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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 23 JANUARY 2002 CSS
PANAMA CITY FL
1/23/2002
TETRA TECH

FINAL
Coastal System Station Panama City
Tallahassee, Florida
Partnering Team Meeting Minutes
January 23 and 24, 2002

MEMBERS PRESENT:

Mike Clayton	CSS PC - Leader	Pete Doa	USEPA
Arturo McDonald	CSS PC	Phil McGinnis	SOUTHDIV
Dan Waddill	SOUTHDIV	Gerry Walker	TtNUS - timekeeper
Tracie Vaught	FDEP	Pete Paznokas	ICLD – facilitator
Rich May	TtNUS – Tier II Link	Denise Slowick	TtNUS – scribe

GUESTS:

Paul Calligan, TtNUS
Nick Ugolini, SOUTHDIV Petroleum group
John Griffin, FDEP RCRA group
Bob Gorman, SOUTHDIV Technical Support branch

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 completed a round table check-in with introductions and opening remarks. Team remarked on the nice location and good directions that were provided for this meeting. Bob Gorman was introduced as our SOUTHDIV guest speaker for AOC1.

Arturo indicated that PC3-1 well has been destroyed by construction activities at the facility. Gerry indicated that during the next field event the ‘Field Operations Leader’ would evaluate whether the well needed to be properly abandoned.

There will be no projector provided for the meeting because of the late notice for the need. Handouts will be used with the aide of a flip chart.

Action Item Review.

Action Item No. 01.09.01 – Mike was to investigate the facility developing a monitoring well inventory.
Close Action Item

Action Item No. 01.10.03 – Phil was to send a letter to EPA/FDEP for NFA.
Phil indicated that the “draft” letter has gone out but is still under discussion between Robbie Darby (SOUTHDIV) and Eric Nuzie (FDEP).
Change Action Item to “working”

Action Item No. 01.10.07 – Dan was to check with Battelle on the removal of the Bioslurper.
Dan said that Battelle currently does not have a place to move the equipment and they want to wait until they do. Dan asked specifically what needed to be removed, he thought that Battelle had already removed the piping. Arturo said that all of the piping has not been removed. Mike indicated that the equipment isn’t really a problem but all the piping needs to be moved.

Dan seemed to think that Battelle should have funding for the removal but the storage place is the issue. Abandoning the wells has not been discussed.
Close Action Item and move it to the Parking Lot.

Action Item No. – 01.12.01 – Pete D. was to add air quality to the next agenda.
Close Action Item

Action Item No. – 01.12.02 – Gerry to send the proposed monitoring well location map to the Team.
Close Action Item

Parking Lot Review.

No. 1 – Petroleum Sites listed in the HSWA Permit.

Mike indicated that they have had no further guidance concerning the issue. Tracie indicated that she was unaware of the issue, but will look into it. In the future we may need to make this into an action item – Tracie will research this one.

Team consensus to finalize the teleconference meeting minutes from December 2002. One correction before they go final – the spelling of Carol Henry's name.
Consensus to go final – **Consensus #1**

The attached action item list has been updated.

2. Agenda Additions and Modifications - Mike, CSS PC

There were no additions to the agenda but it was decided to keep the meeting moving. Some items were moved to better accommodate the time schedule. This would ensure the productivity of the meeting and the ability for SOUTHDIV to make their scheduled plane reservations.

3. Partnering Training/Member Transition

Pete P. did a round table exercise, asking each Team Member what their "Needs and Expectations" were with Tracie as our new FDEP Team member.

- Arturo - indicated that CSS would need a lot of help and guidance from Tracie (FDEP)
- Gerry – requested effort to attend all meetings, pay attention, bring concerns to the meetings, bring ideas from your other team meetings, timely review of documents
- Dan – to give guidance and input from the regulatory (FDEP) point of view
- Phil – to be responsive to SOUTHDIV concerns
- Mike – same expectations as above and glad to have Tracie with us
- Pete D. – for FDEP to take the lead
- Rich – to be aware that each agency has to have a trusting relationship – you carry a badge for your agency when coming into the meeting
- Pete P. – to not be afraid to use the team for help and information
- Tracie – expects to trust the team she is working with and wants to know everyone's thoughts. Visual aides are very helpful for her to picture the sites.

New member transition

Pete P. discussed team MBTI type and individual profiles.

4. Tier II Update, Rich

Rich indicated that there has not been a recent Tier II face-to-face meeting.

Rich attended a Tier III meeting last week in Orlando, Florida. Every southeastern state except Mississippi was represented. Contractors are normally not present at these meetings but Rich was responsible for setting it up. There were 25 planning team members present and 45 members as a whole present.

The primary concern expressed at the meeting was DSMOA in regard to the transfer of funding.

Other concerns included:

- Land Use Controls (LUC) (currently at a cave-in level now. No RODs will be approved with LUC in them.)
- BRAC transfer of Golf Courses. (If transferred golf course remain golf courses no problem, but if they become something else are they a SWMU?)
- Environmental Indicators (EI's)

The next Tier II meeting is the 3rd week in February.

5. Contractor's Update, Gerry

At this time there is no field work at CSS. TtNUS is planning on going out on February 15, 2002. This will only happen if the letter to the Native Americans has been sent and they have had time to respond. Mike said TtNUS was told they could start fieldwork on February 15, 2002, and it should still be on schedule. Gerry indicated that he would wait until he gets confirmation from the facility that the letter was sent prior to continuing planning activities. Mike indicated that the letter is being held up because of the tone, etc. A new letter should be sent out tomorrow (January 24, 2002).

Gerry initiated a discussion of the proposed use of nested micro wells verses a single multi-chambered monitoring well. For Tracie's benefit a brief background on AOC1 was presented then the group discussed the merits of the two systems. The Team agreed with proceeding with the nested micro wells initially proposed. Gerry indicated that the DPT contractor is online and ready to start.

Gerry also indicated that work is continuing on the administrative record. It has been compiled and is being scanned for the CD by a subcontractor. The CD should be ready in a couple of weeks and copies to the Team may be ready by the end of February 2002. The Team agreed that the CD will be sufficient and that a hard copy is not needed.

Action Item #1 – Mike to contact the Lieutenant to see when the letter to Native American's will be sent out – copy to Gerry – by February 1, 2002.

6. Break

Mike reviewed the Ground Rules with the team.

7. RCRA permit update with John Griffin, FDEP

John Griffin the HSWA Permit Project Manager from FDEP joined the meeting to give guidance on the RCRA permit.

John indicated that after this meeting a letter will go out regarding the RCRA permit and that the deadline for the permit will be October 30, 2002. CSS is welcome to call him with any questions they have. John continued by explaining FDEPs position on SWMUs. After a UST or AST leaks it becomes a SWMU. When a tank has had no spills or leaks, it is not a problem nor considered a SWMU. John indicated that some areas historically not listed on the CSS permit should be included in the future SWMU list.

Arturo asked if FDEP wants SWMUs with No Further Action listed? John's reply was yes, if a site is not listed on the permit then at any time in the future the location can be brought into question and investigation and samples could be required. If sites are listed on the permit as NFA, then they won't be questioned. John said it is preferred to list all sites. Arturo indicated that a letter has been sent to Eric Nuzie (FDEP) for clarification of this item and that CSS will hopefully get an answer before the deadline.

Arturo asked if Oil Water Separators (OWS) need to be listed. John said they need to be listed, an OWS is a SWMU. Don't list them all separately – they can be grouped together. Arturo indicated that CSS has had a few OWS go into cleanup and some have been removed and are no longer there. John said even if they are no longer around they still need to be listed. When in doubt – PUT IT ON THE LIST! John suggested reviewing all of the existing lists at CSS (OWS, Lift Stations, etc.) with the idea of including them as potential SWMU to be included in the Permit. All SWMUs should be on the list.

Mike asked if vehicle wash racks should be included. John replied that this is a gray area and not to list the rack itself because it goes through the OWS.

Mike asked if the waste oil collection points were each a SWMU? John indicated that each individual **should** not be counted as a SWMU. If there are 4 or 5 cans in an area then the area should be listed.

Arturo asked if septic tanks should be listed as SWMUs? John said that RCRA does not exclude anything from being a SWMU if it handles solid waste. His position was that the definition of a SWMU is in RCRA and RCRA has no exceptions. Other regulations may except units or areas but not RCRA.

Mike asked if every parts washer on base has to be listed? John explained that parts washers are in the same category as satellite stations and that he would not list all of them. John's opinion is that materials inside a building used for their intended use should not be listed. Mike indicated that most of the satellite areas are inside buildings. John indicated he could not say that it's not a SWMU.

Arturo stated that currently CSS has 4 SWMUs listed on the permit completed for USEPA.

Tracie asked if CSS could list only 4 SWMUs or had to go back to the historical list with all the NFA or closed SWMUs listed? John said yes, he has to issue CSS an operating permit and if they want to they can submit only 4 SWMUs.

Arturo says yes, CSS wants a permit with 4 SWMUs. Tracie asked, with only 4 SWMUs listed, does this give them historical protection? John said No. Tracie asked if CSS can reference old permits with historic SWMU lists but not list them on the current permit? John said yes you can reference them but it won't give protection. Arturo wants to check with his REC but he (CSS) wants a permit with 4 SWMUs.

Phil asked if the base has the funding for the permit? John explained that the cost is, \$10,000 for a regular permit and a mod is \$5,000 to an existing FDEP permit. The CSS permit will be \$10,000.

Tracie asked if October 30, 2002 was the drop-dead date for the permit and money? John agreed that date is the deadline to send in for the permit if he is previously informed the money could come in later.

Arturo stated the CSS will submit a permit for 4 SWMUs and maybe the petroleum sites also listed. Tracie added that reference to the historical permits should be included. John indicated that if CSS sends in a permit for 4 SWMUs he is going to give CSS 5 SWMUs. The fifth SWMU being the current Hazardous Waste Storage Facility.

Mike does not understand why the NFA SWMUs have to be listed. John explained that if you don't list them you may be required to complete additional investigations because the SWMU are not documented in the permit. Mike does not understand this reasoning.

Arturo will investigate the fifth potential SWMU John referred to. He thinks that CSS will submit the permit with 4 SWMUs and maybe the petroleum sites. The inclusion of the fifth SWMU will be researched before inclusion. John informs the team, he is just telling us what he has been told.

Arturo explains to John that CSS is a small quantity generator. John says that CSS is the only TSD FDEP has. Arturo informs John that CSS should be taken off the TSD list. John stated that only after CSS gets rid of all the HSWA sites can CSS be taken off the list.

Action Item #2 – Find out if funds will be available for HSWA permit (due October 30, 2002) by September 28, 2002– Mike/Phil

8. Break

9. Environmental Indicators / Air Quality with Bob Gorman, SOUTHDIV

Bob Gorman, SOUTHDIV gave out a handout and spoke on the agenda item. Dan gave a brief history and explained that the groundwater plume is under some of the buildings and that Bob evaluated the potential human health exposure based on EPA guidance.

Bob referred to the handout and pointed out that Indoor air standards are much lower than groundwater standards. Bob explained the sample dates listed on the handouts, indicating that "J97" is June 1997 monitoring well sampling data and the DPT samples were taken October 2001.

Pete D. indicated that the screening levels were for residential and mostly conservative. Gerry asked if it is still the opinion that immediate action is not warranted. Bob replied, "yes".

Dan indicated that the Navy felt they should focus on 1,1-DCE because it has the lowest standards. Initially they would evaluate the groundwater data against EPA guidance and if exceedances are determined air samples would be collected. Phil asked, what kind of air samples, indoor air or soil gas? That has not yet been determined. Gerry said that a new round of groundwater sampling would be completed in the next several months and after evaluation of that data, they could proceed from there. Pete says that the sampling needs to be done on a building that meets the maximum exposure.

10. Petroleum Update, Nick

Nick Ugolini from SOUTHDIV has joined the meeting to give a petroleum update. Nick informed the team that he is moving over to the Hazardous Waste Section in SOUTHDIV and will no longer be the RPM for the CSS petroleum sites.

Nick went through each petroleum site at CSS following a handout that was distributed. He indicated that the CSS petroleum sites are in good shape, with few problems and is well funded. There are only 2 sites that can be funded through the DERRA program, sites 325 and 278.

At site 300 (command funded) they will pay for the work and continue doing vapor extraction. Site 98 is an IR program. At AOC 2 (parking lot) they found out there was a pipeline that was abandoned but not closed out. Abandoned pipelines were found by use of the Ground Penetrating Radar. Excavations were made and the lines were cleaned, plugged, and a pipeline closure was performed in FY01 and submitted to FDEP. They now have a POA in for \$100,000 for this site.

Paul Calligan the TOM at TtNUS for the petroleum sites joined the meeting and referred to the handout for further discussion.

Paul went over the Figures showing AOC 2 and indicated that the investigation started out with Sites 333 and 337. Tracie asked; if there was any idea how much leaked? Paul said there was a 50,000-gallon release in 1953.

Dan asked if the groundwater migration was contained? Paul said it is being contained by the sheet piles and when it's seen they report it. The question was asked if CSS has done any release reports for tank 11 and was answered, no. Dan wanted to know if it is diesel and Paul said yes, the hits were primarily PAHs.

Phil asks Pete D. if they need to do air quality here for the Environmental Indicators? Paul indicated Building 543 might be a problem for air quality. Gerry wants to know if it will be contained or cleaned up by 2005 as required by the Environmental Indicators? Paul said it is possible because funding is there with this new POA.

11. Native American Update

Everyone is waiting on the Facility to send the letter to the Native American Chiefs.
See action Item #1

12. 1st Day Closeout – Agenda Modification and +/- List

It was agreed to discuss agenda item 16 before item 15 – **Consensus #2**

No other changes

The Team had no problems finding Oven Park or the Cabot Lodge.

13. 2nd Day Check-In/Opening Remarks

The Team had a round table check in

14. Success Stories

Gerry told the Team that Tier II is asking for Success Stories from the Team by February 2002.
Gerry distributed a handout with examples of success stories from NAS Cecil Field and Mayport.

Rich explained old time success stories and that we have a new way of how they are done now. The new look plays better on a website, pdf and in your hand. Keep in mind who your audience is. They use them to take to other agencies to show what comes out of Partnering.

Mike wants to know who wrote the Bioslurpper on PC – Gerry indicated that Mayport wrote it because they also were doing Bioslurpping.

Gerry did a Team exercise for brainstorming to come up the the top 3 Success Story Topics:

1. Using DPT in the field with an onsite (mobile) lab
2. Finalizing Addendum Workplan
3. Meeting with John Griffin, FDEP – early on for proactive gathering information about the HSWA Permit

4. Discussing E.I.s at past and future meetings to get a better handle on the issue
5. Embracing Partnering from the beginning

The Team then completed a ranking exercise to determine the Success Story to focus on. The Top three were:

1. Finalizing Addendum Workplan
2. Using DPT in the field with an onsite (mobile) lab
3. Meeting with John Griffin, FDEP – early on for proactive gathering information about the HSWA Permit

Success Story:

CSS Workplan Approval Streamlined through Partnering

Original condition (situation) – April 2000, EPA, FDEP, SOUTHDIV and CSS were told that the RFI was resended by EPA - a revised WP was submitted and rejected
-SOB/CMIP was not approved
Draft Nov
No communications between agencies
Data gaps not addressed
Submitted (Completion) of an RFI Addendum WP – but not approval
Net meeting online comments – nonproductive

How did Partnering improve this situation?

Improved communication/Partnering (Embraced?)
Conference call – RFIA Approved
Online/real-time review and approval (net meeting)
Accelerated review / comments period
Agency commitment to Partnering
Common Goal / improved trust

Gerry thinks that someone with a history of the Team and sites should write the draft success story. Either himself, Mike or Arturo are the candidates to do the story. Gerry will make a first draft and then send it to Arturo for review. Gerry asked for a title from the Team – **CSS WorkPlan Approval Streamlined through Partnering.**

Action # 3 – Draft a Success Story for the Team by February 7, 2002 – Gerry and Arturo

4. Break

5. Proposed Remedial Measures for AOC1

Dan indicated that at the next partnering meeting he would be ready for a full agenda item. He distributed a handout and presented his material in a preliminary fashion for the sake of the new Team Member (Tracie). He explained that at the next meeting he would have better graphics and explanation. He also asked for any feedback or ideas from Pete D.

The conclusions are not set in stone; just some ideas SOUTHDIV have come to so far. Tracie asked if Natural Attenuation Parameters have been collected yet? Dan said not yet. Slug Tests completed in 1991-1994 indicated that travel time for contamination to reach the bay would be 10-15 years. Tracie asked if a tidal influence study had been completed? Dan said yes in the 1994 RFI.

Tracie asked about potential remediation systems Dan said that SOUTHDIV is staying very open minded.

The question was asked why is the plume being pushed deeper? Dan replied partly because of recharge, and possibly the 1997 data just made it look like concentrations are going up. Dan thinks the concentrations were hitting the edge of the plume and just capturing a little more of the plume than it had caught in 1994. We should be getting better data from wells in the next few months. The plume is probably 150-200 ft wide before reaching the bay. Once the GIS and data are pulled together we will have a better picture of what's really out there. Gerry asked if the monitoring well locations are still OK with Dan? Dan seemed to think they are logical spots. Dan will review the locations and let us know.

Dan was asked if he thought that the source is removed and replied yes through the Bioslurper source reduction. Tracie asked what a bioslurper does and Dan explained the system.

Gerry stated that TtNUS will have a DPT rig out there for the micro well installations would it be worth it to do some soil investigations at the UST site in the middle of AOC 1? Dan was not sure, but it might be worth it, he will let Gerry know. Also Dan indicated that we may want to explore the source area more. However Gerry indicated that because of the Bioslurper wells and buildings in the source area locations for new DPT punches may be hard to find.

Phil indicated that he has a swing item in the budget for a remedial barrier wall at AOC 1. He wanted to know if the Team felt this was a viable remedial method? Tracie, Dan and Pete D. indicated that although more information is needed they do not think the wall is the preferred method at this time.

6. OU 1 Groundwater Monitoring Schedule

Dan does not have a presentation for this agenda item and that we probably need to table this until we get the data in from TtNUS. A proposed monitoring schedule has never really been discussed. Tracie asked if we taking a baseline-sampling event once all the wells are installed? Gerry replied that all of the wells will be sampled at the same time representative of a baseline event. The sampling event will commence after the wells are approved by the Native Americans and installed .

7. Break

8. Partnering Training – Nonverbal Communication

9. Meeting Closeout – review action items/ next agenda/ +/- list/ consensus/ facilitator evaluation

There were 3 new action items from this meeting. See updated list attached.

Action Item #4 – Mike and Arturo would like to take Tracie on a site visit at CSS. She will also need to look at the petroleum sites with Nick – Phil will talk to Nick. – Tracie will let them (Mike/Arturo) know next time she's in PC .

The next scheduled partnering meeting is March 5 and 6, 2002 – in Tallahassee.

Bioslurper removal was added to the parking lot.

Meeting Critique

(+)	(-)
Nice meeting location	No projector
Lodging excellent	Rush at the end of the meeting to meet plane schedules
Good snacks	More regular coffee / less decaf
All Team Members present	Equipment noise outside was bothersome
New FDEP Member (Tracie)	
AOC1 presentation by Dan	
Informative	
HSWA permit discussion	
Success Story discussion by Gerry	
Unification was accomplished	
All Team Members	
Beneficial to the meeting (contributed)	
were presenters	
Friendly and pleasant	
The Team gained an "F" member (Tracie)	
Tracie is glad to be a part of the Team	
Willingness to rely on each other	
Team leader kept the meeting moving	
Team dynamics:	
Good humor	
Support from Rich and Denise	

The Team discussed the next meeting agenda (see below)

Action Item #5 – Dan will send around the final report to the Team before the next meeting. Dan will also talk to Battelle by end of next week – 1-30-02.

10. Meeting Closeout

Pete D. will be the next Leader at the March meeting.
The team would like to stay at the Cabot Lodge again if the meeting is at TtNUS or Oven Park.
If the Conference Room at FDEP is going to be used, Denise can call hotels closer to the parkway.
Tracie will work with Gerry on meeting space at FDEP and if there is interest in other FDEP employees coming to the presentation.

11. Facilitator Evaluation

Any facilitator comments can be sent to Phil.

**DRAFT AGENDA CSS PANAMA CITY
PARTNERING TEAM MEETING
Tallahassee, Florida
March 5 and 6, 2002**

**Leader: Pete D.
Scribe: Denise
Timekeeper: Mike**

 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	Pete D.	12:00 – 1:00	Info
2	Agenda additions / modifications	Pete D.	1:00 – 1:15	Info
3	HSWA Permit Update	Tracie/Arturo	1:15 – 2:15	Info
4	Break	All	2:15 – 2:30	Refresh
5	Battelle – Bioslurpping	Battelle	2:30 – 4:30	Info
6	Tier II Update	Rich	4:30 – 4:15	Info
7	Environmental Indicators / Air Quality	Pete D.	4:15 – 4:45	Info
8	1 st Day Closeout – agenda modification and +/- list	Pete D.	4:45 – 5:00	Planning

 Item	Description	Presenter	Time	Category
9	2 nd Day Check-In/Opening Remarks	Pete D.	8:00 – 8:15	Info
10	Contractor's Update	Gerry	8:15 – 8:45	Info
11	Partnering Training – Obtaining Team Member Buy-In	Pete P.	8:45 – 9:45	Required
12	Break	All	9:45 – 10:00	Refresh
13	Success Story Update	Gerry	10:00 – 10:15	Required
14	OU 1 Update	Dan	10:15 – 11:15	Info
15	Meeting Closeout – review action items/next agenda/+/-/consensus/facilitator eval.	Pete D.	11:15 – 11:45	Planning

Action Items
CSS Panama City Partnering Team
Updated January 23, 2002

Action Item No.	Responsible Party	Status	Due Date	Action Item
Action Items from October 16, 2001 Meeting				
01.10.01	Phil	Closed	11/15/01	Follow-up with legal LUCIP-MOA
01.10.02	Phil	Closed	11/15/01	Follow-up funding for indoor air quality at AOC 1
01.10.03	Phil	Working	11/15/01	Send letter to EPA/FDEP for NFA. Gerry needs copies of the letter
01.10.04	Phil/Dan	Closed	11/15/01	Contact FDEP to send rep. To Partnering Meeting when needed
01.10.05	Gerry	Closed	11/16/01	Send letter of recommendation (summary) to SOUTHDIV concerning air quality at AOC1
01.10.06	Arturo	Closed	11/05/01	Send letter to FDEP/EPA/SOUTHDIV w/ revised CAMP schedule
01.10.07	Dan	Closed	11/05/01	Check w/ Bechtel on the removal of the Bioslurper
01.10.08	Phil/Dan	Closed	11/05/01	Check w/ Nick to see if the Bioslurper can be used at another site
01.10.09	Denise	Closed	11/05/01	Update Charter and distribute to the Team
01.10.10	Gerry	Closed	10/26/01	Proposed plan for well locations w/ descriptions at AOC 1
Action Items from December 10, 2001 Meeting				
01.12.01	Pete D	Closed	01/28/01	Add air quality to next agenda
01.12.02	Gerry	Closed	12/31/01	Send proposed monitoring well location map to Team
New Action Items from January 23 and 24, 2002 Meeting				
02.01.01	Mike	Open	02/01/02	Contact the Lt. to see when the letter to the Native Americans will be sent. Gerry needs a copy of the letter
02.01.02	Mike/Phil	Open	09/28/02	Find out if funds will be available for the HSWA permit (due 10/30/02)
02.01.03	Gerry/Arturo	Open	02/07/02	Draft a success story for the team
02.01.04	Mike/Tracie	Open	03/05/02	Arrange a site visit for Tracie – Tracie will let Mike/Arturo know when she is in PC
02.01.05	Dan	Open	03/05/02	Dan will send the Final Report to the team before the next meeting

**CSS Panama City Partnering Team Parking Lot
Updated January 24, 2002**

Parking Lot No.	Parking Lot Issue
1	Petroleum Sites listed in HSWA Permit.
2	Check with Battelle on the removal of the Bioslurpper. Facility requests follow-up to expedite this.

**CSS Panama City Summary of Consensus Items
January 23 and 24, 2002 Partnering Meeting**

1. Approval of last meeting minutes.
2. All changes to the Agenda for this meeting.