
CBDPP I&M Committee Meeting Minutes

August 19, 2010

2430 Stevens / CR 297

ATTENDEES:

Shawna Flood
James DeRoos
Larry Sherman
Leo Wickstrand
Patricia Aldridge
Bob Legard
Mary Sams
Elizabeth Hill

Scott Seydel
Joseph Samuels
Chuck Wildman
Silvette Boyajian
Dale Bignell
Mike Stoner
Randy Phenneger
Kirk Domina

*Scott Seydel will vote on behalf of AMH.

*Leo Wickstrand will vote on behalf of Mark Fisher.

INTRODUCTIONS:

Dale Bignell – WCH, Alternate for Bruce Covert.

SAFETY TOPIC:

Just a reminder to be aware of your surroundings as school is starting within the next few weeks.

OLD BUSINESS:

Review of Meeting Minutes:

- No changes made to previous meeting minutes. Minutes were approved by all members.

OPEN ACTION ITEMS:

- **Beryllium Website:**
 - No information was given during this meeting.
- **DOE-0342, Revision 1:**
 - Bob Gilmore to provide status to the Committee.
 - Revision 1 will need to go through Tech-Edit and be approved.
- **6.27.2 Counseling:**
 - This item is temporarily put on hold until the release of the Corrective Action Plan.
- **Issues with Legacy Components:**
 - No information was given during this meeting.

- **Be Signage Resolution Form (Section 6.28):**
 - Bob Gilmore will revise the Resolution Form for the next meeting after speaking with DOE.
 - Bob Gilmore will obtain the sign numbers for the signs. This will resolve any problems/confusion and will remain uniform across the Hanford Site.
- **Definition of “work” in Section 6.14 (DOE-0342):**
 - No information was given during this meeting.
- **Beryllium Waste Disposal Resolution Form:**
 - No information was given during this meeting.
- **Dust Disturbing Activity Resolution Form:**
 - No information was given during this meeting.
- **Intrusive Work and Non-Intrusive Work Resolution Form:**
 - No information was given during this meeting.
- **Duct Labeling Resolution Form**
 - No information was given during this meeting.
- **Develop Surface Contamination Protocol or Lessons Learned for the Tool Crib Incident.**
 - No information was given during this meeting.
- **Implementation Plan:**
 - No information was given during this meeting.

NEW BUSINESS:

- **Corrective Action Plan (CAP)**
 - Minor clarifications and tech-edits are still being completed by DOE (Pete Garcia). Pete Garcia is anticipating the CAP to be finalized next Thursday (8/26) when the HSS team returns from their retreat.
 - Doug Shoop (RL) and Jonathan Dowell (ORP) will still need to approve the CAP after they meet with the President’s of each contractor for one final review.
 - The document will then be sent to headquarters for formal approval.
- **DOE Interim Items**
 - None of the Contractor’s has received the interim letter being sent out by DOE.
- **CBDPP Committee Actions**
 - This item is temporarily put on hold until the release of the Corrective Action Plan.

- **Training**

- The PIC/Planner/Supervisor/Manager (PPSM) training (#004107) has completed the dry runs. Thanks to everyone who provided input. Course pilots are scheduled for August 31st and September 2nd. These will have regular students, but are also open to the CBDPP Committee and the BAG members. These sessions will be presented like a regular class and at the end there will be a “hot wash” to determine if there are changes that need to be made. To attend, individuals must enroll through Joann Brown (372-3828) or Joann_Brown@rl.gov. No walk-ins will be permitted.
- The Beryllium Worker course (#004100) is a prerequisite for the PPSM course. For the pilots, if someone has not attended the Beryllium Worker training, there will be a session available the morning of August 31st. Again, contact Joann Brown to enroll as this session has not been opened in PeopleSoft. Individuals who do not have the Beryllium Worker class may still attend one of the two pilot sessions; however, they will **not** receive credit for the course in Training Records.
- Health Advocate contacts need to be added to the PPSM course. Individuals identified in the meeting are: Kirk Domina; Mary Sams; Carol Powe. Mary Sams was asked to provide other health advocate names for the rest of the contractors.
- There was discussion about training for Human Resources, etc. What is needed is education on the hazard of beryllium for these individuals. In support of this, HAMMER will perform a table-top needs analysis. September 2nd, after the CBDPP meeting, HAMMER will meet with any CBDPP Committee attendees who are available for their input to this analysis.
- HAMMER is planning to begin revision on the manual for the Beryllium Worker training. It is planned to pull the DOE-0342 into a separate hand-out. This will facilitate incorporating updates without having to reprint the entire course manual. Since the update of DOE-0342 has not been completed or approved, HAMMER will continue to use the version posted on the Beryllium website. Students will be directed to refer to the website for any resolutions that affect DOE-0342.

- **6.28 Postings Resolution Form**

- Bob Gilmore was absent from the meeting and therefore the Resolution Form was not discussed as Bob has the revisions to this Resolution Form.
- If next week’s meeting is cancelled, Scott Seydel will send the Resolution Form out, via email, for a vote as this is a critical issue.
- This Resolution Form will only pertain to 2 signs: CAUTION, Potential Internal Beryllium Contamination and WARNING, Beryllium controlled Area *BWP Required for Entry*. Changes to 6.29 will be handled separately.

- There is currently no sign for Potentially Contaminated Beryllium Waste. The Committee has determined that a sign for this is needed. A question arose whether or not the Committee can create a new label- that is not referenced in the rule, stating that it “may be contaminated”.
 - Once the Resolution Form is signed the sign painters can start making the changes. DOE must sign off on this first but some members of the Committee believe that this shouldn’t be an issue.
- **Communication Plan**
 - As of 8/12/10, Pete Garcia has indicated that each contractor will take the lead in communications. Contractors, working with MSA, will develop communications to be released and MSA will be responsible for sending out the communications.
 - Scott Seydel is formally requesting a point of contact communications person from Paul Kruger, MSA. This person will be the lead person for coordinating the communications regarding beryllium. DOE-RL, ORP and each contractor is to identify a representative to interface with this point of contact. However, DOE and ORP will have a slightly different scope in the way it interfaces with the point of contact.
- **Program Revisions using the LOTO Method**
 - Bruce Covert still has fundamental issues with the use of the Resolution Forms. Essentially, the Resolution Forms are being used to change the Program without doing a revision of the Program.
 - As Bruce was not present at the meeting, his alternate, Dale Bignell, advised the committee that Bruce would like to bring Chuck Ames to speak at the next committee meeting regarding Lockout/Tagout. Chuck Ames, WCH, is a member of the Lockout/Tagout committee.
 - Dale further advised that Bruce will bring a proposal to the next meeting regarding whether or not the CBDPP does documentation like Lockout/Tagout. (Bruce has been added to the Agenda for the next meeting). However, a meeting between Dale Bignell, Jerald Kinz, Bob Legard, Bruce Covert and Chuck Ames, will be scheduled to discuss the proposal prior to presenting it to the CBDPP committee.
 - Currently, the committee uses Resolution Forms whenever a change is necessary. At the end of each year, the committee reviews the forms and determines which changes need to be revised in the Program. If the Program is revised each time a change is made, it sets people up to fail as there is not enough time for the changes to take effect in the field. A new revision would also require new signatures from DOE and each contractor’s President.

Around the Table

Patricia Aldridge

- In order to obtain credit for taking the PPSM training class, you must take the prerequisite course, Beryllium Worker Training.
- DOE-0342 is being removed from the Beryllium Worker manual and will now be a separate handout. This will allow the handout to be revised at any time versus doing a complete revision of the manual itself.

Mike Stoner

- In the first PPSM dry run, it contained material for beryllium health advocates specifically Kirk Domina was listed as the point of contact for HAMTC. The PPSM dry run on 8/19/10 did not contain any information for the beryllium health advocates. Per Patricia Aldridge, she will look into this as this training course will be listing point of contact information for the beryllium health advocates.
- The IBOT (Mary Sams) will provide Patricia Aldridge the contact information for each contractor's beryllium health advocates.

Scott Seydel

- Will be sending correspondence to MSA management regarding support to the CBDPP Committee.

Randy Phenneger

- Regarding the communications point of contact person that Scott Seydel is requesting from Paul Kruger, will this person sit in on the CBDPP committee meetings?
- The Committee determined that it would invite the communications person to attend some of the meetings but he/she will not be a regular attendee.

Bob Legard

- Still confused on what the IBOT is and what its relationship is to the CBDPP committee and DOE. (See response from Silvette Boyajian)

Silvette Boyajian

- DOE had requested, and MSA responded that they could provide beryllium health advocates and IH's. The IBOT reports directly to DOE-RL and ORP. To date, the IBOT includes Silvette Boyajian, Carol Powe, Mary Sams, Mark Fisher and Mike Stoner. Currently, there is no representation for Building Trades. The Roles and Responsibilities of the IBOT team members have not yet been approved by DOE.
- The IBOT will essentially audit the contractors to ensure that they are complying with their deliverables in the CAP. The intent for the beryllium health advocates is for them to be an information source for beryllium across the Hanford Site.
- For the Oversight Plan, which is currently in draft form, the IBOT will report directly to the Oversight Committee.

Elizabeth Hill

- Very anxious to get the communications plan unfolded. People are not aware of the changes but know they are coming. There is much confusion among the workforce. We need to make sure that once the contractor's start communicating to their workers, that the same message is being delivered across the Hanford site.
- She also instructs classes at HAMMER and is able to obtain another perspective from the worker's who are very passionate about their jobs.