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Meeting Minutes

**Unit Managers' Meeting
3718-F Alkali Metal Treatment and Storage Facility
2440 Stevens Center, Room 1200
Richland, Washington**

**Meeting Held September 28, 1995
From 2:00 to 3:00 p.m.**

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

Ellen M. Mattlin Date: 10/26/95
Ellen M. Mattlin, Unit Manager, RL

Not Present Date: _____
Daniel L. Duncan, RCRA Program Manager, EPA Region 10

Clinton D. Stuart Date: 10-26-95
Clinton D. Stuart, Unit Manager, Washington State Department of Ecology

3718-F, WHC Concurrence

Fred A. Ruck III Date: 10/26/95
Fred A. Ruck, III, Contractor Representative, WHC

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
 - Attachment 4 - Action Items
 - Attachment 5 - Letter Ecology to DOE-RL reducing RCRA surveillances at the 3718-F Alkali Metal Treatment and Storage Facility.

Distribution:

R. M. Carosino	RL	A4-52
D. H. Chapin	RL	N2-36
G. P. Davis	Ecology	B5-18
D. L. Duncan	EPA	HW-106 (Seattle)
S. K. Johanson	GSSC	B1-42
P. J. Mackey	WHC	B3-15
E. M. Mattlin	RL	A5-15
P. C. Miller	WHC	N2-57
S. M. Price	WHC	H6-23
A. L. Prignano	WHC	H6-23
D. E. Roohr	WHC	L6-05
F. A. Ruck III	WHC	H6-23
J. C. Sonnichsen	WHC	H6-23
C. D. Stuart	Ecology	B5-18
R. W. Szelmezcza	WHC	L6-05
J. L. Waite	WHC	B2-35
GHL/RCRA File	WHC	H6-23
Field File Custodian		H6-08

ADMINISTRATIVE RECORD: 3718-F Alkali Metal Treatment and Storage Facility
TS-3-3 [Care of EDMC, WHC (H6-08)]

Washington State Department of Ecology Nuclear and Mixed Waste Hanford Files,
P.O. Box 47600, Olympia, Washington 98504-7600

Environmental Protection Agency Region 10, Seattle, Washington 98101,
Mail Stop HW-074 (Record Center)

Please send comments on distribution list to John C. Sonnichsen, Jr. (H6-23),
509-376-9956.

Attachment 1

**Unit Managers' Meeting
3718-F Alkali Metal Treatment Facility
2440 Stevens Center, Room 1200
Richland, Washington**

**Meeting Held September 28, 1995
From 2:00 to 3:00**

Agenda

- 1. Approval of Meeting Minutes from UMM held August 29th**
- 2. Status of Open Action Items**
 - Surveillance at 3718-F - closed
(Letter from Ecology to DOE-RL dated 9/8/95
changing surveillance from weekly to once every
6 mo. until closure has been received - a copy
of the letter will be attached to the 9/28
minutes)**
 - Draft revised Chapters 6&7 of Closure Plan -
J. C. Sonnichsen to provide advanced draft to
Ecology by 9/18/95**
 - Prepare the 3718-F Facility for inspection
during first week of October - Phil Miller to
make arrangements**
- 3. Discussion of Inspection scheduled for Thursday, October
5th**
- 4. Discussion of draft closure plan (Chapters 6 & 7)**
- 5. New Business**
- 6. Set Date for Next Meeting - 10/19 or 10/27 ?**

Attachment 2

**Unit Managers' Meeting
3718-F Alkali Metal Treatment Facility
2440 Stevens Center, Room 1200
Richland, Washington**

**Meeting Held September 28, 1995
From 2:00 to 3:30**

Summary of Discussion and Commitments/Agreements

1. Surveillance at the 3718-F Facility

A letter was received from Ecology approving the request to change the frequency of RCRA inspections from weekly to once every six months. This frequency of inspection is considered appropriate to protect human health and the environment since all dangerous waste has been removed from the facility. A copy of the letter is provided as Attachment 5.

2. Revision of the 3718-F Facility Closure Plan

An advance draft of suggested changes to Chapters 6 and 7 of the closure plan (DOE/RL-91-35, Revision 1) was prepared and submitted to the Unit Managers on September 18, 1995. The advance draft incorporates the information produced during the Data Quality Objectives (DQO) workshop and integrates this information into a strategy and list of activities (stepwise process) that will be followed to close the facility. As discussed during the DQO workshop, the facility has been divided into five components. The process that will be followed to inspect, clean, and close each component is discussed in the revised draft. Jack Sonnichsen mentioned that he would be making a few changes, largely editorial, to the draft text before the inspection schedule for Thursday, October 5th. Copies of the revised text will be provided via cc:mail before the inspection.

3. Inspection of the 3718-F Facility

As discussed in the revised closure plan and the DQO meeting, all dangerous waste at the 3718-F Facility is designated as characteristic category D toxic waste (DW, WT02). Using the guideline as formulated in WAC 173-303-100 (5)(iii) and WAC 173-303-9906, it was agreed at the DQO meeting that an action level of 10 weight percent for all carbonates (Lithium, Sodium, and Potassium) would be applied. Since 10 weight percent is discernable to the human eye it was agreed that a visual inspection would be performed and would provide a basis for deciding all future cleanup for each component in the facility. The inspection is scheduled for Thursday, October 5th. The logistics associated with the inspection were discussed.

4. Certification of Visual Inspection

The need to maintain a paper trail was discussed. Based on the discussion, it was agreed that it would be desirable to create a certification form that could be used during the inspection. The form would be prepared in advance and completed in the field during the inspection. Basically, the subject matter experts will be used to detect the presence of the alkali carbonate. If no alkali carbonate is observed, no additional cleanup of the component will be required. However, if carbonate residue is observed, then a decision will be made in the field on an appropriate course of action. The course of action will be noted on the certification and the closure plan will be revised if necessary to include the course of action. At the completion of the inspection, the subject matter experts will be asked to sign the inspection forms. The inspection forms once they have been completed will be entered into the closure record for the 3718-F Facility.

5. New Business

The need for future Unit Manager Meetings was discussed. It was agreed that the need for future meetings will depend on the outcome of the facility inspection scheduled for Thursday, October 5th and the progress that will be made on completion of the closure plan. It was agreed that the need for future meetings will be discussed at the October UMM.

6. Next Meeting Date

As the last item of business, the date for the October Unit Managers Meeting was scheduled for Thursday, October 26 beginning at 2 pm. An action was taken by Jack Sonnichsen to schedule this meeting.

Attachment 3

Unit Managers' Meeting
 3718-F Alkali Metal Treatment and Storage Facility
 2440 Stevens Center, Room 1200
 Richland, Washington

Meeting Held September 28, 1995
 From 2:00 to 3:30 p.m.

Attendance List

A stenographer is present to take detailed notes on the proceeding of this meeting. These notes will be used for the sole purpose of preparing the unit manager meeting minutes. After these unit manager meeting minutes are finalized the detailed notes will be discarded.

Name	Organization	Phone #
JC Lounichusen	WMC - RCRA Closure	376-9957
P. Miller	WMC - FFFC	376-0481
Douglas H. Chapin	DOE-RL/TPD/FFC	373-9396
Kathy Knox	WMC	372-3596
Stephanie Johansen	GSSC - Dames + Moore	946-3693
Clint Stuart	Ecology	736-3010
BRANDON SCHMIDT	"	736-5700
ELLEN MATTIN	DOE-RL	376-2385
FRED A RUCK III	WAR/RCRA closures	376-9876

Attachment 4

Unit Managers' Meeting
 3718-F Alkali Metal Treatment and Storage Facility
 2440 Stevens Center, Room 1200
 Richland, Washington

Meeting Held September 28, 1995
 From 2:00 to 3:00 p.m.

Action Items

<u>Action Item #</u>	<u>Description</u>
07-25-95-1	C. D. Stuart (Ecology) to determine Ecology's position on reducing the frequency of surveillances at the 3718-F. CLOSED (8/29/95) Request from DOE-RL to Ecology CLOSED (9/28/95) Letter from Ecology to DOE-RL
07-25-95-2	J. C. Sonnichsen (WHC) summarize information on the 4843 and 105-DR DQO meetings and to summarize any discrepancies found in the background section of the closure plan [to be provided by D. E. Roohr (WHC)]. Information to be provided by July 31, 1995. CLOSED (8/29/95)
07-25-95-3	D. H Chapin (RL) and P. C. Miller (WHC) to check records and information on near-by activities to determine if any sampling and analyses has occurred near the 3718-F. CLOSED (8/29/95)
08-29-95-1	J. C. Sonnichsen (WHC) to provide advanced draft of revised 3718-F Facility closure plan to Ecology by September 18, 1995. CLOSED (9/28/95)
08-29-95-2	P. C. Miller (WHC) to make arrangements to have burn pan lowered and cover plants removed allowing inspection of the burn building and scrubber by October 5, 1995. Reviewed (9/28/95)

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Attachment 5

**Unit Managers' Meeting
3718-F Alkali Metal Treatment and Storage Facility
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Richland, Washington**

**Meeting Held September 28, 1995
From 2:00 to 3:00 p.m.**

A copy of the letter from Ecology to DOE-RL that approves a revised RCRA inspection schedule for the 3718-F Facility is attached.



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

1315 W. 4th Avenue • Kennewick, Washington 99336-6018 • (509) 735-7581

September 8, 1995

Mr. James Rasmussen
U.S. Department of Energy
Richland Operations Office
P.O. Box 550
Richland, WA 99352

Dear Mr. Rasmussen:

Re: 3718-F, Alkali Metal Treatment and Storage Facility, Resource Conservation and Recovery Act (RCRA) Unit Inspections

The Washington State Department of Ecology (Ecology) has reviewed the U.S. Department of Energy's (USDOE) request for reduced frequency of RCRA inspections at the 3718-F facility. Inspections are required according to Washington Administrative Code 173-303-320 of all treatment, storage, and disposal facilities. The intent of the inspections are "to prevent malfunctions and deterioration, operator errors, and discharges which may cause or lead to the release of dangerous waste to the environment, or a threat to human health." This code goes on to say the "inspections need to be conducted often enough to identify problems before they can cause damage to human health or the environment."

The 3718-F unit is vacant of dangerous waste, is under controlled access, and is currently undergoing closure. Ecology concurs that weekly inspections are no longer necessary. Therefore, USDOE may opt to change the frequency of their inspections based on the probability of an incident occurring. As the Ecology unit manager, I require an inspection of the building and its surroundings be performed once every six months until closure certification is received by Ecology.

If you have any questions, please call me at (509) 736-3010.

Sincerely,

Handwritten signature of Clinton D. Stuart in cursive.

Clinton D. Stuart, 3718-F Unit Manager
Nuclear Waste Program

CS:sl

cc: Ellen Mattlin, USDOE
Dan Duncan, EPA
Fred Ruck III, WHC

Zach Knaus, WHC
Phillip Miller, WHC
Administrative Record