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QUALITY ASSURANCE MEETINGS

07/12/91

DOE-1809-91
DOE-FN EPA
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LETTER



Department of Energy

Fernald Site Office
P.O. Box 398705
Cincinnati, Ohio 45239-8705
(513) 738-6319

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JUL 12 1991

DOE-1809-91

Ms. Catherine A. McCord
Remedial Project Manager
U. S. Environmental Protection Agency
Region V - 5HR-12
230 South Dearborn Street
Chicago, IL 60604

Mr. Graham E. Mitchell, DOE Coordinator
Ohio Environmental Protection Agency
40 South Main Street
Dayton, OH 45402

Dear Ms. McCord and Mr. Mitchell:

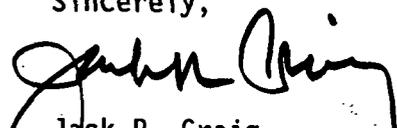
QUALITY ASSURANCE MEETINGS

Enclosed are the minutes for the Quality Assurance meeting held on June 27, 1991, at U. S. EPA - Region V Headquarters and a proposed agenda for the July 18, 1991 meeting scheduled to be held at the same location.

Per the verbal discussion between Mr. Jim Saric, U. S. EPA Project Manager, and myself, comments on and/or approval of the changes made to the Revision 3 of the Quality Assurance Project Plan (QAPjP), are expected to be returned to DOE by July 30, 1991.

If you have any questions or comments concerning either of the enclosures, or will be unable to provide a response to the QAPjP submittal by the anticipated date, please contact Oba Vincent at (513) 738-6937 or FTS 774-6937.

Sincerely,


Jack R. Craig
Fernald Remedial Action
Project Manager

FSO:Vincent

Enclosure: As stated

FERNALD'S MAIN PRIORITY IS CLEANUP

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cc w/encl.:

J. J. Fiore, EM-42, GTN
K. A. Hayes, EM-424, GTN
L. August, GeoTrans
K. Davidson, OEPA-Columbus
J. A. Saric, USEPA-V, 5HR-12
M. Butler, USEPA-V, 5CS-TUB-3
J. Benetti, USEPA-V, 5AR-26
E. Schuessler, PRC
R. L. Glenn, Parsons
W. H. Britton, WMCO
H. F. Daugherty, WMCO
S. W. Coyle, WMCO
J. D. Wood, ASI
AR Files
Meeting Attendees

cc w/o encl.:

C. R. Holmes, USEPA-HQ
W. E. Muno, USEPA-V, 5HR-13
D. A. Ullrich, USEPA-V, 5H-12
D. R. Schregardus, OEPA-Columbus

SEARCHED
SERIALIZED
INDEXED
FILED

**MEETING MINUTES
QUALITY ASSURANCE MEETING
U. S. EPA - U. S. DOE
JUNE 27, 1991**

The subject meeting opened with Oba Vincent, U.S. DOE and Jim Saric, U.S. EPA providing background on the topics to be discussed. Main subjects to be discussed included revisions to the RI/FS QAPjP not previously approved by the U.S. EPA, and a request from U.S. DOE for assistance with interim reviews of the new Site CERCLA QAPjP, currently being worked on by FMPC personnel.

During the introduction, a conflict-of-interest issue concerning Roy F. Weston, Inc. was raised and then closed when DOE-HQ agreed not to use Weston on this project, unless potential conflicts could be resolved by both U.S. EPA and U.S. DOE.

The discussion on the RI/FS QAPjP began with U.S. EPA noting that since their QA department had not previously reviewed for approval the RI/FS QAPjP (Revision 3), they would perform only a review and comment on the current document. This review would cover only identified changes and would be performed within 30 days. A discussion on the additional laboratories identified that only between 40 and 100 samples were affected for common chemical parameters. Exceptions were for parameters effecting Dioxins, Organo-phosphates and biological samples which have been analyzed by the added associated laboratory. DOE requested the additional labs be reviewed to determine if any had open issues pending with the U.S. EPA. The last item discussed was the data validation plan for which comments had been received, but referenced other comments which had not been received. Oba Vincent and Jim Saric were to discuss the issue and determine where the referenced comments could be located. The following actions were identified during this time:

- U.S. EPA would provide QA and technical comments on the Revision 3 RI/FS QAPjP changes within 30 days
- U.S. EPA would review and comment on the laboratories added to the RI/FS QAPjP

During the second portion of the meeting, discussion centered on the new proposed Site CERCLA QAPjP (SCQ) for all FMPC remediation projects. DOE requested interim reviews by U.S. EPA Region V Quality Assurance and assistance in development of the new document. U.S. EPA noted they had previously provided a guidance document from Region V. This had been received and was being used by WMCO during the writing phase. Other questions answered by U.S. EPA included: a one-time submittal was preferred over a phased approach; use U.S. EPA's numerical analytical levels was preferred as opposed to the letter approach presented; that requirements (such as sampling and analysis) be included in only one area as opposed to having them in multiple documents or locations within a document; that all Region V QA elements be addressed; that both laboratory and field-working level procedures be provided; and that a detailed chain-of-custody procedure and explicit details on QC Sample Collection be provided.

The following actions were noted:

- A Quality Assurance meeting will be held at Region V offices on July 18, 1991 for review of the SCQ work ready for presentation to U.S. EPA.

LIST OF ATTENDEES
QUALITY ASSURANCE MEETING
U. S. EPA - U. S. DOE
JUNE 27, 1991

NAME	ORGANIZATION
Kevin B. Bolger	U.S. EPA Reg. V MQAB/EST
George C. Schuck	U.S. EPA Reg. V MQAB/EST
David A. Payne	U.S. EPA Reg. V CRL/ESD
Oba L. Vincent	U.S. DOE, DRO-FSO
Andy Avel	U.S. DOE, FSO
Brinley Varchol	WMCO, FSO
Brad Wright	U.S. DOE-HQ
Larry Sexton	Advanced Sciences, Inc.
Carsten Falkenberg	U.S. EPA/ESAT/Weston
Duane Kruse	U.S. EPA/ESAT/Weston
John F. Falkenbury	OTS/Weston
Kevin M. Burns	OEPA/DERR
Edward Schuessler	PRC-EMI
Jim Saric	U.S. EPA
Wes Wilson	Ohio EPA
Kaushal Khanna	OSF, TSU

- 9:00-9:05 Introduction by DOE. (5 minutes)
- 9:05-9:15 Discussion of site history focusing on the need for a FMPC site wide QAPjP (SWQ). (10 minutes)
- development and diversity of site activities
 - need for one SWQ to guide all germane sampling and analysis activities
- 9:15- 9:25 Discussion of hierarchy of site documents. (10 minutes)
- FMPC policies
 - FMPC procedures
 - quality assurance
 - site remediation
- 9:25-10:25 Review of SWQ format. (60 minutes)
- format
 - combination of RCRA and CERCLA boiler plates
- 10:25-10:40 Break
- 10:40-11:40 Development of Data Quality Objectives (DQOs). (60 minutes)
- application as site wide management tool
 - FMPC development process
 - levels of data confidence
- 11:40-12:45 Lunch
- 12:45-1:45 Discussion of draft SWQ sections and draft DQOs. (60 minutes)
- 1:30-2:30 Discussion of Laboratory Services Contract. (60 minutes)
- SW-846
 - CLP/CLP equivalent
 - levels of data confidence
 - data verification/validation
 - laboratory performance criteria and qualifications
- 2:45-3:00 Break
- 3:00-3:20 Genericizing, up grading and/or fitting the remaining RI/FS Work Plan elements for site wide use. (20 minutes)
- sampling plan
 - data management plan
 - community relations plan
 - work plan
 - health and safety plan

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PROPOSED AGENDA FOR EPA MEETING JULY 18, 1991 (Pg. 2 of 2)

- 3:20-4:20 Discussion of regulator feedback. (60 minutes)
- input to development of SWQ and revisions
 - technical input to SWQ (format, procedures and technical requirements)
 - role of USEPA Region V
 - role of OEPA
 - plan for next meeting
- 4:20 Closure of Meeting