

**Lawrence Berkeley National Laboratory
Contract Assurance Council
Meeting Minutes**

**Wednesday, September 13, 2006
University of California—Office of the President
Franklin Building, Room 9024**

CAC members or representatives present:

Bob Foley	Gary Falle for Bruce	Larry Coleman
Bob Van Ness	Darling	John Layton by phone
Judy Boyette	John Oakley	

CAC members absent:

John Birely	Jeff Blair	Patrick Reed
Buck Koonce	Anne Broome	

UCOP Staff:

Jim Hirahara	Sharon Eklund by phone
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Guest participants:

David McGraw, LBNL	Howard Hatayama,	John Chernowski, LBNL
Sandy Merola, LBNL	LBNL	Ron Nelson, UCOP
	Jerry Ohearn, LBNL	

Introductory Remarks/Action Item Review

Bob Van Ness welcomed members and guests to the Contract Assurance Council (CAC) monthly meeting and asked Jim Hirahara to review the open Action Items (see end of minutes for detailed listing of Items):

- Items 12 and 13—These will remain open until discussion in October or November;
- Items 19 and 20—David McGraw will give an introductory briefing on principal investigator (PI) management roles, responsibilities, authorities, and accountabilities to the CAC today that may close these items; and
- Items 21 and 24—Discussion of these items will be deferred to a future meeting.

The Council members unanimously approved the minutes of the August 9, 2006, meeting as submitted.

Principal Investigator Environment

David McGraw, LBNL Chief Operating Officer, discussed accountability and responsibility in Laboratory research and operations, including the financial; human resources (HR); and environment, health, and safety (EH&S) roles of PIs. The current policies and procedures are available on-line and include responsibilities of PIs. Upon recent review, however, it became

clear that the Letters of Delegation of Authority require updating. The signature authority of PIs is under review, and the Chief Financial Officer (CFO) is currently leading a project to result in consolidation of authorities in one location for achieving better institutional clarity and consistency.

McGraw explained that it is important that the Laboratory establish a consistent definition of PI. There are about 750 LBNL PIs at any one time; they are classified as supervisors and must attend supervisory training. (McGraw said that he would provide Council members with the LBNL pie chart that indicates how many PIs are from various campuses and other universities.) The training should cover program performance, EH&S, HR management, and other accountabilities as appropriate to the PI assignment. The Laboratory was not consistent in incorporating responsibilities into supervisory training in the past, but now all new supervisors are receiving training in these areas, and all current supervisors are planned to receive the training next year. (85% of PIs are trained at this point.) It is essential that PIs understand that responsibilities go beyond scientific responsibilities. (McGraw said that he would supply the Council members with a copy of the partial address Director Chu sent to LBNL PIs on the subject of their responsibilities.) Judy Boyette added that LBNL has developed model supervisory training that UCOP has shared with the campuses. McGraw indicated that most PIs understand their responsibilities or will by the end of the year, but the responsibilities are not well documented. For example, if asked, most PIs would probably know their finance and safety responsibilities well but not their HR responsibilities. Director Chu conducts monthly meetings with Division Directors, and responsibilities and accountability are frequently on the agenda. The Lab will have recommendations related to the consolidation of authorities project next month and will include milestones for project completion. John Layton would like to hear a report on project progress.

McGraw also reported that as the fiscal year draws to a close, many employees are working longer than normal days. Howard Hatayama has designated staff to help those who are experiencing high levels of stress, fatigue, and ergonomic issues, and he has established a “Safe Harbor.” Senior Lab managers need to foster awareness of this resource.

Infrastructure Challenges

Jerry Ohearn—LBNL Department Head for Planning, Design, and Construction—reported that the seismic program is a major infrastructure priority, involving evaluation of 1.8M square feet of space for seismic safety utilizing the UC seismic evaluation system. About 1.4M square feet have been evaluated to date and nearly 90% of the total will be evaluated by the end of the year—ahead of schedule. DOE has allocated \$23M for making seismic corrections, but at least \$70M will probably be needed. In terms of the other major infrastructure priority of laboratory rehabilitation, when all the seismic evaluations and condition assessments are complete in FY08, LBNL will prioritize the needs. The Laboratory is continuing to look for opportunities to move employees from leased space back “up to the hill” to attain cost efficiencies. Ohearn explained that funding is available to address the seismic corrections needed in Buildings 50 and 74, but the Bevatron demolition project funding has been delayed 18 months. The Laboratory has been receiving constant

funding of about \$4M per year for General Plant Projects (GPPs). The infrastructure message is that

- Funding for Phase II of the Seismic Corrections is not anticipated before 2012.
- The costs associated with moving employees will be substantial.
- Building 74 needs new building systems, which will use up three years of GPP funding.
- GPP funding is over-prescribed by a factor of three—LBNL would like to request \$12M per year for GPPs.
- Director Chu is talking with DOE/SC about receiving funding at a higher level, more equitable with other SC sites. (The SC Chief Operating Officer (COO) is new and has established a COO Forum where these kinds of discussions will take place.)

Action Items:

#	Responsible Party	Action	Date Added	Status
12	Hatayama LBNL	Personally review LBNL select agent processes and personnel to assure appropriate controls are in place—report back to CAC.	05/10/06	OPEN
13	Eklund UCOP	Add <i>Select Agents</i> as a topic to a future CAC agenda.	05/10/06	OPEN
19	Merola/ Burnside LBNL	Define operational requirements and associated agreements in regard to LBNL research on UCB campus. This includes ES&H and other operational requirements.	06/14/06	OPEN
21	McGraw/ Hatayama LBNL	Report on controlled substances process improvements.	06/14/06	OPEN
24	Krupnick LBNL	Provide further detail on LBNL Advisory Board report (independent operating ventures and need for review of oversight mechanisms references).	08/09/06	OPEN
25	McGraw LBNL	Provide Council members with the LBNL pie chart that indicates how many PIs are from various campuses and other universities.	09/13/06	OPEN

26	McGraw LBNL	Provide progress report on consolidation of authorities project and milestones for project completion.	09/13/06	OPEN
		<i>On-going Actions</i>		
5	Eklund UCOP	Schedule a ten-minute Executive Session at the close of each CAC quarterly meeting.	04/12/06	Quarterly Action
6	Eklund UCOP	Schedule quarterly CAC meetings to be held at LBNL.	04/12/06	Quarterly Action
7	Hirahara UCOP	Implement a call for agenda topics prior to each meeting.	04/12/06	Monthly Action
22	Fernandez	Report quarterly on supply chain initiative planned cost savings versus actual.	06/14/06	Quarterly Action
		<i>Completed or Cancelled Actions</i>		
1	Chernowski LBNL	Modify Risk Registry report to include a column in which BSO concurrence with the current status of the item can be indicated.	04/12/06	Cancelled
2	Chernowski LBNL	Plan C31 Risk Registry updates for the quarterly meetings and as-needed at the monthly meetings.	04/12/06	Done—next report at 07/12 meeting
3	Fernandez LBNL	Brief the Council on how LBNL is tracking cost savings and the current status.	04/12/06	Done—held on 6/14
4	Chernowski LBNL	Schedule a dry run of the presentation to senior LBNL and BSO management of second quarter performance. (UC-internal only).	04/12/06	Done—held on 05/02
8	Merola LBNL	Provide the Council with the number of LBNL PIs working with controlled substances.	05/10/06	Done—presented on 6/14
9	Merola LBNL	Provide the Council with the quantity of controlled substances ordered by LBNL annually.	05/10/06	Done—presented on 6/14

10	Merola LBNL	Provide the Council with the number of discrete locations where controlled substances are handled at LBNL.	05/10/06	Done— presented on 6/14
11	Hatayama LBNL	Personally review LBNL controlled substance and drug precursor processes and personnel to assure appropriate controls are in place—report back to CAC.	05/10/06	Done— presented on 6/14
14	Eklund UCOP	Add <i>Accounts payable</i> as a topic to a future CAC agenda.	05/10/06	Done— presented on 7/12
15	Krupnick LBNL	Provide CAC with further detail on the thorium inventory and reportability.	05/10/06	Done— presented on 7/12
16	Merola LBNL	Provide LBNL Advisory Board report to CAC when complete.	05/10/06	Done— presented on 8/9
17	Hirahara LBNL	Invite Aundra Richards to 07/12 Quarterly CAC Meeting.	05/10/06	Done— discussed on 6/14
18	Koonce LBNL	Identify the UCOP senior management “owner” of the LBNL bonding issue.	05/10/06	Done— presented on 6/14
20	Merola LBNL	Explain how LBNL manages Principal Investigators.	06/14/06	Done— presented on 9/13
23	Koonce/ Eklund UCOP	Provide Susan Thomas, UC-GC, a copy of the policy and procedures regarding who in Purchasing should have access to the vendor master.	07/12/06	Done—sent on 07/19
26	McGraw LBNL	Supply the Council members with a copy of the address Director Chu sent to LBNL PIs on the subject of their responsibilities.	09/13/06	Done—sent with September meeting minutes