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CBDPP I&M Committee Meeting Minutes  
October 7, 2010  
2430 Stevens / CR 297  
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**ATTENDEES:**

Shawna Flood	Scott Seydel
Carol Powe	James DeRoos
Randy Phenneger	Joseph Samuels
Mike Stoner	Larry Sherman
Chuck Wildman	Leo Wickstrand
Bruce Covert	Lisa Hart
Ken Way	Brian Fawcett
Mary Sams	Mark Fisher
Robert Gilmore	Silvette Boyajian
Colby Smith	Kevin Collins
	Rochelle Juette

\*Patricia Aldridge has delegated voting to Lisa Hart

\*Mike Stoner has delegated voting to Leo Wickstrand and Larry Sherman

**INTRODUCTIONS:**

Colby Smith – WRPS, Replacement for Elizabeth Hill.

Kevin Collins – WRPS, S&H Manager, Alternate to Colby Smith.

Lisa Hart – MSA, Training Program Manager (HAMMER).

Rochelle Juette – MSA, Intern.

**SAFETY TOPIC:**

- With the cold weather arriving, make sure you take the time to winterize (blowout sprinklers, etc.).
- Bees are defensive and aggressive this time of year. Be on the lookout for beehives located in places that you do not expect. For example, a beehive was discovered in a rock landscape and was tucked up under and out of sight. Once the beehive was removed, it was the size of a football.
- There was an article in the newspaper where a residential house was allowed to burn down – the fire department intentionally did not put it out. The house was located in an “unincorporated area” and the homeowner was not current on payment of the “fee” for the fire department. For this reason, the fire department was not able to put the fire out or save the house. There may be fees that people are unaware of. For example, you can elect to pay “fees” for Ambulance Insurance Coverage, Medstar Insurance Coverage, an AED, etc. By paying a fee, whether yearly or quarterly, etc., you are covered should this service ever be needed. It was advised that people should look into any fees that they are not aware of.

**OLD BUSINESS:**

- Review of Meeting Minutes:
  - No changes made to previous meeting minutes. Minutes were not approved as there was not a quorum.
  - Minutes from 9/30/10 to be reviewed at the next meeting for approval.

**OPEN ACTION ITEMS:**

- **Beryllium Website:**
  - No information was given during this meeting.
- **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:**
  - Resolution Form to be reviewed at next meeting.
- **Dust Disturbing Activity Resolution Form:**
  - Resolution Form to be reviewed at next meeting.
- **Intrusive Work and Non-Intrusive Work Resolution Form:**
  - Resolution Form to be reviewed at next 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.
- **Beryllium Information Handbook**
  - AMH attempt to meet with Human Resource Departments.
  - Each contractor to meet with their Human Resource Departments.

## NEW BUSINESS:

### • **Corrective Action Plan (CAP) Status**

- CHPRC is currently working on creating a process for building characterizations.
- Pete Garcia, DOE-RL, is developing a screening process flow chart this week. The CAP due dates for this are:
  - 11/30/10 Development of Process
  - 01/30/10 Assessment of Process
- Scott Seydel will be scheduling meetings for next week regarding development of the assessment process.
  - Screening criteria is needed in order to develop the assessment process.

## WRPS

- Colby Smith getting up to speed since Lance Gurney's departure.
- Continuing to work on CAP items.

## MSA

- CAP items due 9/30/10 and 10/01/10 are completed. There is confusion regarding what is considered "objective evidence" needed in order to complete the CAP items. Objective evidence is not clearly defined. Two examples include:
  - CHPRC had a CAP item due wherein they were to review all of the websites. They sent an email stating that the review was complete. CHPRC QA did not accept that an email message was sufficient for closing the CAP item.
  - AMH developed a process to ensure beryllium registry, per the CAP, and declared this completed. DOE-RL responded that this item was not complete; rather, EACH contractor also has to develop a process to AMH's process.
  - The contractor's are not on the same page with additional items being revealed at the last minute, thereby, resulting in due dates not being met.

## AMH

- AMH intends to begin split samples on all patients that are permanently separating from Hanford as soon as possible. A meeting is being arranged with the HR departments so the process can be started. AMH intends to ask the HR departments to provide to all terminating employees a copy of the beryllium information booklet and a letter from AMH. We are asking the HRs to add it as a line item on their exit sheets so AMH has the date it was provided. The letter will offer the worker the split-sample and ask they call AMH to schedule if they want it to be a part of their separation evaluation. It will also explain that workers in the beryllium worker and voluntary beryllium program do not need to call – it will be automatically scheduled.

- Additional comments that arose from this include:
  - If an employee is in the voluntary program, how would the contractor know if he/she is a beryllium worker? Why not include the Beryllium Information Handbook as part of the exit interview?
  - If an employee is terminated “for cause”, does AMH see them? AMH is obligated to see employee’s if a “yes” box is marked on the survey. This is usually a case-by-case basis.
  - If there is a voluntary/involuntary reduction in workforce, when are these employees given the Beryllium Information Handbook? Mary Sams will look into this.

#### WCH

- Working on four CAP items; will email to contractors for review.
- Writing implementing procedures.
- Continuing to hire additional Industrial Hygienists.
- Continuing to train employees.

#### CHPRC

- Continuing to work on CAP items. Biggest challenge is completing the CAP items that are dependent upon another CAP item.
- Headquarters has said that the due dates are not negotiable; however, there is flexibility on the deliverables with HAMTC and BAG approval.
- Continuing to hire additional IH employees.

#### BAG

- At a CAP meeting with Terry Kreitz and Charlie O’Dell, the BAG was told:
  - All contractors should be working with HAMTC and BAG to accomplish the CAP items. Both HAMTC and the BAG must approve each contractors completed CAP item.
  - Notification will be sent out to all contractors regarding “objective evidence” required for the CAP items.

#### CBDPP Related Corrective Actions

The following CAP Items were reviewed and discussed in the meeting:

- F-1.1 and F-1.4.5, Due Date 11/30/2010, CHPRC: Will be documented in the CBDPP.
- F-1.8 and F-1.11, Due Date 8/01/11, RL/ORP.
- F-1.10, Due Date 11/01/2010, RL/ORP.
- F-3.3, Due Date 12/01/2010, ALL: AMH will take the lead. This will be documented in the CBDPP.
- F-4.2, Due Date 12/01/2010, ALL: Resolution Form on hold until direction received from DOE.

- F-4.6.1 and F4.6.2, Due Date 12/01/2010, CHPRC: Resolution Forms on hold until direction received from DOE.
  - F-4.7, Due Date 12/01/2010, ALL: Resolution Form will be developed to address this.
  - OFI—5.1.3, Due Date 11/01/2010, ALL: CHPRC will be developed to address this. Awaiting clarification from DOE.
  - OFI-5.5, Due Date 03/01/2011, ALL: Pushed back as due date is farther out.
  - OFI-7.1, Due Date 12/31/2010, RL/ORP.
  - OFI-9.1, Due Date 12/30/2010, CHPRC: Sub-committees are meeting.
  - OFI-9.9, Due Date 01/01/2011, CHPRC: Will start this item beginning of November. The BAG reported that HAMMER and Tom Peterson are working on a video for the MSA All Employees Meeting on 11/07/2010.
- **Training Development**
    - Working on the Beryllium Worker class manual. HAMTC and BAG representatives are providing input to the manual revision.
    - CAP item 162, OFI-1.3.4, risk communication across contractors, is being developed by Sandy Rock who is taking the lead. There is a meeting tomorrow (10/8) to further discuss this.
    - Should finish the HR/IR Advocate Needs Analysis next week. Preliminary findings show that the companies know its roles but do not necessarily understand from the worker's point of view.
- **Configuration Control Issue**
    - DOE will be issuing a letter of direction regarding the use of the CBDPP Resolution Forms.
- **Facilities Listing Maintenance, Section 6.6, Resolution Form**
    - This addresses CAP item OFI-6.2.3.
    - This Resolution Form is on hold until DOE has issued the letter of direction.
    - The proposed change for Section 6.6 is to change the following language: *Each contractor shall notify the MSA designated Hanford Beryllium website (<http://www.hanford.gov/page.cfm/Beryllium>) coordinator (^Beryllium@rl.gov) of required changes within two working days of determination of a change in "beryllium status" of a Hanford facility. MSA shall assure that such corrections are entered on to the same website within two additional working days.*
    - There are three (3) listings under Facilities & Areas on the website: Former Controlled List; Former Controlled Building Demolished; and Former Controlled Decontamination and Standing.
    - The main concern some members expressed is in regards to Maintenance and D&D workers entering facilities to perform work. Have all accessible areas been identified prior to their entry?

- There is also concern regarding down posting. If accessible areas were not accessed, how do you know if it is clean?
  - Facilities that have been demolished, but did reach trigger levels using today's criteria that was discovered using past sample data, will be listed under the Hanford Site Controlled Facilities that Have Been Demolished.
    - Mark Fisher will have Pete Garcia, DOE, issue a letter of direction regarding this matter.
  - Another suggestion from some committee members includes adding definitions or clarifications on the website describing what each facility means (i.e. decontaminated, BCA, BCF, standing, etc.).
  - Additionally, some members feel that the above items will be addressed through F1.1, the characterization process that will be developed as a Corrective Action Plan item.
- **Be Email Website**
    - After reviewing some emails received on the beryllium email website, it was discussed that at least one of the questions contained confidential information that should not be shared with all.
    - Upon receipt of a new question/email, Bob Gilmore will send an automatic reply message to the recipient notifying that the message was received and will be responded to as soon as possible. He will then forward the message to the appropriate contact person or will reply to it should it be non-urgent in nature or deemed a "frequently asked question".
    - Bob will notify HAMTC if it is clearly identified that the person is a worker. However, Bob may not know if the person is a union worker if the person is not in PopFon or doesn't state that they are.
    - Joseph Samuels, Michelle Solano and Wayne Schofield will be given access to the beryllium email website. Wayne Schofield will replace Steve Bump.

### Around the Table

#### **Chuck Wildman**

- At what point is a worker qualified to work once a LPT test is taken?
  - Since this test is taken yearly (every 365 days), and since there is a 2-3 week window for test results, a worker could be sent out to work in a BCA and potentially be sensitized while awaiting their result.
  - CHPRC, Human Resources and the Vice President of SHS&Q are meeting tomorrow (10/8) to discuss "pending results" and render a final decision.
  - What is the process for beryllium ERDF cans to be put back into general population? Are they just spray painted? Bruce Covert will look into this.