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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 October 26, 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

Ellen M. Mattlin, Unit Manager, RL

Date: 11/30/95

Not Present

Date: _____

Daniel L. Duncan, RCRA Program Manager, EPA Region 10

Clinton D. Stuart

Clinton D. Stuart, Unit Manager, Washington State Department of Ecology

Date: 12-4-95

3718-F, WHC Concurrence

Fred A. Ruck, III

Fred A. Ruck, III, Contractor Representative, WHC

Date: 11/29/95

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 - Closure Activities for 3718-F
- Attachment 4 - Action Items
- Attachment 5 - Attendance List



Attachment 1

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

**Meeting Held October 26, 1995
From 2:00 to 3:30**

Agenda

- 1. Approval of Meeting Minutes from UMM held September 28th**
- 2. Status of Open Action Items**
Prepare the 3718-F Facility for inspection
during first week of October - Phil Miller to
make arrangements - Inspection completed on
October 5, 1995
- 3. Proposal for plan and actions to close 3718-F Facility -
Attachment 3**
- 4. Proposed schedule for completing and submitting closure
plan**

Complete Final Draft	11/10/95
Concurrent WHC & RL Review	11/13 - 16/95
Submittal to RL	11/21/95
Transmittal to Ecology	11/27/95
- 5. New Business**
- 6. Set Date for Next Meeting and discuss need for future
Meetings**

Attachment 2

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

Meeting Held October 26, 1995
From 2:00 to 3:00

Summary of Discussion and Commitments/Agreements**1. Discussion of Actions Required to Close 3718-F Facility**

Attachment 3 included in these minutes provides a summary of the proposed actions that will result in the clean closure of the 3718-F Alkali Metal Treatment and Storage Facility. The proposed actions for each component of the facility were discussed. Concurrence was reached on all proposed actions.

2. Schedule for Completion and Submittal of the Closure Plan

A schedule for the completion of the closure plan was discussed. It was agreed that every effort will be made to transmit the closure plan to Ecology by the end of November. To satisfy this need, the following target dates have been identified for completion of key activities:

WHC to complete the final draft by:	11/10/95
WHC and DOE-RL will complete a concurrent review by:	11/16/95
WHC will incorporate all review comments and transmit the closure work plan to DOE-RL by:	11/21/95
DOE-RL will transmit the closure work plan to Ecology by:	11/28/95

The SEPA checklist has been revised and will be transmitted to Ecology as part of the closure work plan.

3. Schedule for Future Meetings

It was agreed that during the month of November, there appeared to be little need for a Unit Manager's Meeting. The month of November will be devoted to revising the closure work plan and submitting the plan to Ecology for their review. No cleanup work at the 3718-F Facility is scheduled during November. It was agreed that if a need should arise, that any Unit Manager has the authority to call a meeting during the month of November. The Unit Manager will call Jack Sonnichsen and he will provide the arrangements for this meeting.

It was agreed that the December Unit Managers Meeting will be held following the Christmas Holidays. To accommodate scheduled vacations, it was agreed that Thursday, January 11, 1996 would be targeted for the next Unit Managers Meeting. Jack Sonnichsen took the action to schedule the next Unit Managers Meeting.

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Jack Sonnichsen reported that the services of Mr. Douglas J. Vaught had been retained to function as the Professional Engineer that will certify the closure of the 3718-F Facility. No new business was identified and the meeting was adjourned at 3 pm.

Attachment 3

CLOSURE ACTIVITIES FOR 3718-F

COMPONENT	PROPOSED ACTION
STORAGE BUILDING AND PAD	NO SPECIFIC ACTIONS IDENTIFIED - CLOSURE WILL INCLUDE: GENERAL HOUSEKEEPING AND CLEANUP OF BUILDING. ALL MATERIAL ASSOCIATED WITH PREVIOUS USE WILL BE REMOVED. FOR EXAMPLE, NEED FOR PARTIAL BAG OF FIRE RETARDANT WILL BE EVALUATED.
BURN BUILDING AND SCRUBBER	NO SPECIFIC ACTIONS IDENTIFIED - STEPS WILL BE TAKEN TO RECYCLE AND/OR IDENTIFY A NEW USE FOR THE SCRUBBER IN IT'S PRESENT USABLE FORM. THE UNIT MAY BE DISMANTLE AND RECYCLED AS SCRAP METAL.
TREATMENT VESSELS	NO SPECIFIC ACTION IDENTIFIED - ARRANGEMENTS WILL BE TO REUSE/EXCESS THESE ITEMS. ONCE A NEW USE HAS BEEN IDENTIFIED, THEY WILL BE REMOVED FROM THE CONCRETE PAD AND TRANSFERRED.
SURROUNDING SOIL	NO ACTION IDENTIFIED - ALL ACTIONS ASSOCIATED WITH THIS COMPONENT WERE DEFERRED TO THE 300-FF-2 OPERABLE UNIT DURING THE DQO.
CONCRETE PAD	NO ACTION IDENTIFIED - IT WAS DECIDED THAT NO ADDITIONAL CLEANUP SWEEPING, ETC. IS NECESSARY.

A CONTRACT HAS BEEN AWARDED TO CH2M-HILL TO SERVE AS THE P.E. FOR CLOSURE OF THE 3718-F FACILITY. A PRE-PROPOSAL MEETING WAS HELD AND COPIES OF ALL DOCUMENTATION HAVE BEEN PROVIDED. THE PERIOD OF THE CONTRACT IS THROUGH FY96.

Attachment 4

Unit Managers' Meeting
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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. CLOSED (9/28/95)
10-26-95-1	WHC to transmit final closure plan to RL by COB 11/21/95

Attachment 5

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

Meeting Held October 26, 1995
From 2:00 to 3:00 p.m.

Attendance List

Name	Organization	Phone #
J. C. Sonnicksen	WMC RCRA Closure	376-9956
Stephanie Johansen	CSSC/ Dames + Moore	946-3693
Ph. / M. Her	WMC FFTF	376-0441
Douglas Chapin	DOE-RL/FFTF Program	373-9396
ELLEN MATLIN	DOE-RL	376-2385
Clinton D. Stuart	ecology	736-3010

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. Johansen	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. Szelmeczka	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.