

VCM COMPLIANCE PROGRAM
-SAFETY DEPARTMENT ACTION STEPS

F.W.

Program Outline Key	Steps	Completion Date	Responsibility	Status
II (B) 2 (b)	1. Write Purchase Requisition for Area Signs.	12/9	JVU	Complete
II (B) 2 (d)	2. Write W.O.: Post Regulated Area Signs.	12/9	JVU	Complete
II (B) 3 (b)	3. Write Purchase Requisitions for Misc. Regulated Area Log equipment	12/9	JVU	Complete
IV (F) 1	4. Modify Respirator List	12/9	JVU	Complete
V (A)	5. Deliver Trial Tyvek garments to D. Johnson	12/9	JVU	Complete
V (H)	6. Write Purchase Requisition: Tyvek Supply	12/9	JVU	Complete
II (B) 3 (a)	7. Prepare and Copy Regulated Area Log Sheets	12/10	JVU	Complete
IV (F) 3	8. Forward Modified Respirator List to VCM Coordinators, Department Heads.	12/10	JVU	Complete <i>"Local plant" Re mms</i>
II (B) 2 (a)	9. Coordinate Sign type with E. M. Smith	12/10	FW/JVU	
IV (F) 2	10. Approve modified estimate of respirators.	12/10	RDG	Complete
I (G) 1	11. Define Meaning of 95% Confidence level in regulation	12/10	FMW	Complete
II (B) 2 (c)	12. Order regulated area signs & follow-up to insure 12/30 delivery	12/11	BWA	<i>ordered, follow up</i>
III (K) 1	13. Define Objective of fixed point monitors.	12/12	AFG, FMW	Complete

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VII (B) 1	14. Confirm Medical Surveillance plans with Medical Division & request copy of attending physician's statement form by 12/20	12/12	FMW	Complete
VII (B) 3	15. Request Medical Division Advice on Contractor Posture with regard to Med. Surveillance - need reply by 12/16	12/12	FMW	Complete
I (C) 1	16. Prepare letter to employees re access to personnel monitoring results	12/13	JVU	Complete
VIII (B) 3 (a)	17. Provide legal language for Respirator Release Statements	12/13	RDG	Complete - Provided by Legal
XI (A)	18. Send VCM Safety Rule Recommendations to Department Heads	12/16	FMW/JVU	complete
I (C) 2	19. Review, approve letter to Employees re access to personnel monitoring results	12/16	RDG	RDG holding
III (K) 2	20. Review, approve fixed point monitor sample points	12/16	RDG	complete
V (B)	21. Evaluate Tyvek garments & report results to S/D	12/16	DFJ	Complete
VII (B) 4	22. Advise plant on (15)	12/16	Med. Division	complete
I (C) 3	23. Send copy of letter (19) to J. Wood	12/17	JVU	See 19
V (E)	24. Write stocking request for Tyvek Supply	12/17	S/D	Complete

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Program Outline Key	Steps	Completion Date	Responsibility	Status
I (A) 1	25. Complete personnel monitoring under Temporary Standard	12/18	COT	stry
I (D)	26. Complete plan for maintenance of fixed point monitors	12/18	KWC	—
VIII (B) 3 (c)	27. Approve Respirator Release Form	12/18	RDG	not sure Doc has copy, will send 12/30
VIII (B) 3 (b)	28. Design Respirator Release State- ment	12/19	JVU	Complete -Designed by Legal
IX (B) 1	29. Prepare Contractor Posture Proposal with regard to Medical Surveillance and respiratory equipment	12/19	FMW	complete
VIII (B) 3 (d)	30. Copy Respirator Release State- ment forms	12/19	EMS	complete
VIII (B) 1	31. Revise Personnel Dosimetry File and set up new system	12/20	COT	complete
VIII (B) 2	32. Send copies of Dosimetry Data to Plant Manager and Process Engineering	12/20	COT	complete
None	33. Write W.O.: Install New Scott Paks	12/20	JVU	open 12/30
I (G) 2	34. Verify achievement of 95% confidence level	12/20	Dept. Heads	complete
VI (A) 1	35. Issue emergency plan draft for review	12/20	GWP	complete
VII (B) 2	36. Design and forward copy of physician's statement to Aberdeen	12/20	Med. Division	complete

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IX (B) 2	37. Approve (30)	12/20	RDG	-
XIV (B)	38. Determine accuracy of Honeywell fixed point monitors	12/20	FJS	
I (A) 2 (a)	39. Write Personnel Dosimetry Program Plan	12/23	COT/JVU	} out 12/30 " ?
I (B) 1	40. Write Fixed-Point Monitor Utilization Plan	12/23	COT/JVU	
VIII (B) 5	41. Design, publish Emergency Release Exposure Procedure	12/23	RWS	
V (D)	42. Arrange for placement of Tyvek supply in maintenance stockroom	12/23	BWA	not reviewed 12/30
XI (B)	43. Establish VCM Safety Rules & return to S/D	12/23	Dept. Heads	have: RS, AG,
None	44. Set up procedure for informing employees of over exposures	12/23	COT/JVU	complete
VIII (B) 4	45. Design Retrieval System - Regulated Area Logs	12/27	COT	
VI (A) 2	46. Return comments on emergency plan to GWP	12/27	Dept. Heads	
I (A) 2 (b)	47. Review, approve Personnel Dosimetry Plan	12/30	RDG	
I (B) 2	48. Review, approve Fixed Point Utilization Plan	12/30	RDG	
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II (B) 1	49. Provide S/D with objections to II (A)	12/30	Dept. Heads	
II (B) 2 (c)	50. Post regulated area signs	12/30	KWC	held for law
V (C)	51. Order Tyvek Garment Supply & followup for 12/30 delivery	12/30	BWA	
V (F)	52. Get stocking request for Tyvek garments approved & arrange for space	12/30	KWC	?
V (G)	53. Draw Tyvek garment supply from stock	12/30	RWS	
I (A) 2 (c)	54. Publish Personnel Dosimetry Plan	12/31	COT/JVU	} held for RDG
I (B) 3	55. Publish Fixed-Point Monitor Utilization Plan	12/31	COT/JVU	
II (B) 3 (d)	56. Place Regulated Area Logs at Gates	12/31	COT	held for law
XI (B) 5	57. Instruct Guards & Receptionist in Control of Regulated Area Logs	12/31	COT	held for law
XI (C)	58. Compile, publish VCM Safety Rules	12/31	FMW	all comments not back
I (C) 4	59. Copy letter (19) and Distribute to all employees with paychecks	12/31	JTW	held for law
VI (A) 3	60. Issue final emergency plan	12/31	GWP	
I (A) 2 (d)	61. Begin Personnel Dosimetry under Permanent Standard	1/1	COT	held for law
X (B) 1	62. Prepare for VCM Training Classes for 1st-Line Supervisors	1/1	JTW FMW.	

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X (B) 2	63. Complete VCM Training classes for 1st-Line Supervisors	1/8	JVU FWS	
X (B) 3	64. Prepare for and schedule VCM Training classes for all employees (classes run by 1st-Line Supervisors)	1/8	JVU FWS	
None	65. Establish respiratory program per OSHA 1910-134	1/15	COT/JVU	
X (B) 4	66. Complete Classes for all employees	1/17	1st-Line Supervisors	
III (K) 7	67. Complete operational check of fixed point monitors	1/17	TRL	
cc: F. Willson J. Uptain O. Tubb D. Knight A. Gallagher				

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II (B) 2 (b)	1. Write Purchase Requisition for Area Signs.	12/9	JVU	Done
II (B) 2 (d)	2. Write W.O.: Post Regulated Area Signs.	12/9	JVU	Done
II (B) 3 (b)	3. Write Purchase Requisitions for Misc. Regulated Area Log equipment.	12/9	JVU	Done
IV (F) 1	4. Modify Respirator List ..	12/9	JVU	Done
V (A)	5. Deliver Trial Tyvek garments to D. Johnson	12/9	JVU	Done
V (H)	6. Write Purchase Requisition: Tyvek Supply	12/9	JVU	Done
II (B) 3 (a)	7. Prepare and Copy Regulated Area Log Sheets	12/10	JVU	Done
IV (F) 3	8. Forward Modified Respirator List to VCM Coordinators, Department Heads.	12/10	JVU	help to wings orig w. K RDG
III (K) 1	9. Define Objective of fixed point monitors	12/12	AFG, FMW	Done
I (G) 1	10. Define Meaning of 95% Confidence level in regulation	12/10	FMW	Done via Weiss
VII (B) 1	11. Confirm Medical Surveillance plans with Medical Division & request copy of Attending Physician's Statement form by 12/20	12/12	FMW	Done
VII (B) 3	12. Request Medical Division Advice on Contractor Posture with regard to Med. Surveillance - need reply by 12/16	12/12	FMW	?

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I (C) 1	13. Prepare letter to employees re access to personnel monitoring results	12/13	JVU	
VIII (B) 3 (b)	14. Design Respirator Release Statements	12/19	JVU	Received AS's 12/19
XI (A)	15. Send VCM Safety Rule Recommendations to Department Heads	12/16	FMW/JVU	done 12/19
I (C) 3	16. Send copy of letter (13) to J. Wood	12/17	JVU	
V (E)	17. Write stocking request for Tyvek Supply	12/17	S/D	
I (A) 1	18. Complete personnel monitoring under Temporary Standard	12/18	COT	
IX (B) 1	19. Prepare Contractor posture proposal with regard to Medical Surveillance and Respiratory equipment	12/19	FMW	Done 12/19
VIII (B) 3 (d)	20. Copy Respirator Release Statement forms	12/19	JVU	Done received 12/19
VIII (B) 1	21. Revise Personnel Dosimetry File and set up new system	12/20	COT	Re-do
VIII (B) 2	22. Send copies of Dosimetry Data to Plant Manager and Process Engineering	12/20	COT	
None	23. Write W.O.: Install new Scott Paks	12/20	JVU	
I (A) 2 (a)	24. Write Personnel Dosimetry Program Plan	12/23	COT/JVU	
I (B) 1	25. Write Fixed-Point Monitor Utilization Plan	12/23	COT/JVU	

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VIII (B) 5	26. Design, publish Emergency Release Exposure Procedure	12/23	FMW/JVU	
VIII (B) 4	27. Design Retrieval System - Regulated Area Logs	12/27	COT	
I (A) 2 (c)	28. Publish Personnel Dosimetry Plan	12/31	COT/JVU	
I (B) 3	29. Publish Fixed-Point Monitor Utilization Plan	12/31	COT/JVU	
II (B) 3 (d)	30. Place Regulated Area Logs at Gates	12/31	COT	
XI (B) 5	31. Instruct Guards & Receptionist in Control of Regulated Area Logs	12/31	COT	
XI (C)	32. Compile, publish VCM Safety Rules	12/31	FMW	
I (A) 2 (d)	33. Begin Personnel Dosimetry under Permanent Standard	1/1	COT	
X (B) 1	34. Prepare for VCM Training Classes for 1st-Line Supervisors	1/6	DDK	
X (B) 2	35. Complete VCM Training classes for 1st-Line Supervisors	1/8	DDK	
X (B) 3	36. Prepare for and schedule VCM Training classes for all employees (classes run by 1st-Line Supervisors)	1/8	DDK	
	37. Set up procedures for informing employees of over exposure to VCM	12/31	JVU	
	38. Respiratory protection program	1/15	JVU	

cc: F. Willson
J. Uptain
O. Tubb
D. Knight
A. Gallagher