

.....
CBDPP I&M Committee Meeting Minutes

January 13, 2011

2430 Stevens / CR 297
.....

ATTENDEES:

Shawna Flood
Scott Seydel
Kirk Domina
Randy Phenneger
Michele Solano
Sam Murff
Mark Fisher
James DeRoos
Mary Sams
John Calcagni
Mike Stoner
Thomas Morris
Jim Odermann

Darrell Riffe
Joseph Samuels
Chuck Wildman
Leo Wickstrand
Larry Sherman
John Herber
Emily Millikin
Colby Smith
Mike Petersen
Patricia Aldridge
Bob Legard
Silvette Boyajian
Julie Goeckner

INTRODUCTIONS:

No new introductions.

SAFETY TOPIC:

- A recent article was in the paper regarding a man who spilled gasoline on himself while filling his gas tank. He lit a cigarette while driving down the road and caught on fire. He is seriously burned. Be especially careful while filling your gas tank and try to ensure that no gasoline is spilled.
- A reminder that signs are to be considered "real" until proven otherwise. A building at 100K had a sign that said "area routinely survey, contact (a person) for information". Workers did not know what was inside or if the signs were old postings or new postings. Some signs may appear to be old signs, but they should not be ignored.

OLD BUSINESS:

- Minutes from 12/16/10 were approved with corrections.
- Minutes from 1/06/11 will be reviewed at the next meeting.

OPEN ACTION ITEMS:

- **Open Action Items:**
 - A meeting will be scheduled to review all of the open action items.
 - Invitees to the meeting will be: Darrell Riffe, Scott Seydel, Chuck Wildman, Leo Wickstrand, Larry Sherman, Thomas Morris and Shawna Flood.

- **Beryllium Website:**
 - No information was given during this meeting.
- **DOE-0342, Revision 1:**
 - Committee review of Rev. 1 to be completed prior to publication.
- **6.27.2 Counseling:**
 - No information was given during this meeting.
- **Issues with Legacy Components:**
 - No information was given during this meeting.
- **Definition of “work” in Section 6.14:**
 - No information was given during this meeting.
- **Beryllium Waste Disposal Resolution Form:**
 - No information was given during this meeting.
- **Dust Disturbing Activity Resolution Form:**
 - No information was given during this meeting.
- **Intrusive Work and Non-Intrusive Work Resolution Form:**
 - No information was given during this meeting.
- **Duct Labeling Resolution Form**
 - No information was given during this meeting.
- **Develop Surface Contamination Protocol or Lessons Learned for the Tool Crib Incident.**
 - No information was given during this meeting.
- **Facilities Listing Maintenance, Section 6.6, Resolution Form:**
 - No information was given during this meeting.
- **Training Chart for Training Development**
 - The below draft Training Chart was sent out to all Committee members for review and comment. No comments were received.
 - The Committee has agreed to temporarily put this item on hold until it is determined where the (HAMMER) Flow Chart will fit into the process being developed by Julie Goeckner. Will this chart be needed or will it run parallel to the process being developed?
 - Darrell Riffe will schedule a meeting with Julie Goeckner and Patricia Aldridge to discuss this.

Item # / Resolution #	Description	Approved for Training			Training Verification Date by CBDPP Committee	Completion Date of Training Development
		BAG	HAMTC	CBDPP/Other		

- **Beryllium Communications Sub-committee Process, Resolution Form (OFI-9.9)**
 - A meeting was scheduled last week and it was determined that OFI-9.9 and OFI-5.3 will be separate deliverables.
 - Darrell Riffe will schedule a meeting with Mark Fisher and Mike Stoner to review the draft Resolution Form and further discuss any issues.

- **Beryllium Communications Sub-committee Process, Resolution Form (OFI-5.3)**
 - A meeting has been scheduled for Monday, January 17th. Mike Petersen will be present if Emily Millikin is absent.
 - Darrell will check to ensure that the Alternates were included on the meeting invite. Alternates need to be in attendance if the Primaries are unable to be at the meeting.
 - It was determined that this will be a separate action for each contractor. Each contractor will develop their own internal process for Lessons Learned, Communications, etc. The CAP states to create a Site-Wide process.
 - This CAP item will not be closed using a Resolution Form. Darrell will schedule a meeting with DOE-RL, Pete Garcia, to determine how to proceed (i.e. track this, document it, etc.).

- **Discussion of F-4.4.2, Roles & Responsibilities of Work in Buildings Belonging to Other Contractors**
 - A meeting has been scheduled for next week. Invitees include: Bob Gilmore, Darrell Riffe, Mark Fisher, Mike Petersen, Mario Moreno, Colby Smith, Scott Seydel and Mike Stoner.

- **Final Review and Comments of Beryllium Program Forms**
 - The final approval of the draft forms are “on hold” until the *Revised Approach to the Hanford Site Beryllium Corrective Action Plan* being developed by Julie Goeckner is completed. It is anticipated that these forms will be used to test the new Plan.
 - The drafts of the final forms were sent out to all Committee members for review and to determine whether the Forms are workable. No feedback was received.
 - The Forms will be tested during the IH/IHT team meetings/training. Patricia Aldridge will coordinate the BETA testing for this.
 - The Forms will not be published to the Website until the Committee approves them.

- **Electrical Switchgear Characterization Process Development - Status**
 - A meeting was held last week and the Minutes were sent out yesterday.
 - The path forward from the last meeting was to pull four (4) Electricians and four (4) IH’s from each contractor to discuss the switchgear sampling over the next 30 days.
 - Joseph Samuels distributed a spreadsheet, provided by Elizabeth Hill, and has started to fill in the new fields.
 - Scott Seydel will schedule the next meeting for this. Randy Phenneger has requested to be invited to the next meeting.

NEW BUSINESS

- **Committee Contact List and Voting Members List**
 - Shawna Flood will send out both Lists for corrections.

- **AMH Quarterly Report of Contractors Workplace Monitoring Submittals**
 - Sam Murff provided hard copies of the Quarterly Air Sampling Data (October 2010 – December 2010). The hard copies included added footnotes: (1) Non-beryllium air sampling notification letters (VOCs, asbestos, lead, etc.); and (2) Beryllium air sampling notification letters.
 - The Monthly Air Sampling Data report who *is* reporting and the Quarterly Air Sampling Data reports who *is not* reporting.
 - MSA did not report any data for the Quarterly Report. MSA has very few processes that require any air monitoring. Workers receive notification letters at the time of receiving their results. Also, MSA has had problems with the IDMS system generating the notification letters sent to AMH. The process is being reviewed.
 - Due to time constraints, this will be discussed at the next CBDPP meeting.

- **Training Development**
 - Due to time constraints, training was not discussed.

- **HAMMER Training Questions (for the Committee), if any**
 - Due to time constraints, no questions were discussed. If any questions have been received, they will be discussed at the next meeting.

- **Revised Approach to the Hanford Site Beryllium Corrective Action Plan**
 - Julie Goeckner presented the Hanford Site Beryllium Corrective Action Process, *New Systems Approach to Consensus* (See Attached). This new process, which is designated for the CAP items, will ease the confusion, assumptions, non-assumptions and frustration as to what is needed. Feedback was received from IBOT, Contractors, RL, ORP, EM, Doug Shoop and Matt McCormick.
 - RL and ORP presented this Process to all company Presidents and Ines Triay. All approved it.
 - This process presents three (3) success factors:
 1. Best in Class
 2. Consensus (with BAG, HAMTC, RL, ORP, Contractors)
 3. Meet schedule
 - The Advantages of this *New Systems Approach to Consensus* are:
 - Formalizes process & documents issues/resolution
 - Establishes roles & responsibilities
 - Increases communication & removes assumptions
 - Increases accountability
 - Builds quality control/compliance reviews through process
 - Provides mechanism to issue directions/requirements and implement interim actions
 - Streamlines resolution process
 - For the Priorities of the Process, HAMTC and the BAG will advise which products they want or do not want to be reviewed.
 - The process will begin with:
 - A single integrated work product will be chosen (i.e. Facility Assessment, Characterization, HR/IR, examples shown on the flow chart). A Presentation by the Lead Contractor will be given. This presentation will be facilitated by Julie Goeckner and the documented Comment Resolution Process will be utilized if needed. If the issue is at an impasse after the Presentation, Doug Shoop and Jonathan (JD) Dowell will render a decision within 24 hours. The process will continue forward and HSS will evaluate if the Finding has been met. During HSS's evaluation, they will determine the driver behind the finding and the disposition. This will provide the documentation needed for the future. The process will then move forward towards integrated implementation.

- A second Presentation will be given by the Lead Contractor, with Julie Goeckner facilitating. At this time, change notification process to implement interim actions. If the issue is again at an impasse, Doug Shoop and Jonathan (JD) Dowell will render a decision within 24 hours. The Process will then move forward into integrating the CBDPP and Implementation. HSS will be the final reviewer of the product.
- HSS will be returning to the Hanford Site approximately April/May date. They will review the process and ensure that the items are being met and products are being accomplished.
- The CAP items are in the process of being rebaselined. The CAP due dates and items will be revisited during the baseline change.
 - Tim Bussman is heading up the rebaselining of the CAP items. He will be scheduling a meeting for next week.
 - A relief letter will be forthcoming to all contractors from RL/ORP which may adjust the due dates of some CAP items.
 - The Contractors are still working to the original CAP due dates since no letter has been received yet.
- Peter Garcia, DOE-RL, has been tasked with Beryllium full time and is no longer Acting Director.
- The CBDPP Committee had questions after the Process was presented. The questions asked were:
 - Where does the CBDPP Committee fit into this new process?*
 - Does the CBDPP Committee have the authority to make decisions?
 - Will the CBDPP Committee be an integral part of the integration of the CBDPP?
- The Process presented by Julie Goeckner was the 6th draft. The Process changes on a daily basis. The CBDPP Committee decided to keep meeting as is until the rebaselining of the process has been completed. It will then determine the path forward.
- Forward all questions or comments to Julie Goeckner.

ITEMS FOR DISCUSSION

- **Questions for the CBDPP Committee:**
 1. Does routine sampling need to be done for rad count rooms?
 2. Does routine sampling need to be done for equipment?
 - Shawna Flood will send out these questions to the Committee members for comments and will be discussed at the next meeting.

- **Questions for the Committee:**

1. When workers from one contractor work for another contractor, who collects the samples and who is responsible for reporting it?
2. How the exposure history is maintained if one person switches to another company?
 - The Committee agreed that the new contractor is responsible for the sampling. Whichever company is responsible for collecting the samples is responsible for reporting the samples.
 - An additional question was brought up regarding who is tracking this to ensure that the other contractors are collecting samples of MSA employees?
 - Joseph Samuels will look into the process.
 - It is believed that the new IH Database will resolve these issues.
 - This will be added to the Agenda for the next meeting.

AROUND THE TABLE

- Due to time constraints, there was no Around The Table.