

MEETING MINUTES

JUNE 28 AND 29, 2000

INDIAN HEAD PARTNERING TEAM MEETING

HOLIDAY INN HOTEL, BALTIMORE

The Partnering Team meeting was held on June 28 and 29, 2000, at the Holiday Inn Hotel, Inner Harbor in Baltimore, MD.

The following personnel attended the meeting on June 28, 2000:

Greg Tracy – SAIC
Anne Estabrook – CH2M HILL
Jonathan Weier – CH2M HILL
David Kinney – CH2M HILL
Curtis DeTore – Maryland Department of the Environment
Heidi McArthur – NSWC Indian Head
Shawn Jorgensen – NSWC Indian Head
Rob Sadorra - EFACHES
Kent Cabbage – Tetra Tech NUS
George Latulippe – Tetra Tech NUS
Chris Guy – US Fish and Wildlife Service (BTAG)
Simeon Hahn – NOAA (BTAG)
Dennis Orenshaw – US Environmental Protection Agency, Region III
John Fairbank – MDE/Tier II link

The following personnel attended the meeting on June 29, 2000:

Anne Estabrook – CH2M HILL
David Kinney – CH2M HILL
Curtis DeTore – Maryland Department of the Environment
Heidi McArthur – NSWC Indian Head
Shawn Jorgensen – NSWC Indian Head
Rob Sadorra - EFACHES
George Latulippe – Tetra Tech NUS
Dennis Orenshaw – US Environmental Protection Agency, Region III
John Fairbank – MDE/Tier II link

Wednesday, June 28, 2000

- **Introductions**

Familiarizing group, catching up: CH2M HILL (host), Curtis DeTore (chair), Dennis Orenshaw (member facilitator today), Anne Estabrook (time keeper), Rob Sadorra (scribe), David Kinney (minutes), Greg Tracy, Jonathon Weier, Heidi McArthur, Shawn Jorgensen, Kent Cabbage, George Latulippe, and John Fairbank.

- **Review today's agenda**

Begin meeting at 10 a.m. and may continue till afternoon, as late as 5 p.m. Agree to add quick update by Greg Tracy/SAIC to the agenda following Mattawoman Creek Study Discussion.

- **Review previous meeting's minutes**

1. May 11, 2000 meeting minute accepted by group via consensus.

2. April 18-19, 2000 meeting minutes comments by Shawn J. include:

Page 6, add to the last two action items: submit to *Navy, EPA, and MDE*

Page 8, under Janet, number 7, *census* changed to *consensus*

Page 8, under Janet, number 10, add sentence to end, *In case of a tie, issue will be elevated to Tier II.*

Will re-issue the updated April minutes along with the June 28-29, 2000 draft minutes.

- Chris Guy and Simeon Hahn arrive and are introduced.

- **Kent Cabbage/Tetra Tech NUS Presentation – “Mattawoman Creek Ecological and Human Health Risk Study”**

Handout package provided. Kent discusses administrative background, work completed to date, and more specific ecological and human health data and potential chemical sources to the Creek. Goal of this presentation and subsequent discussion is to frame overall philosophy, scope, and approach of the Risk Assessment by entire group.

The proposed approach includes phased chemical sampling in surface water and sediment. The diverse nature of chemical processes and potential releases do not lend themselves to a focused list of chemicals of potential concern (COPCs). However, information on the areas where “exotic” chemicals were manufactured, used, or disposed of should be employed to make sure they are analyzed for in the appropriate areas. The sampling strategy should be focused and be designed to determine impacts from the facility on Mattawoman Creek.

Nanjemoy Creek, located south of Stump Neck Annex, appears to meet the criteria for a suitable reference creek.

Kent suggests the formalization and utilization of a project Eco subgroup for “hardcore” technical decisions. Simeon suggests that we keep the subgroup informal and limit the travel meetings.

- **Lunch Break:** Group breaks for Lunch at 11:30 am, will return at 12:30 p.m. Post Lunch, we resume discussion at 12:45 p.m.
- **Scheduling Issues / Technical Discussions of Mattawoman Creek Risk Study**

Dennis asks, Is there a rough schedule for events for the Mattawoman Study? Kent: would like work plan for next deliverable in next few months. Anne: Do we sample down to outfalls? Where is the limit of the RI investigations versus the Mattawoman Creek Study? George answers that we should conduct individual RI sampling tasks to the edge of the Creek. The timing of all work will not be exact, but a little overlap is probably unavoidable. Rob and Dennis indicate that limited overlap is probably unavoidable due to work being conducted in parallel, but we should minimize it.

George: we would like consensus on overall approach at this meeting and will propose actual sampling points and chemicals at a further time. Simeon doesn't think we should exclude Potomac at this point but generally agrees with the proposed scope at this time.

Chris thinks that the draft problem statement is too broad and that a more specific problem formulation is in order. The eco subgroup could discuss the more specific problem formulation prior to the next partnering meeting. Chris indicates that BTAG feels the problem formulation should address a baseline ecological risk assessment (rather than a screening ERA) and should be completed before any sampling takes place.

Chris/Simeon think that, sedimentation properties, habitat structures, sediment grain structures, hydrodynamics, drainage patterns, and physical characteristics of the stream are important prior to chemical sampling. Whereas, Kent/George are thinking that the results of the chemical sampling maybe the first step. Chris feels that after problem is fully formulated, data gaps (e.g. chemistry) will be apparent. Dennis reflects that the only disagreement appears to be with the timing of the data gathering. Chris/Simeon think that data from Fish and Wildlife report, other documents, and ground-truthing may be enough to formulate the habitat portion of the problem.

Jonathan suggests that we may consider using a grid approach. Simeon thinks that that will be more expensive and that a more definitive problem formulation may be more efficient. Taking samples from each of the outfalls would merely constitute source characterization and chemical sampling at this point is not necessary for problem formulation.

Greg thinks we could limit the size of the study area based on exposure (as determined by chemical concentrations and physical characteristics of the flow/sedimentation system).

There is some general confusion as to the use of the word "screening". For example, there is chemical screening and there is also ecological screening (which can include chemical screening).

Also some confusion as to the term model. There are at least two types of models that we are dealing with at Indian Head. 1) conceptual model, 2) mathematical model with chemical concentration doses, ecological endpoints, and calculations of risk.

Summary by Kent: take hydrological/physical/chemical data in addition to biological data to devise a sampling program that may include chemical, physical, and chemical sampling.

ACTION ITEM: Kent will develop a straw man baseline ecological risk assessment problem formulation for Mattawoman Creek and discuss with the BTAG. Deadline by the next partnering meeting.

ACTION ITEM: Kent to provide an example of a project problem formulation to the partnering team. Deadline by the next partnering meeting.

- **Group takes a 15-minute break.**
- **Continued Discussion of Mattawoman Creek Risk Study**

Greg talks about sampling that will be conducted in Mattawoman Creek as part of a national program by the Navy. Site-specific species will be introduced to fractions of pore water extracted from a particular location. The sediment toxicity testing technology, TIE, will specifically be related to silver contamination at Site 42. This data will be available to the team for other reasons (such as characterization) in addition to technology transfer. It is currently estimated that the data (including full chemistry) will be collected in mid-September at about 15 stations. The funding is from a national level and includes other sites in the country.

Kent asked Greg about his general observations of Mattawoman Creek during a recent field visit. Greg noted relatively high flow, possible ammonia factors due to potential upstream loading, and other non-site related contaminants.

ACTION ITEM: Greg to develop work plan for TIE sampling at Site 42 by August 5. He will provide work plan to eco subgroup prior to discussion at August Partnering meeting.

Team solicited feedback from the BTAG and other eco technical guests on eco subgroup structures and communications. What should the lines of communication entail within the eco subgroup and between the eco subgroup and the partnering meetings? Dennis thinks that because he will be informed as part of the partnering meetings, that Simeon and Chris will in turn be in contact with him. Therefore, there will be no formalized lines of communication. Simeon and Chris, should, however, be involved particularly during the scoping parts.

- **Group takes a 5-minute break** and eco technical guests (Chris, Simeon, Jonathan, Kent, and Greg) leave at 4 p.m.
- **John's Tier II Input - General Comments:**
 1. It is Tier I responsibility to inform Tier II of meeting location and time changes.
 2. Documents length should be determined by guidance documents, err on the side of voluminous if unclear. Recommends that subgroups be informal.
- **John's Tier II Discussion of Deliverable Package - Deliverable Comments.**
 1. Footnote in vision statement on page 6 of email (change *removal* to *remediation*).
 2. Two-year goal plan (awards dates need to be included). Group noted that this is an old format – new format subsequently distributed by Rob includes award dates.

3. Use calendar years, not fiscal years.
4. Include end dates with respect to cleanup activities even if they do not fall within 2-year timeframe.
5. Site numbers are confusing for many, please add a column or separate list that correlates site numbers with site names.
6. In model meeting structure, try to allow more time for discussion as opposed to process, maybe 50-50.
7. In model meeting structure, add an item to review long-term goals at the beginning of each team meeting.
8. Capture success stories on an on-going basis as a flip chart or in meeting minutes.
9. Under "Roles and Responsibilities" by entity, everyone needs to go back and review roles. Emphasize getting input from Restoration Advisory Board (RAB), instead of merely presenting information. We need to focus on community involvement, not public relations (change wording). Suggest adding consistency to format for entire document, either bullets OR numbers.
10. Team member definitions, change alternate Paul Leonard to Steve Hirsh.
11. Chairs role or ground rules should specify thumbs up/thumbs down or specific mode of gaining consensus.
12. Team Goals: The report will be revised on the onset of each fiscal year and will be submitted to Tier I prior to the start of Jan 1.

Dennis's notes that his comments were generally covered by John, as described above.

John: Armalia Berry will be the July Tier II link.

ACTION ITEM: Add Tier II link to the meeting minutes (this was completed as we continued).

ACTION ITEM: Anne to incorporate Tier II input into Deliverables package by next partnering meeting.

- **Future meetings:** Because the Mattawoman Creek discussion was completed early, the team elected to schedule future meetings at this time. The September partnering meeting was changed from 27/28 to 26/27 and meeting locations switched for August and September (August was originally scheduled for Philadelphia now in Indian Head and September meeting originally scheduled for Indian Head, now Philadelphia).

Team adds details for November meeting as shown in table below.

During Chris and Simeon's discussions earlier, they mentioned that they would like to visit the site and possibly take a boat tour of Mattawoman Creek. The partnering team agrees that this would be beneficial and suggests that BTAG visit the site on August 29th (in the afternoon prior to the August partnering meeting) then they can attend the morning session of the first day (August 30).

Date of meeting	25-26 July	30-31 August	26-27 September	25-26 October	29-30 November
Location	Herndon	Indian Head	Philadelphia	Pittsburgh	Baltimore
Host	Rob/ CH2M HILL	Shawn	Dennis	George	CH2M HILL
Chair	Rob	Shawn	Dennis	Curtis	Rob
Scribe	Curtis	Anne	Shawn	Heidi	George
Tier II Link	Armalia	John T. (to be confirmed)	Steve (to be confirmed)	TBD	TBD
Time Keeper	Dennis	Heidi	Rob	Dennis	Shawn

Changes shown in **bold**.

ACTION ITEM: Rob to send Anne revised 2-Year Goal Plan Comments by July 7th.

ACTION ITEM: Anne to create a 2-Year Goal Plan poster board based on Rob's revised comments by next partnering meeting.

ACTION ITEM: Dennis to check availability of BTAG for site visit on August 29th (complete action item by July 7th)

ACTION ITEM: Heidi/Shawn to check on availability of boat for site visit on August 29th by July 10th.

- **Team Reviews agenda for tomorrow (June 29):** Anne gets the time tomorrow from 9:15 to 9:45 that was previously slated for the Tier II Discussion of Deliverable Package (which was finished today).
- **Meeting adjourns at 5 p.m.**

Thursday, June 29, 2000

- **Introductions**

Familiarizing group, catching up: CH2M HILL (host), Curtis DeTore (chair), Dennis Orenshaw (member facilitator today), Anne Estabrook (time keeper), Rob Sadorra (scribe), David Kinney (minutes), Heidi McArthur, Shawn Jorgensen, George Latulippe, and John Fairbank.

- **Review today's agenda**

We begin meeting at 8 a.m. Anne will take the 9:15-9:45 time slot and we already complete scheduling of future meeting.

- **Process for Technical Sub-Group Discussion**

Dennis indicates that another team he works on decided that the sub-group term was too restrictive and that the other team decided to keep it simple and not define any particular eco sub-group.

John indicates that Simeon/Chris don't have much time and, therefore, primarily need to be involved with scoping and then review of work plans. He suggests giving Simeon/Chris a work plan of data gaps and request review versus having them help with the actual writing of the document. Have an agreed upon scope and move on.

Rob would like to be involved in the eco discussions as much as possible for his own interest as his time permits.

Dennis and Rob think that the eco sub-group should not be formalized to the point that they have meeting minutes. Kent or Jonathan could summarize any agreements made by the group in a quick email.

PENDING CONSENSUS DECISION:

Roles and Responsibilities for Technical Subgroups

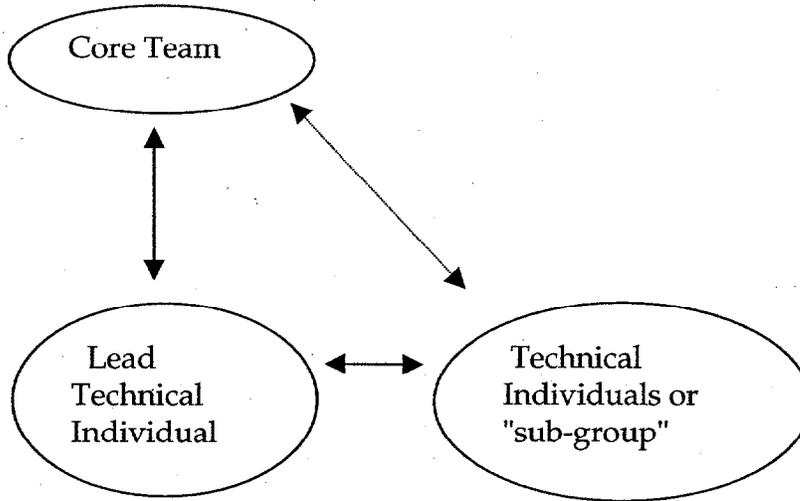
Lead Technical Individual (such as Kent for eco):

- 1) Notify the team of MAJOR discussions, including when, where and who will attend. It is the technical lead's decision whether a particular discussion qualifies as major or minor).
- 2) Distribute record of meeting or conversation to the partnering team.

Core Team Members:

- 1) All individuals have the opportunity to participate in technical discussions
- 2) All members reply to lead technical individual's notification of upcoming discussions, stating that he will or will not participate in the discussion and copy other core team members.

- 3) The core team member participating in the technical discussion will act as a communication link to partnering team and will help facilitate technical meetings (keeping technical discussions focused on partnering team's goals).



General Notes:

- 1) no formal "sub group"
- 2) all lines of communication are open and free

At the next meeting, the above pending consensus decision will be presented to team members for their signatures. At this point, all team members present have agreed to above provisions with thumbs up.

Jeff Bossart with IHDIV-NSWC natural resources should be part of Kent's technical support loop that includes Chris/Simeon/Jonathon. Any of the team members are free to contact BTAG members directly.

ACTION ITEM: Anne to generate "sub-group" deliverable and Consensus Decision/Agreement by next partnering meeting.

- **Anne - Discussion regarding Site 47 RI Addendum begins at 9:10**
 1. The Site 47 Human Health Risk Assessment was submitted on 6/9/2000. Evaluated future residential scenario
 2. Offsite residential for exposure to groundwater already evaluated
 3. Addendum: primarily addressed residential exposure to soil
 4. Conclusion is that no additional risk from soil (risk is within recommended ranges)

5. Conclusions in RI remain valid, that groundwater is the only medium that results in cancer or non-cancer hazards above recommended levels.
6. Schedule: comments due 7/17/2000, draft final RI Report due 7/28/2000

ACTION ITEM: Anne to send copy of Site 47 Draft Report to NEHC by July 14th

ACTION ITEM: Rob to send Anne address for NEHC by July 7th

• **Anne - Discussion regarding Sites 11, 13, 17, 21, 25 begin at 9:20**

1. Draft final Work Plan for Sites 11, 13, 17, 21, 25 submitted in mid-may
2. Received comments from Shawn, Heidi, Curtis, and Elmer (Dennis and Rob to provide their comments ASAP)
3. Previous action item to submit Final Work Plan on 7/7/2000 maybe as late as 7/17/2000
4. Anne asks: Do we need to wait for approval of Final Work Plan prior to beginning field work? Rob and Dennis agree that it's not necessary.
5. Anne provides group with field schedule. Field work will begin on 7/17/2000. Heidi requests that surveying be performed several days earlier if possible. Anne will look into the change.
6. John Fairbank noted that well permits may be required for groundwater grab sampling (regulations require permits for any borehole advanced for the purpose of finding groundwater).

ACTION ITEM: Heidi/Shawn to talk to county regarding well permit requirements (especially regarding well permits for grab groundwater locations)

7. Drilling subcontractor will do all the permitting and we need to get copies of all permits.
8. A Master WP Addendum was submitted and comments not received by Anne yet. Curtis indicates that he had no comments. Shawn received a copy of Curtis' "no comment" letter and will forward another to Anne. The Draft Final Master WP will be adopted as final.

ACTION ITEM: Forward letter from MDE regarding Master Work Plan Addendum (with no comments) to Anne by July 21st (Shawn and Rob)

ACTION ITEM: Send final comments on draft final Work Plan for Sites 11, 13, 17, 21, 25 to Anne by July 7th (Rob and Dennis)

9. Heidi talked about discussions with personnel near Paint Shop (Building 870), Site 13, and that it was saturated with kerosene. Rob suggests that we go ahead and test selectively for TPH in the vicinity of the shed.

- **Break from 9:45 to 10:05**
- **George Discussion of Sites 12, 41, 42 Draft FS**

The draft FS included 12, 41, 42, but with silver at Site 42, the FS will only include 12 and 41 at this point. (Site 42 FS to be submitted at a later date).

Modifications needed to go from Draft to Final are already on paper and George needs to double check that they have all been incorporated and add a few comments that have been made in recent meetings. Need to verify that most current versions of figures are included. Final FS for Sites 12 and 41 should be delivered earlier than 7/17/2000. All comments have been received at this point. Should he publish on CDs as well as hardcopy? Rob indicates that CDs should be distributed and hardcopies upon request to RAB.

Site 12, 41 PRAPs are written and will be submitted following the Site 57 submittal.

Dennis indicates that EPA attorneys will probably review the PRAPs, as will the EFACHES attorney according to Rob.

The Site 57 RI comments received from everyone except Dennis's risk assessment people. Dennis to call George ASAP if any comments. The text is complete and George gets a number of CDs and hardcopy documents to produce. Only Volume 1 will be produced as hardcopy, additional volume(s) will be produced only on CD.

- **George Discussion of Site 57 FS Investigation**

Discussion begins at 10:35 am. Curtis was the only one to print out and review the document and has several comments. George will provide overview of the work plan to the team.

The Site 57 work plan addresses three primary questions as follows:

- 1) Isolated arsenic near BLD 292 on soil boring 7. We want to find nature and extent. Heidi notes that on east site of building there was an old train track on which sodium arsenate was used as a herbicide. John notes that RR carrying coal (which they did at this site) often exhibits arsenic contamination. Soil sample depths of 0-6" and depths at 4-5' selected based on highest hits found in RI.
- 2) TCE hotspot in soil. Several borings will be sampled to answer both questions 1 and 2 (ie. VOCs and arsenic).
- 3) What is the likelihood that natural attenuation is happening in groundwater? Trying to get data that will permit us to "score" the site based on NA guidance document which will allow us to make conclusions in FS. Would like to re-establish temporary wells at the bottom end of transect as permanent monitoring wells (MW-016 and MW-017) for potential future monitoring. MW-014 and MW-015 installed upgradient to help determine upgradient extent. Natural attenuation parameters to be sampled on all wells in corridor. Change location of MW-014/MW-015 to the west of Building D40 to move out of the linear format for better idea of directional groundwater flow and also to see if upgradient extent more towards the road leading up to the west of the fit-test building.

ACTION ITEM: Review email sent to team by George regarding the "Abbreviated Feasibility Study Field Investigation Work Plan for Site 57" (review by 7/25/2000)

- **Break for Lunch at 11:30 and return at 12:30**
- **Anne – Discussion of Sites 15, 16, 49, 50, 53, 54, 55 Draft WP for Lab Area Soils and Sewers**

Purpose to get feedback on proposed sampling plan from Lab Area. Last meeting expanded scope to include additional buildings and also to include storm drains. Anne presents two large graphics including sampling locations. Mercury is expected to end up at manholes from a variety of mechanisms, direct push depths would be up to 14 feet bgs (try to stop at the bottom of the gravel bed below pipes). Will also take sediment samples from the manholes directly where there is enough sediment volume.

Discussion regarding repair/upgrades of sanitary sewer system for P151 project in vicinity of Lab Area. Shawn is leading this effort. Discussion of H&S training requirements needed for contractors working in the areas w/ mercury hotspots. A meeting will be held on 7/5/00 to discuss the scope of the project. Rob, Shawn, Bob Root/CH2M HILL, Frank Torre/RJN, and Pat Gannon/IHDIV-NSWC will attend.

CH2M HILL field efforts for sampling in the Lab Area is tentatively scheduled for October and November. Anne asks if there are any other areas that may require additional attention? Shawn notes that overhead lines between Buildings 101 and 102 are a real problem (as encountered during SI).

The intermediate subsurface soil sample locations along the sanitary sewer lines were based upon manhole surveys of major cracks and ruptures. Surface sample locations primarily located in immediate vicinity of buildings. Near doors and windows biased towards topographic depressions based on visual inspection of site. Approximately 65 sample locations, spaced relatively densely. Heidi and Shawn think that the density is reasonable considering the age of the building and the changes in topography. Several additional surface soil samples taken (not biased towards buildings) to keep site-wide averages from being biased too high. Several samples also located several hundred feet away for background. Surface soil samples in grassy areas (not in roads etc..). Heidi adds a couple of samples near mercury storage area (inadvertently left off of map). Three surface water and six sediment sampling locations in a small stream located topographically downgradient of lab area also.

Analytical suite includes metals, explosives, and selected SVOCs. VOCs are not likely to have persisted in the 0" to 6" interval, therefore, will not be sampled for. Discussion regarding need for sampling of explosives and SVOCs. Any potential for field screening kits? Could we target specific SVOCs?

ACTION ITEM: Anne to try and lower analytical costs of investigation including checking into for potential of using field screening kits for key SVOC parameters and potentially for mercury. (Rob notes that Jerome meter could be used for screening mercury) (by July 28th)

Site 49 scope includes removal of chemical disposal pit following smoke testing to determine drainage patterns. Sidewall and base samples would be taken to verify depth of excavation.

Approximately ½ dozen surface water and sediment samples will be collected where the storm drain system daylights in a creek that goes by Site 57 then to Mattawoman Creek to fulfill risk assessment objectives (being sure not to overlap w/ several other samples taken in the creek as part of Site 39).

Schedule: Draft work plan by 7/28/2000. August 18th for Navy and MDE comments. For submittal to RAB in another week or two.

- **Team plans Agenda for July Meeting in Herndon as follows:**
 - 1) Update on Mattawoman Creek problem formulation and example (Kent) (1 ½ hours)
 - 2) Finalize "technical subgroup" consensus agreement and sign (Anne) (1/2 hour)
 - 3) Site 47 update (Anne) (1/2 hour)
 - 4) Site 57 update (George) (1 hour)
 - 5) Sites 11, 13, 17 Fieldwork Update (Anne) (1 hour)
 - 6) Sites 12 and 41 PRAP (George) (1/2 hour)
 - 7) Update on Lab Area Work (Shawn and Anne) (1 ½ hours)
 - 8) Partnering Exercises (Janet) (2 hours)

- **Team plans conference call before next meeting:**

July 20, 2000 at 10:00 a.m. – to be set up by Rob

- **Team reviews old and new action items:**

Update completed-on and change due dates as shown in tables below

- **Go over Parking Lot:**

Item to remain on parking lot for next meeting: Greg to provide Draft work plan for TIE sampling eco subgroup by August meeting.

- **Summarize Decisions**

Only pending consensus decision as described above that will be finalized at next partnering meeting

Actions Items Completed Since Last Meeting

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
To be defined	To be defined	To be defined	116	Check on BTAG's availability for 27-29 June	Dennis Orenshaw	04/19/00	Completed on 5/19/00	Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	118	Send TtNUS logo to Ed for deliverable cover page.	George Latulippe	05/11/00	Completed on 5/16/00	Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	119	Email revised deliverable cover sheet to team members.	Ed Corack	05/11/00	Completed on 5/19/00	Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	120	Update Two Year Goal Plan / Quarterly Report Format for deliverable package and send to Ed.	Rob Sadorra	05/11/00	Completed on 5/19/00	Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	121	Re-evaluate Model Agenda .	Janet Eastman	05/11/00	Completed on 5/11/00	Completed

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	122	Email edited deliverable package to all.	Ed Corack	05/11/00	Completed on 5/19/00	Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	123	Email comments and changes to deliverable package (reply to all).	All Core Team	05/11/00	Completed on 5/31/00	Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	124	Send deliverable package to Janet and Tier II <i>electronically</i> .	Anne Estabrook	05/11/00	Completed on 6/2/00	Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	125	Bring copies of draft deliverable package for team to next meeting.	Anne Estabrook	05/11/00	Completed on 6/28/00	Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	126	Get maps of utilities at Building 856.	Shawn Jorgensen	05/11/00	Completed on 6/14/00	Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	126	Get maps of utilities at Building 856.	Heidi McArthur	05/11/00	Completed on 6/14/00	Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	127	Check to see if Buildings 856A and 856C are being used.	Shawn Jorgensen	05/11/00	Completed on 6/20/00	Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	127	Check to see if Buildings 856A and 856C are being used.	Heidi McArthur	05/11/00	Completed on 6/20/01	Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	128	Check with Code 04 safety to see if the industrial hygienist can sample Buildings 856A and 856C.	Shawn Jorgensen	05/11/00	Completed 6/28/00	Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	128	Check with Code 04 safety to see if the industrial hygienist can sample Buildings 856A and 856C.	Heidi McArthur	05/11/00	Completed 6/28/00	Completed

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	129	Ask for a future residential scenario for Human Health Assessment.	Anne Estabrook	05/11/00	Completed on 6/9/00	Completed
2	Finalize Treatability Report for Site 57 by 03/13/01: (a) Finalize Remedial Investigation by 03/07/00 (b) Finalize Treatability Study Work Plan by 07/04/00	In progress	131	George and Shawn, discuss Site 57 FS comments.	George Latulippe	05/11/00	Completed on 6/21/00	Completed
2	Finalize Treatability Report for Site 57 by 03/13/01: (a) Finalize Remedial Investigation by 03/07/00 (b) Finalize Treatability Study Work Plan by 07/04/00	In progress	131	George and Shawn, discuss Site 57 FS comments.	Shawn Jorgensen	05/11/00	Completed on 6/21/00	Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	128	Check with Code 04 safety to see if the industrial hygienist can sample Buildings 856A and 856C.	Shawn Jorgensen	05/11/00	Completed 6/28/00	Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	128	Check with Code 04 safety to see if the industrial hygienist can sample Buildings 856A and 856C.	Heidi McArthur	05/11/00	Completed 6/28/00	Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	129	Ask for a future residential scenario for Human Health Assessment.	Anne Estabrook	05/11/00	Completed on 6/9/00	Completed
2	Finalize Treatability Report for Site 57 by 03/13/01: (a) Finalize Remedial Investigation by 03/07/00 (b) Finalize Treatability Study Work Plan by 07/04/00	In progress	131	George and Shawn, discuss Site 57 FS comments.	George Latulippe	05/11/00	Completed on 6/21/00	Completed

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
2	Finalize Treatability Report for Site 57 by 03/13/01: (a) Finalize Remedial Investigation by 03/07/00 (b) Finalize Treatability Study Work Plan by 07/04/00	In progress	131	George and Shawn, discuss Site 57 FS comments.	Shawn Jorgensen	05/11/00	Completed on 6/21/00	Completed

Open Action Items

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
10	Become a Self-Facilitating Partnering Group by 10/01/00	In progress	To be defined	To be defined	Core team	10/27/99	In progress	10/01/00
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	95	Get 1.5-acre vegetative barrier estimate from Aberdeen group and give to George	Steve Hirsh	03/29/00	In progress	TBD
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	98	Would institutional controls (i.e. restricting work on pipes to hazwoper contractor) be able to be implemented?	Shawn Jorgensen	03/29/00	In progress	08/01/00
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	98	Would institutional controls (i.e. restricting work on pipes to hazwoper contractor) be able to be implemented?	Heidi McArthur	03/29/00	In progress	08/01/00
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	104	Send comments on Sites 11, 13, 17, 21, 25 WP to Anne	Dennis Orenshaw	04/19/00	In progress	07/14/2000
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	106	Submit Final Sites 11, 13, 17, 21, 25 WP	Anne Estabrook	04/19/00	In progress	07/14/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial	In progress	107	Submit Draft Sites 15, 16, 49, 53 WP	Anne Estabrook	04/19/00	In progress	07/28/2000

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
	Investigation report by 02/09/01							
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	108	Send major comments on Sites 15, 16, 49, 53 WP to Anne	Rob Sadorra	04/19/00	In progress	08/18/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	108	Send major comments on Sites 15, 16, 49, 53 WP to Anne	Shawn Jorgensen	04/19/00	In progress	08/18/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	109	Make necessary changes to Sites 15, 16, 49, 53 WP and send additional copies and .pdf file to Rob and Shawn for distribution to the RAB	Anne Estabrook	04/19/00	In progress	09/01/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	110	Send comments on Sites 15, 16, 49, 53 WP and Master WP Addendum to Anne	Dennis Orenshaw	04/19/00	In progress	10/06/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	110	Send comments on Sites 15, 16, 49, 53 WP and Master WP Addendum to Anne	Curtis DeTore	04/19/00	In progress	10/06/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	111	Send RAB comments on Sites 15, 16, 49, 53 WP and Master WP Addendum to Anne	Shawn Jorgensen	04/19/00	In progress	10/10/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	112	Submit Final Sites 15, 16, 49, 53 WP	Anne Estabrook	04/19/00	In progress	TBD

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	130	Send comments on Draft Site 47 RI and the Human Health Addendum to Anne.	All Core Team	05/11/00	In progress	07/17/00
12	Mattawoman Creek Risk Study	In progress	132	Develop straw man Mattawoman Creek baseline ecological risk assessment problem formulation.	Kent Cabbage	06/28/2000	In progress	07/25/2000
12	Mattawoman Creek Risk Study	In progress	133	Provide an example of a project problem formulation to the partnering team.	Kent Cabbage	06/28/2000	In progress	07/25/2000
12	Mattawoman Creek Risk Study	In progress	134	Develop work plan for TIE sampling at Site 42	Greg Tracy	06/28/2000	In progress	08/30/2000
9	Complete Partnering Deliverables by 04/30/00	In progress	135	Send Anne revised 2-Year Goal Plan incorporating Tier II comments.	Rob Sadorra	06/28/2000	In progress	07/07/2000
9	Complete Partnering Deliverables by 04/30/00	In progress	136	Create a 2-Year Goal Plan poster board based on Robs revised comments	Anne Estabrook	06/28/2000	In progress	07/25/2000
12	Mattawoman Creek Risk Study	In progress	137	Check availability of BTAG for site visit on August 29th	Dennis Orenshaw	06/28/2000	In progress	07/07/2000

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
12	Mattawoman Creek Risk Study	In progress	138	Check on availability of boat for potential site visit on August 29th	Heidi McArthur	06/28/2000	In progress	07/10/2000
12	Mattawoman Creek Risk Study	In progress	138	Check on availability of boat for potential site visit on August 29th	Shawn Jorgensen	06/28/2000	In progress	07/10/2000
9	Complete Partnering Deliverables by 04/30/00	In progress	139	Generate "sub-group" deliverable and Consensus/Agreement signoff sheet	Anne Estabrook	06/29/2000	In progress	07/25/2000
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	140	Send copy of Site 47 Draft Report to NEHC	Anne Estabrook	06/29/2000	In progress	07/14/2000
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	141	Send Anne the NEHC address	Rob Sadorra	06/29/2000	In progress	07/07/2000
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	142	Talk to county regarding well permit requirements (especially regarding grab groundwater locations)	Heidi McArthur	06/29/2000	In progress	07/07/2000
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	142	Talk to county regarding well permit requirements (especially regarding grab groundwater locations)	Shawn Jorgensen	06/29/2000	In progress	07/07/2000

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	143	Forward letter from MDE regarding Master WP Addendum (no comment letter) to Anne	Shawn Jorgensen	06/29/2000	In progress	07/21/2000
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	143	Forward letter from MDE regarding Master WP Addendum (no comment letter) to Anne	Rob Sadorra	06/29/2000	In progress	07/21/2000
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	144	Send comments on Draft Final Work Plan for Sites 11, 13, 17, 21, 25 to Anne	Rob Sadorra	06/29/2000	In progress	07/07/2000
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	144	Send comments on Draft Final Work Plan for Sites 11, 13, 17, 21, 25 to Anne	Dennis Orenshaw	06/29/2000	In progress	07/07/2000
2	Finalize Treatability Report for Site 57 by 03/13/01: (a) Finalize Remedial Investigation by 03/07/00 (b) Finalize Treatability Study Work Plan by 07/04/00	In progress	145	Review email sent to team by George regarding the "Abbreviated Feasibility Study Field Investigation Work Plan for Site 57"	All Core Team	06/29/2000	In progress	07/25/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	146	Try to lower analytical costs of Lab Area WP Investigation including checking into potential for field screening kits for SVOCs and mercury.	Anne Estabrook	06/29/2000	In progress	07/28/2000

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	147	Incorporate Tier II input into deliverables package	Anne Estabrook	06/29/2000	In progress	07/25/2000