Naval Postgraduate School  
Safety Committee Meeting Minutes  

30 Oct 2014

Attendance:

CAPT Deidre Mc Lay  Chief of Staff  
Dr. Jeff Paduan  Dean of Research  
LCDR Angela Dean  NPS OSHE Director  
Mike Berry  NSAM OSH Installation Program Manager  
Debora Waxer  Research Safety Dept. Head  
CAPT Erik Stohlmann  Military Associate Dean of SIGS  
CAPT James Hitt  Military Associate Dean of GSBPP  
COL Nelson Emmons  Military Associate Dean of GSIOS  
Andres Larraza  Physics Department Chair  
CDR Jorgi Garcia  SIGS/ NSA Program Officer  
Philip Gonda  Associate Dean of Students  
Claudia Luhrs  Associate Professor  
Garth Hobson  MAE Representative  
Kerry Yarber  Interim Laser Safety Officer  
Dave Rigmaiden  Space System Representative  
Ryan Greve  Radiation Safety Officer  
Pete Boerlage  NPS Facilities Manager

1. Meeting was called to order at 0905.

2. HAZMAT

  a. The HAZMAT Inventory Management System (HMIMS) is officially online.

  b. The entire NPS HAZMAT inventory has been uploaded into the system. The HM Representatives are currently verifying that the information and quantities are correct for their items.

  c. All new Authorized Use List (AUL) requests for new chemicals, processes, and location changes will now be handled entirely through this HMIMS. All of the information and routing will be completely transparent.

  d. Kathy Franklin is working on writing SOPs to describe the new processes for the system.

  e. A HMC&M Committee Meeting was held on 28 Oct 2014. Topics of discussion included:

      1) HM Representative and PI roles and responsibilities defined which included a discussion on OSHA legal responsibilities (liabilities).
2) There was a discussion on HAZWASTE. Our HAZWASTE Instruction comes from NSAM and there are a number of policy questions that need to be answered. We are asking NSAM for written clarification for all of the questions that were brought up.

3) Copies of the HAZMAT Instruction NPSINST 5090.1A were distributed along with FAQs and new SOPs.

4) Provided additional HMIMS training to HM Reps.

3. SAFETY COORDINATOR MEETING


   b. Topics Discussed:

      1) New Navy mishap reporting requirements for Class D mishaps

      2) New OSHA reporting standards for work related fatalities, amputations, and loss of an eye.

      3) Provided a HAZMAT Update; provided NPSINST 5090.1A and HMIMS system overview

      4) Distributed and Discussed the Oct 24th Safety Gram which covered recent mishaps and lessons learned.

      5) EMC Bastero provided an eSAMS status update and some training on how to record Monthly Safety Talks and On the Job Trainings (OJT). NPS is now at 82% OJT completion.

4. PERSONNEL ACTIONS

   a. Hiring in Process:

      1) Laser Safety Officer: The LSO that we were in the final stages of hiring has declined at the last moment. The position will need to be re-advertised. Kerry Yarber will continue to be the interim LSO with Dr. Andres Larraza take some LSO responsibilities until a permanent LSO has been hired.

      2) Safety Specialist: Interviews were conducted for the Safety Specialist position and an applicant chosen; however, the process has been put on hold because of priority placements applicants.

   b. Possible Losses:

      1) The OSHE Safety Tech may be leaving NPS in December 2014.

      2) The OSHE Office Manager may no longer be able to work for NPS after 1 January 2015. She is working on a telework agreement that
expires on January 1st and it is questionable if it will be able to be renewed because of new NPS Telework Policies.

c. Loses:

1) LCDR Chris Tappen, the Deputy OSHE Director, will be leaving NPS and going on terminal leave early-mid November.

2) Mrs. Debora Waxer, the Chemical Hygiene Officer and Research Safety Dept Head, will be taking a temporary absence from 2-19 December 2014.

3) LCDR Angela Dean, the OSHE Director, will be taking a temporary absence from Jan-March 2015. Mrs. Waxer will be in charge of OSHE during this period.

5. EXPLOSIVES

a. ESO: The NPS designated Explosives Safety Officer, Ms. Laurie Morales, is assigned to Navy Region SW and operates out of San Diego. Her command is only allowing her to support us as an ESO temporarily until a permanent ESO can be hired. She is supposed to be providing official inspections for us but if she is our designated ESO and is providing program oversight as well, then this creates a conflict of interest and is a deficiency (for NSAM PW).

b. Grounding: The Bldg 217 Golan unit only has one path to grounding installed but it requires two. This was noted during the Oct 2014 AMHAZ review. There is a PW employee that is scheduled to take a grounding course in January and he will be able to install new grounding rods and conduct visual inspections (required every 6 months).

c. Explosives Safety Inspection (ESI):

1) There are about 16 programs that make up Explosives Safety. Of those 16 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 during an ESI and all explosives operations are stopped and the ESI inspectors 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.

2) One of these 4 pillar programs is management of the Ordnance Inventory System (OIS). Stefan Kohlgrueber (new MAE Lab manager) assigned as the primary OIS Manager on 24 OCT 2014. Determination of alternate is in process. If all of our ordnance and explosives items are not inputted into this OIS system, then we will fail our ESI. It is mandated that all expended ordnance needs to be documented in the OIS within 24 business hours.
3) We are scheduled for our first ever ESI sometime between October-December of 2015. Prior to the ESI, we will receive a Navy Ordnance Safety and Security Activity (NOSSA) Technical Assist Visit (TAV). This TAV will help us prepare for the ESI and it we have a tentative date set up for it on 24-27 February 2015.

d. An updated copy of the Explosives Program POA&M was passed around and discussed.

6. RENOVATIONS TO NPS SPACES

a. Watkins Hall Energy Efficiency Renovations:

1) Cost $8.3M
2) This project improved the energy efficiency of Watkins Hall. The project included repairs to existing HVAC, chilled water and pneumatic control systems, and the Direct Digital Control (DDC) systems. Architectural/structural repairs included ceiling, roof, and interior paint and carpet. Plumbing repairs included connecting HVAC to pneumatic control system to the compressed air piping systems; installing floor drains for existing emergency shower/eyewash stations. Electrical Repairs included electrical power distribution system, energy efficient LED lighting systems, providing power for fire protection alarm and HVAC systems, and relocating the transformer from interior to exterior of building.
3) This project has been ongoing for a while and the completion date is not known.

b. King Hall Electrical, Mechanical, and Roof Repairs:

1) Cost: $8.4M
2) Roof repair will include down spouts, and roof drains. Mechanical system repairs include replacing heating systems, replacing domestic hot and cold water lines, replacing the sump pump in basement, installing CO2 sensors and replacing the HVAC system. Also, replacing emergency lighting, the fire suppression system, and stage fire door; replacing all primary and secondary wiring, stage lighting and controls, occupancy sensors, and lighting fixtures and relocating the transformer to outside of the building.
3) Status: Construction began on Sep 2014 and will be completed March 2015 before graduation

c. Sensitive Compartmented Information Facility (SCIF) Expansion:

1) Cost: $1.7M
2) The current SCIF in the basement of West Glasgow is too small for NPS’s needs. The most cost effective solution is to tunnel from the West Hall basement to the basement in the East Hall and turn that basement and a few classroom and lab spaces into a SCIF.
3) The project began Sept 14 and will be completed Dec 14.

d. Herrmann Hall Interior Repairs:
1) Cost:  $5.27M
2) Repairs include new HVAC, painting, lighting, and flooring in various parts of the building; repair/replace portions of sanitary sewer; repair ceiling and mural in the La Novia Room; repair roof and sky lights; repair cracks in walls and ceilings in multiple locations; provide exit signage and emergency light in various locations. This project will also convert storage rooms into administrative offices.
3) Status: Start in the summer of 2015

e. There are a number of smaller projects and lab designs that are going around campus and are not always communicated early on. There are a number of safety and environmental considerations that need to be made and ideally OSHE should be informed of these projects in the planning phase. Mrs. Waxer is going to be working with departments in the coming months to establish a process for this.

7. OUTLOOK

a. OCT 2014: RASP Leadership Course (OCT 2014):
   1) FYSA of key command leadership per RAD-010.
   2) Provided annually to the NPS President.

b. DEC 2014: Safety self-assessment due (internal) and safety awards submission due (external)

c. 3-7 NOV 2014: JIFX

d. 18 NOV 2014: Safety Council

e. 5 JAN 2015: Explosive safety self-assessment internal audit (ESO)

f. 16 FEB 2015: Navy Ordnance Technical Assist Visit

g. MAR 2015: Top 5 Safety Self-Assessment Roll-up due to CNO

h. APR 2015: Safety Council

i. OCT 2015: Explosive Safety Inspection

8. SAFETY COUNCIL TOPICS

a. There is an upcoming Safety Council meeting on 18 November 2014 with NPS President. Topics that will be discussed:

   1) Overview / Purpose
   2) Program status
   3) Safety Self-Assessments
   4) NAVOSH Deviancy Roll-up & MISHAPs
   5) Safety Committee Overviews
   6) eSAMS / Training
7) Explosive Safety  
8) Chemical Hygiene  
9) HAZMAT  
10) Radiation  
12) Priorities  
13) Others: HAZWASTE & Environmental  

b. The following Safety Council scheduled for April 2015 will be a complete overview of all programs.

9. Meeting was adjourned at 1000.