

Meeting Minutes Transmittal

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PNNL PROJECT INTERFACE MEETING
Ecology Kennewick Office
Kennewick, Washington

November 20, 2003
3:30 p.m. to 4:00 p.m.

Distribution:

T. L. Aldridge	RL	K8-50
M. Anderson-Moore	Ecology	B5-18
J. V. Stangeland	PNNL	K9-26
E. L. Grohs	PNNL	K3-75
A. K. Ikenberry	PNNL	P7-79
P. J. Crane	PNNL	P7-68
F. Jamison	Ecology	B5-18
H. T. Tilden	PNNL	K3-75
E. B. Dagan	RL	A5-15
G. T. Thornton	PNNL	P7-70
RCRA Files	PHMC	N1-25

ADMINISTRATIVE RECORD (Two Copies for Record):

300 Area Projects, H-0-7
325 Hazardous Waste Treatment Units, T-3-4
305-B, S-3-2
[Care of EDMC, LMSI (H6-08)]✓

Please send comments/changes on distribution list to:
HT Tilden, harold.tilden@pnl.gov (K3-75), (509)375-2966

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Meeting Minutes Transmittal

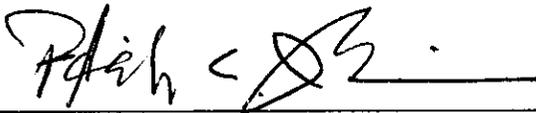
**PNNL PROJECT INTERFACE MEETING
Ecology Kennewick Office
Kennewick, Washington**

**November 20, 2003
3:30 p.m. to 4:00 p.m.**

The undersigned indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated Unit Managers Meeting.



Theresa L. Aldridge, Project Manager, RL Date: 1-15-04



Frederick Jamison, 300 Area Project Manager, Washington State
Department of Ecology Date: 1-15-04

Waste Management Project /PNNL Facilities Project Meeting, PNNL
Concurrence



Harold T. Tilden, Contractor Representative, PNNL Date: 1/15/04

Purpose: Discuss Permitting Process

Meeting Minutes are attached. The minutes are comprised of the following:

- Attachment 1 - Agenda
- Attachment 2 - Summary of Discussion and Commitments/Agreements
- Attachment 3 - Attendance List

Waste Management Project/PNNL Facilities
Project Managers Meeting
November 20, 2003, 3:00 PM
Ecology Offices, Kennewick

Agenda

1. Approval of September 18 Meeting Minutes (Ecology/RL/PNNL)
2. General Discussion Items:
 - a. 305-B/325 HWTUs Quarterly Permit Modifications (RL/PNNL)
 - b. RLWS Status (Ecology)
 - c. Legacy Waste Status (RL/PNNL)
 - d. Discussion of Agenda Items (Ecology/RL/PNNL)
 - e. Presentation of annual budget information and budget and deliverables proposed for status tracking (RL/PNNL)
3. Action Items:
 - a. T. Aldridge (DOE-RL) will set up a meeting with River Corridor Contractor/PNNL/DOE-RL/Ecology after September 18, 2003, to discuss the future and upcoming changes regarding the closure of the 325 Building, and Matrix information.
Status: OPEN -- will remain open until early 2004.
 - b. M. Anderson-Moore (Ecology) will provide a response to DOE-RL/PNNL request for a contained-in determination for 111 drums of waste.
Status: CLOSED -- Ecology requested further information in an October 7, 2003 letter.
 - c. T. Aldridge (DOE-RL) to set a separate meeting with Ecology to discuss Ecology's needs regarding budget tracking for PNNL overhead budgets.
Status: CLOSED -- presentation in today's meeting is intended to address Ecology's needs as articulated in the previous meeting. (See also off-month report of October 15, 2003)
4. Budget Status: First quarter 2004 report to be given at next meeting.
5. Next Meeting: Proposed for January 15, 2004, 3:00 PM at Ecology's office.

ATTACHMENT 2

PNNL Project Interface Meeting
Ecology Office
Kennewick, Washington

November 20, 2003
3:30 p.m. to 4:00 p.m.

1. Approval of Past Minutes

The September Project Manager Meeting (PMM) minutes were approved.

2. General Discussion

- 305-B & 325 HWTUs Quarterly Permit Modifications
E. Grohs (PNNL) reported there will be seven chapters modified in 305-B (Attachment 18) including the waste analysis plan, resulting in 25 forms submitted. There will be 6 chapters modified to HWTU and 60 forms will be submitted. The modifications result from DOE direction to remove most of the RAD language. Notebooks are being put together; one with all modifications made and the other will be redline strikeout, which will make it easier to see what changes have been made.
- RLWS Status
T. Aldridge (DOE-RL) reported that a procedural closure has been requested. M. Anderson-Moore (Ecology) reported that the field inspection has been completed, and a letter is being drafted to proceed with the procedural closure process. The letter should be sent to PNNL shortly after December 1, 2003.
- Legacy Waste Status
T. Aldridge (DOE-RL) reported that there have not been a lot of activities going on right now, but there is an aggressive schedule for FY04.
- Discussion of Agenda Items
T. Aldridge (DOE-RL) proposed not to discuss this item until F. Jamison is present.
- Presentation of Annual Budget Information and Deliverables Proposed for Status Tracking
H. Tilden (PNNL) and P. Crane (PNNL) put together a slide presentation to Ecology on EMS budget for FY04. Presentation is attached.

3. Action Items

T. Aldridge (DOE-RL) will set up a meeting with River Corridor Contractor/PNNL/DOE-RL/Ecology after September 18, 2003, to discuss the future and upcoming changes regarding the closure of the 325 Building, and Matrix information.

Status: Action will remain open until early 2004

M. Anderson-Moore (Ecology) will provide a response to DOE-RL/PNNL request for a contained-in determination for 111 drums of waste.

Status: Closed – Ecology requested further information in an October 7, 2003 letter. Another action added for H. Tilden to provide a written response to Ecology's letter. Action is open.

T. Aldridge (DOE-RL) to set up a separate meeting with Ecology to discuss Ecology's needs regarding budget tracking for PNNL overhead budgets.

Status: Closed – presentation in today's meeting is intended to address Ecology's needs as articulated in the previous meeting. (See also off-month report of October 15, 2003)

4. Budget Status: First quarter 2004 report to be given at next meeting.

The next PMM is proposed for January 15, 2004, 3:00 PM at Ecology's office.

Proposed topics may be submitted to Harold Tilden, e-mail harold.tilden@pnl.gov, phone 375-2966, 375-4426 (fax).

Environmental Management System Budget for FY 2004

Provision for Compliance Items Pursuant to RCRA
Permit and Regulatory Requirements

Harold Tilden and Paul Crane, PNNL

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History of EMS Budget Process

- ▶ Between FY 1992 and 2002, most costs for environmental management were paid with direct funding from DOE's Office of Environmental Management (EM).
- ▶ During FY02, PNNL performed an assessment to determine the appropriate funding mechanism(s) for its environmental management system (EMS) costs. The results of the assessment were approved by management and implemented in FY03.

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How PNNL's EMS is Funded

- ▶ EMS costs are broken down into three types:
 - **Purchased Services:** Services provided to research organizations that directly assist them with their environmental compliance requirements such as satellite accumulation area compliance. These EMS staff charge their time directly to customer funding.
 - **Variable Costs:** Disposal cost and certain handling costs that result from the disposal of dangerous wastes. These costs are charged back to the generator in the form of a disposal fee.
 - **Fixed Costs:** The costs of operating a TSD in compliance with requirements, and the costs of operating an EMS in a research laboratory. These costs are provided from PNNL's overhead budgets.

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Waste Management Budget

- ▶ **Waste Management Program (Paul Crane):** This program covers the fixed costs of operating compliant TSD units (305-B and 325 HWTUs). For FY04, \$1.55 million and 10.3 FTE. Includes funding for RCRA work elements such as:
 - Quarterly (and other) permit modifications
 - Annual DW Reporting
 - Inspection Program
 - Training for Unit Staff
 - Maintenance for Unit (e.g. floor coating repair)
 - Recycling Activities
 - Waste Recycling, Treatment and Disposal Vendor Interface

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Environmental Policy Budget

- ▶ **Environmental Policy (Harold Tilden):** This program covers the costs of RCRA Permit reporting and other miscellaneous costs (including the cost of this meeting). For FY04, 1.6 FTE and \$231K. Includes funding for RCRA work elements such as:
 - Annual treatability test reporting
 - Annual reports required by Permit (noncompliance report, mapping and marking of pipelines, permit status, LDR report)
 - Reapplication for Hanford Facility RCRA Permit
 - Support for Ecology inspections

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Key Deliverables

- ▶ Quarterly Class 1 Permit Modifications
- ▶ Annual Dangerous Waste Report
- ▶ Annual Treatability Study Report*
- ▶ LDR Report (Input)
- ▶ Annual permit noncompliance report (input)
- ▶ Mapping and marking of underground pipelines report (input)
- ▶ Annual permit status report (input)

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The Slide We'll Never Use

- ▶ This slide would be used to highlight any issues with funding for compliance issues
- ▶ We don't expect to have these issues; PNNL management is committed to compliance as part of the PNNL EMS
- ▶ There are no issues identified in the FY04 budget

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Quarterly Reporting

- ▶ At the end of each quarter, we will report:
 - Percent spent of budget
 - Explanation of significant variances (10% or more)
 - Any issues with preparation or completion of deliverables
 - Significant budget modifications affecting workscope and/or schedules
- ▶ Quarterly is proposed as it corresponds to the evaluation frequency in EMSD internal performance measurements
- ▶ Updates will be provided more frequently if significant changes or impacts occur

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