

N00213.AR.000330  
NAS KEY WEST  
5090.3a

ADDENDUM TO THE QUALITY CONTROL PROJECT PLAN FOR BASE REALIGNMENT AND  
CLOSURE PARCELS FAST TRACK SOIL REMOVALS NAS KEY WEST FL  
12/1/1998  
BECHTEL ENVIRONMENTAL INC

ADDENDUM  
TO THE  
QUALITY CONTROL PROGRAM PLAN  
FOR  
BRAC PARCELS  
FAST-TRACK SOIL REMOVALS  
AT  
NAVAL AIR STATION KEY WEST, FLORIDA  
DELIVERY ORDER 0101

Prepared for  
DEPARTMENT OF THE NAVY  
SOUTHERN DIVISION  
NAVAL FACILITIES ENGINEERING COMMAND

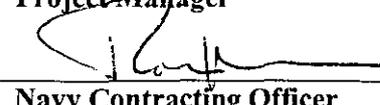
Under Contract No. N62467-93-D-0936

Prepared for  
BECHTEL ENVIRONMENTAL, INC.  
OAK RIDGE, TENNESSES

December 1998

Revision 0

Bechtel Job No. 22567

|           |   |                         |
|-----------|---|-------------------------|
| Approved: | <br>Quality Control Manager  | <u>12-15-98</u><br>Date |
| Approved: | <br>Project Manager          | <u>12-16-98</u><br>Date |
| Approved: | <br>Navy Contracting Officer | <u>5 Jan 99</u><br>Date |

## TABLE OF CONTENTS

|   | <b>Page</b> |
|---|-------------|
| INTRODUCTION.....   | 1           |
| SCOPE OF WORK.....  | 1           |
| SECTION I – APPOINTMENT LETTER.....   | 2           |
| SECTION II - ORGANIZATIONAL CHART.....                                      | 3           |
| SECTION III - NAMES AND QUALIFICATIONS.....                                 | 4           |
| SECTION IV - DUTIES, RESPONSIBILITIES, AND AUTHORITIES OF QC PERSONNEL..... | 6           |
| SECTION V - OUTSIDE ORGANIZATIONS.....                                      | 6           |
| SECTION VI - SUBMITTALS.....  | 6           |
| SECTION VII - INSPECTION SYSTEM.....  | 6           |
| SECTION VIII - TESTING.....   | 6           |
| SECTION IX - REWORK PROCEDURES.....   | 6           |
| SECTION X - DOCUMENTATION.....  | 6           |
| SECTION XI - CERTIFICATIONS.....  | 6           |
| SECTION XII - PROGRESS SCHEDULE.....  | 7           |

### ATTACHMENTS

- 1 Inspection Schedule Log
- 2 Field Inspection Report
- 3 Testing Plan and Log

## INTRODUCTION

The purpose of this Quality Control Plan Addendum (QCPA) is to define those activities necessary to provide adequate confidence that the fast-track soil removals for BRAC Parcels at the Naval Air Station (NAS) Key West, Florida have been satisfied under Delivery Order 0101.

## SCOPE OF WORK

This QCPA addresses quality control (QC) requirements for this task and is used to provide additional site-specific information to the program requirements presented in the QC Plan (QCP). Both the QCP and the QCPA will be used to direct QC activities for this task. Bechtel will fulfill its responsibility for QC by conducting inspections of *direct-hire* employees and subcontractors at various points during remedial activities, as required, and reserves the right to accept or reject items and installations in accordance with the method specified in Section IX of this document. It is the responsibility of subcontractors to meet the technical and quality requirements of the plans, specifications, and drawings applicable to their scope of work. It is also the responsibility of each subcontractor to comply with the requirements of this QCPA and support quality verifications (inspections, surveillances, etc.) performed by the QC manager or designee.

Site-specific inspection activities will be conducted for the definable features of work listed below. A complete listing of these inspections is presented in the Inspection Schedule Log (Attachment 1). Any additional inspections or tests that may be determined necessary during the execution of field activities will be developed on an "as-needed" basis without revision to this QCPA.

### Definable Features of Work

- Excavations
- Site restorations
- Workmanship
- Waste management



## SECTION 1 – APPOINTMENT LETTER

December 2, 1998

Mr. Jerry A. Grissett  
Bechtel Environmental, Inc.  
151 Lafayette Drive, P.O. Box 350  
Oak Ridge, TN 37831-0350

Dear Mr. Grissett:

Pursuant to Section 6.7.1(b) of the *Quality Control Requirements contained within the Naval Facilities Engineering Command, Southern Division, Contract No. N62467-93-D-0936*, please be advised that you have been appointed as Quality Control Manager for the environmental remediation action project for Delivery Order 0101 for BRAC Parcels Fast-Track Soil Removals at the Naval Air Station Key West, Florida. You have full responsibility and authority for implementation of the quality control program, including stop work authority in accordance with the Quality Control Program Plan.

Since the Quality Assurance Department maintains a reporting relationship independent of that for project personnel, you will report directly to me and coordinate project activities with the Project Manager.

Should you have any questions, please feel free to contact me.

Sincerely,

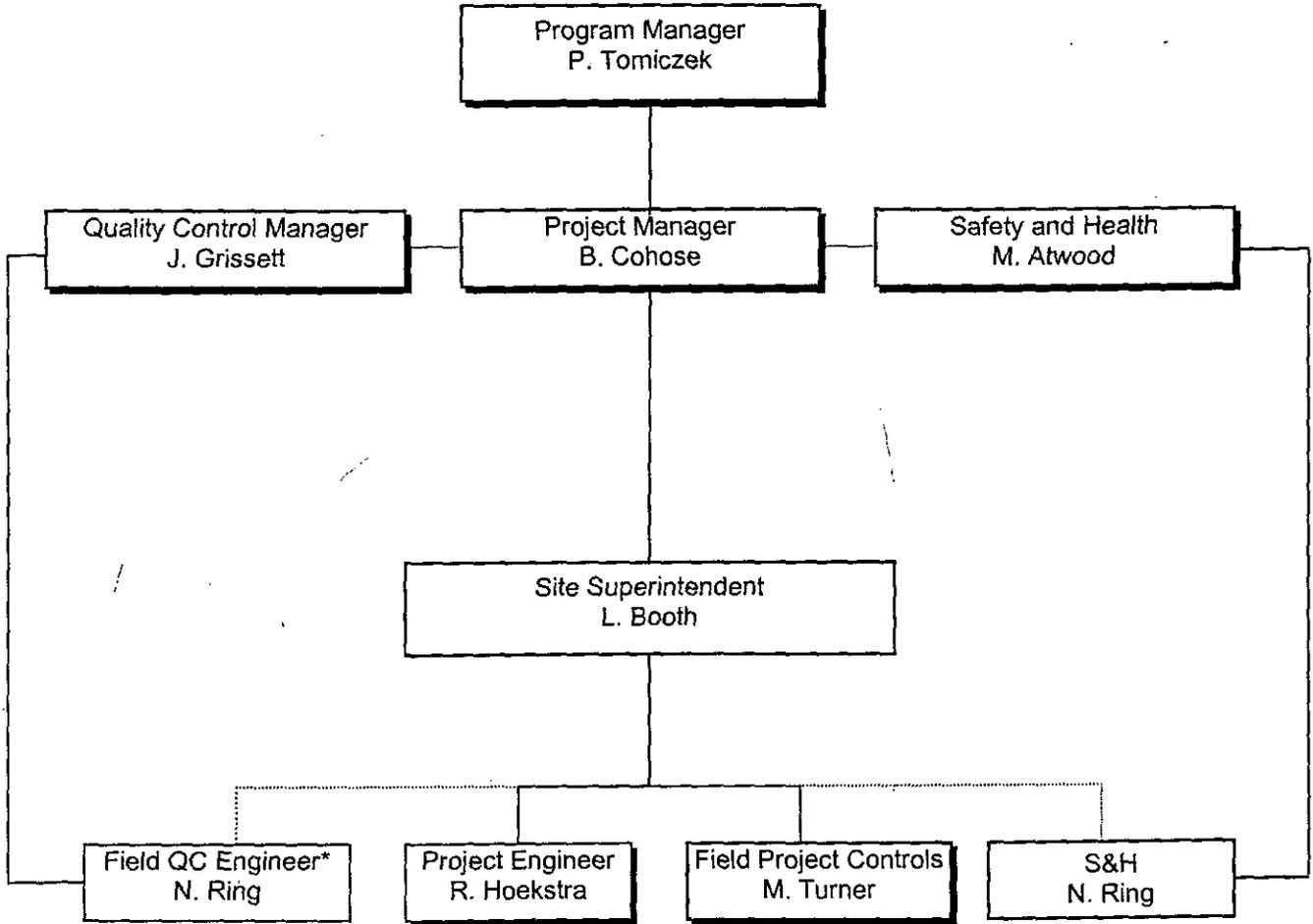
Donald T. Krishna  
BEI Manager of Quality Control

DK:pw:pa0065

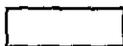
SECTION II - ORGANIZATIONAL CHART

Figure 2-1  
Project Organization

DO No. 0101 BRAC Parcels  
NAS Key West, Florida



Legend

 Onsite

 Oak Ridge Office

\* QC function only. Report to Quality Control Manager.

**SECTION III - NAMES AND QUALIFICATIONS**

Mr. Jerry Grissett is designated as the project QC manager for this DO. He has the responsibility for ensuring the QC program for this project is compliant with the prime contract.

**Professional Profile**

Name: Jerry Grissett

Job Title: QA Supervisor

Proposed Project Title: QC Manager

Years' Experience with Proposing Firm: 16

Years' Experience with Other Firm(s): 8

Education (Degrees, year, specialization): BA, 1976, Political Science

Active Registration:  
(Year First Registered and Discipline)

1992, Lead Auditor, ASME NQA-1  
1982, Auditor, ANSI N45.2.23

Health and Safety Training:  
(Course(s) and Date(s))

Safety Supervisory Training, 1990  
CPR First-Aid Training, 1991

Experience and Qualifications:  
Experience and Qualifications:

Jerry Grissett has more than 22 years' experience on engineering, construction, and environmental remediation projects including 20 years in QA/QC. He currently directs the QA/QC programs of environmental restoration and remedial action projects that include tasks involved in the proposed projects.

In his position as QA Supervisor in Bechtel's Oak Ridge office, Mr. Grissett develops and implements QA programs for several environmental restoration projects simultaneously. His responsibilities include conducting/directing field surveillances/inspections of Bechtel and subcontractor activities for waste packaging, decom-missioning, sampling, analysis, and other remedial actions. Mr. Grissett also conducts home-office and jobsite audits, approves laboratory QA/QC plans, and leads laboratory audits to ensure their satisfactory compliance with approved plans/procedures.

He has written numerous quality plans on remedial action and remedial investigation. Most recently, Mr. Grissett received DOE approval of a QA plan he developed for compliance with ASME NQA-1, DOE 5700.6C, and EPA QAMS

005/80. This plan directs the investigation and remediation of a former Manhattan Project research laboratory site that contains a buried uranium reactor bioshield, gasoline storage/dispensing tanks, septic drain systems, and waste from support facilities such as a lead foundry, dormitories/cafeteria, and a metallurgical lab.

In the last few years, Mr. Grissett has performed QA/QC surveillances/audits for FUSRAP (C3, p.155), and the ORNL RI/FS project, which involves nearly all aspects of contamination control, remedial investigation, and remedial action, including groundwater monitoring, excavation of contaminated sediments and soils, and transport of wastes. He has performed audits on the USACE projects (C1, p.151), which have involved neutralization, chemical stabilization, transportation and disposal of contaminated materials, groundwater monitoring, pumping and treating contaminated groundwater, and chemical decomposition and solidification.

Previously, Mr. Grissett developed and enforced the ASME NQA-1 quality program for the decontamination and decommissioning of a nuclear fuels production facility in California. He was responsible for assuring that project plans,

technical documents, procedures, and jobsite activities provided for compliance with federal and state regulations.

Before coming to Bechtel in 1982, Mr. Grissett worked two years for Public Service of Indiana as an Electrical QA Engineer. From 1972 to 1980, Mr. Grissett held positions in construction, engineering, and QC with Brown and Root Construction on its Brunswick and South Texas projects.

- **Maintaining internal and external communications:** Mr. Grissett conducts monthly QA management review meetings for his environmental projects, which involve project management and staff, to communicate on QA actions and trends. In addition, he summarizes QA activities for monthly project reports, which are in turn summarized in the monthly office report submitted by the Oak Ridge office QA Manager to Bechtel's corporate QA Department.
- **Applying quality assurance to individual tasks:** Mr. Grissett's job duties consist of supervising project QA implementation. He regularly reports trends in QA, tracks corrective action, performs QA audits, and develops project QA programs and procedures. In addition, Mr. Grissett has received training in continuous improvement principles from the QA department's TQM coach and applies these principles to his daily tasks.
- **Resolving problems:** Some corrective actions are taken during the audit process; those that cannot be resolved immediately are tracked through a corrective action/nonconformance report. Mr. Grissett or his representative(s) approve resolutions and verify that corrective actions have been made.
- **Planning and scheduling:** Each monthly report contains an audit and surveillance schedule developed by Mr. Grissett or his representative(s). This schedule reflects

project QA activities from 3 months to 1 year in advance.

- **Cost estimating and cost control:** Mr. Grissett is responsible for monitoring budget and jobhours for project QA activities.
- **Budgeting and accounting:** Mr. Grissett is also responsible for developing and forecasting costs and jobhours for project QA activities.
- **Coordinating technical reports and submittals:** Mr. Grissett has written numerous QA project procedures and plans, as well as supervising his staff in developing project deliverables relating to QA. He also reviews and approves procedures and plans for other project departments (Engineering, H&S, Procurement, etc.).
- **Managing multiple projects concurrently:** Mr. Grissett serves as QA Supervisor for several projects simultaneously.
- **Working with consultants and subcontractors:** As project QA supervisor, Mr. Grissett audits the work of consultants and subcontractors to ensure that they adhere to project requirements.

**List of Technical Documents:**

Quality Assurance Program Plan for the Palos Park Site

Quality Assurance Plan for the UC-Davis LEHR Site

Quality Assurance Program Plan for the Sorrento Valley Associates Site

QA/QC Procedures [over 100]

Has reviewed/approved more than 50 engineering design specifications

Reviews/approves project procedures for all disciplines as well as all project planning documents

## **SECTION IV - DUTIES, RESPONSIBILITIES, AND AUTHORITIES OF QC PERSONNEL**

The duties, responsibilities, and authorities of the assigned QC personnel for tasks associated with DO 0101 are described in detail in Section IV of the QCP.

## **SECTION V - OUTSIDE ORGANIZATIONS**

Outside organizations may be employed by Bechtel, as required by the scope of work, to provide specific services. These outside organizations for this DO may include but are not limited to:

- Utility locating
- Excavations and site restoration
- Civil surveying
- Hydraulic dredging
- Disposal of construction debris and hazardous and nonhazardous waste

## **SECTION VI - SUBMITTALS**

Submittals and reporting requirements for this DO's tasks are specified in Exhibit F of relative subcontracts and Section VI of the QCP. The QC manager is responsible for the completion and submission of all required QC submittals as specified in the QCP.

## **SECTION VII - INSPECTION SYSTEM**

Inspections will be conducted according to Section VII of the QCP. Inspections to be conducted for tasks associated with this DO are listed in the Inspection Schedule Log (Attachment 1) and the Field Inspection Report (Attachment 2). Dates for QC inspections will be provided at the jobsite during preconstruction and construction progress meetings.

## **SECTION VIII - TESTING**

Construction testing if required will be recorded using the Testing Plan and Log (Attachment 3). Additional requirements associated with testing, such as calibration, audits, subcontractor submittals, and data review, are addressed in the QCP.

## **SECTION IX - REWORK PROCEDURES**

Rework procedures and associated requirements are addressed in Section IX of the QCP.

## **SECTION X - DOCUMENTATION**

Refer to Section X of the QCP for QC documentation requirements for tasks associated with this DO.

## **SECTION XI - CERTIFICATIONS**

Certification requirements are addressed in Section XI of the QCP.

**SECTION XII - PROGRESS SCHEDULE**

Scheduling will be performed by Bechtel.

Naval Air Station Key West, Florida  
 Delivery Order # 0101  
 Contract # N62467-93-D-0936

**ATTACHMENT 1  
 Inspection Schedule Log**

| Inspection Phase and Schedule |            |  |             |        |    |          |        |    |           |        |    |         |
|-------------------------------|------------|--|-------------|--------|----|----------|--------|----|-----------|--------|----|---------|
| RWP Reference                 | Cklist No. | Definable Feature of Work/<br>Required Inspections | Preparatory |        |    | Initial  |        |    | Follow-up |        |    | Remarks |
|                               |            |  | Schedule    | Actual | By | Schedule | Actual | By | Schedule  | Actual | By |         |
| 3.1                           |            | <b>Preparatory</b>                                 |             |        |    |          |        |    |           |        |    |         |
|                               | 05         | Preparatory Phase Completion                       |             |        |    |          |        |    |           |        |    |         |
| 3.3                           |            | <b>Excavation and Restoration</b>                  |             |        |    |          |        |    |           |        |    |         |
|                               | 184        | Excavation   |             |        |    |          |        |    |           |        |    |         |
|                               | 184        | Site restoration                                   |             |        |    |          |        |    |           |        |    |         |
|                               |            | <b>Workmanship</b>                                 |             |        |    |          |        |    |           |        |    |         |
|                               | 70         | Workmanship  |             |        |    |          |        |    |           |        |    |         |
| 4.0                           |            | <b>Waste Management</b>                            |             |        |    |          |        |    |           |        |    |         |
|                               | 45         | Waste management                                   |             |        |    |          |        |    |           |        |    |         |
|                               | 46         | Waste tracking and disposal                        |             |        |    |          |        |    |           |        |    |         |

**ATTACHMENT 2  
Field Inspection Report**

Location/Description: Fast-Track Soil Removals, BRAC Parcels, \_\_\_\_\_ Date: \_\_\_\_\_  
NAS Key West, Florida, DO 0101 \_\_\_\_\_

Contract No. N62467-93-D-0936 \_\_\_\_\_ QC Rep. \_\_\_\_\_

| <b>Definable Feature of Work/Required Inspections</b> | <b>Accept</b> | <b>Reject</b> | <b>Date</b> | <b>Remarks</b> |
|---|---------------|---------------|-------------|----------------|
| <b>Preparatory</b>                                    |               |               |             |                |
| Preparatory Phase Completion                          |               |               |             |                |
| <b>Excavation and Restoration</b>                     |               |               |             |                |
| Excavation  |               |               |             |                |
| Site restoration                                      |               |               |             |                |
| <b>Workmanship</b>                                    |               |               |             |                |
| Workmanship   |               |               |             |                |
| <b>Waste Management</b>                               |               |               |             |                |
| Waste Management                                      |               |               |             |                |
| Waste Tracking and Disposal                           |               |               |             |                |

