

C-A ESHQ Division “To Do List – Open 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>R. Karol</u>	10	<u>D. Passarello</u>	22
<u>P. Bergh</u>	9	<u>M. Kretschmann</u>	14	<u>R. Savage</u>	24
<u>P. Cirnigliaro</u>	4	<u>E. Lessard</u>	16	<u>J. Scott</u>	25
<u>L. DiFilippo</u>	6	<u>A. Luhrs</u>	18	<u>M. Van Essendelft</u>	12
<u>A. Etkin</u>	7	<u>J. Maraviglia</u>	20		

Last Updated on October 26, 2004

By Lynanne DiFilippo

Email: Lynanne@bnl.gov

Open Items

Name	Role	Job Description	Due Date	% Complete
Jesse Becker 4646	Special Projects Coordinator	Issue monthly analysis of expense and commitment data, as well as balance available for KOPIO R&D and EPOD funds.	Ongoing	
Top of Page	Security Improvements	Assist in the development of Memoranda of Understanding (MOU's) for KOPIO.	Ongoing	
	KOPIO Administrator	Further develop KOPIO Access software for construction budget collection and presentation.	Ongoing	
		Review and update all WBS elements, schedule and contingency.	Ongoing	
		Review and update all WBS Direct Labor, DTA, Material, Rates etc.	Ongoing	
		Maintain OSHA database and follow up on funding and completion of open items.	Ongoing	
		Tech Collider User Training	Ongoing	
		Train operating groups in the utilization of the Inventory Control System software. (awaiting J. Hauser report).	On Hold	
		Audit system usage and spot check physical inventory of system data.	On Hold	
		Verify inventory data which consists of valuable metals or material and equipment containing valuable metals with a scrap or intrinsic value of more than \$1,000, that are stored in a single location. Update Database.	On Hold	
		Review KOPIO WBS 2.1 AGS/Mods construction estimates.	4/15/04	10%
		Rework KOPIO WBS 2.2 – Beam construction (MRE) estimate.	5/31/04	20%
		Rework all KOPIO WBS construction (MRE) estimates.	10/15/04	25%
		First update of master KOPIO construction budget, schedules and contingency model.	11/15/04	

Open Items

Name	Role	Job Description	Due Date	% Complete
		Second iteration of master KOPIO construction budget, schedules and contingency model.	12/15/04	
		Final KOPIO construction budget, schedules and contingency analysis.	12/30/04	
		Review labeling requirements as per SBMS and develop C-A OPM on labeling.	11/04	10%
		Hyperlink For Environmental Management System Task List		

Open Items

Name	Role	Job Description	Due Date	% Complete
Peter Cernigliaro 5636	Work Control Manager	Train Collider Users and C-A Staff.	Ongoing	
Top of Page	Alternate Laser Safety Coordinator	Represent C-A at BNL Work Manager Meetings.	Ongoing	
		Work Planning Training for C-A staff (BNL Course).	Ongoing	
		Maintain glove selection guide and noise, RF and microwave, ODH areas on website.	Ongoing	
		Magnetic field measurements of beam line magnets (one of each type), RHIC magnets, LINAC, TVDG (DOE Assessment).	Ongoing	
		Work with BNL SBMS Chemicals and Lead Subject Areas.	Ongoing	
		Maintain appropriate IH instruments calibrated.	Ongoing	
		Assist in enrollment of Collider Iris Readers.	Ongoing	
		Review & assist eCooler group in safety reviews and ESH support of their process.	Ongoing	
		Building 930 – Jet Target ESH Review.	Ongoing	
		Maintain WCC list on ESHQ web.	Ongoing	
		Place injury investigation corrective actions in Family ATS.	Ongoing	
		Hard hat postings from Assessment 2003-159 (post areas).	Ongoing	
		LINAC asbestos Resistor Issue (visual inspection), order new resistors, air sampling (ok). LINAC workers need asbestos training by SHSD.	7/05	75%
		Liquid Hydrogen OPM (safety analysis)	On Hold	
		MATAC Work Plan Update.	On Hold	
		Magnetic Survey at NSRL.	12/03	80%

Open Items

Name	Role	Job Description	Due Date	% Complete
		Safe handling/storage of alkali metals.	5/04	
		Vac Group, methylene chloride use review.	5/04	10%
		Assist Water Group in procedure for handling chemicals.	3/04	10%
		Update OPMs as needed for new subject area on reproductive hazards.	2/20/04	
		Update OPMs as needed for new subject area on PPE.	3/20/04	
		Review C-AD Noise Areas/Post Properly.	10/04	
		Update OPM 3.25 to include tissue spill response. (on work plan for NSRL-2).	7/04	
		Work plan for C-AD electricians.	3/04	
		Resolve SHSD Be worker Issue.	7/04	
		Implement Winstets LOTO.	10/04	20%
		RHIC-2005 Work Plan	11/04	40%
		OSHA train building managers	3/05	
		Work Plan for Drew (Annual)	1/05	
		Review revised SBMS in Beryllium and update C-AD OPM and practices.	10/04	
		Participate in SBMS subject area for RF/microwaves.		80%
		Recall laminated Work Planning Table and issue new laminated table.	10/04	80%
		IH monitor Pb-exposure for c-line work.	10/04	
		Hyperlink For Environmental Management System Task List		

Open Items

Name	Role	Job Description	Due Date	% Complete
Lynanne DiFilippo 7918	C-A Admin. Secretary	Provide 50% effort (16 hours) to C-A Administration, and 50% effort (16 hours) to ESHQ Division (as of 6/1/04).	Ongoing	
Top of Page	ESHQ Division Secretary	Prepare bi-weekly To Do List and Tasks Completed List for ESHQ Division.	Ongoing	
	C-A Procedures Coordinator	Coordinate Trouble Report System meetings for FY01.	Ongoing	
		Update Lists - Committees, Confined Space, Noise Areas, Building Managers, C-A Organization Chart, ESHQ Division Org. Chart, Liaison Physicists & Liaison Engineers, Local Emergency Coordinators, Occurrence Reports, Performance Indicators, ODH List, Designated Callers.	Ongoing	
		Update C-A OPM's & maintain on web, update & maintain QA Manual.	Ongoing	
		Coordinate C-A OPM procedures including typing revisions, tracking status, issue revisions, maintaining OPM on web, tracking read & acknowledgements, issuing hard copies of OPM and maintaining records associated with OPM.	Ongoing	
		Maintain MCR water leak alarm response procedures on the web.	Ongoing	
		Assist J. Maraviglia with Training Reports.	Ongoing	
		Complete update of all procedures in accordance with mandatory 3-year review (for 2004).	Ongoing	
		Maintain OSHA Inspection Field Observation Records.	Ongoing	
		Tier 1 ATS items.	Ongoing	
		Hyperlink For Environmental Management System Task List		

Open Items

Name	Role	Job Description	Due Date	% Complete
Asher Etkin 7200	ESH Coordinator	Coordinate monthly TVDG ESH meetings.	Ongoing	
Top of Page	C-A RGD Custodian	Review PASS Test Procedures.	Ongoing	
	C-A Laser Coordinator	Review PASS System (Neville Williams and J. Sandberg will be reviewing PASS System for the ARR Committee).	Ongoing	
	C-A Ladder/Scaffold Fall Protection Authorizer	Act as ESHQ Division Head in his absence.	Ongoing	
	Backup Work Control Coordinator	Member of BNL Laser Safety Committee.	Ongoing	
	Tier 1 Manager	Assist with SNS ARR.	Ongoing	
		Assist in turning PASS cards on/off.	Ongoing	
		Revise specification document for PASS.	Ongoing	
		Train ESHQ Div. Head on AGS/PASS.	Ongoing	15%
		Review Ladders at C-AD.	Ongoing	
		Audit Fire/Rescue Pre-Plan Response Cards on Routine Basis (part of Tier 1 process).	Ongoing	
		Perform Scheduled Tier 1 Safety Inspections.	Ongoing	
		Tier 1 Trend Data to Peter C. (Qtrly) and posting bar charts.	Ongoing	

Open Items

Name	Role	Job Description	Due Date	% Complete
		Investigate and recommend electric signature scheme that we can adopt for Read and Acknowledgement, RWP, EWP, etc. signoffs (ITD awaiting DOE input).	On Hold	
		Coordinate FUA for 835 Storage Facility (include use of room 11 & 12).	10/03	90%
		Update 1005E and 1006B FUA's as needed for 80K cooler and He reliquifer.	10/1/03	95%
		Try to get auto-pager system to CAS Watch when alarm trips in Bldg. 940. (Working with D. Phillips), need to evaluate other method.	6/04	10%
		Resolve 4.xx series procedures with ACG and Lynanne.	6/04	50%
		Redo laser SOPs to new format in SBMS. Make OPM procedures. (In review process)	10/04	50%
		Set up calibration program for oxygen and gas monitors (procedures written).	6/04	95%
		Revise FUAs for 937 for POP experiment and SNM storage (submitted). MOU may be needed for 938. (awaiting J. Alessi comments).	10/04	99%
		AGS Inner Ring Road stantions for Rad signs. (Fred carpenters to do and is scheduled).	8/04	50%
		Investigate Bldg. 975 air quality issues (with Peter C.), cutting fluids is the issue (ILR submitted for estimate to fix problems).	6/04	75%
		Bldg. 918 issue (cage cleaned, carpenters need to pad rafters, consider motion sensors on lights). (Fred carpenters).	6/04	75%
		Initiate/coordinate "tie-in" of all fire alarm bells in Bldg. 911 so alarms are audible throughout entire bldg.	12/04	
		Critique VPGE1 gate lock cylinder change and ensure it is removed.(Replaced cylinder)	11/15	40%
		Work with RSC Chair to address sweep (?) of V Target area.	11/15	
		Critique Linac Crane stray voltage.	11/04	
		Hyperlink For Environmental Management System Task List		

Open Items

Name	Role	Job Description	Due Date	% Complete
Paul Bergh	FS Representative	RWP Program Maintenance.	Ongoing	
Top of Page		Maintain SRDs at field office.	Ongoing	
		When high intensity protons are run, do TLD (neutron packs) study on surface of A,J,F, and H AGS super periods, Bldg. 914 roof, Booster D6 dump and experiment dumps to verify ASE section 3 limits are satisfied.	Ongoing	
		Conduct FY04 TLD studies.	Ongoing	
		Hyperlink For Environmental Management System Task List		

Open Items

Name	Role	Job Description	Due Date	% Complete
Ray Karol 5272	C-A ESHQ Division Head	Train Collider Users and C-A Staff	Ongoing	
Top of Page	BNL Occurrence Report Categorizer	Update Building Manager and LEC List	Ongoing	
	C-A RMA Responsible Person	Member of BNL Fire Alarm Committee.	Ongoing	
		Represent C-A in Bldg. Mgr. Subject Area. Attend Monthly Bldg. Mgr. Meetings.	Ongoing	
		ASSRC Secretary.	Ongoing	
		Act as C-A alternate member on BNL P2 Council.	Ongoing	
		Assist with updating C-A FHA.	Ongoing	
		Assist with enrollment of Collider Iris Reader.	Ongoing	
		Turn PASS Cards on/off.	Ongoing	
		Check ESHQ credit card documentation monthly.	Ongoing	
		Get Crane Safety Inspection Items Fixed.	Ongoing	
		Assist with electron cooling SAD/ASE (bldg. 939).		
		Incorporate Collider Cryo-Piping System policy into appropriate OPM and Group Procedures (incorporate in C-A Access Training and add test question).	12/03	
		Follow up on updates to RHIC SAD Fire Hazard Analysis for STAR and PHENIX by Joe Levesque. (J. Levesque email dated 5/30/01 on Ray's PHENIX email directory).	12/03	

Open Items

Name	Role	Job Description	Due Date	% Complete
		Incorporate H ₂ Target Procedures into OPM.	On Hold	
		NEPA Review of E951 hydrogen (if used).	On Hold	
		Learn ACS/PASS design from Asher.	12/03	20%
		Complete OPM 9.2.9, ODH and Controls and OPM 9.2.10, Design, Test and Inspection of Lifting Fixtures.	10/31/03	
		Participate in BNL Radio Committee (since 2001) with P. Ingrassia. (A. Zaltsman to provide technical review).	5/04	99%
		Participate in BNL Team to develop a list for self assessment of OSH Programs.	10/04	
		Perform ODH calculation for ASSRC when RHIC magnets are on nitrogen purge.	10/31/04	
		Present 6 o'clock collimator soil sample method to RSC.	10/04	95%
		Hyperlink For Environmental Management System Task List		

Open Items

Name	Role	Job Description	Due Date	% Complete
Mel Van Essendelft, 4781, (E&WSD)	Environmental Compliance Rep.	Assist with upgrading of C-A SADs and ASEs.	Ongoing	
Top of Page		Soil sample program.	Ongoing	
		In December, remind staff of RHIC Scenic River and Wetland Buffer Permit Requirements for Summer Shutdown construction.	Ongoing	
		Monthly Tank Inspections (Art. 12).	Ongoing	
		Resolve Bldg. 922 liquid storage issues (currently in secondary containment, plastic chain fence needed). (epoxy resins)	3/04	90%
		919 Drum Storage registration, 1,000 gal. Request in.	3/04	25%
		Track completion of U-line magnet cooling water to SEM by Water Group.	10/03	
		MECO Process Assessment.	8/05	
		Assist in removal of J-10 power supplies and ATR magnets from Tower 1.	06/04	On Hold
		FY04 Soil Coupon Analysis (samples out for analysis).	10/01/04	95%
		Env. Monitoring compliance audit	3/05	
		NEPA compliance audit	6/05	
		Waste character compliance audit	8/05	

Open Items

Name	Role	Job Description	Due Date	% Complete
		Write up P2 success story on ATR (2 MW) and RHIC Cryo (2 MW) power savings.	10/04	50%
		Tailor proposal to lend to NASA P2 proposal for NSRL digital imagine.	On Hold	
		Revisit water systems interlock testing requirements for ISO 14001 concerns.	3/05	
		Spill kit verification.	6/04	95%
		Follow-up on RHIC collimator additions at 8 and 6 O'clock (waiting for sample holders)	10/04	25%
		Soil sample bottles (2) at 6 o'clock collimator	9/15/04	
		C-A OPM 9.5.15 on RSS.	11/1/04	80%
		ESRC of RHIC experiments	9/04	25%
		Magnet Division EMS Mgmt. Review	12/04	
		Magnet Division EMS Program Review	11/04	
		Spill Critique (C-AD Mgmt Review)	12/04	
		Review & track with water system up date to AGS 18 houses & cold snake	11/04	
		Soil samples in AGS at J10 & A20	11/04	

Open Items

Name	Role	Job Description	Due Date	% Complete
Michael Kretschmann 5274	BNL Fire Protection Engineer	Complete FHA's as listed below: Booster Applications Facility (NSRL) (draft completed – out for comment)	2/04	95%
Top of Page		Tandem Van De Graaff	5/04	75%
		Tandem to Booster Tunnel (TTB)	6/04	
		200 MeV Linac	6/04	
		Booster Tunnel	6/04	
		Siemens MG Power Supply	7/04	
		AGS RF Power Supply	8/04	
		C-AD Main Control Room and Westinghouse	9/04	
		AGS Tunnel	10/04	
		AGS Experimental Hall (Building 912) and BRAHMS and PHOBOS (Experiments at RHIC)	11/04	
		Fast Extracted Beam Tunnels (U, V, W Lines)	12/04	
		AGS to RHIC Transfer Line	1/05	
		RHIC Injection (W, X, and Y Lines) and Ring	2/05	
		RHIC Cryogenic Control Room / Compressor Bldg.	3/05	
		RHIC RF Power Supply	4/05	
		STAR Experiment	5/05	

Open Items

Name	Role	Job Description	Due Date	% Complete
		PHENIX Experiment	6/05	
		EBIS at Linac	8/05	
		RSVP Experiments (Building 912)	9/05	
		ECooler	10/05	
		Super Neutrino Beam	12/05	
		Hyperlink For Environmental Management System Task List		

Open Items

Name	Role	Job Description	Due Date	% Complete
Ed Lessard 4250	Associate Chair for ESHQ	Participate as member of BNL's Rad. Prot. Work Group.	Ongoing	
Top of Page	EMS and OSHMS Representative for C-A	Participate as member of BNL's Radioactive Drug Research Comm.	Ongoing	
	Alternate Facility Manager	Participate as member of BNL's Institutional Review Board.	Ongoing	
	Conduct of Operations Coordinator	Chair BNL's ESH Committee.	Ongoing	
		Maintain formal programs in ESHQ, including conduct of operations, self-assessment, work planning, training and documentation, ESHQ review, performance indicators, radiation protection, ALARA and management assessment.	Ongoing	
		Maintain, develop and employ the internet to help execute the Department's plans in the area of ESHQ.	Ongoing	
		Member of PE's Fire Protection Committee.	Ongoing	
		Coordinate web crossover of QAP to OPM.	Ongoing	
		Perform, with appropriate staff, ESHQ reviews of procedures, experiments and accelerator modifications.	Ongoing	
		Chair SNS ARR Committee	Ongoing	
		Chair ORNL Accelerator Safety Review Committee for SNS. (1 st , 2 nd and 3 rd done).	Ongoing	

Open Items

Name	Role	Job Description	Due Date	% Complete
		Provide feedback on security issues to C-AD staff.	Ongoing	
		RHIC-II (RHIC e-cooler, STAR/Phenix detector upgrades, eRHIC).	On Hold	
		ARR Ebco at Chemistry.		90%
		Update the SBMS cap standard.	12/1/04	
		Maintain ISO 14001 Registration.	9/30/05	
		Maintain OSHAS-18001 Registration by NSF.	9/30/05	
		Prepare new listing and maps of activated soil zones at C-AD.	12/31/04	20%
		USI and ASE for B912 eCooler.	3/05	
		RSVP Safety Presentation.	11/4/04	
		Hyperlink For Environmental Management System Task List		

Open Items

Name	Role	Job Description	Due Date	% Complete
Ann Marie Luhrs 7007	Training & Qualification Specialist	Enter training and qualification data into BTMS.	Ongoing	
Top of Page		C-A Food Drive Captain.	Ongoing	
		Track digital dosimeters.	Ongoing	
		Issue temporary/visitor/group TLD's and see that escort completes appropriate paperwork for visitors and group tours.	Ongoing	
		Schedule appts. to proctor challenge exams & appointments for remediation classes.	Ongoing	
		Issue and track RHIC Access Cards.	Ongoing	
		Generate BTMS Reports for RAD Worker I, LOTO, Working Hot and Electrical Safety for all C-A Personnel.	Ongoing	
		Send out reminder memos "to expire within 90 days" memos indicating what training is needed.	Ongoing	
		Track all Lockout/Tagout and Electrical Safety I Training attendance records.	Ongoing	
		Track training for Plant Engineering personnel, upon request.	Ongoing	
		Check-out terminating C-A employees (collect Keys, RHIC Access Cards, Film Badges etc.)	Ongoing	
		Issue Portable Oxygen Monitors.	Ongoing	
		Administer ESHQ Division Tickler Card System.	Ongoing	
		Double check EWP forms when requested.	Ongoing	
		Enroll NASA and Collider Iris Reader and turn PASS cards on/off.	Ongoing	
		Assure all RHIC cards (pink & blue) have associated life #, name on database.	Ongoing	
		Maintain Bldg. 958 BNL ID access for C-A staff through S. Rackett (SSD).	Ongoing	

Open Items

Name	Role	Job Description	Due Date	% Complete
		Prepare & distribute Daily Operations Report.	Ongoing	
		Prepare Trouble Reports (send copies of reports to all committee members, email meeting notices to committee members for operations & maintain trouble report files).	Ongoing	
		Hyperlink For Environmental Management System Task List		

Open Items

Name	Role	Job Description	Due Date	% Complete
John Maraviglia 7343	Training Manager	Coordinate C-A Access Training for Staff.	Ongoing	
Top of Page	Training & Documentation Group Leader	Train Users (Fixed Target, Radiobiology, and Collider) and C-A Access.	Ongoing	
		Work with S. DePace on user coordination/training.	Ongoing	
		Update C-A Training Course list for BNL Training Office	Ongoing	
		Maintain RWP signoff list on web.	Ongoing	
		Coordinate escort and TLD service, guest, user, employee, contractor arrivals (with Ann Marie).	Ongoing	
		Perform Job Training Assessments for C-A Groups. Link all employees to proper JTA's.	Ongoing	
		Distribute Quarterly Expired Training Report to C-A Supervisors and review at Supervisor Meeting.	Ongoing	
		Perform Job Training Assessments for shift leaders at RHIC experiments. Link to proper JTA's New list from LP.	Ongoing	
		Follow-up on RW-1 changes by BNL Training.	Ongoing	
		Develop periodic evaluation of C-A training programs [tied to self-assessment]. (once per year per instructor).	Ongoing	
		POC for clinic and CA-D Supervisors questions on medical protocol.	Ongoing	
		Enroll NSRL and Collider Iris Readers and PRAD Handreader.	Ongoing	
		Turn PASS cards on/off.	Ongoing	
		Maintain Training Guides for C-A Access Training, Radiobiology, Fixed Target User Training and Collider User Training.	Ongoing	

Open Items

Name	Role	Job Description	Due Date	% Complete
		Review OPM for training requirements.	Ongoing	
		Monthly self-evaluations.	Ongoing	
		Revise C-A Access course to remove Stop Work and Emergency Planning, and GET (slides revised)	11/04	80%
		Get all challenge exams on the web (Training Office), (collider users and radiobiology done).	02/05	50%
		Set up machine shop “responsible person” on ESHQ website for all C-AD shops, and train them as “machine shop trainers”. Artie supplied list for C-AD shops.	8/04	60%
		Add slides to all users training to emphasize that experiments, including changes and additions, need ESRC reviews.	11/30/04	90%
		Maintain confined space and cutting/welding areas on website (work with Asher and Peter) and signs.	6/04	20%
		Rigging training issue resolution	12/04	
		Hyperlink For Environmental Management System Task List		

Open Items

Name	Role	Job Description	Due Date	% Complete
Dave Passarello 7277	Q Manager	Maintain C-A Family Assessment Tracking System (ATS) - (RWPs, EWPs, Self-Assessments, ASSRC Action Items, ESRC Action Items, RSC action items, and C-A critiques). Takes 25% of time.	Ongoing	
Top of Page	ATS Manager	Assist ESHQ Division in the maintenance of the C-A OPM.	Ongoing	
		Update C-A Quality Assurance Manual to reflect current C-A operations & incorporate requirements of SBMS and DOE – 0 – 414.1, Quality Assurance. Incorporate QA Procedures into Section 13 of C-A OPM.	Ongoing	
		Supervise BNL QA staff member (Dick).	Ongoing	
		Participate in BNL ATS Working Group.	Ongoing	
		Assist with enrollment of NASA and Collider Iris Reader.	Ongoing	
		Train Collider Users, C-A Access, Radiobiology.	Ongoing	
		Certify Small Vendors for PPM List.	Ongoing	
		Rigging and Hoisting Lab Committee	Ongoing	
		Work on control of C-A Group Procedures.	Ongoing	
		Do LOTO Surveillance Semi-Annually.	Ongoing	
		Perform C of O Assessments.	Ongoing	
		Generate monthly Compliance Suite reports for open OSHA items. Closeout open OSHA items.	Ongoing	
		Conduct Safety Workthroughs (weekly).	Ongoing	
		Assist in hoisting/rigging inspection and inventory. (data base)	12/04	90%
		Assessment of Security Tag Program (orange tags). After procedure written (procedure needs tags to have correct phone #).	10/04	

Open Items

Name	Role	Job Description	Due Date	% Complete
		Implement new Corrective Action SA as required.	12/03	85%
		Make ACG Relay Drwgs. "Reference Only".	1/05	
		Add surveillance to assure that one-card, one entry; one-key, one entry.	6/04	
		Implement OPM for new SBMS on Maintenance Management. (G. McIntyre to oversee program).	4/04	10%
		Discuss suspect parts to C-AD supervisors.	7/04	
		Convert OSH & EMS Documents to OPM Procedures.	1/05	
		Derivative procedure fixes	12/04	75%
		Rigging & Hoisting Lab Committee	Ongoing	
		Review & Implement OPM changes for SBMS on Engineering Design.	3/05	
		Review & Implement OPM changes for SBMS on Project Mgmt.	7/05	
		18001 Improvement – Records List	11/30/04	
		Complete FY05 self-assessment	7/05	
		OPM on engineers purchase reqs	10/04	
		Write QA section for EBIS.		
		Generate ADS for proper outdoor gas cylinder storage.	12/04	
		Hyperlink For Environmental Management System Task List		

Open Items

Name	Role	Job Description	Due Date	% Complete
Dick Savage 4640	QA Auditor	Determine SNS source inspection requirements. Implement the I/TR form to accomplish the inspection.	Ongoing	
Top of Page	Q Assistant	Have SNS suppliers fill out BNL Supplier Capability Surveys.	Ongoing	
	SNS Q (25%)	SNS Supplier Evaluations.	Ongoing	
	BNL Receipt Inspector	Quarterly Reports on inspections to SNS/ORNL QA.	Ongoing	
	WOSH Committee Member and Secretary	Assist J. Maraviglia with Safety Walks.	Ongoing	
		In-Process PASS and card reader controls assessment (based on critique).	10/4/04	10%
		Follow up on 925 work order (crane & gutters). 6/4/03 WO EP0079839. Email memo to A. McNerney. Awaiting FY05 \$	12/04	90%
		Assist in hoisting/rigging inspection and inventory.	12/04	
		Investigate shears failures at C-AD.	10/04	98%
		Metals Inventory Review. Supv. Review areas semi-annually, QA review yearly.	1/05	
		Investigate retractable blade.	12/04	
		Derivative Procedure Assessment.	10/30/04	
		Hyperlink For Environmental Management System Task List		

Open Items

Name	Role	Job Description	Due Date	% Complete
Joel Scott 7520 / 4234	Waste Mgmt. Coordinator	Participate in Environmental Management System.	Ongoing	
Top of Page	Alternate Work Control Mgr.	PCB Ballast and capacitor removal as needed. (Include Linac caps). (912 80% done), [3 pails done]. Linac ordered new large caps.	Ongoing	
	Alternate Bldg. 911	Better define and allocate resources to the Sitewide Materials Disposition Project. Fully track and characterize existing legacy materials (ADS)	Ongoing	
	Alternate Bldg. Mgr. 945	Participate in Waste Generator Interface Group.	Ongoing	
	C-A RMA Responsible Person	Train Collider Users and Fixed Target Users and C-A Access.	Ongoing	
		Become an active instructor for C-A Access, C-A User and Fixed Target training courses.	Ongoing	
		Act as C-A representative on BNL's P2 Council.	Ongoing	
		RHIC & AGS weekly waste tours and cleanup.	Ongoing	
		Assist with NASA and Collider Iris enrollment.	Ongoing	
		Estimates of cost to get rid of the items on Al Pendzick's Inner Mongolia List.	Ongoing	
		Work with C-AD engineers to return used gel-cell batteries to manufacturers.	Ongoing	
		Assisting with waste for 912 cleanup.	Ongoing	
		Work with FES on extra waste work and area cleanups. Coordinate with WMD.	Ongoing	
		Coordinate Enhanced Work Permits for FY04 (Qtrly tickler)	Ongoing	

Open Items

Name	Role	Job Description	Due Date	% Complete
		Assist C-AD Groups with CMS. They are now responsible (922 left).	5/30/04	95%
		Move 90-Day Storage Area to new location, (near B974), (4 buildings). (May be delayed due to funding)	3/05	35%
		Work with FES to clean up steel outside 965 waste yard, and discard clean unusable steel & move useable to steel yard. Some cleanup done, Crestwood to take the rest	12/04	65%
		Monitor waste volumes to new charge back quotas, report quarterly/monthly progress.	9/05	90%
		Clean up Inner Mongolia (outside done). (inside to be done in FY04 w/A. Pendzick), met with ESWMD on shipping. 5 intermodals.	12/01/04	70%
		Set up meeting to plan for special waste removal in 05. Write plan (awaiting estimates and budget to choose items). Scheduled July/Aug.	12/04	5%
		JSA for DU disposal. Set up with WMD for disposal. (lead waste left).	9/04	80%
		Complete C-AD sling inspections (annual for CY05).	10/31/05	
		Review use of lead in B912 eCooler to preclude "suspect" label. (letter from J. Scaduto, label it so it is easily identified).	9/05	90%
		Set up to burn Siemens and Cryo oil (10 to 14 drums). Samples done except for PCB. Show it can be burned.	9/04	60%
		Cleanup Linac Rad areas.	10/04	75%
		Scrap 919 and 628 tubes	12/04	
		Assist with 912 roof work (deliveries, removal)	10/04	
		Hyperlink For Environmental Management System Task List		