



DEPARTMENT OF THE NAVY

CRANE DIVISION
NAVAL SURFACE WARFARE CENTER
300 HIGHWAY 361
CRANE, INDIANA 47522-6000

N00164.AR.000405
NSWC CRANE
5090.3a

IN REPLY REFER TO:

5090
Ser 095/9081

08 APR 1999

3-9-1999

MEMORANDUM

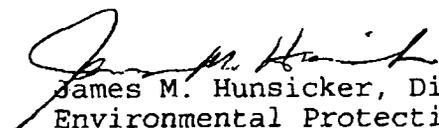
From: Installation Co-Chair
To: Restoration Advisory Board Members
Subj: RESTORATION ADVISORY BOARD (RAB) MEETING
Encl: (1) March 9, 1999 RAB Meeting Minutes

Crane Division, Naval Surface Warfare Center (NAVSURFWARCENDIV Crane) conducted, on Center, a RAB meeting on March 9, 1999. Enclosure (1) is a copy of the minutes from that meeting.

The next NAVSURFWARCENDIV Crane RAB meeting is scheduled for Tuesday, July 27, 1999. The meeting will take place on Center at the Lakeview Training and Conference Center, formally Club Lakeview, in Crane, Indiana from 1730 to 2000 hours. A reminder and an agenda will be sent out approximately two weeks prior to the meeting. Your ideas and input for additional topics to, or presentations for, the agenda would be especially welcome. Currently, the proposed agenda for the next meeting includes:

- Presentations concerning progress of the Full Scale contaminated soil operations for the Bioremediation Facility
- Presentations concerning Interim Measures Cleanup Projects
- Updates on all ongoing Installation Restoration Projects
- Discussion on raising public interest in the NAVSURFWARCENDIV Crane RAB

For questions, comments, or information, please contact NAVSURFWARCENDIV Crane POC, Ms. Christine D. Freeman, Code 09511, telephone 812-854-4423.


James M. Hunsicker, Director,
Environmental Protection Department

Subj: RESTORATION ADVISORY BOARD (RAB) MEETING

Distribution:

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BEDFORD TIMES MAIL (J. Wildman)
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NAVSURFWARCENDIV Crane (PPO)
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SIOCN-SF (D. Johnson)
SOUTHNAVFACENGCOM (CODE 1864)
SOUTHNAVFACENGCOM (CODE 1829)
TETRATECH NUS (K. Henn)
TOLTEST (E. Enrique)
TOLTEST (L. Parsons)
USEPA Region V (DRP-8J)
USCEWES (D. Harrelson)
USCEWES (GG)

Restoration Advisory Board Meeting Minutes March 9, 1999

Crane Division, Naval Surface Warfare Center (NAVSURFWARCENDIV Crane) conducted a Restoration Advisory Board (RAB) Meeting, Tuesday, March 9, 1999. The meeting was held at the Lakeview Training and Conference Center, formally Club Lakeview, on Center in Crane, Indiana. From 1730 to 2000 hours an informal meeting was called to order. Attachment (1) is a list of the RAB meeting attendees. Mr. James M. Hunsicker, RAB Installation Co-chair and NAVSURFWARCENDIV Crane Environmental Protection Department Manager opened the meeting. Mr. Hunsicker gave CAPT Shotts the floor. CAPT Shotts introduced himself and welcomed everyone attending. CAPT Shotts also recognized his replacement, CAPT T. S. Wetter, who was in attendance.

Mr. Hunsicker then introduced Ms. Christine Freeman, NAVSURFWARCENDIV Crane Environmental Protection Department. Ms. Freeman gave a short presentation, included as Attachment (2), on the purpose of the RAB. No questions were received on Ms. Freeman's purpose of the RAB presentation.

Ms. Freeman then introduced Mr. Thomas J. Brent, NAVSURFWARCENDIV Crane Environmental Protection Department. Mr. Brent gave a background and an overview of NAVSURFWARCENDIV Crane Corrective Action Activities. Mr. Brent's presentation is included as Attachment (3). No questions were received on the presentation given by Mr. Brent.

Mr. Brent then introduced Mr. William H. Gates, Remedial Project Manager, Southern Division Naval Facilities Engineering Command. Mr. Gates gave a presentation concerning the NAVSURFWARCENDIV Crane Installation Restoration Program & Budget for Fiscal Year 99 and Fiscal Year 2000 Proposed Program. Attachment (4) represents the presentation given by Mr. Gates. Two questions were received on Mr. Gates' presentation. Question: What is the number of commands within Southern Division competing for funds? Answer: There are 30 commands competing for Southern Division Environmental Restoration funding (actually there are 24 commands competing for Southern Division Environmental Restoration funding). Question: How many years in the future is funding provided for the Bioremediation Facility? Answer: Funding is granted for all projects only one year at a time. After Mr. Gates' presentation, a 20-minute break was taken and the dinner was served.

Mr. Hunsicker then introduced Mr. Keith Henn, Tetra Tech NUS. Mr. Henn gave a presentation concerning beginning the Base-Wide Soil Background Study. This Background study involves selecting non-impacted areas where the soils are similar to that of contaminated areas and determining the difference of the metals concentrations in order to determine cleanup levels. Mr. Henn's presentation is included as Attachment (5). No questions were received on the presentation given by Mr. Henn.

Mr. Hunsicker then reintroduced Ms. Freeman. In order to save time, due to inclement weather, Ms. Freeman gave a brief overview of the RAB Technical Assistance for Public Participation (TAPP) Grant Program. Ms. Freeman explained that the TAPP Grant program could provide the

community a mechanism for independent assistance in interpreting scientific and engineering issues. Two handouts, which have been distributed in past meeting minutes, containing general information were also distributed at the meeting. Attachment (6) is the detailed TAPP Grant presentation. Ms. Freeman stated that any questions received after the meeting would be incorporated into the meeting minutes so all attendees would receive the same information. No questions concerning the TAPP Grant have been received.

Ms. Freeman then went on to present an update, overview, and contractor turnover information for the Full Scale Explosives Contaminated Soil Composting Operations. Ms. Freeman's presentation is included as Attachment (7). Ten thousand six hundred and thirty-eight cubic yards of soil have been excavated, screened, & transported to the Bioremediation Facility. The mix is made up of 15 percent chicken manure, 60 percent straw, and 25 percent soil. The reported total of processed soil is equal to 9,600 cubic yards. Ms. Freeman received two questions on the Bioremediation Facility presentation. Question: Can you compost PCBs? Answer: Mine Fill B has an area containing PCBs. The pre-excavation sampling ensures that the PCB concentration do not exceed TOSA levels. If the pre-excavation sampling determines that the PCB concentration does exceed the TOSA levels, then the material will be disposed of according to regulations. Question: Does the volume increase of 3:1 remain the same when material is to be backfilled? Answer: No, the composting material that is backfilled is only increases by approximately 40 percent due to the material degrading during the composting process; the U.S. EPA has approved spreading the remaining composted material within the designated area. Ms. Freeman concluded by saying that Morrison Knudsen Corporation would be turning over Bioremediation Facility operations to TolTest, Incorporated on March 26, 1999.

Ms. Freeman then introduced Mr. Ernest C. Enrique, VP Federal Services Operations, TolTest, Incorporated. Mr. Enrique spoke about TolTest's commitment to continue the success of the Full Scale Bioremediation Facility operations. The presentation given by Mr. Enrique is included as Attachment (8).

Mr. Hunsicker then reviewed the status of the community members. Two RAB members were dismissed due to lack of participation according to the RAB Charter. The RAB currently consists of two community members.

Mr. Hunsicker then introduced Ms. Rhonda Sue Webster, NAVSURFWARCENDIV Crane Public Affair Officer. Ms. Webster gave an abbreviated version of her NAVSURFWARCENDIV Crane Public Affairs informational presentation. Included, as Attachment (9) is a full copy of her slide presentation. No questions were received on the presentation given by Ms. Webster. The RAB meeting was adjourned at 2000.

**RESTORATION ADVISORY BOARD
MEETING ATTENDEES LIST
FOR MARCH 9, 1999**

NAME	TELEPHONE & FAX	ORGANIZATION REPRESENTED AND MAILING ADDRESS
Jeff Myers	812 659-3788 659-9955	Greene Co. SWMD
DANNY W. HARRELSON	601-634-2688	U.S. ARMY WATERWAYS EXP. STATION
JAMIE WILDMAN	(800) 7782- 4405 X 7257	TIMB-MAIL BEDFORD
KATHY PARSONS	854-6914	TOLTEST
Iris Hunsicker	854-1132	PW - END.
ERNEST ENRIQUE	(919) 241 7175	TOLTEST, INC.
Lance Parsons	812 854 6914	TolTest, Inc
Henri Chase	812 854 1411 3313	Crane
BILL GATES	843 820 7360	SOUTH NAUFAL ENG COM CHARLESTON, SC
E. P. JOHNS	843/820-5523	SOUTH NAUFAL ENG COM CHARLESTON SC
Keith W. Henn	412-921-8146	Tetra Tech NUS, INC.
Teresa Ellis	812-384-3087	Community Member
B. VENKY VENKATESH	(216) 523-5541 Fax 5201	Morrison Knudsen Corp. 1500 W. 31 ST ST. Cleveland, OH 44113.
JEFF DAYHOFF	812-854-6941	Morrison Knudsen Corp P.O. Box 310 Village, Jai 47502
ANITA NITZELAND	812-863-7257	COMARCO Rt 6 Box 28 BLOOMFIELD, W 47421

**RESTORATION ADVISORY BOARD
MEETING ATTENDEES LIST
FOR MARCH 9, 1999**

NAME	TELEPHONE & FAX	ORGANIZATION REPRESENTED AND MAILING ADDRESS
HANK WEBSTER	2818	40
Sue Webster	1495	PA
Steve Justice	3539	Crane
Deborah	1130	NSWC Crane
Scott Weller		NSWC
Mary Kinney		
Vicki Shotts		
DICK McGARVEY	812-855-0163	
Christine Freeman	812-854 4423 F-4177	NSWC Code 095 Environmental
Thomas J. Brent	Fax 4177 812. 854. 6160	NSWC Crane Code 095
 		
<i>Others that attended (but did not sign in):</i>		
CAPT Shotts	NA	Commander, NSWC Crane
CDR Chase	NA	XO, NSWC Crane
Mrs. Josh Smith	NA	NSWC Crane Women's Club + Military Wives Club

What is a RAB?

- ◆ Created by the U.S.EPA and the DoD
- ◆ A forum for exchange of information & partnership among citizens of the surrounding communities, DoD, and environmental oversight agencies.

Responsibilities of the RAB

- ◆ Provide Advice to Installation & Regulatory Agencies
- ◆ Consider Important Issues Related to Cleanup
- ◆ Review & Evaluate Documents
- ◆ Recommend Priorities
- ◆ Serve in a Voluntary Capacity

Ingredients for a Successful RAB

- ✓ Open and forthright communication
- ✓ Understanding and trust
- ✓ Shared goals
- ✓ Willingness to forge partnerships

Who Are the RAB Members?

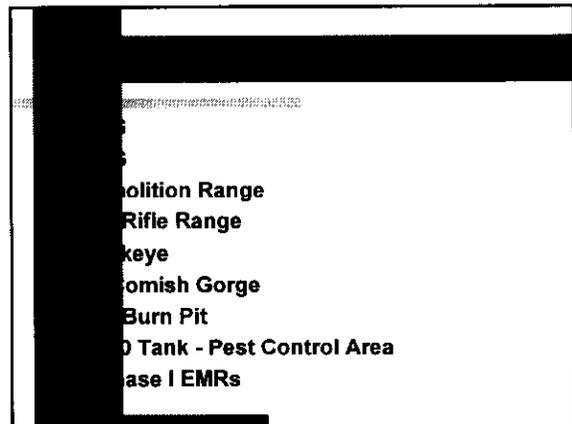
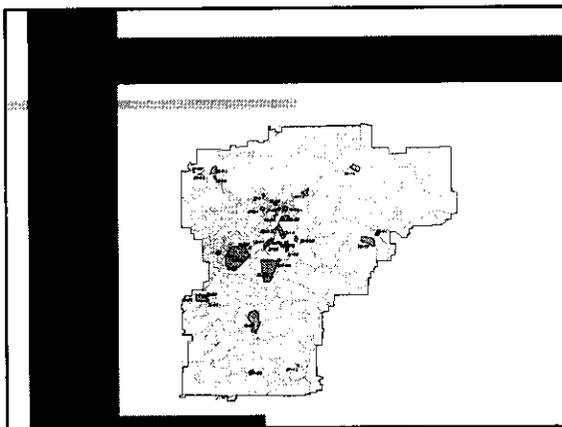
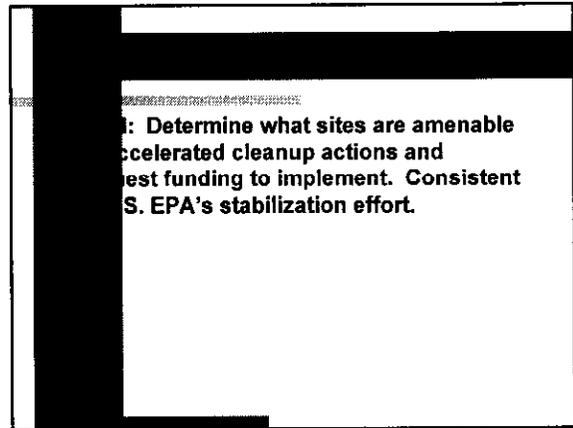
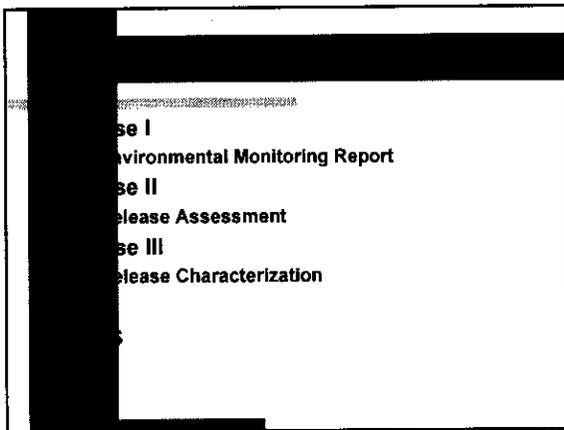
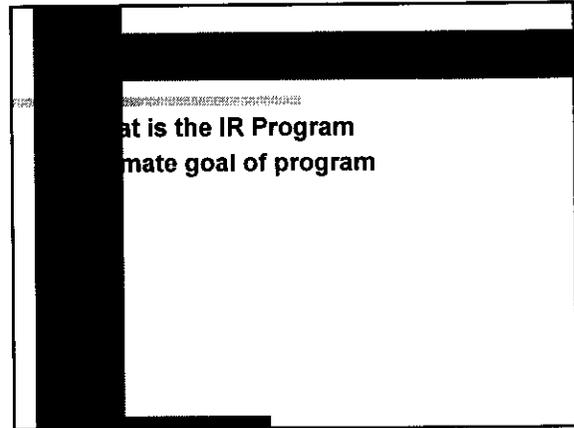
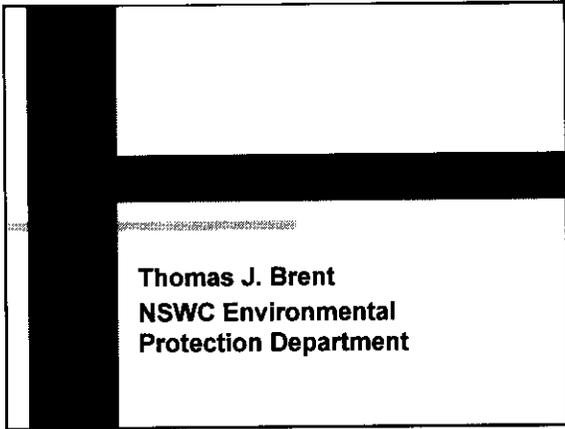
- ✓ Community Members
- ✓ Supported by:
 - ✓ Navy
 - ✓ CAAA
 - ✓ U.S.EPA
 - ✓ IDEM

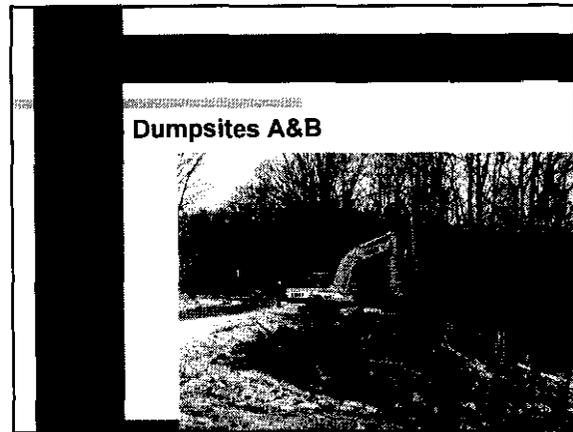
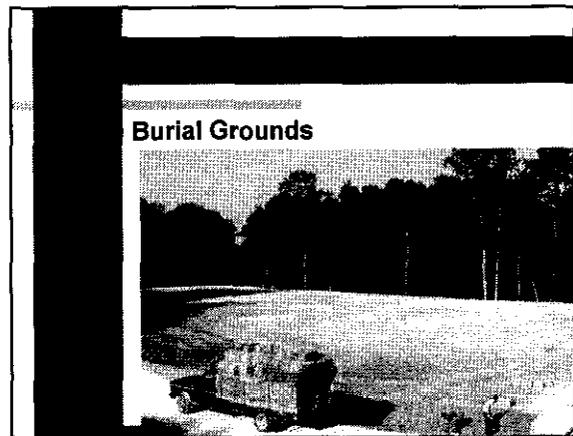
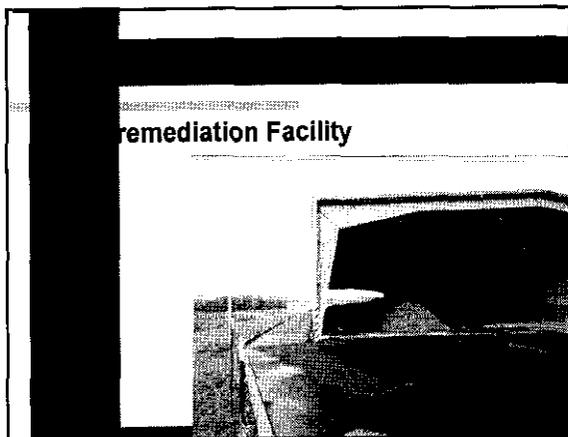
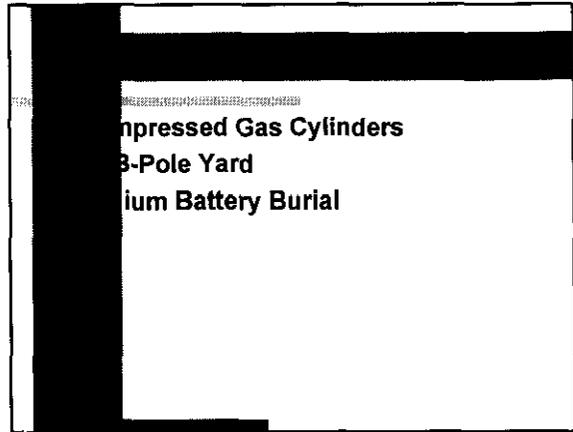
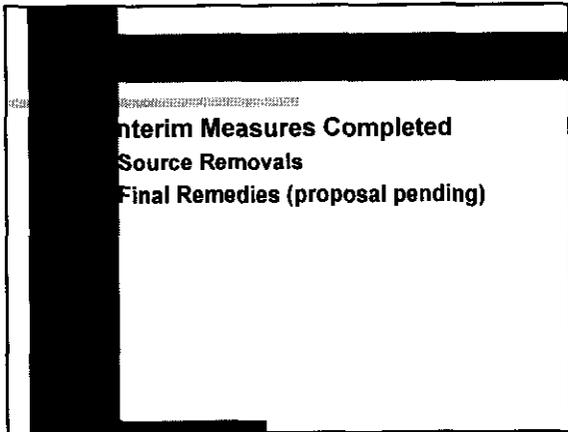
Status of NSWC RAB

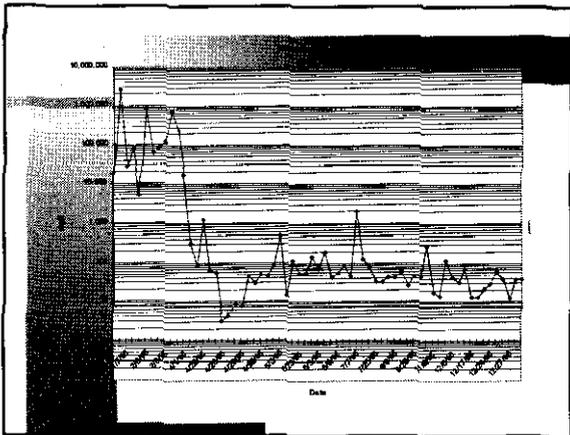
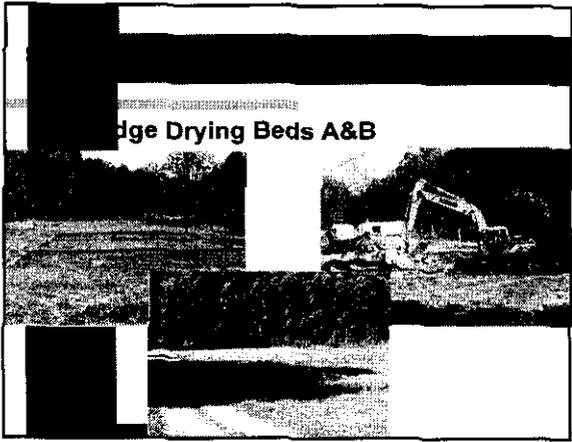
- ◆ Previously a TRC - established 4/91
- ◆ Converted to RAB - 2/95
- ◆ Charter Signed - 10/96
- ◆ Community Members = 2
- ◆ Quarterly Meetings

What Can Be Done?

- ◆ Why so little community involvement with the RAB?
 - No Well Defined Community?
 - Already Established Trust and Credibility?
- ◆ Additional Public Awareness
 - Armed Forces Day Booths
 - Actively working with Public Affairs (both Navy & U.S.EPA)







ENVIRONMENTAL
RESTORATION, NAVY(ERN)
BUDGET
for
NSWC CRANE

BUDGET PROCESS

- SOUTHDIV manages ERN funds for naval activities within its 26 state area of responsibility.
- Crane project team(Crane, SOUTHDIV, regulators) develops a prioritized list of ERN projects each fiscal year.

BUDGET PROCESS *continued*

- SOUTHDIV ERN Project Validation Team scores each project using eleven criteria jointly prepared by Navy and stakeholders. Examples include:
 - Importance to the project team,
 - use of cost effective technologies,
 - potential to contain significant threats or reduce future costs,

BUDGET PROCESS *continued*

- comply with legal drivers,
- importance to stakeholders,
- potential to protect natural resources from future loss.

BUDGET PROCESS *continued*

- SOUTHDIV drafts budget to match targets:
 - \$39,000,000 maximum,
 - 80% of budget for high risk sites/20% for medium and low risk sites,
 - 70% of budget for cleanup projects/30% for study projects.
- HQ approves and forwards funds after Congress authorizes budget.

FY99 ERN BUDGET

- SWMU 13 IM Composting at Mine Fill B
- SWMU 12 Basewide Background Study
- SWMU 2 RFI Phase 3/CMS for Dye Burial Ground
- SWMU 3 Natural Attenuation Demonstration at ABG
- SWMU 30 RFI Scope Growth at Landfarm
- SWMU 3 Corrective Action Ground Water Monitoring at Ammunition Burning Ground

FY99 ERN Budget *continued*

- **SWMU 1 IM at Mustard Gas Burial Ground**
- **SWMU 12 IM at Mine Fill A Battery Dump**
- **SWMU 15 IM at Roads and Grounds Area**
- *SWMU 14 CMS at Sanitary Landfill*
- *SWMU 24 CMS at Sludge Drying Beds A&B*
- *SWMU 26 CMS at HWY 58 Dump Site B*
- SWMU 1 RFI Phase 2 at Mustard Gas Burial Grd
- SWMU 8 RFI Phase 2 at Load/Fill Area, Bldg 106

FY99 ERN Budget *continued*

- On the previous slide:
 - Bold is for projects yet to be awarded (IMs for SWMUs 1, 12, & 15)
 - Italic is for projects awarded using existing funds (CMSs for SWMUs 14, 24, & 26), &
 - Underline is for projects not funded (RFIs for SWMUs 1 & 8)

FY00 ERN BUDGET

- SWMU 10 - IM Composting at Rockeye
- SWMU 3 - Ground Water Corrective Action Monitoring at Ammunition Burning Ground
- SWMU 3 - RFI Work Plan (Phase 3) Surface Water/Sediment at ABG
- SWMU 1 - RFI Work Plan Phase 2 Soil/Phase 3 Ground Water at Mustard Gas Burial Ground
- SWMU 21 - IM Soils Corrective Action at DRMO Storage Lot

Base-Wide Soil Background Investigation

Naval Surface Warfare Center
Crane, Indiana

Tetra Tech NUS, Inc.



Problem Statement

- To evaluate the degree of contamination a baseline must be used for comparison
 - A distinction must be made between contaminants attributable to hazardous waste sites and natural background conditions.
- Issues:
 - High natural variability of naturally occurring inorganics
 - Differentiation between naturally occurring and anthropogenic (man-made) sources

Problem Statement (Cont.)

- The background area must be geologically similar as the soil in the Solid Waste Management Units (SWMUs)
- Factors affecting soil geochemistry:
 - Depositional environment
 - Soil depth
 - Soil grain size

Objectives

- Primary Objective
 - To collect a sufficient number of soil samples to adequately characterize the background soil concentrations of a select number of metals at non-impacted locations for use in background comparisons.
- Secondary Objective
 - To compute the minimum detectable difference between data sets.

Procedure

- Criteria for Selection of Background Areas:
 - Locations having similar soil composition as SWMUs
 - Areas suspected to be unaffected by Navy activities
 - Upgradient (upwind) from releases of airborne emissions
 - Upgradient (surface runoff) from existing SWMUs.
- Three Background Areas:
 - Background Area 1 (BG Area 1)
 - Background Area 2 (BG Area 2a and 2b)
 - Background Area 3 (BG Area 3)

Schedule

- March 10th sampling locations visit
- Planning Documents – Early Fall 1999
- Field Event – Fall 1999
- Data Evaluation – End of 1999 through 1st quarter 2000
- Final Report – middle of year 2000



Technical Assistance for Public Participation (TAPP) in DON's Environmental Restoration Program

TAPP 101

Guidance for Community Members of Restoration Advisory Boards

SMART Cleanup—Restoring the Future



The Basics of the TAPP Program

- What is it & who is it for?
- What is the purpose behind TAPP?
- How does it benefit RABs?
- How did it begin?
- How is assistance provided?
- What kinds of projects are eligible?
- What is the process for obtaining TAPP?

SMART Cleanup—Restoring the Future



TAPP - What is it?

- Technical Assistance for Public Participation is a program that can provide independent assistance in interpreting scientific and engineering issues with regard to the nature of environmental hazards and restoration activities at an installation.
- The goal of the program is to enhance the public's ability to participate in the decision-making process by improving their understanding of overall conditions and activities

SMART Cleanup—Restoring the Future



TAPP - Who is it for?

- Community members of RABs and TRCs
 - Residents of community affected by installation
 - Demonstrated need for technical assistance

SMART Cleanup—Restoring the Future



TAPP - What is the Purpose & Benefits?

- Involve the public - you have a right to be involved
- Demonstrate commitment to the community
- Enable community to participate in technical aspects of restoration program
- Provide community a source of credible expertise
- Restore Trust

SMART Cleanup—Restoring the Future



TAPP - How did it begin?

- Federal Facilities Environmental Restoration Dialogue Committee
- Request for Comments on TAPP Options
- National Defense Authorization Act of 1996
- Proposed Rule - December 27, 1996
- Final Rule - February 2, 1998

SMART Cleanup—Restoring the Future



TAPP -How is the Assistance Provided?

- Installation Procures a Technical Assistance Provider
 - Using installation environmental restoration funds
 - Using community member input in selection
 - Using Simplified Acquisition Procedures
 - \$25,000 annual limit
 - \$100,000 lifetime limit
- DON's management of contract limits administrative burden on RAB/TRC
 - Simple form to complete
 - Assistance goes to RAB/TRC, not "citizen group"

SMART Cleanup—Restoring the Future



Eligible Projects

- Interpretation of technical documents
- Review of proposed restoration technologies
- Participate in relative risk site evaluations
- Understand health and environmental implications of sites and cleanup strategies
- Training, as appropriate

SMART Cleanup—Restoring the Future



Interpretation of Technical Documents

- Installation restoration program site investigation, engineering, and decisions documents
- Risk assessments, including baseline and ecological risk assessments
- Human health assessments

SMART Cleanup—Restoring the Future



Review of Proposed Restoration Technologies

- Understanding the function or implication of technologies selected to investigate or clean up sites
- Consider alternate remedial technologies

SMART Cleanup—Restoring the Future



Participate in Relative Risk Site Evaluations

- Understand the relative risk site evaluation process
- Develop inputs into the relative risk site evaluation

SMART Cleanup—Restoring the Future



Understand the Implications of Cleanup Strategies

- Interpret the potential health implications of cleanup levels or remedial technologies
- Explain the health implications of site contaminants and exposure scenarios
- Explain the implications of residual contaminants left after the completion of a cleanup strategy.

SMART Cleanup—Restoring the Future



Training

- Independent review of DON legal requirements
- How to evaluate sampling plans
- Risk assessment procedures
- Elements of technology evaluations

SMART Cleanup—Restoring the Future



Ineligible Projects

- Political activities and lobbying
- Litigation or underwriting legal actions
- The generation of new primary data
- Reopening final DON decisions or conducting disputes with DON
- Epidemiological or health studies
- Community outreach

SMART Cleanup—Restoring the Future



Meeting the Requirements of NDAA-96

(1) The TRC or RAB demonstrates that the Federal, State, and local agencies responsible for overseeing environmental restoration at the installation do not have the technical expertise necessary for achieving the objective for which the technical assistance is to be obtained; or

(2) The technical assistance--

- (a) Is likely to contribute to the efficiency, effectiveness, or timeliness of environmental restoration activities at the installation; and
- (b) Is likely to contribute to community acceptance of environmental restoration activities at the installation.

SMART Cleanup—Restoring the Future



Preparing a TAPP Request: The TAPP Request Form

- Installation
- Source of TAPP Request
- Certification of Majority Request
- Date of Request
- RAB POC
- Project Title

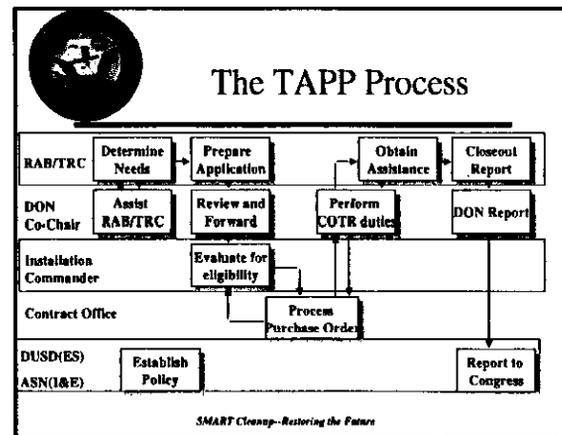
SMART Cleanup—Restoring the Future



The TAPP Request Form (Continued)

- Project Type
- Project Purpose and Description
- Statement of Eligibility
- Additional Qualifications or Criteria to be Considered
- Proposed Provider Data

SMART Cleanup—Restoring the Future





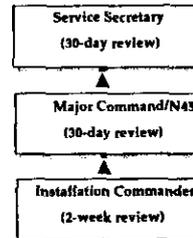
TAPP Project Results

- Acknowledge the results
 - Dedicate a RAB meeting
 - Publicize the results
 - Evaluate the impact on your restoration program

SMART Cleanup—Restoring the Future



The Appeals Process



SMART Cleanup—Restoring the Future

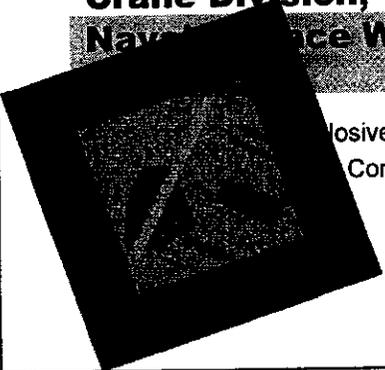


The Appeals Process

- Ground rules for appeal
 - Majority of RAB community members must agree
 - RAB/TRC must appoint single spokesperson
 - Written justification must accompany appeal
 - Appeals must follow process and cannot skip levels

SMART Cleanup—Restoring the Future

**Crane Division,
Naval Air Warfare**



Explosive Contaminated
Composting

Background

Site Investigations ➤ Cleanup Activities
NSWC Crane has 33 SWMUs
Explosive contaminants in the soil:

- Ammunition Burning Grounds (11 acres)
- Rockeye Munitions (1 acre)
- Mine Fill A (2 acres)
- Mine Fill B (2 acres)

Background (Cont.)

Several treatment methods for remediation of explosives contaminated soils were evaluated.

Composting is a process by which organic materials are biodegraded by microorganism, resulting in the production of organic and/or inorganic byproducts and energy in the form of heat.

Purpose of the Testing Phases

Optimize a mix for Composting Explosives Contaminated soils.
Based upon:

- Greatest Contaminant Reduction
- Speed at which Contaminants are reduced
- Cost of the amendments

Testing Phases Conducted

Bench-Scale
Cold Weather
Dewar
Pilot Scale (PS)
- Clean Soil
- Explosive Contaminated Soil
Full Scale (FS)

Full Scale (FS)

Mix Used in FS

- Mix 7B from PS
- 15% Chicken Manure,
- 60% Straw, &
- 25% Soil

Pile Size: ~ 880 Cubic Yards
(270'x20'x7')

**Explosives
Contaminated Soils**



**Explosives Contaminated
Soils - Yucca Removal**



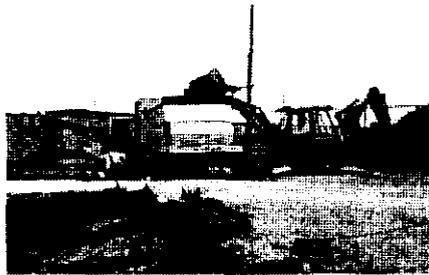
**Excavated Explosives
Contaminated Soils**



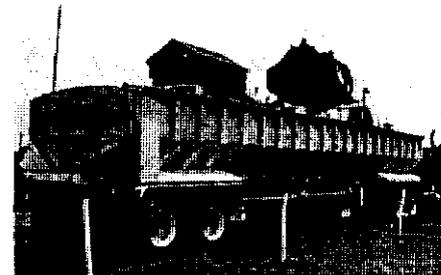
**Excavated Explosives
Contaminated Soils (Cont.)**



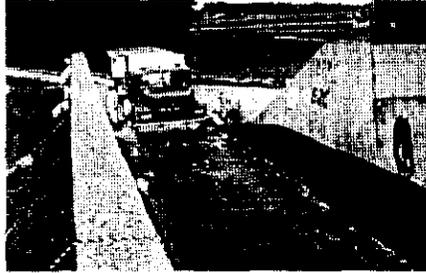
**Excavation Operations
(Cont.)**



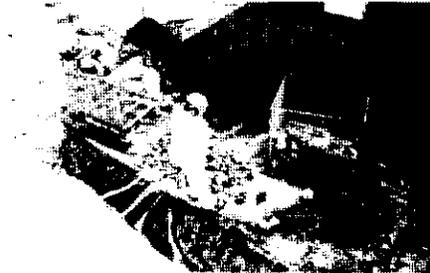
**Excavation Operations
(Cont.)**



**Excavation Operations
(Cont.)**



**Excavation Operations
(Cont.)**



**Bioremediation Facility
Complex**

- 5.5 acres; near NSWC Crane Landfill
- 3 Buildings measuring 300'x70'x18'
 - each building - 1,000 gallon sump
- 2 Storm water collection ponds
- Vehicle & personnel decontamination areas
- Laboratory & administrative facilities
- Truck Scales

Biofacility Operations



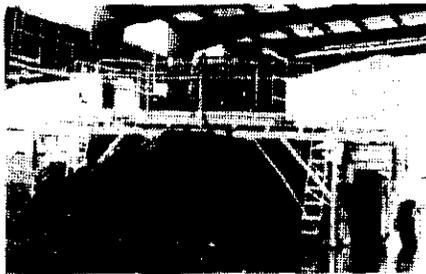
**Biofacility Operations
(Cont.)**



**Biofacility Operations
(Cont.)**



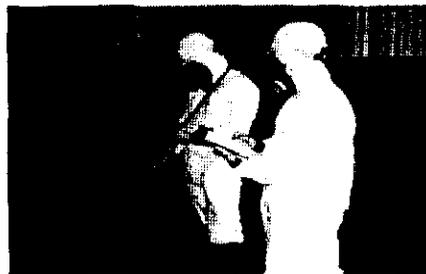
Biofacility Operations (Cont.)



Biofacility Operations (Cont.)



Biofacility Operations (Cont.)



Explosives Concentrations

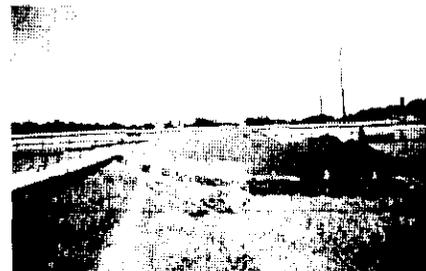
Prior to Composting

- TNT	3,790 mg/kg
- RDX	15,300 mg/kg
- HMX	10,400 mg/kg

Goal After Composting

- TNT	15 mg/kg
- RDX	4 mg/kg
- HMX	3,300 mg/kg

Staged Compost



Finished Compost

Once acceptable reduction of explosives has been achieved finished compost will be:

- Stockpiled for use as daily cover for the on-site solid waste landfill -cost savings versus obtaining off-site landfill cover (pending IDEM approval), or
- Used as backfill at the original excavation site

Cost Breakdown

Facility Construction	\$3.0 M
Procured Equipment	\$1.0 M
Estimated Seven Years of Operation	
Cost per ton (dependent on mix used & percentage of soil utilized)	\$272
Total	\$26.0 M

Good News Stories



TolTest, Inc.

**O & M OF SOILS
BIO-REMEDiation
FACILITY
TRANSITION PLAN**




TRANSITION MANAGEMENT PLAN

Management Approach

- Project Delivery System approach used during transition to ensure effective management, control, measurement, and performance reporting
 - Detailed Transition Plan
 - Schedule by WBS element
 - Resource Utilization Plan
 - Transition cost-by-cost element
- Key staff focused on Navy/Crane needs and task order transition
- Evaluate adequacy of incumbent personnel qualifications and procedures
- Maximize use of incumbent staff and procedures




TRANSITION MANAGEMENT PLAN

Home Office Assistance

- Transition management
- Corporate sponsors
- Screening and processing candidate incumbent personnel by Human Resources staff
- Accounting, project controls, estimating, contract administration, and business systems support




**TRANSITION STAFF
QUALIFICATIONS**

<i>Transition Team Member</i>	<i>Title</i>	<i>Qualifications</i>
1. Ernest Enrique, PE	Program Manager/ Vice President	Over 14 years managing Environmental Restoration Programs including DoD and DOE
2. Lance Parsons	Project Manager	Over 6 years of Navy Environmental Restoration project management experience
3. Robert J. Leduc, PE	Corporate Sponsor, Vice President	Director of Federal Programs. Over 23 years managing DoD and DOE projects/programs
4. Ed Skinner	Human Resources	Over 25 years of experience in personnel transition on similar projects

Our Transition team has direct previous experience performing transitions of incumbent personnel




Presented to:

Restoration Advisory Board

Public Affairs Briefing
9 March 1999

Public Affairs Briefing

- **Role**
- **Prior Planning**
 - **Community Relations Plan**
- **General Accident Response**
- **Release of Information**
- **News Media Coordination**
- **Summary**

Role of Public Affairs

- 1. Provide Direct Operational Support to Commander**
- 2. Educate & Inform Command Personnel Concerning Appropriate Responses**
- 3. Alleviate Apprehension - Strengthen Public Confidence.**
Ref: SECNAVINST 5720.44A

Role of Public Affairs

- 4. Inform General Public of the Situation**
- 5. Serve as the Command's Spokesperson**
- 6. In Consultation with Commander (CO) or On-Scene Commander (OSC), Clear Public Releases**
- 7. Advise CO/OSC of Public Affairs Responsibilities**

Prior Planning

- 1. Include PAO in Exercises and on Disaster Planning Teams**
- 2. Implement Command Internal Information Plan**
- 3. Know Counterparts at other Activities and Agencies**
- 4. Provide Procedural Briefings to Local Representatives, Civil Defense, and Law Enforcement Officials.**

Prior Planning

- 5. Prepare Contingency Plans**
 - **Assign Specific Duties to PAO Staff**
 - **Draft Press Releases**
 - **Checklists**
- 6. Update Community Relations Plan**

Community Relations Plan

- Enlist Support & Full Participation of Local Officials in Coordination of Community Relations Activities
 - RAD
 - CREDO
 - Economic Development Organization
- Provide Timely, Concise & Easily Understood Information to Public and Media

Community Relations Plan

- Inform Area Residents & Local Officials about Policies, Procedures and Requirements of the CERCLA/SARA Program
- Let the Community "Set the Pace" for the Community Relations Team

General Accident Response

1. Establish Immediate Communication with OSC
2. Make Initial Assessment - Report to Higher Authority
3. Initiate PAO Plan - Staff Assume Incident/Accident Roles
 - Rapid Release of Factual Information
 - First Release within 60 Minutes (Who, What, When, Where, Etc.)
 - Follow-up Releases to Provide Updates
4. Determine need for Command Information Bureau

General Accident Response

- Direct all Inquires to PAO/CIB
- All News Releases to State, Local, Federal Agencies
- Anticipate Public Concerns - Issue Releases Timely
- Maintain Log of All Actions, Noting Dates/Times
- Set-up Press Conferences, if Appropriate
- Prepare Press Packages with General Facility Information, Bios of CO/ED, Releases
- ***DO NOT SPECULATE!!***

The Initial Release

- Type of Accident
- Location and Time
- Persons Involved
- Type of Equipment, Facilities, Etc. Involved
- Facts about Mission at Time of Incident (Unclassified)
- Investigation - ***NEVER SPECULATE!***

Release of Information

- Rapid Release Dispels Rumors and prevents Misinformation
- If Fatalities are Involved, PAO must Coordinate with Casualty Assistance Call Officer (CACO)
- No Information is Released until Confirmation is Received that Next of Kin have been Notified
- Continuous Liaison with CACO Enables Release of Names As Soon As Possible after Incident
- If Media personnel Learn Names, Make Professional Appeal to Voluntarily Withhold names until Confirmation of Next of Kin Notification

Handling News Media at Accident Scene

- Define the Area
- Brief Reporters
 - Contingency Qs & As
- Admitting Reporters to the Area
- Appropriate Media Identification
- Video/Photograph of Unclassified Areas & Material

Summary

- Updating Community Relations Plan
- Soliciting Community Involvement on the RAB/CREDO
- PA Key Communication with General Public
- We Want Your Feedback



UPCOMING EVENTS

9 March 1999
Restoration Advisory Board (RAB)

24 March 1999
State Legislative Luncheon, Indianapolis

Late March or early April 1999
Visit of Senator Bayh

13 April 1999
Congressional Breakfast
Washington DC

28 April 1999
Science Fair



UPCOMING EVENTS

15 May 1999
Armed Forces Day

17 June 1999
Change of Command

12 July 1999
Army Change of Command

14-16 September 1999
ASNE Symposium
SECNAV/Richard Dazig (invited)

October 1999
Southern Indiana Mayors Roundtable

October 1999
Business Fair '99