

**Integrated Safety Management Working Group
Environmental Subgroup
Fall, 2006 General Meeting Minutes
November 1 – 2, 2006**

Wednesday, November 1

Welcome, Introductions, Role of the Environmental Subgroup meeting - Gary Shamber, SNL/CA

Participants:

Eric Damberg (PNNL/Pacific Northwest Site Office, via conference phone for presentation)

Gretchen Farnung (Battelle Memorial Institute)

David Folse (DynMcDermott/SPR)

Orin Haworth (NATEC/NTS,)

Joan Hughes (UT-Battelle/ORNL)

Alice Ikenberry (PNNL/Pacific Northwest Site Office, via conference phone for presentation)

John S. Irving (Battelle Energy Alliance/INL)

Susi Jackson (Univ. of California/LLNL)

Maureen Jordan (NREL)

Judy McLemore (WRES/WIPP)

Kliss McNeel (CWI/INL)

Sonja Salzman (University of California/LANL)

Gary Shamber (Lockheed Martin/SNL-CA), Benjamin Terry (SRS)

Steven Woodbury (DOE/HS-21, via conference phone)

Anne Zielinski (Wackenhut/NTS)

In addition, Joe Yanek (ISMS Working Group Chair) and several visitors from other subgroups dropped in.

EMS-ISMS Integration - Kliss McNeel, ICP

Kliss McNeel (ICP) presented presentation titled 'Integration of EMS and ISMS at the Idaho Cleanup Project' (see presentation)

- Discussion Points & Questions ...
 - Put together a seven-year milestone chart that identifies long-range goals and the detail of short-range goals
 - INL has five major cleanup agreements drive the cleanup contract; and the major focus
 - Passed out a nice 'pocket' toolbox for ISMM, EMS, & VPP; training conducted under the ISMS umbrella (Contact Kliss for a copy)
 - The ISMS is the foundation of the house, with EMS & VPP are two of the main rooms
 - BEA & CWI have separate EMS registrations, but same registrar – realizing some efficiency for cost and travel
 - Susi Jackson (LLNL) indicated that their company strives to keep ISMS & EMS integrated and prefers to discuss just ISMS realizing that EMS is an integral part of ISMS
 - Gary Shamber (Sandia-CA) asked about the community outreach requirement – most use newsletters, websites; LLNL does not do anything separate for EMS, except for listing the environmental policy separately
 - David Folse (SPR) reviews environmental aspects with their oversight committee

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- Orin Hayworth (Nevada) said that the MCO is not directly involved in public participation, but forwards all inquiries and questions to DOE (NNSA)
- Gretchen Farnung (Battelle Corporate) integrates quality, safety, & environmental, but finds that many still believe that safety and quality are the emphasis
- Susi Jackson (LLNL) has changed documentation to focus on ISMS (and “S” means ESH, Safety, or Environmental). Susi has an expectation that people would not talk about EMS – they would talk about ISMS; if going for registration, LLNL would educate the auditor and registrar to understand how employees understand – does not care if they can ‘talk’ ISO; the focus is on educating the worker to know what the work they do and how to protect the environment
- Gary Shamber (Sandia-CA) indicates that Sandia initially tried to avoid using the term environmental aspects, but had to go back and reeducate employees since knowledge of aspects was a requirement for ISO certification.

SIDEBAR DISCUSSION – Related to OSSH 18000 & ANSI Z10

- Two standards: OSSH 18000 and an ANSI Z10; Steve Woodbury (HS-21) suggests having a conference call to discuss what different sites are doing on the safety side – Possible topic: Are there differences between 18000 and Z10

ACTION: EFCOG Leadership needs should explore the possibility of initiating a conference call to discuss OSSH 18000 and ANSI Z10.

- David Folse (SPR) indicates that SPR is going with Z10 (goes will with ISMS). Existing systems cover Z10. SPR decided to go with Z10 because safety folks recognize Z10 because of ANSI connection
- OSSH 18000 is not an ISO or ANSI standard
- Good topic for EMS GuideBook – Capture lessons learned from everyone’s experience with the different certifications.

ACTION: EFCOG Leadership should explore creating task to capture lessons learned from different certifications

View from the Top (DOE) - Steve Woodbury, HS-21

- HHS Organization – None of the offices moved intact; new program planning and employees for all. Steve continues to work on similar work under the same management (e.g., Andy Lawrence)
 - Most of the staff and most of the functions of the two former organizations; some functions and staff assigned to other offices, i.e., nuclear safety that went to line functions
 - Change made so there is a ‘career’ position, not a political appointment that changes every two years
 - Goals – strengthen environmental, safety, & security within DOE; strengthen support for department wide issues; better integrate ESH with Security Oversight and Management; Chief views ‘Safety’ as ESH
 - NEPA went with legal.
- EMS Reporting
 - Focus was to achieve EMS by 12/2005, now need to focus on those sites who have met goal (e.g., focus is not on “do you have your environmental aspects” but now “have you reviewed your environmental aspects”
 - Question set to field offices to measure EMS Progress; may roll down to contractors, but depends on field office

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- § To access question, user must be on FedCenter to address questions
- § Schedule – DOE looking for information before the end of December since OMB will issue scorecard in January; if a site does not report they will receive the lowest score.
- P2 Reporting
 - DO 451.1 – Online-tracking system was updated for reporting information on the Federal Electronics Challenge; Jane Powers is still heading up the P2 activities.
- Overview of ideas for potential new EO (encompasses EMSs)
 - Current title something like ... “Enhancing Government Performance and the Effect on the Environment and Fleet Management” ... will replace six EO that focus on EMSs (greening the government, fleet management, energy management, and others)
 - Support contractors are not involved in review, except through P2
 - Current programs address all the information in the new EO; will use EMS as the framework to address and report on elements discussed in new EO
 - Schedule -- could see this before the end of the year.
- OMB Score Card (EMS, P2, Energy & Transportation, see Steve Woodbury’s presentation)
 - Go to the OMB Website; presentation explains the different scoring criteria

SIDEBAR DISCUSSION – Related to where does the Environmental Subgroup belong.

- Gary Shamber (Sandia-CA) suggests that we review where the Environmental SG resides within ISM and explore the possibility of having a presence in some of the other working groups (e.g., energy, engineering, project management).

Security – How Does It Fit In? - All (Steve Woodbury)

- Interfaces between environment and security – are there any?
- General Discussion ...
 - Firing range management – Steve Woodbury will provide reference to firing range guide
 - § Sonja Salzman (LANL) uses lead free bullets
 - § Sandia-CA – went through big effort to sift sand to separate lead, but then had to dispose of sand because of lead content
 - § Susi Jackson (LLNL) uses a sweeper to keep the firing range clean
 - § LLNL discussed having conflicts between security and environmental on who could hunt feral pigs, “Wounded Pig Story”!
 - Benjamin Terry (SRS) described security enhancements at SRS and the potential conflict between wetlands and ‘cleared’ area for security
 - David Folse (SPR) conflicts between permit applications that require specific information that agency does not want shared with public; conflicts with NEPA reviews; and concerns with release of electronic media
 - Susi Jackson (LLNL) described practice of describing activities commonly performed by the public that do not require going through integrated work control (often called ‘skill of the craft’ at other sites) – such as riding a bicycle, office work, and so forth; many sites also looking at work activities that are commonly performed by industry

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- Some sites training (asking) security to turn lights off after they do a security sweep of a building at night.

Round Table - All

- Around the table to discuss anything on 'our' mind
 - Anne Zielinski (NTS) cleans firing ranges on a regular basis (Security/Environmental Issue)
 - Kliss McNeel (ICP) having many RCRA permits that have OOU information and work with the state to separate information that is available to the public, OUI, or proprietary information (Security/Environmental Issue)
 - Susi Jackson (LLNL) described problems with employees stocking site ponds with fish, and potentially affecting endangered populations of red-legged frogs; other problems with doves and squirrels (Wildlife Issues)
 - Orin Haworth (NTS) Problems at NTS with employees feeding animals resulting in destroying some animals to protect the public and worker; trying to educate employees about animal (Wildlife Issue)
 - Orin (NTS) indicated that NTS is becoming more active in homeland security activities that are causing environmental impacts such as four wheelers driving over caps or driving over cultural resources; working with management to identified areas for homeland security work (Security/Environmental Issues)
 - Orin reported that the new contractor is committed to ISO 14001, VPP and ISO 9000 (EMS Issue)
 - Benjamin Terry (SRS) described process on how SRS is disposing of electronic media (Security/Environmental Issue)
 - Dave Folse (SPR) – The SPR could not 'sale' reducing AST to reduce air emissions because the economics have been a wash; now the security costs are high enough to drive up security costs enough to make reducing the number of ASTs more economically attractive, thus resulting in reduce emissions (Security/Environmental Issues)
 - SPR Security did not want to have the location of sites for new petroleum storage placed in site selection EIS (Security/Environmental Issues)
 - Maureen Jordan (NREL) indicated that NREL is looking at goals and objectives in light of goals found in 450.1 to come up with a way to organize and strategize objectives; however, struggling with identifying goals and objectives that can be measured
 - Gretchen Farnung (Battelle Corporate) reported on a effort to incorporate 'Intellectual Property' into the scope of site EMSs (EMS Issues)
 - Battelle Corporate also recycling cell phones, but security will not allow us to recycle because of information that remains in the chip (Security/Environmental Issues)
 - Judy McLemore (WIPP) reported that WIPP now has approval to accept remote handle waste; just signed last week and looking to accept waste at beginning of year (Regulatory Issues)
 - Judy described need to repair work on freshwater tank, but did not know how to evacuate water quickly within regulations; decided to use nearby stormwater retention ponds; may also use water from stormwater ponds to grow vegetation on large salt piles form mining operations (Environmental/Regulatory Issues)
 - Gary Shamber (Sandia-CA) reported that Sandia-CA received ISO 14001 Certification last month and was the first Sandia organization to achieve registration; there was one minor nonconformance related to obsolete documents – the auditor found an out-of-date document

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different from the controlled document; Sandia is also evaluating whether to seek 'Performance Track' before end of year; and evaluating ISO 18000 and Z10 (EMS Issues)

Gary discussed other SNL/CA environmental initiatives such as transitioning to electric carts, update landscape plans to reduce water and uses native plants, thus reducing water, labor, injuries, pesticides, & runoff; actions will require some investment (EMS/P2 Issues). Reported that Sandia-NM is planning to register in to ISO 14001 in 2008;

- o John Irving (INL) discussed the efforts (positive & negative) of going through transition between contractors and merging two national laboratories (INL & ANL-W); including combining hazard identification, work control, and marrying a two cultures since the beginning of a new contract (EMS Issues)

LANL PRID System for Project Review - Sonja Salzman, LANL

Sonja Salzman presentation titled 'LANL PRID System for Project Review' (See presentation)

- Project Review & Requirements Identification
 - o Web-based questions that help identify who of 300+ SME get to review projects
 - o GIS component to alert user that they are near a cultural resource or biological resource (such as Spotted Owl habitat)
 - o Also includes a Job Hazard Analysis (JHA) tool for shorter jobs that also includes environmental questions.
 - o PRID process includes Environmental Protections, Emergency Ops, Facility Management, Project Leaders, Site Planning, Procurement, Institutional Review Committees (such as ALARA, Animal Use, Biosafety), Telecommunications, Health, Safety, Radiation Protection, etc.
 - o Separated into Permits (Activity/Task Level), Institutional Requirements, & Permits, Plans, Programs
 - o When do they initiate PRID – During early phases of project planning (Pre-project).
 - § If changes occur, project personnel must update information in PRID.
 - § Project manager must address all the comments.
 - § Distinguishes between Project & Activity – Project using PRID and Activity using JHA

SNL/CA IDT Process for Reviewing Site Projects & Activities - Gary Shamber, SNL/CA

Gary Shamber presentation titled 'SNL/CA IDT Process for Reviewing Site Projects & Activities' (see presentation)

- Interdisciplinary Team (IDT) Process (get Gary's presentation)
 - o Size makes a difference – What works at Sandia-CA, may not work at Sandia-NM
 - o Past processes was a series check off after a project had already been thoroughly planned. without much consideration before designing, purchasing, etc
 - o Proposed getting all ESH SMEs together, with the project manager to identify (not solve) issues, permits, etc., associated with the project. Implementing IDT resulted in 50% reduction in time, eliminated conflicts, quality of project planning improved, and improved cooperation between ES&H and Facilities
 - o Meeting together helps reduce conflicts between security (and other issues) with ES&H – Maintenance, Security. The size of the team is between 15 to 20 SMEs
 - o One stop shop for corrective actions, NEPA, preliminary ES&H input

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- Outcome: Surface & clarify the significant ES&H, Provide guidance to customers, Identify SME who need to be involved
- Project reviewed on Thursday, report provided on Monday (COB)
- Challenges
 - § Customers look for blanket coverage
 - § Expensive for simple or benign projects
 - § Threshold when to engage IDT are subjective (is subjective, but do not know how to get around it)
 - § Customers coming to IDT late in project development
- Discussed two case studies (see presentation)
- IDT lauded in many audits and assessments as a DOE Best Practice
 - § Moving to web-based
 - § Complete project documentation
- Susi Jackson (LLNL) asked the question about how IDT incorporates site objectives and targets; ITD reminds project personnel of potential interaction with objectives and targets
- Judy McLemore (WIPP) asked how is the process is institutionalized; by a Sr Mgmt policy decision to send all 'projects' through IDT.

How INL Flows Requirements to the Workforce - John Irving, INL

John Irving's presentation titled 'How INL Flows Requirements to the Workforce'

- Discussed new work control process related to identifying environmental hazards.
- Related information placed on the EMS GuideBook

Demonstration of on line EMS Guidebook on the EFCOG site. - John Irving, INL

John Irving's presentation titled 'Demonstration of on line EMS Guidebook on the EFCOG site'

- Described status of EFCOG Environmental Subgroup task 'EN/06/05)
- To review go to the EFCOG Environmental Subgroup website (http://www.efcog.org/wg/ism_e/index.htm), and click on EMS GuideBook on left menu)
- The EMS GuideBook will only be as good and as useful as 'we' make it.
 - Submit material to the subgroup leadership or John Irving
 - Format -- Links to external web sites, pdf files, word documents, etc.
 - Material – EMS documents, processes, surveys, reports, and so forth
 - EFCOG is all about sharing our experiences ... It is up to YOU!

One Year after Katrina – Lessons Learned - David Folse, DynMcDermott / SPR

- No notes – Pre-Decisional; however, David Folse will provide document once cleared through SPR Management.

Thursday, November 2

Sub-Group Tasks Review - Gary Shamber, SNL/CA

Note: The task number code: EN = Environmental, middle digits = Task number, Last digits = Year; so the task below is for the Environmental Subgroup, Task 01, Year 2006.

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Task EN/01/06 – ‘Support ISM WG in developing ‘environmental training’

- Input from several sites, but not an overwhelming response across the complex
- One response suggested that DOE should not set a standard because it tends to become law
- Results will be posted in the EMS GuideBook
- Task complete, but will prepare new task to identify EMS training that sites feel is of value for EMS managers as well as SMEs.

ACTION: Judy McLemore will prepare summary for closing task and a summary for the new task

Task EN/02/06 – ‘Integration of Environmental Subgroup with other ISM WG Subgroups’

- Discussed previous effort to have liaisons to different subgroups and working groups
- The group felt there is still a need to align with other ISMS subgroups, and that it is worth trying to connect with the other Working Groups (e.g., energy, engineering)
- Task will continue, but with new direction

ACTION: Gary Shamber will discuss redirecting this task with Alice Ikenberry to coordinate the group’s involvement in other EFCOG Working Groups and subgroups

Task EN/03/06 – ‘Raising the Visibility and Awareness of Environmental Programs and Objectives At DOE Facilities’

- Task complete, see presentation of same title.
- Results will be posted on EMS GuideBook.

ACTION: John Irving will check with Dave Skipper to see what format (presentation or other format) will be posted on the EMS GuideBook.

ACTION: John Irving will secure subgroup leadership approval, then post on EMS GuideBook

Task EN/04/06 – ‘Setting Site EMS Goals, Objectives and Targets - Processes and Examples’

- Initial survey complete; Eric agreed to summarize current survey information and provide ‘report’ type format for the EMS GuideBook.
- Task Complete, but will follow up with request to those sites that did not respond and will add information to reports

ACTION: Eric Damberg will provide John Irving with ‘report’ summarizing task.

ACTION: John Irving will secure subgroup leadership approval, then post on EMS GuideBook

Task EN/22/04 – ‘Prepare and submit two best practices per year (Ongoing)’

ACTION: Gary Shamber will check with Megan Proctor on status of ongoing best practice that was approved for release.

ACTION: Gary Shamber will consider submitting best practice on ‘SNL/CA IDT Process for Reviewing Site Projects & Activities’

Task EN/06/05 – ‘Review Possibility of Creating an “Online Resource Center” with links from Subgroup Website (Update)’

- Task deleted in lieu of new task EN/05/06 (see next)

Task EN/05/06 – ‘Create a “living” EFCOG online “Guidebook for Managing Your EMS”

- See Presentation titled ‘Demonstration of on line EMS Guidebook on the EFCOG site’

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- Task Complete, but will remain as an ongoing effort to add important information (e.g., task deliverables, surveys, training, weblinks, and so forth) to the EMS GuideBook

Task EN/xx/06 – EMS Audit Sharing Program (Alice)

- John Irving discussed experience conducting an audit of PNNL and found it worthwhile. The group decided that it would be worth continuing to pursue. Alice will continue working on these tasks.

Joint Session with Glenn Podonsky - Rm 6339

Mr. Podonsky (HS-1) provided an overview of the new HSS. Subgroup members that were there continued a lively discussion on why the word 'environment' was only used once in Mr. Podonsky's 20-minute talk. Those subgroup members present voiced a concern (or agreed) that environmental professional will continue to struggle because of the lack of 'recognition' that SAFETY includes environmental by top DOE management.

Raising Environmental Visibility and Awareness – Survey Results - Joan Hughes, ORNL

Joan Hughes (presented for David Skipper) presentation titled 'Raising Environmental Visibility and Awareness – Survey Results' (see presentation)

- Presented results of survey
- Initial training is important and should be upbeat and interesting to keep the attention of the employees

Establishing EMS Objectives and Targets – Survey Results - Eric Damberg, PNL

Eric Damberg (presented for Alice Ikenberry) presentation titled 'Establishing EMS Objectives and Targets – Survey Results' (see presentation)

- Eric will provide PDF copy of the survey for the EMS GuideBook
- Good discussions on the basis for reviewing objectives and targets on a fiscal or calendar review.

Measuring Environmental Performance – Metrics Survey Results - Judy McLemore, WSMS/WIPP

Judy McLemore presentation titled 'Measuring Environmental Performance – Metrics Survey Results' (see presentation)

- Reviewed information from the Global Environmental Management Initiative <http://www.gemi.org/>
- Judy asks the question how many sites have goals that motivate change in behavior. Steve Woodbury (HS-21) considered 'behavior' in developing survey and questions
- Gary Shamber (Sandia-CA) suggested that it is important to include 'your' target' when showing metric so those viewing the information know if you are achieving your goals
- All goals support one or more of DOE's environmental protection goals
- Good review of 'leading' and 'lagging' indicators (see presentation)
- It is difficult to understand 'leading' indicators
- It may be difficult for a small site to use wildlife species richness because it is easy to have migrations of wildlife on or off site from effects other than what occur on site (e.g., a severe storm); large site lend them self to those kinds of measurements better
- Steve Woodbury made the following observations: Leading indicators are really 'proactive' or 'predictive' indicators

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- Steve suggest going to the following link for the chemical safety board 'www.csb.gov' and reviewing a report on an oil refinery fire that finds the risk of catastrophic risk increased, even while their safety record was showing improvement.

Chemical Inventory Reduction Process and Metrics at SNL/CA - Mark Brynildson, SNL/CA

Mark Brynildson presentation titled 'Chemical Inventory Reduction Process and Metrics at SNL/CA' (see presentation)

- Orin Haworth (NTS) suggested a that some sites use a 'free' turn in day to help get rid of chemicals
- System is a 'virtual' chemical exchange. The system considers that all chemical on the inventory are potentially available; it is up to the individuals to determine if the system can meet a need.

Chemical Safety & LifeCycle Management Subgroup activities - Mark Brynildson, SNL/CA

Mark Brynildson (presented for Kathy Ertel) presentation titled 'Chemical Safety & LifeCycle Management Subgroup activities' (see presentation)

- Many of the goals & objectives of the chemical group are similar -- sharing best practices, identify performance measures, develop lists of contact at different sites, etc.
- There is still some inconsistency on how sites handle chemical inventories. For instance, so sites look at lead as a chemical and others may look at lead as a material.

Wrap Up, New Tasks – Gary Shamber

- Evaluate for new Environmental Subgroup tasks:
 - Prepare task to review new DOE Order
 - Prepare task to review EMS training provided by sites across the DOE Complex
 - Prepare task to survey lessons learned on ISO Certification process and subsequent surveillance audits
 - Prepare survey to identify percentage of the sites are pursuing ISO 14001 (check with Steve Woodbury, information may already be available).

EFCOG ISMS Working Group Close Out Meeting

Summary of Close Out Meeting: Gary summarized sub group meeting. Obtained approval to hold next sub group meeting in May in New Orleans to coincide with National Environmental Partnership Summit. Reported that sub group will need a new Vice Chair. Annual report due by Nov 10 (Gary submitted on Nov 6).