



MEETING MINUTES

Project Manager Meeting
Hanford Federal Facility and Consent Order

February 20, 1990

From/Approval: *S.H. Wisness* Date: 4/10/90
 S. H. Wisness, DOE Project Manager

Approval: *R. F. Stanley* Date: 4/10/90
 R. F. Stanley, Ecology Project Manager

Approval: *P. T. Day* Date: 4/10/90
 P. T. Day, EPA Project Manager

The Project Manager Meeting was held in Richland, Washington on February 20, 1990. Attachment 1 provides the list of agenda items discussed at the meeting. The following summarizes the discussions and results of the meeting. Attachment 2 provides a current list of action items.

Attendees:

- | | |
|---------------------------|------------------------------------|
| Roger F. Stanley- Ecology | Jack L. Waite- WHC |
| Paul T. Day- EPA | Mark Musolf- WHC (part-time) |
| Steve Wisness- DOE | Corsemore Edwards- WHC (part-time) |

1. COMMUNITY RELATIONS ACTIVITIES

Mark Musolf attended the first part of the meeting to discuss community relation activities. Corsemore Edwards joined him to present the Tri-Party Agreement Logo.

- o The parties accepted the version reflecting the three party names over the one stating Tri-Party Agreement. WHC communications will proceed to develop specific formats for letterheads, fact sheets, news releases, etc. and provide them to the parties for review and concurrence. It was noted that recycled paper shall be used for all such material.
- o The proposed dates for the next three sets of quarterly public information meetings were reviewed and accepted recognizing that something may arise in the future that would require a change. The dates are April 17 and 18, July 18 and 19, and October 23 and 24. The out of town locations are Yakima, Seattle, and Spokane, Washington, respectively.
- o The panel/poster display was presented to the parties. The intent is to display it at all public meetings. A package was provided for review showing the content of the initial display. Each party will get back

with comments. Future displays will be added to cover special topics. In addition the parties discussed the need for a traveling file of general viewgraphs which could be used at meetings to respond to questions.

- o Mark Musolf presented plans for also using video displays at the meetings. These would be run during the 30 minute informal session prior to the presentation.
 - o The presenter at the April 17/18 public information meeting will come from Ecology's public relations staff. A schedule was provided (see Attachment 3) for preparation for the meetings. The schedule was accepted as a guideline that the parties will try and achieve.
 - o The parties agreed that name tags and placards were needed for key individuals at the public information meetings. They should indicate company affiliation. DOE will take the lead on preparing these name tags and placards.
 - o The parties agreed to incorporate a signature page in the upcoming issuance of the Community Relations Plan.
2. Input was provided from EPA on changes to the unit managers and other assignment list. Ecology had no changes. DOE will reissue the list.
 3. The parties agreed to try to complete their review of procedures and provide comments by March 15. If additional copies are needed they will be requested. Ecology provided comments on the 138/139 implementing procedure. Ecology subsequently notified DOE that March 15 was far too optimistic and could not be achieved.
 4. Proposed changes to the Tri-Party Agreement were discussed, to include those addressing Land Disposal Restrictions. The parties agreed to try and have the changes out for public comment no later than March 30, 1990. A conference call was set up for March 5 at 3 pm to discuss the proposed changes which were issued previously. The plan is to have the package ready for comment by March 23. It was also agreed that the agreement would be revised to reflect current NPL status.
 5. The annual update to the work schedule was presented ready for signature. Only minor editorial changes were made to the version issued for public comment. EPA and DOE signed the approval sheet. Ecology took the document for review and will return it with the signed approval sheet, if acceptable. It was agreed that the cover sheet would be changed to reflect that this was Volume 2 of 2 of the Tri-Party Agreement.
 6. The parties discussed the frequency of project manager meetings. Ecology felt that every month was too frequent, but that every six weeks or two months may be feasible. The next meeting is scheduled for April 10, 1990 in Olympia.
 7. Ecology stated that Brown/Caldwell has been hired as their consultant. They will participate in technical reviews, discussions and meetings.

8. The next Advisory Council meeting is scheduled for March 22 in Olympia. Emphasis will be on Department of Health activities.
9. The status of the Annual budget review was discussed. A meeting was scheduled for the week of March 12, in Richland for DOE to present the budget information to EPA/Ecology.
10. The status of the Liquid Effluent Study Project Plan was discussed. EPA comments on Revision 1 have been incorporated, and the plan is now ready for EPA/Ecology approval. DOE will issue a letter requesting approval.
11. Ecology requested status on the initial purgewater management strategy document. DOE indicated it was now being updated based on the latest meeting, but would get back to Ecology with the status.
12. Ecology indicated that they need the environmental analysis on HWVP as soon as possible so they can make a SEPA determination. DOE stated that it was still being developed but would be provided to Ecology at the same time as it goes to DOE-HQ for concurrence.
13. The need to get documents into the administrative record was discussed. The problem has primarily been on the TSD groups. For those documents specified to go into the record per the Tri-Party Agreement, Ecology and DOE will start noting Administrative Record on the distribution.
14. ERA requested that, in regard to the Oregon/Washington agreement on single-shell tank groundwater and vadose zone drilling, they be appraised of any budget impacts to the Environmental Restoration budget.

Attachment 1

PROJECT MANAGER MEETING

February 20, 1990
Richland, WA
(Specific location TBD)

Preliminary List of Discussion Topics

- o Community relation topics (Mark Musolf/Ken Morgan)
- o Update of unit managers and other assignment listing
- o Status of comments on procedures
- o Pending TPA changes
- o Status of publishing annual update
- o Approval of liquid effluent study project plan
- o Frequency of project manager meetings
- o Status of proposed changes to agreement
- o Land disposal restrictions
- o SST waste characterization plan
- o HWVP permitting
- o Annual budget review protocol
- o Personnel status
- o Legislative status
- o Status of previous action items
- o New action items
- o Coordination of meetings with support agency
- o Potential impacts of Oregon/Washington single-shell tank agreement

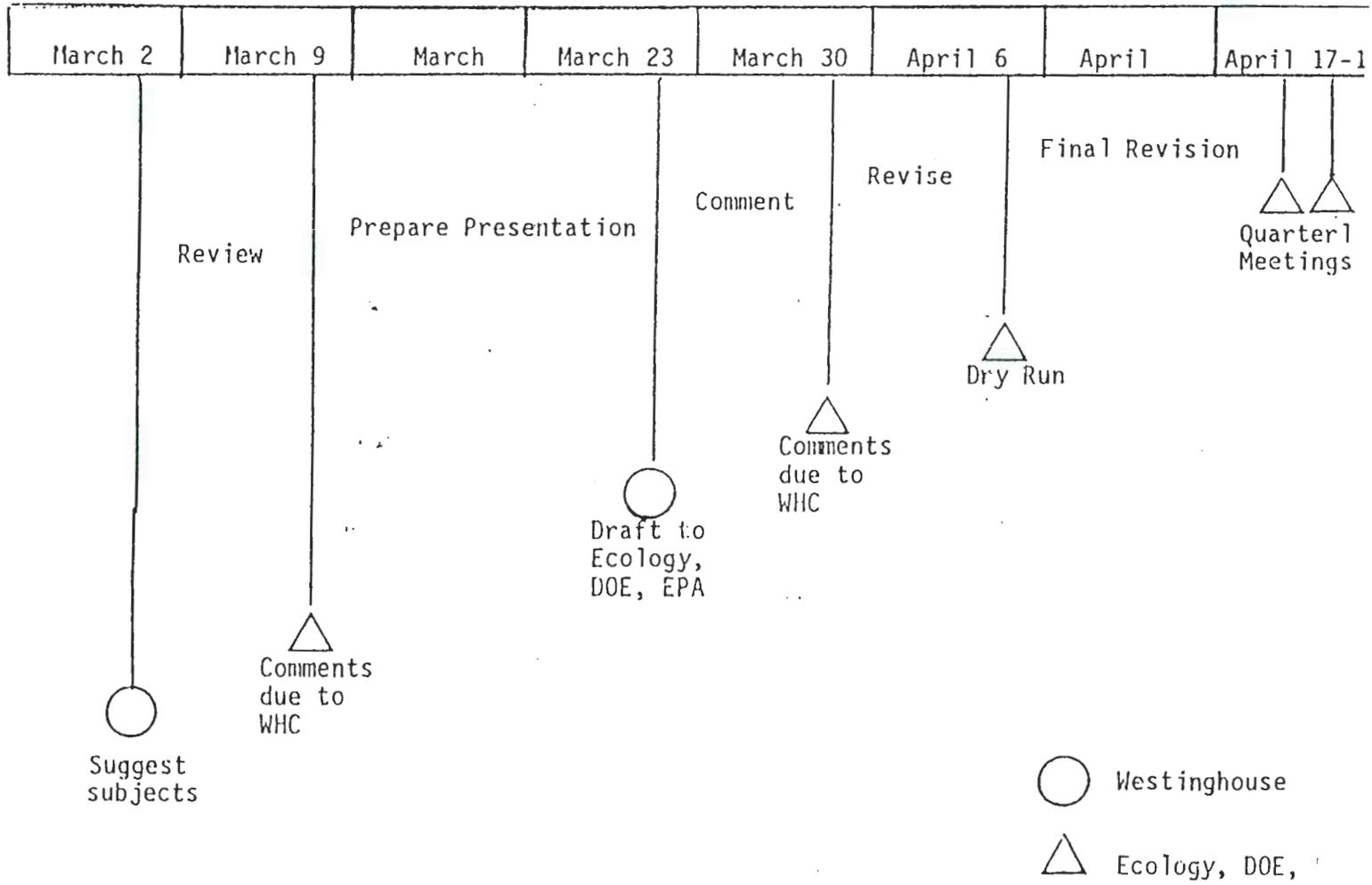
Attachment 2

Action Items
Project Manager Meeting
February 20, 1990

Note: The following incorporates any outstanding action items from previous Project Manager Meetings:

1. EPA/Ecology provide remaining comments on TPA procedures by March 15.
2. Subsequent to item #1, DOE incorporate comments and redistribute procedures for concurrence.
3. DOE arrange for EPA and Ecology records personnel to visit 345 Hill St record center.
4. DOE provide EPA and Ecology a draft procedure on signature levels for review.
5. DOE verify if documentation addressing CX-72 Tank was provided to EPA and Ecology. If not provided, then provide necessary information.
6. DOE check into status of purgewater management plan and provide feedback to EPA/Ecology.
7. DOE prepare specific formats for use of Logo and present to EPA and Ecology.
8. EPA and Ecology provide comments on the proposed Panel/Poster Display.
9. DOE develop a standard file of viewgraphs to use at public meetings.
10. DOE prepare video displays for use at public meetings. Provide to EPA and Ecology for review prior to use.
11. DOE prepare name tags and placards, to include company affiliation, for use at public meetings.
12. DOE obtain approval signatures and reissue the Community Relations Plan.
13. DOE reissue the Unit Managers and other Assignments List incorporating changes provided from each party.
14. Ecology review Annual Update and sign and return document. DOE publish Annual Update.

QUARTERLY INFORMATION MEETING WORK SCHEDULE



CORRESPONDENCE DISTRIBUTION COVERSHEET

Author	Addressee	Correspondence No.
J. L. Waite, WHC	S. H. Wisness, DOE T. L. Nord, Ecology P. T. Day, EPA	N/A

Subject: Project Manager Meeting Minutes

INTERNAL DISTRIBUTION

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