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**NAS PENSACOLA MEETING SUMMARY**

Date: 11/1-11/2/95      Place: Atlanta, GA      Time: 8:00-5:00

Attendees: All present

Leader: Bill Hill      Scribe: Bill Gates      Timekeeper: John Mitchell

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**CHECK-IN**

Bill Hill opened the meeting at 8:00 and began check-in. Processes and ground rules were reviewed.

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**STATUS OF ACTION ITEMS FROM PREVIOUS MEETING (OCT 4-5, 95)**  
**(Bold denotes action items not completed)**

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No.	Item	status
	<b>OU 10 FFS</b>	
1	Clarify that arsenic was compared to background	Completed
2	John Mitchell to talk to other Project Managers and Ligia about including avgs in Risk Assessments	Completed. No averages. If >10 samples use 95% UCL. If < 10 samples use maximum.
3	John Mitchell to talk to Greg Brown and review <b>OU 10 FFS</b>	Completed
4	Add institutional controls as an option	Completed
5	Conference call 2:00 PM Eastern on 10/12/95 to finalize FFS and get consensus on conceptual remedy	Completed
6	Respond to <b>OU 10 FFS</b> Memo Comments	Completed
	<b>TIER II DELIVERABLES</b>	
7	Allison Dennen to send Team Processes/Ground Rules/Conflict Resolution Procedures to Jay electronically	Completed
8	Allison Dennen to send Charter to HB, BC, and RJ. Jay to contact them when in Pensacola.	Completed
9	Allison Dennen to send Roles and Responsibilities to HB, BC, and RJ.	Completed
10	Jay Bassett to send Roles and Responsibilities to RJ.	Completed
11	Steve Frederick to wordsmith his role and fax to Jay Bassett by 10/27/95.	Completed
12	Jay Bassett to take adjunct team member roles to RJ.	Completed
13	Allison Dennen to add guest procedures to processes	Completed

- and last bullet.
- 14 Decision Making Model - Jay to modify Mayport's model to include Assessment of Stakeholder Impact Completed
- 15 Jay will briefly summarize the List of Issues Completeddeleted

**SITE 10**

- 16 Brian Caldwell check data to **see** if it is most current or highest hit Completed-most current
- 17 EnSafe will include a preliminary risk assessment for dieldrin hit. Residential/Industrial trespassers will be used. If there is a risk, **resample** and analyze location and upgradient area for pesticides only. Completed

**OFF SITE RULE**

- 18 **Bill Hill to contact ROICC with Off-Site Rule.** Pending
- 19 Allison Dennen to review IDW Plan to **see** if we need to revise it to include Off-Site Rule Completed
- 20 Eric Nuzie and John Mitchell are to check on list of approved facilities and distribute to everyone Completed

**5-YEAR REVIEW**

- 21 Allison Dennen to send Site 39 ROD electronically to Jay Bassett Completed

**SITE 38**

- 22 Jay to send SSNs of Site 38 field personnel to Ron Completed
- 23 Bill Hill and Bill Gates will get additional information on Bldg 26 removal Completed
- 24 Ron Joyner to find out about building reuse and time table OBE
- 25 Allison Dennen to send copies of ESD work plan to BC, HB, and RJ. Completed
- 26 Henry Beiro to contact Ron Joyner and Fred Sloan with **two** additional monitoring well locations for marking and clearance Completed
- 27 Fred Sloan to contact Henry Beiro about coring requirements Completed
- 28 Fred Sloan to check with Charlie about Ottawa Sand Completed
- 28 John Mitchell to contact Bill Davis about 10 well permits Completed
- 30 Comments on ESD work plan to Fred Sloan by 10/10/95 Completed

**MISCELLANEOUS**

- 31 Bill Hill to project documents to be reviewed for next three meetings Completed
- 32 Bill Hill to distribute 1996 errata pages Completed
- 33 **All to review Risk Ranking for Sites. Be prepared to discuss at next meeting.** Pending-Bill Gates to distribute

		<b>complete site risk ranking</b>
<b>34</b>	<b>Jay Bassett to explain Mn issue to John Mitchell</b>	<b>Pending</b>
<b>35</b>	Henry call Fred Sloan with decon procedures for Sites 40 and 42	Completed
<b>36</b>	Allison Dennen will revise format for meeting minutes	Completed

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**ACTION ITEMS PENDING FROM PREVIOUS MEETINGS**

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<b>P1</b>	Jay Bassett will call Brian Caldwell to resolve Mn	Complete
<b>P2</b>	<b>Jay Bassett will provide Bill Hill a letter of acknowledgment regarding PSCs 3, 9, 19, 20, 21, 23, and 37 being removed from IR Program</b>	<b>Pending</b>
<b>P3</b>	<b>Michele Harrison will write article for team to submit to Tier II on ESD and Tier I coordination effort (Site 38)</b>	<b>Pending</b>

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**ACTION ITEMS GENERATED FROM THIS MEETING (NOV 1-2, 1995)**

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**Building 26**

- 37** Bill G will send notification to NADEP that Bldg. 26 is RCRA closure
- 38** Jay notify Fred Sloan to tag Bldg. 26 soil samples for NADEP information

**Tier II Deliverables**

- 39** All bring team logo ideas to Dec meeting
- 40** Jay provide Adjunct Member Roles and Responsibilities to Bill K for comments
- 41** Steve F provide list of training available for use in out years

**RRSEM**

- 42** Bill G provide site data sheets for all sites ranked

**IWTP Flush**

- 43** Ron provide analytical data for O/W separators at Site 38 (Bldg. 71/72)

**Off-Site Rule**

- 44** Bill H check with DRMO for disposal facility used and contact Al Newman for site approval status

**Site 38**

- 45** Henry draft Letter of Appreciation to Bill Davis from Team and FAX to all for comments
- 46** Ron prepare CO's endorsement with copy to Tier II

**Miscellaneous**

- 47** Henry revise team's laminated card
- 48** Steve C draft Close-out Checklist
- 49** Henry provide RI due date for Site 1 and Sites 9, 29, 34

### **OU 10 PP**

- 50 Allison send Draft ROD cover letter for previous PP
- 51 Allison create Draft Fact Sheet as the PP
- 52 Bill H inform RAB of OU 10 PP and public meeting issues and provide Draft PP to RAB  
Site 36 SAP
- 53 Henry check existing Site 38 data near O/W separator and wet well at Site 38 to **see if data correlates for** source identification
- 54 Henry obtain analytical data for O/W separator and wet well
- 55 Henry report results to team. If no correlation, then team will review.

### **Document Distribution**

- 56 Jay check with NOAA on copies needed.

### **Metrics**

- 57 All provide input to metrics subgroup NLT Dec. 8

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## **DECISIONS**

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### **Site 10**

- 13 Based on preliminary risk assessment data presentation, no further investigation required. Final report to include risk assessment results.

### **Tier II Deliverable**

- 14 Accept draft Charter, Processes and Ground Rules, Roles and Responsibilities with comments.
- 15 Add Tier II confidentiality ground rule and Tier 2 Link responsibilities.

### **OU 10 PP**

- 16 Use EPA example for future PP.
- 17 Use Draft PP of Oct. 25, 1995 as Draft ROD.

### **Site 36 SAP**

- 18 Soil boring/Temp well locations as follows:  
37,38: temp well, subsurface, no surface,  
39,41,44: Soil from surface to water table only,  
40,42,43,45: temp well only,  
46-54: temp well only, delete 53.  
Above will be field changes.

### **Metrics**

- 19 Establish Metrics Subgroup with Brian (Leader), Allison and Bill H. Draft report due Dec. 1 Comments from Team due Dec. 8. Final report to Eric at Dec. 13 meeting.

### **Miscellaneous**

- 20 Next Meeting: Ron Joyner - Leader, John Mitchell - Scribe, Jay Bassett - Timekeeper. Roles will advance alphabetically per meeting in the following order: Timekeeper, Scribe, Leader.

- 21 Henry will maintain Official Team Book
- 22 All will maintain their team book with meeting summaries, processes, Tier II deliverables.
- 23 Meeting Leader will bring his/her team book with last three meeting summaries.
- 24 Meeting minutes will use **Oct. 4-5** report as example with actions and decisions listed sequentially from one meeting to the next, use topic headers, add miscellaneous and training topics.
- 25 Extend RI submittals for Site 1 due to risk assessment backlog and Sites **9,29,34** pending removal action by BRAC construction contractor (Hyman).
- 26 Document distribution will be as follows

Document	EPA*	FDEP	FDEP Trustee**	NASP	NOAA***	EFD	Contracts, EnSafe, District
RI	1	2	1	4	1	2	cover letter only
RI w/o Appendices	4	2	1	3	1	2	"
FS	3	2	1	7	1	2	"
PSC	1	2	1	7	1	2	"
Memos, etc	1	2	1	7	1	2	"
PP	4	2	1	7	1	2	"
ROD	4	2	1	7	1	2	"
Final ROD w/ disk	3	2	1	7	1	2	"

Notes:

- \* One copy of final documents
- \*\* Mail to Patricia Kincaid at John Mitchell's old address
- \*\*\* Jay will check with NOAA on copies needed

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### TRAINING

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Jay provided handout and briefing on administrative reforms at EPA.  
Steve Frederick conducted a team process exercise.

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### MISCELLANEOUS

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- Eric identified ~~two~~ sites in Florida approved under the Off-Site Rule:
  - RCRA
    - Universal Waste and Transit, Hillsborough County, **FLD981932494**
    - Oldover, Green Cove Springs, **FLD000737312**
  - Solid Waste
    - No knowledge of Off-Site Rule
- Eric provided latest Tier II NASP status report and stated Tier II will provide complete minutes in the future.
- John's address: MITCHELL.J@DEP.STATE.FL.US

**NAS PENSACOLA PARTNERING MEETING  
DECEMBER 13-14, 1995  
CHARLESTON, SC**

<b>Item</b>	<b>Goal</b>	<b>Time</b>	<b>Topic Leader</b>
Document Review	Resolution of Tech Issues	4.0 total	
OU 10 PP, ROD			Allison
Site 10 PSC			Brian
Site 1 Final RI			Henry
Site 1 Draft FS presentation			Henry
Adjunct Member	Info Share	<b>0.5</b>	Ron
Cont'd Media	Info Share	<b>0.5</b>	Bill K
Training-Seven Steps	Training	<b>1.0</b>	Steve F
Host Training		<b>1.0</b>	Bill H
Sites 9,34 Removal Status	Info Share	<b>0.5</b>	Brian
Metrics	Finalize	<b>1.0</b>	Brian
Tier II Deliverable	Finalize	<b>0.5</b>	<b>Jay</b>
Site 38 <b>OW</b> separator results	Info Share	<b>0.5</b>	Henry
ESD Data Presentation	Info Share	<b>1.0</b>	<b>Jay</b>
Cat 6 Data Presentation	Info Share	<b>2.0</b>	Brian
Sites 12,26 Data Presentation	Info Share	<b>0.5</b>	Henry
Close-out Format	Finalize	<b>0.5</b>	Steve C
Check-In	Info Share	<b>1.0</b>	Ron
Close-out	Info Share	<b>1.0</b>	Ron
Action Item Review	Info Share	<b>0.5</b>	Ron

**Parking Lot**

Site 39 Five Year Review - January Meeting

Future Use of **ESD** Pending Site 38

*How Not to Use Master Plan*

**Future Meetings**

December 13-14, Charleston

Leader: Ron Joyner  
Scribe: John Mitchell  
Timekeeper: Jay Bassett

January 17-18, NASP

John Mitchell  
Jay Bassett  
Henry Beiro

Feb 27-29, NASP

Jay Bassett  
Henry Beiro  
Brian Caldwell