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#### Title

Ergonomics in DNA Sequencing: Standing Down to Ergonomics

#### Permalink

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#### **Author** Naca, Christine

#### Publication Date 2009-10-15





## **Ergonomics in DNA Sequencing** Standing Down to Ergonomics

#### Presented at the COEH 2009 Summer Institute by Christine Naca July 30, 2009











### **Overview**

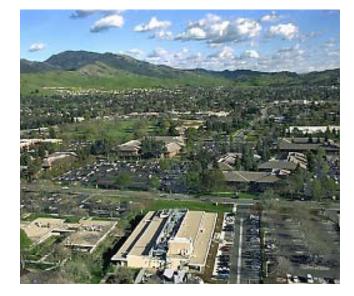


- What We Do: Introduction
- How We Work: Ergonomics Challenges
   in Biotechnology
- Ergonomics Stand Down
- Questions



#### DOE JGI Production Genomics Facility





- Walnut Creek, CA-located
   PGF opened in 1999
- ~250 employees



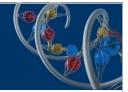
Mission:

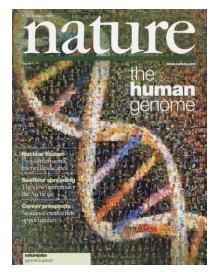
DOE JGI, Serving as a genomic user facility in support of the DOE missions:

bioenergy, carbon cycling, and bioremediation.

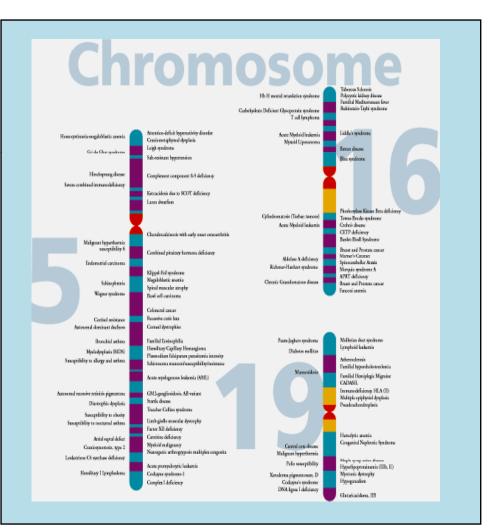


# The Human Genome 2003











## **DOE Mission Relevance**



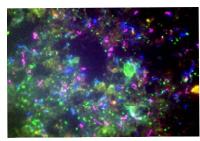


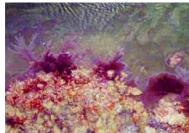
## Bioenergy



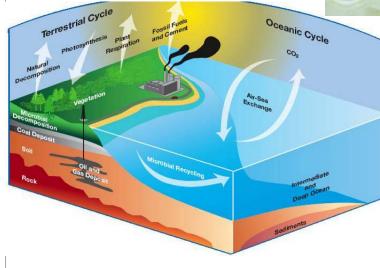
### Carbon Cycling of



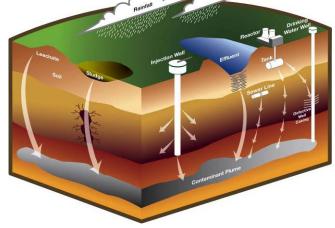


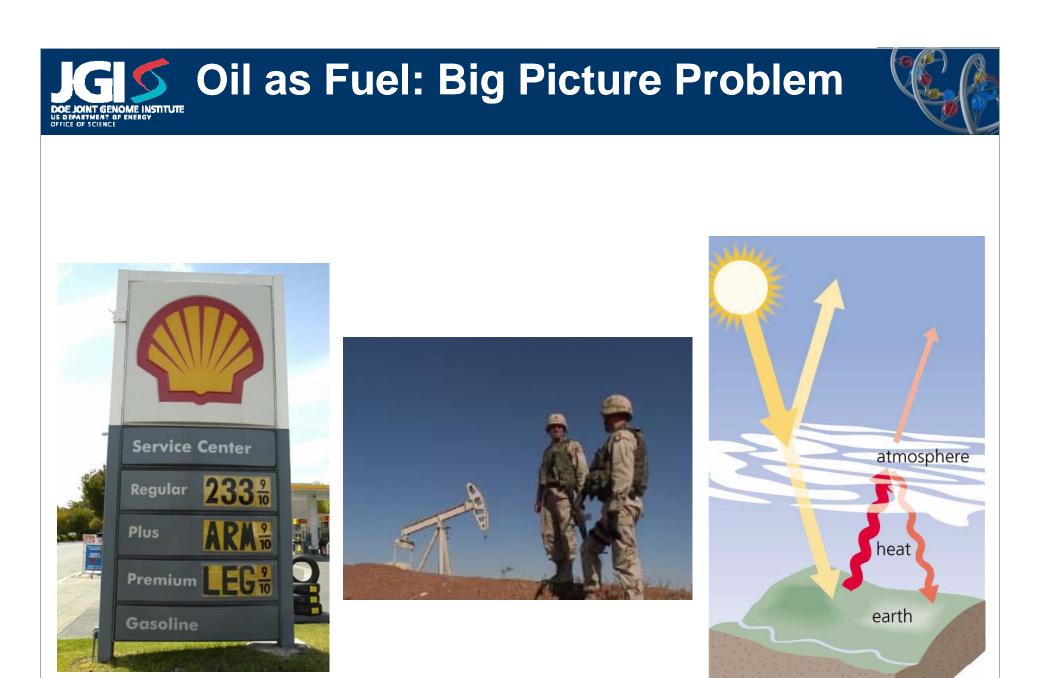


#### **Biogeochemistry**



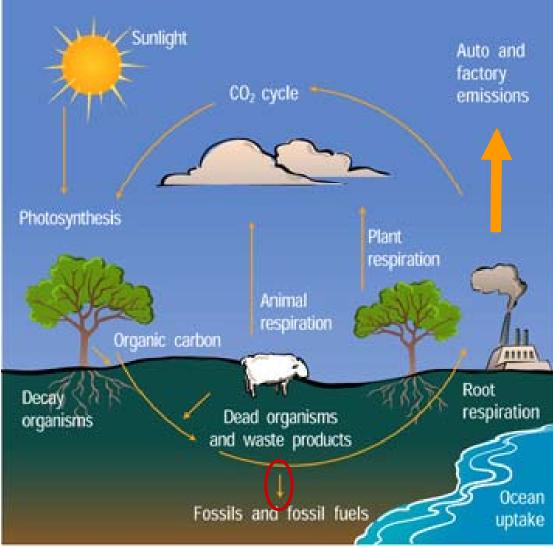






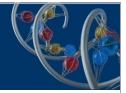
Precision Graphics

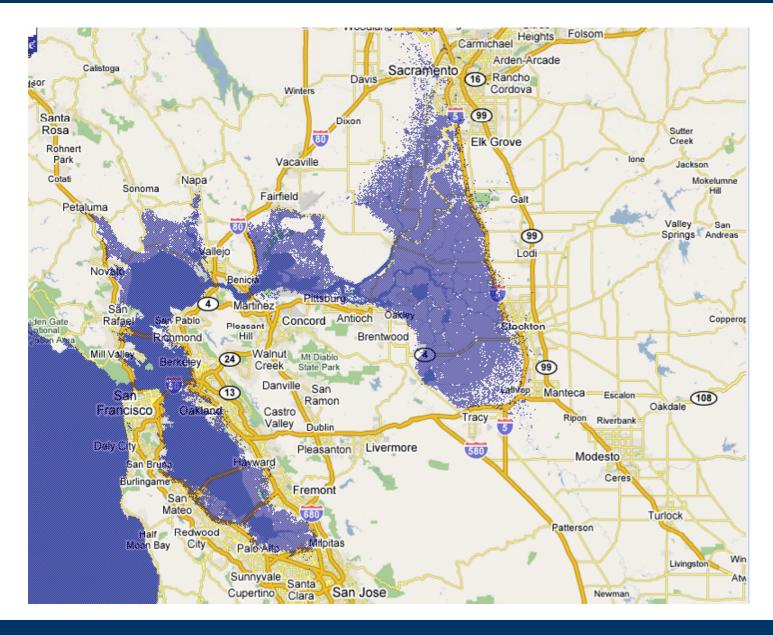
# Global Warming: Carbon Cycling





#### **Sea Level Rise**

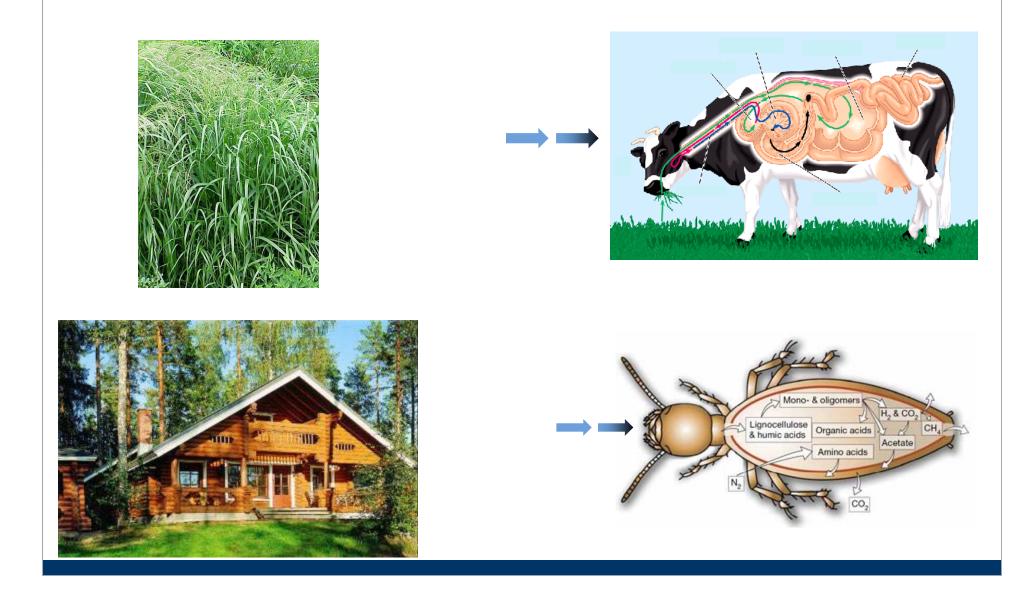


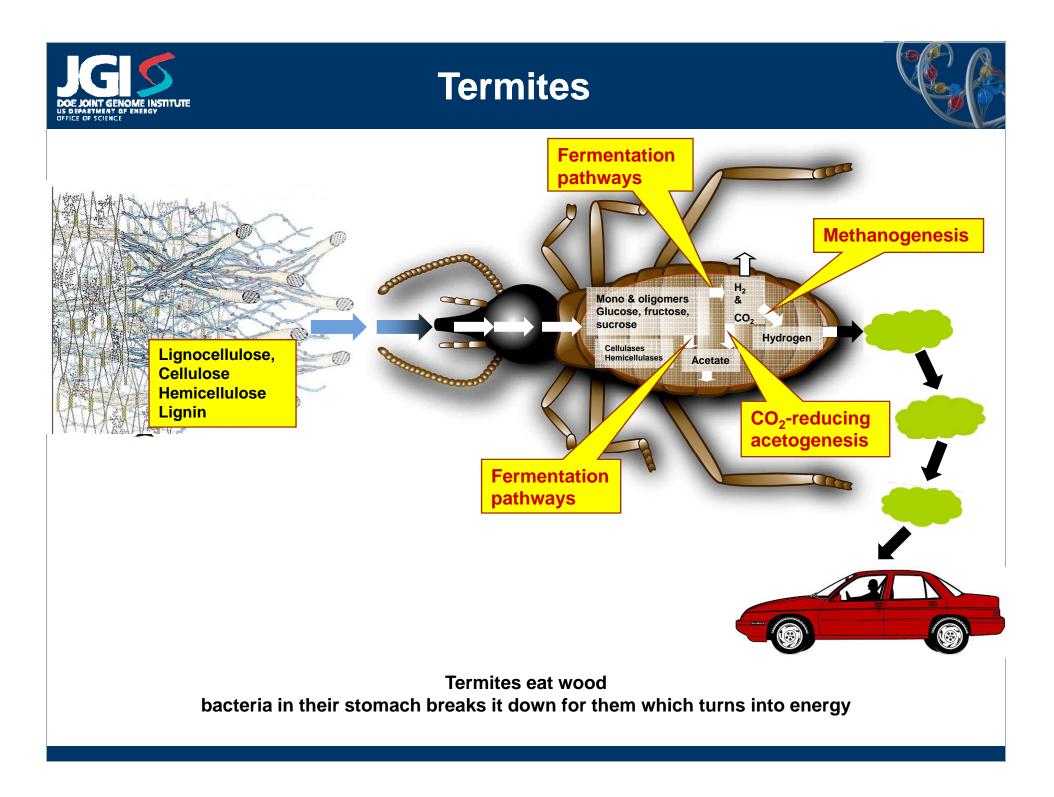




### Microbes at work



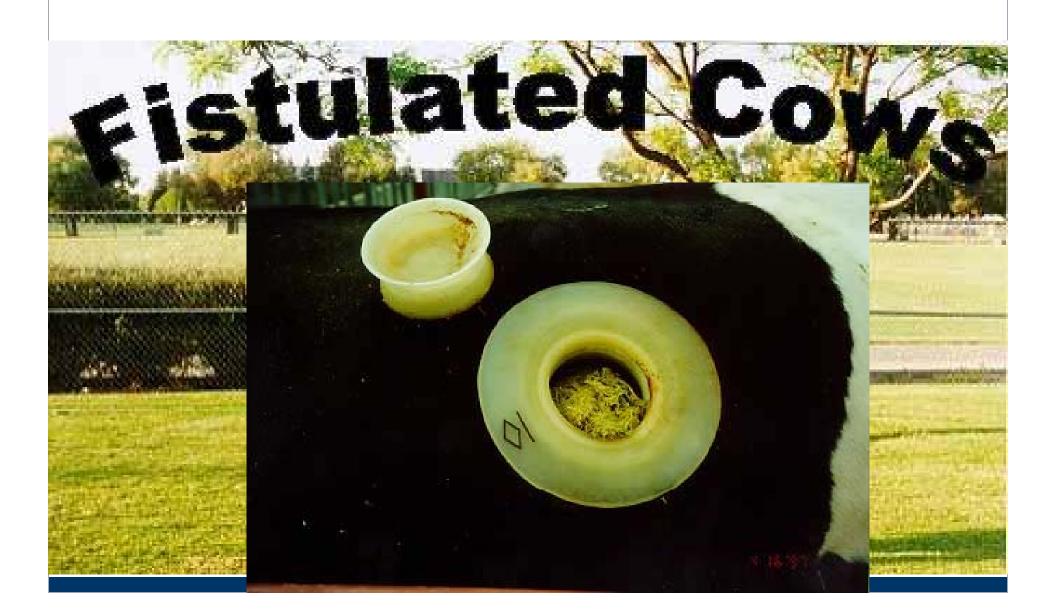






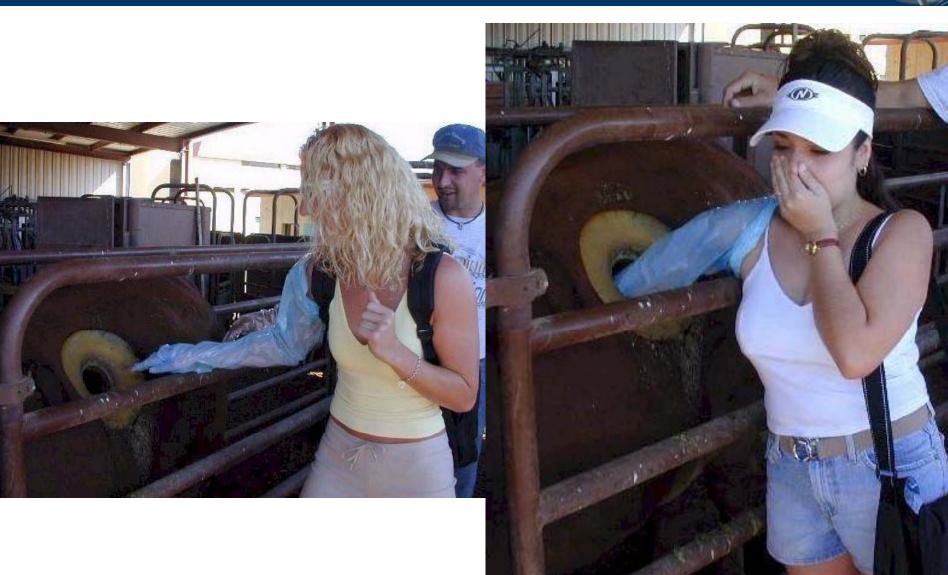
# Studying Microbes in A Cow's Stomach





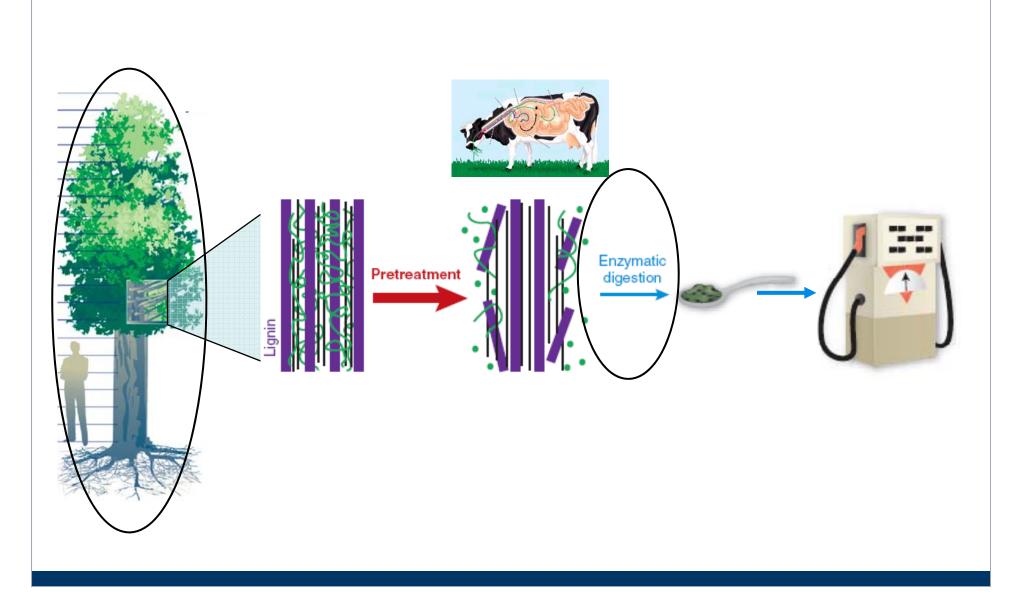


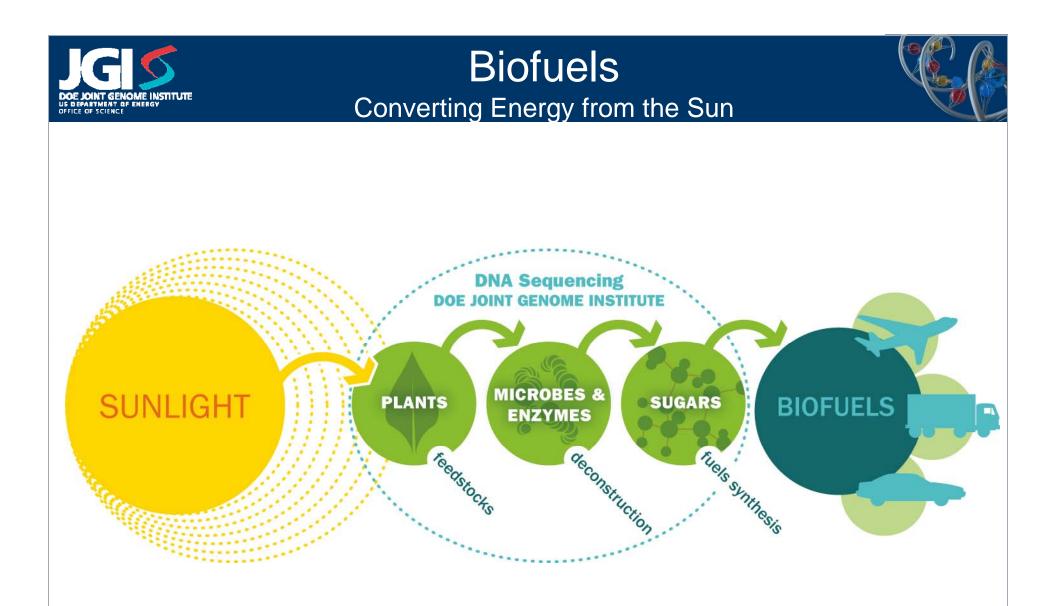
## It is a Little Messy & Smelly!





#### Converting Cellulose to Alcohol The Future





Genomic Strategies for Averting an Energy Crisis and Reducing Global Warming



## **How We Work**



#### Office & Manufacturing Work Environments



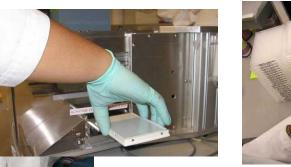
#### 60% staff in computerintensive office settings



# 40% staff in hand-intensive production tasks (2 shifts)



## Challenges in Biotechnology





What is the Difference?

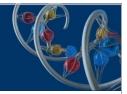




- Ergo Working Group (EWG)
- 139+ Ergo projects
- Ergonomists onsite 2x a week
- Early Intervention Program
- Pilot John Muir provider as a satellite health services for LBL employees
- October National Ergonomics Awareness Month



#### Ergo Project Status Prior to Stand down



Classification	Category	Closed	In Progress	Grand Total
Administrative		48	8	56
Engineering				
	Custom	40	17	55
	Off the Shelf	51	16	65
Grand Total		139	41	180

# Ergo Projects by Classification



## Top 3 High Risk Factor Tasks





#### **Peeling Seals**





#### **Freezer Rack Lifting**







#### Height-Adjustable & Custom Designed Tables



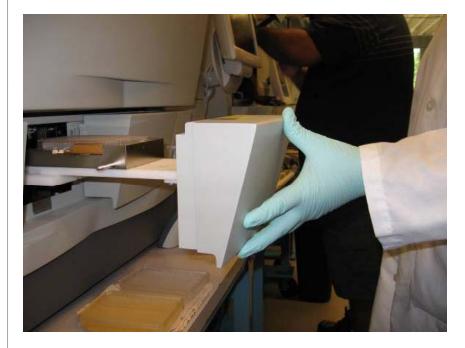


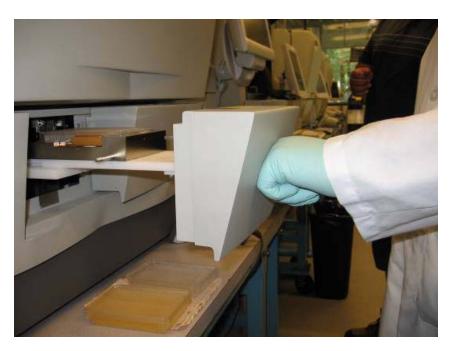
Before

After



#### **Best Practices and Training**





#### Before

After



#### Anti-Fatigue Mats





Before

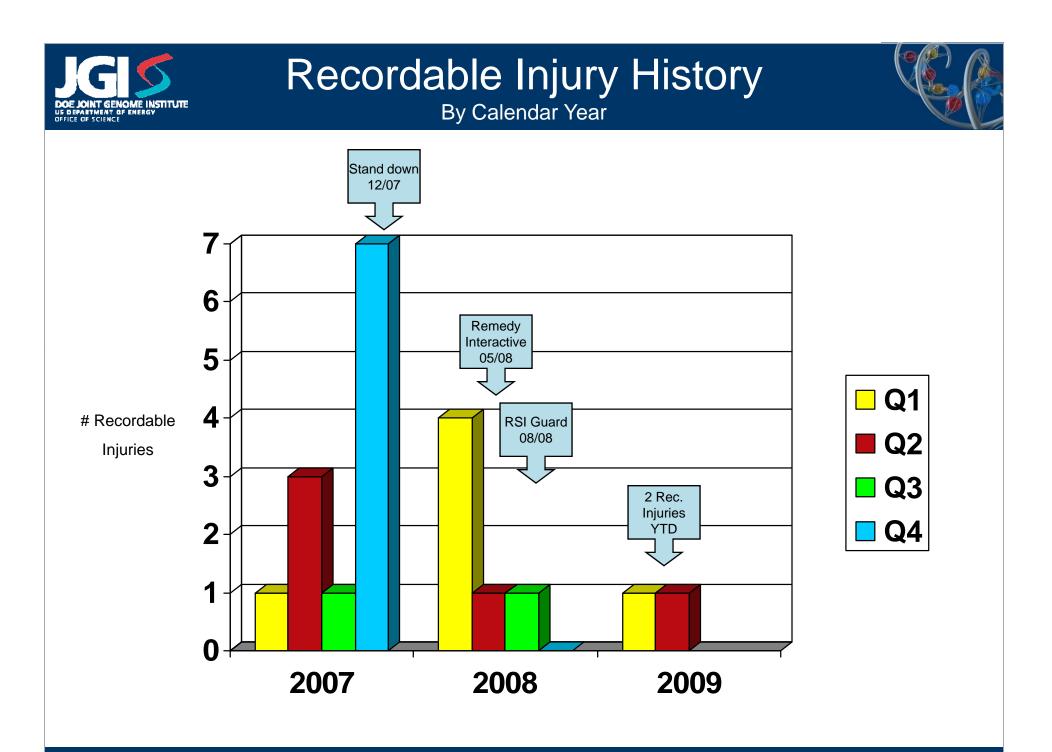
After



#### 2007 Ergo Cup Winners "Team Driven Workplace Solutions"











- 1) Job hazard analysis and evaluation of work process in RCA are less than adequate
- 2) Formal management walk around program at the JGI is not adequately identifying or controlling ergonomic hazards
- 3) Exposure of workers to ergonomic hazards in the RCA is excessive
- 4) JGI processes for worker involvement in safety needs improvement



## **JGI** Observations



- Too many people in early intervention
- Communication with medical at partner labs needed improvement
- Partner lab Contract Transition (stress)
- Communication with employees was difficult (trust)
- Rotating staff for cross-training
  - Morale
  - Repetitive stress
- Aspects of the Production Org structure were not working
- Next generation sequencing technologies were being introduced (very manual processes/stress knowing one line will be shut down?)





# **Ergonomics Stand Down**

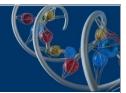




#### How:

- Understanding how our current morale problems are negatively impacting safety
- Improve communication and teamwork to create a safer work environment
- Involve EVERYONE in seeking the solutions
- Identify all hazards within the production process
- Implement necessary changes to ensure a safe work environment.



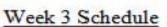


## Onsite consultant

- Macroergonomics & Human and Organizational Change
- 2 Ergonomists/Therapists
- IE (industrial engineer)
- JGI Safety Officer and EHS Division Safety Coordinator
- JGI Director, Operations, HR



## Example of Daily Schedule

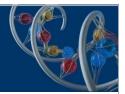


17	18	19	20	21
		Kick-off		
Working	Working	Working	Working Groups II	Debrief
Groups II	Groups II	Groups II		
Lunch	Lunch	Lunch	Lunch	Eddy Lunch
Working	Working	Early	Safety	Debrief
Groups II	Groups II	Intervention	Checklist/Walkabo	
		Brainstorming	ut	
		6	n Training	
Daily	Daily	Daily	Debrief	Actions for
Summary	Summary	Summary	(Ira/Andy)	Shutdown
-		-		Return
Nurse Meeting	Nina Rosenberg	Andy Imada	Andy Imada	Andy Imada
		R. DeBusk	R. DeBusk	Eddy Rubin

Daily Schedule: 8:30am - 5:00pm Breaks: 11:00am - 11:15am; 3:00pm - 3:15pm Lunch: 12:30 - 1:00pm (except for Fri: 12:00 - 1:00pm) Micro-breaks are to be taken throughout the day



## Daily Assessment of Progress



#### December Safety Stand Down Week One Summary – End of the Day Assessments

	12/04/2007 End of the Day Assessment				
+	Delta				
Small groups participation	Change groups the second time				
People opened up	Presenters, eliminate the duplication; agree on items during micro breaks				
Re-bonding as a group	Rebekah did a lot of work for the snacks				
People came up solutions; worked together; goal oriented people	Communicate changes				
Agreement on both shifts	Micro breaks every 1-1.5 hours				
Snacks	Highlight the passionate ideas				
Exercise where A changes something about B	Have smaller sessions with working group follow ups				
Operators and management took responsibility for what they weren't doing	Focus on how operators might change				
Small group facilitators	Fewer groups in this room				
Facilitator	Micro breaks coincide with lunch				
	Stretch break every hour				
	Felt rushed during break outs. Either more time or more focused				
	Facilitators Summarize and validate flip charts				
12/05/2007 End (	of the Day Assessment				
+	Delta				
ID'd re-org, struggle with challenge	Disorganized, pick teams faster				
Different people in different groups	Not enough time for breakout sessions				
Check off similar info	Poor forecasting				
Glimpse into others roles	Don't qualify availability				
Managers mixed in	More micro breaks				
Creativity	Lack of acknowledgement and positive feedback (during group discussion)				
Enthusiastic	Sidebar conversations				
Eddy's question session	Not sticking to schedule				
Good participation					
New speakers					
Meeting new people					
More discussion, new speakers					
No resistors					
Morale increase					
Recognition by Sue					





- Organizational design and change management
- Knowing where we are and accepting where we are going...







#### • Ergo Risk Factors

- High Forces: manual process/peeling
- High or Changes in repetition rates: Wellmate to hydra
- Awkward postures
- Training/Familiarity of Process
- Workflow Issues ie. large backlog vs catch up work
- Equipment Malfunctions
- Workload ie. # batches/person; throughput/shift (how much are you rushing)
  - Process Area
  - Shift
- Methods of Communication ie. mixed messages

## **JG S** Employee Projects During December

- 1) Step-by-step Protocol
- 2) Workflow
- 3) Risk Assessment
- 4) Solutions: Administrative, Engineering
- 5) Required Practices
- 6) Throughput Model

Use the chemistry area as an example...



## 1) Step by step protocol



GROUPNAME

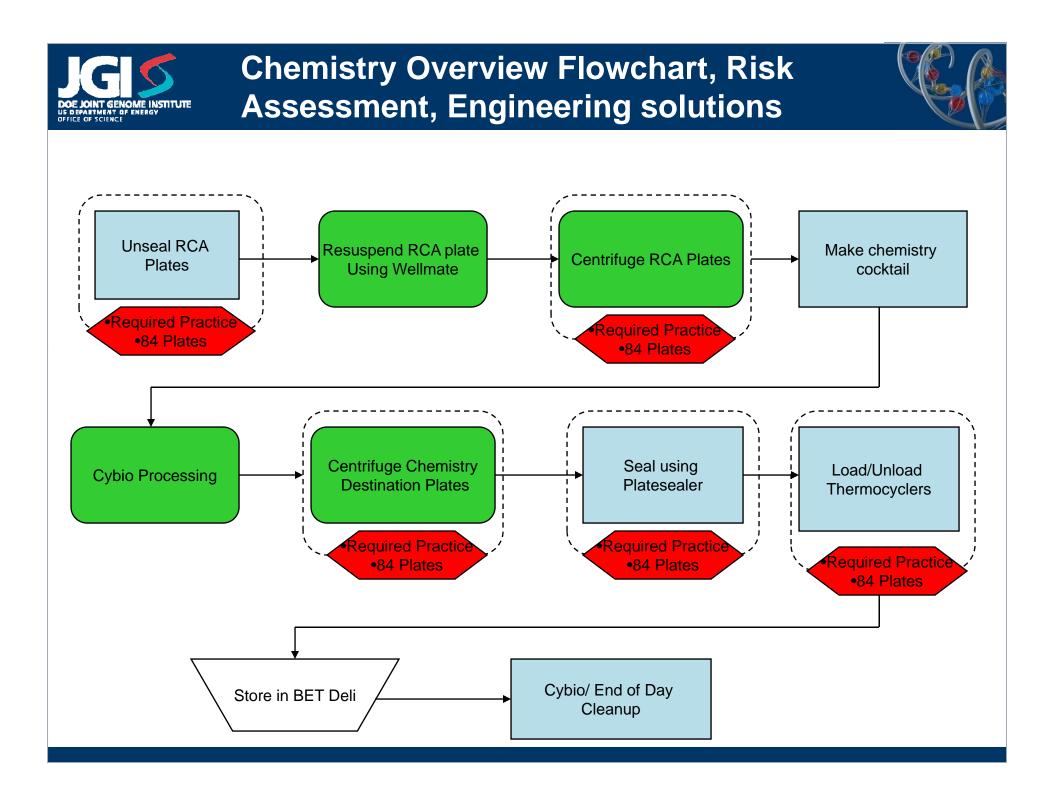
SOP CHECKLIST

#### Sequencing Chemistry SOP: Quick Reference Guide

Version #,# Date: Author(s): Reviewed/Revised by: 12/07/07 Gerald Ilog, Catherine Adams, Matthew Zane Name(s)

#### Procedure

- Check batches for primers and special instructions
- 2. Pull reagents
   <u>Note:</u> Allow one hour to thaw
- 3. Unseal two batches of RCA plates using automated unsealer.
- 4. Add 5ul of Milli Q water to RCA batch 1 Biorad source plates. Take a calibration weight. <u>Note:</u> Visually check that water is added to each well.
- 5. Setup Cybio Well Vario. Perfrom a tip QC, tighten tips, perform a tip wash, check dial settings, move tubing, and check lubricant levels.
- 6. Take a 5 minute Break
- 7. Unload batch 1 plates from Wellmate (16 plates at a time).
- 8. Load Batch 2 plates on Wellmate.
- 9. Spin down Batch 1 Biorad plates.





## How to use the "It's A Peeling" Button





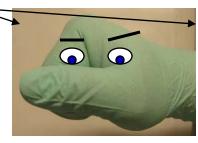
Use a "smiley face" grip, and use the flat part of the second joint of the fingers to press the button lightly

Use a fist to press the \_ button lightly

**\_ Do not use finger** tips or thumb

Before

Use the palm of your hand to press the button lightly, do not use finger tips or thumb







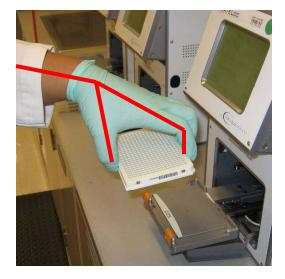






# **Sealing Plates**



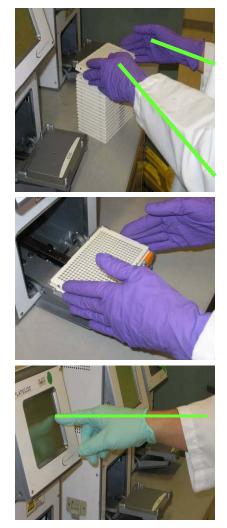




Before

Hazard 4

Avoid using a "claw grip. Use two hands to load and unload plate onto sealer. Press the start button *lightly* 



After



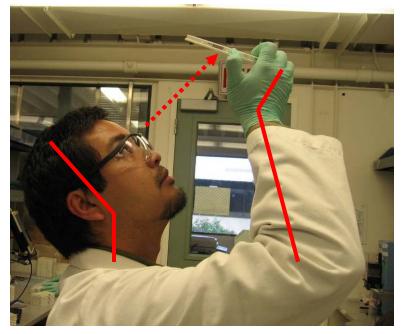
**5) Required Practices** 

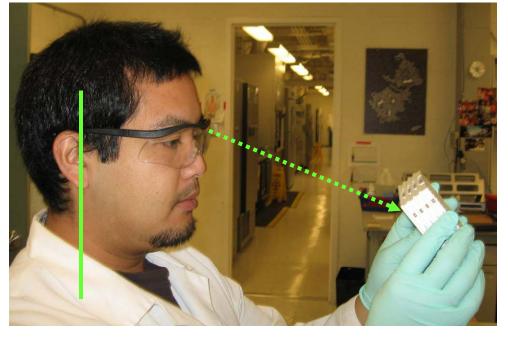
• Example Slides



# Dispense Visual Check

Perform a visual check of every 4<sup>th</sup> plate after Centrifugation. Use two hands to hold plate, do not raise above eye level.



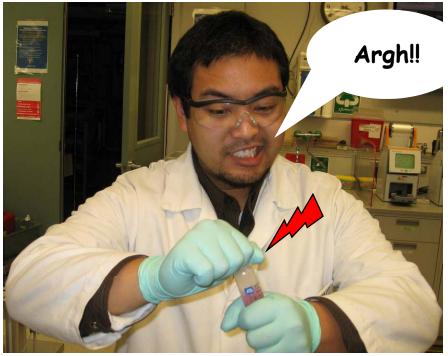


Before

After



Use a pair of slip joint pliers to remove the cap. Do not try to open reagent bottles with your hands.



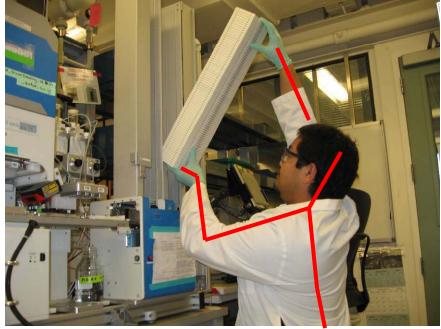


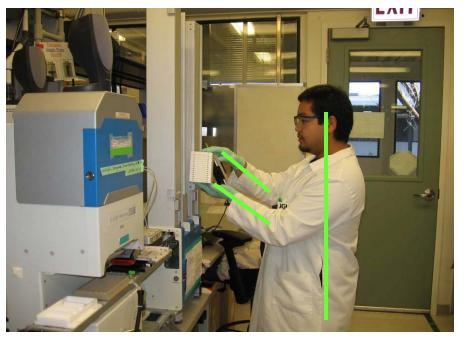
Before

After



Adjust the table to a height that is good for you. Avoid raising your elbow above shoulder level and utilizing awkward hand postures. Load no more than 16 plates at a time.





After

Before



## Loading Reagents





Before

Use a stool when loading reagents to avoid hunching over

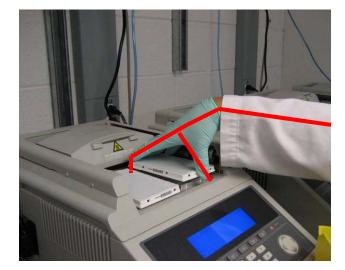


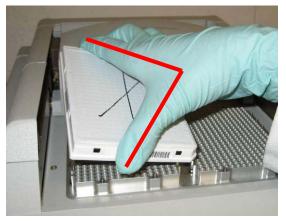
After



## How to load Thermocyclers

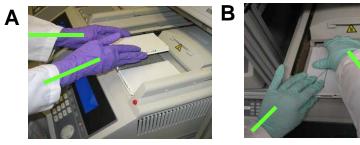




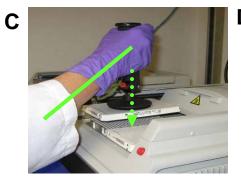


**Before** 

Load with both hands in a neutral position, avoiding a claw-like grip as seen below in options A and B



Load using the unloading tool, or drop the plate in place using a neutral position as seen below in options C and D





After



# 6) Operator Feedback: Safe Level of Plate Processing by Area

DOE JOIL

Plating (Bioassa ys per FTE)	Pickin g (Plate s per FTE)	OD (Plat es per FTE)	Fos Inoc (Plat es per FTE)	Rca (Plates per FTE)	Gels (Gel per FTE)	CHEM (Plates per FTE)	BET (Plat es per FTE)	Caps (Loaded Plates per FTE)	Caps (Debased Plates per FTE)	Caps (Machine s Running 36cm)
40	104	104	40	104	0.8	208	208	208	208	34
38	100	100	40	100	0.8	200	200	200	200	32
46	120	120	40	120	1.0	240	240	240	240	39
31	80	80	80	80	0.6	160	160	160	160	26
16	42	42	42	42	0.3	84	84	84	84	14
16	42	42	42	42	1.0	84	84	84	84	14
32	84	84	84	84	0.7	168	168	168	168	27
15	40	40	40	40	0.3	80	80	80	80	13
12	30	30	30	30	0.2	60	60	60	60	10
15	40	40	40	40	0.3	80	80	80	80	13



# **Additional Changes**



- Organizational Structure changes
- Throughput model
- Partner labs commitment from medical
- Streamlined return to work program
- Early Intervention Program
- Full Time Ergonomics Support (3 ergonomists)
   Monitoring program
- Onsite Nurse on Tues, Thurs PM
- Process Change Notification
- Observation Program
- Structured process for rotation on the production floor
- Ergo points

Clarifying Organizational Roles and Responsibilities DOE JOINT GENOME INSTITUTE

OFFICE OF SCIENCE

Role	Responsibilities				
Production Coordinator	<ul> <li>Managing and coordinating all aspects of the sanger line from Plating through ABI</li> <li>Responsible for change management on the line</li> <li>Throughput, scheduling, staffing</li> <li>Supervising the Technical and Administrative supervisors</li> </ul>				
Technical Lead	<ul> <li>Single point of contact on designated shift to make all technical decisions</li> <li>Shift meetings</li> <li>Anything associated with processing samples</li> <li>Interact with Supervisors on staffing problems, schedule changes</li> <li>Interact with Production coordinator on technical aspects of the process</li> <li>Coordinating technical training</li> </ul>				
Administrative Supervisor	<ul> <li>Hire, performance management, time keeping, staff development (1x1s)</li> <li>Anything w/ HR</li> <li>Interact with Technical leads on time keeping, staffing problems and schedule changes</li> <li>Interact with production coordinator on staffing needs</li> <li>Administrative training</li> </ul>				





# 20% overall reduction in throughput

#### FY2008 Production Numbers:

	Q1	Q2	Q3	Q4	Total
Sanger	4.030	3.397	6.142	6.142	19.711
454	3.164	6.603	7.398	7.398	24.563
					44.274



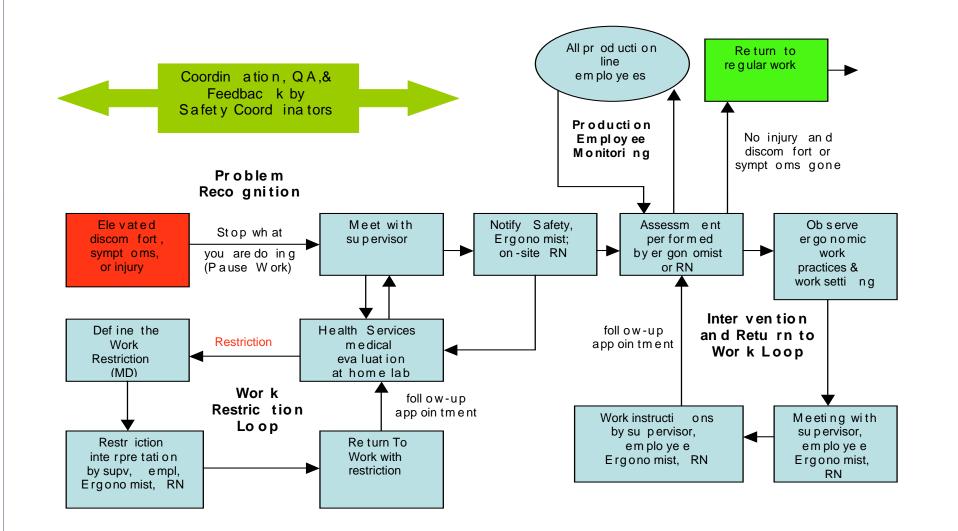
# • HR

- Case review meeting
- Employee accommodations

# • Medical

- Partner labs support for onsite Nurse
- Partner labs support for Early Intervention
- Partner labs now incorporate JGI ergonomist paperwork

## JGI Early Intervention Process Chart: Monitoring, Observations

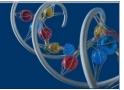


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# **Ergo Points**

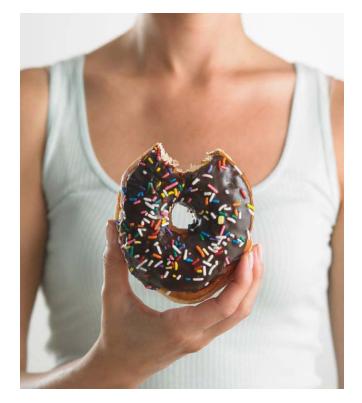


 Supervisors want to know....

## "HOW MUCH IS TOO MUCH?"

## Guidelines for schedulers

- What tasks can be scheduled together
- How many tasks can be conducted in one day
- No ergonomics risk tool sensitive for low force high repetition tasks like at JGI







# 'Ergo Points'





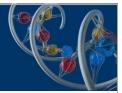
## Weight Watchers



Food	Weight Watchers Points
Medium Fries	10
Cheeseburger	7
Big Mac	14
Corn on Cob	3
DAILY TOTAL	34







Task	Ergo Points
Handling blo-assay trays	20
Loading/Unloading Stackers (Top Loading)	16
Loading/Unloading Stackers (Front Loading)	5
Unsealing Heat Seals	18
DAILY TOTAL	59



#### Moore-Garg Strain Index

SI Score Interpretation

RCA: Peeling Foil Seals			Safe	
	3-5	Uncertain		
7/27/2006				
Christing Naca, Ira, Ia				
Chilistine Naca, lia Jai	100112			1
		SI =	10.1	l
Rating Criterion	Observation	∨ariable Multiplier	Enter Multiplier	%Max, MVC
Light	Light: Barely noticeable or relaxed effort (BS: 0-2)	1		<25%
		-		25-35%
				35-55%
-		_	6	55-75%
Near Maximal	Near Maximal: Uses shoulder or trunk for force (BS: 8-10)		Ů	>75%
30-49%		1.5	L	
50-79%		2.0	15	
> 80%		3.0	1.5	
< 4		0.5		
4 - 8		1.0		
9 - 14		1.5		_
15 - 19		2.0	10	
> 20		3.0	1.0	
Very Good	Perfectly Neutral	1.0		
Good	Near Neutral	1.0		
Fair	Non-Neutral	1.5		
Bad	Marked Deviation	2.0	2.0	
Very Bad	Near Extreme	3.0	3.0	
Very Slow	Extremely relaxed pace	1.0		-
Slow	Taking one's own time	1.0		
Fair	Normal speed of motion	1.0		
Fast	Rushed, but able to keep up	1.5	4.5	
Very Fast	Rushed and barely/unable to keep up	2.0	1.5	
<1		0.25		•
1 - 2		0.50		
1 2.4		0.75		
4-8		1.00	0.05	
>8		1.50	0.25	
	•			•
A Proposed Method to Risk of Distal Upper ers; Am. Ind. Hyg. Assoc. 395) om S	University of South Florida College of Public Health			
	7/27/2006         Christine Naca, Ira Ja         Rating Criterion         Light         Somewhat Hard         Hard         Very Hard         Near Maximal         < 10%	Christime Naca, Ira Janowitz         Rating Criterion       Observation         Light       Light: Barely noticeable or relaxed effort (BS: 0-2)         Somewhat Hard       Hard: Obvious effort; Unchanged facial expression (BS: 4-5)         Very Hard       Very Hard: Substantial effort; Changes expression (BS: 8-7)         Near Maximal       Near Maximal: Uses shoulder or trunk for force (BS: 8-10)         < 10%	7/27/2006     3-5       7/27/2006     5-7       Christine Naca, Ira Janowitz     Product of a       State     State       Rating Criterion     Observation     Variable Multiplier       Light     Light: Barely noticeable or relaxed effort (BS: 0-2)     1       Somewhat Hard     Noticeable or definite effort (BS: 3)     3       Hard     Hard: Obvious effort; Unchanged facial expression (BS: 6-7)     9       Near Maximal     Near Maximal: Uses shoulder or trunk for force (BS: 8-10)     13       < 10%	7/27/2006     3-5     Uncertain 5-7       Christine Naca, Ira Janowitz     5-7     Some Risk Product of all multipliers       Christine Naca, Ira Janowitz     Sile     10.1       Rating Criterion     Observation     Variable Multiplier     Enter Multiplier       Light     Light     Light Barely noticeable or relaxed effort (BS: 0-2) Somewhat Hard     1       Hard     Hard: Obvious effort; Unchanged facial expression (BS: 6-7)     9     6       Very Hard     Very Hard: Substantial effort; Changes expression (BS: 6-7)     9     6       10-29%     1.0     0.5     1       10-29%     1.5     0.5     1       10-29%     1.0     0.5     1       30-49%     2.0     1.5     1.5       50-79%     2.0     1.5     1.5       50-79%     2.0     1.5     1.6       9 - 14     1.0     0.5     1       9 - 14     1.0     2.0     1.0       9 - 14     1.0     2.0     1.0       9 - 14     1.0     2.0     1.0       9 - 14     1.0     2.0     1.0       9 - 14     0.5     1.0     1.0       9 - 14     0.5     1.0     1.0       9 - 10     2.0     1.0     2.0

Strain Index assumes conducting same task all day long.





- Task-specific to JGI production jobs
- First 20 tasks based on synthesis of Strain Index, expert opinion, and anonymous employee discomfort ratings to 'calibrate' data.
- Statistical tests for agreement
- Apply to other production tasks





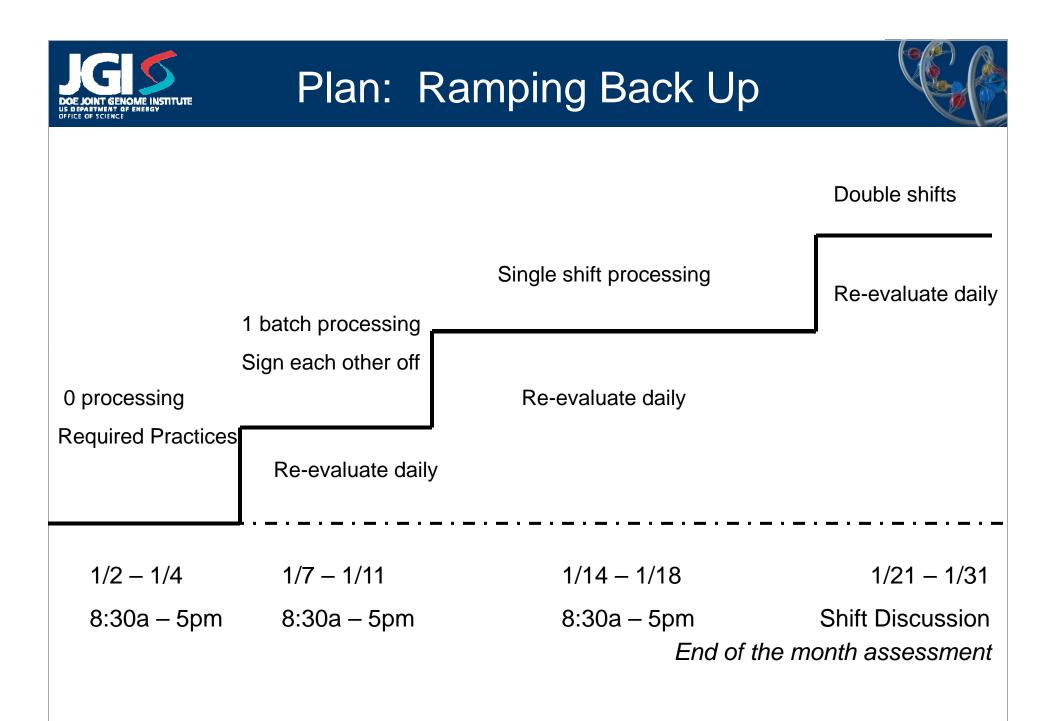
- Supervisors use it as a 'sandbox' to test out various combinations and quantities of tasks
- Used to validate new processes and/or process changes i.e. new technologies

Ergo Points continues to provide guidelines to identify ergonomic risk exposure





- ☑ Area fully documented, required practices in place
- ☑ Hazard solutions need to be reasonable and meet operator expectations
- ☑ You must feel safe with the throughput levels and the work pace
- ☑ Operators fully trained to work in the area
- **☑** Clear expectations for operators and supervisors
- ☑ Process Change Notification in place
- **☑** Communication Model in place
- **☑** Early intervention in place
- **☑** Return to work procedures in place
- Employee/Supervisor checklist in place (Check and Balance)
- ☑ Leadership in place







- Back to processing 4 batches/day, which is an overall 20% reduction of processing plates
- Administrative/Engineering modifications to the line
- Incorporating next generation technologies into production

# Vying to retain the Ergo Cup 2008

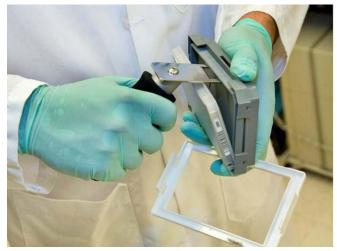
- The JGI Production Department competed with two new innovations.
- Kept Up Employee Morale

## "Base Off"

**Before** 



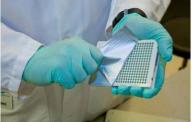




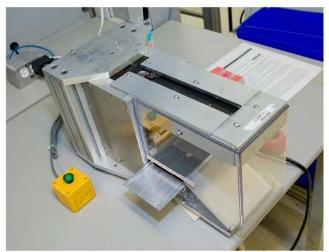
## "It's A Peeling"

Before





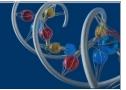
After







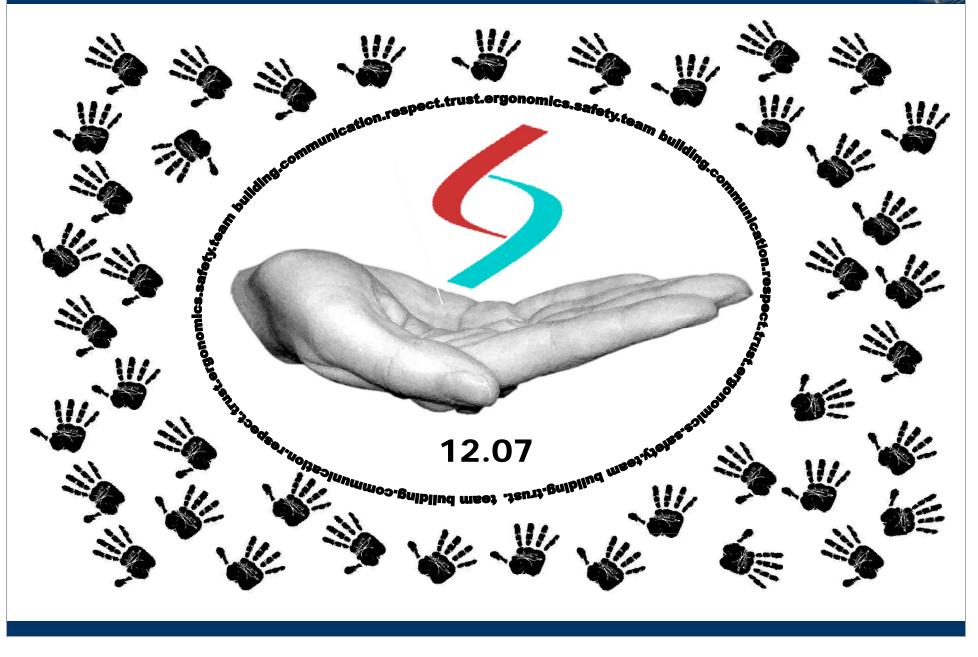
## What we learned?



- No 'silver bullet'
- Ergonomics is a team effort
- Required an organizational solution
  - Change in culture (productivity vs safety)
  - Staff ownership
  - Accountability
  - Support from Medical, HR, Safety, LLNL and LBL
- Takes time and patience to change
- Change is difficult!!



# **Commitment To Zero Injuries**







## **Engineering designs and solutions**

### **Early intervention**

Targets employees with discomfort Includes bi-weekly review meeting

#### **Proactive Ergonomics Risk Assessments/Evaluations**

Labs and offices Monitoring Walk-abouts Comfort surveys

## Relaxation/ Rejuvenation Room

#### **Ergonomics Working Group**

Promotion Awareness Communication

#### **Training/education**

Risk targeted courses Stretch break programs Potty training Website resources

## **Ergonomics Demo Room**

#### Work tool and practices

57

Ergo Points Required Practices



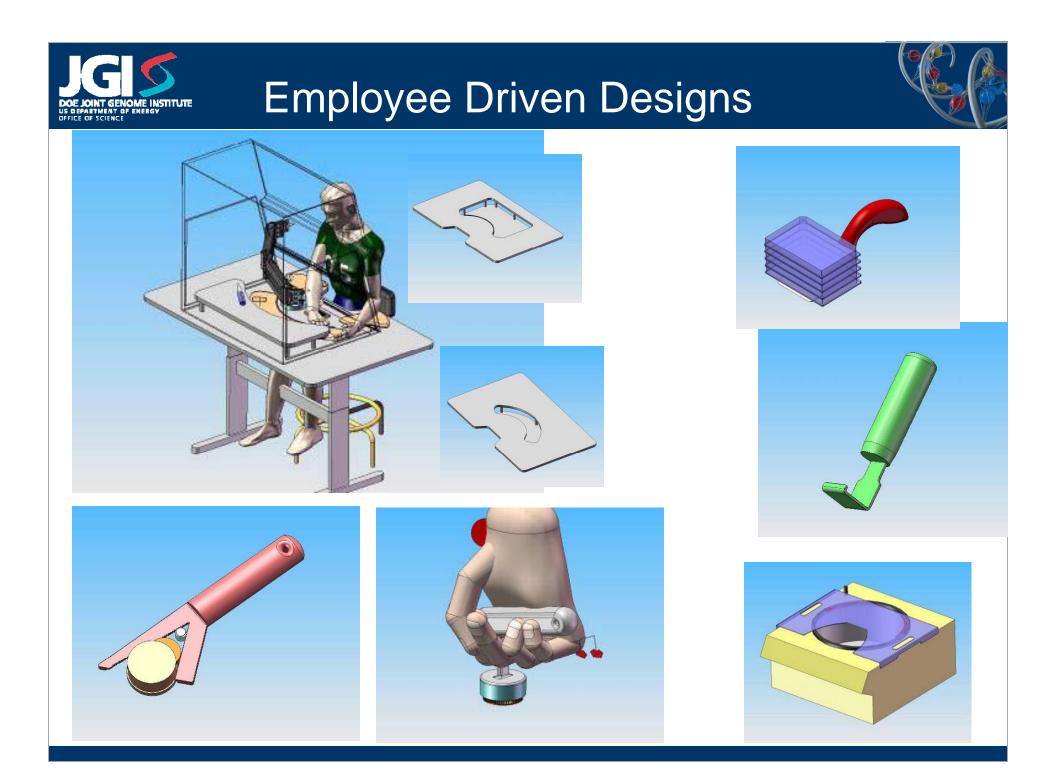




Room 350 in Building 310 is your place to stretch, ice down, and take pilates classes. 350 is reserved exclusively for stretching, so stop by anytime during work hours to stretch or ice.

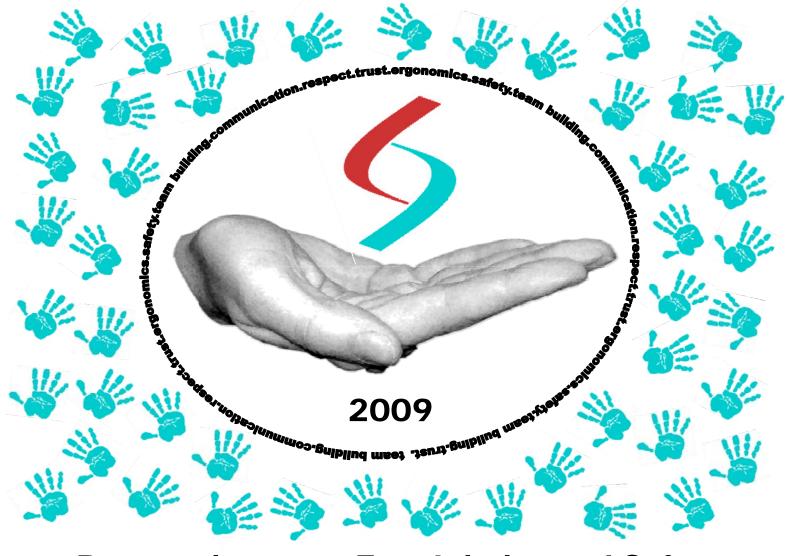
- Come try the
- foam mats
- foam rollers
- massage tools
- hot and cold packs







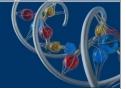




## **Recommitment** to Zero Injuries and Safety









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# 'Ergo Points' More Detail



## **Identify Variables**



- Part I: Generate a Detailed Task List to indicate tasks performed in specific production areas.
  - Group tasks that are conducted together by a single operator (multi-tasking impacts the risk).
- Part II: Collect a discomfort rating for each task (subjective metric)

Discomfort Description	Discomfort Rating Scale		
No	0		
Mild	1		
Moderate	2		
Severe	3		
Extremely severe	4		

- Data was compared to the Moore Garg Strain Index (SI) of individual tasks
  - SI was used to cross reference subjective impressions of the production workers
  - SI assumes conducting a single task all day.



## **Determine Metrics**



- Part III: From the Detailed Task List, use the discomfort rating to generate a converted Ergo Points value.
  - Ergonomic risk is a function of posture, repetition, force in the position of use, and duration.
  - The discomfort ratings assume these variables.
  - There is a non-linear relationship between the discomfort values and ergonomic risk, therefore a non-linear scale must be used to generate ergonomic risk values.

Discomfort Description	Discomfort Rating Scale	Ergo Points Scale
No	0	3
Mild	1	10
Moderate	2	20
Severe	3	50
Extremely	4	100
severe		





Part IV: Determine the Process Cycle Time for each task

The Total Ergo Points values are calculated from the %Time/Workday for each task in a 7.5 hour workday.

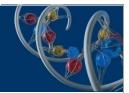
Total Ergo Points =

 $\Sigma$  Ergo Points (Task 1-N) x Time (Task 1-N)

- Part V: Collect 4 weeks of data
- Part VI: Conduct Statistical Analysis in partner with UCSF







The findings of the Ergo Points Study suggest the following estimation of risk:

- Ergo Points < 18 Low Risk
- $\begin{array}{l} 18 \leq Ergo \ Points \leq 30 \\ \hline Moderate \ Risk \end{array}$
- Ergo Points > 30 High Risk

- Staff who are experiencing significant fatigue or discomfort should report this to their supervisor and should be scheduled to a task with a lower Ergo Points rating.
- Generally, schedulers should target scheduling of the staff in the Moderate Risk zone or lower.
- The Ergo Points ratings can be used to prioritize interventions. Tasks with Ergo Points ratings greater than 30 should receive a high prioritization for redesign.





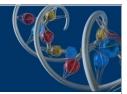
- November 2005 STEER (System to Evaluate Ergonomic Risks) forms by EORM consulting firm
  - Outcome: Could not quantify overall risk for multiple tasks conducted over the course of a workday
- April 2006 Moore Garg Strain Index
  - Outcome: Assumes conducting only one task in a workday
- June 2006 HAL (Hand Activity Level), NIOSH Lifting Equations, Fatigue, Liberty Mutual Manual Material Handling Tables, Static & Dynamic Work Analysis, Rohmert Curves (muscle endurance and recovery), Rodgers Muscle Fatigue Assessment
  - Outcome: Was not sensitive to high repetition multiple tasks with low hand force
- November 2006 Ergo Points formulation (formerly known as Ergo Watchers)
- July 2007 Ergo Points methodology used as guidelines for assessing risk (excel spreadsheets)
- March 2008 Ergo Points software tool deployed (Kecia)
- June 2008 Auburn Engineers eTools
  - Outcome: Was not sensitive to high repetition multiple tasks with low hand force





- Align Ergo Points and Comfort Surveys
- Transfer Local Client to Web Based Forms
- Advanced Reports
- Cross Platform Risk Assessments
- Combine Risk Assessment with Resource Allocation and Staffing Models for planning





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