FINAL

CONSTRUCTION QUALITY PLAN

HARDFILL 49A REMEDIAL ACTION
PROJECT NO. JREZ 200-8005

REMEDIATION OF FUEL CONTAMINATION SITES
PROJECT NO. JREZ 200-7007

GRIFFISS AIR FORCE BASE, NEW YORK

CONTRACT: F41624-01-D-8544

TASK ORDER: 0002

CDRL #A003

PREPARED FOR:

AFCEE

HQ AFCEE/ERB
3207 North Road
Brooks Air Force Base, Texas 78235-5263

PREPARED BY:

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FEBRUARY 2002

FINAL

Report For:

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Project Manager: John Lanier (MDM) — 2/25/02 Date

Technical Manager: Ross Miller (MDM) — 2/25/02 Date

FEBRUARY 2002

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LIST OF ACRONYMS

AFCEE	Air Force Center for Environmental Excellence
AFBCA	Air Force Base Conversion Agency
ASTM	American Society for Testing and Materials
NYSDEC	New York State Department of Environmental Conservation
EPA	Environmental Protection Agency
GAFB	Griffiss Air Force Base
HASP	Health and Safety Plan
TCLP	Toxic characteristic leachate procedure
QA/QC	Quality assurance/quality control
LCP	Lateral control pit
cy	Cubic yards
OSHA	Occupational Safety and Health Administration
QA	Quality Assurance
CQA	Construction Quality Assurance
CQP	Construction Quality Plan
PSI	Pounds per square inch
SAP	Sampling and Analysis Plan
PPM	Parts per million
PVC	Polyvinyl chloride
cfm	Cubic feet per minute

SECTION 1

INTRODUCTION

1.1 PURPOSE

This Construction Quality Plan (CQP) describes quality assurance procedures to be implemented by Parsons Engineering Science (Parsons) for the remedial construction at the Griffiss Air Force Base (GAFB) Hardfill 49A and Fuel Contaminated Sites located in Oneida County, near Rome, New York. This CQP stresses careful inspection and documentation during the entire construction phase of the project, from the selection of materials through completion of the remedial action. In addition, this CQP was prepared to ensure that the remedial action at the Site will be performed in accordance with plans and specifications prepared for Air Force Center for Environmental Excellence (AFCEE) and Air Force Base Conversion Agency (AFBCA) by Parsons.

This CQP addresses the following items:

- Delegation of responsibility and authority for all aspects of the project, including chain-of-command and duties of project manager, engineer, and inspection personnel.
- Project meetings, including pre-construction, weekly/monthly progress meetings, and unscheduled meetings to address problems or work deficiencies.
- Qualifications of designated project personnel including training of onsite QA/QC inspector.
- Project QA/QC documentation including daily monitoring logs, progress reports, and the Remedial Action report.

1.2 SCOPE

The work addressed under this CQP will facilitate proper remedial construction at the Sites. All remediation work will be conducted by Parsons to the lines, grades, and dimensions indicated on the plans and details, and in accordance with the project specifications, or as may otherwise be required by AFBCA, AFCEE, the New York State Department of Environmental Conservation (NYSDEC) or the United States Environmental Protection Agency (EPA).

Parsons inspectors will issue a daily report of activities at the site. These reports will include, at a minimum, observations and test results, as well as problems encountered and solutions achieved.

The overall goals of this Construction QA/QC program are to ensure that proper construction techniques and procedures are used, and to verify that the materials used meet the specifications. This CQP is designed as a supplement to the contract documents and is intended for use by the QA personnel only. Any conflicts between the contract documents and the CQP will be brought to the immediate attention of Parsons. The Contract Documents will govern unless otherwise directed by Parsons. Additionally, the program will attempt to identify and

define problems that may occur during construction and address corrective measures. After completion of the construction work, a construction monitoring report will be prepared which documents that the facility was constructed in general conformance with the design standards and Contract Document specifications and plans. The Remedial Action report will document where and why constructed activities were observed to deviate from the Contract Documents.

SECTION 2

RESPONSIBILITY AND AUTHORITY

2.1 QUALITY ASSURANCE/QUALITY CONTROL MANAGEMENT ORGANIZATION

The principal organizations involved in permitting, designing, and implementing remediation at the Site include AFCEE, AFBCA, the NYSDEC, the EPA and Parsons.

2.1.1 AFCEE/AFBCA

AFCEE/AFBCA is responsible for the remediation of the GAFB sites covered by this CQP. AFCEE/AFBCA has hired Parsons to execute the required remedial actions. It is the responsibility of AFCEE/AFBCA to interact directly with the NYSDEC and the EPA on all regulatory matters, review all project plans and submittals prior to submission to the NYSDEC or the EPA.

2.1.2 NYSDEC

It is the responsibility of the NYSDEC to review the Design Documents, Drawings, and Plans (including this CQP) for compliance with the agency's regulations, and then to accept the remedial action based on this review. The NYSDEC will have the responsibility and authority to review and accept, or reject, any design revisions or requests for a variance that are submitted by AFCEE / AFBCA, or Parsons. The agency also has the responsibility and authority to review and approve the Remedial Action Report and all QA/QC documentation collected during the construction phase to confirm that the CQP was followed and that the remedial system was constructed as specified in the Contract Documents.

2.1.3 Parsons

Parsons is performing design and construction tasks for AFCEE / AFBCA and is responsible for engineering design, design changes, and construction. Parsons is also responsible for construction inspection, and quality assurance in accordance with this CQP.

The Parsons organization for this project is shown in Figure 2.1. Positions are shown to reflect the organizational lines of authority, communication, and interface. The duties and responsibilities of key positions are described below.

2.1.3.1 Project Manager

The Project Manager (PM) is responsible for the quality, project administration, and timeliness of all project activities, including those performed by subcontractors and

suppliers. The PM is also responsible for the implementation of this CQAPP and for supporting the efforts of the quality control organization, Field QA Officer, and staff.

2.1.3.2 Site Superintendent

The Site Superintendent reports directly to the PM and serves as the PM's representative on site. The Site Superintendent is delegated the responsibility for implementing the requirements of the CQAPP and for supporting the Field QA Officer onsite in all matters involving quality.

2.1.3.3 Field QA Officer

The assigned Field QA Officer for this project reports to the PM for all matters involving quality. The Field QA Officer is granted sufficient authority and organization independence to verify that project activities comply with contract requirements including applicable specifications, plans, procedures, instructions, and drawings. This authority includes stop work authority to preclude further processing of any activity, which may adversely impact the quality of work.

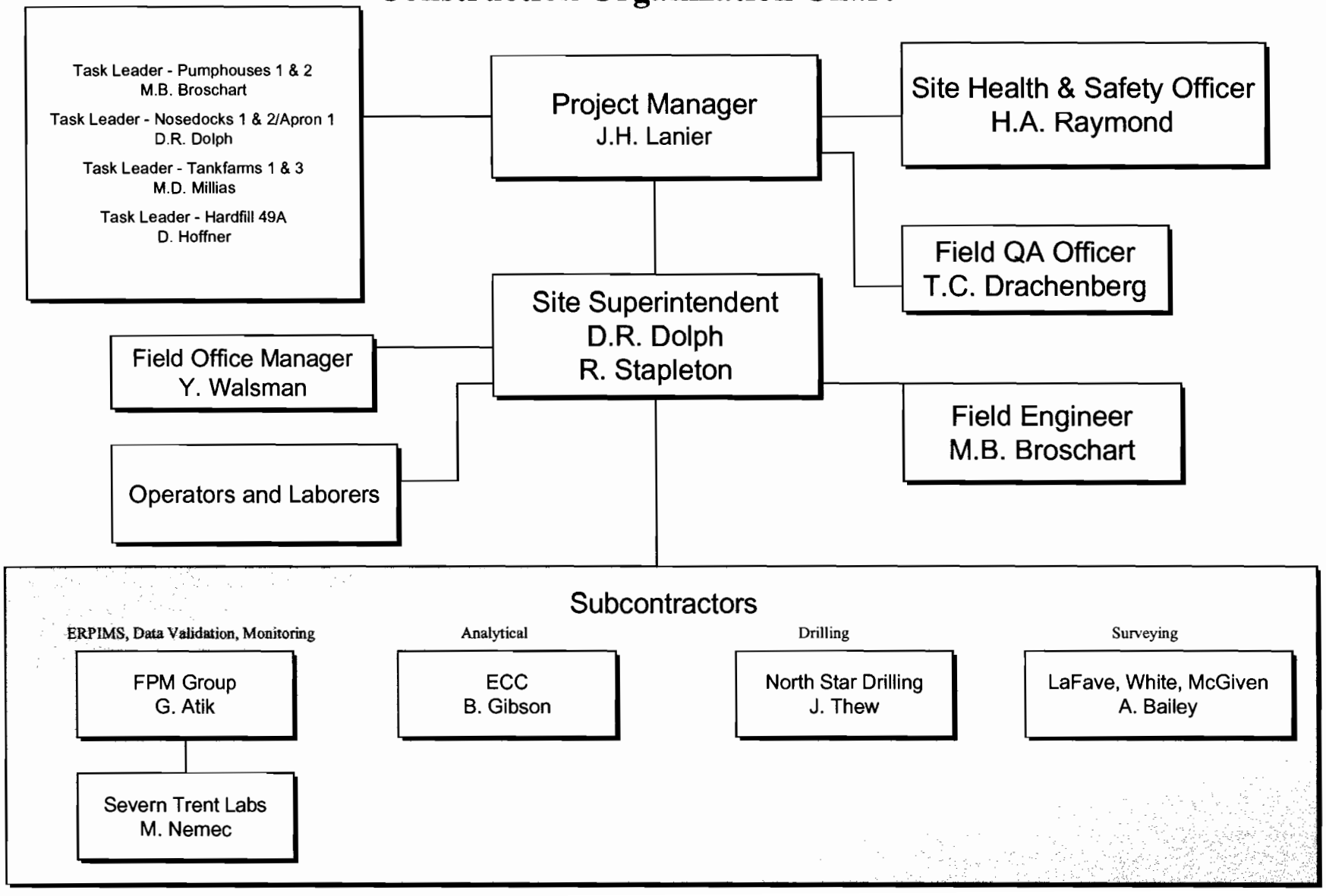
The Field QA Officer is responsible for enforcing the CQP, the performance of inspection and test activities, and verifying compliance with applicable requirements. Specifically, the Field QA Officer is responsible for:

- Developing, assessing the effectiveness, and maintaining this CQP and its referenced procedures;
- Reviewing the qualifications of proposed technical staff, subcontractors and testing organizations;
- Planning and conducting the performance of preparatory, initial meetings, testing, follow-up and completion inspection;
- Identifying and reporting quality deficiencies and evaluating and verifying corrective action measures;
- Ensuring that requisite quality records are generated and maintained as prescribed in this CQP; and
- Verifying that subcontracted laboratories have and operate under a QC program that complies with the requirements of the contract.

2.1.3.4 Field Engineer

The Field Engineer is responsible for monitoring the day to day construction activities, working with the Site Superintendent and other field personnel to resolve problems encountered, and oversee equipment installation for compliance with Construction Drawings and Technical Specifications.

Figure 2.1
Construction Organization Chart



SECTION 3

QUALIFICATION & TRAINING

3.1 INTRODUCTION

Project staff shall be qualified to perform their assigned responsibilities and duties. This will be accomplished by ensuring that the qualifications of personnel are reviewed prior to assignment. Personnel qualifications will be appropriately documented.

3.2 PROJECT PERSONNEL

The minimum qualification requirements for project personnel on this project have been established through review of contractual and other project–related requirements. Personnel are not to be assigned a position or job for which they do not meet the requisite qualifications.

In the event that additional assigned personnel are necessary, the qualifications of such assigned personnel will be evaluated, approved and documented by the PM, or Field QA Officer as appropriate.

3.3 SUBCONTRACTOR PERSONNEL

Subcontractors must be accepted by Parsons based on the subcontractors experience, qualifications, capability, and past performance. Each subcontractor shall be responsible for providing indoctrination and training of subcontractor personnel to ensure that personnel are adequately familiar with project requirements and provisions of this CQP. The subcontractor shall document this indoctrination and training and submit evidence of such to the Field QA Officer prior to performance of work.

3.4 HEALTH AND SAFETY TRAINING

Health and Safety training requirements are to be established in accordance with Parsons policies and procedures specified within the site Health and Safety Plan (HASP). As a minimum, site workers and QC staff who may encounter hazardous waste are to have completed the OSHA 40-Hour Hazardous Waste Operations and Emergency Response Initial Training and 8-hour refreshers. Project supervision and operations management personnel shall have additionally completed the requisite 8-hour Supervisor Training.

3.5 DOCUMENTATION

Personnel qualifications and training records will be maintained by the Field QA Officer.

SECTION 4

INSPECTION AND TESTING

4.1 CONFORMANCE TESTING

Conformance testing of materials to ensure compliance with the Construction Drawings and Technical Specifications will be performed by Parsons. If non-conformances or other deficiencies are found, Parsons will be required to repair or replace the deficiency at no cost. Any noncompliance items will be reported to AFCEE/AFBCA.

4.2 ROUTINE INSPECTION

During the course of remedial construction, the Parsons QA Field Officer and designated Parsons QA personnel will be generally performing independent, continuous, onsite inspection of the work in progress to assess compliance with facility design criteria, plans, and specifications. QA personnel will routinely inspect and verify that labels, tags, manifests, or other identifying documents of all construction materials conform to approved materials/specifications. The QA personnel will also monitor testing of components and equipment to ensure that the tests and results conform with intended criteria. QA personnel will be present to witness testing, and observe constructed features before being covered or obscured by subsequent construction activities. All daily routine inspections, test monitoring, and independent testing performed by QA personnel will be recorded on appropriate forms.

4.2.1 QA Testing Frequency

All quality assurance testing will be conducted in accordance with the project specifications, or as specified herein. All applicable testing methods, as previously identified, will be observed. Documentation and reporting of test results will be in accordance with the requirements identified in Section 5 of this QCP.

Pre-construction testing will be conducted on stockpile material samples and/or borrow locations. Construction testing will be conducted on samples taken from the material during the course of the work. QA testing will consist of material evaluation tests and construction quality evaluation tests. The exact location of the construction quality test will be determined in the field by the QA personnel. The construction personnel will measure to the nearest foot and mark by staking, and reference the location of all construction quality tests to the existing horizontal grid system. Sampling of soil will be in accordance with sampling and testing strategies discussed in the SAP and site specific work plans.

4.3 EQUIPMENT

Upon receipt of equipment, the Parsons Field QA Officer will inspect all mechanical and electrical components for completeness and conformance to applicable specifications. Any deficiencies noted during inspection will be immediately brought to the attention of the Parsons Field Engineer so that the appropriate corrective action may be taken.

4.3.1 Bioventing

Bioventing system components, including, but not limited to, blowers, piping, valves, velocity probes, and gauges, will be inspected by the Parsons Field QA Officer upon receipt from manufacturer and prior to installation to ensure conformance with design requirements and specifications for each application. Equipment found to be defective, or otherwise unsuitable for installation will be brought to the attention of the Parsons Field Engineer. All system electrical components shall be installed and inspected by a certified electrician.

Upon bioventing system startup, the Parsons Field QA Officer will inspect all bioventing system components to ensure proper operation in the design capacity. Equipment manufacturers specifications will be consulted to ensure equipment is operating consistent with the manufacturers specifications. Equipment found to be defective will be brought to the attention of the Parsons Field Engineer.

4.3.2 Product Recovery

Product recovery system components, including, but not limited to, pumps, compressors, pressure fittings, gauges, pressure vessels, and monitoring probes, will be inspected upon receipt and prior to installation to ensure conformance with design requirements and specifications for each application. Equipment found to be defective or otherwise unsuitable for installation will be brought to the attention of the Parsons Field Engineer. All system electrical components shall be installed and inspected by a certified electrician.

Upon product recovery system startup, the Parsons Field QA Officer will inspect all product recovery system components to ensure proper operation in the design capacity. Equipment manufacturers specifications will be consulted to ensure equipment is operating consistent with the manufacturers specifications. Equipment found to be defective will be brought to the attention of the Parsons Field Engineer.

4.3.3 Piping

All piping will be inspected prior to installation for defects, which would render the piping unsuitable for use. Existing underground piping which will be used in conjunction with other bioventing system components will be pressure tested in accordance with Section 4.4.3.1. Piping found to be defective will be brought to the attention of the Parsons Field Engineer.

System piping shall be installed in accordance with the manufacturers specifications, the site specific work plan, and accepted work practices. All solvent welded piping shall be Schedule 40 Type 1, Grade 1, PVC manufactured in strict compliance with ASTM D1785 with a minimum working pressure of 160 psi.

All socket style PVC fittings shall be manufactured in compliance with ASTM D2467 to Schedule 80 dimensions. Solvent welds shall be cleaned prior to joining using E-Z Weld Purple Primer Cleaner, or equivalent. Solvent welds shall be joined using E-Z Weld Professional Grade Solvent Cement, or equivalent.

Schedule 40 PVC piping supports shall be placed at maximum nine-foot intervals for four-inch piping spans, and maximum seven-foot intervals for two-inch piping spans.

4.3.3.1 Pressure Testing

Prior to system installation, all fuel supply piping designated for use as air supply piping shall be tested to verify the integrity of the piping. Testing shall be conducted using the following procedures:

- Excavate hydrant and lateral control pit (LCP) areas to allow access to the piping. All excavation side slopes shall be sloped in accordance with 29 CFR 1926, Subpart P and the HASP. All soil above the former hydrant areas will be excavated and staged nearby. Asphalt pavement materials and soil backfill materials will be excavated and staged adjacent to the excavation. Asphalt materials will be consolidated for off-site disposal. The soil backfill material will be reused.
- Remove flowable concrete plugs from the ends of each supply pipeline and thoroughly clean plug-pipe mating surfaces to remove residual concrete and ensure an air tight seal.
- Insert a Buchen six-inch expandable rubber plug, or equivalent, into the hydrant end of the fuel line and inflate to 30 pounds per square inch (psi).
- Insert a Buchen six-inch expandable rubber bypass plug, or equivalent, equipped with a pneumatic fitting and 0-30 psi pressure range gauge with 1 psi graduation marks into the LCP end of the fuel supply piping. Inflate plug to 30 psi.
- Pressurize the fuel supply piping to 15 psi and monitor for leak down over a period not less then ten minutes.

Fuel supply piping which maintains a pressure of 10+ psi after ten minutes shall be deemed acceptable for service as air supply piping. Piping which does not maintain a pressure of 13+ psi after ten minutes shall be re-tested after removal of expandable plugs and re-cleaning of pipe-plug mating surfaces. If after two attempts piping still does not meet the criteria of 13+ psi after ten minutes, the piping shall deemed unacceptable and alternate air supply piping will be required.

Following testing, two-inch Schedule 40 PVC air supply piping shall be installed from the existing six-inch piping to the ground surface and capped with a J-plug. The excavated areas will then be backfilled in 12-inch lifts and compacted around system piping to the density of the surrounding sub-grade.

4.4 WELL INSTALLATION

Well installation shall be done by the drilling subcontractor in accordance with the design drawings and acceptable practices. Continuous construction oversight shall provided by Parsons during all drilling operations. The drilling subcontractor and all Parsons personnel onsite shall strictly adhere to all safety requirements as set forth in the HASP.

The designated Parsons field geologist will log borehole geology in the field book and the Drilling Record. Drill cuttings shall be disposed of in accordance with the SAP. All drilling equipment in contact will be decontaminated between each boring in accordance with the methods specified in the SAP. Upon completion of well installation, a containment sump and manway will be installed at each well and piping will be manifolded together as specified in the workplan.

4.5 HORIZONTAL AND VERTICAL CONTROL

This section provides the method for the Surveyor to establish horizontal and vertical controls to create a grid system for field surveys at a project site. It is imperative that this procedure be performed accurately, as all topographic and site maps will be based on these controls and creating a grid system for field surveys. This grid will be used for horizontal control of sampling points.

4.5.1 Procedures for Establishing Horizontal Primary Control:

1. At the project site, recover the applicable horizontal control monuments;
2. Establish reference points on the primary traverse;
3. Turn angles and measure distances from the reference points to the horizontal control point; and
4. Compute closures and adjust the traverse.

4.5.2 Procedures for Establishing Vertical Primary Control:

1. Recover the vertical control monuments in the field;
2. Set the project benchmarks;
3. Run a level line from the monuments to the set project benchmarks and back;
4. Reduce field notes and adjust the benchmark elevations; and
5. Prepare the recovery sketches.

4.5.3 Methodology For Establishing a Grid System

1. Set up convenient grid lines onsite from the previously established horizontal control lines.
2. Mark lines at the specified grid interval with ribbon or wooden stakes.
3. Use prisms to create right angle lines.
4. Mark the right angle at the specified grid interval with ribbon or wooden stakes.
5. Record all information and sketches in a field notebook.

4.6 EARTHWORK

4.6.1 Excavation

All soil excavated from the designated soil excavation areas will be excavated and handled according to the following procedures:

- Use visual identification to segregate clean cover soil, where applicable. The visually identified clean top cover soil will be stockpiled on the ground in an area which does not interfere with the progress of work and in such a manner which protects the stockpiled soil from accumulating excess moisture.
- Excavate soil to a depth sufficient to expose clean native soils using visual controls.
- Excavation side slopes shall be sloped in accordance with 29 CFR 1926, Subpart P.
- Equipment used for excavation of contaminated material shall be decontaminated prior to its reuse on clean material. Equipment shall also be decontaminated between distinct areas of contamination regardless of the type of contamination.
- The site shall be excavated to the lines and grades indicated on the project drawings. The final extent of excavation shall be determined by confirmatory sampling.
- An exclusion zone shall be established for the work area in accordance with the Health and Safety Plan (HASP).
- Transportation of excavated material shall be performed in a manner that will prevent spills and spread of contamination. Containers used for transportation shall be lined to prevent spillage of liquids.
- Excavation shall be conducted to provide continuous drainage and minimize ponding. Surface water shall be directed away from the excavation area. Surface water and groundwater seepage, which collects in the excavation area shall be removed and properly disposed.

Once the native soils are exposed and visibly free of contamination, confirmatory sampling will be conducted in accordance with the Sampling and Analysis Plan (SAP) to verify that the site goals have been reached.

4.6.2 Stockpiling

Stockpile areas shall be constructed for storing contaminated material prior to screening and disposal. Stockpile areas shall be surrounded by berms, which are a minimum of 12 inches high and lined with an impermeable liner. The liner shall be sloped to a low point to allow for water management, if required.

Stockpiles shall be covered with an impermeable cover to prevent the infiltration of precipitation. The covers shall be anchored to prevent dislocation due to wind.

4.6.3 Material Separation

Excavated material will be screened using a diesel-powered Nordberg CV-40 (3 cy) power screen, or equivalent, to a minus 2-inch size within a plastic-lined and bermed area to prevent cross contamination of the site. The minus 2-inch soils will be segregated for off-site disposal, and the oversized debris will be inspected and sampled to demonstrate that the bullets and lead fragments have been removed. Erosion control will be placed within this area and the excavation area shall be covered with an impermeable cover to prevent the infiltration of precipitation. The covers shall be anchored to prevent dislocation due to wind.

4.6.4 Backfill/Compaction

The site will be restored to its original condition by importing the requisite amounts of clean fill to replace the materials transported off-site. To the extent possible, the existing hardfill will be incorporated into the site backfill. The site will then be contoured to match the surrounding topography and fine graded. Four inches of topsoil will be placed over the disturbed area. Finally, the site will be hydro-seeded to provide a vegetative cover.

Backfilling of the excavated area shall be done according to the following procedures:

- The excavated area will be backfilled with imported soil and clean hardfill. Offsite material required for backfill shall be free of trash, debris, deleterious materials, snow, ice, or soils impacted by environmental contaminants. Materials shall be sampled at a frequency of one sample per 5,000 cy of each material, or a minimum of one sample per borrow source.
- Prior to placement of backfill, all spaces shall be inspected and any unsuitable materials shall be removed.
- Stones larger then 12-inches in any dimension shall be removed or broken. Stones shall not be allowed to form clusters with voids.
- Backfilling shall be started as soon as practicable and shall be carried on expeditiously thereafter. Backfill shall begin at the lowest section of the excavation area. Natural drainage shall not be obstructed at any time.
- Backfill areas to the required contours, grades and elevations.

Compaction of backfill area shall be done according to the following procedures:

- Following the completion of the excavation, the sub-grade shall be compacted if it consists of loose granular soil, or if its surface has been disturbed by the teeth of excavating equipment.
- Each layer of backfill shall be compacted to the density of the surrounding, undisturbed soil the same day it is placed. The moisture content of backfill will be adjusted, if necessary, to achieve the required degree of compaction.
- Backfill shall be compacted in lifts per site specification.
- Compaction testing shall be conducted per site specification.
- Nuclear moisture density testing will be acceptable for compacted layers not exceeding a specified limit.

4.6.5 Disposal

Material designated for off-site disposal will be loaded into trucks provided by the selected disposal subcontractor. The trucks will be tarped and lined and the waste manifests completed in accordance with NYSDOT requirements. Trucks will be decontaminated in a truck tire wash zone with a pressure washer, weighed at an off-site certified scale, the loads inspected, and then the soils will be transported to the disposal facility.

4.7 MANIFESTING PROCEDURES

Parsons will gather appropriate manifest documents for AFBCA signature. AFBCA personnel or their authorized representative will have signatory responsibility for all hazardous waste manifests or bills of lading.

SECTION 5

COMMUNICATIONS & DOCUMENTATION

5.1 GENERAL

The Parsons Site Superintendent will document all activities associated with the construction of the remedial action systems. Such documentation will include, at a minimum, daily report of construction activities, photographs, and sketches as necessary. Field investigation reports will be filled out by the Field Engineer when major QA questions arise at the site.

5.2 CONSTRUCTION MONITORING

Construction of the remedial action systems and appurtenant items will be monitored by the Parsons field personnel.

5.2.1 Daily Monitoring Reports

Standard daily reporting procedures will include preparation of a summary report with supporting data sheets and; when appropriate, problem identification and corrective measures reports.

A report will be prepared daily by the Parsons Site Superintendent (Figure 5.1). A copy of the daily monitoring report will be faxed to the AFCEE field representative by the close of business each day. These reports will provide the chronological framework for identifying and recording all other reports. Additional information, which may be included on the forms by the Parsons personnel, includes:

- QC action items addressed during daily safety meetings;
- Unit processes and locations of construction under way during the time frame of the daily monitoring report;
- Equipment and personnel working in the area including subcontractors;
- Descriptions of areas being monitored and documented;
- Description of offsite materials received, including any quality verification (vendor certification) documentation, and field QA inspections; and
- Field changes made to project plans and drawings.

5.2.2 Problem Identification and Corrective Measures

AFCEE/AFBCA will be notified of problems requiring modifications to design plans and details prior to proceeding or completion of the construction item. Changes or additions will be noted on construction record drawings.

5.2.3 Acceptance of Completed Components

All daily reports, data sheets, problem identification, and corrective measures documentation will be reviewed by the Parsons Field Engineer. The documentation will be evaluated and analyzed for internal consistency and for consistency with similar work. Timely review of these documents will permit errors, inconsistencies, and other problems to be detected and corrected as they occur.

The above information will be assembled and summarized as part of the final Remedial Action Report. The report will indicate that the materials and construction processes comply with the engineering plans and specifications for this project.

5.3 FINAL REMEDIAL ACTION REPORT

Parsons will prepare a Remedial Action Report for remedial action construction addressing each item identified above. The report will include a Notice of Completion, and a summary of QA sampling and testing. The report will also include:

- Record drawings;
- Statements pertaining to the extent of construction (i.e. depth plan dimensions, elevations, and thickness);
- Verification that remedial equipment was properly decontaminated, dismantled, and removed from the site;
- Results from verification sampling and analysis;
- A discussion of any corrective actions which were necessary. This will include a description of the overall circumstances, actions taken, and results of re-testing;
- Copies of waste disposal receipts; and
- Photographic documentation and field reports.

The Remedial Action Report, including all plans, will be signed by a New York-registered Professional Engineer.

5.4 STORAGE OF RECORDS

During the remedial construction, the Parsons Field QA Officer will be responsible for all facility QA documents. This includes a copy of the design criteria, engineering design plans and specifications, the CQP, and the originals of all data sheets and reports. All originals will be maintained in the Project Managers office. Duplicate records will be kept in the field office to avoid loss of this information, if the originals are destroyed.

Once the facility construction is complete, the document originals will be stored by Parsons in a manner that allows for easy access while still protecting them from any damage.

5.5 PROJECT MEETINGS

Conducting periodic project meetings is the responsibility of Parsons and their Site Representative.

5.5.1 Pre-Construction Meeting

A pre-construction meeting will be held prior to remedial construction. Representatives of AFCEE/AFBCA and Parsons will be present. The agenda for this meeting will include, but not be limited to the following:

- Provide each organization with relevant project QA/QC documents and supporting information;
- Familiarize each organization with the CQP and their role relative to the design criteria, construction and closure plans, specifications, and construction documentation;
- Review the responsibilities of each organization;
- Review lines of authority and communication for each organization;
- Discuss the established procedures or protocol for observations and tests, including sampling strategies;
- Review methods for documenting and reporting inspection data;
- Review methods for distributing and storing documents and reports;
- Review work area security, and health and safety protocol; and
- Discuss procedures for the location and protection of construction materials and for prevention against damage to the materials from inclement weather or other adverse events.

5.5.2 Weekly Progress Meetings

Informal weekly progress meetings may be held, as required, during the course of the work to:

- Discuss the project schedule and work performed to date;
- Address and resolve (i.e. establish corrective actions) any existing or anticipated construction problems; and
- Discuss and resolve (i.e. establish corrective actions for) any coordination or QA problems encountered to date.

The meetings will be attended, at a minimum, by the AFCEE/AFBCA representative and the Parsons Field Engineer.

5.5.3 Problem or Deficiency Meetings

A special meeting will be held if, and when, a major QA problem or deficiency is present or likely to occur. At a minimum, the meeting will be attended by the

AFCEE/AFBCA Representative, and the Parsons Field Engineer. NYSDEC and EPA personnel will also be informed of the meeting time and place. The purpose of these meetings will be to define and resolve the QA problems(s) encountered or recurring QA deficiencies in the following manner:

- Define and discuss the problem or deficiency;
- Review alternative solutions; and
- Implement a plan to resolve the problem or deficiency.

The meeting minutes will be documented by the Parsons Field Engineer.

Parsons
Liverpool, New York

DAILY FIELD REPORT

JOB NAME	Griffiss AFB Contract: F41624-01-D-8544 TO: 0002	DATE	
PROJECT	JREZ 2000-7005 and JREZ 2000-7007	REPORT NO.	
JOB NO.	740881	SHEET	
LOCATION	Oneida County New York	WEATHER	
CLIENT	AFCEE/AFBCA	TEMPERATURE	

WORK IN PROGRESS OR COMPLETE (INCLUDING SUBCONTRACTORS):

CONTRACTOR EQUIPMENT	QUANTITY	CONTRACTOR WORK FORCE	QUANTITY

VERBAL DISCUSSIONS/INSTRUCTIONS

REQUEST FOR PROJECT ACTION

VISITORS

ACCIDENTS REPORTED TODAY	
ACCIDENTS REPORTED TO DATE	

PARSONS REPRESENTATIVE