from ERT at incident critiques.

10. CRITIQUES

- 10.1. A "No Fault" critique shall be conducted for any ERT incident for which the entire ERT of a shift was activated. A critique may also be conducted at the discretion of the ERTC or ERT Technician.
- 10.2. The ERTC or ERT Technician is responsible for conducting a critique immediately following an applicable incident.
- 10.3. All ERT members involved in the applicable incident should attend the critique.
- 10.4. The critique shall cover the items outlined on the ERT Incident Critique Form EHS-00019-F5, shown as a sample in External Appendix E. These items include:
- 10.4.1. A description of the incident,
- 10.4.2. Aspects of the incident that worked well,

- 10.4.3. Aspects of the incident that need improvement, and
- 10.4.4. Aspects of the Emergency Response Plan, or other policies and procedures that need to be revised based on occurrences during the incident.
- 10.5. The completed critique form shall be submitted to the EHS VP.

11. PROCEDURES

The following procedures establish criteria which allow people to determine circumstances that warrant ERT notification. None of these criteria shall prevent immediate notification of the ERT if it is determined to be needed.

- 11.1. CHEMICAL SPILLS (External Appendix C)
- 11.1.1. Any spill occurring (regardless of size) shall cause employees to clear the immediate area and to follow the procedures listed in this section.
- 11.1.2. The spilled material shall be classified by the person(s) who discovered the spill, or the ERT using pH Paper, Chemical classifier strips or quart-ammonium strips.
- 11.1.3. Once the classification is complete, cleaning up the material shall be carried out in accordance with the applicable sections below.
 - If the spilled material is known and is approximately less than one pint, the person(s) who discovered the spill shall clean-up the spill using established procedures and appropriate personal protective equipment.
 - If the spilled material is unknown or is continuous and requires that a department be contacted (e.g. material emanating from a tool or process line), the person(s) who discovered the spill shall contact Security at ext. 78600 and instruct Security to notify the ERT Technician.
 - If the spill is approximately equal to or greater than one pint, or is considered to be a "flood" condition, the person(s) who discovered the spill shall contact Security at ext. 78600 and instruct Security to notify the ERT Technician.
- 11.1.4. In all cases, cleaning methods for chemical spills shall minimize vaporization of the material. Specifically, enlarging the surface area of the material, using a blower or using a standard shop vacuum is <u>prohibited</u>.

11.2. GAS LEAKS/ Toxic Gas Monitoring System (TGMS)

The ERT shall be notified via page in the event of any continuous gas monitoring (TGMS) alarm/warning and any witnessed leak outside of containment and/or unmonitored by TGMS. Employees shall contact ext. 78600 and Security will notify the ERT team using the paging system.

11.3. ODORS

- 11.3.1. Any abnormal odor or smell of known or unknown origin shall be reported to Security at ext. 78600, who shall notify the ERT Technician or Alt.
- 11.3.2. The ERT Technician or Alt shall immediately proceed to the area where the odor was detected, and contact an appropriate Cleanroom Maintenance Technician or Facilities Maintenance Personnel to help investigate and resolve the odor.
- 11.3.3. If the cause of the odor cannot be resolved (exhaust failure, gas release, and large chemical spill), the ERT Technician or Alt shall contact Security and instruct them to notify EHS if not already involved.
- 11.3.4. If required, the ERT should evacuate the affected area.

11.4. FIRE

- 11.4.1. The ERT's response will be limited to small fires which may be contained and controlled with hand-held extinguishers (incipient stage).
- 11.4.2. For these types of fires it is the ERT's responsibility to attempt to extinguish the fire, and, if appropriate, ensure that the fire alarm has been activated.

11.5. INJURED/SICK PERSON

- 11.5.1. The ERT may be called for an injured or sick person, but must be called in a situation where the victim is in an area or part of the facility where toxic/hazardous materials are detected in the area or are known to be the cause of the emergency situation.
- 11.5.2. Upon determination that an ill person is exhibiting signs or symptoms that appear to have been caused by inhalation of a harmful substance, the ERT Member in charge will immediately cause an evacuation of the suspected cleanroom or area. If the suspected cause is in a monitored area, the ERT shall then check the TGMS status of all local detectors. If any alarms or warnings are found (regardless of the device's status) the ERT will investigate and resolve the cause of the warning or alarm as indicated in the applicable sections of this document.

11.5.3. If no TGMS warnings or alarms are found, or the suspected area is not monitored, the ERT Member in charge shall try to determine what hazards could exist in the area. If the suspected area is thought to contain toxic or hazardous materials (and these materials cannot be ruled out as the source) the responding ERT Members must don appropriate protective equipment and follow procedures shown in "External Appendix M" for this document while investigating the cause. If toxic or hazardous materials are not stored in the area or they are ruled out as a suspected cause, the ERT Members may investigate the cause without using special personal protective equipment provided they use a cautious approach and investigate the suspected area while using appropriate gas detection equipment such as a "Four Gas Meter" to monitor the ambient air. While conducting this investigation, the ERT Members must be observant for any unusual odors or sounds and follow the response procedures outlined in Section "10.3 Odors" of this document.

12. NOTIFICATION

- 12.1. This guideline establishes how the ERT and others are notified should the need arise.
- 12.1.1. Notification of the ERTC, ERT Technician, and/or ERT members (for emergency only) will be done via the paging system and/or cell phone as appropriate. The caller should dial the in-house emergency number (ext. 78600) and explain the nature, location of the problem, their name and telephone extension, and what assistance is needed. Security will alert the proper personnel of the need to respond to the incident in accordance with site policy.
- 12.1.2. It will be the ERT Technician's responsibility to inform the ERTC what resources are needed to contain/control the situation. The ERTC should establish a standardized communication process with team leadership. The ERT Technician and/or Alternate Leader will be at the incident. Suggested communication process include: ERTC immediately report to a designated spot such as Security, rotunda, TGMS Screen or ERT closet; ERTC immediately report to incident, ERTC carry a portable radio and/or cellular phone, or other standardized communication process.

NOTE: Text only phones are one-way devices and therefore not considered a communication process.

12.1.3. The ERTC is responsible for contacting appropriate parties and ensuring that the needed resources are made available.

13. OPERATIONAL PROCEDURES

13.1. INTERNAL

The ERT, with the assistance and approval of the EHS VP, will publish its own specific guidelines dealing with Operational Procedures. These procedures should address all the situations mentioned in Sections 4 and 5 of this specification. Once developed, the SOPs shall be added as an External Appendix to this specification.

13.2. EXTERNAL

Upon arrival of civil authorities, the Emergency Response Coordinator will provide a status / update of the situation to ensure that adequate 2-way communication is available and will relinquish responsibility to the civil authorities on all subsequent decisions related to the hazardous/emergency situation.

13.3. ADMINISTRATIVE

The ERT Technician will be responsible for writing a report of the incident and submitting it to the **ERT_GROUP@listserve.albany**.edu within 24 hours after completion of the incident (see External Appendix A). Any additional written documentation which may be needed for EPA, OSHA, etc., would be prepared by the EHS VP or his designated representative.

The ERT will be responsible for ensuring that any chemical spill or gas release that they respond to has been properly cleaned up, disposal has been carried out in a safe and compliant manner in accordance with the CNSE Hazardous Waste Management EHS-00009, and that the situation has been handled so as to ensure that the area involved is safe before work is resumed.

13.4. GAS DETECTOR ALARM

- 13.4.1. The Emergency Response Team Coordinator (ERTC), upon activation of his/her pager will:
 - Verify that all personnel have been evacuated from the area. (Alarms only)
 - Maintain communication with the ERT Technician and/or Alternate Leader to ensure that all necessary resources are made available to the ERT. Facilitate additional evacuation should it become necessary. An alarm that results in a toxic gas being released into the work environment (i.e. not in an exhausted enclosure) requires the complete evacuation of the affected Clean room.

- Ensure that all non-ERT personnel are kept out of the response area.
- Maintain communication with the EHS VP and other department managers to keep them aware of the situation as it progresses.
- Upon completion of the emergency, and after discussion with the ERT Technician or Alternate Leader, determine when it is safe to allow personnel back into the area(s).
- Conduct a critique session with the entire team as soon as the incident is terminated.
- 13.4.2. The ERT Technician, upon activation of his/her pager will:
 - Assign specific tasks to individual ERT members.
 - Secure all entry ways.
 - Provide guidance and direction to the ERT members.
 - Maintain communication with the ERTC and notify him/ her of any changes to the situation (i.e., need to expand the evacuation area; the incident has been successfully terminated, etc.).
 - Ensure that all safety equipment used for the response is cleaned and returned to its proper storage position in an operational condition.
 - Review the incident with those employees involved, generate and submit a written report of the incident, using EHS-00019-F1, to the ERT_GROUP@listserv.albany.edu within 24 hours after completion of the incident (see External Appendix A).
 - If after completion of the incident, there are any unresolved issues
 related to the incident, send an email message to the ERT_GROUP
 stating what remains to be done to correct the problem. The
 purpose of this mail message and the written report are to keep all
 ERT members on all shifts fully aware of any occurrences of
 hazardous incidents.
- 13.5. <u>BUILDING EVACUATION (FIRE) ALARM</u> (External Appendix H)
- 13.5.1. Upon receiving notification of an active building fire alarm, the Emergency Response Team Coordinator (ERTC) or ERT Leader acting on his/her behalf shall:
 - Verify that all personnel have been evacuated from the building.

- Maintain communication with the ERT Technician and/or Alternate Leader to ensure that all necessary resources are made available to the ERT. Facilitate additional evacuation should it become necessary. An alarm that results in a toxic gas being released into the work environment (i.e. not in an exhausted enclosure) requires the complete evacuation of the cleanroom.
- Ensure that all non-ERT personnel are kept out of the response area.
- Maintain communication with the EHS VP and other department managers to keep them aware of the situation as it progresses.
- Upon completion of the emergency, and after discussion with the ERT Technician or Alternate Leader, determine when it is safe to allow personnel back into the building.
- Conduct a critique session with the entire team as soon as the incident is terminated.
- 13.5.2. The ERT Technician, upon activation of his/her pager will:
 - Assign specific tasks to individual ERT members.
 - Secure all entry ways
 - Provide guidance and direction to the ERT members.
 - Maintain communication with the ERTC and notify him/ her of any changes to the situations (i.e., fire, smoke condition, contractor activity, etc.).
 - Ensure that all Rally Points have been contacted by ERT and headcount lists received and reported.
 - Act as liaison with civil authorities, if dispatched to the scene.
 - Review the incident with those employees involved, generate and submit a written report of the incident, using EHS-00019-F1, to the ERT_GROUP@listserv.albany.edu within 24 hours after completion of the incident (see External Appendix A).
- 13.5.3. If after completion of the incident, there are any unresolved issues related to the incident, send an email message to the ERT_GROUP stating what remains to be done to correct the problem. The purpose of this mail message and the written report are to keep all ERT members on all shifts fully aware of any occurrences of hazardous incidents.

13.6.	All ERT Standard Operating Procedures are detailed as appendices to this
	specification.

14.	FORMS
14.1.	EHS-00019-F1 - ERT Emergency Response Report
14.2.	EHS-00019-F2 - Odor Investigation Form
14.3.	EHS-00019-F3 - ERT Monthly Meeting Minutes
14.4.	EHS-00019-F4 - ERT Corrective Action Report
14.5.	EHS-00019-F5 - ERT Incident Critique Form
14.6.	EHS-00019-F6 - Level A Suit Disposition Form
14.7.	EHS-00019-F7 - Monitoring In-Progress Alert Tag
14.8.	EHS-00019-F8 - Level "A" Gowning Order Checklist
14.9.	EHS-00019-F9 - Entry Team Checklists
14.10.	EHS-00019-F10 - Job Bid Form
14.11.	EHS-00019-F11 - ERT Spill Report Checklist
15.	EXTERNAL APPENDICES
15.1.	EHS-00019A EXTERNAL APPENDIX A – ERT REPORT SOP
15.1.1.	Figure A-1 Sample ERT Emergency Response Report
15.1.2.	Figure A-2 Sample Odor Investigation Form
15.2.	
15.2.1.	Figure B-1 Sample ERT Monthly Meeting Minutes
15.3.	EHS-00019C EXTERNAL APPENDIX C - CHEMICAL SPILLS
15.3.1.	Figure C-1 Chemical Spills Quick-Guide
15.4.	EHS-00019D EXTERNAL APPENDIX D – ERT INCIDENT REVIEW
15 4 1	Figure D-1 Sample FRT Corrective Action Report

15.5.	EHS-00019E EXTERNAL APPENDIX E – SAMPLE ERT INCIDENT CRITIQUE FORM	
15.5.1.	Figure E-1 Sample ERT Incident Critique Form	
15.6.	EHS-00019F EXTERNAL APPENDIX F - BROKEN BULB RESPONSE	
15.7.	EHS-00019G EXTERNAL APPENDIX G - RESPONDING TO CLEAN ROOM LEVEL LEAK ALARMS IN NFX	
15.8.	EHS-00019H EXTERNAL APPENDIX H - TBD	
15.9.	EHS-00019I EXTERNAL APPENDIX I – PROCEDURE TO FOLLOW WHEN THE TEXT ONLY PHONES ARE NOT OPERATIONAL	
15.10.	EHS-00019J EXTERNAL APPENDIX J – ERT ADMINISTRATIVE TAGOUT OF EQUIPMENT	
15.11.	EHS-00019K EXTERNAL APPENDIX K – NFN SUB-FAB LEAK DETECTION	
15.12.	EHS-00019L EXTERNAL APPENDIX L- TBD	
15.13.	EHS-00019M EXTERNAL APPENDIX M – TWO IN /TWO OUT PROCEDURE FOR RESPONSE TO ERT INCIDENTS	
15.14.	EHS-00019N EXTERNAL APPENDIX N – PROCEDURE FOR THE DISPOSITION OF USED LEVEL A SUITS	
15.14.1.	Figure N-1 Level A Disposition Form	
15.15.	EHS-000190 EXTERNAL APPENDIX O – LOW LEVEL DETECTIONS BY TGMS GAS DETECTORS	
15.15.1.	Figure O-1 Sample Monitoring In Progress Alert Tag	
15.16.	EHS-00019P EXTERNAL APPENDIX P – ERT SOP FOR FLUID LEAKS	
15.17.	EHS-00019Q EXTERNAL APPENDIX Q - TBD	
15.18.	EHS-00019R EXTERNAL APPENDIX R – INSTRUCTIONS FOR SENDING EMAILS TO ERT GROUP	
15.19.	EHS-00019S EXTERNAL APPENDIX S – INSTRUCTIONS FOR SENDING A GROUP ERT PAGE	
15.20.	EHS-00019T EXTERNAL APPENDIX T- TBD	
15 21	FHS-00019U EXTERNAL APPENDIX U – TOOL MATRIX OWNERS	

15.22.	EHS-00019V EXTERNAL APPENDIX V – CHEMICAL EMERGENCY SAFE PRACTICES SHEETS (ERT EMERGENCY PPE)	
15.23.	EHS-00019W EXTERNAL APPENDIX W – ERT RADIO USAGE	
15.23.1.	Figure W-1 ERT Emergency Radio Protocol	
15.24.	EHS-00019X EXTERNAL APPENDIX X – ERT SOP FOR POWER OUTAGE	
15.25.	EHS-00019AY EXTERNAL APPENDIX Y – TBD	
15.26.	EHS-00019Z EXTERNAL APPENDIX Z - ERT POLICY FOR OVERTIME	
15.27.	EHS-00019AA EXTERNAL APPENDIX AA – 1 – SAMPLE LEVEL 'A' GOWNING ORDER CHECKLIST	
15.28.	EHS-00019AA EXTERNAL APPENDIX AA - 2 - SAMPLE ENTRY TEAM CHECKLIST	
15.29.	EHS-00019AB EXTERNAL APPENDIX AB – LOGIN TO TGMS REMOTE MONITORING SCREEN	
15.30.	EHS-00019AC EXTERNAL APPENDIX AC – RESPONDING TO CHEMICAL DISPENSE UNIT (CDU) ALARMS	
15.30.1.	Figure AC-1 Location and Schematic	
15.30.2.	Figure AC-2 & AC-3 CNS01 Alarm Controller and Chem Canister	
15.30.3.	Figure AC-4 CNS01 Touch Screen 1	
15.30.4.	Figure AC-5 CNS01 Alarm Touch Screen 2	
15.31.	EHS-00019AD EXTERNAL APPENDIX AD – TBD	
15.32.	EHS-00019AE EXTERNAL APPENDIX AE – TBD	
15.33.	EHS-00019AF EXTERNAL APPENDIX AF – TBD	
15.34.	EHS-00019AG EXTERNAL APPENDIX AG – ERT POLICY FOR OBTAINING A PHOTOCOPY OF A SAFETY DATA SHEET (SDS)	
15.35.	EHS-00019AH EXTERNAL APPENDIX AH – TBD	
15.36.	EHS-00019AI EXTERNAL APPENDIX AI – TBD	
15.37.	EHS-00019AJ EXTERNAL APPENDIX AJ - SCHUMACHER QUARTZ BUBBLERS	

DCN0940 CNSE Confidential Page 20 of 21

15.38.	EHS-00019AK EXTERNAL APPENDIX AK - GUIDELINES FOR INVESTIGATING TGMS ALARMS AND TOOL RECOVERY FOLLOWING A 'BLUE' LIGHT ALARM
15.38.1.	Figure AK-1 Gas Detection Investigation Flow Chart
15.39.	EHS-00019AL EXTERNAL APPENDIX AL - RESPONDING TO BUILDING SPECIFIC SMOKE DETECTOR ALARMS OR VESDA ALARM
15.39.1.	Figure AL-1 Conventional Smoke Detector
15.39.2.	Figure AL-2 "DH" Duct Smoke Detector on an AHU
15.39.3.	Figure AL-3 "Super" Duct Detector on a Duct
15.39.4.	Figure AL-4 VESDA LASER Scanner
15.39.5.	Figure AL-5 VESDA LASER Scan Plus
15.39.6.	Figure AL-6 VESDA LASER Focus (VLF)