



JEFFERSON LAB EH&S COMMITTEE MEETING

July 1, 2005

9:00 AM - 10:00 AM, CEBAF Center A110

ATTENDEES:

JEFFERSON LAB EH&S Committee Members:

James Murphy (Chairman)	John Kelly
Carter Ficklen	Sandy Prior

JEFFERSON LAB EH&S Committee Advisors:

Bruce Ullman

Others:

Linda Even	John Musson
Christina Krasche	Manny Nevarez for John Hogan

1. Agenda was accepted
2. Carter Ficklen directed our attention to a recent DOE Safety Topic <http://www.eh.doe.gov/health/hservices/occmed/fireworkssafety.html> which describes firework safety. Information on firework safety was also included in the June 29 issue of OnTarget - Brief.
3. NFPA 70E Training was held on Monday, Tuesday and Wednesday of this week. Approximately 135 staff and subcontractors were trained. The training was generally well received and there was positive feedback. In the future NFPA 70E training will be a requirement for all qualified electrical workers at JLab. We will need to establish a way to deliver this training on an ongoing basis
4. Progress Reports from:
 - a. Electrical Safety Subcommittee: John Musson reported that EH&S Manual Chapters 6220 and 6230 are being reviewed/reworked by Butch Meiers. The ESS will plan to discuss the recent NFPA 70E Training at its next meeting.
 - b. Material Handling Safety Subcommittee: Manny Nevarez reported that the subcommittee recently elected John Hogan as its new chairman. Training options are currently being discussed and evaluated. The motorized equipment assessment is three items short of being complete, and these pieces are expected to be inspected by mid-July. Harness safety and inspection requirements have also been a topic of discussion. Facilities Management has proposed that all harnesses be purchased and distributed through their department. F/M has also proposed that all harnesses now in the field be brought in for inspection and, if warranted, replacement.
 - c. Environmental Management System (EMS): DOE requires that an EMS be in place at all labs by the end of 2005. Awareness training for EMS will take place in July. All staff, users and subcontractors will be required to take the ~15 minute computer based training.

MINUTES OF MEETING
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A JLab audit of the EMS is planned for the first two week in August; a DOE audit/verification will occur before the end of the year. Agreement to implement the attached SOP needs to be reached among the divisions. Linda Even will work with the DSOs to secure their commitment.

5. Carter Ficklen reviewed two recent recordable injuries:
 - a. An insect bite that was treated with a prescription antibiotic
 - b. A shin lacerationThere was also a brief discussion of the role shorts and open-toed shoes have played in recent injuries.

6. John Kelly described, and illustrated with slides, the recent natural gas pipeline rupture at the CEBAF Center Addition construction site. The gas line had been accurately located and exposed by hand digging. The rupture occurred as an excavator covered the line with pea gravel. The contractor reacted promptly to the incident: a 911 call brought the Newport News Fire Department and Virginia Natural Gas to the site. The construction area was evacuated within minutes. The rupture was repaired by VNG within a couple of hours. A lesson learned for the trenching contractor was the need for depth reference markers or perhaps pipe shielding during similar operations in the future.

A lesson learned for JLab is the need to pull the fire alarm whenever building evacuation is required. In this case part of Trailer City was evacuated, but because the evacuation was announced by someone walking the halls, not everyone "got the message" immediately.



Jefferson Lab Standard Operating Procedure	ISO 14001 Element:	NA
	Level:	III
	EMS Document #:	ADM-005
Title: Spill Control Inspections		
Group / Department: Facilities Management	Serial Number: ADM-??	

Issue Date:	
Location(s):	DOE, SURA, and City Properties
Risk Classification:	Without mitigation measures: 3 With mitigation measures: 1
Document Owner:	Keith Royston

Technical Validations:	
Hazard/Issue:	Subject Matter Expert (SME) Signature and Date
EH&S Expertise – Admin.	John Kelly
EH&S Expertise – Accelerator	Robert May
EH&S Expertise - Physics	Dennis Skopik
EMS Coordinator	Linda Even

Approval(s):	Date:
EH&S Reporting Manager: Carter Ficklen	
Facilities Management Director: John R. Sprouse	

Document History		
Revision	Date	Reason for Revision
0		Initial Release

Distribution: Signatories and the original to the EH&S Reporting Manager at MS 3A.

1.0 Purpose

To ensure that only stormwater or permitted or otherwise authorized discharges leave Jefferson Lab property through stormwater channels. Non-stormwater discharges will be monitored through monthly and semi-annual inspections.

2.0 Scope

This procedure applies to all potential point sources of stormwater contamination on Jefferson Lab property.

3.0 Description of Facility

TJNAF is a national accelerator facility managed and operated by SURA for the DOE. The Jefferson Lab site consists of 243 acres of DOE owned or leased property. The adjacent SURA (44 acres) and City properties (14.7 acres) that are managed through Jefferson Lab are also included. Surface water quality is maintained by discharging only unpolluted waters, such as rainwater, groundwater, and other permitted waters to the environment.

Potential sources of contamination of surface waters and associated control measures identified include:

- Hazardous Waste storage - Use of secondary containment at SAAs and the CAA
- Oil leaks from equipment or system malfunctions - as addressed in the SPCC Plan
- Sedimentation from construction activities - Following practices in the Virginia Erosion and Sediment Control Handbook and requiring subcontractors providing services to do the same

The Lab's stormwater management program includes inspections of the entire property and the specific areas described here:

General Description	Est. # of Sites	Related Activities	Location	Responsible Division	Items or Materials that may be present
Storage Areas	>10	Moving items in and out, maintaining containment or other controls	Test Lab and Accelerator Site vicinities	Accelerator, Physics, and Administration	Miscellaneous items and equipment from experiments, shielding materials, lead
Transportainers for Storage	>3 with multiple units	Moving items in and out, maintaining containment or other controls	Various places on the accelerator site and east of the Test Lab	Accelerator, Physics, and Administration	Various contents
Cooling Towers and Chemicals	8 towers, 2 storage tanks	Chemical deliveries and filling, maintaining containment or other controls	Test Lab, CEBAF Center, and Accelerator Site vicinities	Administration	Cooling tower chemical mixture and stabilized bromine
Power generating and distribution equipment – transformers and generators	>20 transformers and >10 generators	Oil product deliveries and filling, maintaining containment or other controls	Across the site	Administration and Dominion Virginia Power	Oil, including diesel fuel
Lab and Subcontractor Vehicles, e.g. trucks and forklifts	>50	General usage and filling reservoirs	Across the site	Accelerator, Physics, and Administration	Oil products
Other Lab and subcontractor equipment, e.g. diesel tanks and portable generators, delivery trucks			Across the site		Oil products and chemicals
Construction sites?					
Etc.					

4.0 Authority and Responsibility

- 1) The Facilities Management (FM) Maintenance and Construction Manager will oversee all exterior inspection activities, including those of the FM EH&S Inspector.
- 2) Twice yearly, the FM EH&S Inspector shall perform written inspection of the entire Jefferson Lab site.
- 3) Each division inspector shall perform a written monthly inspection of his or her division's 'outdoor industrial' areas, including applicable building surroundings, many of which are listed in Section 3.0.
- 4) The FM EH&S Inspector and the Division inspector shall provide inspection results to the EH&S Reporting Manager and the FM Maintenance and Construction Manager.
- 5) The FM EH&S Inspector and the Division technicians shall maintain the inspection records.

5.0 Analysis of Special or Unusual Hazards

As outdoor activities, in wooded areas and around construction areas, will be performed, the hazards are possible sun and critter exposure.

6.0 Hazard Controls

Refer to EH&S Manual Chapter 6620-T1, Determining the Need for Personal Protective Equipment, to address outdoor and construction-related hazards.

Refer to EH&S Manual Chapter 6670, Thermal Stress, to address potential heat issues.

7.0 Procedure

Monthly Inspections by Division

- 1) The responsible division representative shall perform a written monthly inspection (within the first week of each month) of all 'outdoor industrial' areas (such as storage yards and around buildings) for their division.

- 2) During monthly inspections, the responsible inspector will look for: a) general area appearance, b) evidence of ground or storm water contamination, c) adequacy of structural controls, and d) adequacy of spill control equipment.
- 3) Any evidence of ground or storm water contamination, leaks, potential leaks, or any other necessary follow-up action, will be documented. If, in the judgment of the inspector some corrective action is necessary, a corrective action request (CAR) form (EMP-12A) is required. The inspector will complete one and submit it per the corrective and preventive action procedure to the FM Construction and Maintenance Manager and to the EH&S Reporting Officer.
- 4) The division representative shall record the inspection in the Division records and provide an electronic copy to the FM Construction and Maintenance Manager (Royston@jlab.org) and to the EH&S Reporting Officer (lle@jlab.org).
- 5) The division representative shall maintain the database records.

Semi-annual Inspections by FM EH&S Inspector

- 6) The FM EH&S Inspector shall perform written semi-annual inspections of *all* exterior site areas (such as wooded areas, storage yards, and disturbed areas near buildings), following up on monthly inspections conducted by the division area inspectors. An inspection form for possible use, that shows all locations to be tracked, is attached.
- 7) The FM EH&S Inspector will review division inspection reports. If a division has not performed all of its monthly inspections, the FM EH&S inspector will complete a CAR and submit it to the EMS Management Representative.
- 8) During semi-annual inspections, the responsible inspector will look for: a) general area appearance, b) evidence of ground or storm water contamination, c) adequacy of structural controls, and d) adequacy of spill control equipment.
- 9) Any evidence of ground or storm water contamination, leaks, potential leaks, or any other necessary follow-up action, will be documented. If, in the judgment of the inspector some corrective action is necessary, a CAR form (EMP-12A) is required. The inspector will complete one and submit it per the corrective and preventive action procedure to the EMS Management Representative.

- 10)The FM EH&S inspector shall record the inspection in the Division records and provide an electronic copy to the FM Construction and Maintenance Manager (Royston@jlab.org) and to the EH&S Reporting Officer (lle@jlab.org).
- 11)The FM EH&S Inspector shall maintain the database records.

Corrective Actions

- 12)Any storm water control modifications required based on the inspection will be implemented by the responsible line manager within two weeks of the inspection.
- 13)Any changes required to any Jefferson Lab documents or management plans will also be performed by the responsible staff member within two weeks of the inspection.

8.0 Special Environmental Controls

None

9.0 Training Requirements

Training on this SOP is required of: the EMS Management Representative and involved Facilities Management, Division EH&S, and EH&S Reporting staff members.

10.0 Unusual Emergency Procedures

None, beyond normal reporting to x4444 if a spill event is observed.

11.0 Instrument Calibration Requirements

None

12.0 Inspection Schedules

See Section 7.0

13.0 References or Associated Documentation

Jefferson Lab SPCC Plan, Sections x, x, x

SOP-XX

DRAFT – 7-1-2005

Jefferson Lab Storm Water Management Plan – EH&S Manual Chapter 6733 and the Environmental Protection Supplement EPS-33 and appendices

Jefferson Lab/DOE Storm Water Pollution Prevention Plan, Sections XX

New Spill and Overflow procedure

14.0 Records

Monthly inspection records

Semi-annual inspection records