

**HEALTH FACILITIES ADVISORY COMMITTEE (HFAC)**  
**MEETING MINUTES**

**January 30, 2008, 5:00 P.M. (Pacific Time)**  
**Meeting in Sacramento, CA**

**Roll Call:**

Chairman: Mr. Tommy Bowman

Vice-Chairman: CAPT Keith Shortall

Members: CAPT Jose Cuzme  CAPT Dale Mossefin   
Mr. Jim Biasco  CDR Brian Hroch \*   
Mr. Ken Harper  LCDR Mat Martinson   
\* By phone

Alternates: CAPT Michael Weaver & Mr. Howard Wellspring

Guests: CDR Rick Wermers, Mr. Joseph Bermes, & Mr. Rick Boyce

**Approval of the previous meeting minutes:** Jim motioned to approve Meeting Minutes of November 15, 2007, as is. Mat seconded motion. **Motion passed without objection.**

**Old Business:**

- Discuss the following technical handbooks:
  - Chapter 21-5 Electrical Guidelines  
Joe explained the 3 clarifications on page 5 that were added after the HFAC approved this chapter on November 15, 2007. (Attached)
  - Existing sentence requiring minimum of one receptacle on the critical branch beside each patient bed and treatment space was combined with paragraph 21-5.2 B (1) (a). It was previously erroneously stated to be an AIA Guidelines requirement. This edit corrects the error.
  - Added note stating 96 hour storage capacity is required for Level 1, Class X systems in ASCE 7 seismic design categories C, D, E, and F.
  - Added note stating fuel requirements shall be coordinated with the facility's emergency manager.  
Jim motioned to accept edits. Dale seconded this motion. **Motion passed without objection.**

- New Chapter – USP 797 Pharmacy Room
  - Joe handed out an e-mail from Paul Ninomura, sent date 1/30/2008 at 10:27 AM, re: IHS Pharmacy Tech HB. (Attached)
  - Brian stated he needed to discuss further with Paul regarding the above e-mail but he commented on the following proposed changes related to the AIA conference on USP 797 Pharmacy Rooms.
    - AIA is recommending 30 air changes per hour (ACH) whereas, 12 ACH appears adequate. Brian suggested he'll discuss this item with Gary Gefroh, Paul Ninomura, and a couple others.
    - Jose asked what liability IHS incurs if our pharmacies are not constructed in accordance with all requirements of USP 797. Brian responded by stating an "adverse event" usually is caused by personnel handling not environmental condition. Jim disagreed on condition.
    - Brian commented on the requirement for differing air pressure and the 40 fpm air velocity. He was concerned on how to verify compliance. He suggested that using a tracer gas to test may be acceptable.
    - Jim asked how other organizations view this proposed USP 797. Brian did not think that other organizations have adopted USP 797. He specifically stated The Joint Commission (TJC) is not using it to assess health care facilities. Brian said he thought NIH was seeking to adopt USP 797. *Jose volunteered to follow-up with his contacts at NIH to get their reading on how they view USP 797.*
    - Ken asked what about the HEPA filter issue in Paul's e-mail. Brian replied that the proposed Technical Handbook chapter requires HEPA but he would side with Paul that it was not necessary. Brian stated a test was conducted with laminate air flow at a work bench. This test passed without significant particles. However, Brian stated he may concede to pharmacist's desire for HEPA filtration.
    - *Ken requested all documents related to USP 797 be placed in one file. Brian stated he would comply.*
    - *Ken requested Brian, Gary, and Paul to get together before the next HFAC meeting or telephone conference call.*
    - Tommy stated this item will remain with the USP 797 work group.

- Status of other Technical Handbooks
  - Michael stated the status of the Technical Handbook chapters was provided during the Facility Managers' Meeting and a handout was issued at that time.
  - Jim stated that Lee Robinson raised concern that he is receiving Technical Handbook chapters from multiple sources and is not sure if it is the final approved document for his review and edit. Jim indicated in discussions with Lee, documents from DFO would only come through him. Jim suggested that Tommy send all documents to Lee from ES-Dallas.
  - Ken commented that Lee edited the Technical Handbook chapter on Codes. And that these edits need to be changed back.
  - Ken stated the only outstanding Technical Handbook chapter on Michael's list is the UPS 797. Michael added the "International Property Maintenance Code".
  - Physical Security. Ken and Keith stated that training on Physical Security was sent in an e-mail and was scheduled in Albuquerque on February 14. They suggested performing a risk assessment on large facilities and that Area Offices perform assessment on small facility. This would need to be coordinated with Sid Caesar. Ken suggested to Jose to sign the Technical Handbook on Security. Jose said he'll do so after his leave and not to wait on Sid.
- Ken stated the HFAC webpage has been updated but one member is in the wrong place. Ken stated programming changes has simplified making changes to the webpage.
- Ken asked Mat who is his alternate. He replied Gene but he is not a P.E. Therefore, Mat will consult his Area Office to name his alternate and will consider Rick Wermers as his alternate.

#### **New Business:**

- International Property Maintenance Code. Tommy recommended assembling a committee to review the 2006 International Property Maintenance Code. He suggested the Code Committee but no facility managers were on that committee. Ken motioned to task the Code Committee supplemented with Kevin D'Amada to review the 2006 International Property Maintenance Code. Keith amended motion and added Mike Jensen and established deadline of end of March. Jim seconded amended motion. **Motion passed without objection.** Code Committee Chairperson will chair this review.
- Rick asked about the status of the missing Technical Handbook chapters listed on the webpage but the content was not posted. Ken suggested that the HFAC look at those to determine which ones were applicable for HFAC approval. Jim stated that Tom Gaulke had already conducted this review.

- Rick asked if the Facilities Assessment chapters were posted. Someone stated it was posted but the scope of work was not. Jim suggested asking the Facility Managers what they want as a standard statement of work for contract action. Jim motioned to solicit Facility Managers for input to the Facilities Assessment statement of work. Mat seconded motion. **Motion passed.**

**Action Items:**

- USP 797 workgroup will submit their report to HFAC on February 13, 2008. Brian asked for a representative from Alaska.
- Brian will contact CMS regarding their plans to adopt USP 797, specifically 30 vs 12 ACH.
- Jose will contact VA and NIH regarding their plans to adopt USP 797.
- Michael will contact Rocky Mountain Lab (NIH) regarding their plans to adopt USP 797.
- Brian will place all documents related to USP 797 in one file.
- Code Committee (with Kevin and Mike Jensen added) will submit their report of the 2006 International Property Maintenance Code to HFAC on March 31, 2008.
- HFAC to ask Facility Managers for input to the Condition Index statement of work.

**Next Meeting:**

- Special conference call to discuss USP 797 workgroup report is scheduled for February 29, time to be determined.
- Next regular conference call is scheduled for April 16, 2008 at 12:00 noon (Eastern Time).

**Adjournment:** Keith made motion to adjourn; Dale seconded motion. **Motion passed.**

**Attachments:**

1. HFAC Agenda Jan 30, 2008
2. Approved Minutes Nov 15, 2007 (w/o atchs)
3. Pg 5, Chap 21-5 Electrical Guidelines
4. Ninomura e-mail, 1/30/2008