

C-A ESHQ Division "To Do List - Closed Items"

Division Meeting:

Every 1st and 3rd Tuesday in Bldg. 911b

Job assignments listed by name:

Name	Page #	Name	Page #	Name	Page #
<u>J. Becker</u>	2	<u>A. Etkin</u>	8	<u>D. Passarello</u>	15
<u>P. Bergh</u>	3	<u>R. Karol</u>	9	<u>D. Ryan</u>	18
<u>P. Cirnigliaro</u>	4	<u>E. Lessard</u>	11	<u>R. Savage</u>	19
<u>L. DiFilippo</u>	7	<u>A. Luhrs</u>	13	<u>J. Scott</u>	21
		<u>J. Maraviglia</u>	14	<u>M. Van Essendelft</u>	23

Last Updated on October 13, 2004

By Lynanne DiFilippo

Email: Lynanne@bnl.gov

Completed Task List

Name	Role	Job Description	Completed Date
Jesse Becker 3960	Special Projects Coordinator	Walk down of complex and inspect all categories of inventory located throughout C-A. Identify targets of theft and enclose in locked storage areas.	1/22/04
Top of Page	Security Improvements	Complete development of Inventory Control System.	2/28/04
	KOPIO Administrator	Issue final report as to state and condition of C-A inventory and the warehousing thereof.	2/6/04
		Review estimate for KOPIO June Beam Test.	2/6/04
		Contact all level II group leaders and introduce Access Budget Software.	3/31/04
		Review H-10 Kicker. Develop WBS Structure and incorporate into KOPIO.	3/31/04
		Introduce data element requirements for construction budget update (Direct Labor, DTS, Material categories, Overhead rates, contingency criteria, overhead rates, etc.	4/15/04
		Call for update of all WBS construction budgets.	4/15/04
		Prepare to teach Collider User Training.	9/15/04
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
Paul Bergh	FS Representative	Write revised annual RWPs.	8/04
Top of Page			
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
Peter Cirnigliaro 5636	Work Control Manager	Assist in development of Work Plan for NSRL Run Review for ESH issues.	10/03
Top of Page	Alternate Laser Safety Coordinator	Review locations and expected actions from F/R on an ozone alarm and how to get into NSRL during a fire.	10/01/03
		Write critique of Phenix beam pipe failure from weld rods.	10/1/03
		Ship CO-60 source to Waste Management.	10/03
		Work plans for RHIC experiments (STAR and Brahms done).	11/03
		Bldg. 911 Fire Drill/Snyder – add test of RHIC tunnel alarm at 1005s lobby.	11/03
		Review ODH issues in NSRL with CO2 bottles and LN2 buggy and dewer, before next running period (permanent fix needed).	3/04
		Participate in SBMS on Bloodborne Pathogens	
		Noise Survey 1005H and R.	
		Represent C-AD in Noise and Hearing SA	12/03
		Take outdoor sound measurements at 1005H with new motor cooling exhaust system operating (need OPM update).	5/04
		New OPM on Security.	1/04
		Add security and electrical safety requirements to C-AD Work Controls OPM's (2.28).	12/5/03
		Critique on AGS Fire Alarm Failure (authorized alternative).	1/15/04
		Siemens transformer drop lesson learned.	3/04
		Update OPM 2.28 as per ORPs for walking surfaces.	2/15/04
		Attend OSHA Trainers School	3/04
		Critique on Siemens transformer drop.	3/04

Completed Task List

Name	Role	Job Description	Completed Date
		Update OPM 1.5 (Working Hot Permits) to new ESH 1.5.0. (Revise OPM per T. Nehring)	2/04
		NSRL-2 EMS & Safety Review.	3/04
		Work plan for Jet Target (930 & 1012).	3/04
		Follow-up on NSRL Fume Hood Installation.	6/04
		Complete 2 nd quarter CY04 OSH Training on CMS and SBMS updates.	4/04
		Source Disposal Project.	6/04
		KOPIO & ATLAS Work Plans.	5/8/04
		Critique ATLAS CI-39 contamination.	6/1/04
		Issue OPM on WinStets LOTO usage. (Generic OPM done – in review process).	3/5/04
		Represent C-AD in SBMS subject area Hazards in the Environment.	9/04
		NSRL Run 3 Work Plan.	6/04
		Fact sheet needed for welder's helpers (eye protection issue).	6/04
		Inventory HEPA filters and hoods in C-AD and comply with SBMS – Exhaust Ventilation.	7/1/04
		Inventory and check C-AD local ventilation exhaust systems.	4/04
		Represent C-AD on SBMS on Exhaust Ventilation.	9/04
		Critique cryo welding WIE	7/04
		RF Measurements at eCooler (939).	8//04
		RF Measurements at B912 eCooler.	8/04
		Standing RWP/EWP.	8/04
		Schedule facility tours for Fire Group (3)	8/04

Completed Task List

Name	Role	Job Description	Completed Date
		Work plan for C-AD fork truck.	3/04
		Work Plan for 9/04 NSRL run.	8/04
		OSHA 10-Hour course preparation.	8/04
		OSHA train Tier 1 team	10/4
		Management Review	
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
Lynanne DiFilippo 7918	ESHQ Division Secretary	Complete update of all procedures in accordance with mandatory 3-year review (for 2003).	1/04
		Give Laser SOP's to Ed for posting on ESHQ website.	9/30/04
		FUA's for 933, 934 buildings. (awaiting response from FUA coordinator).	7/04
Top of Page	Procedure Coordinator		
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
Asher Etkin 7200	ESH Coordinator	Conduct critique of RHIC magnet insulation overheating.	10/03
Top of Page	C-A RGD Custodian	B974 FUA (for CD-4 completion)	10/20/03
	C-A Laser Coordinator	Solve 8 O'Clock B-Alcove exit into locked gate area issue before FY04 run.	11/30/03
	C-A Ladder/Scaffold Fall Protection Authorizer	Write equivalent requirements for meeting Article 12 requirements.	11/03
		Post Article 12 permit at Bldg. 974.	11/03
		EMS Spill Report Memo.	10/03
		Solder Scrap Containers & Memo.	10/25/03
		Oversee return of C-AD lasers (training & review of SOPs). (OPPIS only one left).	11/30/03
		Update OPM 3.22, RHIC evacuation based upon recent alarm test.	1/30/04
		Follow-up on C-AD cap & berm fall protection by A. Javidfar.	6/04
		Represent C-A on the working with Chemical Safety SBMS Team.	Ongoing
		Oversee eCooler Laser installation (Triveni Rao). (Neville doing laser security). [laser SOP in signature]	10/03
		Critique relay overheating above MCR with Jon Sandberg and Joe Levesque (check with Neville). Get Relay Room ADS on HSSD System written. .	6/04
		Represent C-AD in final development team for RGD SBMS (draft distributed).	
		Follow-up on STAR scaffold ladder (inspect before use).	6/04
		Get information on welders helpers glasses/goggles to C-AD staff.	6/04
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
Ray Karol 5272	C-A ESHQ Division Head	Follow-up on Booster Hot Work Critique Completion (P. Ingrassia).	10/31/03
Top of Page	BNL Occurrence Report Categorizer	ALARA Review Document for new RW Bldg. 974.	8/03
	C-A RMA Responsible Person	Draft USI on 80K cooler and He reliquifier.	8/03
		Assist with upgrading of C-A SADs and ASEs.	Ongoing
		Update LOTO procedures to include new LOTO program. (L. Stiegler)	1/04
		Coordinate ESHQ inputs into new C-A Materials Storage Building	Ongoing
		Chair ATF Safety Advisory Committee.	3/30/04
		Write OPM on snow removal. [in review]	3/04
		Member of BNL Investigation team for reoccurring ORPs Report on Material Handling.	6/04
		Critique STAR VPD drop from manlift.	6/04
		Neutrino Exp. Site Boundary Dose.	6/04
		SAD presentation to BNL ESHC.	6/04
		Critique on RHIC Chipmunk Removal with RF on.	7/10/04
		Add Alcoa Human error list to OPM 9.4.5, Accident/Incident Investigation.	10/15/04
		Prepare justification for soil sampling program for 6 o'clock collimator for RSC review.	9/04

Completed Task List

Name	Role	Job Description	Completed Date
		Update OPM 3.24 as per new ASE.	10/31/04
		Revise OPM 2.27 to help MCR and CAS get proper training on new and modified equipment/systems.	8/30/04
		Present TVDG User problem to BNL PAAA Committee.	9/23/04
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
Ed Lessard 4250	Associate Chair for ESHQ	Submit CATX for EBIS bumpout in Linac.	11/1/03
Top of Page	LEC 2 nd Fl. B911	Update Hazard Assessment Tool on Web.	11/01/03
	EMS Coordinator for C-A	Review electrical work practices at C-AD.	12/31/03
	Alternate Facility Manager	Review Tier 1 process at C-AD.	12/31/03
	Conduct of Operations Coordinator	ILO OSH system at C-A, presentation to SIT.	10/15/03
	ISM Review Coordinator	ILO OSH system at C-A, presentation to EMS Reps.	12/8/03
		Submit NEPA for move of ecooler from 939 to 912.	12/15/03
		EE/CA for g-2 plume (ERD and ESD involved). Plume is dissipating naturally. (trigger point being established).	12/15/03
		Adjust C-AD procedures to report leaks to containment under Article 12. (in review)	12/31/03
		Prepare EENF for RSVP.	1/04
		Attend Battelle Safety Meeting.	3/04
		BNL SBMS Review Committee Member	
		ESHQ Chapter for Super Neutrino.	4/04
		Prepare C-A SAD. (Draft sent to C-A Committees)	10/01/05

Completed Task List

Name	Role	Job Description	Completed Date
		Prepare USI for e-cooler in 912. (Part of RHIC SAD)	12/03
		Critique the NSRL Access Control System Event. (awaiting engineering report from PLC manuf.)	12/31/03
		Update Physics MOU's (Tandem, RHIC, ATF, etc.)	
		LESH Committee Review of SAD Draft.	6/04
		Prepare cost estimate for ESH for superneutrino (CD-0 being prepared).	6/30/04
		Member of BNL's ISO 18001 Implementation Group.	Ongoing
		Evaluate POP Laser emission	
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
Ann Marie Luhrs 7007	Training and Qualification Specialist		
Top of Page			
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
John Maraviglia 7343	Training Manager	Set up JTA for RS LOTO and link appropriate personnel (Dana must approve list).	10/03
Top of Page	Training & Documentation Group Leader	Clarify hardhat policy with Phenix and update all training handouts (Collider User and Radiobiology User done).	10/03
		Create course and JTA for OPM 2.11 for Accelerator Physicists.	1/04
		Link all C-AD personnel to WOSH JTA links (one link for all).	2/04
		Coordinate “small group” meetings on WOSH for 4 th Qtr. CY03 WOSH event.	1/04
		Get attendance for Derek’s Safety Meeting.	2/04
		Link Contamination Worker JTAs to staff and 5 WB count people.	3/04
		Revise Collider User Training to clarify entry procedure during controlled access mode.	3/04
		Distribute CAD return to work policy to C-AD staff. (checking R&A as they return)	2/04
		Add HAZ-COM to JTAs	7/04
		Revise OPM 2.16 to include RHIC tours.	6/15/04
		Get 30 C-AD staff to participate in survey by E. Tucker to see if JTA’s are correct.	5/04
		Conduct special NSRL training for future users.	5/20/04
		Conduct special C-A access training for incoming students.	6/04
		Address T&Q Office item for TLD/Gert material in collider-user training, return TLD’s monthly. (RCD approved)	7/04
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
Dave Passarello <i>7277</i>	Q Manager	Assist with upgrading of C-A SADs.	10/03
Top of Page	Q Group Leader	Enter Management Review List into ATS.	11/03
	ATS Manager	SBMS Maintenance Plan – coordinate C-AD response. (Chris Johnson chairs committee).	10/03
		Put new grounding plan OPM and disconnected cable plan OPM into C-AD OPM.	11/30/03
		Participate in non-conforming material and causal analysis subject.	3/04
		Perform initial 0, 256 and “S” key inventory check.	12/03
		Distribute Siemen transformer drop lesson learned.	3/04
		Attend 18001 Class (Internal Auditor). [scheduled at BNL].	4/04
		Complete 7 BNL assessment aids.	7/04
		QA talk on SAD to ESH Committee.	6/04
		Revise QA Audit schedule now that D. Savage is not available.	8/04
		Complete self-assessment information into ATS.	7/04
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
Artie Piper, 5724	Tier 1 Manager	Follow up on Ergonomic Issues in Electrical Design Shop.	11/03
Top of Page	Alternate Work Control Coordinator	Pit on West side of 912A (Fred to fix).	11/03
	Alternate Bldg. Mgr. 945	Solar powered lights at RHIC postings. (estimates in progress)	10/03
	Alternate Bldg. Mgr. 911	Verify N. Williams has control of ODH monitors in 930.	10/03
	WOSH Committee member and Secretary	Coordinate/update Run Cards to include UPS Systems (has info).	10/30/03
	C-A RMA Responsible Person	Follow up on 912 floor (P.K. Feng).	10/03
		Place bulletin boards for safety info at 930, 901A, 912 offices, 911, etc., like outside Ed's office (order out to hang).	12/03
		Generate F/R run card for B974 (after ASSRC walkthrough).	Jan. 04
		Get No Parking signs posted by alleyway at 912/918. (Fred has signs).	11/15/03
		Add Bldg. 974 to Tier 1 schedule.	Jan. 04
		Get RHIC info sign in place (work order in place). (signs ordered)	3/04
		Follow-up on failure of lab-issued safety glasses (J. Labis investigating).	1/04
		Schedule Tier 1's for 919B, 930 and 975 for January 2004. Derek wants to make sure they are on top of their issues.	1/04
		Critique on worker broken ankle.	1/30/04
		Coaxial cable review (vacuum group).	1/10/04
		SNS Audit, 1/20 and 1/21.	1/04
		Give John list of machine shop owners.	1/04
		Fix potholes in visitor parking lot (work order called in).	4/04

Completed Task List

Name	Role	Job Description	Completed Date
		Get AM worker on WOSH Committee, etc.	3/04
		Critique on dropped load on road.	4/04
		Get eye shop to give information to buyers that polycarbonate glasses are the best.	5/1/04
		Cancel OPM 9.4.4 (Tier 1).	3/04
		Get LEC, etc. postings updated.	3/04
		Close out work permits for BNL audit.	1/30/04
		Replace no parking signs in front of 911 (work order in place).	2/04
		Tier 1 Committee membership update.	6/04
		Write TC on Fire/Run Cards for each January.	5/15/04
		Restore yellow flashing light by B912 rollup door #3.	6/1/04
		Place injury investigation corrective actions for CY04 in family ATS.	6/1/04
		Represent C-AD on Construction Safety Subject Area.	10/04
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
Dennis Ryan, 7395	FS Representative	Collect NSRL TLD badges.	1/04
Top of Page		Post Bldg. 974 (hi bay completed, tankers posted)..	
		Finish report for FY03 TLD studies.	1/04
		Survey vans for free release at BNL motor pool.	1/04
		Develop RHIC run and NSRL run TLD area monitoring program for FY 04 run. (RHIC in place)	11/01/04
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
Dick Savage 4640	QA Auditor	Complete Storage & Transfer of Hazardous Material.	10/3/03
Top of Page		Fault Study Assessment	11/03
		Hazard Assessment	11/03
		Target Cave Air/C.T. H2 Samples Assessment	11/03
		MCR Log Review	11/03
		Linac Procedure Update (LoDestro and Alessi).	10/03
		Compare draft OPMs to ASE requirements for the 4 ASEs.	3/04
		(In process) records controls assessment.	2/28/04
		BNL – Internal Control Audit.	3/31/04
		Attend OSHA’s 18001 training.	3/04
		BNL/C-A OSHA 18001 Gap Analysis.	3/31/04
		JSA – Locked Elect. Caged Area hazards.	4/10/04
		JSA – Shop Hazards	4/10/04
		In-Process EMS audit of C-A.	5/15/04
		OSH audit of C-A.	6/04

Completed Task List

Name	Role	Job Description	Completed Date
		Perform ALARA assessment.	8/04
		Perform Work Planning assessment.	9/04
	Tier 1 ATS Admin	Tier 1 Committee ATS. Backlog completed (approx. 130 entries).	Ongoing
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
Joel Scott 7520 / 4234	Waste Mgmt. Coordinator	Disposition of remaining RHIC activated soil (~1000 cu. Yd), (field team to characterize-done). [now on BNL legacy list, with ADS]	Ongoing
Top of Page		Work with supervisors of the following RMAs to determine waste materials that can be disposed: 936 outdoor yard (return materials to fenced, paved RMA), 925, hut by 919 (D. Lehn).	8/30/04
		Assist with Booster BPM cleanup (2 barrels of mixed waste). Breaking apart items in Waste Yard.	10/03
		Clean up North Conjunction Area in AGS. Cleanup except for 80 boxes needing rigging support.	11/15/03
		Assist with cleanup prior to OSHA visit.	10/26/03
		AGS Compactor not to be used (G. Goode agrees). Listed on DOE Exchange (going on e-bay).	1/04
		Assist EM /removal of RHIC activated soil (652 cu. Yd. Removed as of 9/30/03), about 1000 cu. yd. remains..	10/31/04
		Bldg. 919 RMA Area, D. Lehn to clean out storage building and make inventory listing.	1/15/04
		Transportation and RWMB reviews.	12/03
		Assist with upgrading of C-A SADs and ASEs.	1/04
		Help find storage area for Vacuum Group's expensive activated equipment (chambers, vacuum pps, roughing pps, beam pipes).	3/04
		Represent C-A on Industrial Waste SA (revise OPMs as needed).	6/04
		Complete legacy items list for J. Remian.	2/17/04
		Complete 2 nd quarter CY04 OSH training on CMS and SBMS updates.	4/04
		Dispose of old roofing materials stored in B207. (Paperwork sent to WMD for disposal).	4/04

Completed Task List

Name	Role	Job Description	Completed Date
		Work with FES to cleanup hot cell in 912.	3/04
		Review/Update OPM's.	6/04
		SAD presentation to BNL ESHC.	6/04
		Assist BLIP in removal of rad pipe from BLIP spur.	8/04
		Get RMA training and update RMA lists for C-AD.	7/15/04
		Get RMA inventory for B926 and B936.	8/04
		Do JRA of Drill on 8/24 with J. Searing and P. Williams.	9/1/04
		Assist with soil cleanup at CT#2 and NE corner of steel yard. Dirt removed, final sample needed.	7/04
		Work with Cryo Group to excess 628 and 919 deuterium and hydrogen cylinders and trailers. In progress, stack 919	6/30
		Hyperlink For Environmental Management System Task List	

Completed Task List

Name	Role	Job Description	Completed Date
Mel Van Essendelft, 4781	Q Assistant	NASA Reviews.	10/03
Top of Page	SNS Q	Write up critique on AGS Main Magnet Water Leak from E-10 House Capped Copper Pipe.	10/31/03
		STAR FY04 EMS review.	10/25/03
		Spill response reporting on spills to containment.	11/03
		Critique on SPDES Permit Violation and pursue corrective action resolution with Water Group and Drew Chemical.	11/03
		Update water cooling and cryogenic Process Assessments with 80K (0%) cooler and He reliquifer systems (100%).	10/03
		Art.12 compliance for Refrigerator turbine skids (write monitoring plan, mtg. On ADS \$75,000 scheduled).	11/03
		ESRC Reviews.	10/03
		AM EMS Presentation.	11/03
		AM EMS documents review.	12/03
		P2 proposal for NSRL digital imaging – memo sent to appropriate BNL/NASA personnel in 9/02 (NSRL will fund major cost).	12/03
		Tickler Card (NESHAPS on Tankers).	11/03
		Put RHIC permit requirements into C-A-OPM.	1/04
		Prepare SARA Title III Hazardous Chemical List.	2/04
		Prepare Environmental Quality Award Submittal for BNL.	2/04

Completed Task List

Name	Role	Job Description	Completed Date
		NASA Reviews for Run 2.	3/4/04
		Long Term Coordination of Permits w/LP and Project (Mgmt Review item). [7C alcove, 9C alcove(?), Phenix paving]	2/04
		J. Williams to review deuterium release.	3/04
		Generate Process Assessment for Rad Mat'l Storage, Bldg. 974.	3/04
		Closeout Tank Audit ATS Items.	12/03
		Update OPM 1.10.2 & 1.15.	4/4/04
		Liquid effluents SA audit.	5/04
		Verify PCB Capacitor Inventory.	3/04
		Register water treatment chemical tanks in 1005S and 919 with SCDHS (FRDP 792 and 2306), and other areas (need to determine owners).	3/04
		Evaluate NSRL drainage modification.	6/04
		BLIP cap evaluation.	6/04
		Prepare training models on EMS 14001 for BNL.	8/04
		ESRC Review for E949.	8/04
		Booster storm drain (sampling/evaluation).	7/04
		ESRC review of NSRL 9/04 run	8/04
		NSRL UIC submission to DEC	7/04
		Follow up on corrective measures to prevent oil to soil from RHIC vacuum pump discharges.	8/30/04
		FRDP transfer audit.	6/04

Completed Task List

		RCRA compliance audit.	7/04
		Mgmt review inputs	9/04
		Hyperlink For Environmental Management System Task List	