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INTEROFFICE CORRESPONDENCE



DATE: October 7, 1994

TO: Distribution

FROM: *SAM*
S. A. Marshall, Surface Water, Bldg. T893A, X2325

SUBJECT: DISTRIBUTION OF MEMORANDUM OF UNDERSTANDING - SAM-171-94

Environmental Protection Management (EPM) recognized the need to establish a mechanism to administer EPM work in the Buffer Zone. Accordingly, EPM, in conjunction with the Environmental Restoration Program Division (ERPD) and Waste Storage and Disposal (WS&D), has recently completed a Memorandum of Understanding (MOU) for EPM Buffer Zone Work. The attached MOU has clearly defined the operational management functions of both the ERPD and WS&D organizations and will ensure greater operational efficiency and cost effectiveness for EPM efforts in the Buffer Zone. The MOU becomes effective immediately, and will expire at the end of FY95. However, it is my intent that the MOU should be reviewed prior to expiration, modified as required, and extended to cover FY96.

I appreciate the efforts of all parties involved in the development of this MOU and look forward to working with both ERPD and WS&D to accomplish required Buffer Zone activities in FY95.

If you have any questions or concerns regarding the MOU, please call Steve Pettis at extension 2001.

SAP:fm

Attachment:
As Stated

Distribution

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MEMORANDUM OF UNDERSTANDING
FOR
ENVIRONMENTAL PROTECTION MANAGEMENT
BUFFER ZONE WORK SUPPORT
(September 1994)

Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a mechanism to administer work in the Buffer Zone at the Rocky Flats Environmental Technology Site (RFETS) for the Environmental Protection Management (EPM) organization.

Objective

The objective of this MOU is to ensure greater operational efficiency and cost effectiveness for EPM efforts in the Buffer Zone. The operational management functions of both the Environmental Restoration Program Division (ERPD), and the Waste Storage and Disposal (WS&D) organizations are clearly defined within this document. Table 1 lists the specific responsibilities and assignments for ERPD and WS&D.

Responsible Parties

The contact for EPM is the Program Manager of EPM or the appointed designee; the ERPD contact is the Operations Manager of ERPD or the appointed designee; and the WS&D contact is the Operations Manager of WS&D or the appointed designee.

Scope

1. Environmental Protection Management

- 1.1 Provides program level oversight for setting scope and objectives of environmental permitting and compliance at Rocky Flats Environmental Technology (RFETS) in accordance with the National Environmental Policy Act (NEPA), Clean Air Act (CAA), Clean Water Act (CWA), Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), and Ecological Protection Acts.
- 1.2 The EPM manager is responsible for oversight and compliance of EPM field activities
- 1.3 The individual organizations within EPM will provide representatives to fulfill the following obligations:
 - a. Attending Plan of the Day (POD) meetings and scheduling work required for their organization.
 - b. Attending critique meetings as Subject Matter Experts (SME) when there are occurrences associated with equipment or facilities belonging to the EPM organization.
 - c. Coordinating with the IWCP process. EPM SME's will provide assistance to Operations Management personnel for walkdowns of jobsites, review of engineering and planning packages, and preparation of IWCP documentation (such as scopes, description, charge numbers, etc.)
 - d. Submitting of IWCP's for work to be done in the Buffer Zone.
- 1.4 The EPM manager is responsible for providing SME's for IWCP job walkdowns, round table meetings, etc.
- 1.5 The EPM manager is responsible for EPM's project inventory and equipment.

- 1.6 The EPM manager is responsible for coordinating shipping of surface water samples to internal and external laboratories.
 - 1.7 Prioritizes work requirements which will then be incorporated into the overall priority requirements of the operations management organizations.
2. Environmental Restoration Program Division
 - 2.1 Provides program level oversight for setting scope and objectives of remediation programs for RFETS.
 - 2.2 Oversees and coordinates ERPD and EPM field activities by providing support for communications, space, transportation, and available equipment needs, as supported by EPM Funding and available through field yard activities.
 - 2.3 The ERPD manager is responsible for oversight and compliance of ERP's field activities.
 - 2.4 Provides oversight of the Buffer Zone in accordance with the Health and Safety Practices Manual, Section 20.01.
 - 2.5 Directs oversight and coordination of maintenance projects within the Buffer Zone as outlined in Table 1.
 - 2.6 Administers and coordinates the IWCP process and controls maintenance support. Maintains/develops priority list of IWCP's in the Buffer Zone, schedules work, and conducts POD meetings.
 - 2.7 Environmental Restoration's Sample Management Office (SMO) will provide guidance and procedures (FO.18 and FO.25) for proper radiological screening, packaging, labeling, and shipping of samples. The SMO will disseminate personnel qualification requirements.
 - 2.8 ERPD representatives will attend critique meetings as SME's when an occurrence is located in their general area of expertise.
 - 2.9 Provides scheduling coordination and record-keeping for the POD meetings.
 3. Waste Storage and Disposal
 - 3.1 Provides program level oversight for setting scope and objectives for waste operations facilities programs for RFETS.
 - 3.2 The WS&D manager is responsible for oversight and compliance of WS&D field activities.
 - 3.3 Directs oversight and coordination of all maintenance projects within the Buffer Zone as outlined in Table 1. Equipment includes; spray evaporation systems, piping, gaging stations, treatment systems, telemetry equipment, etc.
 - 3.4 Administers and coordinates the IWCP process and controls maintenance support. Maintains/develops priority list of IWCP's in the Buffer Zone, schedules work, and conducts POD meetings.
 - 3.5 WS&D representatives will attend critique meetings as SME's when an occurrence is located in their general area of expertise.
 - 3.6 Provides scheduling coordination and record-keeping for the POD meetings.
 - 3.7 Acts as facility manager for EPM activities.
 - 3.8 Directs compliance with facility-oriented regulations, programs, and procedures, etc., Freeze Protection, Hazardous Waste Compliance Program Plan, and others as applicable.

**Table 1
ERPD and WS&D Responsibilities and Assignments**

Location	Environmental Restoration Program Division	Waste Storage and Disposal
Landfill Pond	Landfill Dam (including embankments, crest, spillway, roadway, piezometers) Outlet works (inoperable)	Spray evaporation system (including pump, piping, valves)
Pond A-1	A-1 Dam (including embankments, crest, spillway) Outlet works (inoperable)	
Pond A-2	A-2 Dam (including embankments, crest, spillway, roadway) Outlet works (inoperable)	Spray evaporation system (including pump, piping, valves)
Pond A-3	A-3 Dam (including embankments, crest, spillway, and piezometers)	Outlet works (operational) Gaging Station GS12 Telemetry Station
Pond A-4	A-4 Dam (including embankments, crest, spillway, roadway, and piezometers) Monumentation	Outlet works (operational) Gaging Station GS11 Telemetry Station Piping/Transfer System (GAC, filters, generators, propane, treatment system tent)
Pond B-1	B-1 Dam (including embankments, crest, spillway, roadway and piezometers) Outlet works (inoperable)	
Pond B-2	B-2 Dam (including embankments, crest, spillway, roadway and piezometers) Outlet works (inoperable)	B-2 transfer equipment (including pump, piping, and valves)
Pond B-3	B-3 Dam (including embankments, crest, spillway, roadway, and piezometers)	Outlet works (operational) Telemetry System STP bypass line and associated valves
Pond B -4	B-4 Dam (including embankments, crest, spillway, roadway, and piezometers)	Outlet works (operational) Telemetry System Valve House Gaging Station GS09
Pond B-5	B-5 Dam (including embankments, crest, spillway, roadway and piezometers) Monumentation	Outlet works (operational) Telemetry System Transfer lines from Ponds C-2 and A-4 Gaging Station GS08
Pond C-1	C-1 Dam (including embankments, crest, spillway, roadway and piezometers) Monumentation	Outlet works (operational) Telemetry System Gaging Station GS07
Pond C-2	C-2 Dam (including embankments, crest, spillway, roadway and piezometers) Monumentation	Outlet works (operational) Telemetry System Gaging Station GS14 GAC unit and treatment system
Miscellaneous Dams	West Buffer Zone Dams, i.e., Lindsay Ranch (including embankments, crests, spillways, roadways)	
South Interceptor Ditch	Embankments Rock structures Culverts Roadway	Gaging Station SW027
West Buffer Zone		60m Meteorology Tower

Location	Environmental Restoration Program Division	Waste Storage and Disposal
Woman Creek Bypass Canal	Embankments Rock structures Culverts Roadway Diversion Structure	
West Interceptor Ditch	Embankments Rock structures Culverts Roadway Diversion Structure	Gaging Station SW998
McKay Bypass Canal	Embankments Rock structures Culverts Roadway	
Walnut Creek	Roads Culverts Bypass structure	Outlet works (operational) Telemetry System Gaging Stations (specifically, GS01, GS02, GS05, GS06, GS16, GS17, GS18)
Rock Creek, Smart Ditch	Roads Culverts	Telemetry System Gaging Stations (GS12, GS04)
General Buffer Zone	Roads Culverts Old Aluminum Pipe Refuse	RAAMP Air Samplers
Walnut and Indiana Station		Telemetry System Gaging Station
Gwen Tower	Radio Tower for USAF ground wave Emergency Network	
Offsite		COMRAD System
Offsite		RAAMP Air Samplers
South East Buffer Zone		Woman Creek 40m Met. Tower

The duration of this Memorandum of Understanding will be from the date of implementation until the end of FY95. Concurrence of this agreement is indicated by signature below.

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Environmental Restoration Programs Division

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