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CBDPP I&M Committee Meeting Minutes

June 2, 2011

2430 Stevens / CR 297
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ATTENDEES:

Darrell Riffe
Michele Solano
Kirk Domina
Larry Sherman
Shad Smith
Leo Wickstrand
John Calcagni
Mike Butts
Robin Domina
Sam Bennikutty
Emily Millikin

Scott Seydel
Randy Phenneger
Bob Legard
Calin Tebay
Chuck Wildman
Thomas Morris
Mary Sams
Mario Moreno
Sam Murff
Colby Smith
Marie Seymour
Mike Stoner

INTRODUCTIONS:

No new introductions.

SAFETY TOPIC:

- Safety during lightening storms:
 - From 1990-2003, there have been four fatalities in the state of Washington due to being struck by lightning.
 - Each contractor on Site has internal procedures for how to handle lightening on Site. Announcements are sent out when lightening is within 50 miles and 10 miles.

NEW BUSINESS:

- **Quorum Verification**
 - Mark Fisher delegated his vote, for the BAG, to Leo Wickstrand.
 - Joseph Samuels delegated his vote to Marie Seymour.
 - HAMMER is not represented, but does not vote.

- **Communication #2**
 - Email sent by Geoff Tyree of DOE Communications was read to the committee. DOE's concern with the communication was:
 - Communication was too long
 - Communication was too detailed for a general audience
 - Wanted the paragraph about employees removed

- Communications are coming too fast and too frequently – worried workers won't read it if they come too frequently.
 - Current process for communications is that a message is sent to Geoff Tyree either electronically or via Pete Garcia/Mario Moreno. The communication is then sent to his internal Beryllium Communications Subcommittee that is made up of communications personnel from all contractors. The contractor's communications personnel then run the communications through their internal contacts (Company Presidents, CEOs, etc.). Comments are sent back to Geoff Tyree and then he sends the edited communication back to the CBDPP Committee for approval of the edits.
 - Original communication sent to DOE was shown to the Committee and compared with the DOE edited version to see how much had been changed.
 - The Committee was concerned with how much the communication had been edited.
 - However, a Committee member said that DOE just made the communication higher level, but that the message was still the same and he was fine with the changes made.
 - A meeting needs to be held between CBDPP Committee members and the Beryllium Communications Subcommittee. D. Riffe will set up a meeting to be held between G. Tyree, M. Fisher, M. Stoner, S. Seydel, and D. Riffe.
 - Committee put this communication on hold until after this meeting is held.
- **Be Inbox**
 - Emily Millikin sent two questions into the Beryllium Inbox on the morning of this meeting. Questions were shown to the committee and discussed, however the formal answer will be sent via the Beryllium Inbox Subcommittee.
 - She had difficulty sending a message to the Beryllium Inbox through the Beryllium Program Website. When the email came up, it was addressed to beryllium@rl.gov, and she wasn't sure if that was the official ^Beryllium Inbox. Beryllium Inbox Subcommittee will look into clarifying this on the website.
- **New Location for CBDPP Committee to meet**
 - Suggestions were made for a new location for CBDPP Committee meetings:
 - 2425 Stevens – large conference room – MSA facility – Shawna Flood/Michele Solano will contact Georgia Combs to ask about the availability.
 - Federal Building – Conference room 202 – there is already another Site Wide Committee meeting in there, but maybe they are smaller than the CBDPP committee and can switch to another location. Shawna Flood will look into that.
 - Mike Stoner asked to be kept in the loop on this, and if we run into roadblocks in finding a room, let him know so he can try to help by elevating the issue, if need be.

- **Rolling Version of DOE 0342**
 - WCH still doesn't have access. A copy of DOE-0342 will be sent to WCH, specifically Emily Millikin, Rodney Robison and Larry Sherman.
 - When should we Revise DOE-0342?
 - The BeCAP implementation plan should dictate when the document is revised.
 - Tech-Editing requirements should also be outlined in the implementation plan.
 - The Committee is to review the DOE-0342 revision Flowchart he created and presented to the Committee in April.
 - Darrell Riffe will investigate Tech-Editing resources.

- **Facility Assessment 90% Presentation**
 - The 90% presentation was approved via Consensus.
 - CBDPP Committee members on the CAP Development Team were concerned that a formal individual vote wasn't taken at the 90% Presentation.
 - Darrell Riffe will suggest to Tim Bussman and Julie Goeckner that an around the table individual vote be recorded at the 90% Presentation.
 - Several products will most likely be bundled (i.e. Facility Assessment, Characterization, BWP).
 - The Medical Determination product that is close to being done might also be bundled.
 - The Implementation Process has yet to be created, but once it is, we will know how the Products will be grouped and how they will be implemented.

- **Be CAP Update**
 - The BWP 90% Presentation is scheduled for Tuesday, June 7, 2011.
 - The Facility Assessment 90% was approved on May 31, 2011.
 - The Medical Determination Product is close to being completed for the 60% Presentation.
 - CBDPP Committee members need to review presentation materials prior to Presentation and attend the Presentations, if possible.
 - The Characterization Product will hopefully be ready to present the 60% Presentation by June 14, 2011.

- **Training Status Update**
 - HAMMER was not represented at the meeting.
 - An update was given regarding the IH/IHT Training – The Committee proposed to make the IH/IHT Training and the Beryllium Worker Training be equivalent. The IH/IHT training includes the same material as the Beryllium Worker Training and is more detailed; there is no reason the IH/IHTs should have to take both.

- Darrell Riffe will make the recommendation, via email, to the IH/IHT Team Lead, Patricia Aldridge and Lisa Hart. HAMTC asked that Mike Urie, Larry Sherman, Shad Smith, Vincent Eilertson and Mark Jones be copied on that email.
- **Issues in the Field**
 - **Medical Clearance** – Dr. Calcagni reported that this will be up and running by July 18, 2011. CSC HOHS is working very hard with the contractors to get workers in within 30 days prior to their expiration dates.
 - **Lab Accreditation** – Darrell Riffe will check with WSCF on the status of the new Be Finder and proficiency analysis. There is no update on the Mobile Lab. WCH may not go with the Mobile Lab as they are now getting a faster turnaround from their offsite lab.
 - **Company level CBDPP Subcommittee update**
 - MSA – meetings are being held every other Friday, even if members are absent. Membership is being expanded to include staff from Electrical Utilities and RES. MSA is trying to include a representative from all work groups on the subcommittee.
 - CHPRC – meeting is scheduled with key players that will identify who should be on the subcommittee. Once the personnel are identified, subcommittee meetings will begin.
 - WCH – next meeting is 6/29/11. WCH holds its meetings monthly, and has invited MSA representatives to attend their next meeting so MSA can see how WCH is structuring their meetings.
 - WRPS – still in development. Staff has been identified as well as the forum in which these meetings will be held, but the meetings have not started yet.
 - CSC – there is an internal committee already created, and that will double as the company subcommittee. Mike Stoner and Mare Fisher will appoint individuals to sit on that subcommittee to represent both HAMTC and the BAG.

AROUND THE TABLE:

Michele Solano

- Clarified that CSC HOHS has a company level CBDPP Sub-Committee. During updates, CSC did not give a report. Details covered above were discussed during Around the Table.

Larry Sherman

- Asked that an item be put on next week's agenda to discuss the dissemination of resolution forms. These are being sent to non-voting members for comment, and want to discuss with the committee.

Colby Smith

- Clarified the communication issues discussed in the meeting. Proposed that the 90% Presentation approval of a Product be the trigger to send out a communication. The BeCAP implementation plan should also outline the process for when communications need to be distributed. However, wanted to caution the committee that it could cause confusion in the field, because if you tell the workers a Product is done, they are going to want to see it.