

Accelerator Division EH&S Highlights February 2004

Accelerator Division EH&S Highlights February 2004 - Tentative

External Regulations

Regarding 10CFR851: The Executive Branch proposed a much more watered down version. Contractors would separately negotiate standards and penalties. This may be what precipitated the cancellation of the rulemaking.

Training

- SSG is preparing training material for the new kicker system and updating the PSS user manual to reflect changes in the Controlled Access Procedure. New procedure requires that an area remain in Power Permit until an ARM is ready to enter for a survey.
- RCG initially rescheduled RadWorker I class for Harris Electrical due to unanticipated shortage of trainers. Problem addressed by designation of RCG Head as available back up trainer for all Rad Worker training. RadCon installed new overhead projector/podium in Training Trailer 52C. The Training Trailer is now fully multimedia.
- RCG conducted Radiation Worker I training class for Harris Electrical on 2 and conducted Radiation Worker II class on 2/16.
- IHG presented ODH class given for Harris Electric on 2/19.
- IHG met with Petra Radulovich and Greg Adams to conduct a photo shoot for the on-line version of the ODH test. The Cryomodule Test Cave was used for the videos.
- IHG conducted Lead Worker Training on Friday 2/20 and Conducted Laser Safety Training on Monday 2/23.
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EH&S Manual Information and Changes/Updates

- EH&S Manual Updates in Progress: Christina focused on bringing tracking records up to date on manual chapter status. On Monday alone, she posted 12 records/updates.
- The JLab Material Handling Safety Improvement Team asked to look at all EH&S Manual content pertaining to "Material Handling." T3G forwarded them links to the pdf versions of 42 requested documents.
- In January, PMG highlights included a link to the color-coded table of chapters status. Highlights can be viewed at: http://docushare.jlab.org/Get/File-8184/January_2004_EH&S_PMG_Highlights.doc
- T3G staff met w/ Linda Even and Jennifer Allen about automated management of the Work Smart Standards set. Linda provided T3 with some proposed requirements that appear to dovetail nicely with EH&S PMG automated design ideas. Linda made suggestions on author re-assignments
- T3G Chapter/Manual changes:
 - Markups received:
 - Chapter 6220 from Ed Martin
 - Chapter 6711 from Linda Even
 - Chapter 6420 from Patty Hunt
 - received mark-up of Chapter 5300 from author, including comments from level 2 review
 - Chapter 6850 comments from level 2 review, forwarded to author, author requested more time to review comments
 - Chapter 6630 from Patty Hunt
 - Chapter 5200 returned from John Kelly, minor tweaks, will be going out for level 3 review, need to post new finding in Tracking System
 - Chapter 5300 comments from level 2 review forwarded to author

Accelerator Division EH&S Highlights February 2004

- Working on changes to Chapter 6732 from Linda Even
- Chapter 5300 and Appendices 5300-T1, and 5300-T2 still out for level 2 review, comments requested back by February 9th
- EH&S Manual Revision 5.6 was posted -included changes to Chapters 2100 & 6140
- Neil Wilson was assigned a new chapter author for Chapter 6140, Cranes and Hoists.
- RadCon Manual approved through JRRP review. Now available for EH&S Manual review process.
- RF chapter submitted for level 4
- Chapter 6850 still out for level 2 review, comments requested back by February 12th, posted in tracking system
- Chapter 6410 updated in the manual, html and pdf versions now available, paper copies will begin being updated next week, ehslog entry made, all staff e-mail sent to Kelly, and database updated.
- Working changes to Chapter 1200, will be sent out for level 2 review
- Chapter 6850 still out for level 2 review, comments requested back by February 12th, posted in tracking system
- Chapter 6410, paper copies being updated word versions of Chapter 6140 given to new author, Neil Wilson
- Chapter 3320, no changes needed, revision date updated and updated in online versions of manual, paper copies will be updated later this week
- Chapter 6733 sent out for level 2 review, comments requested back by March 9th
- Chapter 1200 sent out for level 2 review, comments requested back by March 5th
- Appendix 2200-R1: author requested that changes be made to remove redundant Safety Warden listings (Safety Wardens were listed in both tables 3 and 9) and to add a link in table 9 to the building manager list maintained on the Facility Management webpage. This was completed in the html version of the manual. However I'm having some trouble figuring out how to make the links work in the pdf format

EH&S Tracking System, Policy and Manuals Activities

Tracking System

- System underwent design changes to include: field for OSHA citation added; function added to track editing changes made to existing records; pie chart on % open findings by department added. Note: Tracking System up-to-date with all chapters that are currently in review or have past their triennial review date. Acc Div EH&S Department has second highest number of open items in tracking system. This is in large part due to open actions for EH&S Manual chapter updates. Ops Department has the highest.
- T3G noted new error conditions resulting from changes to the system,. The most significant one is that when adding a record, if you leave a field and then return to it for editing, even before posting the record, all text in the field is lost. So returning to the field to correct a minor typo will result in a loss of the entire text entry. T3G submitted a ccpr on this problem.
- T3G also noted that html download to Excel function does not work in the Occurrence (Incidents/Accidents) Events query. Submitted ccpr to modify department drop down table.
- T3G entered an update on VTA CARM self assessment finding.
- Working on update of the PSS operator's manual to satisfy RDR finding.
- T3G added safety notices on extension cord safety and walking on snow and ice safely to the scrolling menu on the home page.

Accelerator Division EH&S Highlights February 2004

- Hyper link to documents in scrolling menu is not functioning correctly. T3G submitted a cpr.
- A few comments on the Notable Event Report page in the tracking system:
 - There doesn't appear to be an "other" selection for "area of incident". The latest RadCon situation requiring notification really encompassed perhaps all 3 experimental halls, and I had no option for correctly capturing that.
 - The latest RadCon Notable Event was for an anomalously high tritium reading in the end station dewatering sump. In assigning corrective actions, author had to repeatedly select ISM guiding principles, etc. but there was not necessarily any wrongdoing by corrective action tskes
 - T3G Modified scrolling menu for 2004 RWP. T3G used a script that required some html code writing. The script worked well and gives me the ability to make changes rather than submitting a cpr for changes.
- DocuShare Posting:
 - November highlights on DocuShare, moved 2002 highlights into CY 2002 folder, and created new folder for CY 2004
 - Work control docs A-04-001-TOSP and A-04-001-SOP, electronic copies received, need to post on DocuShare
 - Received electronic copies of work control docs A-04-001-TOSP and A-04-001-SOP, need to post on DocuShare
 - Old work control documents from Joe Wilson on DocuShare
 - Work control documents on DocuShare: A-04-001-TOSP, A-04-001-SOP, A-04-002-T (w/ attachments), posted December 2003 Accelerator Division EH&S Highlights on DocuShare

Policy and Manuals

- T3G staff with Linda Even, Jennifer Allen, and Sandy Prior regarding the WSS/Chapter revision initiative and the EP Supplement. Linda planned that an EP Supplement would follow the same review process as chapters currently follow; when chapter comes up for review, the corresponding section of the supplement would be sent along for review. T3 considering how to ensure changes to chapters are reflected in the Work Smart Standards; development of a memo, possibly to become web-based in the future
- T3G assigned serial numbers to TOSP: FEL Cryomodule FL03 Move from Test Lab to the FEL Vault (A-04-002-T), need to post on DocuShare
- T3G updating database, status updates to current records, still need to post records for chapters currently in review
- T3G writing SOP for assigning serial numbers to work control documents
- **Emergency Meeting of JEHSC**
 - **Christoph called a meeting of the JEHSC late Monday afternoon. In attendance: D. Skopik, B. Ullman, J. Kelly, L. Even, K. Caccetta, S. Prior, and C. Ficklen.**
 - **CWL asked for thoughts on potential avenues for change and/or root cause ID. His impression is that JLab staff view many EH&S requirements as optional and that this view is OK with supervisors.**
 - **CWL checked to see if supervisor of hand injury employee had completed PPE survey. He had not and CWL views this as a strong indicator that supervisor does not take safety seriously.**
 - **CWL also concludes that many work areas are substandard and he is willing to put money into improving them provided we give him a list of areas that are truly substandard and warrant re-direction of funds from scientific program to improve them.**

Task Hazard Analysis and Technical Work Documents, Hazard Mitigation and Safety Engineering

Test Lab

- IHG put in request to Bob Bennett to have doorknobs changed in R&D Chemroom. Requested a push bar and regular door locks on exit doors. This will standardize all exits. Finally!
- IHG reviewed R&D Chemroom procedure for molybdenum plating. The procedure does include some chrome plating. Sampling for hexavalent chrome will be conducted.
- ISG with Phil Mutton and Sam Morgan to discuss the machine shop safety SOP booklet. Last minute addition: coolant handling and disposal requirements.
- SSG raised a safety concern over material being placed around and over ODH sensors in the FEL labs and the CMTF test cave. It makes it difficult and unsafe for SSG personnel to access the heads for calibration and maintenance. We will be taking this up with the facility safety wardens.
- IHG supported R&D chemroom project: Aluminum anodization procedure from SLAC will be replicated by Tony Day. The hazards are typical R&D Chemroom hazards. One additional hazard : the power supply will operate at 600 V, 7 amps. There will be no exposed voltage, and the power supply to be used is made specifically for this voltage, with totally insulated leads. A JLab procedure was written by Tony, IHG and SRF staff reviewed it, and inspection of the setup will be required before first use.

CEBAF

- Update on GPR 25 (barometrically compensated digital unit): transmitters under development by AII. AII is lab testing the units now. They expect to ship the first part of March. In the mean time we are testing the sensors with the GPR 35 (AC power analog unit). ODH upgrade may require temporarily reclassification of the CEBAF linac as ODH 1 while the new system is installed. If Cryo can complete the reassessment and provide an SOP that covers when the fixed monitoring system is not available, a TOSP will not be needed.

FEL

- T3G working with Neil Wilson on the development of a TOSP for FL03 movement from B58 to B18. Developed a recommended lift plan form for Neil. He decided to use this form for both the FL03 move and the shield blocks move. TOSP development involved, among other things, clarification on lab material handling policy/requirements for critical lift equipment pre-inspection and oversight. There was some confusion about approved policy versus implementation of proposed changes prior to DC approval. Good practical application experience for Neil as upcoming chapter author.
- T3G completed TOSP review. FL03 was delivered to FEL on 2/9/04. Transport & lift proceeded smoothly. Neil did a great planning and coordination job!
- T3G mediated between commissioning (RF & CM) and FEL staff. FEL agreed to (and did) provide a hazard assessment document for use in task planning by outside work groups. Hazard matrix was not well received by EES staff as the assessment was viewed as minimal and inadequate. RF staff proceeded with development of a test plan for rf zone commissioning. The test plan was approved by FEL operations and addresses special safety considerations.
- SSG met with RadCon concerning the lack of redundancy of the new CARM relays. The dewar monitors are required to perform a life safety function. Radcon proposed a solution that will use external relays in an external panel already under development.

Accelerator Division EH&S Highlights February 2004

There is a question as to whether the PSS should be modified so that ALL RF and outlets are dropped on any CARM alarm or fault. At this time, dewar radiation monitor faults only drop the associated dewar. The SSG is setting up a meeting between RadCon, VTA, and SSG personnel to make sure that the requested change is OK with everyone.

EEL

ARC

General:

- IHG calculated nominal hazard zone, optical density, and maximum permissible exposure limits were calculated for the three injector laser system supervisors.
- ISG reviewing procedures, tools, and PPE in light of recent hand injury in accelerator division.
- RCG Trained Accelerator operators on use of check source in MCC
- ISG Met with Dana Arenius, Will Oren, and Bob May, second in a series to review and modify cryogenic equipment failure rates for the laboratory. Of interest: not all equipment has identical designs: Cryo group has redesigned some rigid pipe connections to compressor equipment: replacing with flexible piping significantly lowers failure rates vs same equipment in use at Fermi Lab. Any difference in failure rates between the two laboratories that is caused by design improvements will be documented with the failure rates.
- LSOP for Injector has been completed. This is the first of the series to include the nominal hazard zone and detailed alignment procedures. This initiative was pressed by the DOE after two eye injuries this past year.

Sampling, Surveys, and Support (ISG/IHGRCG/SSG)

Test Lab

- IHG identified cylinder storage problem: two argon gas cylinders were delivered to the Test Lab this past week, left standing, caps on, not secured. Supervisor John Hogan took care of the problem immediately. Followup to determine if the vendor left the cylinders unsecured.
- IHG monitored delivery of 8500 gallons of propylene glycol coolant; went smoothly in spite of very cold temperatures. The coolant was so thick that a larger diameter fill line had to be used.
- RCG met with SSG concerning PSS system using CARMs. Some disagreement exists as to how to best achieve redundancy in the system, with maximum safety coverage and minimum interruption in production. SSG scheduled meeting for Friday with all affected individuals.
- T3G performed quarterly inspection of ARC office spaces. Inspection of JLab laboratory spaces in the ARC, scheduled for 1/26/04, must be rescheduled due to the lab closure.
- IHG: Mold sample results for various locations (moldy ceiling tiles) were evaluated. Most of the cleanup areas measured less than 15 linear feet or less than 20 square feet, so cleanup requirements are minimal. Mold samples for the Test Lab stairwell: report forwarded to Bob May and John Kelly. Administration Division will be using Waco Construction for the cleanup.
- IHG conducted air monitoring for the closeout of the mold job in the Test Lab Addition stairwell
- IHG Dewars stored in the entrance alcove to the building in the area of the Magnet Test Area: presents a potential hazard to those exiting the building in an emergency. Reported the problem to Phil Mutton, who will have the dewars relocated.

Accelerator Division EH&S Highlights February 2004

- ISG: forklift grabber for plastic drums was ordered.
- IHG: noise survey in Production Chemroom after complaint of noise from new high pressure rinse pump installed in the old BCP dip area. Noise levels in front of pump were 93dB and 88dB in the rest of the old dip room. The other areas of the chemroom (i.e. in front of chemical fume hoods measured 77 db, in measurement room, 70 dB). The dip room was posted as a high noise area and earplugs are required when working for prolonged periods in that portion of the room). Earplugs were supplied to the Production Chemroom. The pump is temporary and will be in use for about 6 weeks.
- IHG met with Bill Rust, Ned Walker, and Phil Mutton to discuss tepid water requirements for eyewashes/safety showers. Test Lab units will be the first to undergo modifications to meet the requirement.
- IHG noted cryo-cycling in the Test Lab in the area of the liquid nitrogen dewar left unattended. The setup was unusual, and the technician did setup a welding screen to minimize splatter to passers-by. He was advised that he had to be present at the location to supervise the test. He graciously agreed.
- IHG prepared preliminary calculations for local exhaust requirements for the Acid Neutralization Building for Phil Mutton.
- IHG prepared HRSD report for Linda Even on the acid neutralization upgrade initiative.

CEBAF

- The CEBAF down has been pushed back an additional 5 weeks. This puts us past the Operations Envelope and within 6 weeks of the Safety envelope.
- RCG provided support for waterfall target assembly and reinstallation in target chamber
- RCG surveyed a continuous stream of items coming from the Hall

FEL

- Certification date of RF zone: FL03 moved up by one month; completed. This will mean that zone FL03 will be certified this week and the entire FEL recertified again in the spring.
- RCG filled holes cut in Experimental room #1 with shielding, and configured neutron and gamma probes to monitor

EEL

- Machine Shop: IHG received coolant test kit. Received synthetic oil sample for misting units. After reviewing MSDS sheets, gave coolant and kit to McCay. It will be evaluated and if acceptable, its use will be incorporated into the coolant management SOP for the shop.

General:

- RCG calculates tritium sampling and discharge to HRSD indicated a quarterly average concentration of $9.5E-6$ microcuries/ml and a total discharge in January of 61.4 mCi
- RCG installed lock guards on Building 91 and 95 gates
- RCG completed all 2003 dose investigations.
- RCG participated in DOE Headquarters security review with checks on Nuclear Material Control and Accountability of Americium and Deuterium.
- RCG preparing for HRSD inspection scheduled for 2/25.

IHG sampling soldering stations facility-wide for lead. Lead wipe samples of soldering stations being conducted and compared to last year's data. Floor samples are also coming in higher. Suggest that cleaning the tables may be adding to contamination of the floors! Hugh Williams came along to evaluate the sampling procedure. Most staff welcomed the sampling. Some even requested floor samples to be taken.

Accelerator Division EH&S Highlights February 2004

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- IHG sampled MCC in various locations for mold. This is a follow-up to complaints of headache. MCC under floor ductwork was also cleaned on Thursday. MCC mold samples came back from Stokes Environmental: clean bill of health. Will report back to Mike Spata. Will conduct similar sampling for other work areas for indoor air quality.

Accidents, Incidents, Notable Events, Lessons Learned

- T3G supported Hand Injury Accident Investigation
 - Completed investigation into EES tech hand injury that occurred on 2/2/04 during heliax cable preparation for RF separator.
 - Causes of accident included failure of both supervisor and employee to adequately assess the work and use effective control measures. Work is routine but performed intermittently. Recommended heliax cable termination procedure was not followed; employee chose wrong tool for the task; employee placed his hand in the knife's path; employee was not wearing PPE.
 - Follow up actions included careful review & documentation of the task process that includes identifying the correct cutting tool, use of cut-resistant gloves, and correct procedure for heliax cable prep/termination; lessons learned sharing with the group, Just in Time training on cutting tool safety and recommended PPE; and possible policy revision regarding the use of cut-resistant gloves when using cutting tools.
- IHG supported review for accident in Test Lab entry door:
 - employee entering the building, door caught on floor mat.
 - Causes: broken floor mat that impeded the swing of the door and employee haste on entering the building. (contributing)
 - Followup actions taken: mat was moved to temporarily reduce the hazard of the missing/protruding components, the exit doorway was temporarily restricted with yellow and black caution tape to draw attention to the hazard, Facilities Maintenance work request was submitted to replace the mat (February 5th)..John Kelly participated in this team to ensure lessons learned followed up by Facilities Management.
- RCG filed a notable event report NE-2003-23 for anomalous high tritium readings in end station dewatering sump in late November found at:
http://mis.jlab.org/ehs/tracking/view_item.php?item_id=1981
- RCG filed RSDR 2004-02 for the Hall C dome radiation area fence opening located at:
http://mis.jlab.org/ehs/tracking/view_item.php?item_id=2041 Lesson learned: Don't kluge fence sections with tie-wraps.

Hazardous Waste / Material Control and Environmental Reporting (IH/RAD)

- RCG reformed filed dose rate on exterior of B-25 boxes, sent lowtrack data, and request for radwaste pick up to Duratek
- RCG completed 4th quarter environmental radiation report
- IHG prepared hydrogen sample for shipment for the Physics Division. The sample was a non-compressed gas
- IHG supported deuterium legacy gas cylinder - shipped offsite for recycling on Thursday. This was an old cylinder that came from Brookhaven in the early 1990's!
- IHG received some questions about shipment of lead offsite for recycling from Joan Campbell. All recycling requests should go through Joan, and Joan notifies IH group when and how much is picked up.
- Composite sample of waste oil was collected for sampling for metals. The waste oil is sampled periodically to ensure that it has no hazardous constituents.
- IHG continues work continues on annual EPCRA reporting.

**Accelerator Division EH&S Highlights
February 2004**

- IHG sent out 4 x 5 gallon buckets of batteries for recycling: 280 pounds!!! Jlab staff are doing a good job recycling.

Training / Travel for Staff Development (All)

- T3G Staff Prior attended Science Bowl training and is Science Bowl, February 7, 2004
- T3G Staff Krasche completed SPCC training. All EH&ST3 staff ITP training requirements are current.
- SSG Staff Mahoney and Robertson to APS March 3-4, 2004 for PSS review, and Mahoney to UWM June 27-July3 for USPAS
- T3G Staff Krasche attended a one day course on Presenting Data and Information in Norfolk and completed Vital Records Management training.
- IHG Staff Williams and Singleton completed Rad Worker II training.



EH&S Reporting Activities for February 2004

➤ Key Activities

- As of February 29th, there have been **112** days without a lost-time injury. There were four recordable injuries in February. February had the highest number of recordable injuries since the six injuries in July 1996.
- An Engineering Department electronics technician had a February 2nd hand laceration while stripping cable. A Business Services Department administrator had a February 4th slip and fall injury on ice in the VARC parking lot. An Institute for SRF technician walked into a jammed entrance door at the Test Lab on January 27th which resulted in a shoulder injury (this injury was not reported to supervision or Medical Services until February). A Computer Center PC administrator had a February 25th recordable fall injury while on JLab travel in Redmond, Washington.
- DOE Headquarters announced on February 23rd the suspension of activities for draft worker safety and health rulemaking, 10 CFR 851. EH&S Reporting had been involved with SURA corporate legal staff in analyzing the draft rulemaking. The Defense Nuclear Facilities Safety Board had previously criticized the draft rulemaking for the lack of DOE-developed prescriptive safety and health standards.

➤ Other Activities

- The Lab's guidance document for 10 CFR 835, the DOE worker radiation protection rulemaking, was revised in February. EH&S Manual Chapter 5300-T4 was revised to incorporate the new DOE occurrence reporting system (ORPS) thresholds for radiation-related events.
- The ORPS Final Report for the December 23rd FEL kitchen minor electrical shock was generated for management review. The Final Report also received DOE Site Office concurrence and was transmitted to the ORPS.
- EH&S Reporting staff accompanied the Hampton Roads Sanitation District (HRSD) representative during their annual inspection on February 25, 2004. Besides the standard review of records, the inspector visited the CHL, the Counting House lower level mechanical room, Building 92, the basement of the Test Lab, and the Acid Storage Building. No compliance issues were identified during the inspection. The cooperation from Facilities Management and Accelerator Division's RadCon, SRF Institute, Accelerator EH&S Department, and Test Lab building management staff during the tour was greatly appreciated. The HRSD inspector acknowledged how important it was that the participants were so interested in informing him of their HRSD-related activities, which is not the norm in his line of work.

- The updated Jefferson Lab Storm Water Management Program (EH&S Manual Ch. 6733), and the new environmental supplement EPS-33 were distributed for internal review by the EH&S Policy & Manuals Group.
- EH&S Reporting staff is working with Facilities Management staff to apply for an updated groundwater withdrawal permit with the Department of Environmental Quality. This permit will cover the groundwater that is collected from under the experimental halls and discharged to the surface. This dewatering operation prevents flooding of the halls.

- **Work Smart Standards (WSS) Set**
 - EH&S Reporting is working with the Policy and Manuals Group to incorporate a review of WSS Set items along with EH&S Manual updates.
 - Proposed changes to the WSS Set, including using current ANSI standards instead of versions from the 1960s are working their way through the change process.
 - Proposed changes to EH&S Manual Chapter 2420 are being processed.

- **National Environmental Policy Act (NEPA)**
 - CEBAF and FEL Upgrade Environmental Assessment (EA)
 - EH&S Reporting continued to work on the checklists for the activities planned for inclusion in the proposed 16 GeV EA.
 - A request for projects to include in the EA was issued by Project Management.
 - EH&S Reporting is working with other laboratory staff to address other NEPA items, including actions related to the planned retention pond project.

- **Storm Water Permit Items**
 - Construction Activity under VAR 103277
 - The update to the 'Working Draft of the Storm Water Pollution Prevention Plan' (SWP3) was signed off on February 27, 2004.
 - Appendix B to the SWP3 to address the first phase of the North Connector Road project, was signed off on February 27, 2004.
 - Best Management Practices under VAR 040079 (2 *sample items being addressed*)
 - EH&S Manual Chapter 6733 is being revised to document a site Storm Water Management Program, which will address permit and regulatory requirements.
 - A tracking system to document instances that could affect surface water quality is being developed by Facilities Management.

EH&S Policies & Manual Group Highlights

February 2004

➤ Tracking Chapter Revisions

- Tracking System up-to-date with all chapters that are currently in review or are past their triennial review date.
- There are 45 EH&S Manual chapters/appendices records of ongoing revision activities. The breakdown is:
 - Industrial Safety: 7 chapters + related appendices; 1 clarification request
 - Electrical Safety: 3 chapters + related appendices; 2 additional 6210 appendices
 - Ionizing Radiation: 1 chapter; Supplement under development
 - Non-ionizing Radiation: 2 chapters
 - Industrial Hygiene: 2 chapters; 1 clarification request
 - Environmental: 8 chapters + related appendices
 - Medical: 4 chapters
 - Training: 1 chapter
 - Assessments: 2 chapters
 - 1200 Series: 1 chapter
 - 2200 – 2400 Series: 4 chapters
 - 3100 – 3500 Series: 3 chapters

➤ Mark-ups received:

- Chapter 6220 from Ed Martin
- Chapter 6711 from Linda Even
- Chapter 6420 from Patty Hunt
- Chapter 6630 from Patty Hunt

➤ Chapters in Review

- The PMG Manager completed the Level 1 review of draft of Chapter 6140. Next step: Follow up with author and technical writer.
- Chapter 6733 out for level 2 review, comments requested back by March 9th
- Chapter 1200 out for level 2 review, comments requested back by March 5th
- Ed Martin held a meeting on 2/17/04 with ESS members on review/revisions to the electrical safety chapters 6220, 6230, & 6240. These chapters were forwarded to the ESS for review in Fall 2002 but no feedback was received. Recent postings to the EH&S Tracking System sparked renewed efforts by the ESS to complete the review process. In addition, there is much discussion underway about systems engineering standards with regard to their applicability and inclusion in the EH&S Manual. The ESS is aware of the issues.
- Formatting RadCon Manual into FrameMaker format

➤ Comments Received

- Chapter 5300 comments from level 2 review forwarded to author
- Only two responses were returned from Chapter 5200 review, of which one contained no comments. Author was alerted and, at the month's end, we were awaiting response from the author to move the chapter on to the next step. Note that Chapter 5200 contains the new 3 day investigation process.

EH&S Policies & Manual Group Highlights

February 2004

- Chapter 6850 comments from level 2 review, forwarded to author

- **Revisions Approved & Posted**
 - Revision 5.6 of the EH&S Manual was posted. This included changes to Chapters 2100 & 6140.
 - ✓ HTML and pdf versions posted
 - ✓ EHSLOG entry #
 - ✓ All staff e-mail request sent to Kelly Hanifan
 - ✓ Tracking system updated.
 - ✓ Received questions from FEL safety warden about recent changes to Chapter 6410, to include more specific guidance on persons under 18 working with lasers. Pat Morton extracted the wording from the Chapter and added it to the relevant section of the Administrative Manual that was currently under revision and added a sentence, modeled after the RadCon guidance, which refers questions to the JLab LSO. J. Kelly reviewed and added in the requirement for a laser eye exam.
 - Chapter 3320, no changes needed, revision date updated and updated in online versions of manual.
 - Controlled copies of EH&S Manual updated on 2/17/04.

- **Revision Status – Color Coded Table**
 - Updated color-coded table with latest revisions status. Included a new column containing proposed author changes. Will pursue author changes with proposed authors and their supervisors in March 2004. The color coded table can be viewed at: http://docushare.jlab.org/Get/File-8112/Color_coded_table.xls

- **Vital Records Review**
 - Christina and I met with Kim Kindrew on 2/12/04 to identify EH&ST3 and EH&S PMG vital records. Our vital records included the online tracking system records and the EH&S Manual. Both of these are backed up by the Computer Center. We are exploring the possibility of maintaining a copy of the EH&S Manual on a CD and also keeping an up to date paper copy in the library. We also discussed retention of documents for legal purposes. I asked about the retention of working files from which policy changes derive. Kim researched this and sent me the following response: *Administrative policy development [documents]... are to be kept for 10 years after cutoff.* “ We are working with Kim to set up a process to meet this requirement.

- **System Problems**
 - The link to the Index of Forms in the EH&S Manual was reported as non-functional. Posted an EHSLOG. Christina found the problem and restored the on-line link to the forms. The problem occurred when a "dummy" link was inadvertently left in during the last Manual update. A follow up EHSLOG was posted announcing restoration of the link.
 - Appendix 2200-R1: Author requested that changes be made to remove redundant Safety Warden listings (Safety Wardens were listed in both tables 3 and 9) and to

EH&S Policies & Manual Group Highlights

February 2004

add a link in table 9 to the building manager list maintained on the Facility Management web page. This was completed in the html version of the manual. However cannot make the links work in the pdf format and have been able to work out problem thus far.

➤ General Administration

- The JLab Material Handling Safety Improvement Team asked to look at all EH&S Manual content pertaining to "Material Handling." Christina forwarded them links to the pdf versions of 42 requested documents.
- PMG Manager and Documentation Coordinator attended a one day course on Presenting Data and Information in Norfolk
- Conducted interviews for EH&ST3 Student Intern position. Among the student duties is a task to develop a PMG interactive web site for tracking EH&S Manual revisions, change requests, chapters training, WSS coordination, and other related PMG functions. Candidate selection was completed, but at the end of the month the hiring action was on hold pending funding identification. Due to the matrixed nature of the Policies & Manual Group, aside from the Documentation Coordinator's salary, there is no funding earmarked for PMG equipment, training, software upgrades, or student hires. Currently, these items are paid for out of the Acc Div EH&S Department's operating budget. This is an issue that needs clarification/resolution before the next budget cycle. Establishing a separate budget code for PMG activities and equipment/supply expenses is recommended.