

CVST MEETING AGENDA

November 19, 2020

2:00 – 4:00 p.m.

2704 HV / CR G-206

CVST Chairs:	Steve Killoy, ESHQ Program Integration & Communications (EPIC) Manager Chris Lee, HAMTC Safety
CVST Executive Sponsor:	Rob Gregory, WRPS Chief Operations Officer
CVST Members:	Sara Van Orman, Grant Bachaud, Jason Vitali, Heather Anastos, Nick Kirch, Ryan Wageman, Steve Liston, Daniel Chesnut, John Airoidi, Ron Green, Andres Rodriguez
CVST Administrator:	Bryant A. Scott

AGENDA ITEMS

Topic	Presenter	Time
1. Safety Topic – COVID-19 control strategy	IH & Safety	(2:05)
2. COVID fatigue discussion	All	2:05 – 2:15
3. Aspects of CVST discussion <ul style="list-style-type: none">• Discussion on voting members• Discussion on refreshing membership/attendance with COVID-19 regulations/controls	All	2:15 – 2:30
4. Odor Response Procedures: TF-AOP-015 & TFC-OPS-OPER-C-67 ToxiRAE USE and Alarm Response discussion <ul style="list-style-type: none">• Stack monitoring and sampling to make a safer work environment• QRAs, alarm set points, and alarm responses discussion	Steve Killoy	2:30 – 3:00
5. Vapor/Odor event response procedure changes flow chart discussion <ul style="list-style-type: none">• Odor outside the fence at a tank farm• Odor Response Card revisions	All	3:00 – 3:30
6. Meeting Wrap Up <ul style="list-style-type: none">• Did anything that was discussed today result in the need to initiate a PER?	All	3:30 – 3:45

- Special notes:**
- Times have been assigned to each agenda topic. If you feel the time is not adequate for the presentation, please contact the CVST Administrator in advance of the meeting so that times can be adjusted, or the topic rescheduled.
 - Plan to present for ½ of the allotted time, leaving the other half for questions and answers from CVST Members.
 - Provide presentation materials, reports, etc. to the CVST Administrator by the Tuesday prior to the meeting.
 - Roles, responsibilities and processes are defined in TFC-CHARTER-21, Chemical Vapor Solutions Team and TFC-PLN-32 Tank Operations Contractor Safety Management Programs.