
CBDPP I&M Committee Meeting Minutes

September 30, 2010

2430 Stevens / CR 297

ATTENDEES:

Shawna Flood	Scott Seydel
Elizabeth Hill	James DeRoos
Randy Phenneger	Joseph Samuels
Mike Stoner	Larry Sherman
Chuck Wildman	Leo Wickstrand
Bruce Covert	Patricia Aldridge
Bob Legard	Brian Fawcett
Mary Sams	Mark Fisher
Robert Gilmore	Silvette Boyajian

INTRODUCTIONS:

No new introductions.

SAFETY TOPIC:

Drivers need to be extremely careful when driving through a crosswalk. There was a recent incident where a driver was blinded by the sun in his eyes and did not see a pedestrian in a crosswalk. A bystander called out a warning to the pedestrian and the person was able to jump out of the way; his lunchbox was hit by the car. Even though pedestrians have the right-of-way in crosswalks, be aware of oncoming cars. Flags have been placed on each side of a crosswalk to be used for extra precaution.

OLD BUSINESS:

Review of Meeting Minutes:

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

OPEN ACTION ITEMS:

- **Beryllium Website:**
 - Contact information has been updated for Colby Smith (WRPS); Elizabeth Hill contact information has been removed.
 - September 2010 minutes have been posted.
- **DOE-0342, Revision 1:**
 - No information was given during this meeting.

- **6.27.2 Counseling:**
 - No information was given during this meeting.
- **Issues with Legacy Components:**
 - No information was given during this meeting.
- **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.

NEW BUSINESS:

- **Corrective Action Plan (CAP) Status - Contractors**
 - WRPS
 - The CAP items due 9/30/10 and 10/01/10 have been completed.
 - MSA
 - Still working on the CAP items due; pretty close to completion.
 - WCH
 - On schedule with the CAP items; should be completed next week.
 - The Beryllium Work Permit (BWP) should be sent out early next week for review.
 - Have hired additional Industrial Hygienists.
 - CHPRC
 - On schedule for completing the CAP items by their due dates.
- **Corrective Action Plan Status**
 - There is confusion amongst the contractors, DOE and Headquarters regarding what the word “completed” means for the CAP items. Charlie O’Dell (HQ) believes that the deliverable needs to be done and verified by DOE by the due

date. The contractors and DOE believe that the word “completed” means that when the deliverable has been met.

- There is a meeting today, 9/30/10, with DOE, BAG, HAMTC and HQ to resolve what the Deliverable date means. Mike Stoner and Mark Fisher will report back to the Committee at the next meeting. The two main issues that the contractors need direction on are:
 - The CAP due dates/deliverable dates – what does this mean?
 - What is the list of objective evidence needed in order to declare the CAP item completed?
 - There is a second meeting today, 9/30/10, with HAMTC, BAG, RL, ORP, Doug Shoop and Jonathan Dowell. Mike Stoner and Mark Fisher will request direction in writing regarding the above issues.
 - The current contractor process of verification for the CAP items, once they are completed, include:
 - Internal review (contractor specific)
 - Internal Corporate Quality Assurance/Oversight (contractor specific)
 - Oversight Verification performed by Al Hawkins
 - IBOT
 - Defense Board
 - EM person assigned to DOE-RL
- **Training Development**
 - Working on the Beryllium Worker class manual. Met with Mark Fisher, Tom Peterson, Larry Sherman, Richard Smith and Lisa Hart.
 - Continue to work the CAP items.
 - Interviews for the HR/IR, Employee Concerns and Beryllium Advocates are being conducted.
 - During the past week, over half of our Worker Trainers were pulled and are not available for training. Bob Gilmore and Bruce Covert have been very supportive in working this. Randy Coleman is working it from HAMTC.
 - The team is working on a MSA All-Hands meeting presentation.
 - The IH/IHT materials meeting is scheduled for October 8th to begin gathering and developing the reference.
 - **Configuration Control Issue**
 - A meeting was held last week with Bruce Covert, Dale Bignell and Pete Garcia (DOE) regarding concerns that the utilization of resolution forms to change the Program will lead to a CONOPS and configuration control issue.
 - Without contractual direction to deviate from the approved procedure, they're concerned that the requirements cannot be flowed down to their projects and/or subcontractors.

- Pete Garcia informed them that the issue of the resolution forms process is being worked by the DOE and a meeting will be held with the site contractors on a path forward in the near future.
- **6.28 Postings Resolution Form and Attachment 5**
 - Attachment 5 resolution on hold until direction is received from DOE.
- **CBDPP Items to be Discussed**
 - The Counseling Packets are still ongoing, however it has been re-prioritized due to the CAP due dates.
- **Be Email Website**
 - This will become a standing “New Business” agenda item.
 - Concern from committee members that questions received are not being answered to in a timely manner.
 - Also concern that the committee members cannot see the responses that are being sent back.
 - The committee discussed different scenarios on how to handle future questions and the direction they would take in responding:
 - Give Bob Gilmore full responsibility to reply to the emails?
 - Answer all questions received during the meetings?
 - Have Bob Gilmore draft up the responses and then present to the committee for approval to reply?
 - Bob Gilmore tried to transfer the task to Silvette Boyajian but was told no as it would violate her “independent” IBOT responsibilities.
 - The committee developed the following process for responding to email questions:
 1. Bob Gilmore will send an automatic email message to the recipient notifying that the message was received and will be responded to as soon as possible.
 2. If the message is urgent, Bob will respond immediately and also contact the representative, union, etc.
 3. If the message is not urgent, Bob will present the committee with a drafted response to the email.
 - Committee members requested that Shawna Flood, recording secretary for the CBDPP, obtain read/write access to the email website in order for the committee to view the responses during the meetings. Bob will check with IT for control issues.
 - Mark Fisher has also requested that he be granted read/write access as well.
 - Bob Gilmore will have all of the previous email responses available for committee review at the next meeting.

Around the Table

Bruce Covert

- Had a meeting with Pete Garcia regarding communication.
 - Any communication that has to do with the CBDPP will be distributed by DOE.
 - Any communication that is specific to contractors will be distributed directly by the specific contractor.

Dr. Brian Fawcett

- Dr. Fawcett passed out posters about the Voluntary Beryllium Program for the contractors, BAG and HAMTC to post around their jobsites. Let him know if anyone needs more posters. He will also try to get these posters to PNNL.
- The flu vaccines will be available starting October. The flu shot schedules have been posted and the H1N1 is included in the flu shot. AMH has 8,000 doses of flu shots.
- The typical flu season is from January to March.

Chuck Wildman

- Is there a database for all samples being taken now?
 - Data is slowly being entered into a database but due to lack of financing, it is hoped that in another week or two, CID will give the authorization to access this database.
 - The database is designed like the one used at tank farms. However, it is specifically designed for use by IHs and AMH. Workers will probably need to go to their Industrial Hygienist to have their information pulled from the database.
 - Workers will not be able to directly access samples from this database; the database will be different that what everyone is anticipating.

James DeRoos

- A CBDPP type sub-committee has been started for WCH.
 - Have had one meeting so far.

Elizabeth Hill

- There have been changes in staffing/management since Lance Gurney left.
- Colby Smith is the new SME and also in charge of the CAP items.
- Roby Robinson is the new Acting Program Manager
- Liz will be inquiring as to Colby Smith's availability to attend the next meeting in her absence at the committee's request.
- Colby Smith's contact information has been added to the beryllium website. Elizabeth Hill's contact information has been removed.