1. Meeting was called to order at 0900.

2. HAZMAT TRAINING COMPLIANCE

   a. We are working on enrolling all 19 of the NPS HAZMAT Representatives into Intro to HAZMAT Ashore (CIN A-493-0331). Quota requests have been submitted for 12 of the Reps to attend the 18 July 2014; the remaining 7 have scheduling conflicts and will attend a later date. The course is offered on a monthly basis online and is taught by the Naval Safety Center for free. The goal is to have all of the Reps complete training by October.

   b. We are tracking the completion of Hazardous Communications (HAZCOM) Training for some groups of people at NPS that work with chemicals as part of IG item 128. These groups include HAZMAT Reps, Safety Coordinators, Safety Reps, Executive Management, and we are working on compiling a list of Principal Investigators. The NPS OSHE Directorate has offered classroom style HAZCOM Training sessions and the training can also be taken anytime via ESAMS.

3. ESAMS COMPLIANCE

   a. As of 10 February, NPS employees have completed 2572 out of 3459 assigned safety trainings. We are at 74% overall compliance which is up from 69% from Sept 2013.

   b. Our lowest training completion figures within ESAMS comes from ORM. ORM Training is offered online via ESAMS and NKO but the two databases do not communicate and the majority of NPS Employees chose to use NKO. Training completion dates must be copied over to ESAMS manually.
c. ESAMS now reflects all 86 of the Departmental Organization Codes as outlined in NPSINST 3120.1. The OSHE Directorate is in the process of confirming the organization within each of the Departments in ESAMS to assure the supervisors and employees are properly aligned.

d. ESAMS was not created for unique installation needs that we face at NPS. We are currently working with the ESAMS administrative staff to give us more flexibility in the system for designating employees and assigning trainings.

4. HIGH VOLTAGE ELECTRICAL SAFETY

a. NPS is in the process of starting an electrical safety program to monitor the proper use and safety procedures for electrical use within NPS lab spaces and offices.

b. We are currently building an inventory of sources of high voltage electrical equipment and SOPs will be created or reviewed where needed.

5. RADIATION SAFETY

a. There was a Radiological Affairs Support Program (RASP) Inspection of NPS provided by NAVSEADET RASO on 10 January 2014. The deficiency findings of the inspection require a formal response from NPS no later than 10 March 2014. The formal response letter is completed sent to Flag Admin for review and endorsement. We are additionally creating a Memorandum for the Record to document all actions taken as a result of the inspection.

b. The NPS Radiation Safety Officer (RSO), Mr. Ryan Greve, is in the process of providing the Monterey County Fire Department with Emergency Response Personnel Training. The training is provided on an annual basis and will require 3 sessions over the next 6 weeks to capture the entire Fire Dept.

c. We received late notification of a Naval Radioactive Materials Permit (NRMP) Amendment requirement. RASO signed a letter to NPS dated 6 January 2014 but NPS wasn’t notified of this letter until 19 February 2014. This letter from RASO directs us to make any changes to our radioactive material descriptions, chemical/physical form, or maximum quantities authorized and submit the changes back to RASO by 28 February 2014. The permit amendment is now completed and ready for NPS President’s signature (cannot be signed by direction.)

6. LASER SAFETY

a. Five additional inventories and permits have been verified. There is only one inventory left to verify for this FY.
b. There have been no new lasers added to the inventory this month. The Laser Safety Officer (LSO), Mr. Kerry Yarber, has begun to remove Class 3R lasers and Workers from the inventory. 11 lasers have been removed and one permit has been terminated.

c. There have been continuing issues with student laser workers departing and not properly terminating medical surveillance. The LSO is working with the Associate Dean of Students to set up an exit plan to catch departing students.

d. There were 4 potential laser operations planned for the JIFX 14-2 event. Some of the operations were ultimately pulled from the event and NPS personnel were not involved with the operations that did proceed.

e. We are working with a Laser System Safety Officer from Naval Surface Warfare Center, Dahlgren, to get Camp Roberts certified as a Navy Laser Range. It is an Army Guard certified range so a review is being conducted of their requirements.

f. The LSO authorized a photo shoot, with operational laser use, of Professor Chris Brophy’s laser lab.

g. The LSO has completed laser hazard analysis of a class 4 laser and eye protection sold by Wicked Laser. The results show that the eye protection offered zero protection for the laser that was marketed with it. LSO will begin development of ORM and SOP to allow authorization of the laser with the proper eyewear.

7. EXPLOSIVES SAFETY

a. The Regional Explosives Safety Officer, Ms. Laurie Morales, will be making a return trip to NPS soon to provide program support as a follow up to the Dec 2013 On-site Explosives Safety Self-Assessment (ESSA).

b. Is was discovered during the Dec 2013 ESSA that grounding tests have not been conducted for the CIRPAS Rocket Propulsion Lab (Bldg. 217) which we are required to perform in accordance with NAVSEA OP5 Para 5-8.1.1 and 5-8.2.2. The NPS OSHE Directorate is currently sending $6,480 to NAVFAC SW to bring a specialist to NPS to perform the tests/inspection.

c. One of the ESSA findings was that inert ordnance used for displays, training, or other purposes have not been properly inspected, certified, marked, and recorded by Explosives Ordnance Disposal personnel. We will need to fund travel to bring specialists from Fallon to perform the inspection/certification.

8. MEDICAL SURVEILLANCE
Safety Committee Meeting Minutes

a. We are now reporting 80% compliance with the Medical Surveillance Program which is up from 62% in Dec 2013.

9. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

a. Environmental Planning is a requirement for all Federal and Navy actions. Any new equipment, research activity, renovation, or other federally funded effort requires review. Early Environmental planning is necessary to support mission readiness and avoid project delays, loss of funding, lawsuits, and/or fines.

b. The Naval Civil Engineer Corps Officer School (CECOS) is willing to provide a NEPA Executive Overview course at NPS if there is enough interest.

10. CONTRACTING

a. The current NPS Contracting and Logistics directorate has 24 employees which includes 4 contracting specialists and ~12 purchasing agents. Workload analysis performed by Fleet Logistics Center San Diego and confirmed by the Chief of the Naval Supply Core has found that the directorate should be manned by 48 individuals.

b. There was a discussion and suggestions about how to better improve processes to alleviate some of the burden on Contracting. Suggestions included increasing NPS faculty and staff understanding of the Contracting process by posting additional information on their website. By clarifying with some detail what is required for each type of contract, the staff and faculty would be able to submit more complete packets.

11. OUTLOOK

a. The Regional ESO (Laurie Morales) will be making a return visit to NPS from 24-28 Feb to further assist the Explosives Safety Program.

b. On 4 Mar, LT Weyrick will provide an update to the President’s Council on IG Item 128.

c. On 8 Apr, LT Weyrick will provide an update to the President’s Council on IG Item 118.

d. The next Laser System Safety Officer (LSSO) and Laser System Specialist (LSS) training will take place in Dahlgren from 17-26 Mar.

e. Our Safety Self-Assessment and Medical Surveillance report is due to the Naval Safety Center on 15 Apr and it is due to the NPS President NLT 31 Mar.

f. There will be another JIFX Event at Camp Roberts in May
Safety Committee Meeting Minutes

g. 15-17 Jul when the next available Intro to HAZMAT Ashore Course (A-493-0031) is being offered by the Naval Safety Center for our HAZMAT Reps.

12. Meeting was adjourned at 1000.