

N61331.AR.001739
NSA PANAMA CITY
5090.3a

FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 5 SEPTEMBER 2001 CSS
PANAMA CITY FL
9/5/2001
TETRA TECH

FINAL
Coastal System Station Panama City
Panama City, Florida
Partnering Team Meeting Minutes
September 5 and 6, 2001

MEMBERS PRESENT:

Mike Clayton	CSS PC	Pete Doa	USEPA
Joe Fugitt	FDEP	Arturo McDonald	CSS PC - timekeeper
Phil McGinnis	SOUTHDIV - leader	Dan Waddill	SOUTHDIV
Gerry Walker	TtNUS	Rich May	TtNUS – Tier II
Denise Slowick	TtNUS – scribe	Pete Paznokas	ICLD - Facilitator

GUESTS:

Mike Maughan, SOUTHDIV
Robert Gorman, SOUTHDIV
Nick Ugolini, SOUTHDIV (did not arrive until after lunch)

1. Check-in/Opening Remarks/Resource Sharing/Announcements/Head Count and Proxies/Guests/Review Ground Rules/Action Item & Parking Lot Review/Approve Minutes

The Team (including guests) completed a round table check-in and opening remarks.

Gerry brought the new CSS Panama City Well Map to the meeting and the team was asked to review and comment on it. He will incorporate comments and laminate it for the next meeting.

Pete D. showed baby pictures of their newly arrived (2nd) baby

Ground rules 1 through 14 were reviewed.

The Partnering Team decided to eliminate the word “scribe” from meeting conduct rule #7. Consensus #1

The Action Item Review was completed.

The Draft Meeting Minutes from the July 23, 2001 teleconference were approved as final. Consensus #2

The Team discussed whether the meeting minutes should be part of the administrative record.

Action Item #1 - Gerry will investigate where the meeting minutes will reside by the next meeting.

2. Agenda Additions and Modifications - Phil McGinnis, SOUTHDIV

The Partnering Team reviewed the proposed agenda (handout #1) and decided that the CAMP would be the main focus of the meeting and the Master Schedule should be moved to tomorrow (Day 2 of the meeting). Consensus #3

3. Contractors Update - Gerry Walker, TtNUS

Gerry discussed the fieldwork schedule. The fieldwork will include using a DPT rig as part of a UST investigation prior to beginning the IR program. IR fieldwork is scheduled to begin September 10, 2001. The dig permits still need to be checked on but everything seems to be in order. Dan will be at CSS Panama City next week. The fieldwork shifts will last 28 days with 10-day shifts.

Mike indicated that stakes marking the OU 1 DPT locations had been pulled and spray paint marks were put in their place because additional Indian Chiefs were visiting the facility today.

Gerry indicated that the UST site Pipeline JP-5 is starting up and Nick will give an update during his presentation.

Arturo asked if there was a master inventory of all wells on the base? The Team was not aware of one.

Action Item #2 - Mike will investigate the facility developing a "monitoring well" inventory by next meeting. (Mike will try to find a student to inventory all wells on base, probably next summer.)

The Partnering Team discussed GPS data for the field investigations. The monitoring wells will be surveyed in by a licensed surveyor. DPT locations will be documented in the Log Book and recorded with GPS.

4. Tier II Update - Rich May, TtNUS – Tier II Link

Rich attended the July Tier II meeting which didn't directly effect Panama City. The Tier II Team had a big discussion on transferring property (Orlando, Key West, and Cecil Field).

There was a discussion on Orlando Land Use Control conditions, what future excavation could be completed and what are future uses for groundwater. The State was happy with the land use control. The real estate group was not in tune with the land use controls on the land transfer. They have a charter to move the property but are not realizing land use controls. Navy has an action item to work with the real estate group and make sure that LUC are in place.

Rich told Tier II that the last meeting CSS PC had was very good. He reported that the Team is working on the deliverables, which is good, but he was concerned that the team needed to merge the CAMP and the deliverables schedule.

Elevation and sealing did not come up; Rich will try and get it on the Monday conference call.

The next Tier II Team meeting is scheduled for November 2001.

5. Environmental Indicators - Arturo McDonald, CSS Panama City

Autro and Gerry attended a joint USEPA and FDEP RCRA conference in Sarasota, Florida that included Environmental Indicators (EIs) being the main topic of discussion. The environmental indicators include:

- Is there a human health exposure?
- Is groundwater migration under control?

CSS Panama City, so far, hasn't met either indicator.

Some federal facilities (Eglin AFB) have said they are meeting groundwater EI because their plume is not migrating off the property. The EPA response is if the plume is not stabilized it is not meeting the EI. A discussion concerning the issue of a groundwater plume present under a building may require possible indoor air quality testing at Building 399 (located on AOC 1 groundwater plume). The building is currently used for packaging and shipping, however in the past it was used as a mechanical lab. Gerry indicated that air quality is not included in the current investigation. Phil stated that if an investigation needs to be done for air quality it will be considered new work. Joe reported he has used OVA screening data inside a building at Pensacola in the past, and suggested this as a possible method. The question was raised "What if there was no reading with an OVA, would we need to do air sampling? The Team indicated that additional sampling would be required but maybe to a lesser extent.

Action Item #13 - Gerry will do an OVA walk through next week in Building 399.

The question was raised as to who makes the decision that facilities are meeting the EI? Pete D. indicated that he is the one making the decision and filling out the forms. He is required to complete the forms semi-annually and between now and 2005 they will annually re-visit the forms even if the EI previously was a yes. Pete D. is to check on how the EIs are listed for CSS - human health might be unknown.

The Team then discussed the groundwater EI. Gerry indicated that the current investigation will address the extent of groundwater migration and should be completed in the spring of 2002. It is currently not known if groundwater is migrating off the facility. If groundwater contamination is migrating off the facility, a groundwater remedial system will need to be in place by 2005 in order to meet the EI.

Gerry also pointed out that the current investigation does not include human health and air quality issues. The UST sites are being looked at separately and should not be concerned with direct exposure contact. The current groundwater investigation will tell us if groundwater is migrating into the bay. However, the RFI investigated bay sediments and surface water and did not indicate a concern. There was a concern that if groundwater in the monitoring wells exceed limits, a new investigation regarding possible migration to the bay sediment and surface water needs to be completed.

It was suggested that a meeting with the EI experts would be beneficial? Joe F. will ask Merlin Russell (expert) to meet with the team.

It was stated that if EIs are driving our cost we need to understand and be in compliance with them. Arturo gave the Team a handout (handout #2) regarding the RCRA Reforms Corrective Action Conference to be held in Atlanta Georgia, Oct 17 and 18. At the conference they will be going through examples of facilities that have meet their EIs.

Action Item #3 - Pete D. is to investigate the requirements needed for CSS to meet the EIs for groundwater and human health (air quality) by the next meeting.

Arturo indicated that EPA would be putting up a website listing all facilities that are not meeting the EIs. The Web site may generate a lot of negative attention so CSS needs to meet these EIs as soon as possible. The question was raised "Are the EIs an EPA issue or will it be transferred to the State? Joe indicated that FDEP wants EPA to do it. And Pete D. confirmed that it is an EPA initiative and they will continue to do it.

Action Item #4 - Joe will find out how EIs effect HSWA permits and if there are fines associated with not meeting them, by next meeting.

6. Break

7. Partnering Team Training - Pete Paznokas, ICLD – facilitator

Pete P. did training with a 30-page handout (handout #3) on Basic Tools of Quality.

8. Bioslurper - Dan Waddill, SOUTHDIV

Dan did an overhead presentation on Panama City CSS Bioslurper and Free Product Behavior (handout #4). Dan would like to ask Battelle to come to the next meeting and give a detailed presentation on the Bioslurper.

There was a discussion of source removal strategies. New data will be needed to make new decisions. A consensus needs to be reached if the Bioslurper is finished.

Consensus #4 was reached to bring Battelle to the next meeting to give an update on the latest data concerning NAPL and recommendations.

A decision also needs to be made regarding when we are done with the bailing and free product recovery.

Action Item #5 - Dan will contact Battelle for the next meeting (to give a presentation) by September 7, 2001.

9. Lunch

10. Petroleum Update - Nick Ugolini, SOUTHDIV

Nick Ugolini is the Petroleum RPM for CSS Panama City.

Nick stated that at Site G300 -Dive Center there is a small problem that the Dive Center is paying for. An emergency tank was overfilled and spilled out onto the soil. Some of the contaminated soil was removed but some product did go under the building. The Navy got approval from FDEP to remove the product from the well and projected natural attenuation for the site; however, during the recent drought more product came out in the well. The Navy contracted to evacuate the wells using vapor extraction, but FDEP wanted a RAP completed. Nick is negotiating with TtNUS to get a new contract awarded.

AOC 2 includes a number of sites near the wharf. Some have been remediated already. AOC 2 is a tank with pipelines going through the landfill. Petroleum contamination is showing up in the landfill area. The pipeline has been cleaned and TtNUS, starting tomorrow, will begin investigation of the soils surrounding the pipeline for closure. AOC 2 is very troubling because of the contamination. Nick can't put his finger on what really is the cause for the contamination. During the winter months some of the product escapes into the bayou with the drought there is no problem, but now that we are having rain again, it will escape into the Bayou again. Another issue is that the pier was extended and created another place for the product to be escape. The plan is to close the pipeline off, find the source of contamination and extent of contamination, and install a remediation system. Funds are really limited and it's becoming difficult. This last pipeline investigation should lead to producing a RAP. The expectation is to have a recovery system in place depending on the extent of the contamination. The investigation is currently focusing on the landfill area (currently a parking lot), but they haven't found any petroleum product. The product identified so far has been old bunker fuel.

Sites 278 and 325 are former tank locations that have had a vapor extraction system installed on them. Site 278 is slowly cleaning up. Site 325 is planned to have another above ground fuel oil tank installed onsite, which may impact the monitoring wells. Removal of the wells has been discussed, and at least one monitoring well will have to be moved. The wells affected will have to be closed by a state-approved contractor. The primary concern is that by removing the well and replacing it, the sampling results could be very different.

Site 307 has been completed as a No Further Action (NFA) site with conditions. The conditions are that the seawall and the pier remain in place as a cap and inspection to be done periodically (currently every seven years). Nick indicated that he might direct TtNUS to collect additional samples at Site 307 to see if it results are nondetect. If contamination is no longer present, he will try for a NFA without conditions.

Action Item #6 - Joe and Pete D. will confirm if petroleum sites are required to meet the EIs by next Friday, September 14, 2001.

11. Break

12. Status of Group H Sites - Phil McGinnis, SOUTHDIV

Phil provided handout (handout #4) pages from the RFI about SWMU 2. All group H sites are NFA, except SWMU 2. SWMU 2 was the facilities Landfill B used in the 1940s and 1950s for disposal and burying. There are five sub-sites within SWMU 2. In 1987, the RFA was completed and recommended the site for an RFI.

Following the RFI there were several sub sites left. Surface soil had high contamination. In 1997, a removal action was conducted. The removal action removed various sites, but did not address the high levels of PAHs (cancer risk for future residential). After the removal action only the PAH risk concern remained.

This site is NOT closed out, however land use controls are still an option.

In the heavily wooded area, soil removal would be difficult. Benzo-a-pyrene is the primary contaminant detected of the PAHs. No groundwater concerns have been reported at the site. What is the plan? Because it is such a low risk, no money was set aside. The site may qualify for NFA if land use controls are put in place.

Action item #7 - Joe will send the Team the Draft MOA –LUCAP by September 7, 2001.

A hot spot removal of PAHs is not appropriate because the original plan did not grid out all the hot spots so just removing them might not take care of all the contamination. Arturo asked if we would get funding? Phil is checking into it and trying to add it to something in his program.

Action item #8 - Phil will send the MOA – LUCAP over to legal (SOUTHDIV) – he will talk to Robbie Darby about the MOA and land use control process by October 1, 2001.

13. Team Charter & Tier II Deliverables - Pete Paznokas, ICLD – facilitator

Pete P. discusses the Team Charter. Rich asked, “Who is the keeper of the Charters?”

Pete P. and Rich combined in the reply of “ICLD should have a copy of it. It needs to be put on CD and all eight Partnering Teams need to be updated. The deadline to compile them all is January 1, 2002. ICLD will be responsible of scanning them in.

The Team discussed the difference between the Administrative Record and the Information Repository. The Administrative Record only has the deliverables (documents) used in decision making and the entire day-to-day paperwork, etc goes in the Information Repository.

The Draft CSS /Charter and Tier II deliverables were distributed (handout #5). Pete P. led the team in updating it and a revised version of the document is attached.

Action item #9 - The Team should e-mail any changes to the Team Member Address List to Gerry/Denise by September 28, 2001. Add Dan, Denise, and Nick's address to the Team Members List.

Action item #10 Gerry will have Denise send (e-mail) the Team Member Address List to the team 9/14/01 and the Team is to have it back to Denise by September 28, 2001.

14. 1st Day closeout – agenda modification and +/- list

15. 2nd Day Check-In/Opening Remarks

No guest today – All team members present.

Opening remarks – Team Members had a nice dinner at J. Michael's.

16. CAMP

Rich led the group in the initial part of this exercise. Team needs new dates to be assigned to the tasks in the CAMP. Joe and Pete D. indicated that the dates signed are only enforceable if dates are not changed before missing a deadline. Dates can be changed before occurrence if needed, however, everyone must be notified. We need to make a schedule today that is realistic for the team. The language needs to be flexible enough for team members to use for their own schedules and have valid data.

Phil distributed tables A.1 and A.2 (handout #5) for the Team to discuss dates.

The status of the sites (table A.1) was checked as either being completed or not completed.

Team decided to first list all problems associated with these five sites, then assign the tasks associated with them.

SWMU 2

Problem: High levels of PAHs

Tasks:

- ◆ SOB
- ◆ LUC or RA (will not need a CMS with a RA per Pete D.)
Pete D. explained that we do not need a CMS on this site (only have to do a CMS if you're not sure if LUC or RA needs to be done)

SWMU 3

Problem: Groundwater and surface water concerns

Tasks:

- ◆ RFI Addendum (in this stage now)
- ◆ CMS (CMS was done and not approved) Resubmit CMS with missing data
- ◆ SOB – probably will be long-term monitoring

- ◆ CMIP will be done before Corrective Action (CA) (Long-term monitoring added to the CAMP – call it Corrective Action in the CAMP)

SWMU 9

Problem: Groundwater and subsurface soils

Tasks:

- ◆ RFI Addendum
- ◆ CMS
- ◆ SOB
- ◆ CMIP
- ◆ CA

SWMU 10

Problem: Groundwater and subsurface soils

Tasks:

- ◆ RFI Addendum
- ◆ CMS (might end here)
- ◆ SOB if necessary
- ◆ CMIP if necessary
- ◆ CA if necessary

AOC1

Problem: Groundwater, free product, air quality, cultural resources and completion date

Tasks:

- ◆ RFI Addendum
- ◆ CMS (NAPCA will be brought out in the CMS)
- ◆ SOB
- ◆ CMIP
- ◆ CA
- ◆ NAPCA consultation as part of the CA

17. Break

18. CAMP Schedule cont.

Action item #12 Pete D. and Joe will check the HSWA permit for closed sites (NFA) that are approved by 9/14/01.

The Team then added dates to the tasks for the CAMP.

Draft RFI Addendum	8/14/02
Final RFI Addendum (approved)	11/14/02
Draft CMS	3/15/03
Final CMS	6/15/03
Draft SOB	10/15/03
Final SOB	1/15/04
Draft CMIP	7/15/04
Final CMIP	11/15/04

CA (actual work)**12/31/04**

The dates for all of the sites including SWMUs 2, 3, 9, and 10 and AOC 1.

The question is raised as to “how are we going to tackle the human exposure part”?
Initially we should look at the Risk Assessment (RA) in the RFI?

Action item #13 - Gerry will investigate the human exposure issue – He will review RA for AOC-1 to determine indoor air quality and report to the Team by the next meeting.

Pete D. to check on all EI questions and how they relate to the team (Action Item # 3).
Phil needs to talk to Robbie about funding for indoor air quality (Action Item # 8).

19. Break**CAMP Schedule cont.**

The Draft CAMP will be done by next meeting in the format of the Mayport CAMP.
Agenda item to finalize the CAMP for next meeting.

Action item #14 Gerry will have Denise produce the Draft CAMP and e-mail to the Team 1 week before the next meeting.

Action item #15 The Team will review and be prepared to finalize the CAMP at the next meeting.

20. Set Meeting Schedule

Future CSS Panama City Partnering Team Meetings:

- October 16 & 17, 2001 (Tuesday and Wednesday – 1 ½ days) – Atlanta (Pete D. will check on an EPA meeting room). Meeting will be prior to EPA workshop at Sheraton Colony Square Hotel, 188 14th St. Atlanta. Leader – Dan.
- Denise will take care of Sheraton arrangements.
- November 13, 2001 (Tuesday one day, travel day on Nov 12) - Charleston – maybe the Anchorage – SOUTHDIV will check on it.

No meeting in December 2001.

- January 23 & 24 2002 at CSS Panama City (January 21st is a holiday).
- March 5 & 6, 2002 at CSS Panama City (Spring Break).
- April 16 & 17, 2002 at CSS Panama City.
- June 4 & 5, 2002 – No location yet.

21. Agenda for next meeting (See attached Draft agenda)

**AGENDA CSS PANAMA CITY
PARTNERING TEAM MEETING
OCTOBER 16 and 17, 2001
Atlanta, Georgia**

**Leader: Dan
Scribe: Denise
Timekeeper:**

Item	Description	Presenter	Time	Category
1	Check-in/ Opening Remarks/ Resource Sharing/ Announcements/ Head Count and Proxies/Guests/ Review Ground Rules/ Action Item & Parking Lot Review/Approve minutes	Dan	08:00 – 09:30	Info
2	Agenda additions/ modifications	Dan	09:30 – 09:45	Info
3	Update on NFA status for SWMUs in the database	Joe	09:45 – 10:00	Update
4	Break	All	10:00 – 10:15	Refresh
5	Consensus on removing the Biosluper	Dan w/ Bechtel	10:15 – 12:15	Info
6	Lunch	All	12:15 – 1:15	Refresh
7	Tier II Update	Rich	1:15 – 1:30	Info
8	Environmental Indicators	Pete D	1:30 – 2:30	Info
9	Partnering Training – Problem Solving	Pete P	2:30 – 3:30	Learning
10	Break	All	3:30 – 3:45	Refresh
11	Well Base Inventory	Mike	3:45 – 4:15	Info
12	1st Day Closeout – agenda modification and +/- list	Dan	4:15 – 4:45	Planning
13	2 nd Day Check-In/Opening Remarks	Dan	8:00 – 8:15	Info
14	CAMP Status and Comments	Arturo	8:15 – 8:45	Update
15	MOA/LUCAP	Phil	8:45 – 9:15	Info
16	Charter	Pete P	9:15 – 9:30	Required
17	Break	All	9:30 – 9:45	Refresh

18	Contractor's Update	Gerry	9:45 – 10:15	Info
19	Update to Master Schedule	Phil	10:15 – 10:45	Info
20	Meeting Closeout – review action items/ next agenda/ +/- list/ consensus / facilitator evaluation	Dan	10:45 – 11:15	Planning

22. Meeting Closeout

Meeting Critique

(+)

Denise as Team Scribe
 Very Good Meeting
 Time Management
 Accomplished A Lot
 Good Petroleum Update
 Good Work on the CAMP
 Good Meeting Room & Snacks
 Good Bioslurpping briefing
 Humor Good throughout
 Team Brainpower
 Team Dynamics
 Used Questioning Techniques
 Closed most of last Action Items
 Used Brainstorming
 Used Problem Statement
 Captured Tasks
 Commitment for Dates on the CAMP
 Used Quality Tools
 Decisions made on tough issues

(-)

Climate in the Meeting Room
 Member being called out
 Construction Noise outside
 Tough Finding the Room 1st Day

23. Facilitator Evaluation

Team was very satisfied with Pete Paznokas as the Team Facilitator at this meeting.

Action Items
CSS Panama City Partnering Team
Updated September 6, 2001

Action Item No.	Responsible Party	Status	Due Date	Action Item
1	Joe & Pete D	Closed	Mar 16, 2001	Provide written approval on Draft RFI Addendum Workplan.
2	Gerry	Closed	Mar 28, 2001	Publish final RFI Addendum Workplan.
3	Arturo	Closed	Mar 16, 2001	Determine Panama City Library can play CD to allow Administrative Record to be put on CD.
4	Gerry	Working	Oct 30, 2001	Put Administrative Record on CD.
5	Mike	Closed		Meet with Library to get final RFI Addendum Work Plan in Administrative Record.
6	Phil	Closed		Modify the SOW to include transferring the Administrative Record to CD.
7	Phil	Closed	Mar 16, 2001	Check with Ensafe on facilities and facilitator for the Tier I / II meeting.
8	Arturo	Closed		Arrange facilities for all local CSS Partnering Team meetings.
9	Phil	Closed	Mar 28, 2001	Send Facilitator's SOW to all Team members.
10	Joe	Closed	Apr 13, 2001	Contact M. Russell to discuss the HSWA permit, schedule, and Fees for the facility.
11	Joe / Pete D	Closed	Apr 20, 2001	Determine the reporting requirements for the "Environmental Indicators".
12	Joe	Closed	Mar 13, 2001	Send the Tier I /II presentation to the Team.
Action Items from April 27, 2001 Meeting				
01.04.01	Gerry	Closed	May 4, 2001	Send E-mail of final March 6, 2001 meeting minutes to Partnering Team.
01.04.02	Joe	Closed	May 4, 2001	Find out when FDEP's EI training session is scheduled and E-mail to Partnering Team.
01.04.03	Joe	Closed	May 11, 2001	Find out what year CSS is scheduled for HSWA transfer and inform Partnering Team.

Action Item No.	Responsible Party	Status	Due Date	Action Item
01.04.04	Arturo	Closed	June 5, 2001	Distribute the CAMP to Partnering Team.
Action Items from June 12 and 13, 2001 Meeting				
01.06.01	Joe	Open	June 15, 2001	Check on details of EI Training to be held in Tallahassee and e-mail these to the Team.
01.06.02	Gerry	Open	June 19, 2001	E-mail final meeting minutes of April 27, 2001 to the Team.
01.06.03	Phil/Mike	Open	June 29, 2001	Find out from co-workers and management what the policy is for having Petroleum Managers as consensus team members.
01.06.04	Gerry	Open	June 26, 2001	Change the cover page for the RFI Addendum Work Plan.
01.06.05	Gerry	Open	July 6, 2001	Elevate the signature and sealing of hybrid documents to Tier II.
01.06.06	Joe	Closed	June 28, 2001	Send copies of letter to Team outlining agreement for professional registration requirements for "in house" federal facilities work.
01.06.07	Phil	Open	August Meeting	Locate "Closure" Document for SWMU 2 in Group H by next meeting.
01.06.08	Phil	Open	June 29, 2001	Send PDF file of preliminary Master Schedule to the Team.
01.06.09	Phil/Gerry	Open	August Meeting	Try to get authorization for and obtain a permanent scribe for the Team.
New Action Items from September 5 and 6, 2001 Meeting				
01.09.01	Gerry	Open	Oct 16, 2001	Investigate where the meeting minutes should reside.
01.09.02	Mike	Open	Oct 16, 2001	Investigate the facility developing a "monitoring well" inventory.
01.09.03	Pete D	Open	Oct 16, 2001	Investigate the requirements needed for CSS to meet the EIs for groundwater and human health.
01.09.04	Joe	Open	Oct 16, 2001	Find out how EIs effect HSWA permits.
01.09.05	Dan	Open	Oct. 16, 2001	Contact Battelle to give a presentation at our next meeting.
01.09.06	Joe and Pete D	Open	Sep 14, 2001	Confirm if Petroleum sites are required to meet the EIs.
01.09.07	Joe	Open	Sep 7, 2001	Send the Team the Draft MOA – LUCAP.
01.09.08	Phil	Open	Oct 1, 2001	Send the MOA-LUCAP over to legal and talk to Robbie Darby about the MOA and Land Use Controls process and funding for indoor air quality.
01.09.09	Team	Open	Sep 28, 2001	E-mail any changes to the Team Member Address List to Gerry/Denise.
01.09.10	Gerry	Closed	Sep 14, 2001	Have Denise e-mail the Team Member Address to the Team for comments.

Action Item No.	Responsible Party	Status	Due Date	Action Item
01.09.11	Joe	Open	Sep 14, 2001	Check on the status of SWMUs 2 ,5 and AOCs 2, 4 to see if a SOB is required.
01.09.12	Pete D and Joe	Open	Sep 14, 2001	Check the HSWA permit for closed sites (NFA) that are approved.
01.09.13	Gerry	Open	Oct 16, 2001	Human Expose issue – He will review RA for AOC 1 to determine indoor air quality (He will also do an OVA walkthrough next week in the building).
01.09.14	Gerry	Open	Oct. 16, 2001	Produce a Draft Camp for distribution at next meeting.
01.09.15	Team	Open	Oct 16, 2001	Review and be prepared to finalize the CAMP at next meeting.

**CSS Panama City Partnering Team Parking Lot
Updated September 6, 2001**

Parking Lot No.	Parking Lot Issue
1	Petroleum Sites listed in HSWA Permit.
2	Draft MOA for SWMU 2 / PAH concentrations for soil for finalization.

**CSS Panama City Summary of Consensus Items
September 5 and 6, 2001 Partnering Meeting**

1. Change Meeting Conduct Rule # 7 – eliminate the work “scribe”.
2. Draft Meeting Minutes from the July 23rd Teleconference can be made Final.
3. Master Schedule was moved to the 2nd meeting day (6th).
4. To invite Battelle to the next meeting for a presentation.
5. Conflict Resolution Model was approved.
6. Roles & Responsibilities of the Activity were approved with changes.
7. Roles & Responsibilities of CLEAN/RAC Contractor were approved with changes.
8. Roles & Responsibilities of EFD RPMs were approved with changes.
9. Roles & Responsibilities of EPA RPM were approved with changes.
10. Roles & Responsibilities of State RPM were approved with changes.
11. Expectations of Team Facilitator were approved with changes.
12. Roles & Responsibilities of Guest Invitor were approved with changes.
13. Expectations of Tier II Link were approved with changes.