Naval Postgraduate School
Safety Committee Meeting Minutes

21 August 2014

Attendance:

CAPT Deidre McLay  Chief of Staff
Dr. Jeff Paduan  Dean of Research
LCDR Angela Weyrick  NPS OSHE Director
LCDR Chris Tappen  NPS OSHE Deputy Director
Debora Waxer  Research Safety Dept. Head
CAPT Erick Stohlmann  Military Associate Dean of SIGS
CAPT James Hitt  Military Associate Dean of GSBPP
Col. Christopher Smithtro  Military Associate Dean of GSEAS
COL Nelson Emmons  Military Associate Dean of GSIOS
Laurie Morales  NPS Explosives Safety Officer
Dr. Ray Buettner  Professor of Information Sciences
David Rigmaiden  Lab Manager/ Weight Handling Safety Officer
Pete Boerlage  NPS Facilities Manager
LCDR Eric McMullen  Aviation Safety Officer
Kerry Yarber  Supervisory Physicist/ Laser Safety Officer
Ryan Greve  Radiation and RF Safety Officer
Robert Bluth  CIRPAS Director
Garth Hobson  MAE Chair
Juan Gonzalez  SE Safety Coordinator and HAZMAT Rep
EMC Cassandra Bastero  Assistant Safety Officer
EODCS Aaron Ybarra  EOD Technician from EODMU 11 Det Fallon
EODC Nicholas Tabacco  EOD Technician from EODMU 11 Det Fallon

1. Meeting was called to order at 0900.

2. SITE APPROVALS

   a. Background: Commanding Officers of Department of the Navy (DON) shore activities where ammunition and explosives are handled, manufactured, or stored will obtain explosives safety site approval for new construction or modification of existing structures that involve ESQD requirements prior to beginning construction or conducting explosive operations.

   A site approval is the commands license to handle and store ammunition and explosives. Site approval must be obtained prior to handling or storing ammunition and explosives. We are not allowed to deviate from the site approval.

   b. The Site Approval Request (SAR) Process is as follows:

      1) The requesting activity submits an explosives safety site approval to NSAM Planning Department in Public Works. At present, the POC for this is Ms. Gail Kenson and her alternate is Mr. Steven Quimby.
2) The Planning Dept. prepares establishes a Site Approval Development Team and initiates the SAR process in WEBSAR.

3) The ESO and PWO will review and approve the SAR in the WEBSAR system.

4) Planner submits SAR to next endorsing activity.

5) NAVFAC Engineering Command will endorse and make a decision on submittal route.
   a) < 300 lbs NEW Class/Division 1.2.2, 1.3 and 1.4 material can be processed by NOSSA ESSOPAC.
   b) All other projects forwarded to NOSSA (N5) with a copy to ESSOPAC.

6) NOSSA (N5) provides approval or disapproval of the explosives safety aspects of the project to the EFD/EFA.

7) If final DDESB review is required, only NOSSA (N5) shall make this determination.
   c. The Site Approval process can take anywhere from 3 months to 2 years to complete depending on the complexity of the request. We must receive this approval prior to storing and handling explosives

3. MATERIAL POTENTIALLY PRESENTING AN EXPLOSIVE HAZARD (MPPEH)
   a. MPPEH is material that is NOT known with certainty to present an explosion hazard, but may contain explosive material. MPPEH must be assumed to present an explosion hazard until it is assessed and its explosives safety status documented.
   b. MPPEH processing includes any action or operation involving collecting, consolidating, sorting, segregating, separating by metal type, inspecting, storing, decontaminating, transferring, certifying, releasing, demilitarizing, and transporting materials.
   c. MPPEH that is authorized to be disposed of in the trash must first be inspected and certified prior to disposal.

4. INERT ORDNANCE MATERIAL
   a. Background: The Navy's policy on inert ordnance displays is specific in that only inert ordnance "shall be used for drill or training purposes, displays, public functions, or other patriotic occasions."
b. Inert Ordnance is different from MPPEH in that MPPEH is inspected and certified for the purpose of disposing of the item. Inert Ordnances are items that are intended to be reused for another purpose such as training and for display. All Items that are displayed as souvenirs or decorative items must be verified and certified inert by Explosive Ordnance Disposal (EOD) personnel. This documentation must stay with these items in order to continuously maintain the inert certification. Inert items that were manufactured as inert and never contained explosive material do not require certification by EOD techs.

c. It is also important to remember that sometimes people who have served in the military (maybe a grandparent, parent, or brother or sister) or who have worked on or visited a military installation may have taken munitions home as souvenirs. These items, which may be found anywhere, can be extremely dangerous. Although we do not want to take these away, we do want to ensure that they are safe for your family to keep.

d. If you have inert ordnance items that have not been properly certified or do not have the required documentation, you are requested to contact Explosives Ordnance Disposal (EOD) through Regional Dispatch at: 619-524-6999 and request their services to certify and verify ordnance/display items as “SAFE”. This does not pertain to those items manufactured as inert shapes or displays.

e. All hands are encouraged "NOT TO HIDE" or "TAKE HOME" ordnance related items as displays or present ordnance material as souvenirs to anyone. This includes the 5in powder casings, expended casings/bullets and ammunition containers.

f. Remember: Anything that was manufactured for the Navy that once contained explosives are property of the U.S Government and should never be taken by individuals.

g. If anyone has any inert ordnance that they no longer wish to have, do not discard of them in the trash. Please contact Ms. Laurie Morales at laurie.morales@navy.mil for proper disposal of the item.

5. FIRE SYMBOLS

a. Any type of explosive must be identified with a fire symbol anywhere it is handled or stored. These fire symbols are for the purpose of the fire department.
b.

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>FIRE DIVISION</th>
<th>HAZARD INVOLVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Mass Detonation</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Explosion with fragment hazard</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Mass fire</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Moderate fire</td>
</tr>
</tbody>
</table>

c. We are authorized to store up to 1.3 material (Mass Fire hazard) in Building 217.

6. HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE (HERO)

a. Electromagnetic radiation hazards stem from the functional characteristics of electrically initiated ordnance, and are a result of absorption of electromagnetic energy by the firing circuitry of electrically initiated devices (EIDs).

b. Definitions:

1) **HERO SAFE ORDNANCE**: Items that require no EME restrictions beyond the general HERO requirements described in NAVSEA OP 3565 Volume 2.

2) **HERO SUSCEPTIBLE ORDNANCE**: Items that are susceptible and require moderate EME restrictions.

3) **HERO UNSAFE ORDNANCE**: Items that are extremely susceptible and require severe EME restrictions.

c. We had a HERO survey conducted in 2007 by personnel from Dahlgren. This survey was used to establish safe stand-off distances that certain kinds of antenna and transmitting equipment had to be from Unsafe or Susceptible HERO ordnance. This 2007 survey only addressed Building 217 and it did not take into account all of the antenna on the installation. We are currently scheduled for another HERO survey in 2017 and at that time, the will incorporate everything.

d. Laurie Morales, the designated NPS ESO, is currently working on writing an NPS instruction for HERO.

7. EXPLOSIVE SAFETY FINDINGS FROM AUGUST 2014 ESO VISIT
a. Background: The NPS designated Explosives Safety Officer, Laurie Morales, visited Monterey from 4-7 August 2014 to assess the progress made for the Explosives Program and to make recommendations for the way forward. She will continue to make on-site visits on a quarterly basis.

b. NPS General Findings from ESO visit:

1) Inert ordnance had not been properly inspected, certified, marked, and recorded by Explosives Ordnance Disposal personnel. This finding has now been corrected.

2) Ordnance Inventory System (OIS) management – Currently the installation is reporting in the system but we are working on having NPS report on itself and maintain it on a local level.

3) Qual/Cert Training plan needs to be updated include Rocket Motors and ESTES rockets.

c. CIRPAS Findings:

1) Access list for keys, Golan, and RSL not approved.

2) Arms and Ammunition Physical Security Survey not conducted

3) Accountability Officer not designated.

4) Fire Symbol on Bldg 217 was missing the black 4. This finding has now been corrected.

5) MILSTD 129 Tags completed improperly. This finding has been corrected.

6) Container markings missing required information. This finding has now been corrected.

d. Building 217 Findings:

1) Standard Operating Procedure not at worksite. This finding has been corrected.

2) Bravo Flag not posted during operations.

3) Safety Precautions not posted in Golan or RSL.

4) Accountability Officer not designated.

5) Access list for keys, Golan, and RSL not approved.

6) Key and Lock Custodian not designated.
7) Arms and Ammunition Physical Security Survey not conducted
8) HERO labels not applied to hand held radios.

e. Rocket Motor and ESTES Lab Findings:
   1) Personnel are not in a Qual-Cert Program
   2) Standard Operating Procedures not implemented
   3) Incorrect Fire Symbol Posting
   4) ESTES lab does not have a 1.4S authorization letter for storage

8. AMMUNITION AND HAZARDOUS MATERIAL HANDLING (AMHAZ) REVIEW BOARD

   a. The Ammunition Hazardous Materials Review Board is an advisory Board that:

      1) Reviews all factors pertinent to safe handling, storage, and transportation of explosives and ammunition
      2) Reviews waivers, exemptions, Secretarial Certifications, and problem areas to achieve balance between operational readiness and safety and make recommendations to CNO (N41)
      3) Reviews all planned construction impacted by safety criteria
      4) Occurs each two years (last on-site visit was 2009)
      5) The AMHAZ Review Board will be at NPS on Oct 17 2014. The ESO will be on-site for their visit to give them a presentation of the program and to accompany them during tours of the spaces.

   b. AMHAZ Area of Interest:

      1) Exemption: Naval Support Activity Monterey has one Exemption that was approved on 22 Dec 2011

      2) Summary: Allows small amounts of explosives to be stored or intentionally detonated on site at Naval Postgraduate School, building 217, Rocket Propulsion Lab which is located in the Monterey Peninsula Airport’s airfield (explosives) prohibited area

      3) Exemption Expiration: 31 March 2016

9. EXPLOSIVES SAFETY SELF-ASSESSMENT (ESSA):

   a. NSAM and NPS Annual Explosives Safety Self-Assessment is an internal review conducted by the ESO, it:
1) Assesses compliance with the requirements of DoN Explosives Safety Program

2) Determines ability to sustain operational readiness through management of risks associated with explosives operations

3) Evaluates Command ability to maintain explosives safety compliance through effective oversight

b. This is an annual requirement within the Explosive Safety Program. Our second ever ESSA is scheduled to take place Dec 2014.

10. NAVY ORDNANCE SAFETY AND SECURITY ACTIVITY (NOSSA) TECHNICAL ASSIST VISIT (TAV)

a. The NOSSA Technical Assist Visit (TAV) is an external team that will:

1) Assess compliance with the requirements of DoN Explosives Safety Program

2) Determine ability to sustain operational readiness through management of risks associated with explosives operations

3) Evaluate Command ability to self-assess explosives safety compliance and provide effective oversight

b. The results of the TAV will provide a snapshot of command’s compliance with ES criteria, and prepare the command for the Explosives Safety Inspection.

c. We have a tentative date set up for a Technical Assist Visit on 24-27 February 2015.

11. EXPLOSIVES SAFETY INSPECTION (ESI)

a. Navy Ordnance Safety and Security Activity (NOSSA) Explosives Safety Inspection is a Chief of Naval Operations external inspection that:

1) Assess compliance with the requirements of DoN Explosives Safety Program

2) Determine ability to sustain operational readiness through management of risks associated with explosives operations

3) Evaluate Command ability to self-assess explosives safety compliance and provide effective oversight

4) Occurs every two years
5) The ESI inspection team normally comprises of between four to eight people.

b. There are 50 total programs that make up Explosives Safety. Of those 50 programs, there are 4 that considered “pillar programs.” If any of these 4 pillar programs are not in compliance, then it is an automatic “unsatisfactory” rating and all explosives operations are stopped and they will return 6 months later for another inspection. If we are “unsatisfactory” then they will also send out a Navy-Wide message to inform everyone that our program is not compliant.

c. We are scheduled for our first ever ESI sometime between October-December of 2015.

12. FUTURE EVENT TIMELINE

- 14-17 OCT 2014: ESO Site Visit – Internal review
- 17 OCT 2014: Ammunition Hazardous Review Board (AMHAZ) – External review
- DEC 2014: Explosives Safety Self-Assessment (ESSA) – Internal Audit
- OCT 2015: Navy Ordnance Safety and Security Explosives Safety Inspection – External Assessment

13. CORRECTIVE ACTIONS – CLOSING FINDINGS

a. Laurie Morales has provided a Plan of Actions and Milestones (POAM) spreadsheet from the findings of her August visit to all responsible parties. She asks that everyone uses this spreadsheet to report corrective actions to ESO and NPS and NSAM Safety.

b. ESO will verify corrective actions during quarterly site visits.

c. ESO will update internal database with corrective actions.

14. HMIMS TRAINING

a. Our Hazardous Materials Inventory Management System (HMIMS) contract has been awarded, and NPS and NSAM are starting to launch the application.

b. Dan Cronin with Chemical Safety Inc. will be training NPS and NSAM personnel how to use the newly procured HMIMS at NPS in 4 training sessions. The sessions are as follows:
1) **Session 1 - System Administration:**
System Administration training is targeted at high-level users such as administrators and super users. It is recommended that personal that will need to make changes to EMS’s system configuration and user access rights attend this meeting.
Date and Time: Wednesday, August 27 at 0800-1500
Location: Root 204

2) **Session 2 - Management Reporting:**
This session will cover EMS’ reporting functions in detail. This session is recommended for administrators, super users, and supervisory personal that may need to customize reports to suit their unique requirements.
Date and Time: Thursday, August 28 at 0800-1500
Location: Root 204

3) **Session 3 - Chemical User Training Sessions:**
This session is a general user training for non-administrators. It is targeted at personnel such as chemical handlers (e.g. HM Reps and PIs) that will be using EMS on a daily basis.
Date and Time: Wednesday, September 3 at 0800-1500
Location: Root 204

4) **Session 4 - Regulatory Compliance and Refresher Training:**
This session is recommended for administrators, super users, and personnel that are directly involved with regulatory compliance. While the focus is on EMS’s regulatory compliance functions, we’ll also recap what was covered in the first training session for admins and super users.
Date and Time: Thursday, September 4 at 0800-1500
Location: Root 204

15. Meeting was adjourned at 0940.