

MEETING MINUTES

MARCH 29 – MARCH 30, 2000

INDIAN HEAD PARTNERING TEAM MEETING

U.S. ENVIRONMENTAL PROTECTION AGENCY REGION III HEADQUARTERS

PHILADELPHIA, PENNSYLVANIA

The Partnering Team meeting was held on March 29-30, 2000, in the U.S. Environmental Protection Agency (EPA) Region III Headquarters, Philadelphia, Pennsylvania. The following personnel attended the meeting:

Ed Corack – CH2M HILL

Kent Cabbage – Tetra Tech NUS (March 30, 2000, only)

Curtis DeTore – Maryland Department of the Environment

Janet Eastman – Management Edge

Anne Estabrook – CH2M HILL

Simeon Hahn – NOAA/BTAG (in brief meeting with Kent Cabbage on March 30, 2000, only)

Steve Hirsh – EPA (Tier II Link)

Shawn Jorgensen – NSWC Indian Head

George Latulippe – Tetra Tech NUS

Heidi McArthur – NSWC Indian Head

Dennis Orenshaw – US Environmental Protection Agency, Region III

Rob Sadorra – EFACHES

Wednesday, March 29, 2000

- **Introductions** by everyone ⇒ familiarizing group, catching up: Dennis Orenshaw (chair), Anne Estabrook (scribe), Rob Sadorra, Janet Eastman, Shawn Jorgensen, Curtis DeTore, Heidi McArthur (timekeeper), Ed Corack (minutes); and George Latulippe. Introduce Steve Hirsh, Tier 2 link.

Review agenda for today

- **Wisp Presentation Review (Pipe lining and lessons learned)**

Rob Sadorra hands out copies of newly made (and re-numbered) Microsoft Power Point slides (pictures and text).

Slide	Team Member	Notes
Slide 1	Shawn Jorgensen	
Slide 2	Shawn Jorgensen	
Slide 3	Shawn Jorgensen	
Slide 4	Shawn Jorgensen	
Slide 5	Dennis Orenshaw	- Change to picture only, and Dennis will explain from notes, rather than being on presentation slide, and move after slide 6
Slide 6	Dennis Orenshaw	- Move to before #5; also add Advantages section
Slide 7	Dennis Orenshaw	
Slide 8	Rob Sadorra	- Video clip is 4.5 minutes
Slide 9	Rob Sadorra	- Rehabilitation of manhole picture
Slide 10	Curtis DeTore	
Slide 11	Curtis DeTore	- Add "This site is continuing in the RI/FS pipe line, and now because of the use of this technology," before "Less costly alternatives . . ." to read "{This site is continuing in the RI/FS pipe line, and now because of the use of this technology, less costly alternatives for final remediation of the site are now more viable." - After this slide, then Curtis will say "if you want any more information, please contact one of these members"

New order of slides:

New Slide	Old Slide	Team Member	Notes
Slide 1	Slide 1	Shawn Jorgensen	
Slide 2	Slide 2	Shawn Jorgensen	
Slide 3	Slide 3	Shawn Jorgensen	
Slide 4	Slide 4	Shawn Jorgensen	
Slide 5	Slide 6	Dennis Orenshaw	- Don't change, but move to before #5
Slide 6	Slide 5	Dennis Orenshaw	- Change to picture only, and Dennis will explain from notes, rather than being on presentation slide, and move after slide 6
Slide 7	Slide 7	Dennis Orenshaw	- Change "bypass pumping . . ." to "Diversion of drainage system flow"
Slide 8	Slide 8	Rob Sadorra	- Video clip is 4.5 minutes, show picture from manufacturer's literature on slide simultaneously
Slide 9	Slide 9	Rob Sadorra	- Rehabilitation of manhole picture
Slide 10	Slide 10	Curtis DeTore	
Slide 11	Slide 11	Curtis DeTore	- TCE decreased from 60 to 20 ppb - Add "This site is continuing in the RI/FS pipe line, and now because of the use of this technology, " before "Less costly alternatives . . ." to read "(This site is continuing in the RI/FS pipe line, and now because of the use of this technology, less costly alternatives for final remediation of the site are now more viable." - After this slide, then Curtis will say "if you want any more information, please contact one of these members"

ACTION: Rob, scan pipe lining diagram and insert into Wisp presentation, slides 5 and 8 make other edits by 4/18/00.

ACTION: Rob, bring laptop to Wisp meeting with presentation on it, and hard copies of overheads by 5/9/00.

Shawn, Rob, Dennis, and Curtis perform a run-through of Wisp presentation . . .

Heidi is timing

Discuss timing and speed of speech

Need to mention brick, weight of pipe per length

Excavation mentioned three times

Anne will manage slide clicking

Review Quarterly Report Format

Rob mentions that he showed current format to Armalia, and that she said it was appropriate.

George will look at TtNUS deliverable dates this evening and get back to Rob tomorrow.

ACTION: George, figure out dates and communicate to Rob for Quarterly Report format by 4/17/00.

Heidi asks, and Rob answers that the site management plan does not have to be finalized before the FFA.

DECISION: Format of Quarterly Report is fine with core team and core team's supervisor. However, add success stories at bottom.

Steve (Tier 2) mentions that the purpose of the Quarterly Report is for Tier 2 to manage review process between teams.

ACTION: Rob, add "success stories" row to bottom of quarterly report table by 6/1/00.

- **Janet Eastman: Partnering on team behaviors**

On white board:

Team Behaviors

Support	Not Support
Honest	Sidebars
Courtesy	Rudeness
Ground rules	Hidden agenda
"do your job"	Take issues "personally"
I statement	Argumentative / hard-headed
Responsibility	Lack of participation
Listening	Indifference
Follow up	
Being prepared	

Handout of Team Behaviors: Cohesive behaviors, productivity behaviors, and hindering behaviors . . . Janet discusses and explains. Janet proposes a new role to help the team towards self-facilitation: member facilitator.

Member facilitator's roll is to watch for following:

- Staying on track
- Monitoring and encouraging participation by all members
- If team gets stuck, name it and develop another approach with the team

Also, handout for tomorrow: Rating Team Development evaluation questions 1-10.

DECISION: Curtis will be member facilitator today, and Shawn will be tomorrow.

- **Site 12, 41, 42 quick comments**

No vegetative barrier better than other types – we need a decision from BTAG if nothing else than letting the grasses grow longer.

Anne points out: Seed mix from PAX River developed by University of Maryland, specifically for the PAX landfill . . .

ACTION: Heidi, send George seed mix from PAX River by 4/7/00.

- **Site 57 Comments**

Shawn and Curtis have already given comments to George.

Dennis has no comments on Site 57 today.

ACTION: Dennis, gather comments on Site 57 to give to George by 4/7/00.

Rob points out: On page 11-4, in the 2nd round of sampling for that PW, it was a second round non-detect.

Rob asks: Maps on ether and TCE, can we display plume without using dashed lines?

George answers: No, because not enough data to create closed plume shape . . . but the topography suggests that the plume is confined in the valley. We may have to put in more wells to be sure we know the boundaries when we're putting in the reactive wall.

If there is a syncline in the geology, the TCE (which is a DNAPL) could be sliding along this underground geostructure, rather than following the topography like a LNAPL would. We would have to do more borings around there to know that underground structure.

We may be able to just assume a choking point based on the topography to minimize the reactive wall comments.

- **Sites 12, 41, 42 Review by George:**

Major issue at **Site 12**: eliminating cobbles as biotic barrier? Is the soil cover Alternative 2 the preferred alternative? (Alternative 2 makes sure there are two feet of soil and a vegetative barrier [vegetative biotic barrier depends on BTAG's preference]). In the Draft FS, Alternative 3 was the preferred alternative. This was the cause of discussion at the last partnering meeting.

Tetrattech NUS went back and looked at Alternative 2, the soil cover with vegetative barrier. George distributed some preliminary changes in the Draft FS text based on last meeting's discussions.

Alternative 2 just adds soil in areas with less than 2 feet of soil.

Alternative 3 adds an additional 2 feet of soil everywhere on top of Alternative 2.

Initially, Alternative 2 did not address the wetlands. Now it does, in the same way.

Alternatives 2 and 3 both will have biotic barriers.

Alternative 3 will cost at least \$1 million more than Alternative 2.

If BTAG says no to the grass biotic barrier, then we'll put the rock biotic barrier in Alternatives 2 and 3. BTAG's decision will affect which alternative is chosen. We want to push for a vegetative biotic barrier. If we have to have cobble, we'll have to revise our alternatives.

BTAG still has to get back to us on edge treatment of pond because armoring the shorelines is bad for the habitat.

ACTION: George, look again at the ECO exceedences to see how far above screening levels by 4/17/00.

ACTION: Steve, get 1.5-acre alternate vegetation estimate from Aberdeen group and give to George by 4/7/00.

IH Natural resources does not want gabion.

DECISION: We will not review individual comments at this time.

ACTION: All core team, email all comments to George on Sites 12, 41, 42 FS by next meeting, even if they have not been put through official channels.

Site 41 retaining wall, and re-vegetating slope above retaining wall adds on approximately \$20,000. This is not in the draft FS document, but will be built into the next version of the FS.

Site 42: the steam line – removing abandoned steam line will now be figured into the cost.

Steam line is asbestos lined; footings will get buried in landfill. But footprint is only assumed to go up to the eastern drainage path.

Asphalt cap over southwest corner parking lot steam pipe – cost added in now.

- **Site 47 status by Anne:**

Report status is waiting on report comments from EPA toxicologist.

No MDE comments on tox if EPA tox is looking at it.

No EFACHES or IH comments are anticipated.

Need three to four weeks after receiving comments to get the draft out.

Handout of tables showing contaminants of concern based on (a) human health, and (b) eco screening values

Handout of figure showing groundwater, soil, and sediment sample locations at Site 47

There's going to be a problem with mercury and lead in surface soils, and possibly sediment soils.

GW#03 had particularly high hits of VOCs, SVOCs, and metals

Groundwater may be a problem

Concrete sampling in trenches north of building had lead hits

Parking lot item: Can Bob Root meet with us or conference call with us at Wisp?

END OF DAY

Thursday, March 30, 2000

- **Introductions**, quick conversations. Kent Cabbage is here today.
- **Review meeting minutes from February 29-March 1, 2000:**

Only change is to add in before conference call record, "Synopsis of points made by each speaker."
- **Review today's agenda**
- **Steve Hirsh gives Tier II input**

Quarterly Report format looks good . . . and conforms to what they need.

Good format for the Meeting Minutes . . . important to show group decisions and not make them like a court transcript.

Wisp meeting: clarifying what we want to hear about

 - Region III institutional controls
 - Verbage in IAGs and FFAs between MD and EPA
- **Janet Eastman: partnering:**

Complete Roles and Responsibilities, complete Rating Team Development sheet, and discuss Member Facilitator role from yesterday.

At every meeting we'll have a member chair, scribe, timekeeper, and member facilitator.

On white board: Role of Indian Head Team Member (not roles and responsibilities of team by entity):

Expectations of Team Member
<ul style="list-style-type: none">• Follow team ground rules• Participate in the rotation of meeting roles• Do action items on time• Provide updates on current projects / useful information• Communications between meetings as appropriate• Identify issues that require team discussion

Team decides that at each meeting [location], the chair should advise of circumstances such as: expect to sign-in in the lobby, expect traffic in this area, etc. This will allow us to get to the meetings on time.

On white board: Roles and Responsibilities – Technical Support

Roles and Responsibilities – Technical Support
<ul style="list-style-type: none"> • Follow team ground rules • Need to understand the issue to be discussed and the desired outcome (the team's expectation) • Relay technical issues in understandable language and answer team's questions • Provide relevant background info for the topic of discussion

On white board: Roles and Responsibilities -- Guest

Roles and Responsibilities – Guest
<ul style="list-style-type: none"> • Follow team ground rules • Will be briefed by appropriate team member on partnering process, meeting procedures, ground rules • Participate in round of introductions

Team performs self evaluation on Rating Team Development work sheet (score 1-7 for different areas)

1. Team Objectives: 6, 7, 7, 6, 6, 5, 6
2. Trust: 6, 7, 7, 7, 6, 5, 6, 6
3. Communications: 6, 7, 7, 6, 6, 6, 6, 6
4. Support: 6, 7, 7, 7, 6, 6, 6, 5
5. Handling conflict: 6, 7, 7, 6, 6, 6, 5, 3
6. Member Resources: 6, 7, 7, 7, 6, 6, 6, 6
7. Diagnosis: 7, 6, 6, 6, 6, 6, 6, 5
8. Decisions: 7, 7, 7, 7, 6, 5, 6, 6
9. Participation: 6, 7, 7, 5, 5, 5, 6, 4
10. Leadership: 6, 7, 7, 6, 6, 6, 6, 5

- **Anne leads discussion on Sites 15, 16, 49, 53:**

Objective: Review info and get comments.

Site 53 sewer layout may not be correct on drawings we have.

Smoke-testing or video survey of system may be a possibility to get better handle on layout and/or condition.

Previous sampling done in soil borings didn't detect much – probably because mercury is not very mobile, site soils are very low permeability and therefore contamination hasn't migrated.

Proposal for further sampling would be to try digging test pits to expose pipe in order to collect samples as close as possible to leaks. However, this will be very difficult and isolated sample locations may not necessarily be representative of entire system.

What are the pathways, identify outfall locations?

Human receptor: Construction worker, future construction worker.

Eco receptor: None except at outfall to Mattawoman Creek (which is already being studied under TtNUS ERA)

Need to focus on these two questions:

Does contamination currently present a risk (i.e. complete pathway)?

Is there risk of future migration / future exposure?

ACTION: Shawn, check with treatment plant regarding mercury levels in sludge (are levels acceptable?) By 4/17/00.

ACTION: Shawn and Heidi, would institutional controls (i.e. restricting work on pipes to hazwoper contractor) be implementable? By 4/17/00.

ACTION: Curtis and Dennis, would regulators be receptive to a remedial action that leaves contaminant(s) in place (assuming we prove no exposure / no migration)? By 4/17/00.

LUNCH

- **George and Kent discuss Site 42 Eco considerations:**

Drawing handed out that was left out of Draft FS, not discussing it

Memo handed out: Silver Speciation in Stream Sediments, as well as Toxicity Identification Evaluation (TIE).

Discussing soil sediment, as well as the tox test /controlling ammonia

There are no speciation tests for silver

One lab offered to develop procedure for several hundred thousand dollars

Even Eastman Kodak does not have a speciation test

Professor at University of Delaware has not returned correspondence

AVS/SEM analysis: determines a portion of bioavailable metals (cadmium, copper, nickel, lead, zinc) . . . silver might become a part of this test.

TetraTech Inc. is a lab that does this

Anne mentions that CH2M HILL chemist also researched and could not find speciation test for silver.

TIE approach can control if it's the organics, metals, or natural phenomenon that kills the bugs.

(Simeon stops by during our closeout procedure of this meeting; Kent leaves with him to inform him of our information exchange. Simeon had no questions, but wants to be kept informed on developments).

- **Review old and new action items, and assign dates.**

Discussion regarding action item tables format. Need to change "New Action Items Since Last Meeting" to "Open Action Items" in order not to lose track of some action items (see tables at end of minutes).

- **Go over Parking Lot:**

FFA Meeting – IH, EFACHES, EPA, MDE

Keep it on parking lot

ACTION: Rob, Conference call to set up FFA Meeting by 4/17/00.

Schedule for Site 47 RI presentation

Keep on parking lot

~~Meet with Tier II on May 11 to present our deliverables.~~

We don't have enough time to do that

- **Team Reviews agenda for April meeting on 4/18/00-4/19/00:** assigning goals, outcomes, and time period.

All, Discuss scheduling meetings, adding an extra day or hour?

Outcome: better scheduling

Time: 0.5 hour

All, Dry Run of final presentation

Outcome: finalize presentation

Time: 1 hour

Anne, Round the world presentation (lunch presentation)

Outcome: learn about Anne's trip around the world
 Time: lunch time

George, On board review of FS for 12, 41, 42
 Outcome: get input draft final document
 Time: 2 hours

Anne, Discussion of Sites 53, 49, 15, and 16
 Outcome: develop approach or scope workplan
 Time: 2 hours

George, Site 42 Eco
 Outcome: complete draft workplan
 Time: 1 hour

Janet, Partnering
 Outcome: become self-facilitating partnering team
 Time: 2.5 hours total (1 hour per day)

- **Future meetings:**

Date of meeting	18-19 April	11 May (Wisp)	28-29 June	26-27 July
		Time: 8am-4pm		
Location	Indian Head	Wisp	Baltimore	Herndon
Host	Shawn	Tier II	CH2M HILL	Rob/ CH2M HILL
Chair	Shawn	Curtis	Curtis	Rob
Scribe	George	Heidi	Rob	Curtis
Time Keeper	Curtis	George	Anne	Dennis

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

Friday, 4/7/00 at 1:30 p.m. – set up by Shawn

- **Evaluations:**

(separate file)

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
11	Wisp Presentation	In progress	54	Find an "after" photo of relined pipe	Rob Sadorra	02/29/00	Completed on 3/29/00	Completed
11	Wisp Presentation	In progress	55	Send Dennis vendor info on pipe re-lining	Rob Sadorra	02/29/00	Completed on 3/29/00	Completed
11	Wisp Presentation	In progress	56	Put together slides for presentation (info and photo) and email them to the team	Rob Sadorra	02/29/00	Completed on 3/29/00	Completed
11	Wisp Presentation	In progress	57	Create Slide 14 for Wisp presentation, especially subtitles for #2	Rob Sadorra	02/29/00	Completed on 3/29/00	Completed
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	58	Make work plan with approach for sampling, describing the speciation study, and describing the toxicity testing for Site 42	George Latulippe	02/29/00	Completed on 3/15/00	Completed
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	59	Make phone calls to see if the silver speciation tests are possible	George Latulippe	02/29/00	Completed on 3/20/00	Completed
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	59	Make phone calls to see if the silver speciation tests are possible	Kent Cabbage	02/29/00	Completed on 3/20/00	Completed
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	60	Check on future flow in swale at Site 42	Shawn Jorgensen	02/29/00	Completed on 3/10/00	Completed
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	60	Check on future flow in swale at Site 42	Heidi McArthur	02/29/00	Completed on 3/10/00	Completed

ACTION 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
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	61	Find out from MDE (John) about suitability of grasses/rocks for biotic layer at Site 12	Curtis DeTore	02/29/00	Completed on 3/29/00	Completed
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	63	Check with IH about not mowing grass on Site 12 landfill cover and tell George	Shawn Jorgensen	02/29/00	Completed on 3/10/00	Completed
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	63	check with IH about not mowing grass on Site 12 landfill cover and tell George	Heidi McArthur	02/29/00	Completed on 3/10/00	Completed
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	65	Check on cost difference between rock layer versus vegetative mat on Site 12	George Latulippe	03/01/00	Completed on 3/29/00	Completed
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	66	Check on need to have barrier/boots on Site 42 cover beneath asphalt	Curtis DeTore	03/01/00	Completed on 3/29/00	Completed
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	67	Check out documentation, daily construction logs or as-built drawings covering steam pipe footers for presence of waste in excavations.	Heidi McArthur	03/01/00	Completed on 3/29/00	Completed
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	68	Site 42 suitability of Alternatives 2 and 3, screen alternatives for possible stops, and check on variance and tell George	Curtis DeTore	03/01/00	Completed on 3/29/00	Completed

ACTION 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
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	69	Check with Lou (Code 09) on use of railroad at Site 41 (removal of rail versus replace rail)	Shawn Jorgensen	03/01/00	Completed on 3/10/00	Completed
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	69	Check with Lou (Code 09) on use of railroad at Site 41 (removal of rail versus replace rail)	Heidi McArthur	03/01/00	Completed on 3/10/00	Completed
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	70	Check dimensions of back wall at Site 41, ramp use and/or need and tell George	Shawn Jorgensen	03/01/00	Completed on 3/10/00	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	71	Check for eco tox screening level for nitrocellulose	Anne Estabrook	03/01/00	Completed on 3/29/00	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	73	Give results on yellow substance on drums (lecithin) and give info to Anne	Heidi McArthur	03/01/00	Completed on 3/30/00	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	74	Find out from Jeff at IH about how much buildup at Site 21 over last 3 years and give info to Anne.	Heidi McArthur	03/01/00	Completed on 3/10/00	Completed

ACTION 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
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	75	Email pictures of Site 21 to Anne	Heidi McArthur	03/01/00	Completed on 3/10/00	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	77	Check on historical processes at Building 588 and give info to Anne	Heidi McArthur	03/01/00	Completed on 3/10/00	Completed
To be defined	To be defined	To be defined	78	Send copy of January 2000 minutes to Armalia	Rob Sadorra	03/01/00	Completed on 3/06/00	Completed
To be defined	To be defined	To be defined	79	Send info for ECO class at WNY to team	Rob Sadorra	03/01/00	Completed on 3/06/00	Completed
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	80	Find out correct contact person for George for front of Proposed Plan	Shawn Jorgensen	03/01/00	Completed on 3/06/00	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	82	Provide comments on Site 57 RI to George	All Core Team	03/01/00	Completed on 3/28/00	Completed
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	84	Review proposed plan and forward to Shawn	George Latulippe	03/01/00	Completed on 3/17/00	Completed

ACTION 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
9	Complete Partnering Deliverables by 04/30/00	In progress	86	Post revised January 2000 minutes and new February 2000 minutes and email to core team	Anne Estabrook	03/01/00	Completed on 3/10/00	Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	87	Edit February 2000 minutes and email to Anne	Ed Corack	03/01/00	Completed on 3/10/00	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
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	62	Find out from BTAG about suitability of grasses/rocks for biotic layer at Site 12	Dennis Orenshaw	02/29/00	In progress	04/07/00
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	64	Check with BTAG on covering for shore line (armor/gabion/vegetation) and tell George	Dennis Orenshaw	03/01/00	In progress	04/07/00
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	68	Site 42 suitability of Alternatives 2 and 3, screen alternatives for possible stops, and check on variance and tell George	Dennis Orenshaw	03/01/00	In progress	04/07/00
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	72	Find letter from Army Corps of Engineers about removing fill placed at Site 11 and give info to Anne	Shawn Jorgensen	03/01/00	In progress	04/18/00
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	76	Check EBS on nitroglycerin annealing oven in Building 579 and give info to Anne	Heidi McArthur	03/01/00	In progress	04/18/00
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	83	Provide comments on Sites 12, 41, 42 FS to George	All Core Team	03/01/00	In progress	04/17/00

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
9	Complete Partnering Deliverables by 04/30/00	In progress	85	Regenerate ground rules on poster	Anne Estabrook	03/01/00	In progress	04/17/00
11	Wisp Presentation	In progress	88	Scan pipe lining diagram and insert into Wisp presentation, slides 5 and 8 make other edits	Rob Sadorra	03/29/00	In progress	04/18/00
11	Wisp Presentation	In progress	89	Bring laptop to Wisp meeting with presentation on it, and hard copies of overheads	Rob Sadorra	03/29/00	In progress	05/09/00
9	Complete Partnering Deliverables by 04/30/00	In progress	90	Figure out dates and communicate to Rob for Quarterly Report format	George Latulippe	03/29/00	In progress	04/17/00
9	Complete Partnering Deliverables by 04/30/00	In progress	91	Add "success stories" row to bottom of quarterly report table	Rob Sadorra	03/29/00	In progress	06/01/00
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	92	Send George seed mix from PAX River	Heidi McArthur	03/29/00	In progress	04/07/00
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	93	Gather comments on Site 57 to give to George	Dennis Orenshaw	03/29/00	In progress	04/07/00
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	94	Look again at eh ECO exceedences to see how far above screening levels	George Latulippe	03/29/00	In progress	04/17/00
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	04/07/00

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
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	96	Email all comments to George on Sites 12,41,42 FS by next meeting, even if they have not been put through official channels	All Core Team	03/29/00	In progress	04/17/00
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	97	Check with treatment plant regarding mercury levels in sludge (are levels acceptable?)	Shawn Jorgensen	03/29/00	In progress	04/17/00
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?	Shawn Jorgensen	03/29/00	In progress	04/17/00
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	04/17/00
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	99	Would regulators be receptive to a remedial action that leaves contaminant(s) in place (assuming we prove no exposure / no migration)?	Curtis DeTore	03/29/00	In progress	04/17/00
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	99	Would regulators be receptive to a remedial action that leaves contaminant(s) in place (assuming we prove no exposure / no migration)?	Dennis Orenshaw	03/29/00	In progress	04/17/00
To be defined	To be defined	In progress	100	Conference call to set up FFA Meeting	Rob Sadorra	03/29/00	In progress	04/17/00