

[Ownership matrix](#)[Click for copy of Word \(native\) file](#)

1.0 PURPOSE AND SCOPE

(5.1.1)

The Chemical Vapor Solutions Team (CVST) is a joint management/employee initiative to review processes and solutions to improve Washington River Protection Solutions LLC's (WRPS's) hazard identification, controls, training, and communication for tank farm chemical odors and vapors. The CVST will form individual sub-teams, as necessary, in order to meet specific objectives. The co-chairs will appoint the members and leaders of the sub-teams from CVST members. The co-chairs may invite other persons to participate in the sub-teams.

2.0 OBJECTIVES

1. Propose any measures the team determines appropriate to improve tank farm chemical or vapor hazard identification, control, communication, or training.
2. Evaluate and provide feedback on the actions from the Implementation Plan for Hanford Tank Vapor Assessment Report Recommendations.
3. Provide a conduit for input and/or questions from employees regarding tank farm chemical odor and vapor concerns, including, but not limited to characterization, toxicology, monitoring, and hazard controls; and increase employee awareness of the questions and responses. This objective includes the tracking of the responses to employee questions/issues for timeliness and completeness.
4. Review on-going chemical and vapor improvement initiatives and provide feedback to responsible persons.

3.0 GOVERNANCE

1. The CVST shall be a standing committee reporting to the Executive Safety Review Board (ESRB) as defined in TFC-CHARTER-32.
2. The CVST shall establish sub-committees (e.g. Chemical ALARA, Technology development, etc.) as necessary to address issues and/or initiatives to meet charter objectives.
 - The chair of a sub-committee shall be selected from the CVST active voting or ex-officio members. The sub-committee shall strive for equal representation from the appropriate bargaining unit affiliates and exempt/management workers.
3. Actions from the CVST shall be tracked via E-STARs.
4. Co-chairpersons shall call for scheduled meetings.
5. The CVST shall regularly conduct meetings that are open to the general workforce.

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6. The CVST will make decisions through majority decision. This means that there is general agreement among the members (or acting alternates) present, and if any member (or acting alternate) does not agree, he or she is willing to accept the group's decision. If a majority decision cannot be achieved, then the co-chairs shall present the issue to the ESRB for resolution.
7. The CVST members will support communication to the general workforce on Tank Farm Vapor related issues, events and program improvements by making themselves available for group meetings, tailgates and other forums.
8. The CVST will periodically provide a report to the President's Accident Prevention Council and interact with the Employee Accident Prevention Councils as needed to integrate activities on tank vapors.

4.0 MEMBERSHIP

Membership on the CVST is an assigned duty and will be a normal component of the member's duties as an employee. A call for special meetings, as necessary, will be announced to members and their managers. Members are requested to attend all CVST meetings. Managers of members will actively support their representatives, working to ensure adequate time and resources are provided to make the CVST a success.

1. The voting members of the CVST shall be comprised of representatives from the following organizations and work groups:
 - Management Representative (co-chair)(from the WRPS ESH&Q organization, appointed by the ESRB Chair)
 - WRPS HAMTC Safety Representative (co-chair)(appointed by HAMTC)
 - Industrial Hygienist (appointed by Industrial Hygiene Program Manager)
 - Operations representative (appointed by Production Operations Manager)
 - Chief Technology Office representative (appointed by the Chief Technology Officer)
 - 222-S Operations representative (appointed by 222-S Laboratory Manager)
 - Engineering representative (appointed by Engineering Manager)
 - Health physics technician (appointed by HAMTC)
 - Industrial hygiene technician (appointed by HAMTC)
 - Electrician or Instrument technician (appointed by HAMTC)
 - Operator (appointed by HAMTC)
 - Pipefitter or Mechanical Craft (appointed by HAMTC)

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- Central Washington Building and Construction Trades Council (CWB&CTC) representative

To ensure continuity, the Chair and Co-Chair positions will normally be a two year term with alternating expirations dates. Voting members of the CVST shall normally be appointed for a two year term, however; for continuity staggering of term durations may cause this time to vary.

Ex-officio/ Non-voting members on the CVST include:

- Senior management sponsor (normally a past management representative)
- DOE-ORP representative
- Additional CWB&CTC (Building Trades) representatives, as necessary, to ensure an adequate cross disciplinary perspective as well as adequate WRPS geographic representation
- Additional WRPS HAMTC affiliates to ensure an adequate cross disciplinary perspective as well as adequate WRPS geographic representation
- Other Hanford prime contractor representative (e.g., MSA, HPMC, etc.).

The Senior Management Sponsor will provide an administrative support person to set up meetings, prepare briefing material, take meeting minutes and track actions. Additionally a Communications Specialist will be assigned by the External Affairs Manager to promote both internal and external communications of the CVST activities. These support positions will be considered ex-officio/non-voting members of the CVST.

As needed, the co-chairs may adjust the ex-officio membership of the bargaining unit craft representatives with concurrence from the responsible affiliate.

2. A quorum will consist of at least 50% of the bargaining unit voting members (or acting alternates) and at least 50% of the non-bargaining unit voting members (or acting alternates).
3. Designated alternates may be appointed by the respective appointing authority as necessary. Alternate members in attendance for those absent will assume membership rights.

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5.0 SOURCES

5.1 Requirements

1. [RPP-MP-003](#), “Integrated Environment, Safety, and Health Management System Description for the Tank Operations Contractor.”

5.2 References

1. TFC-CHARTER-32, “Executive Safety Review Board.”