


December 18, 2007

To: Piermaria Oddone
From: James Strait 
Subject: Results of the 2007 Particle Physics Division ES&H Plan

As requested, below are the results of the 2007 PPD ES&H Plan.

Task # 1 Suggestion boxes/Employee Feedback

Original Plan Continue to solicit and implement ES&H suggestions from PPD employees. Continue to give cash awards at our annual picnic for good ES&H suggestions.

Actual Effort Suggestions are submitted using one of several suggestion boxes located throughout PPD, via the ES&H Section electronic suggestion box, via the CD Help Desk or by sending email to either the employee's supervisor, the SSO or directly to me. Each suggestion submitted is given a response by the PPD ES&H Group. Suggestions are collected and near the end of the fiscal year, cash awards are given to those employees whose suggestions are chosen by division management. In 2007, PPD awarded eight employees for their suggestions. These suggestions ranged from designing and installing a PPE rack to fashioning a backpack that would help an employee safely carry a power supply chassis up to another level.

To promote ES&H participation and feedback, PPD now sends a monthly ES&H newsletter to all hands. It outlines a variety of topics including; new environmental initiatives, current examples of safe projects, injuries statistics, lessons learned, operating manual changes, FESHM changes, and new training initiatives. In addition, good suggestions are shared and the use of suggestion boxes is encouraged.

Impact The suggestion boxes do not generate a large quantity of suggestions; however, the quality of the suggestions is high. In most instances the suggestions are implemented and the result is a safer work environment. In addition, employees are appreciative of the recognition they get from PPD management, even if their suggestions do not result in a cash award. The newsletter has received very positive feedback and continues to be a valuable communication tool.

Task # 2 Uninterruptible power supplies

Original Plan Inventory and write an inspection program for all uninterruptible power supplies (UPS) systems in Particle Physics Division.

Actual Effort We did complete the inventory of UPS systems in PPD. However, we decided against writing a division specific policy for the inspection of this equipment. This decision was made because our Electrical Coordinator determined that the existing FESHM chapter provided adequate guidance for the inspection and maintenance of these UPS systems. In addition, This information has been communicated to the PPD department heads during a routine meeting.

Impact There was positive impact. We were able to identify and inspect some of the smaller UPS units in the division.

Task # 3 Promote Environmental Awareness

Original Plan Develop three new initiatives to promote environmental awareness. One, complete an assessment each quarter that looks specifically at environmental impacts. Two, add a section for environmental to our ES&H Newsletter. Three, promote the “E” in ES&H at our open house sessions.

Actual Effort The following processes were reviewed:
For MINERvA -

- The epoxies and polyurethanes were reviewed for environmental impact and for exposure potential. This process was reviewed twice due to modification of the process. The process was reviewed a third time when it was determined that the process required the addition of a fire retardant paint. The experiment looked at multiple paints. The PPD EO encouraged them to go with a latex paint for environmental impact and exposure potential reasons. The paint actually worked well for the application.

For NOvA -

- The blending operation. This process was reviewed multiple times through the process development. It was evaluated from an environmental and an industrial hygiene perspective.
- NOvA's extrusion testing apparatus was reviewed because of chemicals being used. The chemicals were found to be benign at the quantities used.
- A review of Fluorinert FC-77 was conducted for environmental impacts.

The newsletter routinely contains information about environmental topics. Recent examples include recycling of compact fluorescent lights, the Federal Electronics Challenge, and information about the Environmental Management System. In addition, we try to highlight projects in the division that show examples of reuse or recycling or waste minimization.

At our open house sessions, we highlighted environmental awareness by presenting topics on chemical alternatives, waste minimization, and air quality. The prizes we gave away included alternatives to salt to be used during icy conditions, books with recipes for lawn care and pest control chemical alternatives, and information about recycling in surrounding counties.

Impact The impact has been positive. More employees are aware of the EMS program and how they impact the environment everyday. The open house sessions were a success. Many employees took advantage of the information given and were pleased to learn about recycling programs in their areas.

Task #4 ES&H Open House Sessions

Original Plan Conduct four ES&H Open House sessions. At each open house, the division office, as well as, the ES&H department will share (via posters and brochures) information about various home safety topics. Attendees will be served refreshments and have the opportunity to win home safety prizes.

Actual Effort Four open house sessions were conducted at the Training Center. The following home ES&H topics were presented:

Winter Safety/Fire Place Safety and Home Ergonomics
Smoking/Obesity/Fitness
Mold/Indoor Air Quality/Pest Control & Lawn Care Chemicals
Bicycle/Motorcycle Safety and Food Preparation

The PPD ES&H Plan was presented at each open house session.

Impact These sessions were very well received. Attendance at each varied between 35 and 60 people. The feedback was very positive and the attendees stated that they learned facts that would help to keep them safe at home. Several attendees specifically requested that we do more of this type of thing in the future.

Task # 5 Develop Travel Guidelines

Original Plan Develop travel guidelines to help ensure that employees are equipped with information to aid in their safe travel.

Actual Effort A new PPD Operating Manual Chapter is in draft form and will be published by the end of the year. This chapter gives guidance to travelers during all phases of travel; including, before they depart, while in transit, when they arrive and during their stay. This chapter also defines the responsibilities of management and employees as it relates to business travel.

Impact Since this new chapter has not been implemented yet; the impact of it has not been measured.