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**ENGINEERING-SCIENCE, INC.**

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April 28, 1994

Mr. Randy T. Ogg  
EG&G Rocky Flats, Inc.  
Rocky Flats Plant, Bldg. 080  
P.O. Box 464  
Golden, Colorado 80402-0464



000027727

Re: Task Order MTS 343780GG3 under Master Task Subcontract  
MTS 225453RR  
OU4 Phase II Requirements  
**Minutes of OU4 Program Coordination Meeting of April 25, 1994**

Dear Mr. Ogg:

Enclosed are the minutes of the subject meeting for your review, comment, and information. Comments on these minutes will be recorded in the minutes of the next program coordination meeting, currently scheduled for Monday, May 2, 1994.

Please contact me directly at (303) 764-8811, if you have any questions or need additional information.

Sincerely

Phil Nixon  
Project Manager

- cc: Dave Ericson, EG&G
- Steve Paris, EG&G
- Kim Ruger, EG&G
- Joel Zarret, EG&G
- Robin Popish, EG&G (2)
- Bob Glenn, Parsons Environmental
- Phil Nixon, Parsons Environmental
- Richard Henry, Engineering-Science
- Cindy Gee, Engineering-Science
- Alan Putinsky, Parsons Environmental



ADMIN RECORD

A-DU04-000678

**Minutes of Meeting  
OU4 PROGRAM COORDINATION**

**April 25, 1994**

The OU4 Program Coordination Meeting was held at the Engineering-Science, Inc. (ES) offices on April 25, 1994. The meeting was convened to coordinate the programmatic reporting requirements and status of the OU4 Phase II Requirements project (Task Order MTS 343780GG3) with the ongoing efforts for the OU4 Phase I RFI/RI (Task Order MTS 236642GG) and the OU4 Phase I IM/IRA (Task Order MTS 343756GG3). All of these projects are being performed under the Master Task Subcontract MTS 225453RR between ES and EG&G.

The meeting is planned to be a regular weekly meeting, convening at 8:00 am each Monday. A standard Agenda has and been developed as an action during the first several weekly meetings.

**A. ATTENDEES**

Participants in the meeting were:

Randy Ogg, EG&G	Rick Wilkinson, Parsons
Joel Zarret, EG&G	Phil Nixon, Parsons
Kim Ruger, EG&G	Alan Putinsky, Parsons
Dave Ericson, EG&G	Cindy Gee, ES
Steve Paris, EG&G	Bob Glenn, Parsons
Michelle McKee, EG&G	

**B. PURPOSE**

The meeting was convened to review the status and discuss the coordination and communications, and the scheduling, budgeting, and accounting for the OU4 projects.

**C. AGENDA**

The Agenda prepared for the meeting is attached.

EG&G and ES will coordinate by Friday of each week to identify the planned items to be included on the agenda under "Other Issues" for the following Monday meeting. Action: EG&G and ES.

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D. DISCUSSIONS

1. Review of Prior Minutes

The minutes of the April 18, 1994 meeting had been issued and distributed on April 21, 1994. EG&G noted that Action 28 Additional Part II maps to be provided, was not complete. ES stated that the Part II maps have been completed and will be issued to EG&G on Monday, April 25, 1994.

2. Status of Prior Action Items

The status of prior action items was reviewed and discussed. Note that only actions with current pending actions were discussed, as follows:

Action Item 4, provide comments on the draft OU4 Phase II Requirements project Master Schedule and Implementation Plan. EG&G furnished handwritten mark-up comments on the draft Implementation Plan. ES has reviewed the comments for incorporation, and has questions concerning the intent of the comments. A separate meeting will be scheduled to review the EG&G comments. A meeting was held on April 25, 1994 between ES and EG&G to review comments. ES will incorporate EG&G comments by May 9, 1994 and incorporate Final WBS and issue revised Plan by May 23, 1994. **Action: ES.**

Action Item 10, Develop schedule and plans for comment response and backcheck reviews. ES has provided a draft schedule for EG&G review, however, additional coordination and finalization is required. The finalized schedule was issued in the April 25, 1994 OU4 Coordination Meeting. **Action: Complete.**

Action Item 18, Provide calculated completion status of data validation. EG&G requested that the data include identification of analyses that are not yet validated, so that EG&G can expedite the information. Information was documented to EG&G on April 5, 1994. **Action: Complete.** EG&G asked whether the information can be developed by Area and/or by rad and non-rad analyses. **Action: ES.**

Action Item 28, Identify additional Part II maps to be provided. ES has prepared a table of PCOCs and 95UTL for review to determine the additional maps that are appropriate. EG&G and ES have reviewed the tables, and identified the additional maps that are required. EG&G stated that a final copy had not been received of the Part II maps. ES stated that the maps have been completed and will be issued to EG&G on Monday, April 25, 1994. **Action: Complete.**

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Action Item 29, Provide additional report formats/variance analyses. Revised reports with variance analyses were delivered to EG&G on April 14, 1994. EG&G requested that additional information be provided concerning status of Fiscal Year budget allocations for the IM/IRA and the RFI/RI Projects. ES will include this information in the May 10, 1994 report. Also, a revised March Budget Status Report is required for the IM/IRA Project.  
**Action: ES.**

Action Item 30, Develop rebaseline for IM/IRA. A draft rebaseline was submitted by ES and EG&G provided comments. EG&G requested that ES provide the original baseline hours on the rebaseline report and re-issue for review. This action is scheduled for completion by April 26, 1994. **Action: ES.**

Action 32, Provide dollars remaining for the RFI/RI Project in FY94. EG&G requested that ES submit a forecast of dollars remaining in FY94 for the RFI/RI project. ES issued the information on April 25, 1994. **Action: Complete**

Action 33, Arrange Meeting with GroundWater at Santa Barbara. ES will arrange this meeting, which will review the Phase II WP Implementation Sonic Drilling program.  
**Action: ES**

Action 34, Develop an expanded schedule for the Phase I RFI/RI project.  
**Action: ES**

Note: Meetings will review only the outstanding and scheduled action items. The format of the action item list has been revised, to provide a running chronology of status.

### 3. Status Reporting

#### a. Weekly Project Status

ES provided a consolidated single OU4 program report to provide status for the three (3) projects. Each of the Project Managers reviewed the status of their project. A copy of the weekly status report is attached.

#### b. Schedule Status

A schedule status update for the IM/IRA-EA decision document was provided during the meeting.

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b. Variance Analyses

ES will revise the March IM/IRA Budget Status Report for the current period and resubmit to EG&G.

4. Other Issues

a. EG&G Issues

1) EG&G noted that Randy Ogg will be unavailable during the next three (3) weekly meetings, due to other commitments. In the absence of Mr. Ogg, all project coordination should be routed through Ms. Kim Ruger.

b. Parsons/ES Issues

It was discussed in the April 25, 1994 Coordination Meeting that Rick Wilkinson and Bob Glenn will no longer attend the meetings and the meetings will be conducted by each of the OU4 Project Managers.

All other Parsons/ES issues had been previously discussed.

E. MEETING SCHEDULE

The next OU4 Program Coordination Meeting is scheduled for May 2, 1994, starting at 8:00 am, in the ES-Denver offices.

F. ACTION ITEMS

Action Items will be collected and reported for status at each weekly coordination meeting. The Action Items carried forward from prior meetings and generated during this meeting are identified on the attached Action Item List.

G. ATTACHMENTS

The following attachments are included with these minutes:

1. Agenda
2. Action Item List
3. Weekly Status Report for the Week of April 25, 1994

OU4 Programatic Meeting

April 25, 1994

Agenda

1. Review of Prior Meeting Minutes
2. Review of Action Items List
3. Schedule Status
4. IM/IRA Rebaseline
5. Review of Weekly Status Report  
- Variance Analysis (if required)

**OU4 PROGRAM COORDINATION  
ACTION ITEMS**

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Item No	Description/Status	Action By	Due Date
1	<b>Develop standard Agenda for weekly OU4 Program Coordination Meetings</b>		
	Meeting of March 7, 1994 Action identified	EG&G/ES	Apr 4, 1994
	Meeting of March 14, 1994 Initial standard Agenda items identified		
	Meeting of March 21, 1994 Standard Agenda items finalized		Mar 21, 1994 (Actual)
	Meeting of March 28, 1994 Agenda item added <b>Action Complete</b>		
2	<b>Provide weekly status reports for 3 OU4 projects</b>		
	Meeting of March 7, 1994 Action identified	ES	Mar 21, 1994 (Actual)
	Meeting of March 21, 1994 Initial reports provided Request for report consolidation		
	Meeting of March 28, 1994 Initial consolidated report provided Request presentation by 3 Project Mgrs <b>Action Complete</b>	ES	Apr 4, 1994 (Actual)
3	<b>Provide near real-time update and status of the EG&amp;G working schedule</b>		
	Meeting of March 7, 1994 Action identified	EG&G/ES	Mar 21, 1994
	Meeting of March 14, 1994 EG&G provided copy of working schedule		
	Meeting of March 21, 1994 Action due date change		Mar 28, 1994 (Actual)
	Meeting of March 28, 1994 Initial update of working schedule provided <b>Action Ongoing</b>		
4	<b>Provide comments on the OU4 Phase II Master Schedule and Implementation Plan</b>		
	Meeting of March 7, 1994 Action identified	EG&G	Mar 14, 1994
	Meeting of March 14, 1994 Action due date change		Mar 21, 1994
	Meeting of March 21, 1994 Action due date change		Mar 28, 1994 (Actual)
	Meeting of March 28, 1994 Comments provided by EG&G Review and status incorporation of comments	ES	Apr 4, 1994
	Meeting of April 4, 1994 Coordinate meeting to review EG&G comments	ES	Apr 25, 1994 (Actual)
	Meeting of April 25, 1994 Incorporate EG&G Comments Add Final WBS and Issue <b>Action Ongoing</b>	ES ES	May 9, 1994 May 23, 1994

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5	<b>Coordinate weekly Agenda items</b>		
	Meeting of March 14, 1994 Action identified  <b>Action Ongoing</b>	EG&G/ES	Mar 18, 1994 (Actual)
6	<b>Provide EG&amp;G Responsibility Matrix for information</b>		
	Meeting of March 14, 1994 Action identified	EG&G	Mar 21, 1994
	Meeting of March 21, 1994 Action due date change		Mar 28, 1994 (Actual)
	Meeting of March 28, 1994 EG&G roles and responsibilities described <b>Action Complete</b>		
7	<b>Provide instructions on communications protocol to project team</b>		
	Meeting of March 14, 1994 Action identified	ES	Mar 21, 1994
	Meeting of March 21, 1994 Instructions issued by ES <b>Action Complete</b>		Mar 18, 1994 (Actual)
8	<b>Review resume of OU4 Phase II candidate</b>		
	Meeting of March 14, 1994 Action identified	EG&G	Mar 21, 1994
	Meeting of March 21, 1994 Action deferred until planned trip to Fairfield, OH	EG&G	Apr 7, 1994
	Meeting of April 13, 1994 Review Completed <b>Action Complete</b>	EG&G	Apr 13, 1994 (Actual)
9	<b>Provide modification to OU4 Phase I IM/IRA SOW schedule delivery of draft final decision document</b>		
	Meeting of March 14, 1994 Action identified	EG&G	Mar 21, 1994
	Meeting of March 21, 1994 Action due date change		Mar 25, 1994 (Actual)
	Meeting of March 28, 1994 Request meeting with procurement and EG&G CTRs	ES	Mar 28, 1994 (Actual)
	Meeting of April 13, 1994 EG&G action initiated, still pending	EG&G	
	Meeting of April 18, 1994 Subcontract modification received <b>Action Complete</b>		Apr 18, 1994 (Actual)

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10	<b>Develop schedule and plans for comment response and backcheck reviews</b>		
	Meeting of March 14, 1994 Action identified	EG&G/ES	Mar 17, 1994
	Meeting of March 21, 1994 Action due date change		Mar 22, 1994
	Meeting of March 28, 1994 Initial draft issued, additional coordination required, coupled with Action Item 9 <b>Action Open</b>		April 25, 1994 (Actual)
11	<b>Consider additional OU4 Phase II funding</b>		
	Meeting of March 14, 1994 Action identified	EG&G	Mar 25, 1994
	Meeting of March 21, 1994 No change		
	Meeting of March 28, 1994 Internal EG&G actions taken No response provided to ES		
	Meeting of April 4, 1994 Funding received from EG&G <b>Action Complete</b>	EG&G	Apr 1, 1994 (Actual)
12	<b>Coordinate potential trip to review GIS/graphics</b>		
	Meeting of March 14, 1994 Action identified	ES	Mar 21, 1994 (Actual)
	Meeting of March 21, 1994 Initial action completed EG&G coordination of schedules required Action due date changed	EG&G	Apr 4, 1994 (Actual)
	Meeting of April 4, 1994 Trip scheduled for Apr 6 & 7, 1994 <b>Action Complete</b>		
13	<b>Consolidate weekly project status reports into single report</b>		
	Meeting of March 21, 1994 Action identified	ES	Mar 28, 1994 (Actual)
	Meeting of March 28, 1994 Initial consolidated report provided <b>Action Ongoing</b>		
14	<b>Request modification to adjust distribution of effort from subcontractors</b>		
	Meeting of March 21, 1994 Action identified <b>Action Open</b>	ES	June, 1994

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15	<b>Schedule a meeting to review the RCRA groundwater monitoring data</b>		
	Meeting of March 21, 1994 Action identified	EG&G/ES	Mar 28, 1994 (Actual)
	Meeting of March 28, 1994 Meeting scheduled for March 29, 1994 <b>Action Complete</b>		
16	<b>Provide comments on the draft Corrective Action Plan</b>		
	Meeting of March 21, 1994 Action identified	EG&G	Mar 28, 1994
	Meeting of March 28, 1994 Action due date changed		Apr 4, 1994 (Actual)
	Meeting of April 4, 1994 Comments provided by EG&G Final Plan issued by ES <b>Action Complete</b>		
17	<b>Confirm status and completion date of core logging</b>		
	Meeting of March 28, 1994 Action identified	ES	Apr 4, 1994
	Meeting of April 13, 1994 Information documented <b>Action Complete</b>	ES	Apr 5, 1994 (Actual)
18	<b>Provide calculated completion status of data validation</b>		
	Meeting of March 28, 1994 Action identified	ES	Apr 4, 1994
	Meeting of April 13, 1994 Information documented <b>Action Complete</b>	ES	Apr 5, 1994 (Actual)
19	<b>Initiate resolution to schedule discrepancy for start of Title Design</b>		
	Meeting of March 28, 1994 Action identified	ES	Apr 4, 1994
	Meeting of April 18, 1994 Resolution provided by subcontract modification <b>Action Complete</b>		Apr 18, 1994 (Actual)
20	<b>Review EG&amp;G recommended reporting format</b>		
	Meeting of March 28, 1994 Action identified	ES	Apr 4, 1994 (Actual)
	Meeting of April 4, 1994 Review completed <b>Action Complete</b>		

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21	<b>Provide comments on the proposed OU4 Phase II organization chart</b>		
	Meeting of March 28, 1994 Action identified	EG&G	Apr 4, 1994
	Meeting of April 4, 1994 Comments provided by EG&G Revise charts, and present planned organization	ES	Apr 13, 1994 (Actual)
	Meeting of April 13, 1994 Review revised organization charts	EG&G	
	Meeting of April 18, 1994 Additional comments incorporated <b>Action Complete</b>		Apr 18, 1994 (Actual)
22	<b>Discuss EG&amp;G input on OU4 Phase II WBS</b>		
	Meeting of March 28, 1994 Action identified	EG&G/ES	Apr 4, 1994 (Actual)
	Meeting of April 4, 1994 Meeting scheduled for April 4, 1994 <b>Action Complete</b>		
23	<b>Coordinate a meeting for identifying graphics to be enhanced in Part II of the decision document</b>		
	Meeting of March 28, 1994 Action identified	ES	Mar 29, 1994
	Meeting of April 4, 1994 Meeting held on March 31, 1994 <b>Action Complete</b>		Mar 31, 1994 (Actual)
24	<b>Coordinate a meeting with Water Development Corp. for application of sonic drilling to Phase II</b>		
	Meeting of March 28, 1994 Action identified	ES	Apr 4, 1994
	Meeting of April 4, 1994 Action Item schedule change <b>Action Open</b>		June, 1994
25	<b>Prepare Briefing on Rising Groundwater</b>		
	Meeting of April 4, 1994 Action Identified	ES	Apr 12, 1994 (Actual)
	Meeting of April 13, 1994 Briefing prepared and report distributed Review report package for additional action	EG&G	
	Meeting of April 18, 1994 No additional action required <b>Action Complete</b>		Apr 18, 1994 (Actual)
26	<b>Prepare Package on Additional Pond Drilling</b>		
	Meeting of April 4, 1994 Action Identified	ES	Apr 12, 1994 (Actual)
	Meeting of April 13, 1994 Package prepared and distributed <b>Action Complete</b>		

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27	<b>Expand Phase II Work Plan to Include the CERCLA Observational Approach</b>		
	Meeting of April 4, 1994 Action Identified  <b>Action Open</b>	ES	May 27, 1994
28	<b>Identify Additional Part II Maps to be Provided</b>		
	Meeting of April 4, 1994 Action Identified Prepare Table of PCOCs and 95 UTL	ES	Apr 12, 1994 (Actual)
	Meeting of April 13, 1994 Tables prepared and reviewed with EG&G Additional discussions required for resolution	EG&G/ES	Apr 18, 1994 (Actual)
	Meeting of April 18, 1994 Additional tables resolved		
	Meeting of April 25, 1994 Final PCOC Maps required by EG&G  <b>Action Open</b>	ES	April 25, 1994
29	<b>Provide Addt'l Report Formats/Variance Analyses</b>		
	Meeting of April 13, 1994 Action identified	ES	Apr 14, 1994 (Actual)
	Meeting of April 18, 1994 Formats/variance analyses provided Include Fiscal Year budget status (IM/IRA and RFI/RI)	ES	May 10, 1994
	Meeting of April 25, 1994 Provide revised IM/IRA Budget Status Report  <b>Action Open</b>	ES	May 1, 1994
30	<b>Develop rebaseline for IM/IRA</b>		
	Meeting of April 13, 1994 Action identified	ES	Apr 25, 1994 (Actual)
	Meeting of April 25, 1994 Additional baseline information needed on report  <b>Action Open</b>	ES	Apr 26, 1994
31	<b>Arrange GIS meeting at EG&amp;G</b>		
	Meeting of April 13, 1994 Action identified	EG&G	Apr 15, 1994 (closed)
	Meeting of April 18, 1994 Opportunity lost  <b>Action Closed</b>		

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32	<b>Provide remaining dollars in FY94 for the RFI/RI Project</b>		
	Meeting of April 25, 1994 Action Identified  Action Closed	ES	Apr 25, 1994 (Actual)
33	<b>Arrange meeting with Water Development at Santa Barbara</b>		
	Meeting of April 25, 1994 Action Identified	ES	May 31, 1994
34	<b>Develop Expanded Phase I RFI/RI Schedule</b>		
	Meeting of April 25, 1994 Action Identified	ES	May 2, 1994