

# EFCOG Environmental Subgroup Conference Call Minutes

June 10, 2004

1:00 P.M. (Mountain Time)

Participants: Dale Bignell, Richard Gurske, Orin Haworth, Alice Ikenberry, John Irving, Reed Kaldor, Roger Landon, David Lester, Donna Yasek, and Steven Woodbury

## 1. Environmental Subgroup Leadership

**Alice Ikenberry** volunteered as the new Vice Chair of the subgroup. **John Irving** will update the website. John & Alice are looking for a good man or woman who is willing to serve as secretary. John asks that members review their commitments and consider serving as secretary, see the responsibilities of the secretary below.

Responsibilities of the Environmental Subgroup Secretary

- Maintain subgroup membership list
- Take and prepare notes for conference calls and semi-annual meetings
- Helps maintain website by working with the chair, vice chair and Webmaster

## 2. Subgroup Task Team Reports

Environmental Feedback (Richard Gurske and Roger Landon), Report on Task #22

**Roger Landon** reported that the task group is looking at three ways to share information: 1) Best Practices, 2) Information Bulletins, and 3) Table of Non-compliance. The goal of these different communication tools is to provide a forum for 'lessons learned'. **Roger Landon** will forward a note to the **John Irving** for distribution briefly explaining the purpose of the three tools. This will be in conjunction with a request to help populate the 'Table of Non-Compliance' (see below).

**Reed Kaldor** submitted a process for submitting and reviewing environmental best practices by the environmental subgroup. The chair sent a draft to the subgroup membership, and those participating in the conference call agreed to finalize the draft as written. **John Irving** will post the 'Environmental BP Submission & Review Process' on the website. This process does not replace the process outlined for submitting BP to the BP Task Group for posting on their website.

Currently the Environmental Feedback team waiting to evaluate the six BP presented at the May meeting. **Authors** of the following BP should submit their BP (in the appropriate format) to **Richard Gurske**, as outlined in the 'Guide for Processing Best Practice Submittals by the Environmental Subgroup':

Communication – An Effective Tool for Implementing and Meeting ISO 14001 Requirements, **Rachel Damewood & John Irving**, INEEL

General Storm Water Pollution Prevention Plan for Construction Activities, **Bob Roulston**, Pantex

Risk Based Evaluation of Environmental Compliance, **Susi Jackson**, LLNL

Mortar Lining, **Reed Kaldor**, Hanford

360-Degree Photography, **Reed Kaldor**, Hanford

Consolidated Audits of Analytical Laboratories and TSDFs, **Robert Fox**, LBL

**Roger Landon** will prepare a 'Table of Non-compliance' actions using information from Hanford and send to **John Irving** for distribution. The expectation is that member companies will provide information to help populate the table.

The group briefly discussed the Pollution Prevention (DOE-EH) (sent by **Dennis Hjeresen**) website information and decided that it would best fit as a link on the subgroup's website. **John Irving** will forward the website material on P2 to **Bill Bozzo** and **Al Villareal** (P2 Task Team leads) to review and provide recommendations.

EMS Experience (Al Villareal and Ron Reeves), Report on Task #23

No report. However, **John Irving** will send a note to Al reminding him of the May meeting discussions to revise the EMS Experience table.

Environmental Subgroup Participation (John Irving & Alice Ikenberry), Report on Tasks #21, #24, & #27

**John Irving** reported that progress is slow in verifying a true and accurate membership list, but will continue to work with **Joe Yanek** to update (Task #24). **John Irving** will have the revised subgroup charter posted on the website (Task #21). **Alice Ikenberry** will take responsibility for new tasks given this Task Team

Pollution Prevention (William Bozzo and Al Villareal), Report on Task #25

No Report. However, Task #25 was closed at the May Meeting.

**EMS Status (Alice Ikenberry & David Lester), Report on Task #26**

Participants had a good discussion on how to meet the needs of those sites that are struggling with implementing an EMS and a path forward for Task #26. **Dave Lester** and **Alice Ikenberry** will put together a list of EMS Issues, Problems, 450.1 questions, Best practices and Lessons Learned to send out to the EFCOG sub group. This will initiate an -email discussion to facilitate narrowing down what focus the EMS task team should take. As Alice and Dave receive input on specific topics, they will distribute the information to other sites in an effort to assist those sites that may need additional support and information. **Alice Ikenberry** will request the site DOE Quarterly Report 'contact list' for EMS across the complex from **Steve Woodbury**. Throughout the email discussions, Alice will select topics for the September EFCOG meeting, based on interest from member company representatives.

**3. Additional Agenda Items**

**Steve Woodbury** briefly reported on some aspects of the EFCOG Executive Meeting in Washington. Steve thought that the sessions on 'Assessments' and 'Performance Metrics' were particularly good. **John Irving** will provide a URL address of the proceedings, once it is posted on the EFCOG website.

Steve and **Joe Yanek** did discuss what other areas the Environmental Subgroup could take an interest to help members companies across the complex, besides the current issues related to implementing EMSs.. Some ideas included: compliance and enforcement & response issues.

**John Irving** will send out a note asking that **each member** give considerable thought where the subgroup could help with complex wide issues and send your ideas to John & Alice. While implementing the EMS is certainly a worthy focus, we should try to expand our focus of interest to address other 'pressing' matters.

**ACTIONS:**

1. Environmental **Subgroup Member** – Volunteer as secretary for the subgroup. Contact John Irving or Alice Ikenberry.
2. **Roger Landon** will forward a note to the John Irving for distribution briefly explaining the purpose of the three tools. In conjunction with this note, Roger Landon will prepare a 'Table of Non-compliance' actions using information from Hanford and send to John Irving for distribution.
3. **John Irving** will post the 'Environmental BP Submission & Review Process' on the website.
4. **John Irving, Bob Roulston, Susi Jackson, Reed Kaldor, and Robert Fox** should submit their BP (in the appropriate format) to Richard Gurske.
5. **John Irving** will forward the website material on P2 to Bill Bozzo and Al Villareal (P2 Task Team leads) to review and provide recommendations.
6. **John Irving** will send a note to Al reminding him of the May meeting discussions to revise the EMS Experience table.
7. **Alice Ikenberry** will take responsibility for new tasks given the Environmental Subgroup Participation Task Team.

8. **Dave Lester** and **Alice Ikenberry** will put together a list of EMS Issues, Problems, 450.1 questions, Best practices and Lessons Learned to send out to the EFCOG sub group. In addition, **Alice Ikenberry** will request the site DOE Quarterly Report 'contact list' for EMS across the complex from Steve Woodbury.
9. **John Irving** will send out a note asking that each member give considerable thought where the subgroup could help with complex wide issues