DRYDEN ORGANIZATIONAL PROCEDURE

CODE Y

AIRBORNE SCIENCE LABORATORY MANAGEMENT

Electronically Approved by
Director, Airborne Science

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DOCUMENT HISTORY LOG

Date	Document Revision	Pages Affected	Description
3/11/99	Baseline		
See IDMS Document Master File	Rev A	2-3	Deleted reference to DEI-Y-001 under Section 2.0 and added reference to DCP-S-038; deleted reference to DEI-Y-001 in Section 3.12 and added reference to DCP-S-038. Corrected document header to reflect accurate doc number of "DOP-Y-004" instead of "DCP…".

1.0 PURPOSE

This procedure establishes the process for Airborne Science Laboratory Management and the responsibilities of individuals involved.

2.0 APPLICABLE DOCUMENTS

DHB-Y 001 Airborne Science Handbook

DEI-Y-002 ER-2 Experimenter's Handbook

DEI-Y-008 DC-8 Experimenter's Handbook

DCP-S-038 Hazardous Communication and Material Safety Data Sheet (MSDS) Instruction Guide and Dictionary

3.0 EXPERIMENT PROCESSING

3.1 Once a mission has been approved, the assigned Mission Manager contacts the Principal Investigator (PI) and sends questionnaires requesting information relative to potential hazardous materials/situations. Samples of questionnaires can be found in the Airborne Science Handbook.

3.2 The Mission Manager informs the PI that the Lab Manager or his/her representative will be in contact to discuss the instrument and associated hazards as perceived by the PI.

3.3 The Mission Manager continually provides feedback to the Lab Manager relative to the status with the various PI's. The Mission Manager provides names, phone numbers and any other information regarding PI contact to the Lab Manager.

3.4 The Lab Manager or hi/her representative contacts the PI to discuss hazards relative to the instrument and requests Material Safety Data Sheets (MSDS) for each hazardous material the PI will be using and bringing with him to DFRC. The Lab Manager and the PI discuss PI lab space requirements, electrical power requirements and other special needs the PI may require in order to process the experiment.

3.5 The Lab Manager or his/her representative reviews the MSDSs and informs the PI as to which chemicals require special handling procedures in the Bldg. 1623 facility.

3.6 The Lab Manager directs the PI to forward procedures and special requirements to the Lab Manager.

3.7 The Lab Manager transfers MSDS and copies of the PI procedures to a Technical Documentation Specialist (Tech Doc) for filing in the appropriate experiment binders.

3.8 Lab Manager reviews PI requirements and surveys lab area for facilities to satisfy PI requirements.

3.9 Upon receipt of all PI requirements, the Lab Manager assigns lab space for each PI.

3.10 Lab assignments are given to the Tech Docs. The Tech Docs prepare a nametag and instrument nametag for the PI lab area for each PI and posts on the lab wall.

3.11 Upon arrival, the PI entourage is "processed in" by a Tech Doc who provides badges and information about the area that would benefit the PI.

3.12 The Tech Doc schedules an in-briefing for the PI group. The briefing is given by the Lab Manager and describes emergency procedures, lab safety and operational procedures, and other pertinent information relative to the facilities as described in DCP-S-038. The Tech Doc maintains the sign-in sheet.

3.13 The Lab Manager meets with each PI or his/her representative to discuss the PI experiment in terms of function, hazardous operations, and safety requirements and procedures.

3.14 The PI will identify what equipment he/she will leave behind during deployment and what the storage and handling requirements are. Additionally, the PI will be requested to identify lab requirements for instrument download.

4.0 LAB MANAGER DAILY ACTIVITIES

4.1 Provide management and daily oversight of laboratory operations. Become aware of customer needs, types of daily operations that are planned for the day and participate in customer problem solving, as required. Provide safety oversight.

4.2 Manage laboratory space requirements and adjust according to forecasted requirements. Develop and plan future laboratory requirements.

4.2 Plan, direct, and manage laboratory modifications.

4.3 Attend daily mission briefings. Attend mission planning and hazard control meetings.

4.4 Lab manager is the point of contact for all Airborne Science safety issues.

5.0 CLOSEOUT ACTIVITIES

5.1 Provide assistance and oversight to ensure experimenters remove their equipment from the facility. Removal is the responsibility of the experimenter.

6.0 THE OFFICE OF PRIMARY RESPONSIBLITY (OPR) FOR THIS DOP IS THE LAB MANAGER.