
CBDPP I&M Committee Meeting Minutes

October 21, 2010

2430 Stevens / CR 297

ATTENDEES:

Shawna Flood
Carol Powe
Randy Phenneger
Kirk Domina
Chuck Wildman
Bruce Covert
Ken Way
Mary Sams
Robert Gilmore
Colby Smith
Michele Solano
Erin Sappington

Scott Seydel
James DeRoos
Brian Fawcett
Larry Sherman
Leo Wickstrand
Patricia Aldridge
Joseph Samuels
Mark Fisher
Mario Moreno
Michele Edwards
Michele Mazzei
Alison Gjefle

- *Bob Legard delegated voting to Kirk Domina
- *Colby Smith delegated voting to Scott Seydel

INTRODUCTIONS:

Erin Sappington – VIVID Learning Systems.
Alison Gjefle – VIVID Learning Systems.

SAFETY TOPIC:

- With the cold weather arriving, prepare your car by checking the tire pressure, windshield wipers, wiper fluids, etc. Your tires lose one pound of tire pressure for each temperature degree that goes down.

OLD BUSINESS:

- Review of Meeting Minutes:
 - Minor corrections made to meeting minutes. Minutes were approved by all members.

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:**
 - 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.
- **Performance Feedback, Section 6.31, Resolution Form:**
 - A Resolution Form was submitted to address OFI-5.1.3. Mike Stoner and Mark Fisher asked to delay discussion on the Resolution Form until they could discuss it with Pete Garcia.
- **Beryllium Work Permit (BWP) and Pre-Job Briefings, Section 6.7, Resolution Form:**
 - No information was given during this meeting.
- **Beryllium Work Permit (BWP), Job-Specific, Section 6.7, Resolution Form:**
 - No information was given during this meeting.
- **Facilities Listing Maintenance, Section 6.6, Resolution Form:**
 - No information was given during this meeting.

NEW BUSINESS:

- **Corrective Action Plan (CAP) Status**
MSA
 - Still working on CAP items – making progress.
 - Will need to meet with Pete Garcia, DOE-RL, to redefine Deliverables.

AMH

- Continuing to work towards CAP Deliverables.
- Still need to hire additional support.
- The Questionnaire was approved by the BAG on 10/20/10. Mark Fisher, BAG Chair, will forward an email to Dr. Fawcett to follow up the verbal approval given.

WCH

- Bruce Covert will schedule two meetings for some time next week. These meetings will discuss the two Resolution Forms; BWP and Job Specific, that has a CAP due date of 11/1/10.
- Bruce Covert will also be scheduling a meeting for next week regarding the Postings Resolution Form. This CAP item is due 11/30/10.

CHPRC

- CHPRC is leading the enhanced characterization process.
 - A meeting is scheduled for today, 2:00-4:00, Jadwin Conference Room. The meeting will cover the characterization of switch gear and other components.
 - BAG and HAMTC will be sending 2 people as well as WRPS.
 - A second meeting is scheduled for next Tuesday morning (10/25/10). This meeting will discuss the facility assessment process. Scott Seydel will send out a draft of the facility assessment for review prior to the meeting.
 - Still working out issues regarding characterization sampling.
- **VIVID Presentation (Results from Needs Analysis for HR/IF EC Advocate)**
 - Erin Sappington and Alison Gjefle from VIVID Learning Systems gave a presentation on needs analysis of the beryllium training for HR, IH, Employee Concerns and Health Advocates.
 - After conducting 14 interviews with IH, HR, Employee Concerns and Health Advocates, VIVID drafted a Flow Chart for "The Workers Journey". The flow chart is based upon findings concluded from the interviews. The Findings include:
 - Provide background information (testing, claim types, HGET, etc.).
 - Standardized Counseling Packets
 - Develop Handbook/Manual which outlines the Process and Roles and Responsibilities.
 - Hold a meeting where all folks involved in the process can go over the information.
 - Although the flow chart is just a starting point with errors to correct, the Committee had additional suggestions they would like considered:

- Involve the BAG and Affected Workers.
 - Require that all HR take this course to avoid unintentional statements regarding filing of claims.
 - Locate a person from each contractor who has gone to National Jewish.
 - Differentiate the paths forward for individuals that file claims or individuals who do not file claims.
 - In order to meet the CAP due date of 12/31/10, it was determined that a Short Term Plan and Long Term Plan would be developed. The Short Term Plan will meet the CAP deadline based upon the current information. The Long Term Plan will be developed when all of the CAP items are completed and the information is finalized.
 - The Short Term Plan will include education on beryllium, path forward for beryllium and the counseling packets. A sub-committee has been developed to review the flow chart and bring changes to the committee for review. The sub-committee members include: 2 BAG Reps (Mark Fisher will provide Pat Aldridge with 2 names), 2 HAMTC Reps (Kirk or Mike Stoner will provide Pat Aldridge with 2 names), Mary Sams, Carol Powe and Kirk Domina.
 - Scott Seydel, Bruce Covert, Ken Way, Bob Gilmore, Colby Smith and Sue Madera will be Points of Contact for contractor questions.
 - A sub-committee meeting will be scheduled next week or the first week of November.
 - The Long Term Plan will evaluate whether sensitization, CBD, medical removal and lower tiered subcontractors will be addressed.
- **Training Development**
 - The Beryllium Worker course manual has received further input from both the BAG and HAMTC Representatives. Redline/strikeout version will be sent to the team for review. Then we will do comment resolution.
 - IH/IHT materials were received from the IH/IHT committee members on 10/13/10. A first draft of the Reference Manual has been developed and sent out for review. A follow-up meeting with the IH/IHT committee members is scheduled for 10/22/10.
 - HR/IF EC Advocate – Vivid presented their information on the needs analysis. A process improvement issue has been presented and captured in a flowchart. Further analysis is needed with interviews with BAG members, HAMTC representatives, and selected others will be conducted.
 - Risk Communication -- Vivid has begun the needs analysis and interviews. A preliminary project plan for the project has a launch of training/education tentatively starting on 1/10/11.
 - The Beryllium Training for PPSM course presentation is at 38% completion. Of the remaining scheduled courses on in the upcoming two months, 70% of those courses are full.

- The Beryllium Training Program Description has been created and signed for approvals.
- **Configuration Control Issue**
 - MSA is still pursuing Variances against the Program as a form of configuration control.
 - MSA will issue Revision 1 of DOE-0342 once it is ready. Bob Gilmore said that it is in the final round of internal review. Upon completion, Revision 1 will be provided to the Committee.
 - The Committee discussed whether it should invite Jim Giesa (MSA Document Control) to the next meeting for a review of configuration control. The Committee discussed communicating via email rather than having Jim Giesa attend the meeting. Bob Gilmore will speak with Jim Giesa and find out if the information can be communicated through email, whether a meeting needs to be scheduled or if Jim will need to attend the next meeting.
 - The configuration control process for the CBDPP is unique to the other Site-Wide Standards.
- **Label – Danger Contaminated with Beryllium, Do Not Remove Dust by Blowing or Shaking**
 - A concern was received about one of the sign/labels in the CBDPP. The sign/label of concern is the Danger Contaminated with Beryllium Do Not Remove Dust by Blowing or Shaking. From the information gathered, it appears that the verbiage was on a label attached to the outside of a seal drum. The concern is it could be interpreted to mean that the beryllium is on the outside of the drum. The individual who submitted this concern was to send an email to the CBDPP committee.
 - No email was received from the individual; however, the committee did discuss this issue and determine that this language is regulated by CFR 850. Mark Fisher will reply to the individual with the question.

Around the Table

Chuck Wildman

- Need clarification regarding Postings for BCA's and BCF's. Does every door need to be posted? Permanently sealed doors?
 - The CBDPP clarified that all entrances that can be opened or propped open need to be posted. Permanently sealed doors do not need to be posted.

Mary Sams

- Received a telephone call from an individual asking where to obtain sampling data from past and present employers. For present employer, the worker would go to the current IH employer. For past employers, the worker would contact the following companies to obtain sample:
 - WCH = WCH data

- CHPRC = CHPRC
- Fluor = MSA has this data
- MSA = MSA
- Westinghouse = Rockwell
- If contacting Rockwell, the request needs to be specific as these records are not computerized. Every attempt will be made to obtain the requested information but there also isn't a lot of past data available. Individuals may also contact Mark Fisher for assistance.
- Individuals may also use the Freedom of Information Act to obtain records.

James DeRoos

- Has spoken with the local safety committee and other workers regarding BCA's. They are in the process of developing a process for communications.
- Postings have been blowing away due to high winds. Carpenters have been building bulletin boards and attaching these to buildings. The company is viewing this as a lessons learned.

Brian Fawcett

- Due to a recent DOE contract modification, AMH held a meeting last week with all contractors. WRPS was not in attendance. AMH will now offer split sample BeLPT testing to all retiring/permanently separating workers at Hanford.
- AMH has recommended to DOE that Penser use the diagnostic criteria for beryllium sensitization that AMH and National Jewish Hospital uses. I have been told that this was accepted.

Mark Fisher

- Battelle will be disseminating the lessons learned submitted for its manipulators.

Michele Mazzei

- As a facilitator, she has many concerns about the ability of the Committee to move forward. They include:
 - Resolution Forms: A process needs to be developed and the Committee needs to decide if these forms are going to be drafted and agreed to outside of the Committee meetings and then presented to the Committee for their concurrence or if the forms will be drafted and agreed to during the weekly Committee meetings.
 - Agenda: Recommends a cutoff date for agenda items to be submitted and if the Resolution Forms are going to be placed on the agenda then they should be emailed out with the agenda so that the Committee members have time to review them prior to the meeting.
 - Meeting Minutes: Concerns on how these are being used (minutes versus objective evidence) as well as the minutes not following the order of the agenda.