Standard Operating Procedure
for

Odor Producing Notification

<table>
<thead>
<tr>
<th>Rev No.</th>
<th>DCN No.</th>
<th>Change Summary</th>
<th>Release Date</th>
<th>DCN Initiator</th>
<th>Document Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DCN1024</td>
<td>Initial Release</td>
<td>1-20-14</td>
<td>J. Colavito</td>
<td>R. Segura</td>
</tr>
</tbody>
</table>

Prior revision history, if applicable, is available from the Document Control Office.
1 PURPOSE
1.1 The purpose of this procedure is to ensure odor producing work activities at the SUNY College of Nanoscale Science and Engineering (CNSE) are:

1. Communicated and coordinated with EHS/ERT.

2. Notification signs are posted in affected areas, using the standardized Odor Notification Sign EHS-00073-T1.

3. Performed in accordance with EHS policies.

2 SCOPE
2.1 EHS-00073-T1 Odor Notification Sign must be completed any time:

1. Work activities have the potential for causing any type of odor within the facility.

2. Work activities have the potential for causing any type of odor outside the facility that will directly impact the facility or facility operations.

3. All work activities shall follow this procedure, including those that do not need a Work Authorization Permit (ex. Preventive Maintenance, Routine Work Activities, etc.)

2.2 These work instructions apply to all CNSE employees, tenant employees, contractors and sub-contractors that are engaged in work activities at the SUNY CNSE facility.

2.3 There are no exceptions to this procedure.

3 DEFINITIONS
3.1 Contact Person is the contractor or person using the material, along with their Cell Phone number.

3.2 Contractor is the person performing the odor producing work.

3.3 Description of Odor is an accurate description of the expected odor that passerby’s may detect due to the work activity.

3.4 Material Causing Odor is the material being used during work activity.

3.5 SDS - Safety Data Sheets.

3.6 Start Date – End Date are the dates odor producing work will begin and end.
3.7 **Start Time – End Time** are the time periods odor producing work will begin and end.

3.8 **WAP - Work Authorization Permit.**

3.9 **Work Activity** that is required to follow this procedure is any activity that has the potential for causing any type of odor (normal or out of the ordinary).

**4 RESPONSIBILITIES**

4.1 The contractor is responsible for printing and posting their own Odor Notification Signs. Signs shall be posted a minimum of 24 hours prior to the start of work activity.

4.2 The contractors shall post signs at all entrances to affected areas.

4.3 The contractor shall **promptly** remove ALL signs upon completion of the odor producing work.

4.4 The contractor shall use care when installing and removing notification signs so as not to damage existing finishes (ex. paint, gypsum wall board, etc.). The contractor will be held responsible for restoring any damaged finishes to original condition.

4.5 Contractors shall use “Blue Painters Tape” or similar product to prevent damage to surfaces.

**5 ASSOCIATED DOCUMENTS**

5.1 **EHS-00073-T1 Odor Notification Sign**
This sign is required whether it serves as stand-alone notification or is attached to another permit.

**6 PROCEDURE**

6.1 If the Odor Notification is attached to a Work Authorization Permit, then the permit requestor and/or Work Sponsor are responsible for following the same guidelines as ‘Instructions for Obtaining Work Authorization Permits’ (CFM-00004).

6.2 SDS and odor producing notification signs for odor producing material must be submitted with the Work Authorization Permit.

6.3 Activities that require a Work Authorization Permit shall have the following completed and attached with the WAP for review at the daily permit meeting:
1. ‘Odor Producing Notification’ box checked on the WAP.

2. ‘Description of Work’ completed with an explanation of the work activity on the WAP.

3. Attach a copy of the completed Odor Notification Sign using EHS-00073-T1 Odor Notification Sign.

4. Submit SDS with the WAP.

6.4 All work activities shall follow this procedure, including those that do not require a Work Authorization Permit (ex. Preventive Maintenance, Routine Work Activities, etc.)

7 RECORDS

Completed Work Authorization Permits shall be kept on file (electronically) by the Facilities Department for at least three years.

8 VIOLATION

8.1 If any employee, tenant employee, contractor or sub-contractor chooses to disregard or violate any of the instructions provided in this procedure such parties must submit in writing the reason for violating this protocol and have such reasoning approved by all signature parties.

8.2 If any employee, tenant employee, contractor or sub-contractor violates this protocol three or more times their badges will be revoked and they must re-apply for badge access to the site.

9 APPENDICES

9.1 Appendix A – EHS-00073-T1 Odor Notification Sign

9.2 Appendix B – EHS-00073-T1 Odor Notification Sign Explanation
APPENDIX A
EHS-00073-T1 Odor Notification Sign Template

NOTICE

ODOR NOTIFICATION

USED IN THIS AREA FROM

- ON -

ODOR EXPECTED

CONTACT @ ( ) - FOR MORE INFORMATION
NOTICE

ODOR NOTIFICATION

Material Causing Odor USED IN THIS AREA FROM
Start Time - End Time ON Start Date - End Date

Description of Odor ODOR EXPECTED

CONTACT Person Using material @ (xxx) Cell Phone
FOR MORE INFORMATION