0048574

Meeting Minutes Transmittal

300 Area Project Meeting
Project Managers Meeting
Federal Building, Room 590A
Richland, Washington

December 4, 1997
12:30 p.m. to 1:30 p.m.

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

Mary E Burandt Date: 1/8/98
Mary E. Burandt, Project Manager, RL

Jeanne J Wallace Date: 1/8/98
Jeanne J. Wallace, Project Manager, Washington State Department of Ecology

300 Area Project Meeting, PNNL Concurrence

Delores K Lutter Date: 1/5/98
Delores K. Lutter, Contractor Representative, PNNL

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 - Audit of PNNL Waste Management
Attachment 5 - Commitment/Agreement Tracking Log

Attachment 2

300 Area Project Meeting
Richland, Washington
Federal Building, Room 590A

December 4, 1997
12:30 p.m. to 1:30 p.m.

Summary of Discussion and Commitments/Agreements

1. Approval of Past 300 Area PMM Minutes

   The November 6, 1997, Project Manager Meeting (PMM) minutes were approved.

2. Efficiency Issues

   There were no efficiency issues to address.

3. Status of 314 Building Issues

   - Ecology Acceptance Letter

     J. Wallace (Ecology) stated that a letter was issued to DOE-RL on 11-26-97, closing the compliance action at the 314 Building.

4. 325 HWTUs Part B Permit Application, Rev. 1

   - Status of Draft Conditions

     There was no new discussion regarding the Part B permit conditions.

     M. Burandt (DOE-RL) inquired about the status of the schedule for incorporation of the 325 HWTU Part B Permit Application into the Hanford Facility Dangerous Waste Permit. J. Wallace (Ecology) responded that Ecology will be issuing a letter in January 1998.

5. Status of Silver List Issues

   A brief discussion was held regarding the closeout forms for the remaining Silver list issues. M. Burandt (DOE-RL) took an action to identify which Silver list issues have been signed and which Silver list issues are either in Ecology review or need to be drafted and submitted to Ecology. J. Wallace (Ecology) agreed to go through her files and discuss it the following week.

6. Status of Action Items

   06-05-97:3 RIPI issue
   ACTION: H. Tilden (PNNL)
   Comments due 11/15/97

   H. Tilden (PNNL) received all of the comments pertaining to the RIPI issue, and he will issue the final RIPI form on 12-12-97. This action item was left open.

   10-02-97:1 Waste Management Assessment information to J.

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Summary of Discussion and Commitments/Agreements

Wallace (Ecology) and notification of the closeout meeting.
ACTION: A. Barnard/M. Burandt (DOE-RL)
CLOSED

M. Burandt (DOE-RL) provided J. Wallace (Ecology) a copy of the waste management assessment (Attachment 4), and indicated that she is the point of contact if Ecology has questions regarding the document. This action was closed.

11-06-97:1 5 Silver list items returned to M. Burandt (DOE-RL).
ACTION: J. Wallace (Ecology)

This action was deferred to the January 1998 PMM (see discussion under Silver list issues).

7. General Discussion

- 324 Inspection Status

  J. Wallace (Ecology) stated that B. Wilson (Ecology) is in the process of finalizing Ecology's inspection report.

- 300 Area Waterline Investigation

  M. Burandt (DOE-RL) reported that the information requested by K. Christensen (Ecology) regarding the waterline break was submitted 12-5-97. M. Burandt noted that even though an occurrence report was issued, an inspection was performed by Ecology, and she asked if communication regarding the issue could have been improved between DOE-RL and Ecology.

  J. Wallace (Ecology) responded that she does not usually receive occurrence reports until one or two months after they are issued, and that she did not receive any communication regarding the waterline break, and that she became aware of the situation through the newspaper. As a result of not knowing the scope of the flooding, K. Christensen performed an inspection. E. Mattlin (DOE-RL) explained that the waterline break caused pressure sensors to go off in other areas of the 300 Area.

  T. McKarns (DOE-RL) explained that there was no indication of an environmental problem, which would result in notification to Ecology within two hours. That is why the environmental notification person held off making an initial call to Ecology

within two hours.

T. McKarns (DOE-RL) noted that Ecology is currently looking into a system which could provide 24-hour notification service point of contact for Ecology. It was discussed that the Central Office in Yakima has people in the office 24-hours a day. This point of contact could be used to distribute the information to the employees at the Kennewick Office.

M. Burandt (DOE-RL) distributed a draft commitment/agreement tracking log (Attachment 5), which is the result of an effort to maintain consistency in documenting agreements. The log will be included with the PMM minutes, and signature of the minutes will indicate concurrence by all the parties to the agreements contained in the tracking log.

T. McKarns (DOE-RL) raised the issue of duplicating the 300 Area PMM minutes and sending them to the respective repository files in the Administrative Record, since the units have been combined into one PMM. D. Lutter (PNNL) stated that she and J. McAtee (PNNL) are tracking the units discussed in the 300 Area PMM minutes to ensure they are duplicated and filed with the Administrative Record.

- Future Inspections

  M. Burandt (DOE-RL) requested that PNNL and Ecology contact her regarding inspections or transmittal of information for the 300 Area units covered in this PMM.

- Pending Class 1 Modifications

  D. Lutter (PNNL) suggested that the PMM would be used to keep Ecology informed of Class 1 modifications in the meeting prior to their official submittal to Ecology. J. Wallace (Ecology) concurred with the process.

8. New Action Items

   12-04-97:1 Identify which Silver list issues have been signed and which Silver list issues are either in Ecology review or need to be drafted and submitted to Ecology.
   ACTION: M. Burandt (DOE-RL)

9. Status of Budget Issues

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Summary of Discussion and Commitments/Agreements

Relative to FY98, the only impact identified to date has been a $417,000 reduction to PNNL's expected allocation of $15.2 million. J. Fulton indicated that the primary impact of this reduction relative to the FY98 budget request will be the management of the legacy waste and contamination issues and the TPA milestone on the management plan for 300 Area SCW which was not due until FY2000. J. Wallace (Ecology) asked if milestone and the management plan would be impacted by the $417,000 reduction. J. Fulton indicated those areas would potentially be impacted; however, if substantial funding for FY99 is allocated, PNNL believes the TPA commitment date of 2000 for addressing the SCW legacy waste and contamination issues could be achieved.

The FY98 change control request process has been initiated. J. Fulton (PNNL) referred to J. Wallace's (Ecology) request to observe the process. A meeting was scheduled with Ecology on 12-18-97 to provide an overview of the change control process.

10. Schedule Variance and Funding

J. Fulton (PNNL) stated that the November 1997 schedule variance and funding information won't be available until next week, and he will provide the information during the January 1998 PMM.

11. Next Project Managers Meeting (Ecology/DOE-RL/PNNL)

- Next Meeting
  January 8, 1998, 12:30pm-1:30pm
  Federal Building, Rm 590A
  Richland, Washington.

- Proposed topics may be submitted to J. D. McAtee, e-mail jaralyn.mcatee@pnl.gov, 372-4183, 372-6089 (fax).

Attachment 1

300 AREA PROJECT MEETING
Federal Building, Room 590A
Richland, Washington

December 4, 1997
12:30 p.m. to 1:30 p.m.

Agenda

1. Approval of Past 300 Area PMM minutes. (Ecology/DOE-RL/PNNL) (J. McAtee)

2. Efficiency Issues (Ecology/DOE-RL) (M. Burandt)

3. Status of 314 Building Issues (Ecology/DOE-RL/PNNL) (E. Mattlin)

   - Ecology Acceptance Letter

4. 325 HWTUs Part B Permit Application, Rev. 1 (Ecology/DOE-RL/PNNL) (H.Tilden/T. McKarns/M. McCoy)

   - Status of Draft Conditions

5. Status of Silver List Issues (Ecology/DOE-RL/PNNL) (H. Tilden)

6. Status of Action Items (Ecology/DOE-RL/PNNL)

   06-05-97:3 RIPI Issue
   ACTION: H. Tilden (PNNL)
   Comments Due 11/15/97

   10-02-97:1 Waste Management Assessment information to J. Wallace (Ecology) and notification of the closeout meeting.
   ACTION: A. Barnard (DOE-RL)/M. Burandt (DOE-RL)
   CLOSED

   11-06-97:1 5 Silver List Items returned to M. Burandt (DOE-RL).
   ACTION: J. Wallace (Ecology)

7. General Discussion (Ecology/DOE-RL/PNNL)

   - 324 Inspection Status

   - 300 Area Waterline Investigation

8. New Action Items

Attachment 1

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Agenda

9. Status of Budget Issues (Ecology/DOE-RL/PNNL) (J. Fulton)

10. Schedule Variance and Funding (Ecology/DOE-RL/PNNL) (J. Fulton)

11. Next Project Managers Meeting (Ecology/DOE-RL/PNNL)

    - Next Meeting
      January 8, 1998, 12:30pm - 1:30pm
      Federal Building, Room 590A
      Richland, Washington

    - Proposed topics may be submitted to J. D. McAtee, e-mail jaralyn.mcatee@pnl.gov, 372-4183, 372-6089 (fax).

Attachment 3

300 AREA PROJECT MEETING
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Attendance List

Name	Organization	Phone Number
[illegible]	PNNL	376-5631
Kathy Knox	Knox Court Reporting	946-5535
Jim Fulton	PNNL WMOC	375-2557
Harold Tilden	PNNL-EP	376-0499
Mike Mc Coy	PNNL - EP	376-1483
Shelly Warren	PNNL-EMS	373-9350
Jaralyn McCall	PNNL	372.4183
Tom Moon	PNNL	376-1271
Mary Burandt	DOE - RL	372-4617
Jeanne Wallace	Ecology	736-3019
ELLEN MATTLIN	DOE - RL	376-2385
Michelle Anderson-Moon	Ecology	736-5714
[illegible]	Ecology	736-3025
TONY McKARNS	DOE - EAP	376-8981

Attachment 4

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Audit of PNNL Waste Management

Attachment 5

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Commitment/Agreement Tracking Log

300 Area Project Managers Meeting
Commitment/Agreement Tracking Log

Date	Information Presented	Presenter	Receiver	Status	Outstanding Action
11/6/97	325 HWTUs SEPA Checklist	D. Lutter (PNNL)	G. Davis (Ecology)	Completes request for information	None
11/6/97	Silver List Items (12.2, 11.7, 11.3, 16.3.9, 12.4)	M. Burandt (DOE-RL)	J. Wallace (Ecology)		Items due to PNNL/DOE-RL after Ecology sign-off
11/06/97	Draft cc:Mail (325 in Terms of Volumes and Storage)	G. Davis (Ecology)	W. Larson (PNNL)	Draft is considered final until the permit is issued.	None

DRAFT
for
COMMENT

Distribution:

M. A. Barnard	RL	K8-50
M. E. Burandt	RL	K8-50
D. B. Crossley	PNNL	P7-79
B. J. Day	PNNL	P7-28
R. X. Gonzalez	RL	R3-79
S. L. Jones	PNNL	P7-28
D. C. Langstaff	RL	K8-50
W. B. Larson	PNNL	P7-28
D. K. Lutter	PNNL	P7-79
E. M. Mattlin	RL	A5-15
M. W. McCoy	PNNL	P7-79
A. C. McKarns	RL	A5-15
T. W. Moon	PNNL	P7-68
C. J. Simiele	PNNL	P8-45
J. J. Wallace	Ecology	B5-18
S. L. Warren	PNNL	P8-34
P. J. Weaver	PNNL	K9-25
H. T. Tilden	PNNL	P7-79
RCRA Files/JM	WHC	H6-23

ADMINISTRATIVE RECORD (Two Copies Each Record): 300 Area Projects, H-0-7; 325 Hazardous Waste Treatment Unit, T-3-4 [Care of EDMC, WHC (H6-08)]

Please send comments on distribution list to J. D. McAtee (K9-25), (509) 372-4183.