

US EPA ARCHIVE DOCUMENT



SDMS DocID 530345

WORK PLAN NO. 1  
REVISION 0

INTERNAL REVIEW

	INITIAL/ DATE	COMMENTS	WORK PLAN DISTRIBUTION
_____	_____	_____	1.0 Original
_____	_____	_____	2.0 Project File Copy
_____	_____	_____	3.0 T. Plant
_____	_____	_____	4.0 L. Vassallo
✓	2-9-87	N. Smith	5.0 J. MORIN
_____	_____	_____	6.0 N. SMITH
_____	_____	_____	7.0 B. MYERS
_____	_____	_____	8.0
_____	_____	_____	9.0
✓	_____	Freedom exquisite 2/5/87	10.0

**NUS/FIT REGION I  
MANAGEMENT WORK PLAN  
FOR THE**

Whitney Barrel Co. HRS

**LOCATED  
in**

Woburn, MA

Regional Materials Center

Wells F+H

DRAWN: H. L. S.

OTHER: 530345

TDD NO. F1-8701-05

NUS JOB NO. \$375 MA 36 HR 1

Controlled No. 2.0

Uncontrolled No. \_\_\_\_\_

Submitted by: Barbara Myers  
Date: 1/30/87

Reviewed and Approved:

REGION I/FIT  
NUS CORPORATION  
19 CROSBY DRIVE  
BEDFORD, MASSACHUSETTS 01730

RPM: Jane O. Morin  
Date: 2-17-87

ARQAR: John A. Galden  
Date: 2/5/87

## APPLICABILITY

The following portions of the NUS/FIT Quality Assurance Manual, Issue D, are applicable to the performance of the specific elements defined in TDD No. FI-9701-05

These Quality Assurance Procedures (QAPs) require that Region I/FIT follow available Standard Operating Guidelines which are addressed in the Task Work Plan.

✓	QAP 2.5	Work Plans
N/A	QAP 3.1	Field Data Collection
N/A	QAP 3.2	Data Reduction, Validation, and Reporting
N/A	QAP 4.1	Offsite Reconnaissance
N/A	QAP 4.2	Onsite Reconnaissance
N/A	QAP 5.1	Preparation of Procurement Documents
N/A	QAP 5.2	Subcontractor QA Requirements
N/A	QAP 6.1	Control of Subcontractor Procurement Activities
N/A	QAP 6.2	Evaluation and Selection of Subcontractors
N/A	QAP 7.1	Preparation of Instructions and Procedures
✓	QAP 8.1	Controlled and Accountable Documents
✓	QAP 8.2	Issuance and Distribution of Controlled Documents
N/A	QAP 8.3	Development and Retention of Software Programs
✓	QAP 8.4	Technical Reports
N/A	QAP 9.1	Chain of Custody
N/A	QAP 9.2	Sample Control
N/A	QAP 10.1	Analysis Techniques
N/A	QAP 11.1	Measuring and Test Equipment Controls
N/A	QAP 12.1	Packaging, Marking, Labeling, and Shipping of Samples
✓	QAP 13.1	Nonconformance Reporting
✓	QAP 14.1	Implementation and Documentation of Corrective Action
✓	QAP 15.1	Storage and Retrieval of Quality Assurance Records and Project Files
✓	QAP 15.2	Control of Duplicate QA Records and Project Files
✓	QAP 16.1	Audit Scheduling
✓	QAP 16.4	Conduct of Audit
✓	QAP 16.5	Audit Follow-Up
✓	QAP 16.6	Quality Notices
✓	QAP 16.7	Surveillances

PROJECT SUMMARY

TDD NO: F1-8701-05  
JOB NO: 8375 MA36 HRI  
CERCLIS NO: MAD 019725324

PROJECT OR SITE NAME: Whitney Barrel Co.  
PROJECT ACTIVITY (PA, SI, ETC.): HRS  
LOCATION (CITY AND STATE): Woburn, MA

TDD WORK START DATE: 1/30/87 (TDD issue date 1/6/87)  
ESTIMATED TECH. HOURS: 70  
COMPLETION DATE: 3/31/87  
ESTIM. SUBCONTRACT \$: NA  
TDD PRIORITY: High

NUS/FIT PROJECT MANAGER: Barbara E. Myers

ASSISTANT (if applicable): \_\_\_\_\_

EPA PROJECT MANAGER/CONTACT: M. Natipinski

STATE CONTACT (if applicable): \_\_\_\_\_

OTHER CONTACT (if applicable): \_\_\_\_\_

PHONE NO. 565-3690  
PHONE NO. \_\_\_\_\_  
PHONE NO. \_\_\_\_\_  
PHONE NO. \_\_\_\_\_

FIELD WORK NEEDS:  YES  NO  
IF YES, CHECK BELOW AND GIVE DATES:

PERIMETER SURVEY	_____	date:	_____
SITE VISIT	_____	date:	_____
SAMPLING	_____	date:	_____
GEOPHYSICAL SURVEY	_____	date:	_____
DRILLING/WELLS	_____	date:	_____
FINAL SAMPLING	_____	date:	_____
LAND SURVEYING	_____	date:	_____
OTHER	_____	date:	_____
specify:	_____		

**RESOURCES NEEDED FOR PROJECT**

---

---

1. SAMPLING NEEDS: None IN-HOUSE \_\_\_\_\_ CLP \_\_\_\_\_  
LIKELY MEDIA: GROUNDWATER \_\_\_\_\_ SURFACE WATER \_\_\_\_\_  
SOIL/SED. \_\_\_\_\_ TAP WATER \_\_\_\_\_  
PARAMETERS: VOAs \_\_\_\_\_ PCBs \_\_\_\_\_ METALS \_\_\_\_\_  
EXTRAC. \_\_\_\_\_ SAS \_\_\_\_\_  
(specify) \_\_\_\_\_

2. PERSONNEL NEEDED BEYOND PROJECT MANAGER:  
State disciplines or needs (field crew) only, not staff names.

NA

3. SPECIAL TRAINING NEEDS:

NA

4. SUBCONTRACTING SERVICES NEEDED:

NA

5. OTHER NEEDS:

NA

**SPECIAL PROJECT REQUIREMENTS**

---

---

ACCESS TO SITE: NA

COORDINATION WITH OTHER PARTIES: NA

HEALTH AND SAFETY: NA

OTHER:

Check the Documents Which will be Generated for This Project:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> TDD                 | <input type="checkbox"/> Sample Tags                                    |
| <input checked="" type="checkbox"/> Work Plans          | <input type="checkbox"/> Sample ID Cards                                |
| <input type="checkbox"/> Aerial Photos                  | <input type="checkbox"/> Chain of Custody Forms                         |
| <input type="checkbox"/> Photos                         | <input type="checkbox"/> Traffic Reports                                |
| <input checked="" type="checkbox"/> Logbooks            | <input type="checkbox"/> Air Bill Records                               |
| <input type="checkbox"/> Drilling Logs                  | <input type="checkbox"/> Bill of Lading Receipts                        |
| <input type="checkbox"/> Subcontract Specs              | <input type="checkbox"/> Calibration Records                            |
| <input type="checkbox"/> Procurement Records            | <input checked="" type="checkbox"/> Document Transmittal Forms          |
| <input type="checkbox"/> Trip Reports                   | <input type="checkbox"/> Lab Analysis Records                           |
| <input checked="" type="checkbox"/> Draft/Final Reports | <input checked="" type="checkbox"/> QA/QC Records                       |
| <input type="checkbox"/> Software Records               | <input checked="" type="checkbox"/> Drawings/Plates                     |
| <input type="checkbox"/> Subcontractor Evaluations      | <input checked="" type="checkbox"/> Report Review Documentation Records |
| <input checked="" type="checkbox"/> Telecons            | Other: List   |

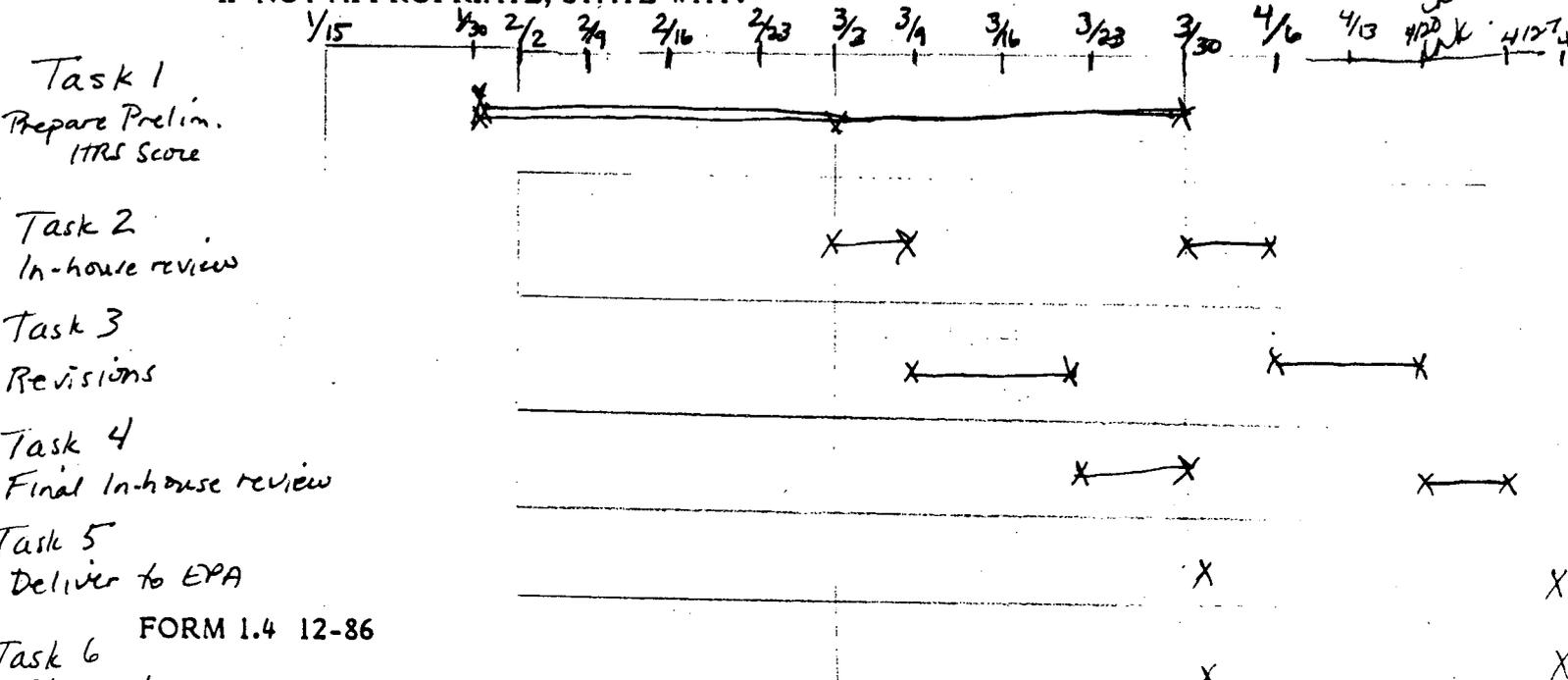
- HRS Scoring Sheets
- HRS Documentation Forms
- HRS Score Checklist
- Reference List.

**BUDGET AND SCHEDULE OVERVIEW**

TASK BREAKDOWN AND GANTT CHART WHEN APPROPRIATE.

IF NOT APPROPRIATE, STATE WHY.

*Revised  
Schedule  
in red*



## TECHNICAL APPROACH AND OBJECTIVES\*

Using available background information regarding the facility a Preliminary HRS score with documentation form will be prepared. The HRS package will be reviewed by the in house review team and any revisions will be addressed by the project manager. The preliminary HRS package including score sheets, documentation and score checklist will then be submitted to EPA.

## REPORTS AND DELIVERABLES

### WHAT DELIVERABLES ARE REQUIRED:

TASK WORK PLANS	_____
TRIP REPORTS	_____
DRAFT REPORT	<input checked="" type="checkbox"/> (Preliminary HRS Pkg)
FINAL REPORT	_____
LETTER REPORTS	_____

### WHAT WILL CONSTITUTE THE FINAL TDD DELIVERABLE?:

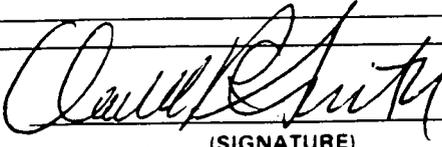
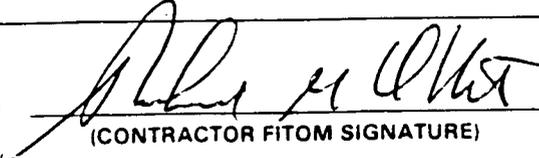
A preliminary HRS package consisting of scoresheets, documentation, reference list and score checklist will be delivered to EPA.

### WHAT WILL BE THE DELIVERABLES REVIEW PROCESS?:

Deliverables will be reviewed by in-house HRS review team and SIGL before submission to EPA. The deliverable review process will follow the Region I NUS/FIT Policies and Procedures for review (P & P No. 13). Variations, additions, or deletions to this review are noted below:

none

\* Refer to SOGs as applicable.

1. A. COST CENTER: Region I		FIT ZONE I CONTRACT CONTRACT NO. 68-01-7346 TECHNICAL DIRECTIVE DOCUMENT (TDD)		2. NO.: FI-8701-05	
1. B. ACCOUNT NO.: \$375MA36HRI				2. A.: <input checked="" type="checkbox"/> NEW ASSIGNMENT <input type="checkbox"/> AMENDMENT	
3. A. PRIORITY: <input checked="" type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW		4. A. ESTIMATE OF TECHNICAL HOURS: 70		5. A. SSID NO.: XXX (MAD019725324)	
3. B. KEY EPA CONTACT: NAME: M. Nalipinski PHONE: 565-3690		4. B. ESTIMATE OF SUBCONTRACT COST: NA		5. B. EPA SITE NAME: Whitney Barrel Co.	
		5. C. CITY/COUNTY/ STATE: Woburn/Middlesex/ MA		6. DESIRED REPORT FORM <input type="checkbox"/> FORMAL REPORT <input type="checkbox"/> LETTER REPORT <input type="checkbox"/> FORMAL BRIEFING <input checked="" type="checkbox"/> OTHER (SPECIFY): Preliminary HRS Pack- age	
7. A. START DATE: 1-6-87		7. B. ESTIMATED COMPLETION DATE: 3-31-87			
8. TYPE OF ACTIVITY: <input type="checkbox"/> PA <input type="checkbox"/> SI <input type="checkbox"/> ESI <input checked="" type="checkbox"/> HRS SUPPORT <input type="checkbox"/> QA SUPPORT <input type="checkbox"/> SPECIAL STUDIES <input type="checkbox"/> ENFORCEMENT SUPPORT <input type="checkbox"/> TRAINING <input type="checkbox"/> EQUIPMENT MAINTENANCE <input type="checkbox"/> GENERAL TECHNICAL ASSISTANCE <input type="checkbox"/> PROGRAM MANAGEMENT					
9. GENERAL TASK DESCRIPTION: <u>Prepare a preliminary HRS package for the Whitney Barrel Co.</u> <u>facility located in Woburn, MA.</u>					
10. SPECIFIC ELEMENTS: <u>1) Prepare Preliminary HRS package based upon available information regarding the facility.</u> <u>2) Have the Preliminary HRS package reviewed by the NUS/FIT HRS Review Team.</u> <u>* 3) Revise the HRS package relative to all comments generated</u> <u>* 4) Submit the Preliminary HRS package (score sheets, documentation form, reference list and NUS HRS score checklist) to EPA for QC review.</u> <u>* Items #3 &amp; 4 may not be required.</u> <u>Overtime approved</u> <input type="checkbox"/> ADDITIONAL SCOPE ATTACHED				11. INTERIM DEADLINES:       	
12. COMMENTS: 					
13. AUTHORIZING: <input checked="" type="checkbox"/> RPO <input type="checkbox"/> DPO <input type="checkbox"/> PO Donald R. Smith  (SIGNATURE)				14. DATE: 1-6-87	
15. RECEIVED BY: <input checked="" type="checkbox"/> ACCEPTED <input type="checkbox"/> ACCEPTED WITH EXCEPTIONS (ATTACH) <input type="checkbox"/> REJECTED Richard G. DiNitto  (CONTRACTOR FITOM SIGNATURE)				16. DATE: 1-6-87	

JOBS DATABASE ENTRY FORM

DESCRIPTION	FIELD	DATA
JOB ID NO.	JOB:ID	<u>MA36HR1</u>
FAS PROJ TYPE	PRJ:TYP	<u>HR</u> <del>MBSS</del> (5 CHAR.MAX)
CERCLIS NAME	ERR:NAM	<u>Whitney Barrel Co.</u>
TDD NUMBER	TDD	<u>8701-05</u>
LOCATION	LOC:CTY	<u>Woburn</u>
CERCLIS NO.	ERR:NUM	<u>MAD 019725324</u>
TDD ISSUE DATE	TDD:ISSUE	<u>1-6-87</u>
COMPLETION DATE	WRK:COMPL	<u>3-31-87</u>
PRIORITY	PRIORITY	<u>H</u> (4 CHAR.MAX)
NPL SITE	NPL	<u>N</u> (YES OR NO)
MANAGER	MANAGER	<u>Myers, B.</u>
BUDGET	BUDGET HOURS	<u>70</u> (5 NUMBER MAX)
FAS RPT	INCLUDE ?	<u>Y</u> (YES OR NO)
SUBCONTRACT \$		<u>NA</u>

OTHER DATABASE AND PERTINENT INFO

PROJ. TYPE FOR SECTION 1 OF PROG. RPT.: ~~MBSS~~  
 PROJ. TYPE FOR TABLE 3-3 OF PROG. RPT.: ~~MBSS~~  
 PROJ. TYPE FOR GROUP TRACKING (ACT.TDD): ~~MBSS~~ HR

DRAFT REPORT DUE DATE: \_\_\_\_\_

E 1/9/87  
W

CC:	BUCKLEY	<input checked="" type="checkbox"/>	PLANT	<input checked="" type="checkbox"/>
	MORIN	<input checked="" type="checkbox"/>	RADVILLE	<input type="checkbox"/>
	CHU	<input type="checkbox"/>	ANGERS	<input type="checkbox"/>
	SMITH	<input checked="" type="checkbox"/>	PROJ.FILE	<input checked="" type="checkbox"/>
	FELITTI	<input type="checkbox"/>		
	COLBY	<input type="checkbox"/>		