

To: Integrated Monitoring Plan Technical
Leads, Environmental Systems and
Stewardship, RFETS
PH

From: Patrick Haines, IMP Technical
Coordinator, RFETS

Date: 27 May, 2003

Subject: **FY03 IMP AND QUARTERLY
UPDATES – PMH-011-03**

Please find attached the Fiscal Year 2003 (FY03) Integrated Monitoring Plan Summary Document. The FY03 IMP Background Document is included in the bound Summary Document as an attached compact disc.

Effective immediately, we will endeavor to publish quarterly updates to the IMP as “page changes” analogous to the document change format observed for Site documents. Such changes will be distributed to IMP document holders electronically. Quarterly updates are intended to facilitate minor revisions to the IMP (e.g., well sampling schedule changes or WARP removal/abandonment, deletion of building effluent air sampling locations due to building decommissioning, etc.) which do not have significant impact on existing programs. While such revisions must still be observant of the RFCA consultative process, it is anticipated that stakeholder feedback can be obtained through a streamlined, informal process. I will continue to facilitate such processes.

Major changes, such as re-designation of points-of-compliance and points-of-evaluation or the addition of new monitoring requirements, must continue to observe the formal RFCA consultative process. An annual roll-up of the minor changes and incorporation of major changes will be published in the first calendar quarter of each year, in hardcopy and CD (see attachment). To facilitate this annual roll-up and publication, meetings of IMP Working Groups to consider major changes should be scheduled by technical leads during the first quarter of the fiscal year. Please propose your major changes and meet with your Working Groups each fall so that we can publish the IMP as soon as practicable each year.

The first quarterly page changes will be distributed in August 2003, so as technical leads for your respective sections you need to submit your reviewed, final changes to me by the end of July, 2003. I will remind you as that date approaches. Please take the initiative to communicate your program’s minor changes to the members of your respective IMP Working Groups in order to obtain their feedback, in observance of the consultative process. Plan sufficient lead time to meet the July deadline. Major changes can wait for the beginning of the fiscal year, when we will meet with our Working Groups to facilitate the formal consultative process.

Please contact me with questions at 303 966-7240 or 303 994-1901.

1/2



27 May, 2003

Page 2

Attachments:

FY03 IMP Summary Document (bound)

FY03 IMP Background Document (on CD)

cc (w/o attachments):

R. Nininger, K-H

C. Dayton, K-H

R. Henry, URS

N. Jokela, Labat

T. Harrison, CDPHE

E. Ethington, CDPHE

E. Pottorff, CDPHE