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Description of document:	Chemical Safety and Hazard Investigation Board (CSB) Meeting Minutes, 2016-2017
Requested date:	29-August-2017
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**U.S. Chemical Safety and
Hazard Investigation Board**

1750 Pennsylvania Avenue NW, Suite 910 | Washington, DC 20006
Phone: (202) 261-7600 | Fax: (202) 261-7650
www.csb.gov

Vanessa Allen Sutherland
Chairperson and Member

Manny Ehrlich, Jr.
Board Member

Rick Engler
Board Member

Kristen M. Kulinowski, Ph.D.
Board Member



September 25, 2018

E-mail delivery

Re: FOIA Request R17-048

This letter is a final response from the Chemical Safety and Hazard Investigation Board (CSB) to your e-mail of August 29, 2017, in which you made a Freedom of Information Act (FOIA) request for: “[a] copy of the Board’s Meeting Minutes for the meetings during Calendar Year 2017 (to date) and Calendar Year 2016.”

On September 27, 2017, I sent you a letter confirming that you narrowed your request to “minutes of meetings of the CSB Board Members plus adjunct staff necessary for meeting administration” in a telephone conversation with me the same day.

Attached please find the documents you requested. They have been redacted under the following exemptions to the FOIA: Exemption 5, which protects intra-agency communications that are pre-decisional/deliberative; Exemption 6, which protects personal privacy interests; and Exemption 7(A), which protects enforcement proceedings from interference.

Resources

This response completes the CSB’s processing of your request, which is now closed. If you have any questions about this response, feel free to contact me by telephone at: 202-261-7619, or by e-mail at michele.bouziane@csb.gov.

If you believe that these FOIA exemption determinations have been made in error, you may contact our FOIA Public Liaison, Tom Zoeller, Senior Advisor at 202-261-7618, for any further assistance, and to discuss any aspect of your request.

**U.S. Chemical Safety and
Hazard Investigation Board**

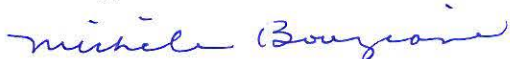
Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with the response to this request, you may submit an administrative appeal. Such an appeal must be made in writing and must be postmarked, or electronically transmitted, within **90 days** of the date of this response letter. An appeal should include: a copy of your initial request; a copy of this letter; and a statement of the circumstances, reasons, or arguments supporting your position. To ensure proper handling, you should mark an appeal letter and its envelope as a "FOIA Appeal." FOIA appeals should be e-mailed to foiaappeals@csb.gov or mailed to:

ATTN: Office of the General Counsel/FOIA Appeals
Chemical Safety and Hazard Investigation Board
1750 Pennsylvania Ave, NW, Suite 910
Washington, DC 20006

PLEASE NOTE: If you attach a zip file to your appeal in an email, the receipt of your appeal may be delayed. If you need to send a zip file, please cc: your appeal to ray.porfiri@csb.gov.

Sincerely,

A handwritten signature in blue ink that reads "Michele Bouziane".

Michele Bouziane
FOIA Officer

Attachment: CSB Board Meeting Summaries, also referred to as "Sunshine Act" Summaries, 135 pages, redacted



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : DCRC Deployment

Meeting Date : 1/4/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Delaware City Refining Company Deployment

(b) (5)

(b) (5)

The team is exploring the potential to develop a safety bulletin or small product related to the deployment.

Deployment Analysis

(b) (5)

Submitted By : *Cory MK*

Date : *1/4/16*

Reviewed By : *Salvatore*

Date : *1/6/16*



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q

Meeting Date : 1/7/2016

Location : CSB HQ

Attendees: Ehrlich, Sutherland, Kulinowski, Engler, Anenberg, Tinney, Robinson, Wenzel, McCormick,

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

West Fertilizer

Board Members are reviewing the West Fertilizer investigation report. (b) (5)

(b) (5)

Exxon Mobil Public Meeting

(b) (5)

(b) (5) The CSB will hold their own news conference on the morning of the public meeting. (b) (5)

Action Plan Update

The Action Plan will be distributed with an update on third quarter goals.

Deployment Discussion

The Director of Incident Screening is training four new incident screening personnel from investigation teams to assist with future screening activities.

Land Use Study

The CSB will discuss the proposed Land Use Study at the upcoming business meeting. (b) (5)

(b) (5)

Investigations Update

(b) (5)

Board Activities

The Board is working on the FY 2016 Operating Budget. (b) (5)

(b) (5)



CSB Sunshine Act Summary
CSB-BF-006

(b) (5)

Submitted By: *Ang MK*

Date : *1/7/16*

Reviewed By: *paull*

Date : *1/12/16*



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : PeroxyChem Deployment Meeting

Meeting Date : 1/19/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick, and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Incident Description

The incident occurred at the PeroxyChem Bayport Plant in Pasadena, Texas. (b) (5)

(b) (5), (b) (7)(A)

Incident Screening Follow Up

(b) (5), (b) (7)(A)

Submitted By : *Cory M...*

Date : 1/19/16

Reviewed By : *paralle*

Date : 1/22/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 1/19/2016

Location : CSB HQ

Attendees: Sutherland, Engler, Banks, Cohen, McCormick, Wenzel, Kulinowski, Ehrlich

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

West Fertilizer Public Meeting

The CSB has received a request from plaintiff in the upcoming legal case related to the West Fertilizer investigation to move location of the CSB's public meeting in order to not affect the jury pool. The CSB does not have plans to move the public meeting location. (b) (5)

(b) (5)

(b) (5)

The Federal Register notice and press release are posted on the agency website.

Submitted By : Amy McCormick

Date : 1/19/16

Reviewed By : [Signature]

Date : 1/22/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 1/26/2016

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Kulinowski, Engler, Cohen, Wenzel

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Staffing Plan

Chair Sutherland provided an overview of the Staffing Plan and discussed the priorities for hiring in FY 2016. The Financial Operations Department provided background information related to the open positions and the GS levels proposed for each position. Leadership Team members were asked to prepare plans for future hiring efforts.

Submitted By : Amy McCormick

Date : 1/26/16

Reviewed By : [Signature]

Date : 1/29/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 2/3/2016

Location : CSB HQ

Attendees: Engler, Ehrlich, Kulinowski, Sutherland, Wenzel, McCormick, Morris, Cohen, Robinson, Banks, Holmstrom, Brown

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Agency Communication

CSB Q/LT meetings are open to all members of the staff. There will be a joint Q/direct reports meetings every Tuesday at 11. A standing meeting will be added to the Resource Calendar. The purpose of these meetings will be to discuss big picture issues and have updates from smaller agency teams. The purposed of consolidating the meetings is to reduce the number of meetings and ensure that meetings are run well. All future agendas should include agendas with times, designated presenters and questions for discussion or proposals for review.

HF Study

(b) (5)

(b) (5) The agency needs to prioritize resources for initiatives for remainder of fiscal year. Chair Sutherland asked all staff to make a list of top 5 priorities for the remainder for FY 2016. Before moving forward with an HF Study, the agency needs to understand how studies will fit into a strategic plan.

Staffing Plan

Chair Sutherland gave an overview of OPM requirements for Federal hiring. She also inquired about the status of the Human Capital Plan and requested an update in a future Q/LT meeting.

Board Activities

Member Kulinowski will be presenting a briefing on TSCA next week, will speak at the ACS Spring Meeting in March and speak at an NFPA event with Veronica. Chair Sutherland will present at an ACC meeting on February 9 in DC with the small enterprises group. Member Ehrlich will speak at CCNJ in March, ACC in March, DIERS in March, NFPA in May, and ILTA in September. Member Engler will conduct advocacy for California Refinery Safety Reform Efforts.

Upcoming agency events include hosting AIChE at CSB office on February 10, ASSE on February 17, an upcoming meeting with EPA on the RMP Rule revisions, Sonja Haber's presentation on February 17, and a presentation at NRC on February 18.



CSB Sunshine Act Summary CSB-BF-006

Co-Led Initiatives

(b) (6)

Staff Updates

The Recommendations Department sent Recommendations Status Changes to OGC for notation item voting. (b) (5)

(b) (5)

(b) (5)

Chair Sutherland is organizing a refinery tour through AFPM in May.

Submitted By: *Ang M*

Date: 2/3/16

Reviewed By: *Paul*

Date: 2/5/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Exxon Mobil Investigation

Meeting Date : 2/8/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick and Staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Interim Public Meeting

The Board held an interim public meeting to discuss preliminary findings on the ExxonMobil investigation. There appeared to be overwhelming support for ExxonMobil's safety culture by public meeting attendees. Member Engler spoke to the USW local who stated that the company encouraged employees to attend given the proposed sale of the facility and the possibility of a plant closure. (b) (5)

(b) (5)

Emergency Response Notification System

The City of Torrance has made changes to the emergency response notification system following the incident. There is currently a voluntary notification system. The refinery does not have a system for mass communication. The City is able to make a mass communication message more quickly.

Steps Forward

(b) (5)

Submitted By: Amy Mark

Date : 2/8/16

Reviewed By: paul

Date : 2/12/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 2/9/2016

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Wenzel, Engler, Tinney, Robinson, Holmstrom, Cohen, McCormick, Banks, Kulinowski, Kaszniak, Lau, Smith, Morris

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

FY 2016 Priorities

(b) (5)

(b) (5) The Board and Leadership Team will decide the resources are needed to complete top priorities and a streamlining process for the completion of FY 2016 activities.

Resource Discussions

(b) (5)

Submitted By :

Amy McCormick

Date :

2/11/16

Reviewed By :

per

Date :

2/12/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : CCPS/AIChE Introductory Meeting

Meeting Date : 2/11/2016 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Collaboration between CSB and CCPS

The mission statements for both the CSB and CCPS focus on the elimination of process safety incidents. There may be opportunities for both organizations to collaborate to meet that objective.

GCPS Conference

The GCPS Conference will take place on April 11-14, 2016, in Houston, Texas. The discussions on April 13 will focus on lessons learned during incident investigation. Chair Sutherland will lead the session on case studies and will be followed immediately by Johnnie Banks' West Fertilizer presentation. On April 14 there will be a Steering Committee meeting with process safety leaders. Chair Sutherland will provide an overview of CSB lessons learned. EPA and OSHA will also attend.

Safety Culture Discussions

Shakeel Kadri has been leading efforts on safety culture since the NASA Columbia incident. CCPS is writing a book on safety culture with a preface by former CSB Chairperson John Bresland. The book will include a section on safety in chemical engineering education. The safety culture book will be tailored for an industry-based audience and is targeted for completion this year.

CCPS Membership

Several government organizations have CCPS memberships, including EPA, OSHA and Contra Costa County.

Submitted By : *Gary Meek*

Date : *2/11/2016*

Reviewed By : *[Signature]*

Date : *2/12/16*



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 2/11/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, Morris, Cohen and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Outreach Plan

Communications Manager Hillary Cohen provided an overview of outreach opportunities for the Board. The GCPS conference will be attended by all board members. Board members will be invited to have quarterly discussions about their outreach activities. Outreach should be tied to recommendations work and closures. The CSB is expanding stakeholder outreach to environmental justice organizations, public health organizations, and minorities and women in chemistry and chemical engineering.

London Travel

Member Kulinowski is developing Foreign Travel Request Form to present to the Fire and Blast Information Group (FABIG) on the Caribbean Petroleum investigation. (b) (5)

(b) (5)

California PSM Travel

Member Engler is arranging outreach events in California to discuss PSM advocacy

Guest Speaker Series

Member Engler is organizing the Guest Speaker Series. A representative from USW will speak about whistleblowing. Another proposed topic is TSCA reform.

February 23 Business Meeting

Board members will discuss the land use study, the Board speaker series, experiences from the West Fertilizer investigation, board member outreach activities and the agenda for the April business meeting.

Submitted By : Amy meek

Date : 2/11/16

Reviewed By : [Signature]

Date : 2/12/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : West Fertilizer After Action Report

Meeting Date : 2/11/2016 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

West Fertilizer Deployment

The team discussed several areas related to the West Fertilizer deployment including interactions with other federal agencies, access to evidence and witnesses, defining roles and responsibilities, incident command, and deployment duration.

West Fertilizer Report Development

(b) (5)



West Fertilizer Public Meeting

(b) (5)



Recommendations

The team discussed changes to the recommendations near the end of the investigation process, the use of recommendations primers, and interactions with recommendations recipients.

Submitted By: Amy McCormick

Date : 2/11/16

Reviewed By: Kara Wenzel

Date : 2/18/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Board Quorum/Leadership Team Meeting



Meeting Date : 2/16/2016 **Location :** CSB HQ

Attendees: Vanessa Allen Sutherland, Kristen Kulinowski, Manny Ehrlich, Rick Engler, Kara Wenzel, Sabrina Morris, Staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

CSB 2016 Priorities

Chair Sutherland discussed the agency's top priorities for FY 2016 and the plan to accomplish through reviewing current procedures and processes. The list of priorities should include input from Finance and Administration to ensure goals may be attained and supported with appropriate resources. The list of priorities included the completion of current investigations.

Advocacy Initiatives

(b) (5)

Deployment Procedures

(b) (5)

Submitted By : 

Date : 2/16/16

Reviewed By : 

Date : 2/18/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Assistant General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Board Quorum: Safety Culture Forum

Meeting Date : 2/17/2016

Location : CSB HQ

Attendees: Vanessa Allen Sutherland, Kristen Kulinowski, Manny Ehrlich, Rick Engler, Kara Wenzel, Sabrina Morris, staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Safety Culture Forum:

Dr. Douglas Minnena from the Defense Nuclear Facilities Safety Board (DNFSB) and Dr. Sonja Haber of Human Performance Analysis Corporation led a discussion on corporate safety culture with CSB Board Members and staff. The discussion focused on the role of individual culpability in organizational accidents; the role of individual accidents as indicators for safety culture weaknesses; the role of probability and chance in corporate accidents; and the role of corporate safety culture in CSB investigations.

CSB Investigator Cheryl MacKenzie provided an overview of the CSB's BP Texas City investigation as the agency's first experience investigating corporate safety culture.

Finally, the group developed questions that can be used for the evaluation of safety culture in an ongoing investigation.

Submitted By : Amy Mack

Date : 2/17/16

Reviewed By : pauer

Date : 2/18/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Assistant General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Guest Speaker Series - Bob Bernardo (NRC)

Meeting Date : 2/18/2016 **Location :** CSB HQ

Attendees:

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Mr. Bernardo provided attendees with an overview of the Nuclear Regulatory Commission (NRC) (b) (5)

Mr. Bernardo discussed the March 11, 2011, earthquake and subsequent tsunami that struck Japan, resulting in extensive damage to the nuclear power reactors at the Fukushima Daiichi facility. Lessons learned from the accident in the United States are as follows: 1) the system review of the safety of U.S. facilities includes systematic and methodical reviewing process of all nuclear facility structures; and 2) education and cooperation with other Federal agencies ensures all are working towards the same common goal to inform impacted individuals in a timely manner with the correct information about an incident. Mr. Bernardo also described the role of human error when preparing for a nuclear disaster.

Submitted By : *Ang mck*

Date : *2/18/16*

Reviewed By : *paralle*

Date : *2/18/16*



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : OSH Program / Board Order 17

Meeting Date : 2/18/2016 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Kaszniak, Wenzel, McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Occupational Safety and Health Program

DASHO Mark Kaszniak provided an overview of previous OSH Plan at 2175 K Street and the ongoing plan development at 1750 Pennsylvania Avenue. The agency is working on the FY 2016 interagency agreement with FOH for occupational health services, OSHA training, and AED equipment training. (b) (5)

(b) (5)

Submitted By : Amy McCormick

Date : 2/18/16

Reviewed By : Kara Wenzel

Date : 2/18/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : FOIA Training

Meeting Date : 2/22/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

FOIA Program Overview

The Office of General Counsel provided an overview of the CSB's FOIA program, the volume of requests received each year, an overview of the definition of a record, the statutory requirements related to FOIA, and the FOIA exemptions.

Submitted By : Amy McCormick

Date : 2/22/16

Reviewed By : Kara Wenzel

Date : 2/20/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Public Affairs

Meeting Date : 2/23/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, Cohen, and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Public Meeting Outreach Plan

Communications Manager Hillary Cohen discussed the Public Affairs Department's public meeting checklist used to prepare for agency events, an overview of outreach efforts and the schedule for upcoming business meetings and public meetings.

Public Affairs Contract

Communications Manager Hillary Cohen provided an overview of the public affairs support contract. (b) (5)

(b) (5)

Submitted By : Amy Mek

Date : 2/23/2016

Reviewed By : [Signature]

Date : 2/26/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Board Quorum/Leadership Team Meeting

Meeting Date : 2/23/2016 **Location :** CSB HQ

Attendees: Vanessa Allen Sutherland, Kristen Kulinowski, Manuel Ehrlich, Richard Engler, Kara Wenzel, Sabrina, staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Communications Manager provided an overview of the revised public comment sign up sheet.

Finance Director shared updates on current CSB Staffing request and provided the Board and team with a Budget overview, which included projections for 2017.

(b) (7)(E), (b) (5)

Director of Western Regional Office led a discussion on deployments (b) (5)

(b) (5)

Submitted By : Amy MK

Date : 2/23/16

Reviewed By : paul

Date : 2/26/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Assistant General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : All Hands Meeting

**Meeting
Date :** 2/26/2016

Location : CSB HQ

Attendees: Chair Sutherland, Member Kulinowski, Members Ehrlich and Engler (phone), Kara Wenzel, Amy McCormick, staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Code of Conduct and Introduction

Chair Sutherland opened the meeting by reading from the CSB's Code of Conduct and provided an overview of the meeting agenda.

Resource Calendar Demonstration

Veronica Tinney provided a demonstration to staff of how to open and use the resource calendar in Outlook. The resource calendar is a tool that will be used agency-wide to share information about important meetings, staff outreach opportunities, travel, and holidays.

OSC 2302(c) Certification

Amy McCormick summarized the Office of Special Counsel (OSC) initiative 2302(c) related to Whistleblower rights, Prohibited Personnel Practices (PPP) and Hatch Act Compliance. She showed staff where information from OSC can be found in the DC and Denver Offices, on the CSB's website (www.csb.gov), and on the agency's SharePoint-based intranet.

Member Engler Update

Member Engler informed staff that he is continuing his work on California PSM reform advocacy and EPA RMP advocacy.

Incident Screening Discussion

The CSB's new incident screeners described their experience with the program to the staff. The highlighted aspects they believe to be the most successful from an investigations perspective and highlighted areas that may be revised in the future.

WIC Presentation

The Workplace Improvement Committee (WIC) described their ongoing activities related to improving internal communications, work schedules, employee on-boarding, and employee health and wellness. The WIC will give a more-detailed presentation at the March All Hands Meeting.

Human Resources and Administration Update



CSB Sunshine Act Summary CSB-BF-006

Anna Brown summarized a variety of ongoing human resources and administrative initiatives, including the FY 2016 Action Plan, (b) (5)

(b) (5)

Chair's Update

The Chair informed staff that she received feedback from staff related to office lunch events and potlucks. She will discuss concerns with the leadership team and Board in an upcoming meeting. She emphasized to the staff that all events have been staff-initiated and at individual staff members' expense. No agency funding was used for these events. Staff are encouraged to speak to the Chair about any legal, ethical, safety, policy or appearance concerns related to these team building events. The Chair is available during Chats with the Chair on Thursday afternoons, for individual one-on-one meetings, or alternately, staff member can share concerns with their supervisors or the Office of General Counsel.

(b) (5)

Submitted By: *Ang Melt*

Date: *2/26/2016*

Reviewed By: *puu*

Date: *2/26/16*



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Assistant General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Procurement Training

**Meeting
Date :** 2/29/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Wenzel, McCormick, Bouziane, Porfiri, Smith, Brown

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

CSB Procurement Process

Allen Smith provided an overview of the CSB's procurement function. This included the history of the CSB's procurement process, Board Order 24/27; statistics on procurement activities since 2013; an overview of the Federal Acquisition Regulation (FAR); the procurement workflow; roles and responsibilities; standards of conduct; and OIG audits and POA&M.

Submitted By : Amy McK

Date : 2/29/16

Reviewed By : Pauline

Date : 3/18/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Board Quorum/Leadership Team

Meeting Date : 3/1/2016

Location : CSB HQ

Attendees: Vanessa Allen Sutherland, Kristen Kulinowski, Rick Engler, Kara Wenzel, Sabrina Morris, Staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

"Dare to Disagree"

The team reviewed the Ted presentation, "Dare to Disagree," by Margaret Heffernan, and staff shared their insight on engaging colleagues during their review of completed work products and the benefits and challenges associated with opposing dialogue.

Procurement Update

(b) (5)



Deployment Process

The Investigations Supervisors provided an update on the CSB's deployment process. The Chair asked the team to provide a formal update on March 22.

Submitted By : *Angie Mack*

Date : 3/1/16

Reviewed By : *puller*

Date : 3/18/16



CSB Sunshine Act Summary CSB-BF-006

To : Michele Bouziane
Assistant General Counsel

From : Amy McCormick
Board Affairs Statement

Subject : CB&I: Solid State Alkylation Presentation

Meeting Date : 3/3/2016, 12:00 PM **Location :** CSB HQ

Attendees: Chicago Bridge and Iron (CB&I); Sutherland, Kulinowski, Engler, Ehrlich, Holmstrom, Wingard, Bouizane; McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Guest speakers from CB&I made a presentation to the board related to solid state alkylation alternatives. CB&I has four specific groups within the company; including, technology development, engineering and construction; capital services (environmental solutions) and fabrication services. The technology group includes the refining portfolio. CB&I has done some joint ventures in refining technologies with Chevron Refining. They have also done joint ventures with Shell Refinery.

Submitted By : Amy mlk

Date : 3/3/16

Reviewed By : paul

Date : 3/18/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 3/8/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick, Banks, Holmstrom, Cohen, Brown, Robinson, Parasram

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Strategic Planning

(b) (5)

CSB Staffing

(b) (5)

Office of General Counsel

(b) (5)

Office of Administration

(b) (5)

Public Affairs

(b) (5)

Investigations (DC)



CSB Sunshine Act Summary CSB-BF-006

(b) (5)

[Redacted]

Investigations (Denver)

(b) (5)

[Redacted]

Finance

(b) (5)

[Redacted]

Recommendations

(b) (5)

[Redacted]

Incident Screening

(b) (5)

[Redacted]

Staff Updates

Member Kulinowski will travel to the UK to present on the CAPECO investigation. She will then travel to the American Chemical Society meeting in San Diego and present at ACS fall meeting in Philadelphia in August. She met with John Howard (NIOSH) about opportunities for collaboration between both organizations. Member Ehrlich is attending a DNV course on BSCAT. He will meet with ACC and Koppers to discuss the West Fertilizer investigation. Member Engler will speak at USW event in May in California to advocate for refinery reforms and the OSHA standard on data availability.

The DC investigation team has prepared a DCRC presentation for the last week of March. A Freedom Industries presentation on the investigation status is scheduled for the end of March. The team is working on a data submission to the IG by Thursday. Finally, Mr. Banks will participate in an Energy Bar webinar on West Fertilizer.

(b) (5)

[Redacted]

The Denver investigation team will be doing outreach on Macondo. Mr. Holmstrom will speak to SPE in Norway. Investigator MacKenzie will present on Human Factors issues in the United Kingdom.

An EEOC liaison will be in the office this week to discuss opportunities to update existing board orders/procedures.

Chair Sutherland will participate in a webinar with the Energy Bar Association. She also provided an overview of the hiring process, organizational consultant work to update performance plan templates.



CSB Sunshine Act Summary
CSB-BF-006

Submitted By : *Ang MK*

Date : *3/8/16*

Reviewed By : *Paul*

Date : *3/18/16*



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : PHMSA Brown Bag

Meeting Date : 3/15/2016

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

PHMSA Brown Bag

Staff members from the Pipeline and Hazardous Materials Safety Administration (PHMSA), provided an overview of the process of NTSB Recommendations on Rulemaking, Safety Management Systems (SMS), and Performance-Based Regulations.

Submitted By : Amy McCormick

Date : 3/15/16

Reviewed By : [Signature]

Date : 3/18/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Board Quorum/Leadership Team

Meeting Date : 3/15/2016 **Location :** CSB HQ

Attendees: Vanessa Allen Sutherland, Manny Ehrlich, Rick Kessler, Kara Wenzel, Sabrina Morris, staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Introduction (Vanessa Allen Sutherland):

On March 15 there will be a Lunch and Learn featuring guest speakers from the Pipeline and Hazardous Materials Safety Administration's (PHMSA) Associate Administrator for Office of Pipeline Safety (OPS) Jeff Wiese and Deputy Associate Administrator for OPS Alan Mayberry to provide a regulators perspective on safety management systems, implementing NTSB recommendations, and safety-related standards. (b) (6),

(b) (5)

(b) (5) (b) (6)

(b) (6)

(b) (5)

(b) (5) On March 21, there will be a brown bag presented by Wills Hougland on his training related to API 57. Finally, Chair Sutherland will lead the March 22 all hands meeting from the Denver office.

Board Member Manny Ehrlich provided a brief overview of upcoming presentations and workshops in which he is involved and coordinating for March, April, and May.

Board Affairs Specialist Amy McCormick provided a status update on the (b) (5) Contract.

Communications Manager Hillary Cohen provided a status update on the contract for (b) (5) and hosting and the coordination of activities (b) (6)

Director of Administration Anna Brown provided status updates on Inspector General actions, and she requested all managers to update their portion of the Action Plan.

Board Member Rick Engler provided status updates on Whistle Blower Issues involving Macondo. He is working with the staff on comments related to the RMP Rule revision and Refinery Safety Reforms in California.

Acting General Counsel Kara Wenzel shared updates and outcomes of recent ABA OSH Conference.



CSB Sunshine Act Summary CSB-BF-006

(b) (5)

Director of Western Regional Office Don Holmstrom provided updates on the Tesoro Martinez, Williams Olefins, Macondo, ExxonMobil, and Dupont LaPorte investigations.

Investigator Lucy Tyler provided status updates on the Freedom Industries and Delaware City Refining Company (DCRC) investigations.

The CSB will be featured in the May edition of Chemical Processing Safety Magazine. The Employee Viewpoint Survey is coming up in April. Additional information is forthcoming in the Communique or during the all hands meeting. Please submit any items for the all hands to Board Affairs Specialist Amy McCormick.

Submitted By: *Amy MK*

Date: *3/15/16*

Reviewed By: *Paul*

Date: *3/18/16*



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Tesoro Martinez Recommendations

Meeting Date : 3/17/2016

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Kulinowski Engler, Morris, McCormick, Tinney, Kaszniak Holmstrom, Tillema, Lyon, Johnson

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Tesoro Martinez Recommendations

(b) (5)

(b) (5)

(b) (5) This case study can be used to continue outreach to companies who may be in similar situations.

There are several investigations that have been released as case studies without recommendations, including Millard Refrigerated Services. The determination of whether or not recommendations will be included in an investigation is determined on a case-by-case basis. (b) (5)

(b) (5)

(b) (5)

(b) (5)

Submitted By: Amy Meek

Date: 3/17/16

Reviewed By: [Signature]

Date: 3/18/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : All Hands Meeting

Meeting Date : 3/22/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Wenzel (counsel), McCormick (reporter) and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Impact Report (Veronica Tinney)

The recommendations department developed an Impact Report that can be distributed for speaking engagements.

Hiring Update (Vanessa Sutherland)

(b) (5)

Partnership for Public Service (Vanessa Sutherland)

Partnership for Public Service (PPS) has given an overview of best practices related to the Best Places to Work survey. One of the takeaways from the training is that the way people treat one another is as important as how managers and leadership treat those above and below them.

Other Announcements

1. EPA RMP comments are due on May 12. There will be a public meeting in DC on March 29 that staff members can attend next week.

(b) (5)

3. Kristen has recently attended FABIG and ACS conferences to discuss CSB investigations. In the coming weeks, she will give presentations at the University of Houston and Rice University.

4. We are near to the end of the second quarter, so we need to update and close out items. Please send updates to John as soon as possible.

5. Veronica, Lucy and Jerad wrote a short piece on land use as related to school sites that has been submitted for publication in a journal.

Submitted By : Amy McCormick

Date : 3/22/2016



CSB Sunshine Act Summary
CSB-BF-006

Reviewed By: *pm*

Date : 3/25/14



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q LT

Meeting Date : 3/22/2016

Location : CSB HQ

Attendees: Sutherland, Holmstrom, McCormick, Kulinowski, Engler, Wenzel, Brown, Kaszniak, Nguyen, Robinson, Cohen, Oyewole

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Memorandums of Understanding

(b) (5)

Travel Discussion

Financial Operations is developing guidance on using internet on airlines. The WIC is working on general travel guidance to share with staff.

Staff Updates

A team comprised of staff from investigations and recommendations is developing comments on EPA RMP revisions. EPA will hold a public hearing on Tuesday, March 29. Next week Member Kulinowski will deliver three talks in the next week in Houston. (b) (5)

(b) (5)

The Office of Public Affairs has circulated requests for speakers.

(b) (5)

(b) (5)

an all hands meeting today.

There will be

Submitted By : Amy MCK

Date : 3/22/16

Reviewed By : pau

Date : 3/25/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : DCRC Investigation Briefing

Meeting Date : 3/30/2016 **Location :** CSB HQ

Attendees: Sutherland, Engler, Kulinowski (phone), Wenzel (attorney advisor), McCormick (reporter); Banks, Tyler, Corona, Shroff, Cohen

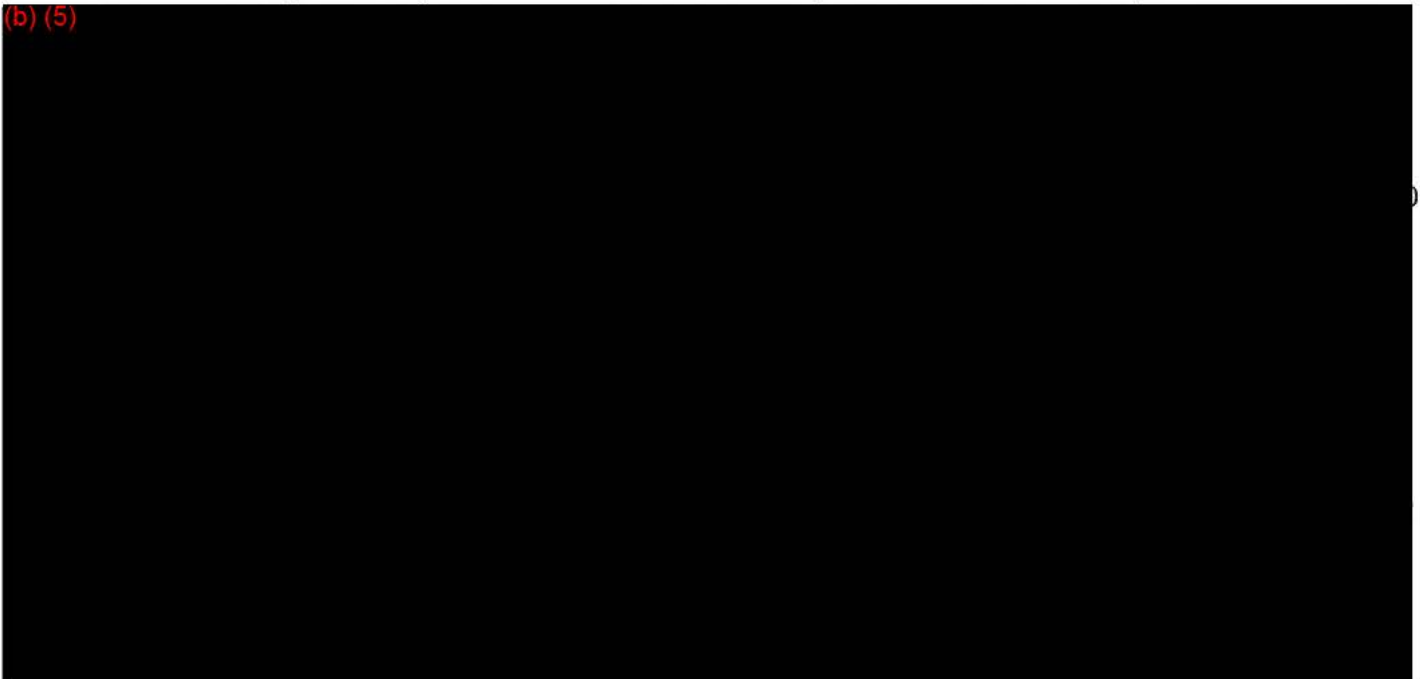
In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Delaware City Refining Company (DCRC) Investigation Update

Johnnie Banks led a deployment team to investigate the Delaware City Refining Company (DCRC) facility in Delaware City, Delaware. The team deployed on December 3, 2015, to a series of incidents at the facility. The CSB had investigated two previous incidents at this facility under different owners, Motiva and Valero.

(b) (5)



Submitted By : Amy McCormick

Date : 3/30/16



CSB Sunshine Act Summary
CSB-BF-006

Reviewed By: *paull*

Date : 4/27/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Macondo

Meeting Date : 4/11/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick, Staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Macondo Investigation

(b) (5)



Submitted By : Amy MK

Date : 4/11/16

Reviewed By : [Signature]

Date : 4/13/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : ACC Recommendations

Meeting Date : 4/19/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Tinney, Morris, Kaszniak

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

ACC Recommendations

(b) (5)



Submitted By : *Gus Melk*

Date : *4/19/16*

Reviewed By : *pan*

Date : *4/20/16*



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 4/19/2016

Location : CSB-HQ

Attendees: Vanessa Allen Sutherland, Kristen Kulinowski, Richard Engler, Manny Ehrlich, Kara Wenzel (Counsel), Sabrina Morris (Reporter), Anna Brown, Dai Nguyen and CSB Staff.

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:
Chair Sutherland provided an overview of CSB priorities and briefly revisited the status of notation items requiring board action.

Chair Sutherland also reminded Board members and Staff to keep the Resource Calendar updated as it keeps Agency members informed of CSB activities.

Acting General Counsel Kara Wenzel and Sr. Board Affairs Specialist Amy McCormick provided an update on the procedures for drafting Federal Register notices and business meeting agendas.

(b) (5)

(b) (5)

Current status of the FY 2016 Budget was provided as well and a meeting will be scheduled to discuss FY 2016 Budget expenditures.

Director of Administration Anna Brown provided an update on IG activities as CSB has 4 active Audits.

Each Board member shared their current outreach events and activities of interest with attendees. The Board will hold future meetings with NIOSH regarding an MOU and a discussion about DHS's Jack Rabbit 2 program for emergency response planning.

Submitted By: Amy Mack

Date : 4/19/16

Reviewed By: pmu

Date : 4/20/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : FY 2016 Budget Requests

Meeting Date : 4/25/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Wenzel (attorney), McCormick (reporter), and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Budgeted Items: (b) (5)

(b) (5)

(b) (5)

Unbudgeted Items: (b) (5)

(b) (5)

(b) (5)

Travel: interoffice travel, outreach

Training: (b) (5)

(b) (5)

Temporary Assistance: (b) (5)

(b) (5)

Staffing: Information Management Specialist in July (GS 9-11, ~\$20,000); Contracting Officer

Proposed Funding Areas: IT Capital Plan and FISMA; Staff Hiring (Denver Investigator & DC Investigator); temporary staffing/internships

Submitted By : Amy McCormick

Date : 4/25/16

Reviewed By : Kara Wenzel

Date : 4/29/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Incident Screening Scoring



Meeting Date : 4/25/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Wenzel (attorney), McCormick (reporter), and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Incident Screening (b) (5)

(b) (5)

(b) (5)

(b) (5)

(b) (5)

Submitted By : Amy mk

Date : 4/25/16

Reviewed By : pau

Date : 4/29/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 4/26/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick, Morris, Robinson, Nguyen, Banks, Kaszniak, Holmstrom, Cohen

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Strategic Planning

The Strategic Planning team provided an overview of the strategic planning process and the two-day offsite scheduled for May. At the offsite meeting, the Board, Leadership Team and the Strategic Planning team will develop the mission and vision statements and strategic goals.

Most Wanted List

The Recommendations and Public Affairs teams presented the Most Wanted Issues to the Board and discussed an advocacy plan for the new list. The proposed issues for the MWL include PSM revisions, combustible dust, emergency response, preventive maintenance, and contractor safety. The Board is also interested in reviewing ammonia data.

Staff Updates

(b) (5)



(b) (5)



Submitted By : Amy McCormick

Date : 4/26/16

Reviewed By : [Signature]

Date : 4/29/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Board Quorum

Meeting Date : 5/3/2016

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Engler, Wenzel (attorney), McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Strategic Plan

The Goal of the Strategic Planning offsite is to develop a plan that is useful to the agency for setting our goals and that it is an evergreen document that ties back to other agency documents. The Strategic Planning team and Management Team are developing an unchanging mission statement. The team will continually promote staff buy in. There will be pre-work distributed for review. All staff comments about the Strategic Planning process can be submitted to Kara prior to the offsite meeting.

Board Update

Chair Sutherland will participate in a Phillips 66 tour (5/9); meet NIOSH (5/11), lead an all hands meeting (5/11), and attend the strategic planning offsite (5/12-13). Member Ehrlich will speak at the BASF Safety Group in Geismar (5/5), AIChE in Baton Rouge (5/6), tour the Phillips 66 refinery (5/9), speak at ILTA (5/23), DOT (5/31), the BASF Safety Group (June 2016), (b) (6) Member Engler will speak at USW (5/11), ASSE (5/18), and WorkSafe BC (6/2).

Submitted By : Amy McCormick

Date : 5/3/16

Reviewed By : Paula

Date : 5/6/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Strategic Planning Meeting

Meeting Date : May 12-13, 2016

Location : HGI Georgetown

Attendees: Sutherland, Kulinowski, Ehrlich, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Strategic Planning

At the strategic planning offsite meeting, the Board, Leadership Team and Strategic Planning Team defined the strategic planning process; drafted a new mission statement; conducted a Strengths, Weaknesses, Opportunities and Threats (SWOT) assessment; defined the strategic goals and objectives; and defined the path forward to complete the FY 2017-2021 Strategic Plan. The group developed a communications plan, a draft timeline for development, and a release plan for the FY 2017-2021 Strategic Plan.

Submitted By :

Date :

5/13/16

Reviewed By :

Date :

6/9/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : After Action Report - West Fertilizer/Macondo

Meeting Date : 5/17/2016 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Wenzel (Counsel), McCormick (reporter), Robinson, Qureshi, Hougland, Parasram, Shroff, Tyler, Oyewole, Corona, Lashkari, MacKenzie, Holmstrom, Banks, Mulcahy, Whitwell, Kaszniak

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

(b) (5)



CSB Sunshine Act Summary
CSB-BF-006

6. Final Board Review/Voting Copy

Issues: Setting dates for finishing reports, setting dates for public meetings

Submitted By : *Arg MK*

Date : *5/17/16*

Reviewed By : *Paul*

Date : *6/9/16*



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Investigations Update

Meeting Date : 6/8/2016

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Kulinowski, Wenzel, McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Investigations Update:

There are several investigations that may be closed this fiscal year, including DCRC, Freedom Industries, Tesoro Williams and Williams Olefins.

After FY 2016, there will be two remaining investigations: ExxonMobil and DuPont LaPorte. (b) (5)

(b) (5)

(b) (5)

Submitted By : Amy McCormick

Date : 6/8/16

Reviewed By : [Signature]

Date : 6/9/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 6/9/2016 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Wenzel, McCormick, Holmstrom, Banks, Shroff, Tinney, Parasram, Kaszniak, Corona, Brown, Cohen, Lyon, MacKenzie, Oyewole, Denton, Cutchen

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).


The topics covered by the staff briefing presented at this quorum session were as follows:

Strategic Planning Update

The Strategic Planning Team provided an update on ongoing activities. This included an overview of completed and planned activities, the team's feedback resolution process following focus groups on the draft mission and vision statements, an overview of offsite discussions, the format of the FY 2016-2020 Strategic Plan and the path forward.

Submitted By : 

Date : 6/9/16

Reviewed By : 

Date : 6/9/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Investigation Protocol

Meeting Date : 6/13/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Banks, Holmstrom, Tyler, Brown, McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

(b) (5)



-Strategic Deployment Decision Process

(b) (5)



-Staff Review Process

(b) (5)



Submitted By : Amy McCormick

Date : 6/13/16

Reviewed By : Paul

Date : 6/24/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Assistant General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Board Quorum

Meeting Date : 6/20/2016

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Kulinowski, Wenzel, McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Appropriations Language (FY 2017)

(b) (5)

Submitted By : *Guy MK*

Date : 6/20/16

Reviewed By : *puu*

Date : 6/24/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Freedom Industries Briefing

Meeting Date : 6/21/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehlich, Engler, Wenzel, Banks, Kaszniak, Tinney, Corona, Lashkari, Shroff, Tyler, Parasram

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Freedom Industries Briefing

The Freedom Industries investigation team provided an overview of the investigation to date. The team provided an overview of the incident description, an overview of the incident timeline, the post-incident tank examinations and testing, technical analysis, West Virginia monitoring and testing, the emergency response, an overview of chemical properties of MCHM and PPH, the public health impact, risk communication, the regulatory analysis, investigation costs, proposed recommendations recipients, and the product timeline.

Submitted By : Amy McCormick

Date : 6/21/16

Reviewed By : Paul

Date : 6/24/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q LT

Meeting Date : 6/21/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Banks, Holmstrom, Lyon, Lashkari, Kaszniak, Tinney, Robinson, Wenzel, Brown, Nguyen, Bouziane

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Appropriations Language

Chair Sutherland discussed language in the Appropriations Committee Report related to the CSB's FY 2017 appropriations language. (b) (5)

(b) (5)

(b) (6), (b) (5)

Board Seminar Series

The next presentation for the Board Seminar Series will be delivered by Federal Aviation Administration on Air Traffic Safety Action Program (ATSAP) in July.

Board Update

Chair Sutherland is working on a second round of the Energy Leadership Training. This week there will be an update on the Organizational Analysis. The Board is invited to attend a financial update for FY 2016.

(b) (5)

(b) (5)

Submitted By : Amy McCormick

Date : 6/21/16

Reviewed By : [Signature]

Date : 6/24/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : All Hands Meeting

Meeting Date : 6/27/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Wenzel, McCormick and Staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Introduction (Vanessa Allen Sutherland)

Overview of activities to completed before the end of the fiscal year.

Strategic Planning Update

The Strategic Planning team provided an overview of the strategic goals and objectives, developing performance metrics, and the strategic plan review cycle.


WIC Update

The WIC team is working on several projects including Improvement of Agency Communication, New Investigator Onboarding, CSB Maternity and Paternity Plan, and Health and Wellness projects.

Protocol Update

(b) (5)



Submitted By: 

Date: 6/27/16

Reviewed By: 

Date: 6/30/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Bonnell Aluminum Deployment Meeting

Meeting Date : 6/30/2016 **Location :** CSB HQ

Attendees: Sutherland, Engler, Kulinowski, Ehrlich, Wenzel, McCormick, Kaszniak, Morris, Lashkari, Tyler, Whitwell

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Bonnell Aluminum Deployment Meeting

(b) (5)



Submitted By : *Amy McCormick*

Date : *6/30/16*

Reviewed By : *pa*

Date : *6/30/16*



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : FY 2016 Financial Update

Meeting Date : 7/5/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Bouziane, McCormick, Robinson, Nguyen

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

FY 2016 Operating Budget and Projected Surplus
Ms. Robinson provided an overview of upcoming expenses

(b) (5)

(b) (5)

FY 2017 Budget Appropriations

The House and Senate have drafted language for an \$11 million budget.

(b) (5)

(b) (5)

FY 2018 Budget Request

In September, we will submit initial budget numbers to OMB at the current services level. The full narrative will not be required until after the new administration takes office.

FY 2016 Financial Statement Audit

The EPA IG will start their financial audit for FY 2016.

Financial Operations Projects

(b) (5)

Submitted By: *Amy McCormick*

Date: 7/5/16

Reviewed By: *paradise*

Date: 7/7/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 7/5/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Wenzel, Morris, McCormick, Banks, Brown, Cohen, Nguyen

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Strategic Planning Discussion (Wenzel)

(b) (5)

Organizational Consultant Update (Sutherland)

Amy Stone will make a presentation to the staff on Wednesday. Amy Stone may have a follow up meeting in Denver during the week of July 11. Vanessa and Kristen will travel to Denver July 13-15 for a secondary discussion. (b) (5)

(b) (5)

Deployment to Enterprise Products Partners (Kulinowski/Cohen)

Member Kulinowski and Hillary Cohen met with the investigation team. Met to discuss an overview of the incident, a path forward, restarting the units, toured the facility, Congressional visits, team briefings, media interactions and work with contractors. May have a subsequent trip to Mississippi once more information is available to hold a news conference.

Team Updates (LT/Board)

Amy Stone will be in DC on Wednesday, July 6 to present her organizational assessment. Chair Sutherland will discuss the second Energy Leadership session. Chair Sutherland and Member Kulinowski will speak at the AFPM Safety Committee meeting on July 13. They will travel to Denver for a second presentation by Amy stone. (b) (5)

(b) (5)

(b) (5)

(b) (5)



CSB Sunshine Act Summary CSB-BF-006

(b) (5)

(b) (5) Member Ehrlich attended a petrochemical conference in Pittsburgh last week. (b) (5)

(b) (5)

Submitted By : *Greg M*

Date : 7/5/16

Reviewed By : *Paul*

Date : 7/7/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Organizational Assessment

Meeting Date : 7/6/2016

Location : CSB HQ

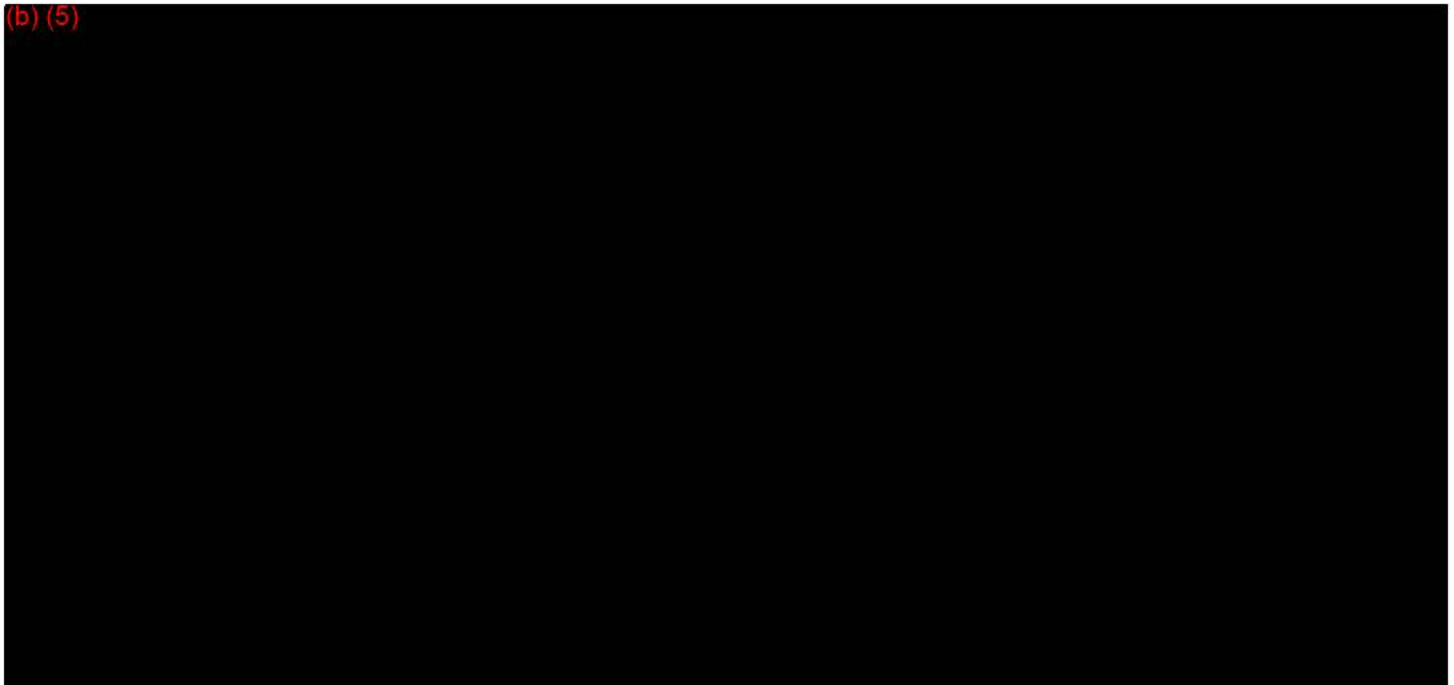
Attendees: Sutherland, Kulinowski, Engler, Wenzel, McCormick, Stone (c), and Staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Organizational Assessment (Amy Stone)

(b) (5)



Submitted By : Amy Meek

Date : 7/6/16

Reviewed By : [Signature]

Date : 7/7/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 7/11/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Wenzel, McCormick, Banks, Robinson, Cohen

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Memorandum of Understanding

(b) (5)

Staff Update

A notation item has been circulated to make status changes to three recommendations. The IG has issued a report on the CSB's Purchase Card Program. (b) (5)

(b) (5) A team from DC will go to the Denver Office this week. Member Kulinowski and Communications Manager Hillary Cohen will return to Enterprise Products next week. The Freedom Industries report will be circulated to the Board this week for review. There will be a workshop tomorrow on the Core Values for the Strategic Plan.

Submitted By : Amy MK

Reviewed By : parallel

Date : 7/11/16

Date : 7/15/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Leadership 360 Assessment

Meeting Date : 7/14/2016

Location : HQ Location

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick, staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

360 Assessment Report

OPM will deliver 360 Assessment Reports to the CSB staff. (b) (5)

(b) (5)



Submitted By : Amy mek

Date : 7/14/16

Reviewed By : pallu

Date : 7/15/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Organizational Assessment Discussion

Meeting Date : 7/14/2016 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick, Staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Organizational Assessment

Ms. Stone presented the findings from her organizational assessment. (b) (5)

(b) (5)

Submitted By : Amy McK

Date : 7/14/16

Reviewed By : [Signature]

Date : 7/15/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 7/26/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Financial Update

The Director of Finance providing an in depth overview of FY 2016 contract activities for completion before the end of the fiscal year. She also provided an overview of the current level of FY 2016 unallocated funds. She also requested that staff begin to prepare funding request for FY 2017.

Departmental Updates

Investigation leads provided updates on current investigations. (b) (5)

(b) (5) The Office of Administration provided a hiring update and the on-boarding of new hires. The Office of Finance is developing a list of frequently asked travel questions and will release the final document to the staff in an upcoming meeting. The Office of Recommendations provided an overview of newest additions to the Most Wanted Safety Improvements Program. Public Affairs discussed the ongoing website redesign and current status of safety videos in development. The Office of General Counsel discussed upcoming notation item votes and the status of the FY 2017-2021 Strategic Plan.

The Chairperson requested a volunteer to lead the CSB's Combined Federal Campaign. The Chairperson and Board Members will meet to discuss the development of new positions within the Agency. The meeting concluded with the Chairperson and Board Members disclosing upcoming outreach and advocacy.

Submitted By : Amy McCormick

Date : 7/26/16

Reviewed By : Kara Wenzel

Date : 7/29/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q-LT

Meeting Date : 8/4/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, McCormick, Banks, Brown, Robinson, Tinney, Bouziane, Wenzel, Kazniak, Cohen, Tillema, Porifi, and Morris

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Departmental Updates

The Investigations Supervisor provided status updates on investigations. The Office of General Counsel provides current status of the 2017-2021 Strategic Plan. The Director of Finance informed leadership of the Agency's current financial status for Fiscal Year 2016. The Office of Administration provided updates on current staffing actions. The Office of Public Affairs is collaborating with investigations to select a release date for the Freedom Industries investigation report. The meeting concluded with the Chairperson and Board members sharing information pertaining to agency outreach and advocacy.

Submitted By : *Chymelk*

Date : 8/4/16

Reviewed By : *pauc*

Date : 8/5/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : DuPont LaPorte Investigation

Meeting Date : 8/4/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Wenzel, McCormick, Tillema, Holmstrom, Qureshi, Kaszniak, and Morris

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Overview of Current Status

The DuPont investigation team conducted a Board briefing in January 2016. (b) (5)

(b) (5)

Issues Moving Forward

(b) (5)

Path Forward

(b) (5)

Submitted By : Amy MK

Date : 8/4/16

Reviewed By : [Signature]

Date : 8/5/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Freedom Industries Comment Resolution

Meeting Date : 8/9/2016 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick, Banks, Tinney, Barbee, Corona, Lashkari, Tyler, Oyewole

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

TSCA Reform

(b) (5)

Recommendation to Eastman

(b) (5)

West Virginia Public Health Services/Emergency Response

(b) (6), (b) (5)

Submitted By : Amy MK

Date : 8/9/16

Reviewed By :

Date : 8/12/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Investigation and Deployment Protocol

Meeting Date : 8/9/2016 **Location :** CSB HQ

Attendees: Sutherland, Ehrlich, Engler, Wenzel, Banks, Barbee, Tyler

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Investigation Protocol

(b) (5)

Deployment Protocol

(b) (5)

Submitted By : Amy MK

Date : 8/9/16

Reviewed By : pau

Date : 8/12/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Most Wanted Safety Improvements Program

Meeting Date : 8/9/2016 **Location :** CSB HQ

Attendees: Sutherland, Engler, Ehrlich, Wenzel, McCormick, Barbee, Kaszniak, Tinney, Morris

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Most Wanted Safety Improvements Program

The Recommendations and Public Affairs Departments have developed some options for new names for the Most Wanted Safety Improvements Program for Board consideration. Moving forward, the staff will present the proposed name change at an upcoming All Hands Meeting. The Recommendations team and the Office of General Counsel will work together to update the Board Order. The Public Affairs Department will work to redesign a logo and support documents for the program and update the website. The Public Affairs Department will work on a news conference.

Submitted By : Amy MK

Date : 8/9/16

Reviewed By : parallel

Date : 8/12/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Sunoco Deployment

Meeting Date : 8/13/2016

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Engler, Kulinowski, Wenzel, McCormick and staff.

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

There was an explosion at the Sunoco facility located in Nederland, Texas, at the Southern most part of the Keystone Gas Pipeline. (b) (5), (b) (7)(A)

(b) (5), (b) (7)(A)

Submitted By:

Date : 8/13/16

Reviewed By:

Date : 8/19/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Enterprise Investigation Briefing

Meeting Date : 8/25/2016 **Location :** CSB HQ

Attendees: Sutherland, Engler, Kulinowski, Wenzel, McCormick, Holmstrom, MacKenzie, Cutchen, Mulcahy, Hougland

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Enterprise Investigation Briefing (Cheryl MacKenzie)

The Enterprise Products incident occurred on June 27, 2016, in Moss Point, Mississippi. (b) (5), (b) (7)(A)

(b) (5), (b) (7)(A)

Submitted By : Amy MK

Date : 8/28/16

Reviewed By : parallel

Date : 8/31/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Tesoro (LA) Deployment Meeting

Meeting Date : 8/27/2016

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Engler, Kulinowski, Wenzel, McCormick and staff.

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

A sulfuric acid tank exploded at the Tesoro refinery in Wilmington, California, releasing hazardous sulfur dioxide and hydrogen sulfide vapors into the community. (b) (5), (b) (7)(A)

Submitted By:

Amy MK

Date : 8/27/16

Reviewed By:

parale

Date : 8/31/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : All Hands Meeting

Meeting Date : 8/29/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The staff viewed a Snapshot video reviewing the work completed over the past year. Board Member Kulinowski has completed her first year at the CSB. The Chair discussed the FEVS Survey results, the Strategic Plan for FY 2017-2021, Action Planning for FY 2017, the Drivers of Critical Chemical Safety Change Program, and final activities to complete in FY 2016. The remaining activities to complete this year includes the completion of Freedom Industries, Williams Olefins, and DCRC; (b) (5) hiring activities; budgets for FY 2016, 2017, and 2018; the CFC initiative; and a public business meeting on September 21.

Submitted By : Amy MK

Date : 8/29/16

Reviewed By : paula

Date : 8/31/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Airgas Deployment Meeting

Meeting Date : 8/30/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Airgas Deployment Meeting

An incident occurred on August 28, 2016, at the Airgas facility in Cantonment, Florida, and resulted in the fatal injury of one employee. (b) (5), (b) (7)(A)

(b) (5), (b) (7)(A)

Submitted By : Amy McCormick

Date : 8/30/16

Reviewed By : fuller

Date : 8/31/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Incident Data Collection

Meeting Date : 8/30/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Data Collection

(b) (5)



Submitted By : Amy McCormick

Date : 8/30/16

Reviewed By : Paula

Date : 8/31/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Board Quorum

Meeting Date : 8/30/2016

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Engler, Kulinowski, Wenzel, McCormick and staff.

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

(b) (5)



Submitted By :



Date : 8/30/16

Reviewed By :



Date : 8/31/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Deployment Process

Meeting Date : 8/30/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Deployment Process

(b) (5)

Submitted By : Amy McCormick

Date : 8/30/16

Reviewed By : Paula

Date : 8/31/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Airgas Deployment Update

Meeting Date : 9/1/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, Holmstrom, Tillemma, Wingard, Barbee and Morris

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Airgas Deployment

(b) (5)

A large black rectangular redaction box covering the majority of the page content below the "Airgas Deployment" heading.

Submitted By : *Amy McCormick*

Date : *9/1/16*

Reviewed By : *Paul Tillemma*

Date : *9/29/16*



CSB Sunshine Act Summary
CSB-BF-006

To : Ray Porfiri
Deputy General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : FY 2016 Purchasing

Meeting Date : 9/6/2016

Location : CS HQ

Attendees: Sutherland, Engler, Ehrlich, Porfiri, McCormick, Brown, Smith, LaRoche, Bryant

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

IT Capital Purchases

The Chief Information Officer (CIO) provided an overview of information technology (IT) procurements for FY 2016. (b) (5)

(b) (5)

Submitted By : Amy McCormick

Date : 9/6/16

Reviewed By :

Date :



CSB Sunshine Act Summary
CSB-BF-006

To : Ray Porfiri
Deputy General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : California PSM Video

Meeting Date : 9/9/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Porfiri, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

California PSM Initiative

The CSB will send a member from the Western Regional Office to California to present comments on the draft California PSM regulations. (b) (5)

(b) (5)

Submitted By : Amy MCB

Date : 9/9/16

Reviewed By :

Date :



CSB Sunshine Act Summary
CSB-BF-006

To : Ray Profiri
Deputy General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Marathon Deployment Meeting

Meeting Date : 9/9/2016 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Porfiri, McCormick and Staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Marathon Oil Deployment

(b) (5)



Submitted By : *Amy McCormick*

Date : *9/9/16*

Reviewed By :

Date :



CSB Sunshine Act Summary
CSB-BF-006

To : Ray Porfiri
Deputy General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Quorum

Meeting Date : 9/19/2016

Location : CSB HQ

Attendees: Kulinowski, Sutherland, Engler, Porfiri, and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

CSB Investigations

(b) (5)

(b) (5) The Freedom Industries report will be the subject of the September 28 public meeting in Charleston, West Virginia. (b) (5)

(b) (5)

Submitted By : Amy McCormick

Date : 9/19/16

Reviewed By :

Date :



CSB Sunshine Act Summary CSB-BF-006

To : Michele Bouziane
Assistant General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Guest Speaker Series, Safety Culture

Meeting Date : 9/22/2016 **Location :** CSB HQ

Attendees: Sutherland, Engler, Bouziane and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Safety Culture

Guest speaker Rick Kowalewski, Adjunct Professor at George Washington University, Trachtenberg School on Public Policy and Public Administration engaged staff and leadership in a discussion about Safety Culture on the traditional view of federal investigations and the prevailing view of safety culture. Professor Kowalewski posed various questions to participants related to the influences of investigation activities on the safety cultures of companies or organizations that the agency investigates.

Submitted By :

Date : 9/22/16

Reviewed By :

Date :



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : SOCMA and ACS Meeting

Meeting Date : 9/26/2016

Location : CSB HQ

Attendees: Kulinowski, Engler, Ehrlich, Wenzel, and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Stakeholder Meeting

The Society of Chemical Manufacturers and Affiliates (SOCMA) and the American Chemistry Society (ACS) met with CSB Board Members to discuss the value that the CSB can bring to small- and medium-size chemical companies. The Board Members met with a small group of technology leaders to provide an overview about the agency.

Submitted By :

Amy McCormick

Date : 9/26/16

Reviewed By :

Paula

Date : 9/29/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Freedom Industries After Action Report

Meeting Date : 10/13/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Wenzel, McCormick, Banks, Brown, Barbee, Holmstrom, Lashkari, Corona, Bouziane, Tinney, Tyler, Shroff, Tillema

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Summary of Freedom Industries Public Meeting

The Freedom Industries team and Board discussed areas of concern, defined what worked well, discussed the Board's and investigation teams' expectations for public meetings and Board vote, and identified opportunities to address and improve future public meetings.

(b) (5)



The team discussed expectations for the ongoing report revisions, provided an overview of public comments received following the public meeting in Charleston, and an overview of documents received from members of the public. The team discussed opportunities to improve the Board review and public meeting process, the role of future public meetings, media interactions, and the social media strategy related to the Freedom Industries report.

Submitted By : 

Date : 10/13/16

Reviewed By : 

Date : 10-14-16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Human Resources Briefing

Meeting Date : 10/13/2016 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Wenzel, Brown, and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Human Resources Update

(b) (6)

The Office of Administration is conducting interviews with Records Management Specialists candidates.

(b) (5)

(b) (5)

Submitted By : Amy MK

Date : 10/13/16

Reviewed By : pue

Date : 10-14-16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : FAA Drone Regulations

Meeting Date : 10/31/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick, Porfiri, Wingard, Mulcahy, Qureshi, Lyon

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Use of Drones in CSB Investigations

FAA has issued regulations on the use of drones. Investigators who will be using drones will be required to complete training through FAA, and the CSB drone will need to be registered with FAA. The agency has been using the drone to get aerial photos of accidents sites. Industry uses the drones when operations are shut down and the ignition source is reduced. The CSB has used Contractors to operates drones in the field to do site mapping.

Submitted By : Amy MR

Date : 10/31/16

Reviewed By : paulle

Date : 11/8/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 11/1/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The Chairperson initiated a discussion about the importance of prioritizing agency activities in Fiscal Year 2017. There will be an off-site discussion on November 21, 2016, to further discuss agency priorities. All participants should be prepared to provide feedback.

The Office of Administration provided updates on HR actions and training. The Office of Finance provided updates on audits, travel and budget activities and provided reminders about employees' responsibilities related to the use of government-issued credit cards. The Office of General Counsel provided updates on Board Order revisions, the continuing resolution, and upcoming training requirements. The Office of Public Affairs shared the status of current video projects and media interviews. The Office of Investigations shared details on all active investigations. The Office of Recommendations provided updates on policy changes within the program and recommendation closure activities. The meeting adjourned with the Chairperson's and Board Members' updates on advocacy, outreach and travel.

Submitted By: Amy McCormick

Date : 11/1/16

Reviewed By: Kara Wenzel

Date : 11/8/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Freedom Industries Investigation Report

Meeting Date : 11/7/2016 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, McCormick, Banks, Barbee, Lashkari, Corona, Tinney, Tyler, Morris, Cohen, Oyewole

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The Freedom Industries team met with the Board to discuss a path forward to the investigation report. (b) (5)

(b) (5)

Submitted By : Amy MK

Date : 11/7/16

Reviewed By :

Date :



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Action Planning

Meeting Date : 11/21/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehlich, Leadreship Team, Wenzel, McCormick, and Staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Summary of Strategic Plan

Careerstone Group provided an overview of the CSB's recently completed FY 2017-2021 Strategic Plan with the goal of developing an Action Plan for FY 2017 that directly relates to the Strategic Plan. The overview included an overview of each goal, strategic objective, and related metric. (b) (5)

(b) (5)

Submitted By : Amy McCormick

Date : 11/21/2016

Reviewed By : Paula

Date : 12/8/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Freedom Industries Petition

Meeting Date : 11/23/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

ExxonMobil (LA) Deployment Meeting

A release occurred during a pump sway in the alkylation unit. (b) (5), (b) (7)(A)

(b) (5), (b) (7)(A)

Submitted By : *Amy McCormick*

Date : *11/23/2016*

Reviewed By : *pw*

Date : *12/8/16*



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 12/6/2016

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Kulinowski, Engler, Morris, Wenzel, Brown, Barbee, Bryant, Bouziane, Smith, Robinson, Tinney, Tyler, Tillema, Lyon and Houghland

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Per Chair at the beginning of each update please share how you or your staff are facilitating the Code of Conduct. The Code of Conduct for November was Communicating Constructively and Often.

In the New Year CSB will have a set meeting agenda for Q/LT which will include the following:

1) Investigations Update; 2) Recommendations Update; 3) Travel Update (Tips) Reminders; 4) Updates on Action Plan Challenges/Successes; and 5) Regulatory/Legislative Updates

Board Affairs to draft template and provide to Chair for review before 01/2017 use.

Office Update and Board Member Updates

IT

Charlie Bryant, CIO, Director of Information Technology Provided updates on the completion of the EPA/OIG Audit RE: CSB~FSMA Report which included an overview on the five areas CSB were evaluated. Mr Bryant also shared the status of all previous reports and upcoming security procedures for CSB.

Rick Engler, Board Member, reminder upcoming CA Refinery Safety Advocacy team meeting taking place 12/12 at 11:00.

Manny Ehrlich, Board Member, provided status update on current and past Advocacy.

Kristen Kulinowski, Board Member, shared updates on events surrounding Web-Ex to CCPS participants in Saudi Arabia.

Vanessa Sutherland, Chairperson and CEO shared insight on her Web-Ex experience for the CCPS Conference with Saudi Arabian participants as well, opportunity to observe one speaker while connected to conference.

Michelle Bouziane, Assistant General provided update on CSB CFC efforts: CSB has 74% of our goal completed. The agencies current goal is \$12,500 and we have raised a little over \$9, 000. Reminder to all,



CSB Sunshine Act Summary CSB-BF-006

consider participation.

Kara Wenzel, Acting General Counsel. Visiting WRO Office conducted two Ethics Training (b) (5) Acting GC also wanted to share a reminder RE: Mandatory Ethics Training taking place for CSB Employees and Board Members must be completed before 12/31. OGC has also developed on-line training (ethics modules) that must be completed by 12/31. (b) (5)

Investigations

Dan Tillemann, Team Lead, WRO, provided updates on various investigations: (b) (5)

(b) (5)

William Houghland, Investigator, WRO, shared the status on Enterprise (b) (5)

(b) (5)

Lucy Tyler, Investigator, DC shared updates on the following investigations: Sunoco (b) (5)

(b) (5)

(b) (5) Freedom- (b) (5)

Delaware City-drafting safety bulletin.

Office of Finance

Bea Robinson, Finance Director, provides information and guidance on the status of the Continuing Resolution (CR) for FY16 which has been extended until March 31 and the preparation required for the next six months. Status on CSB Audits. Rolling out of Travel FAQ's at next All Hands Meeting taking place 12/13, Lucy Tyler will present and afterwards the Office of Finance will conduct a Brown Bag Series which will include policy and procedural changes, as well as reminders on proper use of the Government Travel Card.

Recommendations Updates

Chuck Barbee, Director of Recommendations shared with participants his role on advancing the CSB Code of Conduct for November by, "Communicating constructively and often." (b) (5)

(b) (5)

Veronica Tinney, Recommendations Specialist, (b) (5)

(b) (5)

Chair thanks the Recommendations Team for sharing examples in November as well as this month for sharing examples of how they are advancing the CSB Code of Conduct.

Administration Updates

Anna Brown, Director of Administration shared updates and action items required from staff concerning B.O. 39 response is due by 12/31; Reminder Core and Purchase Card Training must be completed by 12/31; Improper Payments audit must be closed by April and must be completed by May 13; (b) (5)

(b) (5)

Additional Announcements



CSB Sunshine Act Summary CSB-BF-006

Chair

(b) (5)

Update Resource Calendar with Work Status and upcoming vacation and leave. Q/LT members share with Board Affairs.

Thank you to office of Administration/CSB Staff for Valuing Team Work re: IG Resolution as the recommendations were answered quickly.

Meeting Adjourned.

Submitted By : Sabrina Morris

Digitally signed by Sabrina Morris
DN: cn=Sabrina Morris, o=Chemical Safety and Hazard Investigation
Board, ou=Administration, email=Sabrina.Morris@csb.gov, c=US
Date: 2016.12.17 02:39:05-06

Date : 12/12/2016

Reviewed By : *Pauline*

Date : 12/15/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 12/13/2016

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Engler, Kulinowski, Wenzel, McCormick and staff.

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Departmental Updates

Investigative team leads provided status updates on current investigative reports which included stakeholder meetings, interviews, (b) (5)

(b) (5) Office of Administration shared the status of various hiring activities and updates on pending contracts. The Office of Finance provided an update on current audits and guidance on the continuing resolution through April 28. The Office of Recommendations discussed recommendations evaluations that will be sent for notation vote. The Office of General Counsel is working on the FY 2017 Action Plan.

The meeting concluded with the Chairperson and Board members providing updates on outreach, advocacy and meeting request.

Submitted By : 

Date : 12/13/16

Reviewed By : 

Date : 12/15/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : All Hands Meeting

Meeting Date : 12/13/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The investigation staff provided an update on all of the open investigations including Sunoco, MGP Ingredients, DuPont LaPorte, Airgas, Enterprise, and ExxonMobil.

The Financial Operations staff provided an update on the FY 2017 Continuing Resolution.

The Administration discussed the new training database that is being developed by the HR department. The Action Plan for each office is due on Friday, December 16. The Action Plan will be completed before the end of calendar year 2016.

The Recommendations team is working on the annual letters to stakeholders to provide an overview of their open recommendations.

The Public Affairs team is working on the Williams Olefins investigation. The new website will be released in the next few weeks.

The WIC has completed a project on communication and WebEx usage and a project on telework. The WIC is working on (b) (5) an onboarding checklist for new CSB staff. In 2017, (b) (5)

(b) (5) There will be members of the WIC who are ending their involvement in the community, so the WIC is looking for new members.

A demonstration was provided on the new Travel Frequently Asked Questions (TFAQs).

Submitted By : Amy MK

Date : 12/13/16

Reviewed By : paul

Date : 12/15/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Airgas Briefing

Meeting Date : 12/15/2016

Location : CSB HQ

Attendees: Kulinowski, Ehrlich, Engler, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The Airgas investigation team provided an overview of the incident that occurred at the facility. (b) (5)

(b) (5)

Submitted By : Amy McCormick

Date : 12/15/2016

Reviewed By : Paul

Date : 12/15/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Board Ethics Training

Meeting Date : 12/16/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, Bouziane, and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The Office of General Counsel provided ethics training to CSB Board Members. The training included an overview of changes to the criteria for accepting a gift and the gift analysis process to be conducted by OGC; an overview of payment from a non-federal source; the submission of SF-278 forms; the disclosure of certain large sales (such as housing); and the agency communication policy. The Board Members participated in an analysis of hypothetical situations related to ethics questions.

Submitted By : 

Date : 12/16/16

Reviewed By : 

Date : 12/21/16



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q-LT

Meeting Date : 12/19/2016

Location : CSB HQ

Attendees: Sutherland, Engler, Ehrlich, Kulinowski, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The Office of General Counsel provided an update on all ongoing Board Order revisions. The WIC provided updates on current initiatives. The Meeting concluded with the Chairperson and Board Members discussing upcoming outreach and advocacy activities.

Submitted By :

Date :

12/19/16

Reviewed By :

Date :

12/21/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Enterprise Briefing

Meeting Date : 12/19/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, MacKenzie, Mulcahy, Cohen, Barbee, and Wenzel

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Enterprise Investigation Briefing

The Enterprise investigation team provided an overview of the Enterprise investigation to date. (b) (5)

(b) (5)

Submitted By: Amy McCormick

Date: 12/19/16

Reviewed By: [Signature]

Date: 12/21/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Board Quorum

Meeting Date : 12/22/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Wenzel and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Business Meeting Follow Up

At the most recent CSB business meeting, a member of the public raised a concern about the Jack Rabbit II program led by the Department of Homeland Security. A collection of documents related to chlorine properties and emergency response procedures was submitted to the agency for review. The Office of Public Affairs will respond to the requestor.

Hiring Update

(b) (5)

Delaware City Refining Company Report

(b) (5)

Submitted By :

Amy McCormick

Date :

12/22/2016

Reviewed By :

Paula

Date :

12/30/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Freedom Industries Petition

Meeting Date : 12/22/2016

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Valero Refinery Deployment Meeting

(b) (5)



Submitted By : Amy McCormick

Date : 12/22/16

Reviewed By : [Signature]

Date : 12/30/16



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q Meeting

Meeting Date : 12/30/2016 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Wenzel, McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Deployment Process

The Chair has developed a checklist to use in future deployment meetings. The CSB will discuss the deployment process at the January 20 business meeting.

Strategic Planning Contract

(b) (5)

Occupational Safety and Health Program

Board Members Ehrlich and Kulinowski will be working with the DASHO to improve online training for occupational safety and health issues.

Submitted By : *Cory Turk*

Date : *12/30/16*

Reviewed By : *Pauline*

Date : *12/30/16*



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q-LT

Meeting Date : 1/3/2017

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Engler, Kulinowski, Wenzel, McCormick and staff.

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The Chairperson invited management to share examples from agency Code of Conduct.

The Office of Investigations shared updates on current active investigations, administrative tasks (b) (5) (b) (5) The Office of Recommendations provided updates on upcoming external/internal meetings with stakeholders and notation items to vote on recommendation status changes. The Office of Finance shared updates on internal administrative procedures for foreign travel, the initiative to forecast investigative costs, the definitions for various cost pools used in the timekeeping system, the development of an agency training budget and the development of the FY 2018 budget request. Office of General Counsel provided updates on Congressional activities involving legislation under review by Congress. The Office of Administration discussed HR activities including the review of HR-related Board Orders and the status active IG audits. (b) (5) (b) (5) The Meeting concluded with the Chairperson and Board Member discussions of upcoming meetings, outreach and advocacy activities.

Submitted By:

Amy McCormick

Date :

1/3/17

Reviewed By:

Paul

Date :

1/6/17



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 1/10/2017

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Kulinowski, Engler, Wenzel, McCormick and Staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The Office of Investigations provided updates on current investigations and provided status updates on staff progress in support of the agency mission. The Office of Recommendations provided updates on administrative changes to the Critical Drivers List program as well as the status of active and closed recommendations. The Office of Finance shared the current status of the budget which included updates on travel, training and active audits. The Office of General Counsel provided updates on Board Order revisions and Congressional activities. The Office of Public Affairs provided updates on current outreach (b) (6), (b) (5).

(b) (5) The Office of Administration provided status updates on current human resource matters as well as active IG Audits. Chairperson Sutherland discussed the on-boarding process for the new senior staff member. The Chairperson has requested a meeting to discuss the development of an agency protocol for incoming inquiries from external stakeholders. The Meeting concluded with the Chairperson's and Board Members' updates on upcoming outreach and advocacy activities.

Submitted By : *Amy McCormick*

Date : 1/10/17

Reviewed By : *Paul*

Date : 1/13/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Freedom Industries Petition

Meeting Date : 1/12/2017

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

ExxonMobil Investigation Report

ExxonMobil lead investigator Mark Wingard provided an overview of the ExxonMobil investigation report. (b) (5)

(b) (5)

Submitted By : Amy mck

Date : 1/12/17

Reviewed By : paul

Date : 1/13/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Freedom Industries Petition

Meeting Date : 1/23/2017

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Freedom Industries Petition

The CSB received a Petition for Correction from Philip C. Price, PhD, related to the Freedom Industries investigation report that was approved in a public meeting in Charleston, West Virginia, in September 2016. The investigation team discussed the petitioners request to make changes or provide additional information in the following areas: the quantity of material spilled, the composition of the tank contents, the timing of the chemical release and exposure to the public water system, the potential consequences of the spill, the root causes of the spill, the source of corrosion within the tank, the public health and toxicology effects from the spill, and the exposure rates to the public.

Submitted By: Amy McCormick

Date : 1/23/17

Reviewed By: Paula

Date : 1/27/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Board Quorum

Meeting Date : 1/31/2017

Location : CSB HQ

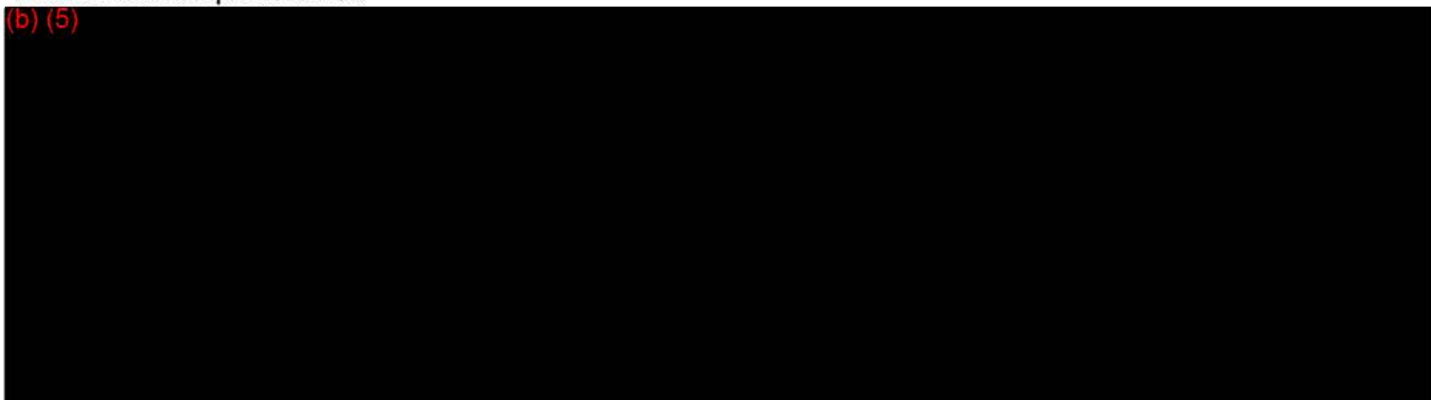
Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Wenzel, and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

ExxonMobil Report Review

(b) (5)



Submitted By : 

Date : 1/31/17

Reviewed By : 

Date : 2/3/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : PCA Deployment Meeting

Meeting Date : 2/8/2017

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Engler, Kulinowski, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Three people were fatally injured (b) (5) for following an explosion at the Packaging Corporation of America (PCA) plant in DeRidder, Louisiana. (b) (5)

(b) (5), (b) (7)(A)

Submitted By : Amy Mck

Date : 2/8/17

Reviewed By : pauline

Date : 2/17/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Airgas Investigation Briefing

Meeting Date : 2/9/2017

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Barbee, Wenzel, Tillema, Lyon, Tinney, Zoeller and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Investigators Chris Lyon and Dan Tillema provided an overview of the Airgas investigation report (b) (5)

(b) (5)

Submitted By : Amy Mack

Date : 2/9/2017

Reviewed By : paula

Date : 2/17/17



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Board Quorum

Meeting Date : 2/11/2017

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Engler, Kulinowski, Zoeller, Wenzel and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Subject matter experts provided an overview of the RiskPoynt software that is used to develop real-time risk online "dashboards." The CSB investigated the use of dashboards in the Macondo and Chevron investigations. The dashboards and meant to help companies assess operational risk real-time and proactively respond to the indicators they are monitoring. One use of the RiskPoynt system is to give workers access to the data from the dashboard to justify an operational shut-down for safety-related issues.

Submitted By : Amy McCormick

Date :

Reviewed By : pauer

Date : 2/17/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 2/14/2017

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Wenzel, Porfiri, Banks, Barbee, Brown, Bouziane, Hawthorne, Zoeller, Smith, Lyon, MacKenzie, McCormick, Cohen, Lawhorne, Morris, Nguyen

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

(b) (5)



Other important highlights included (b) (5) agency hiring efforts; outreach and advocacy efforts with a focus on Critical Drivers List (CDL); safety video outreach; the redesign of the agency website, and the agency social media policy.

Submitted By : 

Date : 2/14/2017

Reviewed By : 

Date : 2/17/17



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Board Quorum

Meeting Date : 2/15/2017

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Engler, Kulinowski, Zoeller, Wenzel and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The Board met to discuss NFPA Outreach, the Williams Olefins safety video, and investigation report content and format.

(b) (5)

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Submitted By : *Amy McCormick*

Date : *2/15/17*

Reviewed By : *puller*

Date : *2/17/17*



CSB Sunshine Act Summary CSB-BF-006

To : Michele Bouziane
Asst. General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Guest Speaker Series, LNG-PSM

Meeting Date : 2/23/2017

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Kulinowski, Bouziane, Morris and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Guest speaker Andrew Kohout, P.E., Chief of Liquid Natural Gas Engineering and Compliance for the Federal Energy Regulatory Commission shared his knowledge on the Federal Legislation that aids in the processes and procedures for LNG facilities. Mr. Kohout also provided a detailed overview on the history of FERC and the reviewing procedures for LNG facilities and the work with partnering federal agency to aid in the safer transportation and storage of LNG.

Submitted By :

Date : 02/23/17

Reviewed By :

Date :



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Board Quorum

Meeting Date : 3/6/2017

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Engler, Kulinowski, Zoeller, Wenzel and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The Board met to discuss international travel, board order revisions, Strategic agency management, and the Board Seminar Series. The Board discussed outreach invitations received that would require international travel and an overview of the projected FY 2017 and 2018 budgets.

(b) (5)



Submitted By : Amy McCormick

Date : 3/6/17

Reviewed By : [Signature]

Date : 3/10/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 3/7/2017

Location : CSB HQ

Attendees: Sutherland, Ehrlich, Engler, Kulinowski, Wenzel, Zoeller, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Departmental Updates

The Senior Advisor provided an overview of current actions taken by the U.S. President that may have an impact on Federal Agencies, which includes Fiscal Year 18 Budget guidance. (b) (5)

(b) (5)

(b) (5)

(b) (5) The meeting adjourned with updates from Board Members and the Chairperson on upcoming staff meetings, advocacy and outreach.

Submitted By : Amy Melk

Date : 3/7/17

Reviewed By : paula

Date : 3/10/17



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : All Hands Meeting

Meeting Date : 3/16/2017

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Wenzel, McCormick and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The Chairperson provided an overview of a conversation with the Office of Management and Budget (OMB) related to the FY 2018 President's Budget. The agency has been identified for elimination in FY 2018. The Chairperson discussed upcoming guidance from the Office of Personnel Management (OPM) and the communications strategy related to media and Congressional requests. The Board, Senior Advisor and Leadership Team will develop a path forward for the remainder of the year and in FY 2018.

Submitted By: 

Date : 3/16/17

Reviewed By: 

Date : 3/17/17



CSB Sunshine Act Summary
CSB-BF-006

To : Ray Porfiri
Deputy General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Board Quorum

Meeting Date : 4/3/2017 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Porfiri, McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The Board will participate in an All Hands Meeting on April 13, 2017, at 11:00 AM and will discuss the pending budget issues, communications, and HR policies. The Board will also participate in a business meeting on April 13, 2017, at 1:00 PM. MGPI news conference will be held in Kansas City on April 12. AirGas will be released on April 20, 2017, in Pensacola, Florida. The Chair will speak at the Compressed Gas Association on April 25, 2017. There will be a news conference in Torrance on May 3, 2017. Member Engler met with AFL-CIO this week. Member Ehrlich will attend a dinner at the Congressional Fire Services Institute in DC this week. The Chair and Senior Advisor will attend Congressional meetings this week.

Submitted By :

Date :

Reviewed By : *paule*

Date : *5/12/17*



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 4/17/2017

Location : CSB HQ

Attendees: Chair Sutherland, Member Ehrlich, Member Engler, Member Kulinowski and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The meeting began with the Office of Public Affairs providing updates on active outreach events. The Office of investigations provided a detailed status update on all current investigations, which resulted in action items from the Chair. The Chair and Senior Advisor shared feedback provided to them from various executive stakeholder groups about the CSB and the importance of our mission and how we convey our work product and messaging. The Office of Administration informed staff of upcoming training, surveys and contracts. The Office of Recommendations Director shared information recommendations evaluations and staffing changes. The Workforce Improvement Committee provided updates on current events and suggestions received from the staff. The Senior Advisor provided information on the FY18 Budget activities. The Office of General Counsel discussed the agency ethics training requirements and upcoming agency audits. The discussion concluded with members of the Board providing updates on past and upcoming advocacy.

Submitted By :

Date :

Reviewed By : 

Date : 5/12/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Q-LT

Meeting Date : 4/25/2017 **Location :** CSB HQ

Attendees: Sutherland, Engler, Kulinowski, Bouziane, Zoeller and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The Chairperson provided a recap on recent Agency outreach events and activities. The Chairperson reminded the staff about keeping the Action Plan at the forefront of their planning efforts. Leadership members from the Office of Investigations provided updates on all internal and external investigation activities. Director of Recommendations led a discussion concerning notation items and calendaring of items. Senior Advisor provided agency guidance on possible furlough/shutdown, if enacted would take effect April 28; additional information was shared on FY17 and FY18 Budget activities. Assistant General Counsel briefly discussed audit activities but requested to defer to General Counsel for complete update.

(b) (5)

The Communications Manager reported on upcoming interviews, congressional and public meetings.

Submitted By :

Date :

Reviewed By :

Date :

7/21/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 5/22/2017 **Location :** CSB HQ

Attendees: Chairperson Sutherland, Member Ehrlich, Member Engler, Member Kulinowski, OGC Wenzel, SA Zoeller and Staff.

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Chairperson Sutherland revisited the 2017 Action Plan with staff members. Participants shared the current status on all projects related to the 2017 Action Plan to ensure the agency is meeting and or exceeding the projected agency deadlines within the set time frames. Chair Sutherland also asked staff to be cognizant of spending and funding needs required to support actions that will aid in improving, maintaining and sustaining the agency infrastructure. A brief investigative update was also provided by the Washington, DC, investigative team lead.

Submitted By :

Date :

Reviewed By : 

Date : 7/21/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : Board Q

Meeting Date : 5/22/2017

Location : CSB HQ

Attendees: Sutherland, Engler, Ehrlich, Kulinowski, Zoeller, Wenzel, Smith and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

(b) (5)

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Submitted By :

Date :

Reviewed By :

A handwritten signature in blue ink, appearing to be "JW", is written over the "Reviewed By:" label.

Date : 7/21/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Sabrina Morris
Board Affairs Specialist

Subject : Q/LT

Meeting Date : 5/16/2017

Location : CSB HQ

Attendees: Chair Sutherland, Member Ehrlich, Member Engler, Member Kulinowski and staff

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Chair Sutherland began the meeting by recognizing various employees for their service in result of Public Service Recognition Week. Afterwards, a brief overview was provided to keep employees abreast of agency activities and events currently taking place. (b) (5)

(b) (5)

Board Members and Investigative team members provided updates on upcoming travel, outreach and active investigative work. (b) (5)

(b) (5)

The Office of Administration reminded staff of upcoming surveys, training request deadlines and reviewing of audit reports. Office of Recommendations disclosed their outreach efforts and activities within their program. (b) (5)

(b) (5)

(b) (5)

Submitted By :

Date :

Reviewed By :

Date :

7/21/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : FY 2017 Operating Budget

Meeting Date : 7/7/2017

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Zoeller, Wenzel, McCormick, and Robinson

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

(b) (5)

A large black rectangular redaction box covers the content of the document following the "(b) (5)" label.

Submitted By :

Date :

Reviewed By : *paull*

Date : 7/21/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick Driver
Board Affairs Specialist

Subject : Board Q

Meeting Date : 8/8/2017

Location : CSB HQ

Attendees: Sutherland, Kulinowski, Engler, Ehrlich, Zoeller, Wenzel, Driver

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The Board Affairs team is developing a repository to store Board Member presentations in the existing SharePoint system. The goal of this project is to retain permanent Board records, build a social media policy to support Board outreach and ensure accuracy of presentations.

(b) (5)



(b) (5)



Submitted By :

Date :

Reviewed By :



Date : 8/31/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick
Board Affairs Specialist

Subject : MGPI Case Study

Meeting Date : 8/30/2017 **Location :** CSB HQ

Attendees: Sutherland, Engler, Ehrlich, Kulinowski, Wenzel, Klejst, Zoeller, McCormick, Tyler, Lashkari, Corona, Kaszniak, Morris

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The MGPI investigation team provided an overview of the draft case study. (b) (5)

(b) (5)



Submitted By :

Date :

Reviewed By :



Date : 8/31/17



CSB BOARD QUORUM AGENDA CSB-BF-001

Date : 9/19/2017

Location : CSB HQ

Attendees : Sutherland, Kulinowski, Ehrlich, Engler, Bouziane, Zoeller, Barbee, Kaszniak, Johnson and Driver

Action Items and Updates from Previous Quorum :

Agenda Items :

The recommendations department provided an overview of several recommendations that will be circulated for Board vote. This includes the following recommendations:

1. 2015-02-I-CA-10 to American Fuel and Petrochemical Manufacturers

Facilitate forum(s)—attended by fluid catalytic cracking unit engineers and other relevant personnel from American Fuel and Petrochemical Manufacturers member companies—to discuss the causal factors of the February 18, 2015 ExxonMobil Torrance refinery incident. (b) (5)

2. 2012-03-I-CA-34 to Chevron

Develop an auditable process to be available for all recommended turnaround work items necessary to address mechanical integrity deficiencies or inspection recommendations that are denied or deferred. (b) (5)

(b) (5)

3. 2010-07-I-CT-3 to American Society of Mechanical Engineers

Make appropriate changes to the 2012 version of Power Piping, ASME B31.1, to require the use of inherently safer fuel gas piping cleaning methodologies rather than natural gas blows. (b) (5)

(b) (5)

4. 2006-2-I-DE-6 to American Petroleum Institute

Revise Guidelines for Safe Work in Inert Confined Spaces in the Petroleum and Petrochemical Industries (API, 2005). (b) (5)

Action Items and Topics for Next Quorum :



**CSB BOARD QUORUM AGENDA
CSB-BF-001**



CSB Sunshine Act Summary CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy Driver
Board Affairs Specialist

Subject : Macondo Recommendations

Meeting Date : 10/2/2017 **Location :** CSB HQ

Attendees: Sutherland, Ehrlich, Kulinowski, Zoeller, Wenzel, Barbee, and Driver

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Macondo Recommendations

2010-10-I-OS-7 to Department of Interior -- Open Awaiting Response

Drawing upon best available global standards and practices, develop guidance addressing the roles and responsibilities of corporate board of directors and executives for effective major accident prevention. Among other topics, this standard shall provide specific guidance on how boards and executives could best communicate major accident safety risks to their stakeholders, as well as corporate level strategies to effectively manage those risks.

(b) (5)

2010-10-I-OS-15

Issue participation regulations and training requirements for workers and their representatives that include the following:

- a. Worker-elected safety representatives and safety committees for each staffed offshore facility chosen under procedures overseen by the regulator; these safety representatives will have the authority to interact with employers (such as operators and drillers) and regulators on issues of worker health and safety risks and the development and implementation of the major hazard report documentation;
- b. The elected worker representative has the right to issue an enforceable stop-work order if an operation or task is perceived as unsafe; all efforts should be made to resolve the issue at the workplace level, but if the issue remains unresolved, BSEE shall establish mechanisms such that the worker representative has the right and ability to seek regulator intervention to resolve the issue, and the regulator must respond in a timely fashion;
- c. The regulator will host an annual tripartite forum for workforce representatives, industry management, and the regulator to promote opportunities for interaction by all three entities on safety matters and to advance initiatives for major accident prevention.
- d. Protections for workers participating in safety activities with a specific and effective process that workers can use to seek redress from retaliatory action with the goal to provide a workplace free from fear that encourages discussion and resolution of safety issues and concerns. Protected activities include, but are not



CSB Sunshine Act Summary CSB-BF-006

limited to reporting unsafe working conditions, near misses, and situations where stop work authority is used.

(b) (5)

Submitted By :

Date :

Reviewed By : *pau*

Date : 11/3/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick Driver
Board Affairs Specialist

Subject : MGPI Investigation Board Review Comments

Meeting Date : 10/4/2017 **Location :** CSB HQ

Attendees: Sutherland, Kulinowksi, Ehrlich, Engler, Zoeller, Bouziane, Banks, Tyler, Lashkari, Corona, and Driver

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Emergency Response

(b) (5)

Process Safety Management

(b) (5)

PHMSA Terminology

(b) (5)

Shift Change/Distracted

(b) (5)

Submitted By :

Date :

Reviewed By :

Date :

CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick Driver
Board Affairs Specialist

Subject : NAS

Meeting Date : 11/21/2017 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Banks, Klejst, Kaszniak, Morris and McCormick

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The National Academies of Science (NAS) provided a briefing of their report entitled "Designing Safety Regulations for High-Hazard Industries." The purpose of the report was to analyze high-hazard industries which have risk of low-frequency, high-consequence events where it is difficult for regulators to discern quantitatively if their regulations are reducing risk of these rare events. The Government has determined that regulators of high-hazard industries need to be able to justify their choices of regulatory designs, and this study explains key considerations for regulators when making these choices.

Submitted By : _____ Date : _____

Reviewed By : _____ Date : _____



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick Driver
Board Affairs Specialist

Subject : Verla International Deployment Meeting

Meeting Date : 11/22/2017 **Location :** CSB HQ

Attendees: Sutherland, Ehrlich, Engler, Kulinowski, Porfiri, Klejst, Lashkari, McCormick, Banks, Cohen, Whitwell

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

(b) (5), (b) (7)(A)

A large black rectangular redaction box covers the majority of the page content below the "The topics covered by the staff briefing presented at this quorum session were as follows:" heading. The text "(b) (5), (b) (7)(A)" is written in red at the top left of this redacted area.

Submitted By :

Date :

Reviewed By : *paull*

Date : *12/29/17*



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick Driver
Board Affairs Specialist

Subject : MGPI Comment Resolution

Meeting Date : 12/8/2017 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Wenzel, Driver, Banks, Tyler, Barbee, Corona, and Lashkari

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

(b) (5)



Submitted By :

Date :

Reviewed By : *Paul*

Date : 12/29/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick Driver
Board Affairs Specialist

Subject : Recommendations

Meeting Date : 12/11/2017 **Location :** CSB HQ

Attendees: Kulinowski, Engler, Ehrlich, Wenzel, Barbee, Kaszniak, Johnson

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

The recommendations team will be sending notation items to the Board related to open recommendations for review and vote. (b) (6)

(b) (6)

Submitted By :

Date :

Reviewed By : *Paul*

Date : 12/29/17



CSB Sunshine Act Summary
CSB-BF-006

To : Kara Wenzel
Acting General Counsel

From : Amy McCormick Driver
Board Affairs Specialist

Subject : Macondo Recommendations

Meeting Date : 12/12/2017 **Location :** CSB HQ

Attendees: Sutherland, Kulinowski, Ehrlich, Engler, Bouziane, Banks, Zoeller, Klejst, Driver, Morris, Shroff, Lashkari, Barbee, Lyon, Denton, Tyler

In accordance with 40 CFR § 1603.5 (Assurance of Compliance), I am submitting this summary of a Board quorum session to the designated attorney monitor under 40 CFR § 1603.5(a) as the designated reporter under 40 CFR § 1603.5(c).

The topics covered by the staff briefing presented at this quorum session were as follows:

Worker Participation Webinar

(b) (5)



Submitted By :

Date :

Reviewed By : 

Date : 12/29/17 