

ISM/IM WG ACTIVITY SCHEDULE INPUT/UPDATE SHEET

FROM:

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|--|---|
| <input type="checkbox"/> ISM/IM WG Chair
<input checked="" type="checkbox"/> Environmental SG (EN)
<input type="checkbox"/> Feedback and Improvement SG)
<input type="checkbox"/> Occupational Safety & Health SG (OSH) | <input type="checkbox"/> Quality Assurance SG (QA)
<input type="checkbox"/> Other: _____ |
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Requested Action:

- New Item
 Schedule Update

Tracking Number (i.e., EN/00/03, OSH/00/03, etc.)

EN/01/05

Task Title:

Environmental Management System Workshop (Complete)

Summary of Requested Changes/Task Description of New Item:

Coordinate the DOE/EFCOG Training Workshop on Environmental Management Systems Implementation, Lessons Learned, and Best Practices

In support of the Department of Energy's commitment to have Environmental Management Systems in place by December 31, 2005, the Environmental Subgroup of the Energy Facility Contractors Group, the DOE Office of Environment, and Battelle are pleased to invite DOE and contractor environmental personnel to a workshop that will present case studies in EMS Implementation, Lessons Learned, and Best Practices. Andy Lawrence, Deputy Assistant Secretary for Environment, will be the keynote speaker.

Co-Sponsored by DOE HQ and EFCOG Environmental Subgroup and hosted by Battelle Memorial Institute, Columbus, Ohio, March 8 and 9, 2005

Task Team Lead: Susan Briggs
 Task Team Members: Eric Damberg, Gretchen Farnung, Karoline Golovin, Alice Ikenberry, John Irving, & Steven Woodbury

New Item

Start Date: 10/04
 Est. Completion Date 03/09/05

Existing Item

Revised Est. Completion Date: 4/22/05
 Completion Date: 4/22/05

Comment:

Workshop successfully completed on 3/9/05. However, we extended the completion date to allow time to complete review of the workshop, identify any follow on tasks, and to coincide with the Spring EFCOG ISM WG meeting in April 2005. As part of the extended task, we will provide a summary of the EFCOG Workshop Procedures work in relation to this workshop. Completed all action by 4/22/05.

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Requested Action:

- New Item
 Schedule Update

Tracking Number (i.e., EN/00/03, OSH/00/03, etc.)

EN/02/05

Task Title:

Implementing Pollution Prevention at the Task Level (Complete)

Summary of Requested Changes/Task Description of New Item:

Complete a review of the approaches being used by member companies to institutionalize Pollution Prevention into business practices at the task level. Issue a summary document of the findings.

Team Lead: Al Villareal
 Task Team Members: Orin Haworth and Denny Hjeresen

New Item

Start Date: 11/18/05
 Est. Completion Date:
 Draft 03/10/05
 Fnal 05/31/05

Existing Item

Revised Est. Completion Date:
 Completion Date: 6/27/05

Comment:

Complete draft by EFCOG Environmental Subgroup's Spring meeting (3/10/05). Summary document may be in the form of a spreadsheet.

The task team presented the draft report at the subgroup meeting on 3/10/05 and distributed to the membership earlier. The task team will continue to accept and evaluate surveys up to May 15, 2005. Sent completed survey summary report to all EFCOG Environmental Subgroup members on 6/27/05. Complete.

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Requested Action:

- New Item
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Tracking Number (i.e., EN/00/03, OSH/00/03, etc.)

EN/03/05

Task Title:

President's Management Council Environmental Compliance Initiative (Complete)

Summary of Requested Changes/Task Description of New Item:

Provide a team to coordinate EFCOG member input to 'facility level recommendation' in the President's Management Council Initiative.

Team Lead: Bill Bozzo

Team Members: Susan Briggs, Eric Damberg, Hue-Su Hwang

New Item

Start Date: 11/18/04

Est. Completion Date: 03/31/05 or before

Existing Item

Revised Est. Completion Date: 4/30/05

Completion Date: 4/22/05

Comment:

Steve Woodbury expects President's Management Council to release recommendation in December 2004.

Task team reported on this initiative during the 3/10/05 subgroup meeting in Columbus, OH. The task team made the decision to request further comments from subgroup members and to move the completion date to 4/30/05.

Steve Woodbury will determine new timeline for action plan and include more extensively and thoughtfully developed action plan for DOE workgroups. Bill Bozzo will distribute to attendees of 3/10/05 subgroup meeting for comment. Focus comments on action commitments. Steve Woodbury will take recommendation and comments forward. Determined that action complete at meeting with Andy Lawrence (DOE-EH); SG expects follow on tasks.

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Requested Action:

- New Item
 Schedule Update

Tracking Number (i.e., EN/00/03, OSH/00/03, etc.)

EN/04/05

Task Title:

Material Release Criteria (Complete)

Summary of Requested Changes/Task Description of New Item:

Will prepare an EFCOG communication notifying member companies of upcoming reviews and audits by the independent environmental group and summarize current DOE polices for material release. In addition, the communication will recommend that member companies may want to conduct internal assessments of their practices related to material release.

 Team Lead: John Irving
 Team Members: Denny Hjeresen

New Item

Existing Item

Start Date: 11/18/04	Revised Est. Completion Date: 4/22/05
Est. Completion Date:	Completion Date: 4/22/05
Letter to Joe Yanek: 12/15/04	← Complete
Letter to EFCOG Senior Reps.: 01/07/04	

Comment:

John Irving will request from Steve Woodbury information on the review being performed by NRIS, the current related DOE policies and guidance, the bases for concern, a schedule of the sites that are to be visited (in order for possible lessons learned following these visits) with the intent of distribution by the Chair of the Working Group (Joe Yanek) to the senior EFCOG representatives for the member firms.

 Task team sent communication (email note) to Joe Yanek and to subgroup members on 12/15/04. Steve Woodbury will provide information related to target sites and schedule, if available. If information is available, the subgroup chair will send another email informing sites of target sites and schedule. Extended completion date to 4/22/05. No future action taken, action complete on 4/22/05.

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Requested Action:

- New Item
 Schedule Update

Tracking Number (i.e., EN/00/03, OSH/00/03, etc.)

EN/05/05

Task Title:

Revise Environmental Subgroup Charter (Complete)

Summary of Requested Changes/Task Description of New Item:

Task Status: New task created at 3/10/05 subgroup meeting to review the Environmental Subgroup Charter and make recommendations related to purpose, objectives, scope, organization (including leadership succession), and process.

Subgroup members will send comments to Steve Birrer by 4/8/05. Steve will consolidate and provide to John Irving by 4/12/05.

Team Lead: John Irving
 Team Members: Steve Birrer

New Item

Start Date: 3/10/05
 Est. Completion Date: 4/22/05

Existing Item

Revised Est. Completion Date: 7/29/05
 Completion Date: 8/10/05

Comment:

At the March Environmental Subgroup meeting in Columbus, the SG added a task to update our SG Charter. Steve Birrer, a new member from Idaho took on the task. Steve revised the charter based on comments from several SG members. At the April EFCOG meeting in Germantown, Joe Yanek conducted a session on 'leadership succession' and asked for input from each SG chair on future SG chairs, vice chairs, and secretaries. Based on that meeting and subsequent discussions with Alice Ikenberry, Steve Birrer, and Joe Yanek, John Irving modified the charter to reflect the concept of 'selecting' the SG vice chair, instead of 'voting' for the SG vice chair position. The ISM WG chair and SG leadership would consider past participation, willingness to serve, company support, ability to attend biannual meeting, recommendations from SG members, etc. when selecting the new vice chair.

John Irving sent the draft charter to Joe Yanek and the SG membership for review and comment on 7/7/05 and revised the end date to 7/29/05.

Final charter posted on Environmental Subgroup website in August 2005.

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Requested Action:

- New Item
 Schedule Update

Tracking Number (i.e., EN/00/03, OSH/00/03, etc.)

EN/22/04

Task Title:

Prepare and submit two best practices per year (Ongoing)

Summary of Requested Changes/Task Description of New Item:

Task Status: Will submit two or more best practices before 12/31/05 (see comments below).

 Team Lead: Richard Gurske
 Team Members: Roger Landon, Reed Kaldor

New Item

Start Date: 3/31/03

Est. Completion Date: Ongoing

Existing Item

Revised Est. Completion Date:

Completion Date: Ongoing

Comment:

The basic objective of the Environmental Feedback Task Team is to publish at least two best practices on the EFCOG web page per year. The status of this task is presented below:

- The task team established and published, on the Environmental Subgroup web page, a guidance process for preparing and publishing environmental best practices.
- The task team has six best practices posted to the Best Practice website:
 - Best Practice #11 - Regulatory Agency Action and Inspection Tracking Systems (12/16/03)
 - Best Practice #12 - Defining and Implementing an Environmental Management System at a Large Complex Facility using Activity Based Compliance (12/16/03)
 - Best Practice #29 - Mortar-lining Aged Water Distribution Lines Protects Groundwater and Minimizes Waste (12/08/04)
 - Best Practice #30 - 360 Degree Photography Implements ALARA Principle (12/08/04)

- Best Practice #31 - Consolidated Audits of Analytical Laboratories and TSDFs Leverage Resources and Improve Quality (3/02/05)
- Best Practice #32 - Reducing Time and Cost through use of a General Storm Water

The task team will evaluate presentation given at the DOE/EMS Workshop in Columbus, Ohio for possible best practice submissions. Several other subgroup members are working on best practice submissions.

Reed Kaldor invited several individuals that gave presentation at the March EMS Workshop to submit their presentation material as a best practice. Denny Hjeresen (LANL) responded with a best practice titled 'Web-based EMS Awareness Training Improves EMS Knowledge While Saving Time and Money'. In addition, Richard Gurske (Fluor Hanford) and others submitted a best practice titled '*Avoiding Procedure and Database References in Regulator Approved/Enforced Documents Simplifies Work Transition Between Contractors and Saves Money.*' Two additional, David Lester (SNL) and Eric Damberg (PNNL) presented best practices at the November 2005 meeting titled '*Approved Site Inspector (ASI) Training*' and '*You get what you measure – The need for performance metrics to support continual improvement*', respectively. The Environmental Subgroup will submit the latter four best practices before the end of 2005.

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Requested Action:

- New Item
 Schedule Update

Tracking Number (i.e., EN/00/03, OSH/00/03, etc.)

EN/26/04

Task Title:

Prepare a White Paper on Implementing Environmental Management Systems (Complete)

Summary of Requested Changes/Task Description of New Item:

Task Summary: Superseded

The completion of task EN/01/05 “Environmental Management System Workshop” replaces the need to develop a white paper. Presentation and panels sessions at the EMS Workshop in March 2005 will provide member companies the same information.

Team Lead: Alice Ikenberry
 Team Members: David Lester

New Item

Start Date: ?

Est. Completion Date:

Existing Item

Revised Est. Completion Date: 03/09/05

Completion Date: 03/09/05

Comment:

The completion of the EMS Workshop on 3/9/05 also completes this task.

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Requested Action:

- New Item
 Schedule Update

Tracking Number (i.e., EN/00/03, OSH/00/03, etc.)

EN/06/05

Task Title:

Review Possibility of Creating an “Online Resource Center” with links from Subgroup Website (Update)

Summary of Requested Changes/Task Description of New Item:

Task Status: New

 Develop an online ‘Resource Center’ with links from the subgroup website to important and timely information on a variety of environmental issue and topics.

 Team Lead: Susi Jackson
 Team Members: John Irving

New Item

Start Date: 3/10/05

Est. Completion Date: 11/30/05

Existing Item

Revised Est. Completion Date:

Completion Date:

Comment:

The Environmental Subgroup members attending the 3/10/05 meeting in Columbus discussed the possibility of creating an online Resource Center with links from the subgroup website. Group agreed that an online resource center would be a valuable tool to share information. The site could link to other websites containing valuable information. (Susie lead). Susie put together request and John send out (new task).

 As of 7/7/05 only two individuals have sent Susi Jackson information related to this task. Additional information was sent to Susi, but the subgroup has not made a decision on what to do with the information and whether to post the links and information on the subgroup website.