

June 23, 2003

MINUTES

DNSC's Environmental, Safety and Occupational Health Management System

The meeting was called to order at 10:15 AM on Monday, June 23, 2003 in the DNSC Conference Room. Attendees were as follows:

Essie Schloss, Deputy Administrator
Cheryl Deister, Director Contracts
Todd Shaffer, Comptroller
Scott Romans, General Counsel
Frank Taylor, Financial Integrity
Lance Kualii, Director Operations
John Reinders, Public Affairs
Steve Surface, Management Representative

It was noted that Cornel Holder was on leave finishing up urgent business and Kevin reilly was off due to two medical appointments.

A review of our Environmental, Safety and Occupational Health (ESOH) Management System was discussed including the development and implementation history, ESOH policy, environmental aspects and impacts, safety and occupational health risks, and objectives and targets. Top management concluded our ESOH policy was current and required no changes at this time. The environmental aspects and impacts and safety and occupational health risks were reviewed and no changes were required at this time. The review of objectives and targets showed all targets are on schedule to be met and were considered suitable and achievable.

A review was done of our internal audit conducted June 4-5, 2003 by Karen Hamilton, a RAB certified environmental management system auditor. Thirty-one non-conformances, observations, and undetermined findings are in the report and the progress to correct these items was displayed on the DNSC "ESOHMS Audit Tracking System". After these minutes are distributed, there should be two open items that are currently being worked. One is a training database that exhibits skill codes and required ESOH training courses and date of completion. The second is evidence of SHIRS, the SOH database that tracks open SOH findings and tracks lost time. SHIRS employs a risk based assessment of findings and corrective measures. These items will be completed before the CHPPM conformance audit beginning July 7.

Continuing suitability of the ESOH management system was decided to be satisfactory. This determination was made considering any new, relevant legal, Department of Defense, Defense Logistics Agency, and/or DNSC business strategy requirements. The decision for the frequency of the Management Reviews was decided to be quarterly or more frequent if the situation warranted.

There have been no public concerns about the system probably since the system is new. However public involvement from communities or media was discussed for specific DNSC programs, such as the Mercury Management Environmental Impact Statement, and the documented procedure our Public Affairs Officer has in place monitors each query fully.

Discussion of the prospective contractor(s) notice, Table 8 of IGD 1011, and a truck driver's sign sheet stating our ESOH programs on the Depots resulted in Cheryl Deister and Scott Romans working these sheets to help integrate the ESOH requirements into our contracts. Basically, Table 8 may be incorporated

into the BOSS contracts that will cover the BOSS contractor and any sub-contracting, and a hand out to truck drivers or any visitor entering the Depot.

The frequency of internal audits by Frank Taylor, our lead internal auditor, was decided to be Frank's decision, and he could use existing audit resources or external sources.

The next Management Review is tentatively scheduled for September 23, 2003.

AGENDA FOR MANAGEMENT REVIEW OF DNSC'S ENVIRONMENTAL, SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT SYSTEM

1. Review of ESOH Management System Implementation
 2. Review of DNSC's ESOH Policy Statement
 3. Internal Audit Results and Corrective Actions
 4. The extent to which targets, objectives and environmental performance have been met
 5. The continuing suitability of the ESOH management system in relation to changing conditions and information and evaluation of the system's effectiveness
 6. Concerns among relevant interested parties.
 7. Decision on frequency of these management reviews.
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