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CBDPP I&M Committee Meeting Minutes

December 15, 2011

2430 Stevens / CR 297
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ATTENDEES:

Shawna Flood	Michele Solano
Scott Seydel	Darrell Riffe
Randy Phenneger	Mark Fisher
Kirk Domina	Bob Legard
Larry Sherman	Sue Madera
Chuck Wildman	Thomas Morris
Rich Brooks	Colby Smith
John Hanson	Patricia Aldridge
Robin Domina	Joseph Samuels
Calin Tebay	Mike Butts
Sam Bennikutty	Mike Stoner
Shad Smith	Mario Moreno
	Marc Regimbal

INTRODUCTIONS:

No new introductions.

SAFETY TOPIC:

- Winter weather preparation needs to be observed at home; not only while driving or traveling. There was an instance where a Hanford Safety Manager, while at home, went to retrieve his newspaper outside in his house slippers. He fell and broke his ankle.
- Reminder that spike shoes are available to those who want a pair.
- Should an early release day occur due to snow/ice, it may be more beneficial to wait until traffic has slowed down. Even the early release is “staggered”; there is still a traffic jam. If you are unable to avoid waiting, remember to drive slowly and be mindful of other drivers. As always, remember to check your tires, wiper blades, etc.

NEW BUSINESS:

- **Quorum:**
 - Committee had full quorum.
- **Meeting Minutes (Approval of Minutes from 11/03/11):**
 - The Committee is still awaiting approval from WCH regarding the 11/03/11 Minutes. These Minutes have been sent to WCH for review and approval.

- **Follow-Up: Learning Objectives, Facility Assessment and Characterization Procedure:**
 - The Committee is still awaiting approval from WCH to move forward.
 - The Alternate Representative for WCH will also address the issue of Committee representation and the importance of attending the meetings with the Primary Representative.

- **Follow-Up: Resolution Form for Section 6.26.5, Medical Removal Protection Benefits/Attachments:**
 - The Committee reviewed the Resolution Form and its Attachments and discussed whether this should be approved by the Committee and added to DOE-0342 or if it should be handed off to the Handbook Product Team for incorporation.
 - The Attachments are already included in DOE-0342 and there was discussion as to whether this should be left in Revision 1 for transparency reasons, even though the Attachments currently have no direct bearing.
 - On the flip side, the Attachments highly impact the Handbook Product Team as it has CBA implications. The Product Team is near ready for the 90% Presentation and would like to handle the language determination.
 - The Committee agreed that the Resolution Form would not be formally voted on and that the Handbook Product Team would be responsible for incorporating any and all changes.

- **Beryllium Inbox:**
 - The Beryllium Inbox received a question regarding Section 6.8 and Appendix B. The Subcommittee decided to elevate it to the CBDPP Committee for discussion.
 - The Committee reviewed the proposed answer and determined that further clarification was needed. The Subcommittee will revise the answer further and respond to the question.

- **Status of the PermaFix Presentation:**
 - The PermaFix Presentation will be moved to the January 2012 Agenda. The Presenter broke his ankle and is unable to attend a meeting in December.

- **BWP Procedure/DOE-0342 Signature Status:**
 - The BWP and DOE-0342, Revision 1, will be published simultaneously, when approved to do so.
 - The BWP has been signed by all parties.
 - Darrell will attempt to obtain signatures starting today for DOE-0342, Revision 1.
 - A meeting has been set up with MSA for signature
 - CHPRC has indicated that it is ready to sign
 - WCH is in progress
 - WRPS is in progress

- Historically, based upon other SWS Programs, all contractor President's and CSC sign the Programs. Procedures are normally signed by the Vice-Presidents, HAMTC and Central Washington Building Trades.
 - DOE-0342, Revision 1, will be signed by the President's and CSC.
 - DOE-0342, Lower Level Procedures (i.e. BWP) will be signed by the Vice-Presidents, BAG, HAMTC and Central Washington Building Trades.
 - Once the Program and Procedures have been signed by all parties, DOE-RL/ORP will issue Letters of Direction to each of the contractors. This letter will ask for the costs/estimates to implement the Program and Procedure. Upon receiving all of the required information, DOE-RL/ORP will determine the Implementation Date.
 - A reminder that when reviewing the Program and/or Procedures, it is extremely important to ensure that all steps and actions are implementable. For example, an issue arose with the Hanford Site Lockout/Tagout Procedure where an editorial error was discovered in a training class. The editorial error listed the wrong steps and the user was unable to move forward per the Procedure. A Stop Work was issued. Ultimately, Revision 1A was issued in order to rectify the error.
- **Training Update:**
 - The PowerPoint lesson plan has been modified for the BWP for IH/IHT training.
 - A dry run for the instructors will be scheduled.
 - Starting January 15, 2012, 12 sessions have been booked for this training.
 - Gap Training for Be Workers Pilot class is scheduled for January 5, 2012, at HAMMER. The Pilot course will take place instead of the CBDPP meeting.
 - A dry run with the instructors will be held on 12/29/11.
 - Classrooms have been scheduled starting 1/15/12.
 - TCOE has approved the Assessment and Characterization Training.
 - Waiting on approval from WCH to move forward.
 - Postings Training held its first meeting yesterday. Learning Objectives for this course are approximately 2 weeks out.
 - HAMMER needs IH Instructors.
 - HAMMER will be very busy mid-January through February as the BWP and Be Worker Gap Training are due.
 - **Lessons Learned**
 - Approximately 6-7 months ago, wipe samples were taken from PFP glove boxes. The preliminary results showed high levels at $4\mu\text{g}/100\text{ cm}^2$ and remaining levels at $2\mu\text{g}/100\text{ cm}^2$. These samples were shipped to Savannah River for final results.
 - The assumption is that a communication will be sent out.
 - **Issues in the Field:**

- The EPI Study kicked off yesterday with a Site Tour then meetings with BAG and HAMTC.
 - The EPI Team is also meeting with Gail Splett today to discuss potentially classified documents.
 - The EPI Team is still determining the path forward and is tentatively coming back in February or March, 2012.
- **CBDPP Subcommittee (Company Level) Discussion:**
 - MSA: Meeting today.
 - WCH: Met yesterday and a BeCAP update was given. Suggestions were provided that communications regarding the other BeCAP Products would be nice.
 - CHPRC: Will be meeting after the first of the year.
 - WRPS: Held meeting last Thursday and reviewed the white paper for Beryllium Tank Waste and Exposure Monitoring. This will be presented at the next BAG meeting. This paper should be posted shortly.
 - CSC: Held first meeting last week. The meeting included the Nurses Union. This meeting was primarily an introductory meeting.
 - ORP: Mario will give status at the next CBDPP Committee meeting.
 - It was discussed that each Subcommittee will send its meeting schedule to Shawna Flood and she will make a master schedule.

AROUND THE TABLE:

Larry Sherman

- Since the Postings and Assessment and Characterization Procedures are almost ready, a heads up that everyone may start seeing the Resolution Forms for these.