

Radio Infrastructure Inspection and Corrective Action - Roles and Responsibilities

The BLM's radio infrastructure will be inspected and condition assessments performed on a recurring schedule and shall be tiered in their level of complexity. Findings will be reported and tracked in the CASHE and Safety Management Module (CSMM). [Note: The CSMM is scheduled to be operational by the end of FY 2010. CASHE findings are to be entered into the CSMM by the CASHE contractor and their status updated by the field.]

The organizational level (e.g., States, Washington Office, or National Operations Center) responsible for each role and responsibility outlined below is identified in brackets after each numbered paragraph listed below.

Radio Program

1. Perform annual inspections of every radio facility regardless of whether it is owned, leased, or used pursuant to a formal or informal agreement and document them on the most recent version of the Department's Radio Site Inspection Form. These inspections shall evaluate the overall safety condition and changes from the last comprehensive RI facility inspection. Evaluation of issues by the Radio or CASHE Programs that overlap the specialized condition assessments performed by the Engineering Program will be limited to a general identification of condition (e.g. access road is impassible, air conditioner does not work.) [States]
2. Qualified climbers will inspect the tower prior to climbing to ensure it is safe. [States]
3. Report deficiencies that cannot be corrected by the local radio technician to appropriate management and engineering and request funding for them in accordance with this IM. [States]
4. Work with the Realty Program to formally document and report deficiencies to the owner of a radio facility in which the BLM leases space or uses space pursuant to an agreement and follow-up as necessary to ensure deficiencies are corrected. [States]
5. Request assistance from the local and State Engineer when necessary to construct a new or substantially renovate an existing BLM-owned radio facility. [States]
6. Assist the local and/or State Engineer with the development of PDSs for radio projects eligible for DM or CI funding due annually by March 31. [States]
7. Update and report on the status of RI CASHE audit findings to the CASHE Program Lead. [States]

Attachment 2

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Engineering Program

1. Perform comprehensive assessments of each Bureau of Land Management (BLM) owned radio facility's access road, structures, electrical system, and mechanical systems.

Deficiencies found during the condition assessments shall be entered into Facilities Asset Management System (FAMS). [States]

2. Perform baseline Radio Infrastructure (RI) Compliance Assessment - Safety, Health and the Environment (CASHE) audits. [National Operations Center]
3. Perform follow-up RI CASHE audits at a representative number of radio facilities while performing traditional CASHE audits at field offices, fire facilities, recreation sites, and other administrative sites throughout the BLM. [National Operations Center]
4. Compile CASHE status updates, evaluating whether each organizational unit meet the performance criteria to be rated in “good safety, health, and environmental condition”, and Bureau-wide reporting on which organizational units are in good condition. [National Operations Center]

The CASHE Program will incorporate the “lessons learned” from the baseline assessments and apply them to radio infrastructure facilities that are found at or near field offices, fire stations, and recreation facilities that are visited during each organizational unit’s regularly scheduled CASHE audit. These follow-on assessments of radio infrastructure will not inspect every organizational unit’s radio facility during every audit, but will do a representative sampling of those facilities. Subsequent follow-on audits shall inspect other radio facilities not visited during the previous audit. These findings will be reported and tracked in the CASHE and Safety Management Module (CSMM). This will be done to independently verify the condition of radio facilities as it related to critical health and safety issues.

The following tables in Attachment 3 of this Instruction Memorandum provide a summary of the assessments addressing the following issues:

- Program responsible for the performance of the assessments and inspections
- Scope for the condition assessments
- Assessment frequency
- How the assessment findings shall be reported and tracked
- Who shall perform the assessments