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MINUTES FROM ORLANDO PARTNERING TEAM MEETING ON 16 DECEMBER 1997 NTC
ORLANDO FL
12/16/1997
NAVFAC SOUTHERN

ORLANDO PARTNERING TEAM**MEETING MINUTES**

Date - December 16 and 17 1997
Location - Atlanta
Team Leader - Wayne Hansel
Recorder - John Kaiser
Gate Keeper/Timekeeper - Steve McCoy
Facilitator - Ann Marie

ATTENDEES:**OPT MEMBERS:**

Nancy Rodriguez
Wayne Hansel
John Kaiser
John Mitchell
Bob Cohose
Lt. Gary Whipple
Steve McCoy

SUPPORT MEMBERS:

Nick Ugolini (SDIV)
Barbara Nwokike (SDIV)

GUESTS:

Pat Hooper (Brown and Root)
David Perry (Brown and Root)

ATTACHMENTS DISCUSSED AT THE MEETING:

1. IR/UST Update and Status dated November 19, 1997
2. OPT Training Curriculum
3. ABB-ES, B&R, and South Div NTC Schedules
4. OU 4 IRA sampling Matrix

DECEMBER 16

Wayne Hansel conducted the check-in procedures. Following some good stories and John M's elephant jokes, Pat and Dave from Brown and Root (B&R) gave a presentation on Geographic Information Systems (GIS) using ARCVIEW products. Southern Division is in the process of standardizing to ARCVIEW. Basic requirements for this set-up includes ARCVIEW (ARCINFO is more powerful but much more expensive) a database system such as Foxpro, Access, or Excel and a CADD system such as VOXEL (3D). The basic set-up also requires 32 meg of RAM and a 1 gig hard drive. They showed various sites and data including what exists to date on OU 2 in Orlando. B&R will be putting together a web site for future information exchange. Barbara desires that all Orlando information eventually be placed into an ARCVIEW set-up. Nick would also like to do the same for UST information.

IR/UST Update

John Kaiser gave the IR and UST update (Attachment 1). The TMP is in revision and will be out in late December for review. There has been significant changes due to the FAC rule change and removal actions during 1997. Nick Ugolini also gave an update on future UST work and Pensacola's status. Pensacola has stated that all remaining paperwork for their efforts will be completed by the end of December. Nick has arranged with the Charleston Shipyard DET. to remove FY 98 tanks. He feels confident that all associated paperwork will be properly completed. Nick is also scheduled to negotiate with B&R for any resultant SARs that may come from FY 98 removal actions. The Charleston DET is prepared to remove tanks beginning in January but requires advanced notification and specific tank numbers.

ACTION ITEM: Gary Whipple to provide Nick with dates for the removal of 28 tanks. DUE: 1/12/98

A previous action item for the DET to provide a workplan for OPT review is no longer needed. While the DET is here they will also be removing contaminated soil at 2040, 7107 and SA 27.

The installation of the two well clusters (5 wells total) at Herndon Annex has been completed. The wells will be sampled the week of December 29th. The residential well survey has not yet been completed.

ACTION ITEM: Gary and Wayne will conduct the well survey in early January. DUE 1/21/98

TRANSFER Update

Wayne reported that the Parks Final EBS/FOSTs was completed. The Final EDC Phase I EBS/FOST concurrence letters for OU1 from FDEP and EPA have been received. John Kaiser's office is working on the Draft EDC Phase II EBS/FOST and Barbara Eller was doing the field inspection for the Draft Townhouses EDC/FOST this week, both of which will be completed by the first week of January.

We the OPT may present the environmental program at NTC to the city in January. GOAA is anxious to gain possession of the Herndon Annex. Therefore the EBST will be drafted; restrictions on the land fill areas will be similar to OU 1 however without the groundwater monitoring requirement. John M. and Nancy suggested that if "a specific and factual source of the benzene plume can not be established then CERCLA rules will apply." (this needs to be discussed further) A "dirty transfer to GOAA may be an option, they already have a lease on the property.

The BCP Business Plan will be requiring an update along with all maps.

Finally, those of the OPT who can make it should plan on attending the PRA work shop in Sarasota at the end of March.

TRAINING

Ann Marie delivered the future training curriculum for the OPT (Attachment 2).

She then conducted a very interesting class on the topic of Neurolinguistic Communication . Briefly, people communicate unequally between the three modes; visual, auditory, and kinesthetic. Perception of the receipt of those modes is reality. People should learn to be flexible in the use of those three modes of communication in order to be more effective.

SITE REVIEWS

SA 28 Draft Tech Memo was presented and reviewed.

SA 52 Final Tech Memo was presented and reviewed.

SA 29, 31, 41, and 38 Final Tech Memos were presented for final signatures.

SA 31, 41, and 38 were signed by the BCT members. SA 29 required a minor change to the sites assigned color; instead of becoming 1/white, the part of the site within the now restricted area had to change color to 4/Dark Green.

SA 28 requires minor modification to the site history section that will better describe why the samples were taken. Also the absence of soil samples will also be reviewed.

SA 52 requires some more in-depth work. A review of deeper than 13 feet in the aquifer may also be required. This work includes reviewing dieldrin and its characteristics, and how might the site be closed out. Also, the date for sample 52-010 needs correcting and the "P" qualifier needs explanation.

ACTION ITEM: All members to review characteristics of Dieldrin . DUE 1/21/98

DOCUMENTATION AND SCHEDULING

Wayne discussed the Orlando schedule with the OPT. He handed out copies of ABB's document schedule, B&Rs OU 2 schedule and his schedule for DSMOA/CA Data base purposes (all shown as attachment 3). Wayne wants to consolidate all deliverable dates on to one form that would cover a time frame up to 6/00.

JK also brought up an issue discussed briefly last month which was the tailoring or streamlining of documents sent to other organizations. Some documents will never be used by certain organizations. It was suggested that a "sign-up list" of sorts be available for people to indicate if they want copies and how many. Transmittal letters for various documents would go to everyone.

ACTION ITEM: JK to add all study area (draft and final) tech memos and any treatability reports to the schedule. DUE 1/21/98

The OPT then discussed whether or not there is a need for decision documents for Study Area screening actions. Several month ago there was some discussion (applied at the time to SA 3) concerning; if actions taken at Study Areas required some form of public notice of decision documentation. At that time the thought was yes, decision documents in some form would be required. Southern Division, FDEP, and EPA had taken an action item to check with their respective organizations for additional guidance.

Southern Division said the decision was with the OPT; the OPT is empowered to decide to do decision documents or not.

FDEP said that decision documents should be required but not necessarily in strict CERCLA format. USEPA was not comfortable with not providing a form of decision documents for those areas that some form of remedial action has taken place. If future decisions are required, there has to be some criteria used as a basis for those decisions.

Decision: Therefore it was decided that for certain Study Areas, some form of decision documents would be required.

ACTION ITEM: JK to assemble a table of those study areas that may require decision documents, and their transfer status and actions taken. A suggested list of SAs include 2, 3, 17, 18, 23, 27, 29, 39, 40 and any other where some action (or color changes other than white and blue) is required. The list would be accompanied by recommended criteria for when decision documents would be required. DUE 1/21/97

Nancy and Wayne also raised the issue of institutional controls associated with the various properties. EPA's OU 1 concurrence letter dated December 11, 1997 states that they "recognize institutional controls are a part of the remedy and that it will occur". But a need still exists to identify who will enforce it and for how long. There are several Study Areas that fall into this category. This topic will require more discussion during the January meeting.

OU 2 UPDATE

All IDW has been taken care of at the site. All CPT locations have been surveyed. A proposal for the follow-on phases of work was given to the Navy; negotiation of that work package is ongoing.

OU 3 UPDATE

JK gave a brief update on OU 3. He showed the locations of the well points recently installed at SA 8 and SA9. He said available data would be presented at the next OPT meeting which would be used for well placement decisions.

OU 4 UPDATE

JK and BC gave a brief update on both the IRA and the RIFS. The In-well stripping system was operational but still considered to be in the start-up mode. JK handed out a copy of the sampling matrix (attachment 4). ABB-ES and BEI would be meeting after the holidays to better refine the RAM so that data can be easily accessed and presented in a timely manner. Both wells seem to be pumping at a rate of 10 gpm.

The 9 monitoring wells for the RIFS were installed the week of 12/15 using the Roto-sonic drilling method. Because of that method, IDW volume was reduced to a third of what it could have been. The Natural Attenuation sampling was also completed. Any available data will be presented at the next OPT meeting. ABB-ES had also issued a letter ten days ago requesting concurrence from the OPT to install two additional wells for the planned air sparge pilot test. The Team had given their concurrence via phone so those wells were also installed using the Roto-sonic method.

METRICS

JM read and explained Tyndall AFBs metrics program and some of their annual goals. Of the four Orlando Metrics that were chosen in the last several months: the IDW metric write-up is completed; data is being collected, the Land transferred metric is completed, the RAB involvement metric is completed with some minor display orientated corrections needed, and the IR process metric was fleshed out in today's meeting. The screening process and the IR process were reviewed under PRE-Partnering conditions and POST-Partnering conditions. These were graphically represented in days for certain tasks. Results showed:

Document Task	Screening Document		IR Document	
	PRE	POST	PRE	POST
Draft Production Submittal	90	70	160	120
Regulatory Review Issue Comments	90	45	90	45
Comment Response Response Letter	30	7.5	30	7.5
Reg Review of Response	30	7.5	30	7.5
Draft Final Production Submittal	30	N/A	30	N/A
Regulator Review Response Letter	45	N/A	45	N/A
Final Doc Production Submittal	30	30	30	30
Review and Approval	30	30	30	30
<u>TOTAL DAYS</u>	375	190	445	240

So on a typical document (workplan or a RI or a FS etc) partnering has saved about 185 days or 50% for screening type documents and about 205 days or 46% for IR Documents. These savings can be multiplied by the number of documents produced for NTC Orlando. Past action items were discussed and the need for minutes, action items and agendas to be in draft form within ten days of ending a partnering meeting was reiterated. If the minutes can not be completed in ten days, then at least the action items and the next months agenda should be issued on time. Also all action items must have a due date.

MEETING CRITIQUE

- + Good facility and location
- Completed Agenda and Action Items
- GIS Presentation
- No extra agenda items from JK
- Good use of decision tools
- Good Training and Great Christmas gift from Ann Marie
- Good food

- Delta
- Lack of windows and fresh air