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**CBDPP I&M Committee Meeting Minutes**

**May 6, 2010**

**2430 Stevens / CR 297**  
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**ATTENDEES:**

Shawna Flood	Carol Powe
Scott Seydel	Brian Fawcett
Thomas Morris	Mike Stoner
Chuck Wildman	Randy Phennger
Leo Wickstrand	Bob Legard
Mark Fisher	James DeRoos
Henry Ruby	Robert D. Gilmore
Elizabeth Hill	Mario Moreno
Larry Sherman	Patricia Aldridge

**THURSDAY MEETING TIMES HAVE BEEN CHANGED TO THE FOLLOWING:**

**Friday's ON – Thursday's meeting will be from 7:30-10:30.**

**Friday's OFF – Thursday's meeting will be from 7:30-9:30.**

**Location of meetings will remain the same (2430/CR297).**

**SAFETY TOPIC:**

Recognize boater safety and use precaution. Have proper equipment and wear lifejackets. There were 4 boater fatalities last week; 2 separate incidents. 2 of the people had lifejackets with them but were not wearing them.

**INTRODUCTIONS:**

- None

**OLD BUSINESS:**

- **Review of previous meeting Minutes.**
  - Minor clarifications were made to the Minutes before they were accepted by all members.

**OPEN ACTION ITEMS:**

- **In future: Website Updates will be added as a routine Agenda item.**
- **Epidemiology Study:**
  - The Hanford Site Beryllium Work History Questionnaire was mailed out April 30, 2010. A reminder letter will be mailed out to those people whose Questionnaire's have not been returned. Goal is to provide the results of the Questionnaire by July 1, 2010.

- **Beryllium History Volumes:**
  - Still reviewing information.
  - Additional Sub-Committee meetings to be determined. Sub-Committee members are Bob Gilmore, Mark Fisher, Carol Powe and Kirk Domina.
  
- **Beryllium Website:**
  - Website became active on May 6, 2010. Website address is: <http://www.hanford.gov/page.cfm/Beryllium>.
  - All Contractors to review the list of buildings that have been demolished; believe the list is still incomplete.
  - The Sub-Committee will reconvene to revise the Forms and make them stand alone documents to publish on the website.
  - May 16, 2010 is the deadline to post Beryllium Controlled Buildings. The CBDPP and Sub-Committee to discuss options of listing Beryllium controlled buildings different ways on the website. Create separate list for clean buildings? List why they are clean? Create a separate list for Beryllium Controlled buildings awaiting characterizations? What is approach in dealing with buildings suspected of Beryllium? List as BCA – the whole building?
  
- **Approve Changes to DOE-0342:**
  - Bob Gilmore to provide changes to be reviewed at the next meeting.
  - **Patricia Aldridge to provide equivalency training language to Bob Gilmore.**
  - Bob Gilmore will revise the Forms to be reviewed at the next meeting.
  - Resolution Form to be completed in next CBDPP Committee meeting.
  
- **6.27.2 Counseling:**
  - Remain as Action Item. Committee will revisit this after Responses to the HSS Letter have been submitted.
  
- **Issues with Legacy Components:**
  - Remain as Action Item. Committee will revisit this after Responses to the HSS Letter have been submitted.
  
- **Be Signage:**
  - Remain as Action Item. Committee will revisit this after Responses to the HSS Letter have been submitted.
  
- **Definition of “work” in Section 6.14 (DOE-0342):**
  - Remain as Action Item until further notice. Committee will likely revisit this after Responses to the HSS Letter have been submitted.

## **IMPLEMENTATION STATUS:**

### WRPS

- Cost estimate submitted to ORP is in final stages.
- Begin affected worker meetings on 05/07/10 and anticipate commencement of air monitoring next week.
- Change the safety procedure before workers would continue with postings of signs and labels.

### WCH

- Company is working on the HSS Assessment Action Items. Believe they will be able to meet the 30-day deadline.

### CHPRC

- Company is working on the HSS Assessment Action items.

## **NEW BUSINESS:**

### **Training Development:**

- The Committee/HAMMER Training Team met to develop the content for the HGET/Associated Worker training on 5/5/10. The training is based on the objectives that the committee verified on 4/22/10. The content has been turned over to Vivid Learning Systems to put into web-based format.
- The Team also pulled together the supplemental information that needs to be presented per the DOE Letter of Actions to be completed in 30 days (Item #7) based on the HSS Beryllium (Be) Inspection (Draft copy was passed out to the CBDPP Committee). Changes indicated on the draft will be made and this will then be placed into the Courseware Management System (CMS) and notice will be sent to: Henry Ruby, Scott Seydel, Liz Hill, Bob Gilmore and Carol Powe. If desired, this supplemental information can be provided electronically or printed and used in safety meetings, etc. In order to track this, a training record must be submitted; the electronic system is just like when other WBT is taken. If this information is provided in a group or individual session not electronically, have a roster signed and send the roster to me and I will see it gets into Training Records. Beryllium Workers receive this information in the stand-up class.
- Vivid Learning Systems will be performing the needs analysis for the Manager, Supervisor, PIC and Planner training. It was requested that the Committee provide any names for contacts to be used during the needs analysis for the Manager, Supervisor, PIC and Planner training. This will involve phone interviews, focus groups and electronic surveys. Please e-mail names to Pat Aldridge.

### **Consensus on Path Forward for Website:**

- Scott Seydel (Chairman) and Mark Fisher (BAG Chairman) to send Bob Gilmore an email advising him to move forward with activating the website even though all changes have not been made.
- Bob Gilmore will be the point of contact for the CBDPP Committee for all updates to the website.
- Create a separate CBDPP Committee website as their currently is not one?
- Relocate the Beryllium webpage as it is very difficult to find?

### **HSS Assessment Update:**

- Scott Seydel drafted an Excel spreadsheet to address the 4 Implementation Plan Items for review by the Committee. The 4 titles listed on the Excel spreadsheet are:
  - Specific Training for PIC's, Planners, Manager's & Supervisors
  - Standardized Counseling packet for Be affected workers and their managers
  - Hanford General Employee Training module for Be Associated Workers
  - Development of a Be Communications Plan
- The spreadsheet was drafted to identify the steps needed in order to complete the Implementation Plan within the 30 days. The Committee reviewed the spreadsheet, made changes and entered start and completion dates for some of the items.
- **Patricia Aldridge will provide Scott with the P6 Draft Schedule for information regarding Managers, Supervisors, PIC's and Planners.**
- Scott Seydel will revise the draft and provide to the Committee for review at the next meeting.
- For Implementation Plan Item 2, the Sub-Committee members: Mark Fisher, Carol Powe, Henry Ruby, Kirk Domina and Scott Seydel are requesting that all Contractors email them their Counseling Packets for review.
- They will work with all Human Resource Departments to find out what each company is doing in regards to Social Security, L&I, Reimbursements, Labor Reporting, etc. The Implementation Plan must be created so that while each process is company specific, it is the same.
- For Implementation Plan Item 3, Patricia Aldridge will send Scott, via email, the Draft Plan Dates for the Hanford General Employee Training (HGET).
- For Implementation Plan Item 4, the CBDPP Committee will determine the methods for Communications.

### **AROUND THE TABLE:**

#### **Tom:**

- Will be out for a couple of months due to medical reasons.

#### **Leo:**

- Will not be at next meeting.

**Chuck:**

- How do you dispose of Beryllium waste? Current practice is to bag, tag and dispose of. Chuck will bring a written concern regarding waste disposal for discussion at next meeting.

**Scott:**

- Beryllium waste is not regulated. Scott suggests that Beryllium could be collected in a "Lugger" like those used for asbestos. Thinks the process should be clarified but the Department of Transportation and Department of Energy would need to be consulted.