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CBDPP I&M Committee Meeting Minutes

October 28, 2010

2430 Stevens / CR 297  
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**ATTENDEES:**

Shawna Flood	Scott Seydel
Carol Powe	James DeRoos
Randy Phenneger	Brian Fawcett
Kirk Domina	Larry Sherman
Chuck Wildman	Leo Wickstrand
Kevin Collins	Patricia Aldridge
Jayne Kahne	Joseph Samuels
Robert Gilmore	Jim Giesa
Emily Millikin	Michele Edwards
Mike Stoner	Michele Mazzei

\*Bob Legard delegated voting to Mike Stoner or Kirk Domina

\*Mark Fisher delegated voting to Leo Wickstrand

\*Kirk Domina delegated voting to Mike Stoner in his absence

**INTRODUCTIONS:**

Jim Giesa – MSA, Program Manager.

Emily Millikin – New WCH Representative.

Jayne Kahne – WCH, Industrial Hygienist.

**SAFETY TOPIC:**

- A recent news story reported that a 20 year old Notre Dame University student was killed while filming football practice. The student was up in a scissor lift with tires. Wind speeds were blowing at 51 mph which tipped the scissor lift over subsequently killing the student. This is a reminder that an individual must know and understand the equipment they are using as well as knowing the equipments limitations.

**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:**
  - 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:**
  - The Resolution Form was approved and signed by the CBDPP Committee. DOE-RL and ORP also approved and signed the Resolution Form. This will be sent to Robert Gilmore to post on the website.
  - This action item will be removed from the next meeting minutes.
- **Beryllium Work Permit (BWP) and Pre-Job Briefings, Section 6.7, Resolution Form:**
  - The Resolution Form was approved and signed by the CBDPP Committee. DOE-RL and ORP also approved and signed the Resolution Form. This Resolution Form will not be posted on the website at this time. It will remain on hold until the BWP is finalized.
  - This action item will be removed from the next meeting minutes.

- **Beryllium Work Permit (BWP), Job-Specific, Section 6.7, Resolution Form:**
  - The Resolution Form was approved and signed by the CBDPP Committee. DOE-RL and ORP also approved and signed the Resolution Form. This Resolution Form will not be posted on the website at this time. It will remain on hold until the BWP is finalized.
  - This action item will be removed from the next meeting minutes.
- **Facilities Listing Maintenance, Section 6.6, Resolution Form:**
  - No information was given during this meeting.

**NEW BUSINESS:**

- **Corrective Action Plan (CAP) Status**
  - Due to time constraints no information was given during this meeting.
- **Training Development**
  - HR/EC/Advocate Needs Analysis
    - Focus group meetings that will further capture the process of the “Journey of a Worker” have been set up for this afternoon and two days next week. The meetings have been split into two groups: one dedicated to the BAG and HAMTC reps and one dedicated to the HR/EC/HAMTC reps.
    - The Items below were verified by the Committee to be included in a Reference guide for HR/IR/EC workers include:
      - Introduction (why this manual exists)
      - The process (roles/responsibilities within each step)
      - Claim Types
      - Travel
      - Testing at National Jewish
      - Medical Removal
      - Privacy/HIPAA Concerns
    - Counseling Packets – this item was added by Scott Seydel; the CAP item responsibility for this item was shifted over to HAMMER for completion.
    - A representative from WRPS was needed for the focus groups. Elizabeth Hill was added to the focus group invitee list per the Committee’s discussions.

**Risk Communication**

- Analysis work is continuing with this project as well with interviews commencing with some of the top national leaders on this topic. The analysis will identify WHO needs to attend what kind of training and on what topics.

#### All Hands Roll Out Meeting

- A development meeting scheduled for 10/22/10 was canceled due to lack of attendees. A new meeting is being scheduled for the week of November 1<sup>st</sup>. The script for the video is approximately 80% complete. It is MSA management's desire that this all-hands meeting will take place before Christmas.

#### Beryllium Worker Manual Revision

- Still on target to be completed by November 5, 2010. All red-line of the manual have been received and this version will be going out to reviewer's early part of next week.

#### Beryllium PPSM Class

- As of 10/27/10, we are 50% complete for folks required to complete the course. Richard Smith commented that the awareness level regarding Beryllium in the student's who have recently taken the Beryllium Worker and the Beryllium PPSM class has been very high. Communications about Beryllium are "getting out there." KUDOS to the CBDPP Committee for making that happen.

#### IH/IHT Reference Manual

- HAMMER sent out the first draft of the IH/IHT Reference Manual to all IH/IHT subcommittee members on 10/20/10. A development meeting was held on 10/22/10 with changes and additions discussed. Another development meeting is scheduled for 10/28/10 where final additions and changes are due to HAMMER. A November 5, 2010 due date is still intact.

#### • **Configuration Control Issue**

- Jim Giesa, MSA Document Control, handed out a Flow Chart being developed for configuration control of the Resolution Forms.
- The flow chart will contain a R&A Variance disclaimer that reads "The CBDPP is exempted from MSA-PRO-589 and MSA-PRO-8635 Review and Approval processes. DOE reviews and approves all changes. Conceptually, membership on the CBD committee provides the required review and approval for the companies participating in the program, and impacted by the CBDPP".
- The flow chart involves a 3 Step Process:
  - Process #1 – CBDPP (Be Group Meets)
  - Process #2 – Contractors ("Site Wide" Doc. Change Personnel/Receive RF)
  - Process #3 – DOE (OHC's Analyze for Impact)
- This process should clarify and expedite changes to the document.

- Should a change impact nuclear safety, the committee needs to seriously review the proposed change. Nuclear safety is excluded from the Variance.
  - Jim Giesa will make suggested changes from the Committee to the flow chart. These changes will include spelling out the abbreviations and adding two additional boxes (steps).
  - Each symbol in the flow chart represents an action:
    - Box/Square = *Step(s)*
    - Diamond = *Question or Decision that needs to be made*
    - Info. Bubble = *Just consider this for Information*
    - Rectangle with 2 lines = *Contractually required to do*
    - Rounded Rectangle = *End Process or Directs you to a Different Process*
  - All comments should be sent to Robert Gilmore or Jim Giesa.
- **Revision to 6.7 and Incorporation of 6.8 Pre-Job Briefings, Resolution Form AND Beryllium Work Permit (BWP), Job-Specific, Section 6.7, Resolution Form**
    - These Resolution Forms were developed by Pete Garcia, Mike Stoner and Mark Fisher for review by the Committee. These Forms were sent out to the contractors for comments prior to the meeting. They were not sent out to all Committee members.
    - A Resolution Form process was developed for select Resolution Forms. These select Resolution Forms will be developed by RL, ORP, Mike Stoner and Mark Fisher and will then be shown to the Committee for review. These four individuals will ultimately determine if the select Resolution Form is approved.
    - Some Committee members have an issue with not being able to review the Resolution Form prior to the meeting.
    - The Committee did approve both Resolution Forms for publication.
    - These Resolution Forms are considered the “cart before the horse” and will be put on “hold” until the Beryllium Work Permit (BWP) is finalized. They will then be submitted as one package.
  - **Performance Feedback, Section 6.31, Resolution Form**
    - The Committee approved this Resolution Form.
    - This Performance Feedback will track if there are any implementation issues. Essentially, each contractor will do an assessment. During this assessment, if implementation issues are discovered then there may be a document concern.

### Around the Table

#### **Scott Seydel**

- Scott Seydel, Robert Gilmore and Silvette Boyajian will not be present for the 11/04/10 meeting as they will be at the BHSC meeting in Livermore, CA. Mark Fisher will Chair the meeting scheduled for 11/04/10.