

EFCOG ISM WG, Environmental Subgroup
Conference Call Agenda
Date: January 12, 2006
Time: 1:00 P.M. (Mountain Time)

Participants:

Alice Ikenberry (PNL)	Steve Birrer (INL)	Sonja Salzman (LANL)
Gary Shamber (SNL-CA)	David Folse (SPR)	Orin Hayworth (NTS)
John Irving (INL)	Eric Damberg (PNL)	Jack Mizner (SNL)
Bob Roulston (Pantex)	Veronica Galloway (PNNL)	
Benjamin Terry (SRS)	Scott White (KCP)	

Introductions:

Introduce participants and review agenda items.

1. New Leadership – The subgroup has new leaders, including a secretary.

2. Subgroup Tasks – The subgroup leadership met (by conference call) to discuss the proposed CY2006 subgroup tasks. Gary discussed each of the tasks and will send them out to each SG member with a solicitation for participation. John recommended that we try to get 3-4 persons for each team effort. Further, he recommended that all listed leads give careful thought on how they plan to proceed with performing these tasks, schedules for conducting the work, and possible deliverables – Gary indicated he will reinforce this when resending tasks. There was discussion on the need for assuring there is a deliverable or final product associated with any task.

- Support ISM WG in developing ‘environmental training’
 - Dave Lester listed as team lead, Alice as a team member.
- Integration of Environmental Subgroup with other ISM WG Subgroups
 - Alice listed as lead; Reed Kaldor not available. Alice believes she can manage this, with support of two other SG chairs.
- Raising the Visibility and Awareness of Environmental Programs and Objectives At DOE Facilities (performing a survey for publication in the guidebook).
 - Jack Mizner volunteered to lead the effort. Steve volunteered to work with Jack. Alice will check with some other participants
- Setting Site EMS Goals, Objectives and Targets - Processes and Examples
 - Similar to task above, results
 - Eric Damberg, Orin Hayworth and Steve volunteered to work this task.
- Prepare and submit two best practices per year (Ongoing)
 - Alice is verifying whether Roger will continue as the lead; Bob and Sonya volunteered to work with Roger.
- Create a “living” EFCOG online “Guidebook for Managing Your EMS” (Combined with earlier proposed task – titled Review Possibility of Creating an “Online Resource Center” with links from Subgroup Website)
 - This is a continuation of a March, 2005 task which has been modified due to continuing discussion.
 - Gary & John to be working on how this can be established on the website, along with guidance on what is suitable for submission and consideration. They realized that this effort needs a short turn-around so as to support other tasks in defining deliverables for the above tasks.

During the leadership conference call, we removed several tasks because of their lack of focus or need or timing.

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- Contractor Guide -- Do we need one for environmental, if so, develop and distribute.
 - There are many guides currently available; not a need for more documents
- Support DOE's Compliance Management Initiative
 - This was a continued task for which the support request has expired.
- Involve Environmental Subgroup with other ISM WG groups.
 - Modified into another task.
- Raising the Visibility and Awareness of 'Environmental' -- Define and evaluate barriers to keeping 'E' in mind.
 - The issue has been addressed through other task actions.

2. Spring Biannual Meeting

- Scheduled for week of 4/24-28. Current plans are 1-1/2 environmental subgroup meeting starting on 4/26 (full-day) & 27 (half-day) and ISM Working Group Leadership Meeting on 4/28. John pointed out that today is the day we will need to let NNSA know when we plan to meet, for meeting room availability. Alice will handle this notification.

3. Additional items from Steve Woodbury

- Environmental CRADs [Criteria, Requirements, Approach Documents]. I will fill you in after tomorrow's Workshop about the Draft Safety [sic] Oversight Manual, and the development of ES&H CRADs. I expect there will be an opportunity for the Environmental Subgroup to review draft environmental CRADs and provide comments based on your experience and perspective in the field. (And presumably for other parts of the ISM Workgroup to review others CRADs as well, and provide comments.)
 - **Noted that this is an opportunity for further tasks for the subgroup.**
- The 2006 Federal Environmental Symposium will be held May 2-4, 2006, at the National Institutes of Health in Bethesda, Maryland. If anyone is interested in presenting a talk on EMS, sustainability, etc., please get in touch with Melanie Pearson (EH-41) at 202-586-0939 this week. Melanie is on the planning committee, and the initial agenda will be published soon.
 - **When asked, no one participating had attended this meeting. Alice took the action to find out more on this meeting – focus and**
- Examples of EMS-NEPA integration. Jim Sanderson from the EH-42 (NEPA office) forwarded the following. I realize that NEPA is a federal responsibility. But we have had some discussions in the past about EMS/NEPA integration. If anybody has suggestions, please forward them by Friday to Jim Sanderson (202-586-1402) and to Steve.

"Horst Greczmiel, Associate Director for NEPA Oversight, Council on Environmental Quality (CEQ), has requested information from Federal agencies and review of draft guidance products prepared by the Work Groups that are implementing recommendations from the NEPA Task Force to CEQ in its report, Modernizing NEPA Implementation (September 2003). Accordingly, the NEPA Office (EH-42) requests your input regarding the following:

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- Case studies for a CEQ handbook of useful practices for using environmental management systems or adaptive management processes or both to facilitate NEPA implementation. (CEQ expects to circulate the handbook for agency review in May 2006. Due to EH-42 January 10, 2006. Due to CEQ January 13, 2006.
 - Per John, this is CEQ request for support to DOE and their personnel. The due deadline has passed.
- Proposed Guidance for Complementary Processes of Environmental Management Systems and National Environmental Policy Act. CEQ recognizes the benefits of aligning NEPA and EMS processes and encourages Federal agencies to do so where appropriate. CEQ requests that agency NEPA Points of Contact and EMS Points of Contact coordinate and consolidate comments to avoid duplication and ensure consistency. Accordingly, please coordinate your comments with your EMS counterparts. Due to EH-42 January 18, 2006. Due to CEQ January 23, 2006.
 - **Per John, the situation on this is similar to the note above – a request by CEQ to DOE for assistance.**

Bob shared a recent Safety Topic on recognition of a stroke. If you note someone acting unusually, you may be seeing someone experiencing the early stages of a stroke. By asking 3 simple questions, you can judge if this is the case and help save that person's life.

The 3 simple questions are:

- a. Ask him/her to smile. If the smile is only half there and one side of the mouth is drooping, that's not a good sign. Strokes cause facial droop, non-bilateral control of facial muscles
- b. Ask him/her to raise both arms at the same time. If one arm "drifts," they may need help, for the same reason above.
- c. Ask him/her to speak a simple sentence. If words are slurred or missed, that is not a good sign. Inability to concentrate or short-term memory loss are early indicators of a stroke.

In all cases, try and get the person to seek help (or seek it for them).

Orin mentioned that a recent site experience related to someone experiencing tightness in their chest that led to a fatal heart attack. We know the signs – try to get people to act on them.

Alice requested information on a recent accident involving a table saw at a sub-contractor's location. The accident is still under investigation, but an initial issue revolves around assuring engineered controls (blade guards) are properly installed and functional.

John/Gary noted that sites might want to check on some recent Congressional activity: Draft recommendations of a Congressional task force are proposing significant changes in the process. Call John or your site NEPA POC to get more information.

Gary shared a recent current event on having to reduce energy at Federal Facilities. Ambassador Brooks has set a goal of reduction. Gary has prepared a guidance document on setting thermostats for energy reduction; there have been some Cornell studies that indicate that productivity seems to drop dramatically when workplace temperature drops from 72 to 68. His site is looking on how to address this issue. Bob noted that Pantex noted that its contract brings in certain federal regulations that prohibit the use of portable heaters or fans in federal facilities.

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Alice noted that she had received Bob's note on this but had not forwarded it to the rest of the subgroup.

Adjourn 2:00 P.M.

Next conference call: February 9th at 3 p.m. Eastern time (you have to work it from there for your area). Details later.