

Site 9 Source Control Measure O & M Moffett Federal Airfield  
Contract Number N62474-93-D-2151, D.O. 0025  
Mutual Understanding Meeting Minutes

The Mutual Understanding Meeting convened at 1444 on May 25, 1995 with personnel listed in the attached Conference Attendance Log present. The following items were discussed.

1. The CQC Plan was discussed. A revision is forthcoming which will include: a revised organization chart, reflecting John Fernandez as the Project Superintendent, Bobb Harvey as the CQCM, and Eric Watabayashi as the Alternate CQCM; letters designating Bobb Harvey as the CQCM and Eric Watabayashi as the Alternate CQCM; resumes of John Fernandez and Bobb Harvey; NFESC letter for the analytical lab; Daily RAC Contractor Report periodicity; QC/Production Meeting periodicity.
2. Wayne Coffey asked that all QA/QC related documents be sent directly to the ROICC.
3. Eric Watabayashi will conduct further training with Bobb Harvey to help ensure a smooth transition of CQCMs and accurate reports are submitted.
4. Don Marini advised that he has all applicable O & M manuals to support the systems.
5. All agreed that Daily RAC Contractor Reports need only be submitted when field work occurs, which is anticipated to be monthly. Wayne Coffey emphasized that reports accurately reflect personnel and hours in the field. Su Don Tu asked that these reports include any repair or unusual work accomplished.
6. All agreed that QC/Production Meetings be scheduled monthly on the same day that field work is scheduled. Don Marini will include these days in his six-month look ahead schedule. John Fernandez will contact the ROICC to schedule the time for each meeting. During the meetings, Don Chuck will provide input regarding the systems' operation.
7. IT will provide submittals for anything installed in the systems.
8. Don Marini advised that he has no As-Built Drawings for Buildings 6, 12, and 45. IT's red-lined drawings for the Storm Drain and Chemical Addition Systems can be used until PRC prepares and provides the As-Built Drawings.
9. The question was asked regarding the use of the PRC contracted lab for water sample analysis. Don Marini advised that per the scope of work, IT will use an IT contracted lab.
10. Don Marini advised that the anticipated start for field work will be in mid-June. He will revise the Work Plan to delay

Building 45 water sampling until August when regulators' approval to discharge treated water into storm drain is anticipated.

11. A site walk to determine and photograph existing sites' conditions will be conducted on June 1 at 1030. IT will determine if the CQCM needs to be present and if still photographs or video tape will be taken.

The meeting adjourned at 1532, after which the tape, "Contractor Quality Control and Quality Assurance" was viewed.

