

## **EHS/Compliance Lab Manager, Cleveland/Columbus Lab Support & Engineering**

Job will be of three main components:

1 – E.H.S. (Environmental, Health and Safety) – Planning and training, implementing, enforcing on site as well as off-site at our toll manufacturers.

2 – Compliance – This is outside the lab and pertains to regulatory laws regarding:

Export Management

ITAR – International Trade and Arms Regulations

REACH Regulations and Compliance (Exporting chemicals to European nations)

### **Carbon Nanotube (CNT) Regulations**

NIOSH (National Institute for Occupational Safety and Health)

EPA rules and regulations – keep abreast of and interpret then communicate to rest of company – in laymen's terms

Consent Orders (these are issued by the EPA)

TSCA (Toxic Substances Control Act) – awareness and compliance

PMN (Pre Manufacture Notices) – filling these out

D.O.T – Department of Transportation regulations

Testing air monitoring in office and lab

OSHA regulations

Hazardous materials handling and waste

Writing MSDS's for new products

3- Project Manager/Lab Supervisor

Will oversee the lab

Issue Lab Safety standards

Ensure proper PPE (personal protective equipment) is used by lab personnel

Ensure proper breathing apparatus is assigned

Will work in lab at times on reactions, chemistry, company products and experiments, etc.

Will supervise the lab technicians

Will meet with head chemist to understand work that needs to be done

Will issue weekly work schedule to lab technicians via email, weekly schedule that is posted on shared drive for all to see and posted outside the lab area as well.

Has to understand how work orders come in for customers vs. R&D work and will plan work schedule accordingly.

Has to be able to understand the commercial/sales side of the company as well and how all

Person is a liaison between Sales and Chief Scientist.

Person must be a strong multi-tasker.

Must realize this position is not expected to be at desk going over policies, etc. Much of their time, they will be expected to do work in the lab themselves with the other technicians at times as well.

Must be a hands-on manager who can and will be firm, when necessary. Will also have to ensure that not only our employees comply with policies, but customers who use our products must adhere to the Consent Order issued to us by the EPA regarding use of CNT's (carbon nano tubes). Also will have to ensure our toll manufacturers who use CNT's adhere to the terms of the Consent Order issued by the EPA as well.

Will have to travel at times to our toll manufacturers to train them and ensure they're in compliance with regulations, etc. regarding use of CNT's.

Good Communicator who is assertive and able to hold persons accountable and develop

processes/systems that will allow it to be visible when persons have not followed directions accordingly.

Innovator who is constantly looking for ways to improve processes and minimize costs.

Must be flexible in creative problem solutions regarding regulations and new laws that may inhibit growth.

Disciplined in record keeping on items such as OSHA logs and monthly logs that are to be maintained and documented (first aid kit monitoring, etc.)

Contact Information

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