

## MEETING MINUTES

JULY 25 AND 26, 2000

### INDIAN HEAD PARTNERING TEAM MEETING

#### CH2M HILL OFFICE, HERNDON

The Partnering Team meeting was held on July 25 and 26, 2000 at the CH2M HILL Office, Herndon, VA.

The following personnel attended the meeting on July 25, 2000:

Anne Estabrook – CH2M HILL  
Tony Tomlin – CH2M HILL  
Curtis DeTore – Maryland Department of the Environment  
Shawn Jorgensen – NSWC Indian Head  
Rob Sadorra - EFACHES  
George Latulippe – Tetra Tech NUS  
Janet Eastman – Management Edge  
Armalia Berry-Washington – EFACHES/Tier II link

The following personnel attended the meeting on July 26, 2000:

Anne Estabrook – CH2M HILL  
Tony Tomlin – CH2M HILL  
Curtis DeTore – Maryland Department of the Environment  
Shawn Jorgensen – NSWC Indian Head  
Rob Sadorra - EFACHES  
George Latulippe – Tetra Tech NUS  
Janet Eastman – Management Edge  
Dennis Orenshaw – US Environmental Protection Agency, Region III  
Armalia Berry-Washington – EFACHES/Tier II link  
Kelly Ackiewicz – EFACHES (conference call)  
Greg Tracy – SAIC (conference call)  
Kent Cabbage – Tetra Tech NUS (conference call)

## Tuesday, July 25, 2000

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- **Introductions**

Familiarizing group, catching up: CH2M HILL (host), Curtis DeTore (scribe), Anne Estabrook (timekeeper), Rob Sadorra (chair), Tony Tomlin (minutes), Shawn Jorgensen (member facilitator), George Latulippe, Janet Eastman, and Armalia Berry-Washington.

- **Review today's agenda**

Began meeting at 10 a.m.

- **Review previous meeting's minutes**

Comments on June 28, 2000 meeting minutes:

1. John Fairbank not Fairbanks.
2. Dennis Orenshaw listed twice in introduction.
3. Summarize comments. Do not take verbatim statements.
4. Needed clarification of Comment 9 (June minutes, page 5), ". We need to focus on community involvement, not PR (change wording)..." To clarify, use community involvement in wording documents, not public relations.
5. On page 11 of June meeting minutes, reference to Buildings 102 and 103 should be to Buildings 101 and 102.

- **Anne Estabrook - Sites 11, 13, 17, 21, 25 Fieldwork Update**

Site 11: Surface soil, sediment, and surface water samples have been collected. Groundwater grab samples are being completed this week. It appears that waste is mostly submerged in groundwater. Next step is to take subsurface soil borings on a grid. This will help to delineate the limits of waste.

Site 17: Surface water and sediment sampling is complete. Surface soil sampling is ongoing.

Site 13: Only one direct push boring was completed. Rest will be completed once rig has been repaired. Surface soil samples were collected. In the completed boring, the whole profile had hits on PID. Boring was taken to a depth of 30 ft. Groundwater was not encountered. May need to install wells depending on laboratory results.

Construction in the area has disturbed sample locations. Direct push samples will be taken for subsurface soils, but original surface soil samples in disturbed locations will be abandoned. Topsoil from possible contaminant area has been excavated and stockpiled.

**ACTION ITEM:** Change sampling locations for surface soil at Site 13. Surface soil (composite) samples will be taken from stockpiles near the parking lot and along west edge of cleared area near silt fence. (7/25).

Site 25, surface soil sampling has been completed except for 2 background samples, which will be collected when team returns to site to finish Site 13 sampling.

Site 21. Geophysical survey has been completed. Anne presented mapping from geophysical survey. Possible areas of buried metal were found by survey. Anomalies were found further in hillside east of landfill. This suggests that landfill limits are larger than initially believed. Once formal report is in, Anne and Bob Root will review. They will decide if further geophysical study is necessary.

**ACTION ITEM:** Rob will get aerial photograph of Bronson Rd Landfill to Anne (8/1).

**ACTION ITEM:** Anne will overlay aerial photograph with current geophysical data and evaluate whether additional geophysical survey is needed (8/4).

- **Anne Estabrook - Site 47 Update.**

Discussed Curtis's comments on RI:

1. Additional work may be needed to define groundwater regime.
2. CH2M HILL's investigation and a previous investigation did not find limestone chips. Perhaps the chips were removed.

Anne to proceed with issuing Draft Final RI without incorporating Shawn's comments.

Discussed number of hard and electronic copies of RI needed for next submission. Shawn to get ten electronic copies on CD. Curtis will get one CD copy.

**ACTION ITEM:** Anne to distribute additional copies of Draft Final Site 47 RI (8/11).

- **Discussed need to finish review of Basewide Background Report.**

**ACTION ITEM:** Curtis to find out whether or not he has a copy of the Indian Head Basewide Background Report (dated around 1998) and let George know either way (7/28).

**ACTION ITEM:** Shawn and Rob are to find any comments on the Background Report and let George and Dennis know whether or not they have comments (8/4).

**ACTION ITEM:** Team to have final comments on Background Study by October partnering meeting (10/25).

- **Lunch Break**

- **Janet Eastman - Partnering**

Janet discussed scheduling of her future involvement. Team planned to have two meetings, starting in September, without Janet's involvement. Tier II personnel will observe the Tier I self-facilitated meetings. Janet will be back for the November meeting. If November meeting goes well, graduation for the partnering team will probably be during the first of the year.

Meeting in August, Janet has a conflict with another partnering meeting. She will join Indian Head partnering meeting after lunch on the first day.

Armalia asked to clarify Tier I partnering meeting locations. September meeting is in Philadelphia. August meeting is at Indian Head NSWC. Discussion turned to how the Tier I partnering team needed to relate schedule/schedule changes to Tier II.

Discussed Meeting Skills Checklist. Checklist handout was provided. Behaviors noted in list are good skills to use in meetings.

Watched video on group cooperation/overcooperation (Abilene Paradox). After video, team discussed individual reactions to video and personal experiences with group cooperation.

- **Armalia Berry-Washington– Tier II Update.**

Discussed process for Maryland teams to use for RODs. The process is suppose to help get RODs approved quicker and with fewer comments. The process focuses on getting counsel involved early. Counsel should provide guidance on the legal problems associated with proposed solutions from Feasibility Study (e.g. monitored natural attenuation remedies). Armalia provided a handout presenting process steps.

The team noted that the new process would extend schedules. Presently, the team expects involved counsels to review documents simultaneously. In the new process, the Navy counsel's review will precede that of the EPA counsel. This will require additional revisions to, production of, and distribution of documents. Schedules may be extended by 30-days or more.

- **Group takes a 15-minute break.**

- **Anne Estabrook – Deliverables Update**

Anne provided handout. Rob noted that his address has changed to 1314 Harwood St., SE, Washington Navy Yard, D.C. Building stays the same.

Anne made these points about document revisions:

1. Page 5, vision statement has comments incorporated from June 28<sup>th</sup> Meeting Minutes (“remedial” v. “removal”).
2. John's comment 6 from June Meeting (time allotted for technical discussions in model meeting agenda) was not incorporated.
3. John's comment 7 from June Meeting (review of long-term goals at each meeting) was incorporated.
4. Capturing of success stories was included in model agenda.
5. Paul Leonard was replaced by Steve Hirsh as EPA's alternate added to list.
6. “Thumbs up, thumbs down” consensus procedure was added to the Ground Rules.
7. Revised Two Year Goal Plan to be based on calendar, not fiscal, year.
8. Final product will have color copies and be in three-ring binders.

Team discussed whether format of roles and responsibilities needs to be standardized. Team decided not to standardize the format.

Team discussed the “thumbs up, thumbs down” process, specifically what is the meaning of the neutral, “thumb sideways”, stance. Thumb sideways means that the person agrees with the issue but it is not their first preference. Thumbs up and thumbs sideways both will be construed as support of the issue. Thumbs down indicates consensus is not met.

**ACTION ITEM:** Rob to send new Site List to Anne for incorporation into deliverables handout (8/4).

**ACTION ITEM:** Team to review entity roles and make any changes. Forward changes to Anne or let her know no changes are to be made. (8/18).

- **New member introductions for benefit of new member, Tony Tomlin.**
- **George Latulippe – Site 57 Update**

George is adding a section on the prospects of using natural attenuation. A scoring system promulgated by EPA will be used to assess natural attenuation.

Curtis's comments on preliminary, working draft FS Work Plan for Site 57:

1. Rob's address needs to be changed.
2. Provide all referenced tables and figures. Not all tables and figures were e-mailed with draft.
3. Page 2-2, change dates on last two bulleted items. The dates appear to be flipped.
4. Page 5-1, last sentence is redundant. Delete the sentence.

Additional alternatives will be incorporated into the report.

**ACTION ITEM:** Rob will send alternative technology information to George for Site 57 (8/4).

**ACTION ITEM:** George to add alternative technologies to Site 57 Work Plan (8/21).

The team discussed the new monitoring well location. The new well will be on the east side of Building 28. Well is needed there to assess contamination levels in the upgradient area of the site.

- **George Latulippe - Site 12, 41 and 44 PRAP Update**

Site 44 has been completed and sent out. Comments on Site 44 were requested as soon as possible. The Site 41 proposed plan has been edited and is ready for publishing this week. Site 12 should be published next week, Friday.

Fact Sheet for Site 44 was discussed. Intent is to be informative enough to get people in community to go to meeting, not to be a detailed outline of plan; proposed plan itself should be used for detailed information.

Tetra Tech personnel are beginning to frame the RODs. The issue of a new ROD process was noted. A new schedule will need to be agreed upon in the future.

Discussed an MDE comment on length of reports. It was clarified that Curtis needs to be able to complete his checklist, but length of report is not an issue.

- **Team Reviews agenda for tomorrow (July 26):**

Technical Subgroup Consensus Agreement to be done after introduction. Update on Lab Area will start at 9:15 AM.

George provided Anne with information to be copied and handed out for tomorrow's Mattawoman Creek Study Update.

- **Meeting adjourns at 4:30 PM.**

## Wednesday, July 26, 2000

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- **Introductions**

Familiarizing group, catching up: CH2M HILL (host), Curtis DeTore (scribe), Anne Estabrook (time keeper), Rob Sadorra (chair), Tony Tomlin (minutes), Janet Eastman, Shawn Jorgensen (member facilitator), George Latulippe, Dennis Orenshaw, and Armalia Berry-Washington.

- **Review today's agenda**

We begin meeting at 8:15 a.m.

- **Anne Estabrook – Lab Area Update**

Anne went over proposed sampling program. All locations will be sampled for TAL Metals and Explosives; 20% of locations will have analysis for VOCs and SVOCs done in addition to metals and explosives. Samplers will take VOCs and SVOCs samples from locations near select buildings where historical information indicates that VOCs/SVOCs may have been used or stored.

Team discussed ammonium perchlorate (AP) sampling and detection at Indian Head. Presently, it has not been widely found at the station. Indian Head is looking into new methods for detecting it. Anne asked about not sampling for AP in surface soils, because it is very soluble and probably will not be in the soil matrix.

**DECISION:** Team agreed that AP will not be tested for in lab area surface soils.

Anne noted that the current sampling project (Sites 11, 13, 17, 21, and 25) will provide a lot of ammonium perchlorate data in soils. If ammonium perchlorate is found during the current event, the decision to delete ammonium perchlorate from testing may be revisited

Team discussed issue of Milcon P-151 project in lab area. Indian Head will be repairing and relocating sewer pipes. Though the sampling project will be done in the vicinity of sewer pipeline, the construction project should not interfere with the sampling project.

Approximately 75 sample locations are planned for the lab area sampling project. To reduce the number of locations, Anne suggested that the sampling could be done in phases. Team members noted that there were not many places that could be deleted without losing coverage of an area, such as not taking a sample from one side of a building. Approximately 25 subsurface soil samples will be taken. Approximately 13 manholes will be sampled by taking sediment out of the manhole bottom.

Team discussed just doing individual metal testing, instead of the full suite of metals. It was noted that the cost difference between doing the full suite and doing one metal was not significant. There is a possibility that metals other than mercury, contaminant of concern, may be found.

Team discussed the title of the work plan/project. The general question was: do we want to call each individual site out or consolidate the sites into one operable unit. It was suggested

to refer to the area as the lab area, but retain the individual sites parenthetically in first reference with in the document, and thereafter simply call it the lab area. Additionally, the area, if called the lab area, may have one PRAP done for all the sites.

- **“Technical Subgroup” Consensus Agreement**

Went over roles and responsibilities of technical advisors. Core Team Members agreed to and signed sheet on those roles and responsibilities. The agreement is attached below.

# Consensus Agreement: Roles and Responsibilities of Technical Advisors

## Lead Technical Individual:

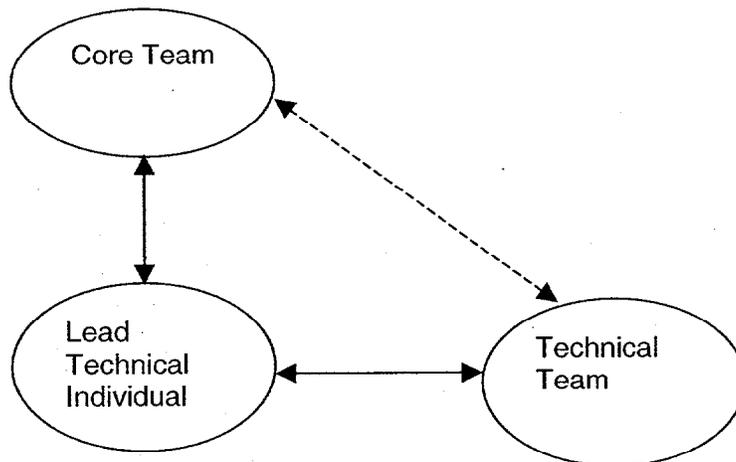
- 1) Notify the team, as early as possible, of MAJOR discussions, including when, where and who will attend. It is the technical lead's decision whether a particular discussion qualifies as major or minor.
- 2) Distribute a record of the meeting or conversation, including the points covered and the technical agreements reached, to the partnering team for their concurrence. Include a recommended time frame for team concurrence.

## Core Team Members:

- 1) All members have the opportunity to participate in technical discussions.
- 2) All members reply to lead technical individual's notification of upcoming discussions, stating that he/she will or will not participate in the discussion and copy other core team members.
- 3) The core team member participating in the technical discussion will act as a communication link to the partnering team and will help facilitate technical meetings (keeping technical discussions focused on partnering team's goals).
- 4) Core team retains responsibility for all final decisions.

## Partnering Team Members:

- 1) All team members are required to review and comment upon the record of the meeting or conversation within the time frame requested by the technical lead.



### Additional Notes:

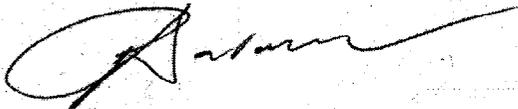
- 1) There are no formally designated "sub groups."
- 2) All lines of communication are open and free.

**Core Team Members Signatures:**



Shawn A. Jorgensen

Dennis L. Christensen



- **Team took 15-minute break.**
- **George/Kent – Update on Mattawoman Creek Study**

An example on the process of problem formulation (Ecological Risk Assessment Work Plan Addendum, April 2000) was handed out.

Question was asked about whether there was screening done along the creek. Kent confirmed that screening has been done at specific sites. That information will be used in the ecological risk assessment. Generally, existing data is sparse for the creek. At last partnering meeting, BTAG asked that specific habitat be defined to aid in focusing the ecological risk assessment. The issue of more extensive screening is still open. Kent has looked at existing data in Tetra Tech's possession and is determining if more data is required. It appears that screening may be needed, specifically chemistry data.

The purpose of the discussion was to more fully understand whether screening is necessary. George felt that a baseline risk assessment needs to be based on broader screening data. Kent wanted to collect chemistry data on the creek, then do the baseline assessment. Since there is not a lot of historical data, except testing at Sites 39 and 41, the thought was that sampling should be done to provide background/historical data.

Team members remembered that BTAG wanted to go directly to a baseline since there are known problems in creek, specifically Sites 39 and 41. Any sampling done would then be part of the baseline assessment. Sampling should be based on area habitats and places of sediment deposition. Sampling will be done to assist in baseline risk assessment, not as part of a screening process.

Team discussed the definition of the study boundary, e.g. how far upstream and downstream the study should go. Kent is working on this issue as part of the problem formulation.

Kent is working on identifying data information gaps and identifying technical persons to review and justify need for the additional information.

Kent went over the example handout. He gave an overview of how the study narrowed down to specific areas/matrices of concern. Due to the complexity of the site, Kent had to consult experts in the topography and other physical and chemical aspects of the site. This same approach will probably be necessary for Mattawoman Creek due to the tidal influences of the Potomac and types of chemicals.

Team discussed the actual problem formulation for Mattawoman Creek. Kent needs to contact and get input from experts on the area. He will get hydrologic, physio-chemical, and types of habitats information. Kent needs to have a site visit to figure out actual habitats and other physical features of the site. Kent does not believe that it is time to start sampling until the above needs are met.

**ACTION ITEM:** Team members are to review the draft work plan and discuss with Kent or George any comments by the next partnering meeting (8/30).

Kent asked about having an eco-subgroup meeting. This meeting may take place before the August meeting.

**ACTION ITEM:** Greg will set up a technical group meeting for the TIE study at Site 42 (8/30).

Rob let Kent know about the Consensus Agreement on the roles and responsibilities of the technical subgroups.

**ACTION ITEM:** Anne is to e-mail Consensus Agreement to technical leads and other team members (8/27).

Team discussed the title and scope of work plan. The title included the phrase "work plan". Shawn expected a document on just the problem formulation. Kent has expanded this document to include the discussion of the data gaps that will eventually provide the basis for an actual work plan for sampling. The team agreed that the title should not have work plan in it due to the implications of the phrase.

Shawn's comment on the document:

1. Section 3.2.1 contains language that may upset BTAG. It may be construed as referring to a preliminary, not a baseline problem formulation. The language should state that the study is for the baseline assessment stage.

Field visit to Mattawoman Creek will be next month, tentatively scheduled for the morning of August 30<sup>th</sup>. Jeff, Simeon, Chris, and Greg Tracy will go on the boat ride Rob will schedule a separate tour of the sites for Kelly at another date as she is unable to attend on the 30<sup>th</sup>. Boat ride will probably happen in the afternoon of the August 30<sup>th</sup>.

- **Lunch Break**
- **Janet Eastman – Partnering**

Team discussed issues that may cause team troubles in the future. After brainstorming potential problems, the team used "dot voting" to identify the top three potential problems and developed ideas on how to avoid or address the problems.

**Potential problems:**

1. Resolving differences between the team and outside technical advisors.
2. Changes in team member.
3. Sloppy meeting process/poor self-facilitation.
4. Financial constraints.
5. External influence on scheduling.
6. Guidance/Regulation changes.
7. Changes in technical advisors.

8. Work load
9. Lack of experience in resolving conflicts.
10. Change in attitude or level of commitment by a team member.

*Problems 1, 3 and 8 were identified as the most likely potential problems.*

**Solutions to Problem 1:**

- A. Member commitment to team decisions.
- B. Team defines decision rationale and reasons leading to the team's decisions.
- C. Team members must remain alert to potential conflicts with technical staff.
- D. Early involvement with stakeholders.

**Solutions to Problem 3:**

- A. Pay attention to process.
- B. Periodically review the partnering deliverables and long term goals.
- C. Assertive member facilitation.
- D. Ask for Tier II input into our facilitation.

**Solutions to Problem 8:**

- A. Be realistic about scheduling.
- B. Utilize available tools to estimate future work load.
- C. Add pre-reading list to agenda.
- D. Develop calendar or work load management tool for long term work load planning/management.

**ACTION ITEM:** George and Anne will create a work load management tool (8/30).

- **Review Action Items, Decisions, and Parking Lot Issues**

**ACTION ITEM:** Anne will make changes to deliverables and bring copies to next meeting (8/30).

**ACTION ITEM:** George to send Greg copy of Site 39 and 41 RI (8/4).

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

Update "completed-on" dates and changed due dates as shown in tables below.

- **Review Parking Lot**

No parking lot items.

- **Discussion of Next Meeting (August 30<sup>th</sup> and 31<sup>st</sup>) Agenda**

*Agenda items:*

1. Mattawoman Creek update by Kent. Use two hours on the second day of meeting. This is contingent on boat tour occurring on 8/30.
  2. TIE Study update by Greg. *One hour.*
  3. Sites 11, 13, 17, etc. update by Anne. *One hour.*
  4. Lab area WP update by Anne. *One hour.*
  5. Sites 12 and 41 proposed plan update by George. *One hour.*
  6. Site 57 FS WP by George. *Half hour.*
  7. Site 12 and 41 FS (draft final) by George. *Half hour.*
  8. Partnering by Janet. *Three hours.*
  9. Work load tool discussion by Anne and George. *Half hour.*
- **Scheduled future meeting on January 10 and 11<sup>th</sup> at CH2M HILL office. No meeting will be held in December.**

<b>Date of meeting</b>	30-31 August	26-27 September	25-26 October	29-30 November	10-11 January, 2001
<b>Location</b>	Indian Head	Philadelphia	Pittsburgh	Baltimore	CH2M HILL, Herndon, VA
<b>Host</b>	Shawn	Dennis	George	CH2M HILL	CH2M HILL
<b>Chair</b>	Shawn	Dennis	Curtis	Rob	Shawn
<b>Scribe</b>	Anne	Shawn	Heidi	George	Dennis
<b>Tier II Link</b>	John T. (to be confirmed)	Steve H. (to be confirmed)	TBD	TBD	TBD
<b>Time Keeper</b>	Heidi	Rob	Dennis	Shawn	George

- **Next Conference Call will be August 17<sup>th</sup> at 10 AM. Anne will set it up and email dial-in information to the team.**

**ACTION ITEM:** Team to identify one or two items on Meeting Skills Checklist to improve on at next partnering meeting (8/30).

- **Adjourned at 3:05 PM.**

### 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
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	140	Send copy of Site 47 Draft Report to NEHC	Anne Estabrook	06/29/2000	Completed on 7/14/00	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	143	Forward letter from MDE regarding Master WP Addendum (no comment letter) to Anne	Shawn Jorgensen	06/29/2000	Completed on 7/21/00	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	143	Forward letter from MDE regarding Master WP Addendum (no comment letter) to Anne	Rob Sadorra	06/29/2000	Completed on 7/21/00	Completed
12	Mattawoman Creek Risk Study	In progress	132	Develop straw man Mattawoman Creek baseline ecological risk assessment problem formulation.	Kent Cubbage	06/28/2000	Completed on 7/25/00	Completed
12	Mattawoman Creek Risk Study	In progress	133	Provide an example of a project problem formulation to the partnering team.	Kent Cubbage	06/28/2000	Completed on 7/25/00	Completed

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	139	Generate "sub-group" deliverable and Consensus/Agreement signoff sheet	Anne Estabrook	06/29/2000	Completed on 7/25/00	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	145	Review email sent to team by George regarding the "Abbreviated Feasibility Study Field Investigation Work Plan for Site 57"	All Core Team	06/29/2000	Completed on 7/25/00	Completed
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	146	Try to lower analytical costs of Lab Area WP Investigation including checking into potential for field screening kits for SVOCs and mercury.	Anne Estabrook	06/29/2000	Completed on 7/28/00	Completed
12	Mattawoman Creek Risk Study	In progress	137	Check availability of BTAG for site visit on August 29th	Dennis Orenshaw	06/28/2000	Completed on 7/7/00	Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	141	Send Anne the NEHC address	Rob Sadorra	06/29/2000	Completed on 7/7/00	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	142	Talk to county regarding well permit requirements (especially regarding grab groundwater locations)	Heidi McArthur	06/29/2000	Completed on 7/7/00	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	In progress	142	Talk to county regarding well permit requirements (especially regarding grab groundwater locations)	Shawn Jorgensen	06/29/2000	Completed on 7/7/00	Completed

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
	Investigation report by 02/09/01							
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	144	Send comments on Draft Final Work Plan for Sites 11, 13, 17, 21, 25 to Anne	Rob Sadorra	06/29/2000	Completed on 7/7/00	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	144	Send comments on Draft Final Work Plan for Sites 11, 13, 17, 21, 25 to Anne	Dennis Orenshaw	06/29/2000	Completed on 7/7/00	Completed

### Open Action Items

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
10	Become a Self-Facilitating Partnering Group by 10/01/00	In progress	To be defined	To be defined	Core team	10/27/99	In progress	10/01/00
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	98	Would institutional controls (i.e. restricting work on pipes to hazwoper contractor) be able to be implemented?	Shawn Jorgensen	03/29/00	In progress	08/01/00
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	98	Would institutional controls (i.e. restricting work on pipes to hazwoper contractor) be able to be implemented?	Heidi McArthur	03/29/00	In progress	08/01/00
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	104	Send comments on Sites 11, 13, 17, 21, 25 WP to Anne	Dennis Orenshaw	04/19/00	In progress	07/14/2000
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	106	Submit Final Sites 11, 13, 17, 21, 25 WP	Anne Estabrook	04/19/00	In progress	07/28/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	107	Submit Draft Sites 15, 16, 49, 53 WP	Anne Estabrook	04/19/00	In progress	07/28/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	108	Send major comments on Sites 15, 16, 49, 53 WP to Anne	Rob Sadorra	04/19/00	In progress	08/18/2000

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	108	Send major comments on Sites 15, 16, 49, 53 WP to Anne	Shawn Jorgensen	04/19/00	In progress	08/18/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	109	Make necessary changes to Sites 15, 16, 49, 53 WP and send additional copies and .pdf file to Rob and Shawn for distribution to the RAB	Anne Estabrook	04/19/00	In progress	09/01/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	110	Send comments on Sites 15, 16, 49, 53 WP and Master WP Addendum to Anne	Dennis Orenshaw	04/19/00	In progress	10/06/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	110	Send comments on Sites 15, 16, 49, 53 WP and Master WP Addendum to Anne	Curtis DeTore	04/19/00	In progress	10/06/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	111	Send RAB comments on Sites 15, 16, 49, 53 WP and Master WP Addendum to Anne	Shawn Jorgensen	04/19/00	In progress	10/10/2000
4	Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	112	Submit Final Sites 15, 16, 49, 53 WP	Anne Estabrook	04/19/00	In progress	TBD
12	Mattawoman Creek Risk Study	In progress	134	Develop work plan for TIE sampling at Site 42	Greg Tracy	06/28/2000	In progress	08/30/2000
9	Complete Partnering Deliverables by 04/30/00	In progress	135	Send Anne revised 2-Year Goal Plan and quarterly report format incorporating Tier II comments.	Rob Sadorra	06/28/2000	In progress	08/04/2000

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	136	Create a 2-Year Goal Plan poster board based on Robs revised comments	Anne Estabrook	06/28/2000	In progress	08/30/2000
12	Mattawoman Creek Risk Study	In progress	138	Check on availability of boat for potential site visit on August 30th	Heidi McArthur	06/28/2000	In progress	07/10/2000
12	Mattawoman Creek Risk Study	In progress	138	Check on availability of boat for potential site visit on August 30th	Shawn Jorgensen	06/28/2000	In progress	07/10/2000
9	Complete Partnering Deliverables by 04/30/00	In progress	147	Incorporate Tier II input into deliverables package	Anne Estabrook	06/29/2000	In progress	08/30/2000
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	148	Change sampling locations for surface soil at Site 13. Surface soil (composite) samples will be taken from stockpiles nearest the parking lot.	Anne Estabrook	07/25/2000	In progress	07/25/2000
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	149	Provide aerial photograph of Bronson Rd Landfill to Anne Estabrook	Rob Sadorra	07/25/2000	In progress	08/01/2000

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
5	Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02: (a) Finalize Work Plan by 04/28/00 (b) Complete Draft Final Remedial Investigation report by 02/09/01	In progress	150	Overlay aerial photograph with current geophysical data and evaluate whether additional geophysical survey is needed.	Anne Estabrook	07/25/2000	In progress	08/04/2000
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	151	Distribute additional copies of Draft Final Site 47 RI.	Anne Estabrook	07/25/2000	In progress	08/11/2000
To be defined	Basewide Background Report	To be defined	152	Find out whether or not Curtis has a copy of the Indian Head Basewide Background Report (dated around 1998) and let George know either way.	Curtis DeTore	07/25/2000	In progress	07/28/2000
To be defined	Basewide Background Report	To be defined	153	Find out whether or not Shawn has any comments on the Background Report and let George and Dennis know either way.	Shawn Jorgensen	07/25/2000	In progress	08/04/2000
To be defined	Basewide Background Report	To be defined	153	Find out whether or not Rob has any comments on the Background Report and let George and Dennis know either way.	Rob Sadorra	07/25/2000	In progress	08/04/2000
To be defined	Basewide Background Report	To be defined	154	Have final comments on background report by October partnering meeting	All Core Team	07/25/2000	In progress	10/25/2000
9	Complete Partnering Deliverables by 04/30/00	In progress	155	Send new Site List to Anne for incorporation into deliverables handout.	Rob Sadorra	07/25/2000	In progress	08/04/2000

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	156	Review entity roles and make any changes. Forward changes to Anne or let her know they do not have any changes.	All Core Team	07/25/2000	In progress	08/18/2000
2	Finalize Treatability Report for Site 57 by 03/13/01: (a) Finalize Remedial Investigation by 03/07/00 (b) Finalize Treatability Study Work Plan by 07/04/00	In progress	157	Send alternative technology information to George for Site 57.	Rob Sadorra	07/25/2000	In progress	08/04/2000
2	Finalize Treatability Report for Site 57 by 03/13/01: (a) Finalize Remedial Investigation by 03/07/00 (b) Finalize Treatability Study Work Plan by 07/04/00	In progress	158	Add alternative technologies to Site 57 Work Plan.	George Latulippe	07/25/2000	In progress	08/21/2000
12	Mattawoman Creek Risk Study	In progress	159	Review the draft work plan and discuss with Kent or George any comments by the next partnering meeting (8/30).	All Core Team	07/26/2000	In progress	08/30/2000
To be defined	TIE Study at Site 42	To be defined	160	Set up a technical group meeting for the TIE Study at Site 42.	Greg Tracy	07/26/2000	In progress	08/30/2000
9	Complete Partnering Deliverables by 04/30/00	In progress	161	E-mail Consensus Agreement to technical leads and other team members.	Anne Estabrook	07/26/2000	In progress	08/27/2000

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
10	To be defined Become a Self-Facilitating Partnering Group by 10/01/00	To be defined	162	Create a work load management tool.	Anne Estabrook	07/26/2000	In progress	08/30/2000
10	Become a Self-Facilitating Partnering Group by 10/01/00	To be defined	162	Create a work load management tool.	George Latulippe	07/26/2000	In progress	08/30/2000
9	Complete Partnering Deliverables by 04/30/00	In progress	163	Make changes to Deliverables and bring copies to next meeting.	Anne Estabrook	07/26/2000	In progress	08/30/2000
To be defined	To be defined	To be defined	164	Send Greg Tracy copy of Site 39 and 41 RI.	George Latulippe	07/26/2000	In progress	08/04/2000
10	Become a Self-Facilitating Partnering Group by 10/01/00	In progress	165	Identify one or two items on Meeting Skills Checklist to improve on at next partnering meeting.	Core and Adjunct Team Members	07/26/2000	In progress	08/30/2000

Comments