

Resolution Form
DOE-0342 Chronic Beryllium Disease Prevention Program

ID Number: 0342-39 **Title/Subject:** Communication of BeCAP Activities

Initiated by: Scott Seydel **Company:** CHPRC BeCAP **Date:** 12/20/12 **Phone #:** 373-4860

Affected Document Number / Revision:
DOE-0342, Rev. 1

Issue / Concern / Affected Step(s):

Documentation of the process used for communicating information pertaining to the Beryllium Corrective Action Plan (BeCAP).

Discussion:

The process contained in this resolution form addresses to all beryllium communications pertaining to the BeCAP and BeCAP products not yet turned over to the Hanford Site CBDPP Committee. Beryllium communications not pertaining to the BeCAP are the responsibility of the Hanford Site CBDPP Committee.

This resolution form will remain in effect until the BeCAP is officially closed and the BeCAP Core Team is disbanded.

Resolution:

The following process is applicable for communications pertaining to the BeCAP:

Communication of BeCAP Items from the BeCAP Core Team/BeCAP Product Team to CBDPP Committee and the *Beryllium Communication Subcommittee*:

1. BeCAP Core Team and/or BeCAP Product Team receives/identifies an item that requires communication to site personnel and/or off-site stakeholders.
2. BeCAP Core Team and/or BeCAP Product Team send a request to the *Beryllium Communication Subcommittee* stating what needs to be communicated, the urgency of the communication, and the known groups that need to receive the communication. The CBDPP Committee is copied on the request.
3. *Beryllium Communications Subcommittee* reviews the request, determines how best to send the communication, ensures necessary audience and reviewers are identified and included, and when best to send the communication.
4. *Beryllium Communications Subcommittee* sends details of communication (final draft, methodology, list of recipients, etc.) back to the BeCAP Core Team and/or BeCAP Product Team for approval. The CBDPP Committee is copied on the communication.
5. BeCAP Core Team and/or BeCAP Product Team approve final draft of communication and sends approved communication back to the *Beryllium Communications Subcommittee*. The CBDPP Committee is copied on the communication.
6. *Beryllium Communications Subcommittee* sends out the communication to specified groups (i.e. Site-wide, company-wide, etc.). The *Beryllium Communications Subcommittee* provides documentation

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to the BeCAP Core Team and/or BeCAP Product Team that the communication has been completed.
The CBDPP Committee is copied when the documentation is provided.

Resolution Type:

Clarification: Document Change:

Resolution Completion Plan / Summary:

The changes contained in this resolution form will take effect upon approval of the resolution form by DOE-RL and DOE-ORP. No changes will be made to the DOE-0342 or its associated procedures.

Web Site Posting Instructions:

Post as an approved change upon approval of the resolution form.

Removal from Web Site Instructions:

Move to the Archived resolution folder upon closure of the Beryllium Corrective Action Plan.

Configuration Control:

Major: Minor: Initials: Committee Chair: SAS

Significant: Not Significant: Initials: DOE RL: MEM DOE-ORP MEM

for Pete Garcia
20 DEC 12

Signatures:

Accepted	Committee Chair	<u>Scott Seydel</u>	Date	<u>12/20/12</u>
Concurrence Approved	DOE-RL	<u><i>Pete Garcia</i></u>	Date	<u>20 DEC 12</u>
Concurrence Approved	DOE-ORP	<u><i>[Signature]</i></u>	Date	<u>20 DEC 12</u>