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**Meeting Minutes
Columbia River Comprehensive Impact Assessment
Weekly Management Meeting
October 31, 1995 - EESB Building, Stampede Room, 1:00 - 4:00**



Attendees(*)/Distribution(#):

Dick Biggerstaff, BHI*#	Stuart Harris, CTUIR*#	Dan Tano, RL*#
Amoret Bunn, Dames & Moore*#	Dave Holland, Ecology*#	Mike Thompson, RL#
Paul Danielson, NPT*#	Nancy Myers, BHI*#	JR Wilkinson, CTUIR#
Greg deBruler, HAB*#	Doug Palenshus, Ecology#	Tom Woods, YIN*#
Roger Dirkes, PNL*#	Ralph Patt, Oregon*#	Jerry Yokel, Ecology*#
Sue Finch, PNL*#	Stan Sobczyk, NPT#	Admin Records-CRCIA#
Larry Gadbois, EPA*#	Bob Stewart, RL*#	

Summary of Discussions:

Dan Tano was introduced by Bob Stewart. Dan is on loan to RL from HQ and is working with Kevin Clarke, RL.

A meeting was held on October 30 to determine requirements/processes for administrative records for the CRCIA project. Records pertaining to the CRCIA project have been included in the administrative records under a general classification up to this point. A specific file for the CRCIA project will be established. Meeting minutes from the CRCIA weekly management meetings will be a part of the administrative records. The meeting minutes will no longer say draft at the top; any corrections will be included in future meeting minutes.

No comments to prior meeting minutes were received at this meeting.

Roger Dirkes handed out the current draft schedule for FY96. Input was received by task leaders and compiled into the schedule by Sue Finch. Roger has not completed a detailed review of the schedule and will be going through it for the first time with this team. There are still some schedule problems as the current schedule ends in October, 1996. Activities will need to be compressed and overlapped where possible. Discussion on the schedule included the following:

- Task 01 includes project management, planning and control, FY96 work plan and the TPA milestone to set the date for completion of this study. This is not the area where the "comprehensive definition" will take place; that activity is captured under task 05.
- Under Contaminants of Concern (COC) report, line 49, Comment Resolution from Draft COC Initial Responses, when will incorporation of the comments received to date happen, before or after the peer review. The intent of this activity was to prepare a 5 page summary to go with the COC report to peer reviewers that discussed the comments received. After much discussion, it was agreed that the draft COC report plus comments received to date will go to the peer reviewers. Comment resolution of all comments will take place following the technical peer review. Line 49 from the schedule will be deleted. A letter will also be distributed notifying the public that comments are still being accepted on the COC report. An action was assigned to Amoret Bunn to determine what comments have been received.
- It was decided to rename line 8, Technical Review Meetings, to Technical Scoping Meetings. The technical scoping meetings identified are part of the weekly meetings that will occur throughout the year. This is the first cut at technical topics and tentative dates. On lines 15 and 16,

Evaluate Alternative Exposure Models, Meeting 1 and 2, the date of 10/2/95 was reflected as those two meetings had not yet been scheduled.

- On ecological risk, where in the process do we bring in outside resources? There are different levels of standards for risk. How do we get at the greater sensitivities? Charlie Brandt will be at the November 21 weekly meeting to discuss the ecological conceptual exposure model. A concern was expressed that PNL scientists will bring a bias in the discussion. This is where the team and outside consultants can offer contrasts on the bias. It was also noted that the bias was not necessarily a personal bias as much as an industry bias.
- Questions were raised on lines 70 and 71, "Uncertainty/Sensitivity Analyses" and "Validation". An action was assigned to Roger Dirkes to talk to Bruce Napier before the 11/7/95 meeting regarding validation.
- The schedule for the technical scoping meetings ties in with when the technical work will be done. A concern exists that there needs to be sufficient time in the process to incorporate ideas raised at the weekly meetings. Don't want the following scenario, "good idea, however, no time to incorporate; work already too far along". It was noted that the schedule will be very tight but every effort will be made to incorporate ideas from this team. If the ideas don't fit, they will be included in the comprehensive section for future work.
- It would be helpful to see the schedule presented in a logic diagram flow chart in addition to the current format. An action was assigned to Sue Finch to prepare a logic diagram showing the critical path and to also cmail the current MS Project file to Stuart Harris.
- Line item 103, Compilation of Comprehensive Assessment, will be renamed to Define Comprehensive Assessment. Roger Dirkes is the current task leader for this effort. Information for this section will come out of the technical scoping meetings; however, an item needs to be added to each technical task such as "define and incorporate scope outside of FY96 into Task 05". It will be important to capture the PNL scientists' ideas of comprehensive as they are working on each section.
- Where does river chemistry fit into the schedule? This would be discussed at the technical scoping meetings on lines 12 and 13, Conceptual Exposure Model - Eco and Ecosystem Conceptual Model.
- The dates for the technical scoping meetings need to be finalized in order to bring in outside consultants. An action was assigned Roger Dirkes to bring definite dates for each of the meetings to the 11/7/95 meeting.

The peer review contracts will probably not be in place prior to December 15. Once the contracts are ready to place, an announcement must appear in the *Federal Register* stating that sole source contracts are being placed and give 15 days for comments. It is anticipated that the amount for the peer review effort will be reduced from \$200K to \$150K with the reduction in the number of documents to be reviewed.

A discussion of public comments, announcement of documents, etc. took place. An action was assigned to Nancy Myers to draft an article for the Hanford Update that summarizes status of this project, the project management team, first documents to go out for review, etc.

A one page fact sheet providing background information on the project needs to be prepared to be sent to peer reviewers and the public. The fact sheet would include information on items such as the overall schedule, the recently signed agreement, documents, scoping level risk assessment, and the comprehensive definition. Amoret Bunn took the action to prepare the first draft with the technical peer

reviewers as the audience. Once completed, Doug Palenshus and Nancy Myers will review it for a public audience perspective. The end product will be a fact sheet that will work for both audiences.

There will be a meeting in St. Louis on Risk Assessment the week of November 13, 1995. The question was raised as to how many management team members would be at the St. Louis meeting and whether the weekly meeting should happen that week or be canceled. It was decided to hold the weekly meeting on November 14 and have other representatives fill in where possible.

The agenda item "Management Team Charter" was specifically added to the agenda to discuss the attendance of outside consultants and technical peer reviewers at these meetings. After discussing the pros and cons of having technical peer reviewers attend the weekly management meetings, an agreement was reached that the technical peer reviewers will not be allowed to attend the weekly management meetings. However, if any representative of this team wants to bring in another consultant, that is acceptable. It was noted that the CRCIA Project cannot offer up funds to pay consultants at this time. Suggestions for paying the consultants included looking at the HAB or the tribal grants. Additionally, some may volunteer their time.

It was suggested that the book *Ishmale* by Daniel Quinn would be good reading for members around this table to understand culture.

Stuart Harris shared his recent conversation with Deward Walker regarding Deward's report that identifies 130 documents not previously referenced at PNL or WHC. The document is in the hands of the Technical Steering Panel for the Hanford Environmental Dose Reconstruction Project and has not been released. Stuart will obtain a copy as soon as it is available.

An action was assigned to Sue Finch to update the management team contact list to add the PNL task leaders.

The question "do you prepare monthly or quarterly reports?" was asked. It was explained that monthly PTS reports are prepared and the specific sections of this report were described. An action was assigned to Sue Finch to bring copies of the PTS reports to this meeting on a monthly basis.

Comprehensive Chapter:

None identified this week.

Agreements:

- The draft COC report plus comments received to date will go to the peer reviewers. Comment resolution of all comments will take place following the technical peer review. A letter will also be distributed notifying the public that comments are still being received on the COC report.
- Technical peer reviewers will not be allowed to attend the weekly management meetings.

Action Items:

Action Description	Assigned To	Due Date
Determine what comments have been received on the COC Report.	Amoret Bunn	ASAP
Draft an article for the Hanford Update.	Nancy Myers	11/7/95
Prepare first draft of a one-page fact sheet on the CRCIA Project.	Amoret Bunn	11/14/95
Prepare a logic diagram showing the critical path .	Sue Finch	11/7/95
ccmail the current MS Project file to Stuart Harris.	Sue Finch	ASAP
Finalize dates for technical scoping meetings.	Roger Dirkes	11/7/95
Provide copies of monthly PTS reports to management team.	Sue Finch	Monthly
Update the management team contact list to add the PNL task leaders.	Sue Finch	11/7/95
Talk to Bruce Napier before the 11/7/95 meeting regarding validation.	Roger Dirkes	11/7/95

Date/Location of Next 2 Scheduled Meetings:

- Tuesday, November 7, 1:00 - 4:00, EESB Building, Stampede Room
- Tuesday, November 14, 1:00 - 4:00, EESB Building, Stampede Room

Attachments (for file only):

- 10/31/95 meeting agenda
- Project schedule dated 10/31/95

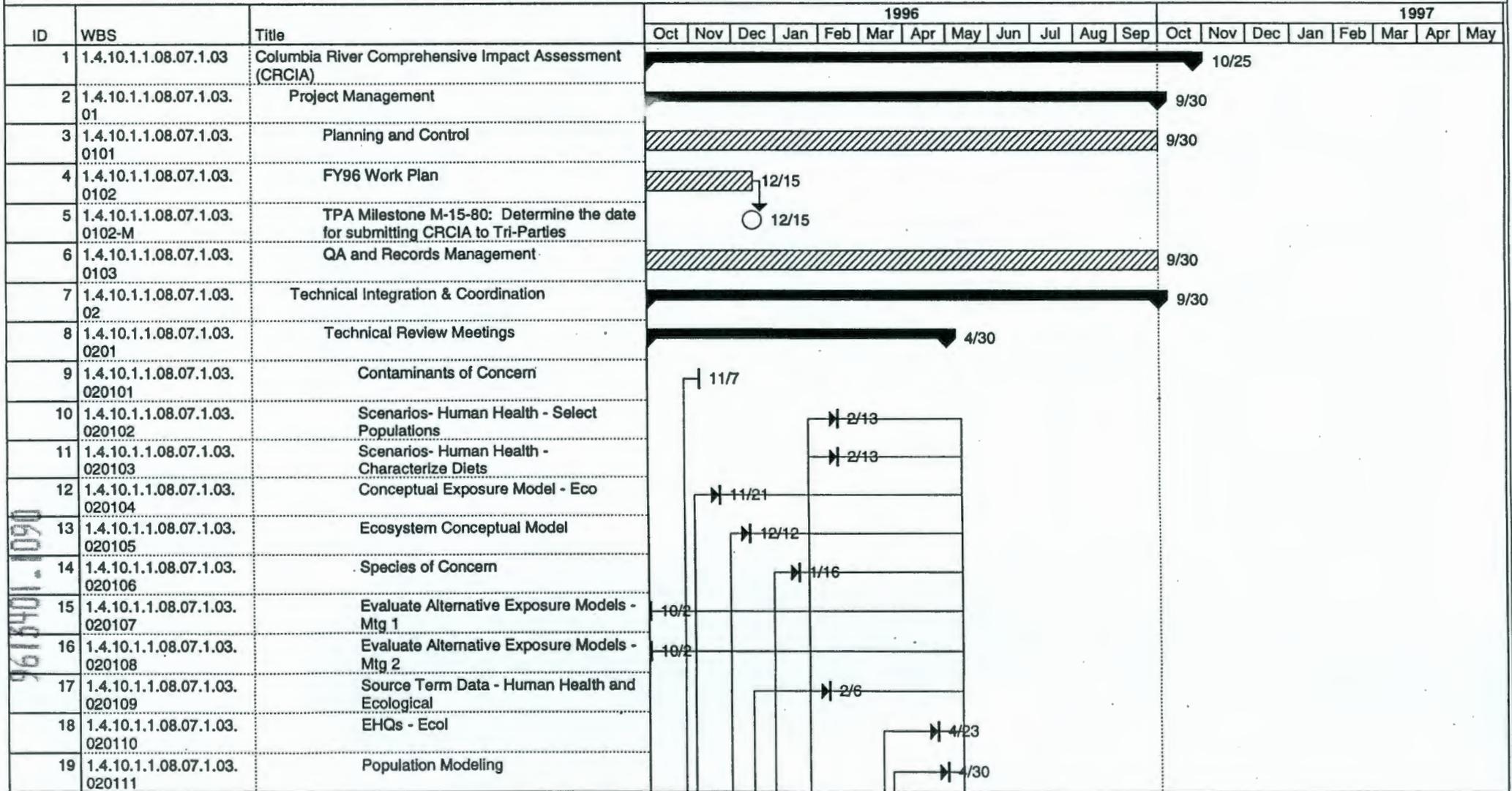
Prepared by SM Finch on 11/5/95

AGENDA
Columbia River Comprehensive Impact Assessment
Weekly Project Management Team

Scheduled from 1:00 - 4:00 p.m., October 31, 1995
Battelle's EESB Building, Stampede Room

1. Management Team Charter - Bob Stewart
2. FY96 Detailed Project Schedule - Roger Dirkes

Fiscal Year Calendar



9618401-1090

Project Manager: RL Dirkes Rev. #: 1 Date: 10/31/95
 PNL Approval: Date:
 DOE-RL Approval: Date:

- Critical Milestone-RL
- Noncritical Milestone-HQ
- Summary Milestone-Contractor
- Milestone-PNL Key Milestone-TPA
- Rolled Up

Fiscal Year Calendar

ID	WBS	Title	1996												1997					
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
20	1.4.10.1.1.08.07.1.03.0202	Weekly Management Meetings	[Hatched]												9/30					
21	1.4.10.1.1.08.07.1.03.0203	RL/PNL/EPA/Ecology/Native Americans/Oregon/HAB/BHI/WHC	[Hatched]												9/30					
22	1.4.10.1.1.08.07.1.03.0204	Public Involvement (BHI/Ecology)	[Hatched]												9/30					
23	1.4.10.1.1.08.07.1.03.03	Data Management	[Solid Black]												9/30					
24	1.4.10.1.1.08.07.1.03.0301	Columbia River Reference Database (CRRD) Update and Maintenance	[Hatched]												9/30					
25	1.4.10.1.1.08.07.1.03.0302	Document/Data Accessibility	[Solid Black]												9/30					
26	1.4.10.1.1.08.07.1.03.030201	Appendix A Documents to the Reading Room	[Hatched]												1/3					
27	1.4.10.1.1.08.07.1.03.030202	Ongoing Low Level Support	[Hatched]												9/30					
28	1.4.10.1.1.08.07.1.03.0302	Numerical Database (Appendices in Final Report)	[Hatched]												2/21					
29	1.4.10.1.1.08.07.1.03.0303	Human Health and Ecological Source Term Data Report	[Solid Black]												5/31					
30	1.4.10.1.1.08.07.1.03.030301	Define Source Term Data Needs and DQOs	[Hatched]												2/19					
31	1.4.10.1.1.08.07.1.03.030302	Source Term Data Assembly	[Hatched]												2/16					
32	1.4.10.1.1.08.07.1.03.030303	Prepare Draft Source Term Report	[Hatched]												3/4					
33	1.4.10.1.1.08.07.1.03.030304	Document Edit, Review, and Publication	[Solid Black]												4/5					
34	1.4.10.1.1.08.07.1.03.03030401	Initial Edit/Author Resolution	[Hatched]												3/18					
35	1.4.10.1.1.08.07.1.03.03030402	Internal Review	[Hatched]												3/25					
36	1.4.10.1.1.08.07.1.03.03030403	Comment Resolution	[Hatched]												4/8					
37	1.4.10.1.1.08.07.1.03.03030404	Editorial Review/Text Processing/Duplication	[Hatched]												4/15					
38	1.4.10.1.1.08.07.1.03.030304-M	21309:01 - Publish Draft HH and Eco Source Term Report	[Hatched]												4/5					

9613401-1031

Project Manager: RL Dirkes Rev. #: 1 Date: 10/31/95
 PNL Approval: Date:
 DOE-RL Approval: Date:

Critical		Milestone-RL	△
Noncritical		Milestone-HQ	▽
Summary		Milestone-Contractor	△
Milestone-PNL Key	◇	Milestone-TPA	○
Rolled Up	△		

