

Tier 1 Working Group meeting
September 9, 2014

Present: L. Bowerman, P. Cirnigliaro, D. Cubillo, L. Davis, J. Madaia, K. Mohanty, M. Nair, E. Nowak, D. Passarello, T. Roza, T. Schaffer, M. Van Essendelft

The meeting began at 1:30 pm.

M. Nair was requested by W. Litzke to facilitate the team in her absence to determine what types of reports would be necessary in preparation for implementation of ETQ. E. Nowak asked M. Nair to provide an overview of the new ETQ system. BNL is planning on purchasing 3 modules from ETQ. They are the Non-Conformance, Assessment and Corrective Action modules. The two that are applicable for this group would be the assessment and corrective action modules. The assessment module could be loaded with several different checklists, one or more of which could be used during Tier 1 inspections. The module could also record findings, enter them into Maximo and track them to completion. It can also risk prioritize issues. A question was asked whether ETQ could be used on tablets and the response was yes, but for an additional cost. Another member noted it would be difficult to use a tablet during a Tier 1 inspection. Tablet use would not be mandatory – just an option.

A member noted that there had been no consensus reached at the previous meeting about using ETQ as the database for Tier 1 inspections. Benchmarks were supposed to be obtained from other labs to see how they perform Tier 1 inspections and how often. It was noted the proposal to use ETQ was brought before the Ops Council who has stated they would like a uniform database to record all Tier 1 findings. The question of why the information was needed was raised and discussed. It was noted each Department/Division uses the Tier 1 process to inspect different issues. The DCOO has been informed of the plan to centralize a database for findings. It was discussed that the system needs flexibility to meet the needs of the line organizations. There had been a discussion of maintaining separate or institutional databases and senior management would prefer an institutional database. The goal of the database would be to use the findings from the inspections as leading indicators. What needs to be done at this point is to determine what questions are important to the Lab. The information will be used to perform a causal analysis to take the pulse of the Lab – senior management wants to know the lab-wide issues. SMEs also use the information to feed into multi-topic assessments. It was stated that the Departments use Tier 1 inspections to make sure the departments are safe.

E. Nowak stated that currently not enough detailed information is being entered into the Tier 1 database. BHSO would like to see more dynamic information – not just static. SMEs should prioritize what is most unsafe. It was noted that most of the unsafe conditions are due to age and there is insufficient funding to fix all that needs fixing. If checklists are created they need to list issues that are important to all groups. M. Nair noted that if groups require different processes – it can be handled through ETQ by using different work flows.

ETQ will be set up so that anyone can run a report on desired information. The first step would be to determine what type of reports will be needed. The data entry portion of ETQ should be simple to use and include drop-down menus. It was noted tablets might be useful, but the internet cannot be

accessed from everywhere on site. M. Nair noted that tablet use would be limited to 30 concurrent users. The current bid for ETQ includes creation, installation and training.

There is a suggested Tier 1 checklist available on the SBMS, but most departments just write down findings during their walk-throughs. The information is then categorized and input into the Tier 1 database. There was a discussion of the 851 OSHA regulations. There is no regulatory requirement for Tier 1 inspections. There are many other inspections being performed with lots of manpower being expended. The final use of the details obtained from Tier 1 findings should be made very clear. Most of the BNL infrastructure can't be fixed due to budgets. Other labs should be questioned as to how they perform Tier 1 inspections. A demonstration of ETQ should be arranged for the Tier 1 Working Group.

The meeting adjourned at 2:45 pm.