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NAS KEY WEST
5090.3a

ADDENDUM TO THE QUALITY CONTROL PROJECT PLAN FOR REMEDIATION AT SOLID
WASTE MANAGEMENT UNITS 3 AND 7, JET ENGINE TEST CELL, SITES 7 AND 8 AND
AREAS OF CONCERN SITES A AND B NAS KEY WEST FL

2/17/1995

BECHTEL ENVIRONMENTAL INC

Bechtel

Oak Ridge Corporate Center
151 Lafayette Drive
P.O. Box 350
Oak Ridge, Tennessee 37831-0350

Facsimile: (615) 220-2100

FEB 17 1995

Commanding Officer
Southern Division
Naval Facilities Engineering Command
Attention: Mr. Robert Meddick ((0232RM))
2155 Eagle Drive
North Charleston, SC 29406

SUBJECT: Bechtel Job No. 22567
Department of the Navy Contract No. N62467-93-D-0936
**DO 0004, TASK 1, PHASE 3 ADDENDUM TO THE QUALITY CONTROL PROGRAM PLAN AT THE
NAVAL AIR STATION KEY WEST, FLORIDA**
Subject Code: 5320

Dear Mr. Meddick:

Enclosed for your approval is the site-specific Addendum to the Quality Control Program Plan for Delivery Order 4, Task 1 at NAS Key West Florida. This QC plan incorporates the resolution of comments on the draft document (dated 1 September 1994) received from SOUTHDIV and the ROICC, and addresses the issues raised by representatives of EPA, FDEP, and the Air Station during various meetings since the draft was submitted.

This QC Plan Addendum is submitted along with the Environmental Protection Plan and the Remediation Work Plan. Please call me at (615) 220-2745 if you wish to discuss this submittal.

Sincerely,



O. N. McNeil, Jr.
Project Manager

Enclosure: As stated

cc: Dudley Patrick
Mark Ewing
Bill Carley



Bechtel Environmental, Inc.

ADDENDUM
TO THE
QUALITY CONTROL PROGRAM PLAN
DELIVERY ORDER NO. 0004
AT NAVAL AIR STATION, KEY WEST, FLORIDA

Prepared for

DEPARTMENT OF THE NAVY
SOUTHERN DIVISION
NAVAL FACILITIES ENGINEERING COMMAND

Under Contract No. N62467-93-D-0936

Prepared by

BECHTEL ENVIRONMENTAL, INC.
OAK RIDGE, TENNESSEE

FEBRUARY 1995

REVISION 0

Bechtel Job No. 22567

Approved: O. N. M. Neil, Jr.
Project Manager

2/17/95
Date

Approved: B. Pearson
Quality Control Manager

2/16/95
Date

Approved: [Signature]
Navy Contracting Officer

2-28-95
Date

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INTRODUCTION

The purpose of this Quality Control Plan Addendum (QCPA) is to define those activities necessary to provide adequate confidence that the interim remedial action/source removal of contaminants action defined in Tasks 3, 5, 6, and 9 through 12 of Delivery Order (DO) No. 0004 at Naval Air Station (NAS) Key West, Florida site have been satisfied.

SCOPE OF WORK

This QCPA addresses site-specific requirements for Tasks 1 through 12 of DO No. 0004 and is intended to be used to provide additional information to the program requirements presented in the Quality Control Plan (QCP). Both the QCP and the QCPA will be used to direct QC activities for these tasks.

Task 3 is the interim remedial action to excavate and transport contaminated soil, backfill, and close monitoring wells at SWMU-3 at Boca Chica Fire Fighting Training Area. Task 5 is the interim remedial action to excavate and transport contaminated soil and backfill at SWMU-7 Building A-824. Task 6 is the characterization study to determine the extent of the contamination plume and to install a pump-and-treat system at the Jet Engine Test Cell. Task 9 is the interim remedial action to fill and grade at IR-7 Fleming Key North Landfill. Task 10 is the installation of a shoreline protection system at IR-8 Fleming Key North Landfill. Task 11 is the interim remedial action to excavate four demolition pits and remove and disposal of contaminated soil at AOC-A Demolition Key Disposal Area. Task 12 is the interim remedial action to excavate, dispose of wastes, and backfill at AOC-B, Big Coppitt Key Civilian Disposal Area. Detailed descriptions of the scope of work for these tasks are provided in the Remedial Action Work Plans for the associated tasks.

Bechtel

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151 Lafayette Drive
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Oak Ridge, Tennessee 37831-0350

Facsimile: (615) 220-2100

SECTION I - APPOINTMENT LETTER

February 16, 1995

Mr. Jerry A. Grissett
Bechtel Environmental, Inc.
151 Lafayette Drive
Oak Ridge, Tennessee 37830

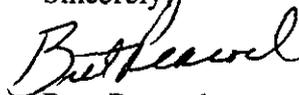
Dear Mr. Grissett:

Pursuant to Section 6.7.1(b) of the Quality Control Requirements contained within the Naval Facilities Engineering Command, Southern Division, Contract No. N62467-93-D-0936, you have been appointed as Quality Control Manager for the environmental remedial action project for Delivery Order No. 0004 at the Naval Air Station, Key West, Florida. You have full responsibility and authority for implementation of the quality control program, including stop work authority in accordance with the Quality Control Program Plan.

Since the Quality Assurance Department maintains a reporting relationship independent of that for project personnel, you will report directly to me and coordinate project activities with the Project Manager.

Should you have any questions, please feel free to contact me.

Sincerely,

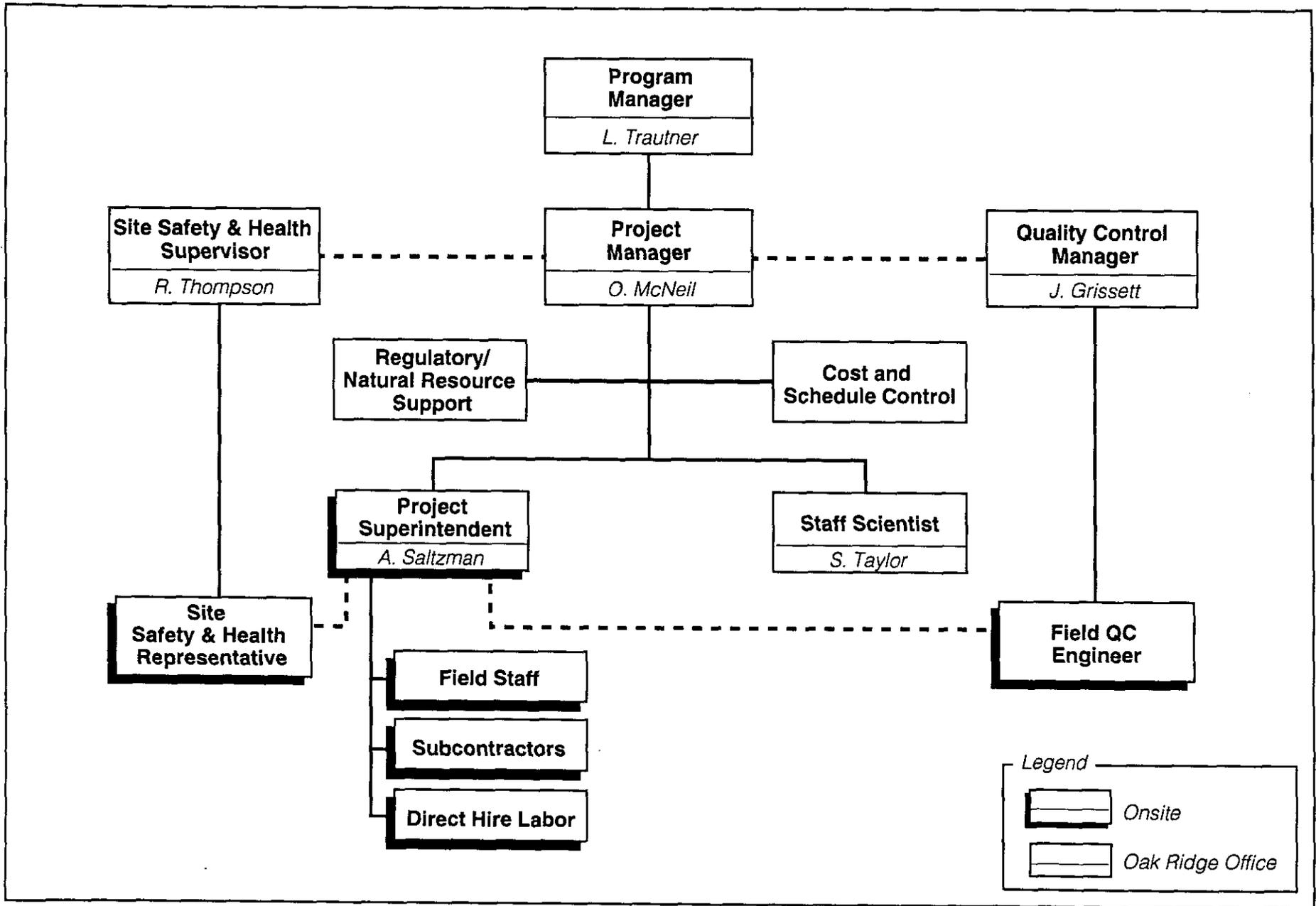


Bret Peacock
BEI Manager of Quality Control

BP/pw



Bechtel Environmental, Inc.



1.119 6932.1

Section II QC Organizational Chart

SECTION III - NAMES AND QUALIFICATIONS

Professional Profile

Name: Jerry Grissett Job Title: QA Supervisor

Proposed Project Title: Field QC Manager

Years' Experience with Proposing Firm: 11

Years' Experience with Other Firm: 8

Education (Degrees, year, specialization): BA, 1976, Political Science

Active Registration:
(Year First Registered and Discipline)

1992, Lead Auditor, ASME NQA-1
1982, Auditor, ANSI N45.2.23

Health and Safety Training:
(Course(s) and Date(s))

Safety Supervisory Training, 1990
CPR First-Aid Training, 1991

Experience and Qualifications:

Jerry Grissett has more than 19 years' experience on engineering, construction, and environmental remediation projects including 15 years in QA/QC. He currently directs the QA/QC programs of environmental restoration and remedial action projects that include tasks involved in the proposed projects.

In his position as QA Supervisor in Bechtel's Oak Ridge office, Mr. Grissett develops and implements QA programs for several environmental restoration projects simultaneously. His responsibilities include conducting/directing field surveillances/inspections of Bechtel and subcontractor activities for waste packaging, decommissioning, sampling, analysis, and other remedial actions. Mr. Grissett also conducts home-office and jobsite audits, approves laboratory QA/QC plans, and leads laboratory audits to ensure their satisfactory compliance with approved plans/procedures.

He has written numerous quality plans on remedial action and remedial investigation. Most recently, Mr. Grissett received DOE approval of a QA plan he developed for compliance with ASME NQA-1, DOE 5700.6C, and EPA QAMS 005/80. This plan directs the investigation and remediation of a former Manhattan Project research laboratory site that contains a buried uranium reactor bioshield, gasoline storage/dispensing tanks, septic

drain systems, and waste from support facilities such as a lead foundry, dormitories/cafeteria, and a metallurgical lab.

In the last few years, Mr. Grissett has performed QA/QC surveillances/audits for FUSRAP (C3, p. 155), and the ORNL RI/FS project, which involves nearly all aspects of contamination control, remedial investigation, and remedial action, including groundwater monitoring, excavation of contaminated sediments and soils, and transport of wastes. He has performed audits on the USACE projects (C1, p. 151), which have involved neutralization, chemical stabilization, transportation and disposal of contaminated materials, groundwater monitoring, pumping and treating contaminated groundwater, and chemical decomposition and solidification.

Previously, Mr. Grissett developed and enforced the ASME NQA-1 quality program for the decontamination and decommissioning of a nuclear fuels production facility in California. He was responsible for assuring that project plans, technical documents, procedures, and jobsite activities provided for compliance with federal and state regulations.

Before coming to Bechtel in 1982, Mr. Grissett worked two years for Public Service of Indiana as an Electrical QA Engineer. From 1972 to 1980, Mr. Grissett held positions in construction, engi-

neering, and QC with Brown and Root Construction on its Brunswick and South Texas projects.

- **Maintaining internal and external communications:** Mr. Grissett conducts monthly QA management review meetings for his environmental projects, which involve project management and staff, to communicate on QA actions and trends. In addition, he summarizes QA activities for monthly project reports; which are in turn summarized in the monthly office report submitted by the Oak Ridge office QA Manager to Bechtel's corporate QA Department.
- **Applying quality assurance to individual tasks:** Mr. Grissett's job duties consist of supervising project QA implementation. He regularly reports trends in QA, tracks corrective action, performs QA audits, and develops project QA programs and procedures. In addition, Mr. Grissett has received training in continuous improvement principles from the QA department's TQM coach and applies these principles to his daily tasks.
- **Resolving problems:** When QA deficits recur, Mr. Grissett and his staff report them as "trends," and propose corrective actions. Some corrective actions are taken during the audit process; those that cannot be resolved immediately are tracked through a corrective action/nonconformance report. Mr. Grissett or his representative(s) approve resolutions and verify that corrective actions have been made.
- **Planning and scheduling:** Each monthly report contains an audit and surveillance schedule developed by Mr. Grissett or his representative(s). This schedule reflects project QA activities from 3 months to 1 year in advance.
- **Cost estimating and cost control:** Mr. Grissett is responsible for monitoring budget and job-hours for project QA activities.
- **Budgeting and accounting:** Mr. Grissett is also responsible for developing and forecasting costs and jobhours for project QA activities.
- **Coordinating technical reports and submittals:** Mr. Grissett has written numerous QA project procedures and plans, as well as supervising his staff in developing project deliverables relating to QA. He also reviews and approves procedures and plans for other project departments (Engineering, H&S, Procurement, etc.).

- **Managing multiple projects concurrently:** Mr. Grissett serves as QA Supervisor for several projects simultaneously.
- **Working with consultants and subcontractors:** As project QA supervisor, Mr. Grissett audits the work of consultants and subcontractors to ensure that they adhere to project requirements.

List of Technical Documents:

Quality Assurance Program Plan for the Palos Park Site

Quality Assurance Plan for the UC-Davis LEHR Site

Quality Assurance Program Plan for the Sorrento Valley Associates Site

QA/QC Procedures [over 100]

Has reviewed/approved more than 50 engineering design specifications

Reviews/approves project procedures for all disciplines as well as all project planning documents.

SECTION IV - DUTIES, RESPONSIBILITIES, AND AUTHORITIES OF QC PERSONNEL

The duties, responsibilities, and the authorities of the QC personnel assigned to NTC Orlando for tasks associated with DO No. 0004 are described in detail in Section IV of the Quality Control Plan (QCP).

SECTION V - OUTSIDE ORGANIZATIONS

Outside organizations may be employed by Bechtel as required by the BEI Remedial Action Work Plan to provide specific services. BEI will provide QC oversight for subcontractors performing work on these tasks. These outside organizations for DO No. 0004 may include but are not limited to:

- Analytical Laboratories
- Civil Survey
- Clearing & Grassing
- Construction Vehicles
- Contaminated Soil Excavation/Removal
- Earthwork Construction
- Environmental Health & Safety Equipment
- Geotechnical
- Groundwater Treatment
- Marine Works
- Miscellaneous Support
- Onsite Laboratory
- Transportation of Hazardous and Non-hazardous Soil
- Typing, Reproduction, and Clerical Support Clerk
- Utilities and Facilities
- Well Installation and Development

SECTION VI - SUBMITTALS

Submittals and reporting requirements for DO No. 0004 tasks are specified in Attachment 3. The QC Manager for is responsible for the completion and submission of all required QC submittals as specified in the QCP.

SECTION VII - INSPECTION SYSTEM

Inspections will be conducted per Section VII of the QCP. Inspections to be conducted for tasks associated with DO No. 0004 are listed in the Inspection Schedule Log (Attachment 1). Actual dates for QC inspections will be provided at the preconstruction meeting.

SECTION VIII - TESTING

Testing for NTC Orlando includes, but is not limited to, offsite analytical laboratory analysis, offsite geotechnical laboratory testing, and onsite field screening for organic and inorganic

parameters. Testing is addressed in Section VIII of the QCP. Additional requirements associated with testing, such as calibration, audits, subcontractor submittals, and data review are addressed in the QCP.

SECTION IX - REWORK PROCEDURES

Rework procedures and associated requirements for DO No. 0004 are addressed in Section IX of the QCP.

SECTION X - DOCUMENTATION

Refer to Section X of the QCP for QC documentation requirements for tasks associated with DO No. 0004.

SECTION XI - CERTIFICATIONS

Certification requirements are addressed in Section XI of the QCP.

SECTION XII - PROGRESS SCHEDULE

Scheduling will be performed by BEI and is discussed in detail in the BEI Remedial Action Work Plan for DO No. 0004.

INSPECTION SCHEDULE LOG

DO Reference	Item	Inspection Phase & Schedule									Remarks
		Preparatory			Initial			Follow-up			
		Sched	Actual	By	Sched	Actual	By	Sched	Actual	By	
	Preparatory Phase Completion										
	Soil - Sampling										
	Chain-of-Custody										
	Waste Management										
	Equipment Decontamination Area										
	Field Measurements										
	Sample Preservation & Container										
	Sample Containers and Sampling										
	Packaging Samples for Transportation										
	Logbook Protocols										
	QC Sample Verification										
	Pump-and-treat System Installation										
	Pump-and-treat System Testing										
	Groundwater - Sampling										
	Well Installation										

ATTACHMENT 1

FIELD INSPECTION REPORT

Location/Description: _____

Item & Spec Nos.	Accept	Reject	Date	Remarks
PREPARATORY				
000 Preparatory-Phase Completion				
INITIAL				
010 Groundwater - Sampling				
015 Soil - Sampling				
025 Chain-of-Custody				
050 Equipment Decontamination Area				
055 Field Measurements				
085 Well Installation				
100 Sample Preservation and Container Material				
105 Sample Containers and Sampling Devices				
110 Pump-and-treat System Installation				
111 Pump-and-treat System Testing				
140 Packaging Samples for Transportation				
150 Logbook Protocols				
FOLLOW-UP				
045 Waste Management				
COMPLETION				

By: _____
 QC Manager/QC Field Engineer

Date: _____

ATTACHMENT 2

SUBMITTAL REGISTER

CONTRACT NUMBER: N62467-93-D-0936

PROJECT TITLE: Remedial Work Plan
Delivery Order No. 0004

CONTRACTOR: Bechtel Environmental, Inc.

LOCATION: Naval Air Station, Key West, Florida

CONTRACTOR ACTION

APPROVING AUTHORITY ACTION

CONTRACTOR

SPEC SECTION	SD NO. AND TYPE OF SUBMITTAL MATERIAL OR PRODUCT	SPEC PARA NO.	CLASSIF/ APPR BY CO	GOVT OR A/E REVIEWER	TRANS CONTROL NO.	PLANNED SUBMITTAL DATE	ACT CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RECD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RECD FROM OTHER REVIEWER	ACT. CODE	DATE OF ACTION	MAILED TO CONT/RECD FROM APPR AUTHORITY	REMARKS
a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p
1)	As-built Records	C-2.1													
2)	Work Schedules	C-2.3											02/17/95		
3)	Public Disclosure	C-2.7													
4)	Drawing Discrepancies	C-2.10.3													
5)	Personnel Addresses and Phone Numbers	C-2.11.1													
6)	Subcontractor's Personnel Addresses and Phone Numbers	C-2.11.1													
7)	SSHP	C-3.2.2											02/03/95		
8)	Environmental Protection Plan	C-4.8.1											02/17/95		
9)	Hazardous Waste Management Plan	C-4.8.1													
10)	Hazardous Waste Disposal Plan	C-4.8.2													
11)	Hazardous Waste Manifests	C-4.8.5													
12)	CMS Implementation Plan	C-5.3													

Navy Notes: Approved by: C - Contracting Officer
Blank - COC Manager

Action Codes: WR - Not reviewed
A - Approved
(Others may be prescribed by the Transmittal Form)

AN - Approved as noted
RR - Disapproved; revise and resubmit

SUBMITTAL REGISTER

CONTRACT NUMBER: N62467-93-D-0936

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Delivery Order No. 0004

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a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p
13)	CMS Status Report	C-5.5.1													
14)	QC Plan	C-6.4.1							02/17/95						
15)	Combined Contractor Production Report/ Contractor QC Report	C-6.4(a) C-6.4.1 C-6.4.2													
16)	Testing Plan Log	C-6.4(b)													
17)	Monthly Summary Report of Field Tests	C-6.4(c)													
18)	QC Meeting Minutes	C-6.4(d)													
19)	Rework Items List	C-6.4.4 6-4.4(e)													
20)	QC Certifications	C-6.4(f)													
21)	Lab Certificate of Accreditation, Scope of Accreditation, and Latest Directory	C-6.12.1													
22)	Invoice Certification	C-6.13.2													
23)	Completion Certificate	C-6.13.3													
24)	Submittal Register	C-7.3.1.1													
25)	O&M Manuals	C-2.11.2													

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CONTRACTOR: Bechtel Environmental, Inc.

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a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p
26)	QC Files	E4(d)													
27)	Performance Evaluation Meeting Minutes	E7													
28)	Service (Utility) Interruptions	F5(b)													
29)	Detailed Cost Estimate	G3(b)(1)													
30)	Proposed Schedule	G3(b)(2)							02/17/95						
31)	S/C Dollar Amount	G3(b)(3)													
32)	Maximum Award Fee	G3(b)(4)													
33)	Total Estimated Cost and Award Fee	G3(b)(5)													
34)	Price Breakdown	G5(a)													
35)	Invoices	G10(b)													
36)	Certificate of Insurance	H12(a)													
37)	Strike Contingency Plan	H16													

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