

PROJECT NOTE NO.	PROJECT NO.
CLE-C01-01F122-I2-0002/PN-0122-02	01-F122-YS
CLE-C01-01F123-I2-0002/PN-0123-02	01-F123-YT

CONFIRMATION OF:	CONFERENCE	X	DATE HELD	10 July 1991
	TELECOM		DATE ISSUED	17 July 1991
	OTHER		RECORDED BY	R. Robertson/CH2M HILL
SUBJECT	Contract Task Orders 122 and 123 Naval Complex Long Beach Site Inspection Implementation Kick-off Meeting		PLACE	Naval Complex, Long Beach

PARTICIPANTS: (* DENOTES PART-TIME ATTENDANCE)

<u>CH2M HILL</u> Bill Orr Patrick Rhea Rick Robertson William Torres	<u>SOUTHWESTDIV</u> Andrea Dunham Bill Thornton	Naval Complex Steve Cox (Station) Todd Erickson (Station) John Snyder (Station) Ken Masden (Shipyard)
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ACTION REQ'D. BY	ITEM
	<p>This kick-off meeting was conducted concerning the field work for the Naval Station and Naval Shipyard Long Beach (Naval Complex) Site Investigation (SI) implementation. The meeting was held at the Naval Station, Long Beach Administration Building No. 1 on 10 July 1991, from 2:00 p.m. to 3:30 p.m.</p> <p>The purpose and result of the meeting was as follows:</p> <ul style="list-style-type: none"> o Introduce part of the SI field staff and Naval Complex staff involved with the project o Familiarize all parties (CH2M HILL, Navy/SOUTHWESTDIV, and Naval Complex) with a brief overview of the upcoming SI field work o Discuss the logistics between all parties involved for the field work o Discuss any potential issues and concerns that may occur during the field work <p>Major field activities will include the following:</p> <ul style="list-style-type: none"> o Mobilization of the site facilities including a generated waste storage location, decontamination area, and site support trailers o Surveying o Generated soil and water waste storage, testing, and disposal o Demobilization and cleanup

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- o Field and sampling activities as stated in the table below

Summary of Field and Sampling Activities			
Item	Station	Shipyards	Total
Borings with monitoring wells	3	6	9
Borings without monitoring wells	19	13	32
Harbor sediment sampling	9	6	15
Hand auger sampling	-	10	10

Site Facilities

It was agreed that the Naval Complex site facilities during the field work will be located on the mole near the sand blast building (No. 816). Utilities for power, water, and telephone will be available and will be connected by the Navy; provided a one week notice is given. Utility expenses will be paid by the Navy. Sewer facilities (port-a-potty) will be provided by the drilling subcontractor.

The generated waste storage area will include baker tanks for potentially contaminated groundwater and used decontamination water and covered roll-offs and sealed drums for the drill cuttings. This area will be secured with a chain-link fence and proper signing. All containment vessels and drums will be properly labeled with type of waste, date, location of origination, and any other pertinent information. All agency regulations for temporary waste storage areas will be followed; including labels, tarps, plastic sheeting, drums on pallets, and secondary containment systems as required. The equipment decontamination area will be located in the waste storage area.

Generated wastes will be separated between potentially hazardous and nonhazardous materials whenever possible at sampling locations and the waste storage area. This will reduce the amount hazardous material to dispose of and reduce costs. Nonhazardous soils will be disposed at and near the site support facility area. General nonhazardous trash can be disposed of in the dumpsters located near the site support area.

Field Activities

A draft map showing the 12 sites and the proposed boring locations was provided to the Naval Station and Naval Shipyards Activity Point of Contacts (POCs). The POCs will be contacted and notified of daily activities and future activities. All clearances of access and utilities will be conducted and provided through the appropriate POC. Advance placement of the proposed drilling locations will be performed and a utility and clearance check of the location will be done by Navy and field staff. Parking lots with drilling locations will be given an advance notice of 10 days to the appropriate parties through the POCs.



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The Resident Officer In Charge of Construction (ROICC) will be providing daily oversight of SI activities. Daily communications on current activities will be transmitted through the field staff construction manager.

All drilling and sampling locations will be cleaned prior to moving to the next location.

Boreholes will be grouted according to standard regulations to provide a water tight seal. Asphalt removed at borehole locations will be replaced one day following the grouting of the borehole.

At this time no specific Navy permits are known to be required for the drilling locations.

Working hours at the Naval Complex are unrestricted. Site work will be coordinated to minimize any potential conflicts that may occur with Navy work. The boring on Site 5 will be performed on a Saturday due to its proximity to the Day Care Center and the heavy traffic load during the weekdays near this location.

The field work is anticipated to begin on 26 August 1991 after the award of the drilling subcontract. Notification of any change in this schedule will be provided as soon as possible to all parties.

Personnel and Equipment Security Clearance

Naval Complex security clearance photo badges will be obtained for the staff through the ROICC. An official memorandum, submitted in advance, will list the names and social security numbers of U.S. citizens working for the project. Security badges can be issued for 3, 6, 9, and 12 months. They will be issued in the Personnel Office at the Gate 5 entrance.

Naval Complex security clearance for vehicles will need proof of insurance and valid registration.

Cameras must be registered separately with the Naval Station and Naval Shipyard indicating the operator and the equipments model and serial number.

The use of radios is not a problem, however, the frequency needs to be checked with the ROICC.

Subcontracts

The subcontractor work for the drilling, harbor sediment sampling, and generated waste storage and disposal will be performed under one subcontract. This will minimize any scheduling and overlapping scope of work issues between subcontractors during the field activities.

Since there is no cost variance between in-house and outside subcontractors fees, the surveying task will be performed in-house. This will also achieve better control of scheduling and quality of work.