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**CBDPP I&M Committee Meeting Minutes**

**September 22, 2011**

**2430 Stevens / CR 297**  
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**ATTENDEES:**

Shawna Flood	Darrell Riffe
Michele Solano	Sam Bennikutty
Bob Legard	Colby Smith
Pat Aldridge	Karen Phillips
Sam Murff	Larry Sherman
Randy Phenneger	Joseph Samuels
Chuck Wildman	Thomas Morris
Mike Butts	Mario Moreno
Kristy Kimmerle	Mary Sams
	James DeRoos

**INTRODUCTIONS:**

No new introductions.

**SAFETY TOPIC:**

- School is back in session so be aware of school zones and children on bikes, scooters, walking, etc. A 16 year old boy recently received a \$320 fine for speeding in a school zone. The police officer said he was doing 40 mph in a 20 mph zone. The 16 year old told the officer that the school zone light was not blinking yellow at the time.
- The CBDPP Committee meetings will be moving to the Federal Building, Room 202, after a couple of more meetings.
- Watch out for the falling satellite on Friday. It is unclear where it will land.

**NEW BUSINESS:**

- **Quorum:**
  - Mike Butts, delegated authority by Mark Fisher, represented the BAG.
  - Kristy Kimmerle, Alternate for Scott Seydel, represented CHPRC.
  - Kirk Domina was absent and no delegated authority was given.
  - Committee does not have full quorum.
  - Leo Wickstrand has retired and Thomas Morris will now be the Primary Representative for WRPS. His Alternate has not yet been confirmed HAMTC.
- **Meeting Minutes (6/23, 7/07, 8/25, 9/01 and 9/08):**
  - The Committee did not have full quorum to approve meeting minutes. The Committee did agree to review and approve these minutes for those who were present. Minutes were approved.

- The Meeting Minutes will be sent, via email, to Kirk Domina, the missing member, for review and approval.
- **Beryllium Inbox, if any**
  - There are two previous emails that still need replied to.
    - The first email asks when the Committee will resume posting of the meeting minutes to the website.
    - The second email asks what percentage of Field Remediation workers represent the known cases of CBDP and sensitized workers.
      - ❖ Dr. Phillips will be answering this question as soon as the question is resent to her.
      - ❖ The Committee discussed the potential answer for this and decided that this question cannot be answered correctly without additional information. For example, what job titles fall under Field Remediation workers? Without knowing specifics and without historical/information data, the Committee can provide the individual with alternative answers. The Committee can provide the reference to the Beryllium Website, reference the buildings and historical questionnaires currently being done and can reference the % of Craft with a nomenclature that things can change.
- **Beryllium Workplace Monitoring Notification Letter Report (August 2011):**
  - CSC provided the following information:
    - CHPRC, WRPS, MSA and WCH submitted Beryllium Workplace Monitoring Notification Letters to CSC HOHS during August 2011, while CSC HOHS, and PNNL did not have any available Beryllium Workplace Notification letters to submit during this period.
    - Since the initiation of the Workplace Monitoring Exposure Notification Letter Database last year, 1,505 beryllium and 2,297 non-beryllium entries have been made. It is estimated that by the end of September, the database should contain over 4,000.
    - Furthermore, Sam Murff reported that an internal audit performed on fifty-two randomly selected WRPS medical records revealed that forty-nine medical records had the specified workplace monitoring exposure notification letters within the appropriate medical records while three letters were still being processed. On September 15, 2011, the three remaining letters were verified to have been filed within the appropriate medical records.

- **BWP Procedure Status:**
  - It was just discovered that a new numbering system may be available for the CBDPP Procedures. Michele Solano is completing the form to release the DOE numbers. The numbering system would be DOE-0342-001, 002, 003...etc.
  - Since Training has the old number (DOE-0365) it would need to change to the new DOE number.
  - The new Procedures will require signatures; however, if a minor change is made, it will not require a signature.
  - Revisions are brought to the SMT for review and approval.
  - A Pilot class for IH/IHT is being held next Thursday, from 7:00 – 12:00, for the BWP at HAMMER. Only 12 students will participate while the remaining people will watch. The 12 students will include CBDPP Committee members and Team Members. John Hanson will be sending out the calendar invites for this meeting. Shawna Flood will be sending out the cancellations for the CBDPP Committee meeting.
  
- **CBDPP and Implementing Procedures Configuration Control:**
  - Since Scott Seydel was absent from the meeting, the Resolution Form will be reviewed in two weeks.
  - The Resolution Form listed a Major change as a Significant change and a Minor change as a Not Significant change. However, it was discussed that not all Major changes are Significant and not all Minor changes will rise to a Significant level per 10CFR850. DOE-RL/ORP should determine whether a Major change rises to the level of being a Significant change.
    - Scott Seydel will be revising the Resolution Form and sending to DOE-RL/ORP (Pete/Mario) for review. It will then be brought back to the Committee.
  - An Implementation Plan Flowchart was drafted by Tim Bussman containing major/minor changes. The Flowchart was passed around the meeting for review.
  - In the 9/21/11 BeCAP Meeting, implementation was discussed. It was determined that after the BWP is issued, DOE will provide NTE letters to the contractors. Once the cost impacts from the contractors have been sent back to DOE, DOE will provide the date for implementation.
    - A question arose as to who is the Interpretive Authority? It was decided that the Product Team will answer questions and assist as necessary.
  
- **IBOT Reports**
  - Nothing new to report.

- **Communication to Workforce:**
  - A question was asked whether Interpretive Authority/Point of Contact names should be added to the letter prior to distribution.
    - Darrell Riffe will be pulling the Communication Letter currently on hold, from DOE, and will revise it to include Point of Contacts. He will then send to the Committee for review.
    - Larry Sherman will find out who the POC's are from the Product Team and will let Darrell know.
  - HAMMER has FAQ Sheets, used primarily for Marketing, but currently does not have a Beryllium one. HAMMER will draft a FAQ Sheet for Beryllium and will bring to the Committee for review.
  
- **Training Update:**
  - IH/IHT Pilot – The IH/IHT pilot for BWP module will be held on September 29, from 7 – 11 AM in Room 15 at the HAMMER facility. The CBDPP voting members and the BWP Product Development team members have been calendared to attend. If members are not able to attend, feel free to forward the Outlook meeting notice to a designated alternate. Others are welcome as well. The course is set for 12 students maximum, and is targeted for IH/IHTs. Others will be welcome to observe. After the training completes at 11 AM, there will be an hour to take comments, suggestions, etc. relating to the training curriculum.
  - Beryllium Worker – Training has started looking at the two-year revision for Beryllium Worker Training. We are considering keeping the current course as an initial and adding a refresher. The objectives will remain the same as far as we know at this time. The goal of the refresher will be to make it a class that has scenarios and is student centered and involves the student in working through things.  
Training will be making the changes to the existing course that come out of the Product Development teams—BWP for example.
  - Gap – Training is discussing different ways to handle gap training. Ultimately we would like to group products together, but realize that the BWP and Hazard Assessment information needs to get out to the workers. We are considering a two-prong approach—providing the information with a tracking mechanism so we can ensure everyone who needs it has had it. Then, a second approach that would involve people in this room going to safety meetings, tailgates, plan of the week type meetings and sharing the information and being there to answer questions, etc. Existing courses that have related information will be updated. There will be other gap training as product teams continue to complete products in the future. We also recognize that the contractors are not going to support

students coming to HAMMER for a short course—that would disrupt a whole morning or day of work in the field.

- Handbook – The team is working the comments from the 60% presentation.
- Fact Sheets – HAMMER is working on a fact sheet for Beryllium. We have these for other programs such as HAZWOPER and Respiratory. We will bring the draft to the CBDPP for feedback and comments. Probably in October. These fact sheets are part of information packets that are provided to visitors – can even be at the Podonsky level. They will also be available on the HAMMER/Training web pages. They are not designed to teach people about beryllium, they are information about Training programs and what HAMMER offers.

- **BeCAP Update:**

- A BeCAP 60% Postings Presentation was delivered on 9/21/11.
- An Implementation Process meeting was held on 9/22/11 to define the scope of Implementation and discuss the Implementation Plan Expectations, Roles and Responsibilities and the BeCAP Implementation Team.
- A VP Beryllium Monthly Meeting is scheduled for tomorrow, 9/23/11.
- Medical Referrals 60% Presentation is currently scheduled for 10/04/11.

- **Lessons Learned:**

- Emily Millikin sent out a Lessons Learned concerning Building 326 to company VP's. This Lessons Learned is also posted on HILLS.

- **Issues in the Field**

CBDPP Subcommittee (Company Level) Discussion:

- MSA – There is a meeting today. The Contact List will be re-evaluated since the layoffs.
- WCH – There is a meeting next week.
- WRPS – There is a meeting soon. Still looking to obtain Personnel.
- CHPRC – Sparse attendance at the meeting two weeks ago.
- CSC – Nothing new to report.

**AROUND THE TABLE:**

**Mary Sams**

- Is working with a patient out of the Vit Plant. The patient worked with CSC then went to National Jewish. Everything worked very well.
- Reported that an employee tested positive from a split sample.

**Chuck Wildman**

- The link for the Beryllium Conference Registration is down and does not work. The Conference is in November and is free of charge; however, manager approval is needed.

**Karen Phillips**

- Will be out next week. Sam Murff, her Alternate, will be covering.

**Silvette Boyajian**

- Will be moving out to 200E but will have a turnaround office at the Federal Building. Her role is going from 100% Oversight duties to “as needed” Oversight per DOE request. Both Silvette and John Herber are being reabsorbed into MSA HS&Q Organization.