

**Clarification & Guidance**  
**DOE-0342 Chronic Beryllium Disease Prevention Procedure**

Proposed    Reviewed    Rejected    Accepted    Approved for Use   Procedure Updated   Complete N/A

**ID Number:**                      **Title/Subject: Roles and Responsibilities of the CBDPP Committee (Charter)**

**Initiated by:** Pete Garcia                      **Company:** DOE/ORP                      **Date:** 12/30/10                      **Ph #:** 372-1909

**Issue/Concern/Affected Step(s):** Per the Corrective Action Plan for the Hanford Chronic Beryllium Disease Prevention Program (CBDPP), OFI-7.1 states, "With input from BAG and HAMTC, evaluate the roles and responsibilities of the CBDPP Committee to ensure effective long term implementation of the Hanford Site CBDPP".

**Discussion:** The CAP Deliverable: Documented roles and responsibilities of the CBDPP Committee.

**Recommended Resolution:** Attachment 1, Hanford Site Chronic Beryllium Disease Prevention Program (CBDPP) Committee Charter, to be revised (*See Attachment 1*):

Sections 1.0 through 1.10 to be revised to 1.0 through 8.0, no changes made to the Section titles although revisions were made to the content of each and every Section (*see Attachment 1*).

A new Paragraph #3 will be added to the first page, prior to Section 1.0: "The Hanford Beryllium Awareness Group (BAG) Chairperson and designated Hanford Atomic Metal Trades Council (HAMTC) Representative shall meet on an as needed basis with the DOE-RL and DOE-ORP Deputy Managers to discuss any concerns with the CBDPP Committee and its implementation".

New language was added to the end of the first Paragraph in Section 2.0, Committee Structure/Membership/Qualification: "The HAMTC representative should, when possible, be comprised of two beryllium affected workers and two non-beryllium workers. These members shall be selected through a collaborative process between HAMTC and the BAG."

Section 3.0, Functions of the CBDPP Committee, 8<sup>th</sup> Bullet, sentence to read "Maintain communication with the Contractor Beryllium Committees and collaborate to resolve worker level issues, concerns, or events in a way that maintains site-wide consistency."

**Clarification**  **Guidance**  :

**Resolution Completion Plan/Summary:** See Attachment 1, Hanford Site Chronic Beryllium Disease Prevention Program (CBDPP) Committee Charter.

**Remarks:**

**Clarification & Guidance**  
**DOE-0342 Chronic Beryllium Disease Prevention Procedure**

Proposed  
  Reviewed  
  Rejected  
  Accepted  
  Approved for Use  
 Procedure Updated   Complete N/A

**ID Number:** \_\_\_\_\_ **Title/Subject:** Roles and Responsibilities of the CBDPP Committee (Charter)

**Status:**

Reviewed	Committee Chair	<u>Scott Seidel</u>	Date	<u>4/14/11</u>
Rejected	Committee Chair	_____	Date	_____
Accepted	Committee Chair	<u>Scott Seidel</u>	Date	<u>5/12/11</u>
Concurrence	DOE-RL	<u>Doug S. Skorp</u>	Date	<u>2/10/11</u>
Concurrence	DOE-ORP	<u>P. D. Harrington</u>	Date	<u>3/31/11</u>
Approved For Use	Committee Chair	_____	Date	_____
DOE-0342 Updated	Committee Chair	_____	Date	_____

## **Attachment 1, Hanford Site Chronic Beryllium Disease Prevention Program (CBDPP) Committee Charter**

The Hanford Site Chronic Beryllium Disease Prevention Program (CBDPP) Committee is established to serve as the advisory group providing consensus direction for the consistent administration and implementation of the CBDPP, herein called the Program. The participating contractors and organizations are responsible for appointing representatives to the committee.

The Department of Energy (DOE) Richland Operations Office (RL), DOE Office of River Protection (ORP), and affected Contractors acknowledge that a joint committee provides the best approach for implementing a consistent, effective, and compliant interpretation of requirements for the Program. The parties agree to cooperate in a teambuilding manner to ensure that the full intent of the Program is met and will be responsibly carried out by their respective organizations.

The Hanford Beryllium Awareness Group (BAG) Chairperson and designated Hanford Atomic Metal Trades Council (HAMTC) representative shall meet on an as needed basis with the DOE-RL and DOE-ORP Deputy Managers to discuss any concerns with the CBDPP Committee and its implementation.

### **1.0 Mission**

The mission of the CBDPP Committee is to ensure consistent and standard application of the Program to promote and maintain a safe work environment. The Committee will achieve this consistent approach through sharing best practices, lessons learned, and matters that affect multiple contractors to foster continuous improvement.

### **2.0 Committee Structure/Membership/Qualification**

The Committee shall be comprised of two primary representatives each from the following prime contract to the DOE at Hanford.

- Mission Support Contract (MSC)
- Plateau Remediation Contract (PRC)
- River Corridor Closure Contract (RCCC)
- Tank Operations Contract (TOC)

One representative shall be the contractor's Technical Representative for the Program as determined by their contractor; the second representative shall be a HAMTC representative (as appointed by the HAMTC President or delegate). The HAMTC representatives should, when possible, be comprised of two beryllium affected workers and two non-beryllium workers. These members shall be selected through a collaborative process between HAMTC and the BAG.

In addition, one representative each from the following organizations will be appointed to serve on the Committee:

- Central Washington Building and Construction Trades Council (CWB&CTC) (as approved by the Union President or delegate)
- BAG
- HAMTC/Employee Health Advocate (EHA)

- AdvanceMed Hanford (AMH)

These representatives comprise the voting membership. An alternate member shall be identified to serve during any absence of a primary representative. The alternate shall have the same authority as the primary representative.

Representatives from Volpentest HAMMER Training and Education Center, Training Department (HAMMER) shall attend meetings as non-voting members to address matters pertaining to their respective area of responsibility. An alternate member shall be identified to serve during any absence of a primary representative.

A Committee member's length of duty may be indeterminate, but rotation of representative assignments is encouraged by all parties.

A chair and co-chair shall be elected by a simple majority of the voting membership of the Committee every two years. The chair and co-chair may be reelected to their respective positions.

Meetings shall be open to others to observe and to give their organizations' impact, perspectives, and technical advice for consideration of the voting body, however, participation in consensus decisions resides solely with the Committee members described herein. The Committee has the authority to develop sub-committees and invite ad hoc participants as needed.

Representatives of RL and ORP shall be invited to participate at each meeting as non-voting attendees.

The MSC shall provide a recording secretary for the Committee. The recording secretary is a non-voting position that provides administrative support to the chairperson. A facilitator shall be provided by the MSC as requested by the Committee.

### **3.0 Functions of the CBDPP Committee**

The functions of the Committee shall be:

- Assist the MSC with the maintenance of the written Program
- Communicate and submit Program changes to RL and ORP through the MSC
- Maintain the Committee charter and review annually
- Review and verify that training is consistent and appropriately covers the content of the Program
- Evaluate trends in performance and recommend actions for improvement
- Review beryllium related events, issues, and lessons learned as appropriate
- Ensure distribution of lessons learned as necessary
- Maintain communication with the Contractor Beryllium Committees and collaborate to resolve worker level issues, concerns, or events in a way that maintains site-wide consistency
  - Since the core function of a Site-wide Standard is “worker protection,” it is imperative to have a structure that fosters and encourages input and feedback

from the working level. Affected contractors will convene a working level committee (also referred to as a lower tier committee) to discuss issues, concerns, or events that occur in the area of beryllium within their organizations. These working level committees shall include equal representation of bargaining unit (as appointed by the bargaining unit president or delegate) and non-bargaining unit employees and ensure good communication up through each group's representative(s) on the CBDPP Committee.

- Evaluate and recommend resolution for issues/disputes pertaining to the Program
  - Issues shall not include any actions regarding applicable Collective Bargaining Agreements
- Recommend topics/information for communication to the workforce
- Provide Program status to the Senior Management Team (SMT) and DOE management when requested

#### **4.0 Roles and Responsibilities**

##### **4.1. Chair Roles and Responsibilities**

- Schedule meetings
- Facilitate meetings in an orderly fashion
- Limit disruptions
- Ensure meeting agendas are prepared
- Ensure meeting minutes are taken and comments are documented
- Function as a point of contact and spokesperson for the Committee
- Interface with other site-wide standard committees as necessary
- Ensure action item list is maintained and members complete their assignments in a timely manner
- Coordinate assignments of sub-committee(s)

##### **4.2. Co-Chair Roles and Responsibilities**

- Act as the Chair when the Chair is absent
- Perform roles and responsibilities as delegated by the Chair

##### **4.3. Member Roles and Responsibilities**

- Provide the chairperson with the identity of an alternate Committee member who is designated as the organizational representative
- Attend and participate in meetings when scheduled or notify their alternate when unable to attend
  - Alternates are responsible to attend and participate in meetings when the primary cannot attend
  - If the primary and alternate are both unable to attend, the Chair shall be notified
- Foster communication between the Committee and affected organizations relative to issue identification, interpretations, and consensus resolution
- Work in good faith toward consensus on issues without compromising safety or Program compliance

- Maintain a safety and requirements focus when addressing issues; avoid facility, craft, job function, or contractor biases when participating in discussions or voting
- Maintain current knowledge of the requirements of the Program
- Participate in issue discussions representing respective organization
- Bring up issues or speak in discussions only after being recognized by the chairperson
- Listen respectfully and refrain from interrupting others
- Refrain from disruptive side conversations

### **5.0 Meetings**

- Meet regularly as necessary, but no less than quarterly, via scheduled meetings
- Hold special meetings to address urgent or emerging issues
- Record and retain meeting minutes and action items, and distribute to the membership, alternates, and DOE
- Document and maintain record copies of voting decisions

### **6.0 Meeting Agenda**

- The chairperson shall ensure an agenda is prepared for each meeting, using input from the membership, and forward a copy to all members, alternates, and DOE in advance of the meeting time and date
- Action items shall be assigned and tracked

### **7.0 Quorum and Voting**

The Committee shall be considered to have a quorum when all Committee members who are eligible to vote (or their designated alternates) are present. One or more dissenting votes from the voting membership will be cause for an issue to elevate into a secondary phase of discussion and comment.

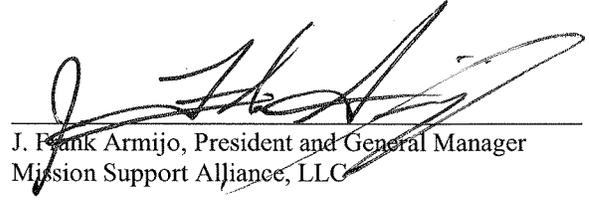
### **8.0 Secondary Phase of Discussion and Issue Resolution**

Matters not agreed upon by the Committee through the initial voting process shall be elevated to the secondary phase of discussion. This phase may include up to two additional meetings. Further discussion/investigation beyond the two additional meetings may be conducted if there is unanimous agreement by the Committee.

If consensus cannot be reached by the Committee, the issue may be elevated to the SMT and/or DOE. The SMT shall provide a status of their resolution process to the Committee at scheduled meetings.



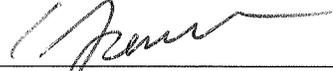
John G. Lehew III, President and Chief Executive Officer  
CH2M Hill Plateau Remediation Company



J. Frank Armijo, President and General Manager  
Mission Support Alliance, LLC



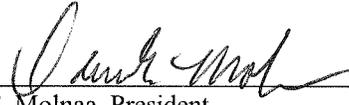
M.N. Brosee, President  
Washington Closure Hanford LLC



C.G. Spencer, President and Project Manager  
Washington River Protection Solutions LLC



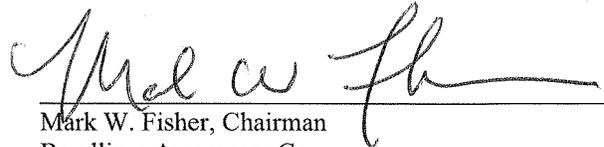
David P. Davis, President  
Central Washington Building and  
Construction Trades Council



David E. Molnaa, President  
Hanford Atomic Metal Trades Council



George C. Baxter, Principal Manager  
AdvanceMed Hanford



Mark W. Fisher, Chairman  
Beryllium Awareness Group