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Standard Operating Procedure
for
Odor Producing Notification

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
2	DCN2132	Updated for nomenclature and clarity.	7-16-21	P. LaFountain	T. Diamond

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 [Albany Nanotech Complex and Kiernan Plaza sites](#) are:
1. Communicated and coordinated to all NY CREATES employees, SUNY Poly employees, tenant employees, students, and contractors. Any deviations from the requirements set forth in this procedure require Environmental, Health and Safety (EHS) approval.
 2. Odor Notification signs are posted in affected areas, using the standardized Odor Notification Sign **EHS-00073-T1**.
 3. Performed in accordance with all NY CREATES EHS and Facilities' policies.

2 SCOPE

- 2.1 **EHS-00073-T1** Odor Notification Sign must be completed and posted prior to the work commencing for the following:
1. Work activities (e.g., inside, or outside) that have the potential for causing any type of odor within the facility.
 2. Work activities that have the potential for causing any type of odor outside the facility that will directly impact the facility or facility operations.
 3. Work activities that have the potential to impact areas adjacent to or in the vicinity of the work.
- 2.2 All work activities shall follow this procedure, including those that do not need a Work Authorization Permit (e.g., Preventive Maintenance, Routine Work Activities).
- 2.3 These work instructions apply to all NY CREATES employees, SUNY Poly employees, tenant employees, students, and contractors that are engaged in work activities at the [Albany Nanotech Complex and Kiernan Plaza sites](#).
- 2.4 There are no exceptions to this procedure.

3 DEFINITIONS

- 3.1 **NY CREATES** as used in this document refers to New York Center for Research, Economic Advancement, Technology, Engineering, and Science.
- 3.2 **SUNY Poly** as used in this document refers to the academic, research, classrooms, etc., associated with the SUNY college.
- 3.3 **Albany Nanotech Complex** as used in this document refers to the campus/buildings and grounds on Fuller Road, Albany, NY 12203, that houses the headquarters, partners, programs, cleanrooms, labs, classrooms, offices, programs, etc.
- 3.4 **Kiernan Plaza** as used in this document refers to the location at 575 Broadway, Albany, NY 12207.
- 3.5 **Contractor** as used in this document means any contractors, subcontractors, construction managers, general contractors, or vendor employee, and/or the owner or employee of any business that is engaged to perform work at Albany Nanotech Complex and Kiernan Plaza, whether for tenants, NY CREATES, or SUNY Poly. Contractors include, but are not limited to, cleaners, consultants, construction trades (e.g., electricians, plumbers, carpenters, etc.), engineers, architects, manufacturers' service representatives, programmers, administrative assistants, subcontractors, suppliers, technicians, vendors, etc.
- 3.6 **EHS** as used in the document refers to the NY CREATES Environmental, Health and Safety department who provide EHS oversight.
- 3.7 **Contact Person** is the contractor or person using the material *and/or creating the odor*, along with their Cell Phone number.
- 3.8 **Description of Odor** is an accurate description of the expected odor that passersby may detect due to the work activity.
- 3.9 **Material Causing Odor** is the material being used during work activity.
- 3.10 **SDS** - Safety Data Sheets.
- 3.11 **Start Date – End Date** are the dates odor producing work will begin and end.
- 3.12 **Start Time – End Time** are the time periods odor producing work will begin and end.
- 3.13 **WAP** - Work Authorization Permit.

- 3.14 **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 **contact person** is responsible for printing and posting their own Odor Notification Signs.
- 4.1.1 Signs shall be posted a minimum of 24 hours prior to the start of work activity.
- 4.2 The **contact person** shall post signs at all entrances to affected areas **as well as in areas adjacent to the work area that may also be impacted**.
- 4.3 The **contact person** shall **promptly** remove ALL signs upon completion of the odor producing work **and the dissipation of the odor**.
- 4.4 The **contact person** shall use **care when installing and removing** notification signs so as not to damage existing finishes (e.g., paint, gypsum wall board). The **contact person** will be held responsible for restoring any damaged finishes to original condition.
- 4.5 **Contact persons** shall use “Blue Painters Tape” or **3M Command Brand Poster Strip** products to prevent damage to surfaces.

5 ASSOCIATED DOCUMENTS

- 5.1 **EHS-00073-T1** Odor Notification Sign Template
- 5.1.1 This sign is required whether it serves as stand-alone notification or is attached to another permit.
- 5.2 **CFM-00004** Instructions for Obtaining Work Authorization Permits

6 PROCEDURE

- 6.1 If the Odor Notification is attached to a **WAP**, 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 **and/or work** must be submitted with the **WAP**.
- 6.3 Activities that require a **WAP** 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 **WAP** (e.g., preventive maintenance **work**, routine work activities).

- 6.5 **If possible, temporary exhaust should be provided to aid in preventing odors from dissipating into adjacent work areas or to aid in controlling odors associated with solvent fumes, such as in paint, solvents, or volatile chemicals.**

7 RECORDS

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

8 APPENDICES

- 8.1 **Appendix A – EHS-00073-T1** Odor Notification Sign Template Example
- 8.2 **Appendix B – EHS-00073-T1** Odor Notification Sign *Explanation*

APPENDIX A - EHS-00073-T1 ODOR NOTIFICATION SIGN TEMPLATE EXAMPLE

NOTICE

ODOR NOTIFICATION

USED IN THIS AREA* or *USED NEAR THIS AREA FROM

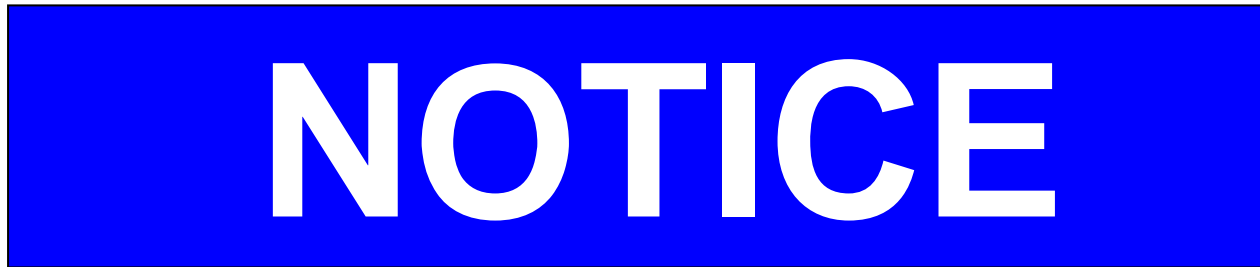
- ON -

ODOR EXPECTED

CONTACT @ ()

FOR CONCERNS OR MORE INFORMATION

APPENDIX B - EHS-00073-T1 ODOR NOTIFICATION SIGN TEMPLATE *EXPLANATION*



ODOR NOTIFICATION

***Insert Material Causing Odor USED IN THIS AREA or
USED NEAR THIS AREA FROM Insert Area Adjacent to
(pick one statement)***

**Start Time - End Time ON Start Date - End Date
Odor Description ODOR EXPECTED**

**CONTACT Person's Name @ (Phone Number)
FOR CONCERNS OR MORE INFORMATION**