Naval Postgraduate School  
Safety Committee Meeting Minutes  

19 December 2013

Attendance:

CAPT Deidre Mc Lay Chief of Staff  
Debora Waxer Research Safety Department Head  
Col Smithtro Military Associate Dean of GSEAS  
Dave Rigmaiden Space Systems Lab Manager  
Janet Borchardt Secretary of Dean of GSOIS  
Ron James Assistant Radiation Safety Officer  
Michelle Gomez NSAM Safety Specialist  
Candace Van Assche Recorder

1. Meeting was called to order at 0902.

2. RADIATION SAFETY

   a. Professor Luke Brewer was in San Diego with the iXRD (X-Ray Diffractometer) to perform stress analysis research on ship bulkheads during the week of December 9. Ryan Greve (NPS Radiation Safety Officer) was present during the research to provide support and oversight during the operations.

   b. The Historical Radiation Assessment is underway. Two contractors from Aleut World Solutions are at NPS. They are gathering records and are performing a document review to identify the sites that may have been impacted. They will leave during the holidays but will return in January. The Radiological Affairs Support Office (RASO) manages the contract for the Assessment.

   c. We had a surprise inspection by RASO on 16 December. The Radiation Safety Officer (RSO) was on leave but we were prepared for the inspection, and the Assistant Radiation Safety Officer (ARSO), Ron James, stepped up to coordinate with the inspector. The preliminary report identified eight minor administrative findings. We will see the final report in a few weeks; NPS research may continue operations.

   d. The ARSO coordinated with the Watkins laboratory staff to lock-out all of the radiation producing machines (electron microscopes) so the contractor could perform HVAC work.

3. LASER SAFETY

   a. The funding has been processed and transferred to NUWC for the upcoming Technical Laser Safety Officer (TLSO) course. The finalized training date is January 7-9. There are 7 laser custodians that will be taking the course and 7 safety personnel that will be taking the course.
b. Juan Gonzalez is purchasing a new 80W CO₂ Laser Cutter. The Laser Safety Officer (LSO) is on leave but he was able to review the purchase and give his approval. A new permit for the laser will be created upon the LSO’s return at the beginning of the New Year.

c. Laser custodians need to complete the laser inventory and the LSSO needs to complete documentation permit updating, and inspections; program is at 79% compliance.

d. The Laser Safety Committee held their meeting on 21 November.

4. EXPLOSIVES SAFETY

a. The Regional Explosives Safety Officers (Barry Stemler and Laurie Morales) visited NPS on December 2-4 to conduct an installation explosives safety self-assessment.

b. Since their visit, NPS has designated Laurie Morales as the new ESO and Dr. Ray Buettner has been designated as the Chairman of the Explosives Qualifications/Certifications Board.

c. In order to re-establish the NPS Explosives Qual/Cert program, we still need to formally appoint two Initial Board Members (Dr. Bluth and Dr. Brophy). Laurie is providing the draft letters and forms to accomplish this.

5. HAZMAT CONTROL AND MANAGEMENT (HMC&M)

a. We had a large HMC&M Committee Meeting on 12 December. All of the HAZMAT Representatives were invited as well as all of the Safety Coordinators and Safety Representatives. The purpose of the meeting was to provide training and awareness on the following topics:

  1) NSAMS EMS and Hazardous Waste Program
  2) HAZCOM and the Global Harmonized System (GHS)
  3) HAZMIN Awareness
  4) Chemical Hygiene

b. The following HAZMAT instructions have been recently written or signed:

  1) NPSINST 5100.6, NPS Chemical Hygiene Plan. Signed 9 Dec 13
  2) NSAMINST 5100.1, Installation HAZCOM Plan. Signed 11 Dec 13
  3) NSAMINST 5090.3, HAZWASTE Management. Signed 10 Oct 13
  4) NPS HMC&M Plan – Draft copy undergoing final reviews and is almost ready for command endorsement.

C. The HAZMAT representatives designated by each department require sufficient allocation of time and resources to complete their training and lab safety responsibilities.

6. MEDICAL SURVEILLANCE PROGRAM
Safety Committee Meeting Minutes

a. Our Medical Surveillance Program is managed via ESAMS and we will have to report our program’s numbers to the NAVSAFECEN in March. We are identifying individuals that are delinquent with their exams and we are notifying them and their supervisors to assure appointments are scheduled.

b. The majority of the exams that are delinquent are hearing exams; of which only 8 out of 29 individuals have current exams.

7. ESAMS

a. There has been a large push in recent months to get accounts made for all NPS staff and faculty. During this time, ESAMS has complicated the efforts by making fundamental changes to their database that have affected our efforts. Despite these complications, we have made significant gains.

b. Since the end of September, the total number of tasks (e.g. Trainings) assigned to NPS staff and faculty have increased from 2810 to 3792. Moreover, during that time, the number of tasks that have been completed by personnel have increased from 1930 to 2940. This moves us from a compliance percentile of 69% in FY13 to 78% today.

8. OTHER NEWS

a. It was decided that, starting with this meeting, we would begin routing the minutes of the Safety Committee to the NPS President and Provost.

b. We would like to hold the initial Safety Council Meeting in February and the following meeting in August. The Safety Council will meet semiannually to begin with and will ultimately meet on an annual basis.

9. Meeting was adjourned at 1015.