

FY08 EHS Balanced Scorecard
Final - September 24, 2007

			Due Date
1. Prepare 16 SOPs/Documents			
a.	Re-entry of spaces after fire or spill	ND (IHP)	07/2008
b.	Day Care Center IPM Plan	JP (EMP)	07/2008
c.	Requirements for Ordering Radioactive Material	BM (RPP)	07/2008
d.	Requisition of RF Equipment	BM (RPP)	07/2008
e.	Use of gamma cell incubators	HR (RPP)	07/2008
f.	Conducting routine radiation surveys	HR (RPP)	07/2008
g.	Use of survey data locations application program	DS (RPP)	07/2008
h.	Cradle-to-grave requirements for lasers	DL (RPP)	07/2008
i.	Radiation survey meter calibrations	CT (RPP)	07/2008
j.	Post-occupancy review checklist	PB (LFDCR)	01/2008
k.	DOF guidebook for EHS issues	BT (SP)	07/2008
l.	EHS design guidelines for PMs	PB (LFDCR)	01/2008
m.	EHS design guidelines for PIs	PB (LFDCR)	01/2008
n.	EMP/Facilities roles and responsibilities matrix	DK (EMP)	07/2008
o.	MIT personnel in non-MIT-owned buildings	ER (IHP)	07/2008
p.	PCB's	SL (EMP)	07/2008
2. Develop 6 New Training Courses			
a.	Machine shops (web-based general course)	PG (IHP)	07/2008
b.	Moving materials safely	PB (SP)	07/2008
c.	Web-based laser Safety Program	DL (RPP)	07/2008
d.	Online laser training for LL	JR (RPP)	07/2008
e.	Packaging and transport of radioactive materials	CT (RPP)	07/2008
f.	Primer on IPM programs for building owners and contractors	JP (EMP)	07/2008
3. Develop 6 New Programs			
a.	Homeland Security chemical facilities act	ZD (EMP)	04/2008
b.	EHS Contractor Selection Program	PB (LFDCR)	01/2008
c.	EHS business continuity plan (pandemic flu)	BE (IHP)	02/2008
d.	EPR program	CW (SP)	07/2008
e.	Hazardous energy (LOTO) in research labs	BT (SP)	07/2008
f.	Machine shops	PG (IHP)	07/2008
4. Review/Revise Document 17 Existing Programs			
a.	DOT security plan (PCC) (R+R)	SL(EMP)	01/2008
b.	10% of DOF's SOPs related to EHS	BT (SP)	07/2008
c.	Laser Safety program (R+R)	BM (RPP)	07/2008

d.	RPP Manual	HR/JR (RPP)	07/2008
e.	RPP analysis lab procedures	DS (RPP)	07/2008
f.	Universal waste program (R+R)	NK (EMP)	07/2008
g.	Update BSP webpage	CS (BSP)	07/2008
h.	Handbook on hazardous waste program	NK (EMP)	07/2008
i.	EMP oversight program	DK (EMP)	07/2008
j.	Fume hood program	AK (IHP)	07/2008
k.	Enhance ergonomics website	BE (IHP)	07/2008
l.	DEA program (R+R)	CM (BSP)	07/2008
m.	CAB (process map and identify improvement opportunities) (R+R)	CM (BSP)	07/2008
n.	Review/Revise 10 Reactor Procedures	FM (RRPP)	07/2008
o.	Obtaining flammable material permits or licenses (R+R)	BD (SP)	07/2008
p.	Building Inspection Program	CW (SP)	07/2008

5. Initiate/Complete 6 Pollution Prevention Programs

a.	Sustain recycling at 40%	JA (SDD)	07/2008
b.	Increase labs participating in 20L can program by 10%	NK (EMP)	07/2008
c.	Reduce (specific category of waste) by 3% compared to FY07	JA (EMP)	07/2008
d.	Provide data analysis on Bio-waste	CS (RPP)	07/2008
e.	Revise PP website	SL (SDD)	07/2008
f.	Train 5 PI lab groups in PP techniques	SL (EMP)	07/2008

6. Complete 6 audit or inspection functions

a.	Audit 3 EHS Policies and Procedures	NM (EHS)	01/2008
b.	Complete Full Compliance Initiative	(DDs)	10/2007
c.	Food Sanitation Program (PCC)	CS (BSP)	07/2008
d.	Complete 10 JHAs	JM (SP)	07/2008
e.	Investigate 100% of Level 2 and 3 incidents	JM (SP)	07/2008
f.	Complete 70% of required noise exposure assessments	BM (IHP)	07/2008

7. Implement web-based inventory in 5 DLCs

BE (IHP)

04/2008

8. Training Compliance

a.	Maintain RCRA at 93%	JA (EMP)	07/2008
b.	Get 110c compliance up to 80% for each DLC	PG (IHP)	07/2008
c.	452c Hot Work safeguards to 80% compliance	BD (SP)	07/2008
d.	251c Shipping Hazardous Chemicals Awareness to 80% compliance	JA (EMP)	07/2008
e.	432c Confined Space Entry, Supervisor Initial, to 80%	BT (SP)	07/2008
f.	Increase SPCC Training Compliance to 90%	DK (EMP)	07/2008

9. Expand Involvement in EHS-MS to 2 new DLCs	LD/BV (EHS)	07/2008
10. OSHA VPP Application	LD/GF (EHS)	07/2008
11. Complete EP Plans for 5 DLCs or buildings	CW (SP)	07/2008
12. Prepare an EHS Report to the Community	LD/BV (EHS)	04/2008