



JEFFERSON LAB EH&S COMMITTEE MEETING
July 11, 2003
9:00 AM - 10:00 AM, CEBAF Center A110

THOSE IN ATTENDANCE:

JEFFERSON LAB EH&S Committee Members:

James Murphy (Chairman)	Robert May
Carter Ficklen	Dennis Skopik
John Kelly	

JEFFERSON LAB EH&S Committee Advisors:

Bruce Ullman

Other Representatives:

Note: Other representatives, including those listed below, are welcome to attend the meetings.

Linda Even	Ed Martin
Hugh Williams	Barbara Morgan
Eric Hanson	Smitty Chandler
Bert Manzlak	

1. Agenda was accepted without revisions.
2. External Regulations Update – The NRC Inspection is scheduled for July 28 through August 1, 2003. An agenda is being finalized. Introductions and a Lab overview are scheduled for July 28 at 1:30pm with a CEBAF tour at 3:00. The exit briefing is planned for August 1, at 10:30. A five-person NRC team, including three inspectors, is expected. Ray Schwartz from DOE HQ will also attend.

The OSHA inspection is scheduled for August 11 through 15, 2003 by a team of 8 - 10 inspectors. Christoph Leemann wants to minimize the number of violations. Line managers are responsible for compliance within their areas. EH&S staff can help line management by pointing out non-compliances and suggesting mitigation approaches.

3. Review of action items from June 6, 2003:
 - a. Jim Murphy is still awaiting the lists of EH&S professionals available for escort duty for the OSHA inspection. John Kelly stated that he will be available.
 - b. Monthly notices of expired training are now being sent. Since the new announcement started going out, the number of lapsed training has decreased.
 - c. LTT badge tags have been made and distributed. Eric Hanson will offer these tags to individuals as they complete LTT training.
 - d. John Kelly discussed muster point signs with Facilities Management. Rusty Sprouse did not believe that these would be consistent with the lab's overall signage objectives. Other options discussed were:
 - i. Use portable signs during drills.

MINUTES OF MEETING
PAGE TWO
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- ii. Send out reminders during our annual fire safety week reminding people of muster points
- iii. Put building layouts including muster points on the Emergency Management web page for people to reference.

Because there was no consensus on muster point signs within the committee, John Kelly was asked to discuss options with the Emergency Management Committee and report back to this committee.

- e. Jim Murphy is finalizing for Christoph Leemann's signature a draft memo to initiate work on the needed equipment-specific procedures.
4. Smitty Chandler discussed the following issues regarding lead testing:
- a. Emphasis on housekeeping standards has brought lead testing swipes down to within HUD standards. Patty Hunt should continue to use the HUD standard as a benchmark for her testing.
 - b. Kelly Caccetta is reviewing Lab policy regarding lead blood testing of students who are involved with soldering.
 - c. Areas which could potentially expose housekeeping staff to lead, such as floors and trash receptacles, were tested and found to be below HUD standards. Therefore housekeeping staff are not at risk of exposure to lead.
5. According to the EH&S Manual, supervisors and SOTRs of staff who lock, tag and try are to have LTT training. Eric Hanson, who teaches LTT, strongly agrees since not all steps in the process are intuitive. Bruce Ullman will provide a listing of supervisors and SOTRs who supervise taggers and who have not had this training.

Skopik will investigate supervisor/manager level minicourses.

Action Items:

1. Physics and Accelerator EH&S Officers to supply Murphy a list of EH&S professionals available for OSHA escort duty.
2. Emergency Management Committee to recommend muster point signage policy to JEHS.
3. Carter Ficklen to include muster point information in annual fire safety week letter.
4. John Kelly to post building layouts, including muster points, on Emergency Management web page.
5. Bruce Ullman to furnish division EH&S Officers lists of supervisors and SOTR's who need LTT training.
6. Dennis Skopik to investigate supervisor/manager level minicourses (e.g. LTT, forklift, etc.).
7. Bob May with Eric Hanson to investigate issue of reducing the variety of LTT tags.