



PROJECT NOTE NO.	PROJECT NO.
PN-0122-12/CLE-C01-01F122-I2-0006	01-F122-YS
PN-0123-12/CLE-C01-01F123-I2-0006	01-F123-YT

CONFIRMATION OF:	CONFERENCE X	DATE HELD	10 September 1991
	TELECOM	DATE ISSUED	17 September 1991
	OTHER	RECORDED BY	Patrick Rhea/CH2M HILL
SUBJECT	Preconstruction Meeting		
	Drilling, Harbor Sediment and Groundwater Monitoring Wells		
	Naval Station and Naval Shipyard Long Beach		
	Site Inspection		
	PLACE	Naval Station, Long Beach	

PARTICIPANTS: (* DENOTES PART-TIME ATTENDANCE)	
Patrick Rhea/CH2M HILL	Joe Spedale/West Hazmat
Dolat Desai/CH2M HILL	Rick Robertson/CH2M HILL
Yi Hwa Kim/NAVSTA	Steve Cox/NAVSTA
Doug VanNote/CH2M HILL	James Krokee/SOUTHWESTDIV
Andrea Dunham-Muckerman/SOUTHWESTDIV	Ken Masden/NAVSHIP
Bill Orr/CH2M HILL	John Greenough/Fugro-McCelland
Tom Young/SOUTHWESTDIV	

ACTION REQ'D. BY	ITEM
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	<p>Andrea Dunham-Muckerman opened the meeting by asking each attendee to introduce themselves.</p> <p>Rick Robertson stated the purpose of the meeting was not to alter the conditions of the subcontract. The purpose of the meeting was to:</p> <ul style="list-style-type: none"> o Introduce key personnel o Define authority and responsibility of the key personnel o Discuss the project schedule o Review important portions of the subcontract documents o Discuss property owners concerns and requirements <p>R. Robertson went on to discuss the following pertinent items with regard to the subcontract between the Jacobs Team and West Hazmat Drilling Corporation (West Hazmat).</p> <p>R. Robertson gave a brief overview of the drilling and sampling requirements of West Hazmat.</p> <p>Joe Spedale stated that he will send a signed task order, insurance certificate, and the required bonds to Jacobs Team on 11 September 1991.</p> <p>R. Robertson stated that water is available near the location of the CH2M HILL trailer. West Hazmat will have to provide a hose and small valve.</p> <p>The Site Health and Safety Plan was discussed with special mention made to requirements of the boat from which harbor sediment sampling is to be performed.</p>
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Forty-hour trained certificates shall be submitted from all employees involved with the drilling, decontamination, and waste handling operations prior to start of work.

West Hazmat and Fugro-McClelland are to send employee information to CH2M HILL to obtain access badges to the Naval Complex. The following information is needed:

- o Name
- o Social Security Number
- o Birth Date
- o Birthplace

Fugro-McClelland was requested by Ken Masden to provide the following information before their boat will be allowed to enter the harbor:

- o Proof of insurance
- o Owner and operator of the boat
- o Registration
- o Serial number
- o Description of the boat

Appendix B to the Subcontract Document was referenced. This appendix, in part, states that no subcontract personnel shall disclose information to the media without prior consent from the Navy. All employees must sign and agree to this provision.

The length of fence around the staging area shall be 150-feet square and shall include the decontamination area, generated waste storage area, and the CH2M HILL trailer. One side of the fence may utilize the existing electrical contractors fence.

CH2M HILL has two teams to support two setups by West Hazmat. Either two drill rigs or one drill rig and one harbor sediment sampling craft are required throughout the field work. This will include sampling activities.

CH2M HILL and the Navy have submitted the appropriate drilling applications and permits to the City of Long Beach and Los Angeles County. These drilling permits will require completion by West Hazmat also.

West Hazmat will use a portable steam cleaner for decontamination, but should provide an area for larger equipment in the staging area if necessary.

Fugro-McClelland stated that they will perform decontamination and will have two 40-hour trained personnel on the sampling boat.

CH2M HILL emphasized the need for West Hazmat to provide plenty of barricades and warning/caution tape for blocking off parking lots and sample locations as necessary.

CH2M HILL noted they will need 21 days to obtain results from the waste disposal analytical laboratories before West Hazmat can dispose of the contaminated waste offsite.



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CH2M HILL estimates that a minimum of two roll-off bins and two Baker tanks for storage of generated soil and liquid waste for disposal will be required.

West Hazmat needs to provide the license of their waste disposal hauler.

After the initial 5-foot depth, sampling will take place every 2-1/2 feet.

CH2M HILL recommended post holing for the first 4 feet when West Hazmat will be drilling near utilities. CH2M HILL emphasized the need to be very careful at all times when drilling at the Naval Complex.

West Hazmat is to submit their hand auger method and equipment.

Fugro-McClelland is to submit their marine survey procedure.

Patrick Rhea explained the field forms. West Hazmat will need to verify and sign these forms on a daily and weekly basis. West Hazmat was provided examples for comment.

West Hazmat was directed to use a Schedule 40, 20 slot PVC well screen in lieu of stainless steel screen.

CH2M HILL noted that West Hazmat will be required to use Type V cement for all grout and concrete mixtures and Monterey No. 3 gravel pack material.

It is estimated at this time that all surface closures will be abovegrade except one.

Per the subcontract documents, field work is scheduled as follows:

- o Fifty days to complete drilling, harbor sediment sampling, and monitoring well installation
- o Twenty-one days for the contractor to obtain waste disposal laboratory results
- o Fourteen days for West Hazmat to get contaminated waste offsite and demobilized

West Hazmat stated that they anticipate drilling completion within 2 weeks.

CH2M HILL expects the approval of analytical laboratory by Martin Marietta through NEESA and the Navy on 13 September 1991 and will provide a Notice-to-Proceed to West Hazmat at that time.

West Hazmat stated they will mobilize on Monday, 16 September 1991, provided they receive the Notice-to-Proceed on 13 September 1991.

CH2M HILL stated that West Hazmat should discontinue sampling activities by 4:30 p.m. each day. This will provide adequate time for samples to be packaged and transported to Federal Express. West Hazmat may conduct other work after this time.



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West Hazmat should communicate through the Jacobs Team first, but cooperate with the Navy.

A safety meeting will be held the first day and for every new crew from West Hazmat or Fugro-McClelland prior to onsite work.

All major equipment shall enter and exit the site through Gate 2.

Tom Young provided the following information:

- o Daily coordination with the Jacobs Team shall go through ROICC personnel
- o The ROICC's responsibilities will be to monitor: 1) the work for contractual requirements, 2) for safety, and 3) day-to-day coordination
- o The ROICC can stop the work
- o The Navy is to notify the Dockmaster when harbor sampling is scheduled to take place
- o The Jacobs Team is to notify the ROICC office, five days in advance, when Saturday work is to take place