
CBDPP I&M Committee Meeting Minutes

July 15, 2010

2430 Stevens / CR 297

ATTENDEES:

Shawna Flood	Mario Moreno
Mark Fisher	Bob Legard
Tonya Bean	Larry Sherman
Mary Sams	Randy Phenneger
Mike Stoner	Leo Wickstrand
Chuck Wildman	James DeRoos
Bruce Covert	Kirk Domina
Patricia Aldridge	Joseph Samuels
Bob Gilmore	Lance Gurney

INTRODUCTIONS:

Bruce Covert – New WCH Representative for the CBDPP Committee (Replaced Henry Ruby).

SAFETY TOPIC:

- With the hot temperatures ongoing and with no end in sight, continue to take safety precautions. When going outside, make sure that sunscreen is applied and plenty of fluids are drunk to prevent dehydration.
- Preventative maintenance on your vehicle is recommended (i.e. check tire pressure). When going out of town, make sure you are prepared should you become stranded. Ensure you have water, food and an emergency kit in your trunk.

OLD BUSINESS:

- **Review of previous meeting Minutes.**
 - Minutes for July 8, 2010, were accepted and approved by all present members however, Dr. Brian Fawcett and Jason Zaccaria, AMH, were absent. Shawna Flood emailed both AMH Representatives to obtain their approval. Jason Zaccaria emailed his approval of the Minutes on July 20, 2010.

OPEN ACTION ITEMS:

- **Epidemiology Study:**
 - Remain as Open Action Item.
- **Beryllium History Volumes:**
 - Remain as Open Action Item.

- **Beryllium Website:**
 - Remain as Open Action Item.
 - Cocoon buildings? These include D, F and H Reactors. Assessments have been performed, no Beryllium detected. Process consists of a 5 year entry into facilities to take samples (verification sampling). **Bob will look into this.**
 - Data Sheets added to website? The website will add a link to the CHPRC website that contains the Data Sheets. **Bob will look into this and develop a recommended process for access to the data if it is not available for posting on the Hanford.gov website.**

- **Beryllium Inbox (Website) – Create Process to Protect Confidentiality:**
 - The Committee has developed a process to avoid violating confidentiality when viewing questions emailed to the Beryllium website that are of a sensitive nature.
 - Any new email questions will be cut and pasted to a blank document. This will avoid the confidentiality issue of who the sender is of the email.
 - Any new questions will be put on the Agenda and will be reviewed and answered at the next Committee meeting.
 - **This Action Item will be removed in the next set of Minutes unless any additional issues arise.**

- **Approve Changes to DOE-0342:**
 - Remain as Action Item.
 - All required signatures have been obtained with the exception of DOE-RL. Mark Fisher will try to obtain DOE's signature prior to the next meeting.
 - **This will be removed from the Open Action Items upon completion.**

- **6.27.2 Counseling:**
 - Remain as Action Item.

- **Issues with Legacy Components:**
 - Remain as Action Item.

- **Definition of "work" in Section 6.14 (DOE-0342):**
 - Remain as Action Item until further notice.

- **Beryllium Waste Disposal Resolution Form:**
 - Remain as Action Item.
 - Resolution Form to be drafted and presented to the Committee for review.

- **Dust Disturbing Activity Resolution Form:**
 - Remain as Open Action Item.
 - The drafted Resolution Form was reviewed by the committee and discussion ensued regarding the following concerns:
 - Does this get the full message across to people?
 - Talk to IH first to get their comments?
 - Modify the existing definition of Dust Producing Activity to include the proposed Dust Disturbing Activity?
 - Add a new definition for Dust Disturbing Activity?
 - Add Dust Disturbing Activity as an Interpretation stating the intent of the initial definition?
 - Due to time constraints, discussion will continue at the next meeting.

- **Intrusive Work and Non-Intrusive Work Resolution Form:**
 - Remain as Open Action Item.
 - Resolution Form is drafted and is now awaiting Committee review. Propose adding examples for each definition. This would clarify each definition as well as simplifying each task associated with both definitions.

- **Duct Labeling Resolution Form**
 - Remain as Open Action Item.

- **Develop Surface Contamination Protocol or Lessons Learned for the Tool Crib Incident.**

There was discussion that this is a two part issue:

 - Do expectation of survey?
 - If “hit” – what is defined as a “hit”? What next?
 - CHPRC will draft a protocol and present it to the Committee for review.
 - Remain as Open Action Item.

- **Implementation Plan:**
 - Committee needs to create a process to start implementing items listed in the Minutes and Action Item List. Within the next couple of months, decisions will need to be made regarding:
 - Longer meetings? All day meetings? Meetings more often?
 - Develop more sub-committees?
 - Additional ideas?

IMPLEMENTATION STATUS:

- Due to time constraints, implementation status was not discussed.

NEW BUSINESS:

Training Development:

- A calendar of activities and potential class schedules for the development of the PIC/Planner/Manager & Supervisor course was shared. On Wednesday, July 14, the Committee Training Team did a walkthrough of the first draft of the curriculum. A meeting is being set with the Team and others to flesh out the scenarios and additional information for the course. One of the goals is to ensure that the scenarios are realistic and Hanford based and address the different work practices and processes used by different contractors.
- At the Training Team meeting Wednesday, Larry Sherman asked about including IH Techs in the target audience. If they are part of the work planning process and/or supervision of work activities, this would be applicable. If training is needed for skill-specific tasks (e.g. sampling), this course would not meet their needs.

HSS Assessment Update/CAP Status

- Due to time constraints, the HSS Assessment Update/CAP Status will be discussed at the next meeting.

Communication Topics and Delivery Methods

- Jerald Kinz, Chairman for the Hanford Site Lockout/Tagout Committee, has been invited to speak at the next Committee meeting. He will discuss LOTO's information distribution (Interpretations, Tidbits, etc.).
- Bruce Covert will give a presentation of the Stop Work incident that took place on July 8, 2010, at the 1120-N Building. Bruce provided the Committee with copies of the Safety Bulletin that has already been distributed. The Stop Work incident centered around Beryllium found in air samplers awaiting maintenance.
 - The Committee will review the handout prior to the next meeting.
 - The Committee will advise Bruce Covert of its concerns regarding the content of the Safety Bulletin.
 - Bruce will then report back to WCH the Committee's concerns and obtain additional information. He will then advise the Committee of WCH's responses.
- The Committee also discussed issues of Delivery Methods for communication regarding Lessons Learned. The discussion consisted of the following:
 - Details are going to be too specific for people who don't have prior knowledge of the incident.
 - Should a Safety Alert be written to re-emphasize the hazards in their area? This idea may prompt them to ask questions?

- Have HILLS disseminate the Lessons Learned information? There were many concerns regarding this:
 - HILLS doesn't get to the worker; if it does, it is filtered.
 - Managers do distribute this information, they retain it for themselves.
 - People are unaware of what HILLS is
 - Not everyone has computer access
 - Should the information just be posted on a bulletin board instead of using HILLS?
- How does the information get distributed to medical records?
 - If a known potential exposure occurs on a certain date and two years later a person is sensitized, this specific date is needed for the Beryllium Registry.
- The following action items were assigned to develop safety bulletins. The drafts will be presented by each person listed to the Committee for review, however, **the Committee has agreed to table this issue until mid-August as this may change within the next month depending upon the outcome of the DOE Corrective Action Plan.**
 - Bruce Covert: Be Signage (brought in Flash Bulletin regarding the Stop Work incident for committee review).
 - Scott Seydel: Summary of Hanford Site CBDPP. Keep working to meet deadlines but may need to change if different direction is given by DOE.
 - Bob Gilmore: Beryllium website
 - AMH: Voluntary Be Medical Surveillance Program
 - TBD: Building Characterization process
 - TBD: Types of beryllium samples and applicable limits

Beryllium Website – Answers to Questions Submitted:

- A question was received and reviewed by the Committee pertaining to Beryllium background and where this information is documented. Bob Gilmore will respond to the question.
 - Mark Fisher and Shawna Flood have "Read Only" access to the website and are unable to reply to any questions submitted.
- An issue was discussed that many people may not understand certain aspects of the training they have received for Beryllium.
 - Questions are being emailed to the Beryllium Website that were covered during their training course for Beryllium.
 - If the emailed questions do pertain to items that were covered during training, and people are still asking them, should these questions be listed under the "Frequently Asked Questions" (FAQ) portion on the website?