
CBDPP I&M Committee Meeting Minutes

November 11, 2010

2430 Stevens / CR 297

ATTENDEES:

Shawna Flood	Scott Seydel
Mark Fisher	James DeRoos
Randy Phenneger	Jason Zaccaria
Silvette Boyajian	Larry Sherman
Chuck Wildman	Leo Wickstrand
Thomas Morris	Lisa Zaccaria
Jayne Kahne	Colby Smith
Emily Millikin	Michele Edwards
Robert Gilmore	Mary Sams
	Michele Solano

*Bob Legard delegated voting to Kirk Domina

*Mike Stoner delegated voting to Mark Fisher

*Kirk Domina delegated voting to Mark Fisher, thus Mark Fisher will vote for Bob Legard

INTRODUCTIONS:

No new introductions.

SAFETY TOPIC:

- HILLS is now available on the internet, not just the intranet. Therefore, everyone has access to view this.

OLD BUSINESS:

- Review of Meeting Minutes:
 - Minutes from November 4, 2010 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.
- **Facilities Listing Maintenance, Section 6.6, Resolution Form:**
 - No information was given during this meeting.

NEW BUSINESS:

- **Corrective Action Plan (CAP) Status**

AMH

- Some CAP items have been rolled back as they are awaiting approval from the BAG. However, all of the CAP items were submitted last month.

WCH

- On schedule with CAP items.
- The Beryllium Work Permit (BWP) is almost completed. This was submitted to the BAG for review yesterday. Review and comments for down posting are being incorporated.
- Hoping to have the BWP completed by next week (prior to Thanksgiving).

MSA

- CAP items have been submitted and MSA is performing internal audits; Corrections are being performed.
- For CAP item F-4.4.2, it has been requested that a requirement be added to the Beryllium Work Permit (BWP) instruction stating that if other contractor

personnel are involved in execution of work then they will need to notify the company in advance.

- DOE-RL, Pete Garcia, has provided the language for this requirement.
- Mark Fisher will be contacting the Office of the General Counsel to find out if the work force will need to be re-trained if changes are made to the Program. However, the average turnaround time for responses is approximately six (6) months.

WRPS

- The Beryllium worker sampling process is almost completed.
- Have just finished putting together the cost estimate.

CHPRC

- Switchgear process has been sent out for review.
- Will be sending out the Conex box assessment for review.
- Will be sending out the Waste Sites assessment for review.
- Is working on the facility assessment process and characterization process. This is one process but is being broken down into two processes. Hoping to have both processes sent out this weekend for review.
 - DOE, Pete Garcia, advised CHPRC to hold off on the Resolution Form until it is determined how the two processes will interact.

• **Training Development**

Resolution Forms

- Once Resolution Forms are approved and posted on the website, a copy is sent to the course's Point of Contact who immediately analyzes the impacts of the new resolution on training. This ensures that the training is kept as current as possible.

IH/IHT Reference Manual

- HAMMER sent out the final draft of the IH/IHT Reference Manual on November 5, 2010.
- A copy of the Reference Manual was also forwarded to the IHT Bargaining Representatives per request made by Mike Stoner on November 8, 2010.

HR/EC/Advocate Needs Analysis

- Focus group meeting is set up for November 17th to re-cap the Flow Chart.
- Counseling Packets – Sub-Committee met Monday and decided that a “Best in Practice” comparison from each contractor will be done. A template packet will be completed for review. The Sub-Committee agreed that they will conduct a pilot of the process. They will have an employee who is affected and one who is not.

Risk Communication

- Interviews with local experts in the field (National Leaders) have been completed. Target Audience interviews will start next. Development, with Dr. Rock, will take place November 18th through December 30th.
- We should be training by early to mid-February through the end of March.

Beryllium Worker Manual Revision

- The Manual has been sent out for review with the final comments and resolutions due back by November 19th.

- **Section 6.25 Resolution Form (Medical Surveillance), AMH Interface with Contractors**
 - Lisa Zaccaria presented this Resolution Form to the Committee for review and approval. The Committee reviewed and approved this Resolution Form. The Resolution Form was hand-delivered to DOE-RL (Pete Garcia) via Mark Fisher for signature.
 - This is the interim resolution until the IH Database is completed.
 - A path forward has been established by the Committee to try to circumvent internal issues within the BAG. The BAG Representatives are present in all sub-committee meetings; however, they do not have approval authority without first presenting back to the BAG for discussion. With numerous Resolution Forms due by 12/31/10, sub-committees will present the agreed upon Resolution Forms to both BAG and HAMTC for approval. Once approval is given by both, the Resolution Forms will then be presented to the CBDPP Committee for review and approval.
 - For future sub-committee meetings, and to delay confusion, a sign-off sheet will be completed once the sub-committee has reached an agreement on a Resolution Form.
 - Bob Gilmore will investigate the possibility of getting Craig Hall a computer to use. Craig is having problems with his existing computer which is delaying the review of documents and email exchanges.

Around the Table

Mark Fisher

- Last month, a hit was identified in the old tool room at PFP that use to contain beryllium; the tool room at PFP was moved in 2002. The concern is that the work being performed in the tool room was not considered beryllium activity even with the past history.
- What is to be done in the interim while the process is being implemented and will take a lot of time to do so?
 - The Committee suggested that an effort is made to communicate ways to do work. One way this can be done is to distribute information informally.
 - CHPRC is hoping to issue a formal report regarding this incident.

Chuck Wildman

- Presented to the Committee a first draft of the Underground Beryllium Area sign (see attached).
 - Should this sign say “Caution”?
 - Should the color be yellow?
 - Is the wording of Underground Beryllium Area the correct wording? This wording is an extension of existing signs currently on site.
 - Where should these signs be posted?
- The Committee recommended that the signs be posted in BCAs and BCFs.