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DRAFT MINUTES FROM PARTNERING MEETING DATED 29 OCTOBER 1996 ABL ROCKET
CENTER WV
10/29/1996
NAVFAC MIDLANT

Draft

Meeting Minutes

Partnering Meeting

November 20 - 21, 1996

EPA Region III Office

Philadelphia, Pennsylvania

Allegheny Ballistics Laboratory Superfund Site

Attendees

Bruce Beach/USEPA (Timekeeper)

Thomas Bass/WVDEP (Chair)

John Aubert/NAVSEA

Linda Saksvig/LANTDIV

Jeff Kidwell/LANTDIV

Greg Mott/CH2M HILL

Brett Doerr/CH2M HILL (Minutes Recorder)

Susan Dubuque/Management Edge (November 21 only)

Corrections or Revisions to October 29-30, 1996 Minutes

- Change "Allegheny" to "Alleghany" in title of document
- Change "Beech" to "Beach" throughout document
- In the next to last bulleted item under **Action Items** change "Kidwell" to "Mott"
- Under **Meeting Management** change "meeing" to "meeting" in item 1 and change "decisiona" to "decisions" in item 6b
- In item 9 under **Meeting Management**, indicate that members of the partnering team will decide when the facilitator is no longer required to attend the meetings
- In item 9 under **Expectations for Chair**, change "insure" to "ensure"
- In item 4 under **Facilitator's Role**, insert "and partnering team members" after "Tier 2" and make "advises" plural
- Under **Site 5 CAP**, add the bulleted item "Preliminary ROD December 9"; change "Draft design" to "Draft (100%) design" and change the date from January 1 to January 15; for **Presentation of Design (Reston, VA)**, change the date from January 21 to January 23 and change "Bass provides time" to "13:00"; add "Public Meeting October 29"; change the date for "Final Design" from March 7 to mid-March
- Under **Site 5 Groundwater**, remove "The Navy understands that" from the third sentence and add "draft" in front of all FS references in the paragraph
- Change the heading after the Site 5 section to "Site 1" instead of "Site 11"

- Under **Site 1**, change the date of the Toxicology issues discussed to November 20 & 21 instead of December 20 & 21; add a footnote at the bottom of the list that states that the design schedule is tentative and that CH2M HILL cannot commit to the listed schedule at this time.
- Under **Site 11**, change the third and fourth sentences of the first paragraph to read, respectively: "May need to request additional funds if the comments reveal that additional work needs to be done." and "ABL provided Tom Bass/WVDEP the map requested to complete his comments on the existing document."; change the first and third sentences of the second paragraph to read: "A misconception exists about the second soil excavation conducted at the facility." and "Comments will proceed and be due on November 15."
- Under **SWMU's**, remove the apostrophe from all "SWMU's" references; change "Building" to "Buildings" in the first sentence; change the second sentence to read: "Removal can slip to the second calendar quarter of next year without problems. Confirmation from ABL will be forthcoming."
- Under **Site 7: Soil Segregation**, insert "preliminary" before "analytical results" in the first sentence of the first paragraph; insert "the Navy" before "will dispose" in the third sentence of the first paragraph; correct the spelling of "subtital" to "subtitle" in the fifth sentence of the first paragraph; add mg/kg after "893", "119", "112", "133", and "50" and remove "ppm" after "50" in the last sentence of the first paragraph; change the first sentence of the fourth paragraph to read: "Three drums that contain mercury, beryllium, and explosive wastes will need a different disposal method."; insert "(10/25/96)" after "upon receipt of the analytical" in the last paragraph
- Under **Notice of Violation**, strike the last sentence if Mike Stratton/WVDEP concurs
- In the **Name and Address Table**, change CH2M HILL's zip code to "20170"; change Linda Saksvig's and Chris Penny's code to "1823"; change "Albert, John" to "Aubert, John"; change John Aubert's e-mail address to "rwajohn81@aol.com"; change Bruce Beach's e-mail address to "beach.bruce@epamail.epa.gov"; change Chris Penny's e-mail to "pennyct@efdlant.navfac.navy.mil"

Status of Action Items Established during October 29-30, 1996 Partnering Meeting

- EPA toxicologist will attend the Partnering Meeting on November 20, 1996 at 10:00
- Draft schedule delivered to T. Bass on November 18
- Analytical results for Site 7 soil delivered to T. Bass and B. Beach by J. Kidwell on November 20
- Comments by B. Beach on Site 11 workplan received by J. Kidwell on November 14; comments by B. Beach on draft Phase I SWMU RFI report received by J. Kidwell, T. Bass, J. Aubert, and G. Mott on November 21; comments by T. Bass on Site 11 workplan sent on the week of November 18; comments by T. Bass on SWMU report received by J. Kidwell on November 13; all comments were also provided to J. Kidwell electronically on November 21.

- No determination from RCRA on accelerated action on SWMUs 37C and 40 was made. Four options for achieving determination were proposed by T. Bass and discussed by the Partnering Team:
 1. Obtain signature of FFA
 2. Obtain a Consent Decree
 3. Modify the RCRA permit
 4. Prepare a separate Consent Order just for the SWMUs that impact construction activities. Tom Bass indicated that he has already looked into this and doesn't think it is warranted.
- During a conference call on November 20, 1996, Dave McBride/Alliant Techsystems provided information relevant to accelerated action on SWMUs in addition to SWMUs 37C and 40. D. McBride identified SWMUs 23, 24J, 37D, 37E, 37F, 37P, 37T, and 37U for accelerated action. He also noted that the demolition contract is to be issued by year end and that demolition is set to begin in April or May 1997 for SWMUs 37C and 40 and February or March 1997 for the additional SWMUs listed above.
- T. Bass/WVDEP stated that the State of West Virginia will sign the RODs for ABL.
- The October 29-30, 1996 ABL Partnering Meeting Minutes Memorandum was prepared by M. Stratton/WVDEP and submitted on November 20, 1996.
- Greg Mott/CH2M HILL provided Site 1 ARARs on diskette to T. Bass/WVDEP and B. Beach/USEPA at November 20, 1996 Partnering Meeting.
- T. Bass/WVDEP prepared November 20-21, 1996 Partnering Meeting agenda and submitted it to all team members.

Action Items Defined During November 20-21, 1996 Partnering Team Meeting

- All correspondence currently sent to Louis Williams/NAVSEA should now be sent to J. Aubert/NAVSEA and copied to L. Williams.
- Request Alliant Techsystems to identify a point-of-contact (e.g., D. McBride or David Hulburt) for action items involving Alliant Techsystems and to determine if funding is available for the point-of-contact to attend the ABL Partnering Meetings. **J. Aubert**
- Incorporate changes and corrections into the October 29-30, 1996 meeting minutes and finalize by the next Partnering Meeting (i.e., December 12, 1996). **T. Bass**
- Determine who at NAVSEA will sign RODs by the next Partnering Meeting. **J. Aubert**
- Determine with M. Stratton whether the State of West Virginia or other agency will provide a minute taker for the December 12-13, 1996 Partnering Meeting by December 6. **L. Saksvig**
- Provide CH2M HILL with a list of constituents to calculate cumulative risk and algorithms representing exposure scenarios with which to calculate the cumulative risk associated with human exposure to selected chemical species that will be discharged to

the North Branch Potomac River in the effluent stream from the Site 1 groundwater treatment plant by November 27, 1996. **Nancy Rios Jafolla/USEPA**

- Provide T. Bass and B. Beach with all surface water and sediment data for samples collected from the North Branch Potomac River adjacent to Site 1, all groundwater data from Site 1 monitoring wells, and figures showing the locations of all Site 1 monitoring wells and surface water and sediment samples by December 2. **G. Mott**
- Review list of COCs for which discharge limits will be set prepared by CH2M HILL and give consensus by December 2. **B. Beach and T. Bass**
- Finalize discharge limits by January 2. **Note: T. Bass will not commit to this deadline.**
- Develop goals statement for Partnering Team by December 9 and FAX to team members. **J. Kidwell**
- By November 27, finalize a list of COCs for which discharge limits will be calculated. **B. Beach**
- Write the draft Site 5 ROD, which will contain the ROD narrative and federal ARARs but not the response to comments and issue to team members by December 9. **B. Beach**
- Write the draft Site 1 ROD by January 10, 1997. **B. Beach**
- Issue comments on NPDES requirements memorandum by January 2, 1997. **T. Bass**
- Check timelines (schedules) by December 12, 1996. **All Partnering Team Members**
- Review Site Management Plan by December 12, 1996. **All Partnering Team Members**
- Mail MBTIs and copies of Graduation Criteria for Partnering Team overheads by November 28, 1996. **S. Dubuque**
- Write a Findings of Fact Update (summary of accomplishments) for ABL over the last year by December 12, 1996. **J. Kidwell**

Next Meeting

Date: 8:00 on December 12 and 13, 1996

Place: Allegany Ballistics Laboratory

Chair: B. Beach

Timekeeper: T. Bass

Minute Taker: To be determined

Agenda: Site Management Plan preparation, conflict resolution and consensus

Minutes

Minute Taker

A discussion was held concerning which agency would be responsible for providing the minute taker at the Partnering Meetings. T. Bass stated that he was not prepared to comment on whether it is acceptable for CH2M HILL to provide minute taker and that the decision is being made at a level higher than himself. L. Saksvig offered to rotate minute takers between agencies, but T. Bass stated that he could not make a decision on the issue. L. Saksvig, J. Kidwell, B. Beach, and G. Mott believe that it should be one person that records the minutes (rather than rotating). B. Beach stated that he sees the importance of State input to the Partnering Meetings and that he believes the State should provide the minute taker. The partnering team agreed that it doesn't matter if the state or the Navy (CH2M HILL) provides the minute taker.

Discharge Requirements

Nancy Rios Jafolla/EPA toxicologist met with the Partnering Team on November 20 and 21 to discuss determination of discharge limits for the Site 1 groundwater treatment plant effluent. After lengthy discussion, it was agreed upon by N. Rios Jafolla and the team members that for the purposes of risk, the North Branch Potomac River adjacent to Site 1 will be considered a public water source and that the cumulative risk associated with human exposure (i.e., ingestion, inhalation, and dermal contact) to a list of constituents that will be discharged to the river in the effluent stream of the Site 1 groundwater treatment plant will be calculated by CH2M HILL. The algorithms representing exposure scenarios used to calculate the individual and cumulative risks from exposure to the constituents will be provided to CH2M HILL by N. Rios Jafolla. The list of constituents requiring discharge monitoring will be provided to CH2M HILL by N. Rios Jafolla, B. Beach, and T. Bass after examining surface water, sediment, and groundwater data collected at Site 1 and in the North Branch Potomac River adjacent to Site 1. The constituent concentrations used to determine the risk values will be those defined in the water quality standards. The cumulative risk will be determined by summing the risk presented by each constituent at a concentration equal to the water quality standard.

The cumulative risk for ecological receptors and ingestion of water and organisms (fish) will not be calculated at this time. Instead, the risk will be determined empirically. This is because the exposure scenario used to determine the AWQC for water and organisms used higher values (e.g., grams of fish) than the toxicologist believed were appropriate. In addition, substituting BTAG numbers would result in discharge levels that would likely be too restrictive. The monitoring program for collecting the data on fish tissue would be developed at a later date but would require establishing a background level that would need to be performed prior to discharge.

SWMU Clarification

T. Bass stated that he has been instructed to inform the Partnering Team that his department does not have the authority to administrate the SWMUs at ABL because they are under RCRA and T. Bass' division is under CERCLA. In order for T. Bass' division to

administrative action on the SWMUs a formal transfer from the RCRA to the CERCLA arena, such as signing the FFA, must occur.

J. Kidwell asked T. Bass if he would affirm the actions of the Navy concerning the SWMUs at ABL. T. Bass stated that he thought the actions were appropriate and that the Navy has addressed the SWMUs in a logical and reasonable manner, but that the State's RCRA branch would have the final word.

For the SWMUs that will be affected by construction activities at ABL in the near future, T. Bass presented four options available to the WVDEP for administrative action: (1) obtain a signature of the FFA; (2) modify existing consent order; (3) modify the RCRA permit; and (4) obtain a separate consent order prepared exclusively for the SWMUs that impact construction.

T. Bass stated that it could take up to a year to modify the RCRA permit and that he already looked into a separate consent order and the State didn't think it was warranted.

Team Building

S. Dubuque conducted a team building exercise in which each team member was asked to answer the following two questions:

1. The team will be considered successful by my organization if what happens over the next 6 months?
2. What will need to happen for me personally over the next 6 months for the team to be successful?

The following are the responses to the above questions by each team member:

Greg Mott

1. We do good work, the Navy is happy, and we make a profit.
2. Complete the design of the remedial actions at Site 1 and Site 5 and they work.

Tom Bass

1. RODs for Site 1 and Site 5 and the FFA signed.
2. RODs for Site 1 and Site 5 and the Site Management Plan developed.

John Aubert

1. Support the team as needed.
2. Get support for ABL on travel and get help on FFA signature.

Bruce Beach

1. Sign Site 1 and Site 5 RODs, sign FFA, issue proposed plan for Site 10, and issue two quarterly team reports.
2. Meet team goals and develop better spirit working together.

Jeff Kidwell

1. Sign FFA, sign Site 1 and Site 5 RODs, award Site 1 construction, award Site 5 construction, attain closure on Site 7, final Site 1 and Site 5 design, final SWMU investigation, establish soil background and cleanup levels, and ROD at Site 10.
2. Team is working in an open and honest atmosphere, recognition from the Navy, State, and EPA that we were able to resolve our differences, successful introduction and integration of another Navy RPM, and less time on the road.

Some Partnering Team members commented that it was surprising that the EPA and State did not have as a goal the design of the Site 1 treatment plant or Site 5 landfill cap.

S. Dubuque displayed the graduation criteria for partnering teams, which included reaching consensus, agreeing upon and using conflict resolution processes, experiencing a quick recovery from a "crash and burn," demonstrating crisp and consistent meeting management, and demonstrating continuous review and revision. She also agreed to provide a copy of the graduation criteria overheads for attachment to the meeting minutes.

Schedule

Discussions took place and consensus was reached on the schedules of several ABL activities listed on the *Site Management Plan Schedules for the Installation Restoration Program at Allegany Ballistics Laboratory* table prepared by J. Kidwell. Specifically, the schedules were modified and agreed upon by the Partnering Team members for the **Site 7 Soil Disposal, Site Management Plan**, and the **Site 5 Record of Decision**. Additionally, a portion of the **Site 1 Design** schedule was finalized during the meeting. Because the meeting was cut short and time had run out, G. Mott gave Site 1 design submittal dates for the 35%, 100%, and final design for the team to consider and comment on during the next meeting. No other schedule items on the table were discussed during the meeting. The updated schedule table is included as part of this memorandum.

Site 1 ROD and 100% Design

- B. Beach stated that the ROD must be signed before the 100% design is issued. J. Kidwell then stated that the ROD will be issued on January 29, 1997 and that the 100% design will be issued on January 30, 1997.
- B. Beach stated that he will instruct his reviewers to review the design for stability, initial planning, and testing of plant and not for technical feasibility.