
CBDPP I&M Committee Meeting Minutes

July 22, 2010

2430 Stevens / CR 297

ATTENDEES:

Shawna Flood	Elizabeth Hill
Mark Fisher	Bob Legard
Tonya Bean	Larry Sherman
Mary Sams	Randy Phenneger
Patricia Aldridge	Leo Wickstrand
Bob Gilmore	Joseph Samuels
Bruce Covert	Kirk Domina
Terry Parker	Jerald Kinz

INTRODUCTIONS:

Jerald Kinz – MSA, Chair for the Site-Wide Lockout/Tagout Committee.

SAFETY TOPIC:

- Due to time constraints, no Safety Topic was discussed.

OLD BUSINESS:

- **Review of previous meeting Minutes.**
 - The Committee needs to review and approve the Minutes from July 15, 2010, with the exception of AMH, which Dr. Fawcett approved on July 20, 2010, via email.

OPEN ACTION ITEMS:

- **Epidemiology Study:**
 - Remain as Open Action Item.
- **Beryllium History Volumes:**
 - Remain as Open Action Item.
- **Beryllium Website:**
 - **The Open Action Items (Cocoon Buildings and Data Sheets) are to be moved to the CBDPP Action Item List for completion. This ongoing Open Action Item will be removed from the next set of Minutes unless any additional issues arise.**
 - 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):**
 - **Once decision is made, then remove from Minutes.**
 - An issue was discussed that many people may not understand certain aspects of the training that 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? What’s the determination for what questions fall under the FAQ on the website?*

- **Approve Changes to DOE-0342:**
 - Remain as Action Item.
 - All required signatures have been obtained with the exception of DOE-RL. Currently, the document is awaiting signature from Steve Bertness.
 - **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.
 - A Resolution Form to be drafted and presented to the Committee for review.

- **Duct Labeling Resolution Form:**
 - Remain as Open Action Item.
 - A Resolution Form to be drafted and presented to Committee for review.

- **Develop Surface Contamination Protocol or Lessons Learned for the Tool Crib Incident:**
 - Remain as Open Action Item.
 - 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.

- **Process for Implementation Plan (Committee):**
 - Remain as Open Action Item.
 - 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?

- **Communication Topics and Delivery Methods (Jerald Kinz):**
 - Jerald Kinz was asked to guest speak at the CBDPP Committee meeting regarding the method's of communication that the Lockout/Tagout Committee utilizes.
 - In addition to a Lockout/Tagout distribution list, Jennifer Bilskis also maintains a list of training names obtained from HAMMER. This list contains individuals who have completed training for Lockout/Tagout. This list is continuously updated as employees take the LOTO training.
 - The LOTO Committee uses 3 forms of communication: Tidbits, Interpretations/Resolutions and a separate distribution list for WCH.
 1. Tidbits are used primarily for instant communications that are distributed immediately. Information is approved through the committee and then sent out using all of the distribution lists.
 2. Interpretations/Resolution Forms are used the same way that the CBDPP Committee uses these. However, the LOTO Committee hands out a Resolution Form to each voting member wherein they hand write "Accept" or "Reject". If the Committee does not reach full quorum then the issue is discussed again and then gets elevated to the SMT for a decision if none can be made. Completed forms are posted on the LOTO webpage.
 3. Since WCH is not part of the shared intranet, a committee member distributes information from a WCH distribution list which he maintains and also rolls the information into WCH's intranet.

IMPLEMENTATION STATUS:

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

NEW BUSINESS:

Training Development:

- The CBDPP Training Team has reviewed the first draft of the PIC/Planner/Supervisor/Manager training. On Wednesday, July 21, 2010, the team met with representatives from the Prime-Contractors to flesh-out more details for the course and scenarios.

HSS Assessment Update/CAP Status:

- The Implementation status is ongoing with DOE, HAMTC (Mike Stoner) and the BAG (Mark Fisher) reviewing the contractors responses regarding the Corrective Action Plan.

- No Resolutions have been determined.
- In the interim, the CBDPP should be followed.

Dust Disturbing Activity Resolution Form:

- The drafted Resolution Form was further discussed during the meeting. Additional language and clarification was provided to the Committee for review regarding a revised definition for Dust Producing Activity.
- The Committee has tentatively agreed to revise the definition for Dust Producing Activity instead of creating a new definition for Dust Disturbing Activity.
- The Proposed new definition for **Dust Producing Activity: Any activity generating new airborne particles or dust disturbing action that results in existing dust particles becoming airborne.**
- The Committee clarified that this Activity pertains to work in a **BCA Only**.
- The decision to revise the definition for Dust Producing Activity should clear up any confusion from employee's regarding the intent of the meaning.
- Shawna Flood will send out a clean copy of the drafted Resolution Form for discussion and/or approval at the next meeting provided all contractors are represented.

Intrusive Work and Non-Intrusive Work Resolution Form:

- Shawna Flood will send out a clean copy of the drafted Resolution Form for discussion and/or approval at the next meeting provided all contractors are represented.
- Propose adding the word "component" after the word "facility" and removing the examples from each definition. Recommended revisions to each definition include:
 - **Intrusive Work: Tasks where a facility component, system or equipment is normally closed and the planned activity requires the opening/altering of the facility component, system or equipment.**
 - **Non-Intrusive Work: Tasks having no potential for disrupting or altering a system, equipment or facility component.**

Be Signage Communication-Discrepancy on Be Labels ("BWP Required For Controlled Areas"):

- An email was generated from the 200E Sign Shop stating that they were receiving requests to omit the text "BWP Required For Controlled Areas" from the "Caution Potential Internal Beryllium Contamination" labels. These labels are being placed on waste bags that are not in a Controlled Area. There is concern with the sign makers as they do not want to be in violation of the CBDPP if they make requested changes. There is also confusion about the illustrations listed in the CBDPP. For instance, one page in the CBDPP may show the verbiage of "BWP Required For Controlled Areas" while another page shows this specific verbiage omitted.
 - Bob Gilmore responded to the email stating that revised text will be forthcoming.

- Any modifications of standard signage for Beryllium must start with a formal procedure through the CBDPP Committee and only the committee can grant these modifications.
- The “Danger” label is the appropriate label signage for the beryllium waste bags, even if the contents may not have been confirmed to contain beryllium waste.

Exposure Monitoring (6.11.7 Monitoring and Analytical Methods):

- Bruce Covert brought up issues regarding the 100cm² sampling, specifically of gooseneck pumps, and also other situations that require methods to be deviated from what is listed in the CBDPP. There is much frustration with Field Workers, IH and Safety & Health with regards to how samples are taken, documented and what is being sampled. He is asking that the Committee discuss and resolve this issue.
 - Is what is written in the CBDPP different than our Interpretation?
 - Develop a Sub-Committee to address this issue? Address this to the whole committee?
 - How should gooseneck pumps, specifically, be sampled? Dismantle them?
- The Committed determined that Bruce would discuss/develop with WCH a method and report back to the Committee. He would also produce his notes on how the method was determined. A determination would then be made as to what direction the Committee would take.

Beryllium Website – Answers to Questions Submitted:

- No new questions were submitted.

AROUND THE TABLE

- None