



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IX

75 Hawthorne Street

San Francisco, CA 94105-3901

September 21, 1995

Stephen Chao
Code 09ER5
Western Division Naval Facilities Engineering Command
900 Commodore Way, Building 101
San Bruno, CA 94066-0720

Subject: Improving Attendance and Communication at the Technical Exchange Meetings (All Parties Meetings)

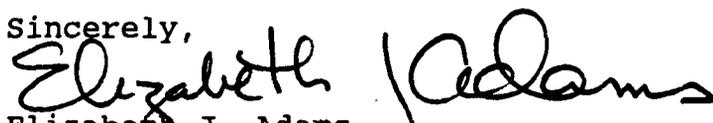
Dear Mr. Chao:

Several representatives were absent from the last Technical Exchange Meeting, also known as the "All Parties Meeting", on Thursday, September 14, 1995. Though these meetings may have been less eventful during the period of time when EPA was reviewing documents; we are now in a different phase of the project. It is imperative that all companies and federal agencies be adequately represented in order to engage in meaningful technical and managerial dialogue. A large site such as the MEW Regional Study Area, with the variety of parties involved, requires ongoing communication and coordination from all the parties. This is especially true now that we are moving from the remedial design phase to the remedial action phase.

Communication between all parties, especially south of Highway 101, needs to be improved in order to exchange technical information from the implementation of designs and pilot tests, discuss unresolved coordination issues and share problems or successes encountered in the field. From EPA's perspective this is the primary purpose of the quarterly Technical Exchange Meetings. The meetings should be a forum to discuss technical issues, not just report on the status of project schedules.

To ensure that our time is spent in a constructive manner, it is imperative that all parties involved in the investigation and clean-up of the MEW Regional Study Area consistently attend the quarterly meetings and share technical information from their projects with the group. It is my hope, as the EPA MEW Project Manager, that all parties sincerely work towards this objective to develop better communication and create a forum for professional technical exchange. If you have any questions regarding this letter, please call me at (415) 744-2235.

Sincerely,


Elizabeth J. Adams
EPA MEW Project Manager

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