

Naval Postgraduate School
Safety Committee Meeting Minutes

19 Feb 2015

Attendance:

CAPT Deidre McLay	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
Col. Christopher Smithtro	Military Associate Dean of GSEAS
Ray Buettner	IS Representative
SCPO Jeff Ocampo	NPS Senior Enlisted Lead
Dave Rigmaiden	Space System Representative
LCDR Eric McMullen	Aviation Safety Officer
Ryan Greve	Radiation Safety Officer
Kerry Yarber	Laser Safety Officer
Scott Giles	NPS Safety Engineer
EMC Cassaundra Bastero	Assistant Safety Officer
Ron James	Safety Tech
Stefan Kohlgrueber	Supervisory Engineering Tech

1. Meeting was called to order at 0900.

2. HAZMAT

a. SE is designating a new HAZMAT rep; Juan Gonzales is moving to the private sector. Our understanding is that he will be leaving on the 27th of February.

b. Hazmat Training and Outreach needed for MAE and SE HAZMAT Reps. It hasn't been addressed in the last two months. Debora Waxer is available to any HAZMAT Reps to answer any questions or concerns while Kathy Franklin is unavailable.

c. Dave Rigmaiden has been assisting with KFS approvals of HAZMAT Items while Kathy is away.

d. It has been discovered that there is no one at NPS that is certified to ship HAZMAT when Kathy is away. We are looking at sending someone to training to become DOT HAZMAT Certified to serve as a backup.

e. The Dec 2014 HCCM Committee minutes are not available at this time. CY 2015 HCCM Committee quarterly meetings will need to be schedule far in advanced to make it easier for members to make arrangements to attend.

f. Mission impacted by no Hazmat Shipping capability when HM&CM Coordinator is out of office. Specific 2 week training and refreshers required, CO must Authorize HM Shipping Agent.

g. Pro-active implementation of HMIMS launch and HM/ENV program is needed; we are not in compliance at this time.

3. BATTERIES

a. A Lithium Battery SOP has been written and it is referenced in the HAZMAT chapter of the new NPSINST 5100.1. It identifies the Naval requirements for purchasing, storage, disposal of LiPo batteries. This SOP has also been giving to the HAZMAT Reps for inclusion in their program binders

b. OSHE has some funds available to provide LiPo Battery Waste Lockers where needed. Currently there are only small office battery collection buckets for waste.

c. All Batteries need to be marked as HAZMAT in KFS. The approval times are quick and this is necessary for tracking.

d. Office Battery Collection Areas are a subset of "Universal Waste" and must follow all labeling, signage, and accumulation requirements. We are working on providing information to HAZMAT and Safety Reps about the requirements and to contact Bill Baher for questions or to establish a new battery collection area.

e. UPS / APC Batteries - Must separate battery before turn in case as excess to Ron Helmrick, Collection and Disposal Requirements.

4. HAZARDOUS MATERIALS INVENTORY MANAGEMENT SYSTEM (HMIMS)

a. Inventory input to the database has been completed.

b. Not all Inventories correctly visible in Searches. This is caused by various factors such as incorrect locker assignments or inconsistent item names. This is being addressed.

c. NPS SDS - being worked on by Kathy Franklin

d. NPS Inventory nomenclature being aligned. If an item is not named exactly the same consistently throughout the database, then it creates issues when running inventory searches.

e. HAZMAT Reps have been trained and some have logged in. Not everyone has begun to use it though. There are step-by-step videos being created by the vendor to assist the HAZMAT Reps.

f. AUL approval process will be handled entirely through HMIMS. This process is still in development and will have the ability to send automatic emails to those in the approval chain.

g. Data needs to be format standardized and indexed based on the information from the specific items' SDS.

j. The HMIMS system is accessible via iPads and iPhones for conducting inventories and inspections on location. A barcode pilot study is pending to be used to quickly scan specific HAZMAT and find it in the system.

k. NAVSUP may be able to assist in Inventory Validation.

5. CHEMICAL SAFETY AND HAZWASTE

a. Briefings for new Dean of GSEAS, Departments, and PI's pending scheduling in March.

b. A new NPS OSHE LiveRay website is underdevelopment and it will include HAZMAT, Departmental Chemical Hygiene Plans, and SOP and other templates.

c. NSAM IEPD provided HazWaste clarifications on empty containers and other questions at Dec HMC&M meeting.

d. Each Lab should have binders to include:

- 1) HAZMAT/SDS
- 2) Chemical Safety
- 3) HazWaste

e. Camp Roberts Universal Waste and HazWaste pick-up process to be clarified

f. We would like begin coordinating efforts for NSAM, IH, and NPS Inspections.

6. ESAMS

a. Program Status by-the-numbers:

- o 1091 NPS personnel in ESAMS
- o OJT/Web Training 87%
- o OSH 83%

- o 21 Departments at 100%
- o 16 Departments at 70% or above
- o 11 Programs below 70%

Focus is to have all departments at 90 - 100% compliance by April 2015

90% is Navy goal. We are on track to become the first command ever to reach 90% compliance.

b. Mr. Ron James has been reaching out to individuals in the programs (departments) that are below 90% to get them into compliance and to provide in person training to anyone that needs assistance in using ESAMS.

c. Outstanding Trainings:

- o 291 Monthly Safety Talks/Given
- o 292 Monthly Safety Talks/Received
- o 372 Ergonomics Training for Supervisors
- o 371 General Ergonomics Awareness
- o 1356 NAVOSH Orientation
- o 1398 PPE Training (General - One Time Only)
- o 3454 Individual Managing Your Risk (ORM)
- o 3890 Individual-Managing Your Risk Refresher Equivalency
- o 100 HAZCOM Training Job/Chemical Specific (OJT by Supervisor)

d. Course Training Issues:

- o 3454 Individual Managing Your Risk (ORM)
- o 3890 Individual-Managing Your Risk Refresher
- o These two programs are affected by the change from NKO to ESAMS. NPS OSHE is working this with the eSAMS Contractor.

Do Not Try to complete Backlogged/Outdated Training

Personnel who have backlogged training will be contacted directly by Mr. Ron James - he has worked pro-actively to develop a process that will clear the old training requirements, directly with each user. Contact: Ron James, RJJames@nps.edu, 831-915-0827

7. EXPLOSIVES UPDATE

a. Introduction of Scott Giles; he will be the NPS Laser Safety Officer pending training and certification and he has been assisting in the Explosive Safety Program pending our Technical Assist Visit.

b. We had a trainer on location on 10-12 Feb to teach the Ordnance Inventory System (OIS) to the following personnel: NSAM: Ken Bench; NPS: Stefan Kohlgrueber and Aly Graves. This is necessary to complete the Explosives POAM. Those that received the training are in the process of gaining access to the system. Final paperwork submittal to NOLSC_CSC@navy.mil imminent.

c. B233 Estes Rockets disposed of on 9 Feb 15. The Monterey County Sheriff Bomb Squad picked up materials at the Ready Service Locker. IAW Explosives program protocol and Property transfer was

conducted to document. The Monterey County Sheriff Bomb Squad will remove any other inventory item we may want disposed of in the future.

c. Grounding:

1) Commands must have resources to perform required tests/inspections.

2) NAVFAC is supporting these requirements; they are funding grounding rod work and sending employee to be trained for inspections. We believe that the funding actions have already been completed but we are awaiting a status update.

d. B217 Rocket Lab - Inspection Preparation:

- 1) Completed - Ammo 18/49 training
- 2) Completed - AE Screening and Documentation Training Jacket set up
- 3) Completed - OJT and documented for Dausen (Board), Wright (Worker)
- 4) Completed - Qual/Cert meeting with Board Chair, for Dausen/Wright
- 5) 19FEB15 at 1030 - Checklist Review scheduled with Safety to prep for Technical Assist Visit (TAV)
- 6) 23FEB15 at 0800 - TAV Review scheduled with NOSSA

e. Technical Assist Visit (TAV):

- 1) Inspection sites in good communications with TAV lead Laurie Morales
- 2) 23 FEB 2015
 - a) 1200-1400 NAVFAC Planning
 - b) 1400-1600 ESO
- 3) 24 FEB 2015
 - a) 0800-1200 B217
 - b) 1300-1600 CIRPAS Hangar 507

4) 25 FEB 2015

- a) 0730-1400 Force Protection
- b) 1500 Outbrief with NSAM CO and NPS COS. It is scheduled to be in the NSAM Conference Room.

8. MEDICAL SURVEILLANCE

a. Our numbers then and now:

- o Oct, 2012 - 85 out of 97 complete = 87%
- o Dec, 2013 - 64 out of 102 complete= 62%
- o Feb, 2014 - 91 out of 104 complete= 87%
- o Feb, 2015 - 73 out of 74 complete= 98.6% *
- o Our goal is 100%

*Note: The one individual that still needs to complete Medical Surveillance is on administrative leave and will need to wait until their return.

b. EMC Bastero asks that if anyone knows of individuals that no longer require enrollment in the medical surveillance program, then please contact her to let her know. There have been issues with individuals not performing their exit examinations.

c. Any individual with NSAM or NPS that has a noise exam that indicates a reduction in hearing, now must go to Naval Hospital Lemoore for a follow up exam using their newest advanced instruments.

9. CY15 INDUSTRIAL HYGIENE SURVEYS

a. NPS Dept/Spaces that will receive Industrial Hygiene Surveys in CY15:

- | | |
|------------------------|-------------------------------|
| 1) Oceanography | 6) MAE Golf Course Annex Labs |
| 2) Library | 7) MAE-SP Machine Shop |
| 3) Security Management | 8) CIRPAS |
| 4) Physics | 9) Meteorology |
| 5) Systems Engineering | 10) Information Sciences |

b. The servicing area Industrial Hygienist, Mr. Eric Thurston, contacts the departments directly for scheduling the surveys.

10. CY15 NAVOSH INSPECTIONS:

a. NAVOSH Inspections of NPS Spaces by the NSAM OSH Office for February:

- | | |
|-------------------------|---------------------------------|
| 1) B220 - Herrmann Hall | 5) B215 - Golf Course Lab Space |
| 2) B232 - Spanagal Hall | 6) B214 - Golf Course Lab Space |

- 3) B304 - Glasgow West
- 4) B234 - Halligan Hall
- 7) B213 - Golf Course Lab Space

b. The scheduling of inspections is done via ESAMS and is typically handled by Martin Catanese.

11. CALENDAR OUTLOOK

a. 19 FEB: Radiation Safety Committee 1st Qtr Meeting (POC: Ryan Greve)

b. 23-26 FEB: NOSSA Technical Assist Visit (POC: Laurie Morales)

c. 23-26 FEB: RASP Historical Radiological Assessment (HRA) Contractor Visit

d. 19 MAR: Safety Committee Meeting

e. 21-22 APR: Low Level Radioactive Waste (LLRW) Pickup by DoD Contractor

f. 21 MAY: Safety Committee Meeting

g. April-May 2015 - Explosives Safety Self-Assessment (ESSA) (POC: Laurie Morales)

12. OTHER NEWS

a. The close out of IG-118 for Safety Culture was briefed to the NPS President. Everyone's assistance in completing this is greatly appreciated.

b. The NPSINST 5100.1 - "NPS Safety and Occupational Health Manual" has command endorsement and it can be found on the Intranet on the list of NPS Notices and Instructions as well as the NPS OSHE page.

c. There a truck at NPS to pick up our Low Level Radioactive Waste for disposal on 21-22 April. The pick-up will be done by a DoD Contractor and they will be escorted during their entire visit by the RSO, Mr. Ryan Greve.

13. Meeting was adjourned at 1000.