

HIGHLIGHTS



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Senior Management Retreat Update

The Senior Management Retreat scheduled for August 25 and August 26 will focus on efficiency, quality, and excellence in services provided by the divisions, departments, and offices. Areas of interest include economy of scale, centralized vs. distributed resources, in-house vs. outsourced services, and value added services.

ESH&Q DIRECTORATE QUARTERLY MESSAGE

After being at BNL for three months, I feel it is a good time to give you my views of what I've learned and some ideas of where I would like to see us go.

First, I want to thank you all for your warm welcome and for your generosity in helping me get oriented. I am very impressed with the talent we have in our directorate and for everyone's earnestness and dedication to the Laboratory. This is a vital and energetic work community, and I am very proud to be a part of it. Overall, I think that the ESH&Q Directorate is in good shape and is serving the needs of the Laboratory well. I am very pleased with our professionalism and the quality of work we produce.

Please take the time to acknowledge how important these values are and be proud of what you are doing. In August, I plan to hold an "All Hands" meeting to share with you my assessment of the health of the directorate, some key initiatives for the directorate and the Laboratory, and whatever information I will have about the budgets for next year.

I know that worries and concerns about our future challenges can be distracting and can cause us to lose focus. Despite these distractions, I ask you to stay focused on your safety and the safety of your coworkers.

Jim Tarpinian
ESH&Q ALD

LEADERS IN SAFETY AND HEALTH PROTECTION

The current emphasis on safety is challenging everyone at the Laboratory to reaffirm their commitment to performing their work in a manner that will not result in injury to themselves or their fellow workers. As the front line, and the Laboratory's most trained employees for recognizing hazards, Safety & Health professionals and technical staff members have the dubious responsibility to lead by example by maintaining the training and qualifications needed to perform our work, using the Integrated Safety Management (ISM) principle to plan our work and control the hazards, and by seeking ways to improve the safety components of our work.

We are the Laboratory's real Safety Leaders. In this role, we must act as leaders. We must take ownership of safety issues and be a champion for their resolution. We must show value when participating in assessments, inspections, and reviews by being tough evaluators and critical participants in identifying traditional and unique safety issues. We also must show value by being a resource for recommending hazard controls. Finally, we must be willing to transfer our safety knowledge to our clients, BNL workers, visitors, and guests.



Did you know that ...

DOE O 414.1 "Quality Assurance" requires that independent assessments be planned and conducted to measure item and service quality, to measure the adequacy of work performance, and to promote improvement? The Laboratory satisfies these requirements primarily through the Internal Audit (IA) and Independent Oversight (IO) organizations.

Did you know that ...

Independent Assessments are performed by an individual(s) not having direct responsibility for the work being assessed? Personnel from organizations or work units outside the one being assessed typically perform independent assessments. Annually, in August, IO convenes a meeting to determine the appropriate scope of independent assessments to be performed. At a minimum, participants at the meeting include at least two Senior Managers, the IO Manager, the Director of IA, and the Manager of QP&SO.

Did you know that ...

the status of IO Independent Assessments is posted on the Laboratory Calendar? <http://www.io.bnl.gov/IO-Schedule.doc>

Did you know that ...

the status of BAO ES&H Assessments is posted on the Laboratory Calendar? http://www.io.bnl.gov/ESH_Assessments.doc

ISO 14001 SITE-WIDE RE-CERTIFICATION AUDIT OF BNL'S EMS



The NSF International Organization for Standardization (ISO) 14001 site-wide re-certification audit of the Laboratory's Environmental Management System (EMS) is scheduled for the week of July 14 to review the performance of the Laboratory's Environmental Management System to determine if it is adequate and is achieving the desired results.

BNL's EMS was designed to meet the rigorous requirements of the globally recognized ISO 14001 environmental management standard, with additional emphasis on compliance, pollution prevention, and community involvement. In 2001, BNL's Environmental Management System was registered by an independent, accredited organization of the ISO 14001 Standard. Implementation of the Laboratory's EMS is based upon the seventeen elements of the Standard. As part of BSA's commitment to environmentally responsible operations, an EMS was established to ensure that environmental issues are systematically identified, controlled, and monitored.

The ESH&Q Directorate audit will include emphasis on the following ISO 14001 Elements:

- 4.3.1-Environmental Aspects
- 4.3.2-Legal & Other Requirements
- 4.3.3-Objectives & Targets
- 4.3.4-Environmental Management Programs
- 4.4.1-Structure & Responsibility (Focused on RCD FS Group)
- 4.4.2-Training, Awareness, and Competence
- 4.4.3-Communication
- 4.4.4-EMS Documentation
- 4.4.5-Document Control
- 4.4.6-Operational Controls (Focused on RCD FS Group)
- 4.5.1-Monitoring & Measurement (Focused on RCD FS Group)
- 4.5.3-Records



SOURCE DISPOSITION WORKING GROUP ESTABLISHED

Dr. Praveen Chaudhari established the Source Disposition Working Group in May 2003 to work with Departments and Divisions to identify unused, legacy, and orphan nuclear and radiological materials that are excess to current programmatic needs.

The main objective for the group is to gather inventory information and obtain written commitments from departments/divisions for ownership and responsibility for future use of source inventory. The Working Group will then develop a plan to evaluate these

materials, define viable material end states, and provide recommendations and facilitate external interfaces for material disposition.

Please contact Peter Kwaschyn on extension 4235 if you would like further details.

NEW MANAGEMENT TEAM ANNOUNCED FOR THE ENVIRONMENTAL AND WASTE MANAGEMENT SERVICES DIVISION

The merger of the Environmental Services (ES) and Waste Management (WM) Divisions in March 2003 created an opportunity to look at synergies in each of the organizations and to combine certain functions in order to provide improved customer service to the Laboratory, as well as to save costs.

On June 4, George Goode, Manager of the newly-formed Environmental and Waste Management Services Division (EWMSD), announced his new management team:

- Field Services, John Selva
- Environmental Stewardship, Drew Bennett
- Environmental Compliance, Bob Lee
- Waste Operations, Steve Coleman
- WM Facilities and Operations Support, Glen Todzia
- Special Projects, Pete Kwaschyn
- Projects Controls, Diane Rocco

Additionally, Bob Lee serves as Deputy Manager for Environmental Services, and Mike Clancy serves as Deputy Manager for Waste Management.

DATABASE OF MERCURY CONTAINING DEVICES

It is well known that thermometers, thermostats, fluorescent lamps, and some **batteries** contain mercury. However, there are many other devices that are manufactured with mercury. When it comes to disposal of these devices, it is essential to know which contain mercury, so they can be properly managed as hazardous waste or universal waste.

Did you know that some valves, switches,

LCD displays, and plasma displays contain mercury? The Northeast Waste Management Officials' Association has produced a database of mercury-containing devices, which can be found at <http://www.newmoa.org/Newmoa/htdocs/prevention/mercury/imerc/notification/index.cfm>.

The California DTSC has identified many other products that contain mercury and has plans to regulate them. For

details, see DTSC's web site at <http://www.dtsc.ca.gov/HazardousWaste/Mercury/index.html>.

The EPA has proposed to add many mercury-containing devices to the list of universal waste.

Keep up-to-date on the status of the growing list of universal waste and how to manage them at any of the following seminars <http://www.ercweb.com/train/index.htm>.

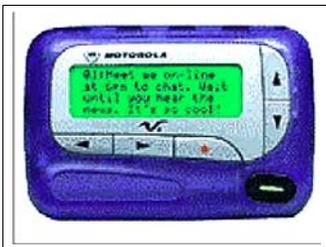


Mark Your Calendars

The ESH&Q Directorate "All Hands" Meeting is scheduled for August 11, 2:00 pm to 3:30 pm in the Berkner Auditorium.

Attention Building 120 Occupants

The Traffic Safety Committee has established a **No Parking Zone** for both sides of Cornell Avenue, east of Railroad Avenue. Be advised that parking on the street south of Building 120 may result in a parking violation, payable by your organization. Please pass this information on to personnel, visitors, and guests that may be affected by this change in parking status.



This OSHA Safety and Health Topics Web Page located at www.osha.gov provides a guide to information regarding the Recognition, Evaluation, Control, and Compliance actions involving **HEAT STRESS**.

Lyme Disease is a multi-system, multistage, inflammatory illness transmitted to humans by infected ticks. To learn more about Lyme Disease Prevention, contact the Occupational Medical Clinic on extension 3670 or take the BNL Lyme Disease Web Prevention Course at <http://training.bnl>.



SAFETY TIP—SITE HEAT STRESS NOTIFICATION SYSTEM

Members of the ESH&Q Directorate (and other BNL organizations) who work outdoors during the hot summer months can be part of the BNL Site **HEAT STRESS NOTIFICATION** system, which alerts workers to hazardous heat conditions. The notification works as follows:

1. **Data Collection:** The signal from a Quest Technologies Questemp15 Area Heat Stress Monitor (stationed on site at Building 120) is relayed to a computer via RS 232 cable.
2. **Data Analysis:** The computer application analyzes and averages the data to eliminate momentary fluctuations caused by sporadic cloud, cover, and wind gusts.
3. **Automatic Notifications:** When conditions warrant, the computer sends out messages containing the WBGT temperature and the corresponding Work/Rest Regimen TLV data via three mechanisms:
 - Internet web page updates
 - Email notifications
 - Digital TEXT pager messages (i.e. Cell phones or Verizon® Text Pagers)

To join the notification list, contact Robert Selvey on extension 3066.

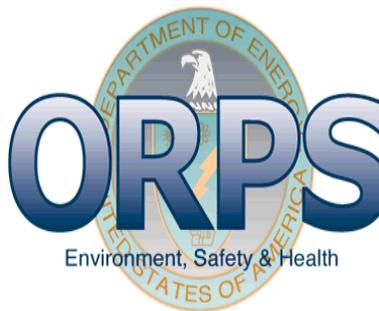
OCCURRENCE REPORTING AND PROCESSING SYSTEMS REDESIGN

The revised DOE Occurrence Reporting and Processing System (ORPS) Order will be issued and implemented in July 2003. ORPS is a notification system that ensures that DOE management at the field offices, area offices, and headquarters are promptly notified when significant events occur. A secondary function of the system is data collection.

Changes were made to the system in order to reduce the number of nuisance reports and to clarify confusing reporting criteria. In addition, and of most importance, the reengineered system places new emphasis on performance analysis in order to detect and report adverse trends based on recurring ORPS and non-ORPS events. ORPS Categorizers

and Division Managers/Chairs have been briefed on the system redesign. The ORPS Program Description and Subject Area will be revised to reflect this redesign. As with the old system, BNL staff must immediately notify the BNL Occurrence Categorizer (Pager 453-5887) upon discovery of an abnormal event or condition. Prompt notification is essential in order for the Occurrence Categorizer to notify DOE within the established time

limits. The Categorizer must decide within two hours of staff discovery of the event or condition whether to report it to DOE. For more information, contact Ed Sierra on extension 4080, Rich DeRocher on extension 7013, or Stasia Ann Scocca on extension 3979.



BNL SUPPLIER INFORMATION SYSTEM (SIS) UPDATE

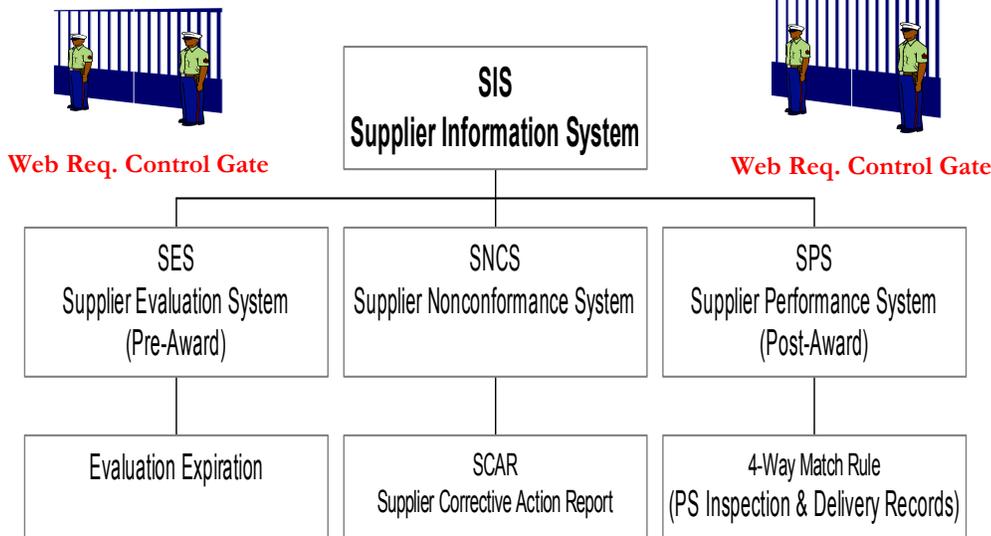
Development of the BNL Supplier Information System (SIS) is continuing. The intent of the SIS is to reduce BNL risks and vulnerabilities, reduce costs, improve supplies and services, and facilitate the sharing of supplier information.

The system is comprised of three major components as illustrated below. The web-based supplier, Nonconfor-

mance Reporting and Tracking System, is complete and on-line and can now be used for reporting nonconformance of purchased items or services to the Procurement and Property Management Division. The web-based Supplier Evaluation System and the People-Soft-based Performance (Rating) System are both in process and will be reviewed with each

department/division's Quality Representative prior to release.

All affected SBMS Subject Areas will be revised to reflect the improvements made as a result of these systems. Any questions, suggestions or comments should be directed to Joe Labas on extension 3137 or Steve Stein on extension 5694.



Know the Facts about P2P Sharing



P2P file sharing software such as [KaZaA](#), [Gnutella](#), [Napster](#), etc., used to download illegal software, movies, music, and other inappropriate material is contrary to Laboratory policy and has recently drawn the attention of Congress.

Link to BNL's user agreement at http://www.bnl.gov/cybersecurity/user_agreement.asp for more information.

DOE OSTI EXTENSION

DOE's Office of Scientific and Technical Information (OSTI) announced the five-year extension of the Interagency Agreement with the Government Printing Office's (GPO) Federal Depository Library Program to provide public access to DOE full-text research information from 2003 through 2007. Providing this federal resource through GPO provides increased visibility and use of this valuable research collection.

Labs are encouraged to submit research reports for inclusion in the DOE Information Bridge to increase awareness of research activities, provide findings to a broad and diverse audience of potential beneficiaries, and add to the body of scientific knowledge in your field of study. There is a formal mechanism established for submitting reports. Researchers at DOE laboratories or major sites should contact their Scientific and Technical Information Manager. Researchers with a DOE contractor or an educational institution should contact the appropriate Technical Information Officer.

The goal of the *ESH&Q Directorate Highlights* is to enhance communication and foster possible networking opportunities within the directorate. Interesting and important articles will make this publication worthwhile. As graphic designer and an editor, I would appreciate any feedback you may have regarding our first issue. Suggestions for improvements are always welcome. Please email me at ratel@bnl.gov or phone me on extension 3711.

Do you know anyone who could be featured in the **EMPLOYEE CORNER**? If so, please let us know. See Page 8 for information on how to contact your division/office *Highlights* rep.

PROPERTY MANAGEMENT SYSTEM WALKTHROUGH INSPECTION— ARE YOU PREPARED?

A Property Management System review by DOE auditors was conducted during the week of July 7-11, 2003. This DOE review was largely a result of gross mismanagement uncovered at DOE weapons laboratories, which you may have read about in the press. The scope of the audit was to look at BNL's program for vulnerabilities and gaps; the potential for fraud, waste, and abuse; and the potential for any negative publicity for DOE. Although an official report is expected in a few weeks, unofficial word is that the review went well, particularly when compared to some of the other DOE laboratories.

An upcoming walkthrough inspection is scheduled for August 13, 2003. BNL's goal is to present a fair and accurate overview of the Laboratory's property management system. If an auditor visits you, please keep in mind the following points:

- Be truthful when answering questions.
- If you are asked about a particular policy or procedure that you are not familiar with, do not speculate. Tell the auditor that you are not sure how to answer the question and then redirect the question to either Donna King, BNL Property Manager, Jean Ramirez, or Arlean VanSlyke, who will accompany the auditor during the walkthrough inspections.
- Every staff member within the ESH&Q Directorate should have a signed copy of a Sensitive Item Receipt Acknowledgment (SIRA) form for each sensitive piece of equipment in their name. If the auditor asks you for a copy of your SIRA, please have it readily available to present to him. Each group administrative assistant/secretary will also have a copy of each staff member's SIRA within her group.

Jean Ramirez would like to thank all the ESH&Q Directorate staff for assisting the administrative group with their information requests last month while conducting their internal equipment review prior to the audit. "It was a huge endeavor and everyone's cooperation was greatly appreciated. Because of teamwork, our directorate is in great shape for the upcoming walkthrough inspection."

NEW RADWORKER I WEB COURSE

Announcing a brand new Radiation Worker I web course in multimedia format!

This new Rad Worker I program consists of an eight-segment web course along with a 2.5-hour classroom session. The web course must be



completed before the classroom portion.

The classroom portion, offered weekly in Building 703, will answer any questions that you may have from the web course.

The Training Home Page (training.bnl.gov) offers many more services and new courses are being added all the time.

THE TRAINING HOME PAGE OFFERS MANY SERVICES

The Training Home Page (training.bnl.gov) offers many services and new courses are being added all the time. Remember—training is essential to safety in the workplace.

Subject index on the Training Home Page:

Training Records: Query by individual to find required training links and status, or complete training history.

Web Courses: Current list of courses available to complete on line

Class Schedules: Check here to see the schedules for Environmental, Safety, and Health; Human Resources; and ITD software classes, as well as challenge exam

schedules. Many courses require pre-registration in order to attend, so be sure to sign up early.

Study Guides: There are study guides available to help you prepare for courses and challenge exams in radiological, industrial safety, and industrial hygiene topics.

Required Training: This is a job/hazard assessment tool for determining if an individual needs training.

Reports – Queries: Organizational reports of outstanding training, expiration reports, attendance query, and Training Coordinator reports for downloading.

Policy: Link to the Training and Qualifications



SBMS Subject Area, which details the procedure for determining training requirements, requesting training exemptions, using escorts in lieu of training, and processing new employees, guests, and contractors.

Contacts: Contact information for members of the Training and Qualifications Program Office and each BNL organization's Training Coordinator.

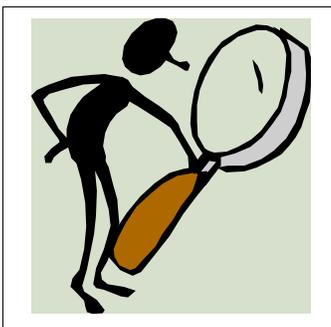
EMPLOYEE CORNER

Beth Blevins, EWMS, and Rich DeRocher, QA, were both pictured in the July 11 issue of *The Bulletin*, because of their efforts in helping to organize a “Garden Enthusiasts’ Tailgate Swap.”

During this event, employees swap plants from their gardens and share gardening ideas and tips. Another swap will be scheduled for next year. Contact Beth Blevins at blevins@bnl.gov or on extension 6033 if you are interested in joining.



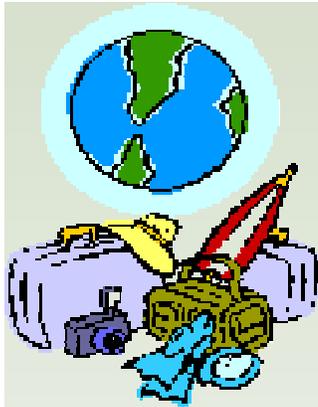
TWO NEW RAD CON PROGRAMS AUDITED BY DOE



Two Radiological Controls Division Personnel Monitoring group programs were audited during the last four months. Both the Direct/Indirect Radio-bioassay (internal dose assessment) and External Dosimetry/TLD (external dose assessment) programs performed well.

The audits were conducted by Department of Energy Accreditation Program representatives to ensure routine practices comply with the requirements.

Some of the programmatic elements reviewed included general requirements, personnel, equipment and facilities requirements, quality assurance, calibration, and reports.



Have you taken a Vacation Lately?

Please be reminded that all vacation time in excess of 24 days after September 30, 2003, will be forfeited. If you feel you have unusual circumstances that will prevent you from taking your vacation time, please notify your manager.

Wild Lettuce



Photo courtesy of
Tim Green, EWMS

STORAGE AND TRANSFER OF HAZARDOUS AND NON-HAZARDOUS MATERIALS SUBJECT AREA COMPLIANCE ASSESSMENT SCHEDULED

A compliance assessment of the Storage and Transfer of Hazardous and Non-hazardous Materials Subject Area began on July 9, 2003, with an anticipated final report completion date of September 15, 2003. The assessment will involve documentation review (e.g., previous assessments, Tier I reports, monitoring records), field observations of storage facilities, and interviews with line personnel to ensure that the installation, operation, and closure of hazardous and non-hazardous storage facilities are performed in accordance with regulatory and Laboratory requirements.

The following actions are included in the scope of the assessment to improve current information available relative to this subject area:

- Verify Active BNL and SCDHS tank databases:
 - Ensure that registered storage facilities are consistent with the information identified in the database (e.g., volume, type of material stored, tank material, location).
 - Determine if storage facilities exist that should be registered or have been removed and require proper closure.
- Based on this comprehensive review, identify ways to improve the current Subject Area, as well as ensure that all "need-to-know" information is clearly identified.

Please contact Jason Remien on extension 3477 if you have any questions regarding this assessment.

The *ESH&Q Directorate Highlights* is a quarterly publication of the ESH&Q Directorate at Brookhaven National Laboratory.

If you would like to contribute an item to the *ESH&Q Directorate Highlights*, please contact your division/office representative listed below or Karen Ratel at ratel@bnl.gov.

EWMS Division-blevins@bnl.gov
Independent Oversight Office-sparrow@bnl.gov
Quality Programs and Services Office-scocca@bnl.gov
Radiological Services Division-alevine@bnl.gov
Safety and Health Services Division-blydenburgh@bnl.gov
Training and Qualifications Program Office-rundlett@bnl.gov

Interesting information, comments, and suggestions for improvements are always welcome.