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NAS CECIL FIELD
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MINUTES FROM 2 MARCH 1994 BASE REALIGNMENT AND CLOSURE PHASE II
PLANNING MEETING NAS CECIL FIELD FL
3/9/1994
ABB



09 March 1994

Commanding Officer
Southern Division
Naval Facilities Engineering Command
P.O. Box 190010
North Charleston, SC 29419-9010

RECEIVED

OCT 14 1994

C. PERRY

Attention: Mr. Cliff Casey (Code 18B9)

Subject: Minutes of the NAS Cecil Field Base Realignment and Closure (BRAC) Phase II Planning Meeting

Dear Cliff:

I would like to thank you for meeting with us last Wednesday (March 2nd) to discuss the future plans for BRAC activities at NAS Cecil Field. The following are my recollections of what we decided needed to be done, along with approximate timeframes for getting those efforts on contract.

NAS Cecil Field BRAC Phase II Evaluations

Project Description and Background

NAS Cecil Field, as part of the approved 1993 Base Closure and Realignment Commission's list, has recently undergone a fence-to-fence environmental baseline survey (EBS). All of the buildings/areas/parcels of the base have been categorized into one of three general categories: a) transferrable, b) known to be contaminated and currently incorporated into the Station's Installation Restoration (IR) program, or c) requiring some additional investigation to determine their actual environmental condition.

The purpose of this second phase of investigation is to develop the plans that will allow for fully evaluating those sites/parcels/areas/buildings that were determined, during the initial EBS, to need additional investigation. The ultimate goal of the Phase II Evaluations, once implemented, will be to correctly identify all parcels as ready for transfer, or needing to be inducted into the formal IR program. This planning effort will consist of project management efforts, development of a Project Operations Plan, and updating the BRAC Clean-up Plan (BCP) and the EBS database. There will be no physical sampling/analysis under this initial planning phase.

Implementation/Project Planning

a. Project Management

The Consultant will provide project management oversight during the duration of the project. This includes day-to-day management of resources and schedules, formal and informal liaison

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with the facility and SouthDiv representatives, and other such management efforts required to ensure timely delivery of all required products and services.

The Consultant will provide for attendance and support at various management meetings during the course of the contract. This will include one two-day Project Management meeting per month, and three one-day public meetings. The meetings will primarily be in Jacksonville, FL. Every third Project Management meeting should be planned for Atlanta; the Consultant should plan to provide a conference room.

The Consultant will provide Technical/Financial Monthly Reports (TFMR) as required by the basic contract.

b. Review Existing Information

The Consultant shall become familiar with the history and current status of the work being conducted at NAS Cecil Field through the review of existing reports, plans, studies, maps, lab analyses, and other relevant documents. This will include a visit to NAS Cecil Field, by the Project Operations Plan (POP) team.

The Consultant shall collect data from the activity to familiarize the POP team with existing reports, data and other relevant information.

The Consultant shall assess the availability, current status, and usability of any existing monitoring wells and supply wells to be used in upcoming investigations. These will serve to evaluate suspect areas/points of interest (POIs) for possible early actions.

Information from the EBS survey will be reviewed to identify POIs. This information represents the most current data for NAS Cecil Field, and its incorporation into planning documents will be critical for the success of future work.

The Consultant will plan all site visits/data collection efforts so that all of these requirements can be accomplished with minimum travel costs.

c. Project Plans

The Consultant will plan for the use of a screening protocol, similar to the NAS Jacksonville Remedial Response Decision System, as a means of categorizing the POIs that were identified during the EBS. While the EBS Phase I audits provided the basics of a Preliminary Assessment (PA), further review will incorporate some threat evaluation, including identification of the likelihood of a release and any exposure pathway (contaminant→exposure pathway→potential receptor). This is similar to the USEPA HRS scoring protocol. The results of the Phase II investigation will be transfer of all "gray" sites/POIs into either a transferable category (white, blue, light green, or dark green), or a category in which further study is mandated (red or yellow). The planning documents will be developed however, so that when additional investigation is deemed necessary, all of the basic elements of the work plans are available. Only those unique aspects of a particular site will need to be added.

The Consultant shall prepare a POP for NAS Cecil Field. This POP will serve as the overall management document for all new investigative efforts - that is, those that are not already

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under the formal Installation Restoration Program (18 sites) or the UST Program (4 sites). The POP will provide much of the general information and procedures necessary to conduct Site Investigations (SI), Remedial Investigations/Feasibility Studies (RI/FS), and RCRA Facility investigations and closures (as appropriate).

The POP will include a Tank Management Plan (TMP) that reviews the current status of the UST/AST program on the station, the approved plans for dealing with those tanks, and the priority in which they will be dealt with. The POP will ensure that any UST/AST investigations will comply with current FDEP 17-770 (FAC) and Navy guidance and regulations.

The POP will be prepared in accordance with current USEPA, FDEP, and Navy guidance and regulations. The POP will incorporate the requirements of a Quality Assurance Project Plan (QAPP), Health and Safety Plan (HASP), and elements of a Field Sampling Plan (FSP). At a minimum, the POP will include:

- Brief Summary of Previous Investigations at the POIs
- Project Description/Rationale
- Project Organization and Responsibilities
- Tank Management Plan
- Quality Assurance Objectives
- Field Program Procedures and Requirements
- Sample Handling and Custody Procedures
- Analytical Procedures
- Data Management Objectives
- Internal Quality Control
- Problem Prevention
- Health and Safety Plan
- Summary

The POP will apply base-wide and will serve as an important reference document for standardized procedures needed to conduct Phase II activities. The POP will also include the components necessary to accelerate site remediation and closure activities, including risk assessment and remedial design activities. Specific elements such as individual site background, sampling objectives, sampling locations and frequency, and sample designation, will be included in site-specific work plans prepared in follow-on tasks issued by the Navy. To the extent possible the Consultant will utilize existing site related documents (such as a current HASP and QAPP).

After review of existing information, the Consultant will develop the initial strategy for prioritization and review of the POIs. This strategy will then be presented to the NAS Cecil Field BRAC Clean-up Team (BCP)/Project Team for concurrence prior to continuing with development of the document. Once a Draft POP has been developed, a presentation will be made to the BCT/Project Team and review copies provided. Upon receipt of review comments, a Final POP will be published.

d) Update the BRAC Clean-up Plan

At the first Project Management Meeting, the decision will be made as to what sections of the BCP will be updated. This update will include changes to text as well as maps and graphics



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and will reflect the decisions/strategies presented in the POP, including the Tank Management Plan. Within thirty days from delivery of the final POP, a draft Revised BCP update will be presented to the BCT/Project Team for review. Fifteen working days after receipt of review comments, a final Revised BCP will be distributed.

Changes will be distributed as page changes to the original document, so new binders will not be required. All changed pages will reflect the words "Revision 1" and the date of the revision as a footnote at the bottom of each changed page. A revised Cover, spine, and title page will also be provided reflecting the revision number and date. An instruction page will be provided to guide recipients through the update process. Because the composition of the BCT/project team and public officials is expected to change, ten (10) additional, complete BCPs shall be generated and placed at the disposal of the BCT.

e) Database Management

The Consultant shall be responsible for maintenance and update of the NAS Cecil Field BRAC database. This will include update of individual site characterizations, inclusion of new photographs for any newly identified areas, and scanning/inclusion of any new reference documents that may be generated. The Consultant should plan to issue one updated CD-ROM to all holders of the database. It should be assumed that recipients of the database already have the proper equipment with which to read the data.

f) Tank Inventory Management System (TIMS) Update

Upon completion of development of the Tank Management Plan, the Consultant shall update and deliver a revised edition of the TIMS database to base personnel.

g) Outlying Landing Field (OLF) Whitehouse

The Consultant will perform a fence to fence EBS at OLF Whitehouse which has recently been added to the closure property at NAS Cecil Field. All of the buildings/areas/parcels will be categorized into one of three general categories as was done for the Phase I Evaluations. An EBS Report will be provided for OLF Whitehouse in the same format as was provided for Phase I.

Meetings

The Consultant shall prepare for and attend meetings in support of the project. The Consultant shall be responsible for recording minutes of the meetings and providing copies to the Navy RPM and other attendees. Minutes shall be distributed within 10 working days of the meeting date. Meetings include:

Project Manager Meetings - Meet monthly with the RPM to discuss project status and upcoming work. Meetings will be for two days at NAS Cecil Field (conference room to be provided by the Navy), except for every third meeting which should be planned for Atlanta (conference room to be provided by the Consultant).

UST/AST Planning Meeting - Meet for one day at NAS Cecil Field with the Navy UST RPM to discuss requirements of the Tank Management Plan.

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Public Meetings - Meet for three one-day meetings with public interest groups (i.e. reuse committees) at NAS Cecil Field or in the City of Jacksonville.

Project Operations Plan (POP) Planning Meeting - Meet for two days at NAS Cecil Field, with the BCT/Project Team, to discuss strategies for the Phase II investigations.

Draft POP Submittal Meeting - Present, at NAS Cecil Field, the Draft POP to the BCT project team.

Schedules

Project Operations Plan (POP) Strategy	30 days after NTP
Draft POP	45 days after strategy concurrence
Final POP	10 days after receipt of Draft review comments
Draft Revised BCP	30 days after Final POP
Final Revised BCP	10 days after receipt of Draft review comments
Database Update	30 November 1994
TIMS Update	30 July 1994
Draft EBS-Whitehouse	90 days after NTP
Final EBS-Whitehouse	15 days after receipt of Draft review comments

Deliverables

	<u>SDiv</u>	<u>Facility</u>	<u>USEPA</u>	<u>FDEP</u>
Draft Project Operations Plan	4	2	2	2
Final Project Operations Plan	4	2	2	2
Draft Revised BCP	4	4	2	2
Final Revised BCP	10	12	2	2
Database Update	1	1	1	1
TIMS Update	1	1	1	1
Draft EBS-Whitehouse	4	4	2	2
Final EBS-Whitehouse	10	12	2	2

The schedule noted for the generation and negotiation for this effort was as follows:

Code 18 SOW to Code 02	18 March
SOW/RFP to ABB-ES	23 March
POA to SouthDiv	8 April
Negotiation	18 April
NTP	2 May

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That concludes the minutes of the meeting. If there are any questions, please feel free to contact me or Lisa Routhier at (904) 269-7012.

Respectfully submitted,

ABB ENVIRONMENTAL SERVICES, INC.



for Philip Georgariou
BRAC Project Manager

cc: Lisa Routhier
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