

Naval Postgraduate School  
Safety Committee Meeting Minutes

21 November 2013

Attendance:

CAPT Deidre McLay	Chief of Staff
Jeff Paduan	Dean of Research
COL Nelson Emmons	Associate Dean of GSOIS
LT Angela Weyrick	OSHE Director
Deborah Waxer	Research Safety Department Head
Ray Buettner	Information Sciences Associate Professor
Garth Hobson	MAE Professor
Kerry Yarber	Laser Safety Officer/ Supervisory Physicist
Ryan Greve	Radiation and Radiofrequency Safety officer
Michelle Gomez	NSAM Safety Specialist
CPO Jeff Ocampo	NPS Senior Enlisted Advisor
Kathy Franklin	HAZMAT Control and Management Coordinator
EMC Cassaundra Bastero	Assistant Safety Officer
Candace Van Assche	Recorder

1. Meeting was called to order at 0900.

2. SAFETY COMMITTEE MEETING GOALS AND OVERVIEW

a. The NPS Safety Committee will continue to be held on the third Thursday of every month. The intent is to eventually move to having the meeting on a quarterly basis.

b. The three basic function of the NPS Safety Committee are:

- 1) Create and maintain an active interest in safety.
- 2) Serve as a means of communications regarding safety.
- 3) Provide program assistance to Deans, Dept. Chairs and PIs, including proposing policy and program objectives.

c. The NPS President will formally appoint the Safety Committee members in writing.

3. BATTERY COMPLIANCE PROGRAM

a. We are currently in process of conducting a full inventory of lithium batteries at NPS. We need to include the battery type, where it is located, and the specific use of battery on the inventory. EMC Bastero (ext. x2861) is the POC for Lithium Battery Inventory.

b. An SOP has been drafted by Aviation Safety and they are including a section on battery disposal based on the WAZWASTE plan from NSAM.

## Safety Committee Meeting Minutes

### 4. RESEARCH PROPOSAL REVIEWAL PROCESS

a. We are trying to identify fully what research costs are upfront prior to research approval. The goal is to identify all requirements quickly so as not to delay projects.

b. Laura Dippold has been revising the Research Proposal routing process and forms.

### 5. PURCHASE CARD HOLDER (PCH) AND AUTHORIZING OFFICIAL (AO) TRAINING

a. There will be upcoming purchase card holder and AO (and possibly SPFAs) training that will provide awareness training for those involved with purchasing. The training is designed to help install a questioning attitude for items that could be a radiological, RF, laser, etc. concern.

b. The training has had inputs from various safety officers and will take place during normal monthly scheduled training.

### 6. RADIATION PROGRAM UPDATE

a. The Standard and Emergency Operating Procedure (SEOP) has been approved by RASO for the Flash X-Ray so operations may begin. The Flash X-Ray will be greatest Radiological Hazard at NPS.

b. The Radiation Safety Officer will be going TDY to San Diego from 9-13 December to oversee some radiological testing.

c. We are expecting an inspection from RASO sometime in December. We anticipate that a number of high ranking individuals from RASO will be present for the inspections. We have been anticipating the inspection and the radiation program is ready and auditable.

d. We will be decommissioning our type B license. We no longer require the license and we do not anticipate any need for the license in the future. The decommissioning process will require a Historical Site assessment and surveys.

e. There was an radiological incident involving the procurement of radioactive material and a radiological deficiency report (RDR) has been completed. We received a mobile radar from the Army and we later discovered that the radar contains low level cobalt 60 sources.

### 7. RADIOFREQUENCY SAFETY PROGRAM UPDATE

a. We currently have 19 RF/Microwave emitters capable of being energized.

b. We have begun perform emission surveys on all of the emitters and 2 of the 19 have been completed. All of the emitters that are

## Safety Committee Meeting Minutes

pending surveys have had boundary lines drawn based on very conservative emission calculations.

### 8. LASER PROGRAM UPDATE

a. There has been an incident where someone purchased a class 4 CO<sub>2</sub> Cutting Laser. It was discovered by Alyson Graves in the GSEAS Receiving Dock. The Laser was not correctly identified in KFS as a laser. The Laser Safety Officer has electrically tagged out the item to assure that the laser cutter will not be used until a Standard Operating Procedure (SOP) is created.

b. The LSO received an email Monday, 11/18/13, concerning a hand held Class 4 laser that has already been used for demonstration purposes in classes. The LSO met with the professor and confiscated the laser without incident. The LSO then provided a detailed authorization task list to the professor. The professor has acknowledged his responsibilities. The LSO has reported this incident to the Navy Laser Technical Lead Agent (TLA).

c. The upcoming Technical Laser Safety Officer (TLSO) training has been moved to January 7-9 with a possible 14+ NPS personnel attending. The cost for the training will be \$13,500.

d. There have been 4 laser labs inspected in the month of November. 7 out of 14 labs have now been inspected with only 1 active program that still needs to be inspected.

### 9. MEDICAL SURVEILLANCE

a. We need to purchase testing equipment for the Respiratory Protection Program (RPPM) for medical surveillance.

b. We need to report our Medical Surveillance Program to NAVSAFECEN in March so we want to be "in the green".

### 10. ESAMS DATABASE UPDATE

a. 125 personnel have logged into ESAMS since 1 October 2013, and 320 personnel have logged into ESAMS since 1 October 2012. Are goal is to have everyone at NPS logged into ESAMS for them to verify their account information.

b. There were over 500 accounts that had EDI (DoD) numbers missing. This is a problem because it could cause the accounts to be locked if the user attempts to log in and only the ESAMS help desk can unlock them. Many of the numbers have now been input by OSHE personnel and only 137 accounts lack EDI numbers; many of the accounts may no longer be employed at NPS and we are verifying with HR.

## Safety Committee Meeting Minutes

### 11. HAZMAT INVENTORY MANAGEMENT SYSTEM (HMIMS)

a. There will be a meeting at 1000 on 25 November in Herrmann to discuss where we are at in acquiring an HMIMS.

b. We will be able to complete IG items 126 and 127 as soon as we get a HAZMAT database.

c. We have an NPS HAZMAT Control and Management (HMC&P) Plan that has been drafted and is set for command endorsement on 14 December 2013.

### 12. UPCOMING EVENTS

a. We were able to get 7 NPS personal into Intro to HAZMAT (Ashore) course conducted November 12-14. We would like all 17 NPS HAZMAT Representatives to attend the course in the coming months.

b. The Region Explosives Safety Officer (Barry Stemler) will be visiting NPS on 2-4 December. During his visit, he will conduct an assessment of the installation explosives safety program and help reestablish the NPS explosives qualification and certification program.

13. Meeting was adjourned at 1003.