

**GARS ESH Management Review Meeting  
November 29, 2011  
Minutes**

**Meeting Purpose:**

- For GARS Senior Management and Laboratory Management to review the EMS and OSH Management Systems of GARS in terms of the:
  - effectiveness in achieving the desired results by meeting the Directorate's ESH goals
  - adequacy in meeting ISO14001 and ISO18001 requirements and that they are implemented properly
  - suitability in achieving the desired results by meeting the Directorate's ESH goals
- To provide a forum for discussion/improvement of the EMS and OSH with the GARS Directorate. To provide GARS Management with a vehicle for setting new ESH goals or for making changes necessary to achieve the current ESH goals in the Directorate.

**Attendees:**

GARS Management:	G. Stokes, M. Cowell, W. Horak, C. Kessler, W. Copan
GARS ESH Committee:	L. Bowerman*, P. Carr*, J. Madaia, P. Philipsberg, M. Furey, L. Fitz,
ESH&Q Management/Staff:	C. Gortakowski, N. Contos, W. Litzke, J. Selva, M. Chuc, P. Pohlot, H. Kahnhauser, D. Ryan, R. Lee, J. Remien, J. Haskins
GARS Res. Ops Staff:	R. Doty, S. Crick
BHSO Representative:	A. Janczewski

\*EMS/OSH Reps.

**Summary:**

Linda Bowerman presented an overview of the GARS ESH Management System; ESH-related assessments; Tier I and CSM trends; discussed stakeholder communications; presented organization performance, GARS ESH Objectives & Targets performance, preventative and corrective actions, and reviewed the FY10 Management Review Action Items. See attached presentation.

GARS participated in ~6 ESSH-related assessments in FY11. GARS had no findings in the EMS/OSH Internal Assessment and received a noteworthy practice for Communications and Lessons Learned. GARS also had no findings in the IH Surveillance, LO/TO Assessment, or the BHSO Assessment of Inspection and Acceptance Tracking. There were several lab level findings in the ESH Multi-Topic Compliance Audit and minor observations for GARS were noted in the BHSO Chemical Management Assessment which was attributed to the need to embrace the new Area Based PPE requirements. An OFI was noted in the Records Management Self Assessment to identify and inventory electronic records as needed.

GARS progress in the new Hazard Validation Tool (HVT) was summarized and the need to re-assess space to ensure all hazards, controls, and critical equipment was correctly identified. iPads were purchased for GARS Research Space Managers (RSMs) and Cognizant Space Managers (CSMs) to facilitate updating the HVT in real time. Inconsistencies in the Chemical Management System (CMS) were identified as an issue resulting in erroneous information being included on the Hazard Information Placards (HIPs). Research Operations will work with SHSD and CMS to resolve these inconsistencies.

During FY11 GARS Managers again exceeded the required number of Management Safety Observations, identifying 221 "safe" and 29 "at risk" observations. While 59% of the "at risk" observations were identified as housekeeping it was noted that better categorization would allow for better trending; many issues identified as "housekeeping" included building/work environment and chemical labeling issues.

Results of Satellite Accumulation Areas (SAAs) Monthly Inspections by the Environment Compliance Representative (ECR) indicated a compliance drop below 90% during the months of April and July (2 areas/2 instances). The presence of students during July was given as a possibly contributing factor. The ECR will continue to track and work with the CSMs to monitor the SAAs in FY12.

The GARS Tier I Program performance was charted and presented by the top 7 categories, with a breakdown of findings comprising each of the top 7 categories. Trending identified a significant increase in findings in the Bldg/Work Environment and Chemical Safety and a decrease in findings in Compressed Gas and Electrical Safety in FY11. Circumstances driving the increases in the Bldg/Work Environment category were largely due to

new Placards while no clear trend was identified for the increase of Chemical Safety Findings. Research Operations will continue to work with Staff and CSMs to reduce the number of findings in these areas. Findings in the Compressed Gas and Electrical categories were down as a result of working with the CSMs, Small Science Working Group, Users, and SME analysis.

The CSM Program performance was also charted and presented by the top 7 categories, with a breakdown of findings comprising each of the top 7 categories. Cognizant Space Managers made over 636 inspections last year, correcting many deficiencies on the spot. It was noted that CSM findings are similar to the Tier 1 Team findings. The CSMs will meet during the fiscal year to facilitate communication, improvement, and lessons learned. It was noted that the use of CSMs (and RSMs) is commendable.

GARS staff continues to identify and communicate potential ESH concerns that resulted in improvements to Research Operations. Communication within GARS is achieved in many ways, newsletters, Directorate Safety Council, ESH Committee Meetings, New Employee/Guest Orientation, All Hands Meetings, CSM/RSM Meetings, etc.

GARS completed all Annual Emergency Evacuation Drills last year; all drills were unannounced and evaluated by the team with resulting Lessons Learned published in the GARS Operations Newsletter. All Spill Kits were reviewed and restocked as needed. GARS took a proactive approach, supplying Hurricane Preparedness Checklists and supplies to all staff for the arrival of Hurricane Irene. Research Operations received positive feedback from Staff and Emergency Management on GARS Drills and RO response and assistance for Hurricane Irene preparations.

In FY11 the total number of traffic safety violations was down as compared to FY10 (1 speeding, 1 cell phone use, 1 failure to yield to a pedestrian, and 2 failures to stop).

GARS had one minor injury last year with no lost time. The last DART for GARS was in 2006. During FY11 GARS had one event that was raised to a management concern; a container of HF Etchant was observed to be out gassing a brown colored gas. The CSM reported this immediately to the ESH Coordinators possibly preventing a bigger problem. A Casual Analysis was conducted and Research Operations will work with the group to streamline and improve the process. It was suggested that better control of hazardous materials that are generated in the laboratory is needed, not only corrosive etchants.

All GARS ESRs have been converted into the web-based format. Staff are using the system and have provided some suggestions for improvement. Consistent BNL IT support for the project is needed to correct outstanding and current issues.

The IH Rep. performed a total of 71 IH surveys in FY11; confined space and heat stress monitoring was done in support of the GST Construction, ORE, and Training Program.

The Facility Support Rep. worked with GARS staff on two new projects and supported several initiatives throughout FY11. During the performance of radiological work in FY11 there were no personnel contaminations; exposures were within individual and collective ALARA Goals.

GARS continued to reduce its legacy material and chemical holdings in FY11. GARS saw a 36% reduction in chemical holdings this year and will continue to review chemicals to determine age, condition, and need. 43% of the waste was a result of Chemical Cleanouts with the assistance of the Housekeeping Project. Additionally GARS recycled over 110 pounds of batteries as part of the Universal Waste and Alkaline Battery Collection effort.

In FY11 GARS staff prepared 13 Pollution Prevention Proposals, 3 of which were submitted; the Energy Efficient Lighting in Common Areas was funded. Sixteen Safety Solution Proposals were prepared, with 3 submitted; the Way Finding Egress Proposal was funded however was not completed due to the unavailability of IFM to complete. The Way Finder will be implemented in FY12 with GARS Resources.

GARS Staff have a high rate of completion of training and qualifications. FY11 training/qualification activities included RSM Training, creation of GST JTA Training Program, eESR Training for PIs/Team, IAEA Summer Visitors. The need for a revised NEO Form and Notification to Training Coordinators of new/upcoming courses was identified. Research Operations will work with the Training Office to improve forms and communication. Sharing the eESR PI Training Presentation with other Departments within Small Science was suggested.

In support of ROCO Implementation, Research Space Managers were selected by Department Chairs. The RSM position is the tenants' primary interface with IFM and the FPM. Interface with Facility Project Managers (FPMs) is different in each complex (communication and prioritization); Research Operations will work with the RSMs and FPMs to improve communications and the joint prioritization of Work Orders. It was noted that GARS is leading the lab in the implementation of ROCO and doing a great job.

Using the GARS/EE Safety Fund, Research Operations purchased safety equipment/materials demonstrating to staff line management's commitment to ES&H. Some examples are: non-sparking wrenches, hurricane preparedness supplies, PPE, scat tanks, etc.

All ESH Objectives & Targets scheduled to be done during the year are on schedule or will be completed in the near future. The objectives to clean up Bldg. 815 as part of the BNL Housekeeping Project and re-inventory chemicals will be done during the move into the renovated D-Wing labs. ESH Objectives and Targets are tracked to closure via Family ATS. It was recommended that more explicit identification of objectives and targets be used in the Management Review Presentation.

Upon conclusion of the presentation and discussion, attendees were asked to complete a Review Questionnaire, distributed at the beginning of the meeting, to aid in documenting their decisions and approval (see attached).


The overall opinion was the Review was excellent, the program adequate, suitable and effective; it was also noted that the GARS Research Operations Office is working well to address ESH.

**Action Items:**

- Research Operations will work with SHSD and CMS to resolve inconsistencies.
- Suggest sharing the eESR PI Training Presentation with other Departments within Small Science.
- Work with the RSMs and FPMs to improve communications and the joint prioritization of Work Orders.
- Work with the CZT group to streamline and improve the process for corrosive etch waste.
- Implement the The Way Finder in Building 197 using GARS Resources
- Review chemicals to determine age, condition, and need.
- Work with the Training Office to improve NEO forms and communication.
- Recommend using Cognizant Space Managers as CMS custodians.
- Recommend more explicit identification of objectives and targets in presentation
- Recommend more lab by lab analysis; or building by building for future Management Reviews. More comparison with past performance needed.
- Suggested Objectives and Targets – CMS reconciliation;

**GARS Management Approvals:**

G. Stokes, ALD: 

W. Horak, NE Chair: 

C. Kessler, NN Chair: 

P. Looney, ST Chair: 