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NCBC GULFPORT  
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LETTER REGARDING TECHNICAL REVIEW COMMITTEE IMPLEMENTATION WITH DRAFT  
CHARTER ENCLOSED NCBC GULFPORT MS  
8/26/1988  
NAVFAC SOUTHERN DIVISION



DEPARTMENT OF THE NAVY

SOUTHERN DIVISION

NAVAL FACILITIES ENGINEERING COMMAND

2155 EAGLE DR. P O BOX 10068

CHARLESTON, S. C. 29411-0068

AUTOVON 563-0602



PLEASE ADDRESS REPLY TO THE  
COMMANDING OFFICER, NOT TO  
THE SIGNER OF THIS LETTER.  
REFER TO:

5090  
Code 11439/11

26 AUG 1988

From: Commanding Officer, Southern Division, Naval Facilities  
Engineering Command  
To: Commanding Officer, Naval Construction Battalion Center, Gulfport, MS  
Subj: TECHNICAL REVIEW COMMITTEE (TRC) IMPLEMENTATION

Encl: (1) Example (Draft) TRC Charter for Federal Facility Case  
(2) Names and Addresses of Appropriate TRC Contacts  
(3) Draft TRC Invitation Letter for Federal and State Representatives  
(4) Draft TRC Invitation Letter for Local Representative(s)

1. As you know, the Navy Installation Restoration (IR) Program policy is implemented according to CERCLA/SARA, the National Contingency Plan, and EPA's guidance. Accordingly, SARA (211) requires that a Technical Review Committee (TRC) be established to review and comment on IR actions and proposed actions, whenever possible and practical. Enclosure (1) is an example (draft) TRC Charter which details the specific duties and procedures of the committee. Membership in the TRC should include the Commanding Officer (or his designee) for the activity, the NAVFACENGCOM Engineering Field Division (EFD), the EPA, and appropriate state and local authorities, including a public representative of the involved community. Typically the activity CO will serve as the TRC chairman and will generally include the environmental coordinator and possibly the public works officer for participation on the committee. By CNO instruction, the installation COs may delegate responsibility for establishing and running the TRC to NAVFACENGCOM EFDs.

2. Enclosure (2) is a list of names and addresses of appropriate EPA and state contacts. These individuals, along with local representatives, may be asked to participate in the TRC via enclosures (3) and (4) (draft invitation letters for federal/state and local representatives, respectively). Generally, the TRC meetings will be held either on or near the installation or at the EPA regional office, which, in CBC Gulfport's case, is Atlanta, Georgia (Region IV). The meeting location, however, shall be flexible enough to meet the specific needs of the TRC.

3. If you need additional information regarding this or other IR Program policy, please call Mr. Jim Reed at the above telephone number.

GLENN C. BRADLEY  
By direction



Example (Draft) TRC Charter for Federal Facility Case

CBC GULFPORT TECHNICAL REVIEW COMMITTEE CHARTER

In order to establish a body which will facilitate communication and coordination among its members, this Technical Review Committee (TRC) Charter (hereinafter referred to as the "Charter"), is entered into by the following parties: The United States Navy, the U.S. Environmental Protection Agency (EPA), the Mississippi Department of Natural Resources (MDNR), the County of Harrison, the City of Gulfport, Mississippi, and the local community of Harrison County, Mississippi (hereinafter referred to as the "Members").

All members entering into this Charter recognize and agree that their mutual consent and cooperation will help achieve the best possible solutions to potential problems at CBC Gulfport, and protect public health, welfare, and the environment.

I. Purpose

A. The TRC shall review and comment on proposed Navy response actions with respect to the Navy's Installation Restoration Program (IRP) at CBC Gulfport.

B. The TRC shall coordinate technical review procedures and schedules to be followed by the Navy during the IRP at CBC Gulfport.

C. The TRC shall timely identify any federal and promulgated state standard, requirement, criteria, or limitations that are legally applicable or relevant and appropriate under the circumstances of the release or threatened release of a hazardous substance, pollutant or contaminant at CBC Gulfport.

II. Basis and Authority for Charter

The basis and authority for this Charter is the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), particularly Sections 120(a), 120(f), and 121(f), and 10 U.S.C. 2705, enacted by Section 211 of SARA.

III. Structure of the Technical Review Committee (TRC)

This Charter establishes the TRC.

A. The TRC shall consist of the CBC Gulfport Installation Commander (Chair), representatives of the Gulfport environmental offices, and representatives from the NAVFACENGCOM EFD, EPA, MDNR, the County of Harrison, the City of Gulfport, Mississippi, and a public representative of the Harrison County, Mississippi area.

Enclosure (1)



B. The TRC shall generally meet in the vicinity of Gulfport, Mississippi, on a quarterly basis. More frequent meetings may be called by the Chair at the request of any member organization. It is essential that all committee members be present or represented at each TRC meeting.

C. Members will serve without compensation. All expenses incident to travel and review inputs will be borne by the respective member's organization.

D. The Chair shall be responsible for recording the minutes of the meetings and for dissemination of these minutes to committee members within 14 calendar days after the meeting. Committee members shall review and comment if desired, on the minutes within 14 calendar days after their receipt of the minutes.

E. Navy technical data, remedial investigation reports, feasibility study reports, work plans, and other documents relating to Navy response actions shall be sent to committee members. Members shall submit written reviews to the Chair within 30 calendar days following receipt, unless additional time is granted upon request to the Chair.

F. The Navy shall respond to committee members within 30 days of receipt of their reviews, indicating its response to comments and specifying the reasons for not adopting any recommendations.

#### IV. Function of the TRC

A. The primary function of the TRC is to obtain coordinated direction for Installation Restoration program actions at CBC Gulfport through consultation with EPA, state, and local authorities. The committee members will be required to review and comment on various IRP data, technical documents, reports, studies, plans, and proposed response actions. They shall recommend necessary changes based on continuing review of IRP actions at CBC Gulfport. Individual committee members are responsible for ensuring that their inputs reflect the position of their respective parent organizations.

B. The EPA representative shall specifically review Navy documents for consistency with applicable EPA guidelines, rules, regulations, and criteria, especially the National Contingency Plan (NCP), and to ensure that remedial actions are permanent, cost effective and adequate to protect the public health and welfare of any affected populations and the environment. The EPA representative shall additionally propose any federal standard, requirement, criteria, or limitation that is legally applicable or relevant and appropriate under the circumstances of the release or threatened release for any hazardous substance, pollutant or contaminant which will remain or be treated on site.



C. The MDNR representative shall timely identify any promulgated state standards, requirements, criteria, or limitations that are legally applicable or relevant and appropriate under the circumstances of the release or threatened release for any hazardous substance, pollutant, or contaminant which will remain or be treated on site.

V. Effective Date, Flexibility and Modification

A. The effective date of the Charter shall be the date of the last member's signature.

B. This Charter may be amended by the mutual consent of all members. Such amendments must be in writing and signed by all members.

C. Because the work to be accomplished involves a great deal of unknown technical questions and field work, including evaluation of unknown scientific data, the members acknowledge that the scope of work is likely to change several times before completion.

D. It is acknowledged that some IRP work may result in several sites at CBC Gulfport being dropped from further investigation, due to lack of evidence of a potential problem. At the same time, some sites may require interim remediation without total completion of the remedial investigation. In all cases, written documentation will be accomplished subject to review by all TRC members.

VI. Imminent Health Hazard

If an imminent health hazard is discovered by any member or any other person during the effort covered by this Charter, immediate action will be taken to notify all responsible parties, including local health officials.

VII. Termination

The provisions of this Charter shall be satisfied and considered complete when all members agree in writing to terminate the TRC.

- See attached Page -



\_\_\_\_\_  
(Name)  
Commanding Officer (Chairman)  
CBC Gulfport

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name)  
Regional Administrator  
Environmental Protection Agency  
Region IV

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name)  
Representative  
Harrison County Community

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name)  
NAVFACENGCOM EFD Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name)  
Commissioner  
Mississippi Department of  
Natural Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name)  
Mayor  
City of Gulfport, Mississippi

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
County of Harrison

\_\_\_\_\_  
Date



Names and Addresses of Appropriate TRC Contacts

EPA Region IV	Mr. Arthur Linton 345 Courtland Street Atlanta, Georgia 30365	(404) 347-3776
State Government	Mississippi Department of Natural Resources Bureau of Pollution Control P. O. Box 10385 Jackson, Mississippi 39209	(601) 961-5171
Local Government	City of Gulfport Harrison County, Mississippi	
Public	(A local person from the community surrounding Gulfport)	
Navy	Gulfport Commanding Officer Gulfport Representative(s) SOUTHNAVFACENGCOM representative(s) Jim Reed           A/V 563-0602 James Malone     A/V 563-0581	

Enclosure (2)



Draft TRC Invitation Letter for Federal and State Representatives

(USEPA or MDNR)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subj: TECHNICAL REVIEW COMMITTEE INVITATION, NAVAL CONSTRUCTION BATTALION CENTER (CBC), GULFPORT MISSISSIPPI

Dear \_\_\_\_\_:

The Superfund Amendment and Reauthorization Act (SARA) of 1986 requires all Department of Defense Installation Restoration Program projects to implement a Technical Review Committee (TRC). Along these lines, a TRC is being established for CBC Gulfport, MS. This committee will actively participate in the development of the scope of work for the Remedial Investigation (RI), provide comments and technical review during the execution of the RI, and assist in the selection of remedial technologies based on data gathered by the Navy.

I would like to extend an invitation for you to serve as a committee member for the CBC Gulfport TRC. Other members will include representatives from the Navy, the (USEPA or MDNR), local government, and the local community. I anticipate that the TRC will hold its first meeting in \_\_\_\_\_.

Please advise (Mr./Ms.) \_\_\_\_\_ at (phone number) of your decision. If you are unable to participate in the committee, please recommend a representative from your department who would be available to assist.

Sincerely,

Enclosure (3)



Draft TRC Invitation Letter for Local Representative(s)

Local Rep's Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subj: INVITATION TO TECHNICAL REVIEW COMMITTEE, NAVAL CONSTRUCTION BATTALION CENTER (CBC), GULFPORT MISSISSIPPI

Dear \_\_\_\_\_:

The Superfund Amendment and Reauthorization Act (SARA) of 1986 requires all Department of Defense Installation Restoration Program projects to implement a Technical Review Committee (TRC). Along these lines, a TRC is being established for CBC Gulfport, MS. This committee will actively participate in the development of the scope of work for the Remedial Investigation (RI), provide comments and technical review during the execution of the RI, and assist in the selection of remedial technologies based on data gathered by the Navy.

I would like to extend an invitation for you, or a designee assigned by you, to serve as a committee member. Other members will include representatives from the USEPA, Mississippi Department of Natural Resources (MDNR), the Navy, and the local community. I anticipate that the TRC will hold its first meeting in \_\_\_\_\_.

Please advise Mr./Ms. \_\_\_\_\_ at (phone number) or your decision. He/She may be reached at (phone number).

Sincerely,

Enclosure (4)