

November 21, 2002

Via US Mail

Ms. Teri DuPriest, Quality Assurance Evaluator
AFCEE/ERD
3207 North Road
Brooks AFB, TX 78235-5363

Subject: Final Meeting Minutes – Project Kickoff Meeting,
Contract F41624-01-D-8544, Task Order 0009
Parsons Job Number 742698.05000

Dear Ms. DuPriest,

Attached please find the final minutes for the Project Kickoff Meeting for the above referenced project and held on Wednesday, October 9, 2002. Attached to the minutes are copy of the meeting sign in sheet and a draft copy of the Data Quality Objectives for the task order.

Please let me know if you have any questions or comments.

Sincerely,



Ken Rice
Project Manager

XC: Brian Murphy, CSSA
Dan Bowholtz, Parsons
Karuna Mirchindani, Parsons



DRAFT
PROJECT KICKOFF MEETING MINUTES
REMOVAL ACTION FOR AREA OF CONCERN 55
CAMP STANLEY STORAGE ACTIVITY
F41624-01-D-8544/DELIVERY ORDER 0009
PARSONS 742698.05000

Date: October 9, 2002

Time: 2:00 P.M. - 4:00 P.M.

Place: Camp Stanley Storage Activity (CSSA)

Subject: Kickoff meeting to discuss project scope, schedules, technical issues, data quality objectives (DQOs), and contracting.

Attendees:

Attendee	Organization	Phone
Brian K. Murphy, CSP	CSSA	(210)698-5208
Teri DuPriest	USACE	(210)536-4745
Greg Lyssy	USEPA	(214)665-8317
Ken Rice	Parsons	(512)719-6050
Brian Vanderglas	Parsons	(512)719-6059
Kyle Caskey	Parsons	(210)865-9629
Gary Cobb*	Parsons	(512)719-6011

* Minutes prepared by Gary Cobb, Parsons.

These meeting minutes are organized in the order discussed.

Geophysical Survey

An electromagnetic (EM) geophysical survey will be conducted at Area of Concern (AOC) 55 to delineate the extent of the buried debris. Parsons indicated that the survey was tentatively scheduled to begin on Monday, October 14, 2002. Parsons will check on the availability of a rental EM-31 instrument to perform the survey and on CSSA's Gator all terrain vehicle for use during the survey.

Parsons proposed to conduct the EM survey using a Geonics EM-31 terrain conductivity meter. Both quadrature and in-phase measurements will be taken during the survey using the EM-31. Parsons proposes conducting the survey with measurements collected at 20

by 20-foot spacing along the survey lines and 100-foot spacings between survey lines. Survey lines will be oriented in north to south, and east to west to produce a two-dimensional (2-D) grid over the AOC-55 area. CSSA will arrange to have the grass mowed prior to the start of the EM survey.

Excavation Activities

Parsons has estimated that approximately 35,000 cubic yards of material will be excavated from AOC-55. Parsons has identified potential remediation contractors to perform the excavation task and is currently in the process of selecting a contractor for the project. Parsons may decide to subcontract the transportation and disposal tasks separately to meet our AFCEE ENRAC subcontracting goals regarding small disadvantage business participation. Parsons currently plans to start the excavation activities in early December 2002, and estimates that the excavation activities will take 30 days to complete.

Since the AOC-55 removal action will be occurring along with another significant excavation activity at the post, CSSA is concerned about managing the truck traffic on Ralph Fair Road. The trucks will access the post using Gate 5 to avoid traffic congestion at the Main Gate. Trucks will not be allowed to "stage" along Ralph Fair Road while waiting for the access gate to open in the morning, as has happened in the past. CSSA will arrange to have security personnel available to guard the gate during work hours. CSSA requires a one week advance notice prior to the start of excavation activities to arrange for security at Gate 5. In addition, Parsons will prepare a fact sheet (Fact Sheet 11) to notify the local public that there will be an increase in truck traffic on Ralph Fair Road while the removal action is occurring.

The route that the dump trucks travel across the post will include several tight turns which may require redirecting of traffic or road and fence modifications. Modifications of road ways and/or fencing alignment will be coordinated through appropriate base personnel. Additional site modifications may be required along the planned truck route to facilitate the high volume of truck traffic. Parsons will identify on-post locations where site modifications may be necessary prior to start of excavation activities.

Silt fencing will be placed along Salado Creek to prevent soils from entering the creek from the excavation area. The silt fence shall remain in-place and be maintained while excavation activities are on-going.

An archeological inspection of the excavation area is not anticipated since the material disposed at AOC-55 was from on-post operations and is not expected to be archeologically significant.

Unexploded Ordnance (UXO) items are not anticipated within AOC 55. However, UXO technicians will be present to provide avoidance and identification efforts in the event Ordnance/Explosive (O/E) scrap is unearthed during the initiate investigation. Parsons will have a two member team of UXO technicians available during the exploratory excavations anticipated for AOC 55.

DQOs

The draft DQOs for the AOC-55 removal action were reviewed and briefly discussed. CSSA suggested modification to the text in Section 1.0 History/Background. Parsons agrees with the recommended changes and will modify the text accordingly.

For the sampling of the stockpiled cover soils, five discrete grab samples will be collected for VOC analysis and five composite samples will be collected for SVOC and metal analyses.

Explosives are not expected to be present in the trench materials. However, if evidence of explosives is observed during the excavation activity, the analyte list for the characterization of the trench materials shall be expanded to include explosive constituents.

Regarding the confirmation sampling of the excavation, rock samples to be collected from the bottom of the excavation at a rate of one sample per 20,000 square feet of excavation area. The confirmation samples shall be analyzed only for the constituents of concern as identified in the characterization samples collected from the trench materials. Additionally, the laboratory turn-around time for all confirmation sampling shall be seven days.

ACTION ITEMS

- Parsons will provide CSSA a one-week advance notice prior to the start of the excavation activities so that CSSA can arrange to have a security guard available at Gate 5.
- Parson will prepare Fact Sheet 11 to notify the local public of the increase in truck traffic during the excavation activities.
- CSSA will mow the grass at AOC-55 prior to Parsons initiating the EM-31 survey.
- Parsons will provide UXO technicians for remedial investigations at AOC 55.

ATTENDANCE SIGN-IN RECORD

AOC 55 Kickoff meeting 10/9/02

<u>Name</u>	<u>Representing</u>	<u>Phone #</u>	<u>Email</u>
Ken Rice	Parsons	512-719-6050	Ken.r.rice@parsons.com
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Kyle Caskey	PARSONS	210/865-9629	
BRIAN K. MURPHY	CSSA	210-698-5208	murphyb@compstudy.net
Teri Dupriest	AFCEE	210-536-4745	teri.dupriest@brooks.af.mil
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DRAFT DATA QUALITY OBJECTIVES

**DATA QUALITY OBJECTIVES
FOR THE
REMOVAL ACTION
AT
AREA OF CONCERN NO. 55 (AOC-55)**

**CAMP STANLEY STORAGE ACTIVITY
BOERNE, TEXAS**

October 9, 2002

**DATA QUALITY OBJECTIVES
REMOVAL ACTION AT AOC-55
CAMP STANLEY STORAGE ACTIVITY
BOERNE, TEXAS**

09 October 2002

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1.0 State the Problem (Step 1)

History/Background

Parsons has been contracted to remove the wastes from the land-based portion of the site in hopes of obtaining closure of the unit from further investigation or actions. If necessary, the groundwater and vadose zone under the site will be evaluated by Camp Stanley Storage Activity (CSSA) under its' groundwater investigation program.

The following excerpts were taken from _____ of CSSA's Environmental Encyclopedia, Volume 3:

AOC-55 is a disposal burial area that consists of one large trench area of unknown depth located along the banks of the ephemeral stream, Cibolo Creek. During heavy rainfall, the thin soil cover adjacent to Cibolo Creek washed away and exposed the waste inside the landfill and caused some debris to be washed downstream. Prevention of the future erosion and uncontrolled release of debris from AOC-55 during future heavy rainfall events is the main reason that the removal action was deemed necessary and appropriate to complete at this time.

Previous Investigations

The following summary and associated AOC-55 maps can be found in _____ *tab*.

The Planning Team

1.1.1 Camp Stanley Storage Activity

Mr. Brian K. Murphy, CSP, Environmental Officer
Mr. Jeff Aston, Environmental Specialist, U. S. Army Corps of Engineers
Mr. Chris Beal, Contract Geologist, Worldwide Performance and Innovation

1.1.2 Parsons

Ms. Ken Rice, Project Manager
Mr. Brian Vanderglas, Technical Support
Mr. Kyle Caskey, Field Team

1.1.3 Portage

Mr. Joe Fernando, Ph.D., Chemist

1.1.4 The Decision Makers

Lieutenant Colonel Jason D. Shirley, Commander, CSSA
Mr. Brian Murphy, CSP, Environmental Officer, CSSA
Mr. Greg Lyssy, Region 6, EPA
Mr. Kirk Coulter, Corrective Action Section, TNRC

2.0 Identify the Decision “Prioritize and Logical Sequence for Actions” (Step 2)

2.1 Key Decisions

2.1.1 Cover Soils

Determine thickness of cover soil and evaluate whether surface soils are appropriate for reuse as cover material.

2.1.2 Trench Materials

Determine contents of trench, confirm that waste is non-hazardous, and estimate volume of excavated waste requiring off-post disposal.

2.1.3 Confirmation Samples

Confirm all soils exceeding background or Tier 1 levels have been removed from the excavation.

2.1.4 Borrow Soil

Some clean fill material will have to be imported to bring the excavation(s) up to final acceptable grade and to provide sufficient base for revegetation.

2.1.5 Construction of a New Water Crossing

The existing low water crossing bridge will be removed and replaced with a new low water crossing ramp. Determine appropriate engineering and construction specifications for ramp to withstand rapid stream flow and truck traffic.

2.2 Future Decisions

Determine if vadose and groundwater zones require any future evaluation based on confirmation closure samples.

Determine if there is any further investigation or remediation work that should be completed prior to backfilling.

If estimated waste volumes exceed budgeted estimates (approx 1,500 CY hazardous, 33,000 CY non-hazardous wastes) will be given priority for disposal. Disposal of hazardous wastes will require removal within 90-days.

If excavated material exceeds hazardous or non-hazardous waste levels for metals, Apatite II or another stabilization method will be considered for soil treatment. If testing confirms stabilization has been effective, the treated soil may be taken to local landfill as not hazardous. Prior approval for treatment of hazardous waste would be required from the TNRCC.

2.3 Alternative Decisions

- Clean soil cover and waste material will be segregated in order to manage different materials properly; or
- No decision.

3.0 Identify Inputs (Step 3)

3.1 Cover Soils

Characterize surface soils after they have been stockpiled. It is estimated that this work will generate approximately 2,000 in-place cubic yards of soil (2,400 CY loose).

- If waste materials or debris are visible, the material will not be used as fill. This material will then be characterized for waste disposal.
- If no waste material or debris is observed, one sample per 500 CY will be collected. An estimated five total samples will be collected.
- Chemicals of Concern (COCs) include VOCs and metals. In addition, selected samples will be tested for mercury and semi-volatile organic compounds (SVOCs) to confirm they are not present.
- It is estimated that a total of five discrete VOC and metals samples will be collected. One composite for SVOC and mercury will be collected. Samples will be collected and tested using the following methods and analyte lists:
 - VOCs – Discrete Samples (EPA Method 8260), full list;
 - Metals – Discrete Samples (EPA Method 6020, 6010B), full CSSA list;
 - Mercury – Composite Sample (EPA Method 7471A); and
 - SVOCs – Composite Sample (EPA Method 8270), full list.
- Field duplicate and matrix spike duplicate (MSD) samples to be collected and analyzed per Air Force Center for Environmental Excellence (AFCEE) Quality Assurance Project Plan (QAPP), version 3.0.
- Samples will be analyzed using normal (10-day) turnaround times.
- Full Quality Assurance/Quality Control (QA/QC) will be performed on these samples (100% verification/validation).
- If soil exceeds CSSA's background level for metals or TNRCC's Tier 1 PCLs, the designated landfill will be contacted to determine what, if any further characterization would be required. Toxicity Characterization Leaching Procedure (TCLP) sample(s) may be required.

3.2 Trench Materials

EM surveys and investigation trenches into the landfill will be performed to collect data for estimating the thickness of the trench cover material, assess the contents of the trench, and determine the approximate volume of material in the trench. **Collect in situ samples to obtain an indication of likely waste classification?**

Characterize the soil after it is excavated and stockpiled. Field screening with a PID or FID, visual observation and olfactory evidence will be used to segregate stockpile soils. It is estimated that there will be 35,000 CY of loose material.

- Properly characterize the material for off-post disposal.
- Discrete samples will be collected on a frequency of one sample per 1,000 CY. It is estimated that approximately 35 samples will be collected.

- Characterization of materials for disposal will require analyses for TCLP VOCs (full list), TCLP metals (11 metals), and total petroleum hydrocarbons (TPHs).
- Samples will be analyzed using a seven-day turnaround time.
- No field duplicate (FD), matrix spike (MS), MSD, or trip blank (TB) samples will be required.
- Analytical case narratives will be reviewed for completeness, but formal verification/validation will not be required.
- If the material meets non-hazardous waste requirements, the soil will be taken off-post to a local landfill for disposal. If testing indicates the waste materials are hazardous, the portion(s) of the stockpiles that exceeds non-hazardous requirements will be segregated and confirmation samples will be collected.
- Banding material and other metal debris will be segregated for potential recycling.
- Polyvinyl chloride (PVC) from vapor monitoring/extraction wells will be disposed of with the Class 2 waste. Well abandonment reports will be completed and submitted to TNRCC.

3.3 Confirmation Samples

Confirmation samples will be collected from the soil portion of the excavation sidewalls. Samples will not be collected from rock or from excavation bottom.

- Discrete samples will be collected from sidewalls at a minimum of 100-foot intervals. It is estimated that 30 samples will be collected. Rock samples will be collected from the bottom of the trench for closure of the land-based portion of the site at a rate of **1 sample per 10,000 square feet**.
- All samples will be analyzed for VOCs (full list) and metals (i.e., arsenic, antimony, barium, beryllium, cadmium, chromium, lead, mercury, nickel, selenium, and silver). **Four** samples will be tested for SVOCs, one from each sidewall, unless rock is encountered, in the two trenches. There will be no samples submitted for mercury analyses.
- Samples will be collected and analyzed as excavation progresses. It is estimated that half of the samples will be analyzed with a **three-day** turnaround time. **Note: We may not need such a short turn-around time since import of backfill material will be limited.**
- QA/QC samples will include: FDs, MS, MSDs, TBs, and equipment rinse blanks (EBs) per the attached table.
- 100% verification/validation will be required.
- If confirmation samples exceed CSSA's established background for metals or TNRCC's Tier 1 levels, further excavation may be conducted. Should samples be necessary, a minimum of two additional confirmation samples will be collected after further excavation is completed.

- Once the site meets RRS1 closure requirements, a closure report will be provided to the TNRCC and EPA.

3.4 Borrow Soil

Laboratory analyses of this material will be required to confirm it is free of contaminants. One composite sample will be collected from the borrow soil source to confirm there are no contaminants.

- The sample will be analyzed for VOCs, SVOCs, and metals (nine-metals), WE SHOULD LIST THE METHODS AND ANALYTES IN THE CASE OF METALS using same methods as listed above.
- No QA/QC samples or data verification/validation is required. Normal (10-day) turnaround time is acceptable for this analysis.
- No compaction or other geophysical testing is required as borrow material is placed in the excavation.

3.5 Construction of a New Water Crossing

Construction quality assurance will be performed by construction inspector. Includes engineering design of water crossing and final grade. Final grade of excavation area will be determined after excavation is complete.

4.0 Define Study Boundaries (Step 4)

The study boundary is limited to the confines of the installation, specifically AOC-55. This study focuses on the soil unit, and will not extend into the underlying bedrock and groundwater if contamination is found to remain even after completing the removal of all readily accessible waste materials and contaminated soils.

5.0 Develop a Decision Rule (Step 5)

Refer to Step 2 of these DQO's for decision processes related to the interim removal action and treatability study.

6.0 Specify Tolerable Limits for Decision Errors (Step 6)

6.1. Currently, the AFCEE QAPP Version 3.0 is being utilized by CSSA. The QAPP specifies tolerable limits for errors.

6.2. Specific variances to the QAPP have been approved by the EPA or TNRCC and are located in the CSSA Environmental Encyclopedia, Volume 1-1, and Correspondence with Regulators.

7.0 Optimize the Design for Obtaining Data (Step 7)

Refer to Step 2 of these DQO's for decision processes related to the removal action and associated investigation activities.