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**Standard Operating Procedure  
for  
Odor Producing Notification**

**REVISION**

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
3	DCN3210	Updated for branding.	1-4-24	P. LaFountain	K. Rydberg

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 (**ANC**) are:
- 1) Communicated and coordinated to all NY CREATES employees, tenants and 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 **Facility** policies.

## 2 SCOPE

- 2.1 Odor Notification Sign (**EHS-00073-T1**) 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, tenants and employees, students, and contractors** that are engaged in work **onsite**.
- 2.4 There are NO exceptions to this procedure.

## 3 DEFINITIONS

- 3.1 **Albany NanoTech Complex (ANC)** – 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.

- 3.2 **Contact Person** – The contractor or person using the material and/or creating the odor, along with their cell phone number.
- 3.3 **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 ANC. 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.
- 3.4 **Description of Odor** – An accurate description of the expected odor that passersby may detect due to the work activity.
- 3.5 **EHS** – As used in the document, refers to the NY CREATES Environmental, Health, and Safety department who provide EHS oversight.
- 3.6 **Material Causing Odor** – The material being used during work activity.
- 3.7 **NY CREATES** – as used in this document refers to New York Center for Research, Economic Advancement, Technology, Engineering, and Science.
- 3.8 **Start Date - End Date** – The dates odor producing work will begin and end.
- 3.9 **Start Time - End Time** – The time periods odor producing work will begin and end.
- 3.10 **SDS** – Safety Data Sheets
- 3.11 **WAP** – Work Authorization Permit.
- 3.12 **Work Activity** – Any activity that has the potential for causing any type of odor (normal or out of the ordinary) [that is required to follow this procedure.](#)
- 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.](#)

- 4.1.2 Additional Sitewide Communications may be required for outdoor or extended work that could last multiple days.
- 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 wallboard). The contact person will be held responsible for restoring any damaged finishes to their original condition.
- 4.5 Contact persons shall use “blue painters tape” or similar products to prevent damage to surfaces.

## 5 ASSOCIATED DOCUMENTS

- 5.1 **EHS-00073-T1** Odor Notification Sign Template – 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 Work Authorization Permit (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 Safety Data Sheets (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.

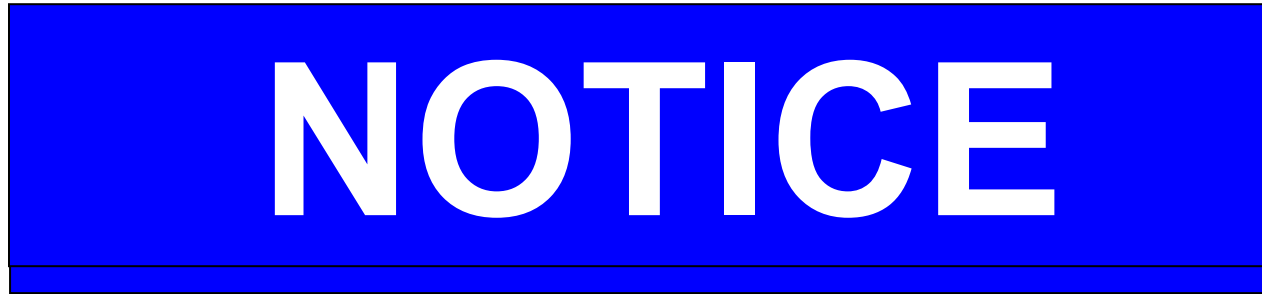
## 7 RECORDS

- 7.1 Completed [WAPs](#) 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 [with instructions](#).

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



**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**