

Date: November 29, 1994

To: T. R. DeMass, Manager D&D, Bldg. 080, X8760

From: G. D. Guinn, Field Operations Management, Bldg. 080, X8661

Subject: Minutes of Meeting to discuss Building 889 revision of scope and actions

DOE Order: 5820.2B

Action: None

Ref: Jessie Roberson letter of Nov. 4, 1994 (04117RF94)

A meeting was held with Peter Sanford, subcontractor to the Department of Energy Rocky Flats Field Office (DOE, RFFO), to discuss a time table and clarify in the environmental questions on the letter (04117RF94) of Nov. 4, 1994 from Jessie Roberson, Assistant Manager of Environmental Restoration for DOE. This meeting was attended by Michael Klein, Building 889 project manager; John Wrapp, RCRA Permitting and Compliance; Linda Guinn, Environmental Subject Manager Expert; and Laurie Gregory-Frost, Manager of Field Operations Management. Topics discussed are in the agenda attached. After the discussion on the agenda topics, the following is a summary of points, actions, and resolutions from that meeting:

1. The response date for a draft of the response letter has been changed to December 7, 1994 to provide time to incorporate the additional items in the specified format requested and providing EG&G time to work with the clarified actions. The response letter will be prepared for submittal to DOE, RPPO by Michael Klein with inputs from all attendees.
2. DOE, RFFO proposed that the D&D process for Building 889 include two Proposed Actions Memorandums (PAMs). The first would address the RCRA closure of the 889 permitted sumps and associated piping, here after called the IAG PAM. The second PAM would include the equipment, piping, foundation (minus sumps), and the structure. Michael Klein will add this information as a change in scope and budget through the Baseline Change Control Process for work packages.
3. The response letter will include a discussion of the contents of a PAM which will identify content and scope of each section. In the future, EG&G will create a boiler plate for this document for D&D projects. Linda Guinn will construct the boiler plate for the document.

4. A flow plan (big picture/overview) of the Building 889 process is being developed to assist in planing, organization, and scheduling. Key topics were identified by Peter Sanford to assist in the identification of the input sources of the pilot project's documentation. This plan is also a draft of the process that will be utilized for D&D projects of a similar scope and will contain only management checkpoints for the projects completion. Gary Guinn will construct that document.

5. Closure information that should be in the PAM will be provided to Michael Klein by John Wrapp. John will also provide language on the permitted unit, the associated systems and a proposal for addressing the surrounding environment (soil).

These actions will be reviewed by the group prior to their delivery to D&D for response to DOE. The next meeting is scheduled for Thursday December 1, 1994 at 0900 in the Building 080, Lunchroom east.

cc:

Peter
John W
Mike
Linda
Tony
Laurie
Vern
Bruce
John G