

N00204.AR.002628
NAS PENSACOLA
5090.3a

PARTNERING TEAM MEETING MINUTES BETWEEN 1 DECEMBER AND 2 DECEMBER
2009 NAS PENSACOLA FL
12/1/2009
NAS PENSACOLA

NAS Pensacola Partnering Team Meeting Minutes
December 1st & 2nd, 2009
Orlando, Florida

ATTENDEES:

Team Members:

Patty Marajh-Whittemore	NAVFAC
Greg Fraley	USEPA
Sam Naik	CH2M Hill
Greg Campbell	NASP PWD
Gerry Walker	TtNUS
Allison Harris	Ensafe
Brian Caldwell	TtNUS
Tracie Bolaños	FDEP
David Grabka	FDEP

Support Members:

Stephanie Carroll	The Management Edge - Facilitator
Melissa Demsky	TtNUS – Scribe
Ron Kotun	TtNUS
Aaron Bernhardt	TtNUS (Day 2 am)
John Schoolfield	NAVFAC (Day 1 pm)

ATTACHMENTS:

- 1- Tier II Presentation
- 2- Summary of Technical Memorandum – Refined List of COCs for the FS and Development of PRGs Site 41 – Combined Wetlands, NAS Pensacola

MINUTES:

1. 1st Day Check In/Opening Remarks/Resource Sharing/Head Count and Proxies/Guests/Review Ground Rules /Review Consensus Items & Action Items & Parking Lot/Approve Minutes 8:30 – 9:30 am

The Partnering Team completed check-in and then reviewed the Team Charter and Ground Rules. “CERCLA” programs need to be broadened to include other site types (Tabled for later discussion).

Patty indicated that John Schoolfield, the MRP Remedial Project Manager, needs to be added as a Partnering Team adjunct member. The Team wanted to review roles and responsibility of Adjunct Members.

For the benefit of new members the Team Pensacola Environmental Restoration Partnering Charter (as amended in June 2004) was read out loud and discussed. The first bullet in the charter was discussed as well as the fact that the CERCLA program was the only program mentioned.

The Team then reviewed consensus items, updated the Action Item List, and reviewed the parking lot items from the September 2009 meeting. The updated Action Item List is attached to these minutes. All new Action Items from the previous meeting were completed, ongoing Action Items were noted, and the Team then reminded each other about their e-mail search words “roses are red”. Action Items for UST Site 37 and UST Site 24 are completed.

Action item A-011209: Gerry Walker will investigate the trouble the team has had logging in to NIRIS.

Consensus Item 01 – The September 1st & 2nd, 2009 meeting minutes have been approved. A final copy of the approved minutes will be posted to the IR portal and archived.

Schedule for Partnering Team meetings – The Team discussed the schedule for future Quarterly Team meetings (see below). The Team will continue with monthly teleconferences scheduled for the first Friday of each month at 10:00 am.

Quarterly NASP Partnering Team meetings are scheduled for:

- March 16 and 17, 2010 Q1 in Jacksonville Florida, to be organized by Sam Naik.

2. Break 9:30-9:40 am

3. Scheduling Continued 9:40-10:00 am

- June 15 and 16, 2010 Q2 in Sarasota Florida (or DC), to be organized by Stephanie Carroll
- August 17 and 18, 2010 Q3 in Pensacola Florida, to be organized by Gerry Walker
- November 16 and 17, 2010 Q4 in Jacksonville Florida (or Sarasota), organizer to be determined

4. Partnering Training – New Member Initiation 10:05 – 11:15 am

The purpose of this session is two fold; to thank Tracey and welcome David. The Team divided into two groups to express thanks to Tracey in a creative way. Then the team expressed those thoughts. Next the Team helped David by introducing him to information as a new member that will be beneficial to know about the goals of the Team and its individuals. Then David expressed his expectations.

The Team then further discussed the Partnering Charter to address the wording of exclusively mentioning the “CERCLA” program. It was suggested that additional programs be added (i.e. Petroleum). However, following further discussion no changes were made to the Charter.

Consensus Item 02 - The Partnering Charter has been approved to remain the way it stands now. The date will be updated to reflect the consensus by Gerry Walker.

5. Break- 11:15- 11:25 am

6. Facility Update – 11:25 am – 11:40 am

Greg C. provided an update to the Team concerning activities at the Facility. The new hanger at Sherman Field has been completed. As part of “The Tree City” the Base Commander got to plant a tree on site. The fuel farm pipe lines are having integrity

testing performed this month (December). A Clean Award was given to the Facility for the marina pollution prevention.

7. Lunch – 11:45 am – 1:23 pm

8. Gantt Chart, Document Priority Table, SCAP, and Exit Strategy- 1:23 - 3:00 pm

Gerry W. presented the Gantt chart and reviewed the Document Tracking and Priority Table used to update the Gantt chart. The Gantt chart should be updated every meeting. The color coding for both documents was discussed.

OU 1 – The UFP-SAP was reviewed by the Navy chemist with comments in regard to the proposed procured lab. This has held up the UFP-SAP (Groundwater Monitoring). After that issue is addressed the UFP-SAP will be submitted (**estimated submittal and post date 12/4/09**).

OU 2 – The Remedial Design document has been approved by the EPA with comments from the FDEP (to be addressed at tomorrow's meeting). Tetra Tech needs to complete the design in order for CH2M Hill move forward. Also, the Draft UFP-SAP for the Groundwater to Surface Water Investigation is in final review.

OU 11/Site 38 - Final remedial designs are holding. Soil sampling has been completed. The Draft UFP-SAP for the groundwater is being written. The UFP-SAP for Soil was completed and the sampling event completed.

OU 16/Site 41 - (Wetlands) - Presentation will be given tomorrow in regard to the Feasibility Study. COCs and PRGs will be discussed for a buy in. The SCAP date for the ROD of 7/19/10 is not realistic. (Sites 43, 44, and 45 are proposed for RODS this Fiscal Year)

Action Item A-021210 - Greg F. will move the SCAP date back for OU 16 Site 41.

OU 18/Site 43 - The ROD is under review by FDEP. Secondary standard issues are holding the ROD up. It may or may not be approved. David explained some of the discrepancy between the criteria and application of the rules with the issues experienced at OU 18. He gave examples of what had been done in similar situations to resolve this issue.

Action Item A-031209 - David G. will provide the original RCRA HWSA permit to the Team.

OU 19/Site 44 - FDEP comments/approval Draft FS study projected date 12/17/09. David has no problem with the iron. He is concerned with the shallow aquifer /deep aquifer variance without intermediate representation.

Action Item A-041209 - Gerry W. (Tetra Tech) will investigate the groundwater flow zones, lithology, and well completion diagrams at IR Site 44 and send a tech memo e-mail for Brian's review, then send to the Team to address David's comments.

SCAP date 9/8/10 needs to be kept in mind so it can be met.

Consensus Item 03 - Team commits to having **at least three RODs** completed by FY 2010.

OU 20/Site 45 - FS in review by EPA and FDEP.

OU 21 Site 46 - Navy has the Draft FS for review.

9. Break 3:00-3:16 pm

10. Continue Gantt Chart - UST Sites, CNO Award 3:16- 4:20 pm

UST Sites

Gerry W. and Sam N. led a continued discussion/review of the Gantt chart. The Team agreed a year ago that they would keep the completed sites in the chart to be able to show the dates and progress.

UST 014 – Completed.

UST 015/Site 1107 – Moving forward with the schedule.

Action Item A-051209 - Gerry Walker will provide David with historical documents (WRS completion letter and most recent report) for clarification on the terms Bunker C residuals or Bunker C fuel oil in order to resolve and close the site.

UST 015/Site 1116 - Closed out

UST 015/Site 1120 - Under FDEP review

Action Item A-061209 - David will send Gerry his comments on the report.

Action Item A-071209 - Gerry W. will address David's comments in an additional document including tables.

UST 017 (DFM Pipeline) – Aerostar needed to respond to FDEP comments.

Action Item A-081209 - Patty M. will check with Aerostar for their response to comments letter to FDEP.

UST 18 Crash Crew Training Area – Tetra Tech updated the work plan for the denitrification biotrap study based on FDEP comments. The Navy is currently reviewing the changes.

UST 15/Site 1159 – A new contract was awarded to Solutions to start up remediation system at the site.

UST 20/Site 19 Fuel Farm Pipeline – CH2M Hill provided a presentation last meeting. Down gradient areas could qualify for monitoring only. A Membrane Interface Probe (MIP) investigation proposed to map hot spots and fill data gaps, resulting to change footprint for RAP Addendum. (The Site is near a shooting range and in a wetland area; this poses problems in scheduling). Scheduling will need to be changed and check the exit strategy.

UST 22/Site 21 – Submitted SAR Addendum Three. Recently had a UFP-SAP DQO meeting.

Action Item A-091209 - Gerry to send out e-mail reminder to Mike Singletary of Documents in review: Site 19 and Site 21 SAR Addendum Three.

UST 24/Site 37 – CH2M Hill did a mass budget analysis at the site which had a few exceedances. They will do a synoptic groundwater monitoring event with future use of air sparging. CH2M Hill discussed running SPLP analysis on the soil.

Action Item A-101209 - Sam will send David a CD of the Presentation on activities at Site 37.

UST 25/Bldg 1932 – CH2M Hill is currently writing the RAP Addendum. (In the Exit Strategy Patty requested that the “touch and go” verbiage be consistent)

UST Bldg 782 – Aerostar is working at the site. Navy hopes to do natural attenuation monitoring of groundwater.

UST Bldg 1917 – Aerostar is working at this site. Navy hopes to do an RMO II. David says vapor intrusion may become a regulatory issue and a risk assessment for OSHA industrial hygiene working conditions may need to be met.

UST Bldg 2270 – (Navy Hospital) The Facility is waiting on funding from Public Works Utilities for the SAR. Hopefully funding will be assigned for FY 2010 (6/2010).

UST Bldg 3644 – The SAR has been submitted and approved by FDEP. The addendum to the work plan is pending approval.

Sea Wall Site – A contract for this work has not been awarded, probably FY 2010 funding. David suggests engineering controls to make sure contamination doesn't get through under the sea wall. Aerostar is working on the RAP with a risk basis.

11. Break – 4:20– 4:33 pm

12. Tier II Update/Tier II Presentation preview 4:33-5:15 pm

John S. and Gerry W. went over their presentation for NAS Pensacola IR Program and MRP Sites.

The Facility background and history was given along with facility layout. Then the Environmental Program and 43 IR sites were discussed. The number of RODs completed and their respective locations were mentioned. Remaining IR/FS sites include 16, 43, 44, 45, and 46. Post ROD activities are required at OU 1, OU 4, OU 13, OU 11, and OU 2. NFAs.

Gerry discussed the issues of the Team: Schedules and secondary standards (need Tier II decision on how to proceed; this impacts the three RODs to be completed in FY 2010). John Schoolfield continued with the MRP part of the presentation. He discussed the Sampling Design Rationale for the MRP sites along with the Conceptual Site Model. Each model for the different shooting ranges (skeet, pistol, bombing) was discussed. John S. then went over the schedule.

John Discussed the MRP SI schedule

October 3, 2009 – TNUS submits UFP-SAP to the Navy

November 15, 2009 – The UFP-SAP submitted to the regulators

December 15, 2009 – All UFP-SAP comments complete

January 10, 2010 – Start of fieldwork

March 15, 2010 – All fieldwork complete

August 2010 – All reports must be completed with regulatory approval

Corry Station residential sampling was covered. Then the public relations plan was covered by John S.

13. Second Day Check In – Review 1st Day Meeting – Review Action Items/ Consensus Items 8:09 – 8:15 am

Changes to the agenda and revision of the action items will take place on the 2nd day. The Partnering Team completed check in. New attendees (Aaron Bernhardt) joined group for the 2nd day of meetings.

14. CNO Award Update- 8:15 – 9:15 am

Sam N. reviewed the nomination packet requirements and format (7 parts to the packet).

Action Item A-111209 - Greg C. will send Compliance History with updated information should be sent to Sam.

Action Item A-121209 - Patty asked Sam to add Mike Singletary's name to the Nomination Narration section.

Action Item A-131209 - Patty will check to be sure the congressional report matches the packet.

Sam then gave a preview of the submittal packet which will be sent to the Team for review. Sam then gave examples of some of the differences from the previous year's submittals to this year's packet. This year is focused on streamlining and optimization along with reduced footprint. Sam then mentioned how the iROD was presented in the packet. Then he discussed community involvement.

Action Item A-141209 - A picture will be taken at lunch with the Team for the packet.

He then discussed the narrative with the main focus being placed on program management, orientation to mission, technical merit, stakeholder interaction, and transferability.

Action Item A-151209 - Allison (SEA) and Gerry will look up the data on the amount of money for cost avoidance/ savings for the technical merit section of the packet by Friday 12/4/09.

The packet looks at Site 1 as an example of streamlining the environmental clean up process. It also looks at the transferability of the work done here and how it could be done at other sites with its entire cost savings.

Sam then went on to explain the improvised ROD in the risk to human health and environment. OBSs were then discussed.

Action Item A-161209 - Gerry, Greg C., and Patty will provide Sam the numbers (money) of subcontractors who are “small businesses” that were utilized during the last two years (labs, subs, etc) by Monday 12/7/09.

Awards from previous years were then reviewed and the Clean Marina Award was added. Sam will go to the website to confirm his wording.

15. Break 9:15- 9:32 am

16. IR Site 41 Wetland Feasibility Study – 9:32 – 10:30 am

This presentation was given by Aaron Bernhardt. Hand outs were provided. The goal is to go through the memo to get comments to expedite the review process. Site history (81 wetlands) was reviewed as well as the FS wetlands affected by sources. Phase I of the study was completed. Phase II verified and confirmed the results from Phase I and information was tabulated and reviewed. Phase III further analyzed for chemical and physical parameters along with toxicity. Additional investigations were conducted to fill data gaps in Phase IV. He then went on to describe the risk assessment results for ecological and human health.

- EnSafe refined the list of COCs from the RI.
- Clean up levels are developed after the RI, so the goal of the memo is to further refine the COCs.
- The wetlands were grouped to calculate and develop the NOECs and LOECs.
- Reference concentrations were developed for inorganic chemicals.
- Refinement values were then considered (ER-M), values from the RI used where available.
- The PRG was then developed and selected for ecological and human health (sheets provided in packets to view the calculations).
- Next steps include regulatory review, addressing comments (in early Jan. 2010), and submitting the Draft FS (before Partnering Meeting in Feb. 2010).

Action Item A-171209 - The Team will review the Tech Memo (with Gerry providing an e-mail of the document in PDF form and also posted to FTP site on Friday 12/4/09). The Team will review the document during December (before

the January teleconference) and return comments to Gerry and Aaron in order to get “buy in” for the COC rationale before proceeding with the FS.

- The Team discussed the verbiage “may” in the table, which introduces questions about risk drivers. Greg F. has issues with the wording in the text versus the table.

17. Break 10:27- 10:45 am

18. Site 45 and 46 Feasibility Studies 10:45 – 11:24 am

Currently the Site 45 Feasibility Study is under review by FDEP. The site history was discussed along with COCs and risks. In the document passed out by Gerry, the alternatives for the surface and subsurface soil were discussed.

- David G. noticed inconsistency with the groundwater depth bgs (13 ft. vs. 4 ft; we believe that the monitoring well depth was substituted for depth to water.). He is also concerned with the COCs for groundwater.
- He is concerned about the soil and groundwater crossover COCs on page 1-10. Lastly he sees a difficulty in the rationale validity since there is no source to link to the standards. David G. and Greg F. need to send their written comments to Gerry regarding this.

Site 46 is under internal review with the Navy. The site history was reviewed along with COCs and risks. Current construction at and around the site was discussed. Remedial alternatives were presented. MNA was pointed out by Gerry.

- David G. asked if the soil removal discussed in the report was verified. He would like to see the documentation of the excavated soil and clean fill.
- Tracie questioned where they came up with action levels for GCTLs. It was confirmed they are correct.
- David asked if SPLP was run on soil to see if it could be a continued source from the subsurface soil. Gerry told him it was not run.
- David also questioned if it is possible for the plume to get under the sea wall. Greg C. explained the wall is reinforced with sheet wall and is a flow barrier.
- David sees a point of compliance in the intermediate well that may show the water going under the sea wall as part of MNA. David indicated that the Vinyl chloride regulatory standard is 2 not 1 ug/L.

19. Lunch 11:24 am – 1:10 pm

20. OU 2 Remedial Design and Work Plan - FDEP Comments 1:10 – 2:30 pm

Tetra Tech received FDEP’s comments and is in the process of responding to them. The Team discusses the remedy description for soil. David questioned the areas between the proposed excavations. David suggested having exposure areas around or between the proposed excavations sampled to see the contaminant distribution. He would also like see the rationale for 40’ x 40’ excavation areas. Team discussed the ROD language to see if confirmation samples will be collected. David posed the question “*where is the delineation?*” Tracie pointed out that the sample scheme was based on 95 % UCL, so the intention was “*if you remove these hot spots, what is left? Is what is left not an issue?*”

Gerry stated that no confirmation sampling had previously been discussed or costed in the Feasibility Study or ROD. FDEP will not approve the soil removal without either further delineation or confirmation samples collected. David stated that no additional sampling would be required if confirmation samples indicate all contamination is removed by the soil excavation. , David does not expect paved areas to be excavated; no confirmation samples will need to be collected because of the engineering control/barrier.

Action Item A-181209 - Tetra Tech will review previous sampling data, illustrate how the professional rationale of excavation areas of 40' x 40' was made, and estimate the scope and cost of confirmation sampling due 12/10/09 to present in a conference call.

Action Item A-191209 - The Team will hold a conference call 12/11/09 10:00 am.

COCs in various documents were not consistent. Gerry states that the ROD, as the legal document, is the list of COCs that will be followed.

It was discussed that should confirmation sampling be conducted, only 4 samples (one from each sidewall) would be required. UFP-SAP costs would need to be considered and the current UFP-SAP updated with confirmation soil sampling. The Team questioned whether a sampling plan in lieu of a UFP-SAP could be used or if Tetra Tech could add the soil sampling to the UFP-SAP for groundwater monitoring being written now.

Action Item A-201209: CH2M Hill will investigate if the existing UFP-SAP can be used to accommodate confirmation sampling (12/10/09).

Action Item A-211209: Greg C. will field verify the areas proposed to be excavated to determine if they are paved, and thus not needing to be excavated (12/10/09).

Action Item A-221209: CH2M Hill will provide a letter evaluating revision to existing scope of work for confirmation sampling

21. Break 2:30- 2:43 pm

22. UST Site 2 - 2:43- 3:00 pm

Site History was reviewed. COCs were covered along with the various studies done (IRA, CAR, RAP, CAR Addendum, and Completion Report). Data is posted on website. The Site is in the UFP-SAP stage. David prefers one hard copy with a CD. However two hard copies are needed for additional reviewers when engineering or risk assessments are included in documents. Draft, Draft Final, and Final documents were discussed.

Action Item A-231209: Gerry will send an email to the Team asking for an updated document distribution lists.

23. Parking Lot Items – 3:00 – 3:20

- David had question on the Site Management Plan. Questions concerning proposed work and deliverables and consistency with the Gantt Chart. He would like to add the Gantt and Exit Strategy to the Site Management Plan.

Action Item A-241209 - David will send the Team an example of an SMP style he would prefer to receive.

- Document Priority/Tracking System. David would like clarification on which items are a priority

Action Item A- 251209 - Tracie will review the Document Priority/Tracking System with David to help prioritize the items listed then run those items by Gerry and then Patty.

- Saufley Field Site 3 Pistol Range UFP-SAP is not under the MRP program, but maintained in the IR program. Signatures still need to be obtained on the SAP.

24. 2nd Day Meeting Closeout – Review Action Items/Consensus Items/Meeting Schedule/Next Agenda/plus-delta/Facilitator Evaluation 3:20 – 3:55 pm

- Reviewed Action Items
- Reviewed Consensus Items
- Team completed a meeting evaluation

Consensus Item 04 - Team adds John Schoolfield as an adjunct member.

Revision of future meetings/activities:

- Next Conference Call 12/11/09 to discuss OU 2.
- RAB Meeting – Fall 2010
- Monthly teleconference on first Friday of each month from 10:00 to 11:00 am
- Next Partnering Meeting - March 16 & 17, 2009 in Jacksonville, FL organized by Sam N.

Plus +

David's coming on-board and involvement
 Venue/ Arrangements
 Good progress, longevity
 Scribe
 John Schoolfield's presence
 Everyone engaged
 CH2M Hill Presentations
 Sam CNO Award

Delta Δ

Tracie leaving

Facilitator Feedback

The facilitator Stephanie Carroll reviewed items she plans on placing in her report.

MEETING ADJOURNED at 3:55pm

New Consensus Items from December 1 st & 2 nd , 2009	
1	<i>The September 1st & 2nd, 2009 meeting minutes have been approved. A final copy of the approved minutes will be posted to the IR portal and archived.</i>
2	<i>The Partnering Charter has been agreed to continue to read the way it stands now with regard to the verbiage "CERCLA" in bullet one. The date will be updated to reflect the consensus by Gerry Walker.</i>
3	<i>Team commits to having at least three RODs completed by FY 2010.</i>
4	<i>Team adds John Schoolfield as an adjunct member.</i>

Action Item No.	Responsible Party	Status	Due Date	Action Item
Ongoing Action Items				
A-050305	Team	Ongoing		Team needs to review the Document Tracking and Priority Table to hit document due dates.
A-070305	Gerry	Ongoing		Gerry will update the Document Tracking and Priority Table.
A-050208	Gerry & Team	Ongoing		When documents are submitted to the Team, the author will e-mail recipients and indicate the agreed comment or approval dates with the statement: "Roses are red, violets are blue – just wanted to remind you when your comments are due _____"
A-020609	Patty & Gerry	Ongoing		UST 15: Gerry and Patty will follow up on how to proceed further with UST Site 1107 Site Rehabilitation Closure Request
A-030609				UST 24/ Site 37: Greg W. will follow up on the technical memo status
A-040609	Team members	Ongoing	8/01/2009	Individual writers which had assigned topics should submit their write up to the Team by August 1 st , 2009.
A-060609	Brian C.	Completed		UST 19/ Site 44: Brian will review the FS and verify that proper justification for the MNA.
A-010909	Greg C.	Completed	9/4/09	Forward the instructions regarding the CNO award and previous submittal to the team.
A-020909	Greg F.	Completed	9/4/09	Distribute the SCAP revision to the team.
A-030909	TtNUS	Completed	9/1/09	Verify the ILCR for Site 43 in the presentation for the RAB.
A-040909	Ron K.	Completed	9/4/09	Distribute risk language for USEPA and FDEP to explain the risk associated with Site 43.
A-050909	Gerry W.		9/4/09	Distribute a living CD with all the support investigations and documentations for Site 43.
A-060909	Gerry W.		9/4/09	Prepare an updated page 15 insert to the OU 1 Technical Memo and send it to FDEP.

Action Item No.	Responsible Party	Status	Due Date	Action Item
A-070909	Patty M.		9/30/09	Send a request for a SRCO letter to FDEP by for UST Site 017
A-080909	Gerry W.		9/4/09	Provide FDEP the Alternative Summary for Site 44.
A-090909	Gerry W.		9/4/09	Send an invitation to Mike Singletary and FDEP for the discussion of the UST 18 Treatability Study –on board review (keeping in mind that Jeff will be out until September 9, 2009)
A-100909	Brian C.	Completed	9/4/09	Send the initial write up regarding Site 1 to the team.
A-110909	Héctor H. / Sam N.		9/4/09	Send the presentation, recommended approach and historical backup of possible names/descriptions of the UST sites to FDEP.
New Action Items from December 1st & 2nd, 2009 Meeting				
A-011209	Gerry W.		Agenda Item	Gerry Walker will investigate the trouble the team has had logging in to NIRIS.
A-021210	Greg F.			Gantt Chart OU 16/Site 41: Greg will move the SCAP date back for OU 16 Site 41
A-031209	David G.		12/4/09	RCRA HWSA Permit: David will provide the original RCRA HWSA permit to the Team
A-041209	Tetra Tech		12/23/09	IR Site 44: Tetra Tech will investigate the Groundwater flow zones, lithology, and well completion diagrams at IR site 44, and send a tech memo e-mail for Brian’s review then send to the Team to address David’s comments.
A-051209	Gerry W.		12/18/09	UST 017/Site 1107: Gerry will provide David with historical documents (WRS completion letter and most recent report) for clarification on the terms Bunker C residuals and Bunker C fuel oil in order to resolve and close the site.
A-061209	David G.		1/08/10	UST 015/Site 1120: David will send Gerry his comments on report for UST 015/Site 1120
A-071209	Gerry W.		2/08/10	UST 015/Site 1120: Gerry will address David’s comments on report for UST 015/Site 1120 in an additional document with tables
A-081209	Patty M.		12/9/09	UST 017: Patty will follow up with Aerostar for their response to comments letter to FDEP on report for UST 017 (DFM Pipeline).
A-091209	Gerry W.	Ongoing		Site 19 and Site 22 SAR Addendum: Gerry will send out e-mail reminder to Mike Singletary of Documents in review: Site 19 and Site 22 SAR Addendum Three.
A-101209	Sam N.		12/7/09	UST 24/Site 37: Sam will send David a CD of the Presentation on the UST 24/Site 37

Action Item No.	Responsible Party	Status	Due Date	Action Item
A-111209	Greg C.	Completed		CNO Packet: Greg will send Sam N. Compliance History with updated information for the CNO Award Packet
A-121209	Sam N.		12/7/09	CNO Packet: Include Mike Singletary's name to the nomination section of the CNO Packet
A-131209	Patty M.		12/7/09	CNO Packet: Check to be sure the congressional report and the CNO packet are consistent.
A-141209	Team	Completed	12/2/09	CNO Packet: A Team picture should be taken for the CNO Award Packet
A-151209	Allison M./Gerry W.		12/4/09	CNO Packet: Allison (SEA) and Gerry will look up the data on the amount of money for cost avoidance/savings for the technical merit section of the CNO packet and send to Sam
A-161209	Gerry W./ Greg C./ Patty M.		12/7/09	CNO Packet: Gerry, Greg C., and Patty will provide Sam N. the numbers (money) of subcontractors who are "small businesses" that were utilized during the last two years (labs, subs, etc)
A-171209	Team		12/31/09	The Team will review the Tech Memo (with Gerry providing an e-mail of the document in PDF form and also posted to FTP site on Friday 12/4/09). The Team will review the document during December (before the January teleconference) and return comments to Gerry and Aaron in order to get "buy in" for the COC rationale before proceeding with the FS.
A-181209	Tetra Tech		12/10/09	OU 2: Tetra Tech will review previous sampling data and illustrate how the professional rationale of excavation areas of 40' x 40' was made and estimate the cost of confirmation sampling and provide it to Team.
A-191209	Team		12/11/09	OU 2: Conference call at 10:00 am (Patty, Greg C, Gerry, Taylor, Brian, David)
A-201209	CH2M Hill		12/10/09	OU 2: CH2M Hill will investigate if the existing UFP-SAP can be used to accommodate confirmation sampling
A-211209	Greg C.		12/10/09	Greg C. will field verify the areas proposed to be excavated to determine if they are paved, and thus not needing to be excavated
A-221209	CH2M Hill		12/18/09	Provide a letter evaluating revision to existing scope of work for confirmation sampling
A-231209	Gerry		12/31/09	Document Distribution List: Gerry will send an email to the Team asking for updated document distribution list

Action Item No.	Responsible Party	Status	Due Date	Action Item
A-241209	David		12/4/09	SMP: David will send the Team an example of an SMP style he would prefer to receive.
A-251209	Tracie and David			Tracie will review the Document Priority/Tracking System with David to help prioritize the items listed then run those items by Gerry and then Patty.