

**MEETING MINUTES – Waste Management Area C Work Plan
Revision Process Discussion**

Meeting Date: August 4, 2010

Location: Ecology Offices, Room 31

Purpose: Discuss the process for providing updates to Waste Management Area (WMA C) RFI/CMS Work Plan.

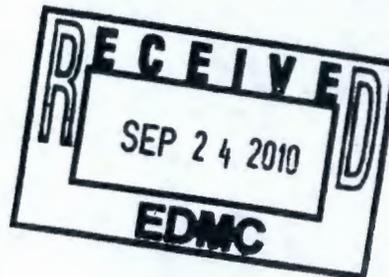
Attendees: Jeff Lyon (Ecology), Mike Barnes (Ecology), Julie Robertson (WRPS), Jeff Luke (WRPS), Susan Eberlein (WRPS)

Background:

Characterization of WMA C is proceeding per the RFI/CMS Work Plan (RPP-PLAN-39114, Rev. 1). New information is being obtained that should lead to a revision to the Work Plan. A process is required to identify and provide updates to the plan (a TPA primary document) in a timely manner.

Discussion:

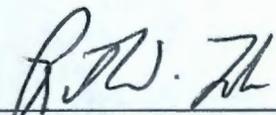
- In March 2010 Ecology approved RPP-PLAN-39114, Rev. 1 as a TPA primary document. In the approval letter, Ecology requested that ORP revise the document to update the schedule. The parties met in April 2010 and agreed on a specific set of changes that would be made to the work plan. The parties agreed that the changes would be processed under a TPA change control form (CCF) and transmitted to Ecology by July 31, 2010.
- In June 2010, Ecology informally transmitted a request for additional changes to the work plan.
- In July 2010, ORP informally transmitted to Ecology a TPA CCF and redlined changes to the work plan, incorporating changes agreed to in April. Ecology expressed a concern that their June request for additional changes was not addressed in the document redlines they received in July.
- WRPS explained that the full process to incorporate changes into a TPA primary document takes several months, and that there had not been time to incorporate the changes requested in June into the deliverable due in July. WRPS further explained that it is open to addressing the Ecology concerns raised in June, but that it might be advisable to consider incorporating only one set of changes at a time to ensure the proper TPA processes are followed and proper document configuration control is maintained.
- The attendees discussed a need to hold periodic (perhaps monthly) meetings of the project managers and technical staff to review new information generated as a result of the WMA C investigation and determine whether the information could drive changes to the characterization plans and/or the work plan. The meeting would also be used to discuss comments and questions forwarded by EPA to Ecology. It was proposed that meeting minutes would be recorded and signed by the project managers and entered into the Administrative Record.
- The attendees were uncertain whether the CCF transmitted in July had been signed. It was agreed that if the majority of the redlines transmitted in July were deemed acceptable, the preferred path forward would be to resolve any concerns associated with those redlines, then finalize the document revisions under the existing CCF. The concerns expressed in June would then be addressed in a subsequent revision transmitted under a TPA change notice.
- The parties noted that a meeting is scheduled for August 11 to review the latest Ecology concerns in greater detail so that the affected work plan text can be identified and redlines developed to address the concerns.



Actions:

- Jeff Luke will determine if a proposed set of changes to RPP-PLAN-39114 has been formally provided to Ecology with a signed TPA CCF. (Following this meeting, Bob Lober [ORP] clarified that TPA CCF M-45-10-2 had been signed by ORP and provided to Ecology at the July 2010 Project Manager Meeting.)
- Mike Barnes will review the draft set of redline changes that he received and identify any that are of concern.
- If the majority of the proposed set of changes are acceptable, any concerns associated with the redlines (e.g., Quality Assurance requirements) will be addressed, and the existing (draft or signed) TPA CCF will be processed.
- A meeting with Ecology, ORP, and WRPS will be held to discuss additional future changes (meeting set for August 11).
- A date for developing a future TPA change notice will be determined based on the number and scope of additional changes identified.

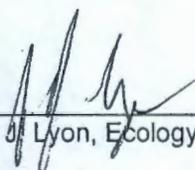
APPROVED:



R. W. Lober, ORP Project Manager

9/27/2010

Date



J. J. Lyon, Ecology Project Manager

9/27/2010

Date