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CBDPP I&M Committee Meeting Minutes

August 18, 2011

2430 Stevens / CR 297

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ATTENDEES:

Shawna Flood
Michele Solano
Bob Legard
Emily Millikin
Karen Phillips
Lisa Hart
Chuck Wildman
Mary Sams
Elizabeth Hill

Darrell Riffe
Scott Seydel
Carl Dunn
Leo Wickstrand
Larry Sherman
Joseph Samuels
Thomas Morris
John Herber
James DeRoos

INTRODUCTIONS:

No new introductions.

SAFETY TOPIC:

- In recent news, a stage at the Indiana State Fair collapsed during a Sugarland concert. The stage twisted when it collapsed. In the state of Indiana, an inspection is not required as Entertainment is exempt from OSHA requirements. The stage was approximately 50 feet tall. Aside from no OSHA inspection, there was also no engineer inspection nor was the stage designed by an engineer. Indiana's webpage for an emergency response plan is very generic in that it does not list any points of contact nor is there a contingency plan listed.
 - Hanford has very rigorous inspection plans.

NEW BUSINESS:

- **Quorum:**
 - Liz Hill, Alternate for Colby Smith, represented WRPS.
 - Leo Wickstrand, delegated authority by Mark Fisher, represented the BAG.
 - Larry Sherman, delegated authority by Randy Phenneger, represented HAMTC/MSA.
 - Committee had full quorum.

- **Beryllium Inbox:**
 - A new email message was received and the subcommittee is working on responding to it.

- **Update/Results regarding the M0767 Trailer Critique:**
 - This is still under investigation and any disciplinary actions will not be discussed in these meetings.
 - A concern arose that there is no balance between sharing company information and handling company issues internally. There was a recent request to divulge the names of the individuals under investigation. The company has no intention of releasing such information. It was also unclear, from the company's perspective, why this was even being discussed in the Committee.
 - IBOT is responsible for providing status updates and/or information which is how this topic was brought to the attention of the Committee. The Committee believes that it is better to have the company representative provide factual information rather than just hearing the rumors. This is also an opportunity to learn if there are similar issues with other companies or specific items to look out for. Essentially, this is to be used as a learning tool.

- **BWP Procedure Discussion**
 - Darrell met with Site-Wide Standards and discussed the format for the Procedure. The Procedure is very close to completion. The Tech Editor is meeting with the Product Leads today. There is a possibility that this will be sent out next week.
 - Training will consist of 2 parts: Training and Forms. Training can be ready within one week. The Pilot will be ready approximately the first week of September. There will be two Pilots: IH/IHT and Workers. The decision has not yet been made for Gap Training. Training will occur after the fiscal year. Need to ensure that the contractors understand the schedule and how it affects the bump and roll.
 - A question arose on what Implementation will look like and a suggestion was made that an Implementation Schedule be developed.
 - The BWP Team has requested this from DOE-RL/ORP.
 - Darrell Riffe will speak with Ray Corey to obtain his input.
 - Is this the CBDPP's responsibility?
 - MSA's Contracting Officers have already met with DOE.

- **Resolution Form – Closure on Issuance of Standing Order for Sampling of Elevated Work:**
 - Signs will be changing and labeling in rooms will be performed. The facility entrances will now be posted as a BCA prior to entry.
 - This item will be removed from the next Agenda.

- **CBDPP and Implementing Procedures Configuration Control:**
 - The Resolution Form for Configuration Control of DOE-0342 and Implementing Procedure was handed out to the committee for review. This will also be sent out electronically. The Committee is to send any and all comments to Darrell.

- This Form was revised from last week by adding Major Change and Minor Change.
- Major Change and Minor Change has to be defined since it is not in the CBDPP.
- A question was brought up as to where the CBDPP falls under, i.e. QA Dept. Since the CBDPP is outside of Site-Wide Standards, how has it been maintained? This needs to be traceable and needs to follow a flow of requirements.
 - Darrell Riffe will speak with MSA's QA Department to find out what the CBDPP is governed by.

- **IBOT Reports:**
 - No information to report regarding the building transitions from PNNL to WCH. IBOT requested that they come to a CBDPP meeting but no response has been received. This will be further discussed at the next meeting.
 - The Records Assessment performed by Al Hawkins is completed. A report has been sent out and John Herber will find out if this can be distributed to the Committee.

- **Communications to Workforce:**
 - Current communication regarding the BWP is on hold.

- **Training Update:**
 - The IH/IHT training is progressing.
 - The BWP training is fairly close to being completed and HAMMER is working on a Gap training approach. Currently, they are considering 15 sessions totaling 150 students.
 - There is an assumption that CBT training will be used and it was reiterated to HAMMER that HAMTC will not agree to CBT training.
 - Work is continuing on the Facility Assessment training.
 - A concern was brought up that workers are not receiving notices to maintain their qualifications. Warning notices are not being issued and if the workers are not self-policing then it isn't getting done. Is this a manager or supervisor responsibility? A Condition Report will be submitted by CHPRC to HAMMER.

- **BeCAP Update:**
 - 60% Postings Presentation was canceled due to the Product Team making some changes. There is a disagreement as to the changes. This Presentation will be rescheduled for a later date.
 - The Team Leaders had a meeting yesterday and determined that structural changes need to be made. Proposals should be delivered next Wednesday. Items of discussion in the meeting included:

- The meetings went from no structure to a high structure yet the expectations were unknown.
 - Objectives need to be documented.
 - Presentations need to be properly scheduled.
 - A Resolution will be decided next Wednesday as to the process/structure and whether to put all Product Teams on hold or to progress.
- **DOE Interim Actions:**
 - DOE is preparing an interim action for EJTA to address whether this is outside the scope of the process.
- **Issues in the Field**
 - CBDPP Subcommittee (Company Level) Discussion:**
 - MSA: Held meeting last Thursday and attendees consisted of half bargaining employees and half exempt employees. The meetings may be changed to monthly meetings instead of bi-weekly meetings. A question arose as to whether the Subcommittee will have the chance to review the Procedures. They were advised that they would not as their interests are fully represented on the committees. It was emphasized that if there are issues in the field with the new Procedures then to bring it up in the meeting and it will go to the CBDPP or other mechanisms may be used such as the Beryllium Inbox.
 - WCH: Has not met since last meeting.
 - CHPRC: Will hold a meeting next week.
 - WRPS: Meeting monthly in conjunction with the Chemical Vapor Solutions Team. The Safety and Health Manager gives an overview. No issues yet.
 - CSC: The Subcommittee will be a chartered committee and will meet quarterly. This will primarily be an informational/educational meeting. Participants seem to be excited.

AROUND THE TABLE:

Mary Sams

- It has been really busy since affected workers are included in the layoffs.

Leo Wickstrand

- Regarding the BeCAP Shared Drive – CTS lost and now found it. Susan Westman will be in charge of this however Michele Solano will send out the list of names/permissions.

Liz Hill

- Having issues with the release of Rad Air Samples from projects controlled under Beryllium. A provision has put in place to take samples to the lab and read them in the hood. The question arose as to whether the person has to be Beryllium trained/qualified to read the samples.
 - Informally sharing this process for help.
 - The Committee shared that other company's process is to obtain particulates with a filter. Routinely survey counting areas. Post seal as potentially internally contaminated. If the equipment can't be decontaminated then there is a problem. Should use the decontamination process for Beryllium trained just like Rad.
 - A suggestion was made to contact Roy Patch for any questions.
- Controlling areas under a BCA and want to use qualified beryllium workers (if use BWP then post BCA). A question arose when workers are taking off an exhaustor box, item is controlled by BCA and no one is entering. Why not up post or down post? This is currently being posted as potentially internally contamination but not posting as BCA.
 - A suggestion was made to post this as a BCA which will eliminate confusion in the field.

Darrell Riffe

- An email was received that the BAG felt the DQO Process should go through the 60%-90% Presentation; however, this has now been resolved.