



KELLY AFB  
TEXAS

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ADMINISTRATIVE RECORD  
COVER SHEET

AR File Number 3257

# Kelly Restoration Advisory Board

## Technical Review Subcommittee

### Meeting Agenda

March 11, 2003, 6:30–9:00 p.m.

Environmental Health and Wellness Center

911 Castroville Road

(formerly Las Palmas Clinic)

- |              |   |                     |
|--------------|---|---------------------|
| <b>I.</b>    | <b>Introduction</b>   |                     |
|              | a. Agenda Review  |                     |
|              | b. Packet Review  | Dr. Gene Lené       |
| <b>II.</b>   | <b>Zone 3 RFI Presentation</b>                                    | Ms. Norma Landez    |
| <b>III.</b>  | <b>TAPP Pre-performance Review Zone 3 RFI</b>                     | Mr. Patrick Lynch   |
| <b>IV.</b>   | <b>ATSDR Past Air Emissions Statement of Work (SOW)</b>           | Mr. Robert Tijerina |
| <b>V.</b>    | <b>Zone 2/3 CMS TAPP Review Proposal Evaluation</b>               | Mr. Robert Tijerina |
| <b>VI.</b>   | <b>Administrative</b>   | Dr. Gene Lené       |
|              | a. BRAC Cleanup Team (BCT) Update                                 |                     |
|              | b. Spill Summary Report   |                     |
|              | c. Documents to TRS/RAB   |                     |
|              | d. Action Items   |                     |
|              | e. Request for Agenda Items                                       |                     |
| <b>VII.</b>  | <b>Next TRS Meeting</b>   |                     |
|              | Environmental Health and Wellness Center May 13, 2003 / 6:30 p.m. |                     |
| <b>VIII.</b> | <b>Next RAB Meeting</b>   |                     |
|              | Kennedy High School Auditorium April 15, 2003/ 6:30 p.m.          |                     |
| <b>IX.</b>   | <b>Adjournment</b>  |                     |

March 2003

**March 11, 2003**  
**Technical Review Subcommittee (TRS)**  
**to the Kelly Restoration Advisory Board (RAB)**

Mr. Sam Murrah, RAB Community Member  
Dr. Gene Lené, RAB Co-Chair, Community Member  
Mr. Buddy Pletz, RAB Community Member  
Mr. Daniel Gonzales, RAB Community Member  
Mr. Robert Silvas, RAB Community Member  
Mr. William Ryan, Air Force Real Property Agency (AFRPA)  
Mr. Don Buelter, AFRPA  
Ms. Norma Landez, AFRPA  
Mr. Robert Tijerina, AFRPA  
Ms. Linda Kaufman, San Antonio Metropolitan Health District (SAMHD)  
Ms. Kyle Cunningham, SAMHD  
Ms. Nicole Rodgers, SAMHD  
Ms. Blanca Hernandez, SAMHD  
Ms. Abigail Power, Texas Commission on Environmental Quality (TCEQ)  
Mr. Tim Sueltenfuss, Booz Allen Hamilton (Booz Allen)  
Ms. Megan Mabee, Booz Allen  
Mr. Eddie Martinez, Booz Allen  
Ms. Christine Best, Booz Allen  
Dr. David Smith, Smith/Associates

The meeting began at 6:32 p.m.

Dr. Smith introduced himself as the facilitator and welcomed all the RAB members and meeting attendees. He conducted a review of the meeting agenda and the contents of the meeting packet.

**Norma Landez**  
**Zone 3 RCRA Facility Investigation (RFI) Presentation**

Ms. Landez presented information regarding the Zone 3 RFI. The intent of her presentation was to inform TRS members of its findings. The report detailed the characteristics of Zone 3, including the soil and groundwater.

Mr. Murrah asked what determined the difference in water levels. In order to answer his question, Ms. Landez described the different types of soils located in the ground and their effects on the water table. She also informed Mr. Murrah that groundwater collects differently in different areas.

Mr. Murrah asked what a source area is. Ms. Landez stated that the source area is the presumed location, whether it is a building or a tank, where the contamination originated.

Regarding deed recording, Mr. Murrah asked what the process was. Ms. Landez informed him and the other TRS members that deed recording occurs at the end of the cleanup process. The deed will state the limitations of the site for future use (i.e, industrial areas usually are restricted to industrial use).

Mr. Silvas wanted to know if companies that use these restricted areas are required to inform their employees of the presence of contaminants. Ms. Landez told Mr. Silvas that the Due Diligence Report (DDR) will identify any contaminants present, but she was not sure if they are required to inform employees. Mr. Silvas then asked if DDRs were done by contractors here at Kelly. Ms. Landez stated that if reports are produced, they are the property of whatever company requested them. Ms. Power informed the group that this was a state-wide procedure that determined the appropriate use for a site. Mr. Silvas stated that Geometrix conducted DDR on Building 375 and that Ms. Landez and Mr. Martinez reviewed the Zone 3 data from the reports with him. He asked why AFRPA had not requested the report. Ms. Landez replied that they obtained all the necessary information and did not require the entire report.

Ms. Landez presented a "Dot Map" depicting the concentrations of contaminants in Zone 3. Mr. Silvas asked if a barrier is going to be installed on the east side of building 375. Ms. Landez stated that there was not going to be a barrier there, but that they had found a diesel tank buried near building 329. This tank was not included in the zone 3 RFI because it was not found until after the program had started. She added that AFRPA will properly remove the tank and any contamination produced by the tank can be added to Corrective Measures Study, as needed.

### **Patrick Lynch**

#### **Technical Assistance for Public Participation (TAPP) Pre-Performance Review of Zone 3 RFI**

Mr. Lynch explained that the preperformance review of the Zone 3 RFI gives RAB members the opportunity to provide written comments on the initial presentation. He added that he would later incorporate their comments before giving the final presentation to RAB at the July meeting. Mr. Lynch asked if the TRS members would like him to give the presentation to TRS at their June meeting. Mr. Martinez pointed out that the TRS members would need the presentation two weeks before the June meeting.

The following schedule was determined for the delivery of the Zone 3 RFI:

- 27 May – Draft report due to AFRPA
- 10 June – Presentation of draft report to the TRS
- 20 June – Comments on draft report due to Mr. Lynch
- 1 July – Final report due to AFRPA
- 15 July – Presentation of final report to the RAB

### **Robert Tijerina**

#### **Statement of Objectives (SOO) for review of the Agency for Toxic Substances and Disease Registry (ATSDR) Past Air Emissions Report, under the Technical Assistance for Public Participation (TAPP) Program**

Mr. Tijerina gave a brief overview of the SOO for review of the ATSDR Past Air Emissions Report. He stated that the SOO provides background information on what the TRS is asking the TAPP contractor to review. Mr. Tijerina told the group that he had added a note in section 2.2, which requires the contractor to identify any subcontractors that they will be using. This was in response to an action item from the previous meeting. Mr. Tijerina emphasized that this addition

would not impact TAPP funding. After the brief discussion, Mr. Tijerina asked the community members of the TRS to discuss the SOO in a group.

The community members of the TRS agreed that the ATSDR past air emissions SOO is sufficient and that Mr. Tijerina should send a request for proposal (RFP) to the University of Maryland.

**Robert Tijerina**  
**Zone 2/3 CMS TAPP Review Proposal Evaluation**

Mr. Tijerina asked the community members to take 15 minutes to review the three proposals and decide to whom the contracts should be awarded. The TRS community members met and decided that Neathery Environmental Services should receive the award for the review of the Zone 2/3 CMS.

Mr. Silvas requested background information on Neathery Environmental. Mr. Martinez directed the group to their information packets and referenced the enclosed information sheet on the TAPP program and its contractors. Dr. Lené asked if there were any previous examples of Mr. Neathery's work that could be made available to the TRS. Mr. Martinez agreed to send a sample of Mr. Neathery's work to those community members who requested the information.

**Administrative**  
**BCT Update**  
**William Ryan**

There was no BCT.

**Spill Report**  
**Eddie Martinez**

There were no spills.

**Documents to TRS/RAB**  
**Eddie Martinez**

There were no documents or correspondence.

**Action Items from previous meeting**  
**Eddie Martinez**

All action items from the February TRS are addressed in the Action Items report.

**TRS Action Items**

- Dr. Lené and Mr. Gonzalez requested a sample of Neathery Environmental Services work.
- Mr. Silvas informed the group about a request he submitted to the Greater Kelly Development Authority (GKDA) board regarding all Due Diligence Reports that were prepared since closure of base. He asked that it be an agenda item if he does not receive a response.

- Mr. Silvas asked if water had been turned off at Building 329 and if contractors were allowed to reuse materials from this building.

Regarding the removal of materials from Building 329, Mr. Pletz asked if the Air Force was responsible for oversight of the project. Mr. Ryan responded that GKDA is responsible and that they obtained the permits from the city. He also noted that disposal of all materials is done in accordance with state and local laws.

Mr. Martinez gave the community members an overview of the RAB new member orientation and provided them with his contact information for scheduling appointments.

Dr. Smith stated that the next TRS meeting will be held on May 13, 2003, and asked TRS members to contact Mr. Martinez with any action items they would like to see added to the agenda. The next RAB meeting will be held on April 15, 2003, and Dr. Smith reminded RAB members that they will need to elect a new community co-chair.

The meeting adjourned at 7:55 p.m.

11 de marzo de 2003

**Subcomité de Revisión Técnica (TRS, por sus siglas en inglés)  
Junta Asesora de Restauración de Kelly (RAB, por sus siglas en inglés)**

Sr. Sam Murrah, Miembro representado a la comunidad en el RAB  
Dr. Gene Lené, Copresidente del RAB, Miembro representado a la comunidad  
Sr. Buddy Plez, Miembro representado a la comunidad en el RAB  
Sr. Daniel González, Miembro representado a la comunidad en el RAB  
Sr. Robert Silvas, Miembro representado a la comunidad en el RAB  
Sr. William Ryan, Agencia de Bienes Raíces de la Fuerza Aérea (AFRPA, por sus siglas en inglés)  
Sr. Don Buelter, AFRPA  
Srta. Norma Landez, AFRPA  
Sr. Robert Tijerina, AFRPA  
Srta. Linda Kaufman, Distrito Metropolitano de Salud de San Antonio (SAMHD, por sus siglas en inglés)  
Srta. Kyle Cunningham, SAMHD  
Srta. Nicole Rodgers, SAMHD  
Srta. Blanca Hernández, SAMHD  
Srta. Abigail Power, Comisión sobre Calidad Ambiental de Texas (TCEQ, por sus siglas en inglés)  
Sr. Tim Sueltenfuss, Booz Allen Hamilton (Booz Allen)  
Srta. Megan Mabee, Booz Allen  
Sr. Eddie Martínez, Booz Allen  
Srta. Christine Best, Booz Allen  
Dr. David Smith, Smith y Asociados (Facilitador)

Se inició la junta a las 6:32 p.m.

El Doctor Smith se presentó a sí mismo como el facilitador y dio la bienvenida a todos los miembros del RAB y a los asistentes a la junta. Hizo una revisión de la agenda de la junta y del contenido del paquete de la junta.

**Norma Landez**

**Presentación de la Investigación de Instalaciones (RFI, por sus siglas en inglés) de la Ley de Conservación y Recuperación de Recursos (RCRA, por sus siglas en inglés) para la Zona 3**

La Srta. Landez presentó la información sobre el RFI de la Zona 3. La intención de su presentación era informar a los miembros del TRS lo que había encontrado. El reporte detalló las características de la Zona 3, incluyendo el suelo y el agua subterránea.

El Sr. Murrah preguntó qué determina la diferencia en los niveles de agua. Para responder a esta pregunta, la Srta. Landez describió los diferentes tipos de suelos localizados en la tierra y sus efectos sobre la capa freática. También informó al Sr. Murrah que el agua subterránea se acumula de manera diferente en distintas áreas.

El Sr. Murrah preguntó qué es un área fuente. La Srta. Landez dijo que el área fuente es la ubicación supuesta, ya sea un edificio o un tanque, donde se origina la contaminación.

Con relación al registro de escrituras, el Sr. Murrah preguntó cuál era ese proceso. La Srta. Landez le informó a él y a los otros miembros del TRS que el registro de escritura ocurre al finalizar el proceso de limpieza. La escritura indicará las limitaciones del sitio para uso futuro (por eje., las áreas industriales por lo general están restringidas a uso industrial).

El Sr. Silvas deseaba saber si se requiere a las compañías que usan estas áreas restringidas que informen a sus empleados sobre la presencia de contaminantes. La Srta. Landez le dijo al Sr. Silvas que el Informe de Diligencia Debida (DDR por sus siglas en inglés) identificará cualquier contaminante presente, pero que no estaba segura si se requiere que informen a los empleados. El Sr. Silvas preguntó entonces si los DDRs los llevaban a cabo los contratistas aquí en Kelly. La Srta. Landez dijo que si se llegan a producir informes, entonces son propiedad de la compañía que los solicitó. La Srta. Power informó al grupo que éste era un procedimiento estatal que determinaba el uso apropiado para un sitio. El Sr. Silvas dijo que Geomatrix llevó a cabo el DDR en el Edificio 375 y que la Srta. Landez y el Sr. Martínez revisaron la información de los informes de la Zona 3 con él. Preguntó por qué la AFRPA no había solicitado el informe. La Srta. Landez respondió que ellos obtuvieron toda la información necesaria y no requirieron todo el informe.

La Srta. Landez presentó un "Mapa de Puntos" mostrando las concentraciones de contaminantes en la Zona 3. El Sr. Silvas preguntó si se va a instalar una barrera en el lado este del edificio 375. La Srta. Landez indicó que no iba a haber una barrera allí, pero que habían encontrado un tanque de diesel enterrado cerca del edificio 329. Este tanque no estaba incluido en el RFI de la Zona 3 porque no se encontró hasta después de que el programa había empezado. Añadió que la AFRPA retirará el tanque de la manera apropiada y que cualquier contaminación producida por el tanque puede añadirse al Estudio de Medidas Correctivas según sea necesario.

### **Patrick Lynch**

#### **Revisión Previa al Desempeño de Asistencia Técnica para la Participación Pública (TAPP por sus siglas en inglés) del RFI de la Zona 3**

El Sr. Lynch explicó que la revisión previa al desempeño del RFI de la Zona 3 le da a los miembros del RAB la oportunidad de proporcionar los comentarios escritos sobre la presentación inicial. Añadió que incorporaría posteriormente sus comentarios antes de entregar la presentación final al RAB en la junta de julio. El Sr. Lynch preguntó si los miembros del TRS querrían que diera su presentación al TRS en la junta de junio. El Sr. Martínez indicó que los miembros del TRS necesitarían la presentación dos semanas antes de la junta de junio.

Se determinó el programa siguiente para la entrega del RFI de la Zona 3:

- 27 de mayo – Reporte en borrador a la AFRPA
- 10 de junio – Presentación del reporte en borrador al TRS
- 20 de junio – Comentarios sobre el reporte en borrador al Sr. Lynch
- 1o. de julio – Reporte final a la AFRPA
- 15 de julio – Presentación del reporte final al RAB

### **Robert Tijerina**

**Declaración de Objetivos (SOO por sus siglas en inglés) para la revisión del Informe de Emisiones de Aire Pasadas de la Agencia de Substancias Tóxicas y Registro de Enfermedades (ATSDR por sus siglas en inglés), bajo el Programa de Asistencia Técnica para la Participación Pública (TAPP por sus siglas en inglés)**

El Sr. Tijerina dio un breve resumen del SOO para la revisión del Informe de Emisiones de Aire Pasadas de la ATSDR. Dijo que el SOO proporciona la información de fondo sobre lo que el TRS está pidiendo que revise el contratista del TAPP. El Sr. Tijerina le dijo al grupo que él añadió una nota en la sección 2.2 que requiere que el contratista identifique a los subcontratistas que estarán usando. Esto fue en respuesta a un punto de acción de la junta anterior. El Sr. Tijerina enfatizó que esta adición no tendría un impacto sobre los fondos del TAPP. Después de una breve discusión, el Sr. Tijerina pidió a los miembros de la comunidad del TRS que discutieran el SOO en grupo.

Los miembros de la comunidad del TRS estuvieron de acuerdo que el SOO de las emisiones del aire pasadas de la ATSDR es suficiente, y que el Sr. Tijerina debería enviar una solicitud de propuesta (RFP, por sus siglas en inglés) a la Universidad de Maryland.

**Robert Tijerina**

**Evaluación de la Propuesta de Revisión del TAPP del CMS de las Zonas 2/3**

El Sr. Tijerina le pidió a los miembros de la comunidad que tomaran 15 minutos para revisar las tres propuestas y decidir a quién se le deberían otorgar los contratos. Los miembros de la comunidad del TRS se reunieron y decidieron que Neathery Environmental Services debería recibir la concesión para la revisión del CMS de las Zonas 2/3.

El Sr. Silvas solicitó información sobre la experiencia de Neathery Environmental. El Sr. Martínez indicó al grupo que vieran sus paquetes de información e hizo referencia a la hoja de información anexa sobre el programa del TAPP y sus contratistas. El Dr. Lené preguntó si había ejemplos previos del trabajo del Sr. Neathery que pudieran estar disponibles para el TRS. El Sr. Martínez acordó enviar una muestra del trabajo de Mr. Neathery a los miembros de la comunidad que solicitaran la información.

**Actualización Administrativa del BCT**

**William Ryan**

No hubo BCT.

**Reporte de Derrames**

**Eddie Martínez**

No hubo derrames.

**Documentos para el TRS/RAB**

**Eddie Martínez**

No hubo documentos o correspondencia.

**Puntos de Acción de la junta previa**

**Eddie Martínez**

Todos los puntos de acción del TRS de febrero se indicarán en el Reporte de Puntos de Acción.

**Puntos de Acción del TRS (por sus siglas en inglés)**

- El Dr. Lené y el Sr. González solicitaron una muestra del trabajo de Neathery Environmental Services.
- El Sr. Silvas informó al grupo sobre la solicitud que envió a la Junta de la Autoridad de Desarrollo del Gran Kelly (GKDA, por sus siglas en inglés) con relación a todos los Informes de Diligencia Debida que se prepararon desde el cierre de la base. Pidió que fuera un punto de la agenda si no recibe una respuesta.
- El Sr. Silvas preguntó si se había cerrado el agua en el Edificio 329 y si se permitía a los contratistas reutilizar los materiales de este edificio.

Con relación a la remoción de materiales del Edificio 329, el Sr. Pletz preguntó si la Fuerza Aérea era responsable por la supervisión del proyecto. El Sr. Ryan respondió que la GKDA es responsable y que ya obtuvieron los permisos de la ciudad. También indicó que el desecho de todos los materiales se hace de acuerdo con las leyes estatales y locales.

El Sr. Martínez dio a los miembros de la comunidad un resumen general sobre la orientación para los nuevos miembros del RAB, y les dio la información sobre contactos para programar citas.

El Dr. Smith indicó que la siguiente junta del TRS se llevará a cabo el 13 de mayo de 2003, y pidió a los miembros del TRS que se pusieran en contacto con el Sr. Martínez para ver qué puntos de acción quisieran añadir a la agenda. La siguiente junta del RAB se llevará a cabo el 15 de abril de 2003, y el Dr. Smith le recordó a los miembros del RAB que necesitarán elegir a un nuevo co-presidente en nombre de la comunidad.

La junta terminó a las 7:55 p.m.



# **Zone 3 RCRA Facility Investigation**

TRS Meeting  
March 11, 2003



# PURPOSE



Brief the RAB on the Zone 3 RCRA Facility Investigation (RFI) and its conclusions.



# Zone 3 RFI Discussion Items



- Study Area
- RFI Database
- Constituent of Concern (COC) Screening Methodology
- Extent Determination Approach
- RFI Organization
- RFI Conclusions



# Areas of Investigation

- Groundwater
- Building 360 Area
  - Building 349 CSA
  - Building 360
  - Building 379
  - Building 385
- Building 375 Area
  - Building 375 CSA, CR, OWS, PCR
  - Building 375 OWS Area
  - East Taxiway
  - Ramp Area
- Building 301 Area
  - Building 301
  - Building 316 Pretreatment Fac
  - Building 10998 OWS

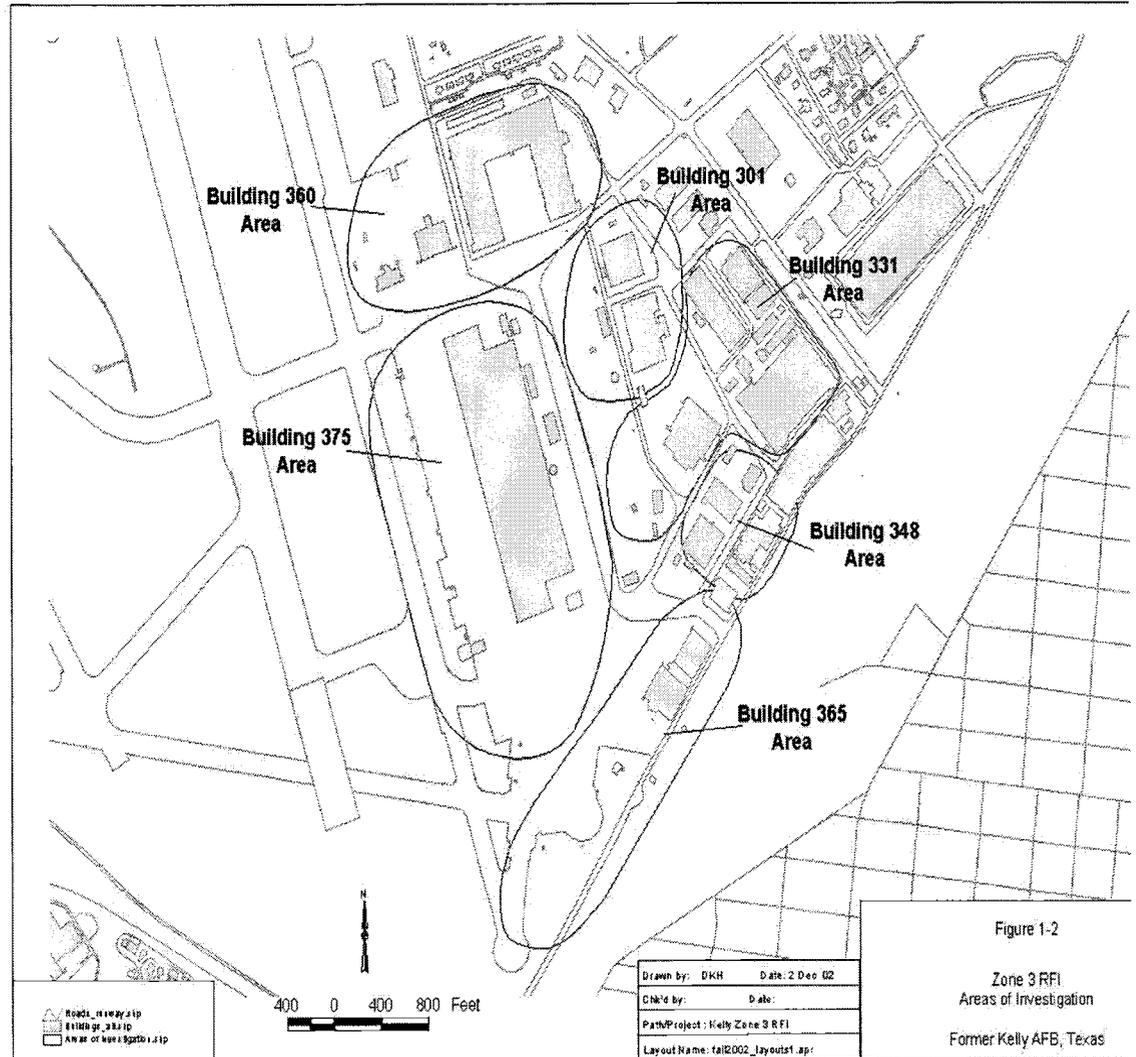
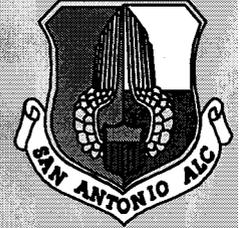


Figure 1-2  
 Zone 3 RFI  
 Areas of Investigation  
 Former Kelly AFB, Texas



# Areas of Investigation

- Building 331 Area
  - Building 308/312 area
  - Building 324 and Former Building 318
  - Building 331 Area
  - Building 331 IWCS line area
- Building 348 Area
  - Building 345 OWS
  - Building 348 OWS and Calibration Fluid Area
- Building 362/365 Area
  - North of 365/363/361
  - Building 365 Defueling Cart Area and Outdoor CSA, Building 362 CSA
  - South Ramp

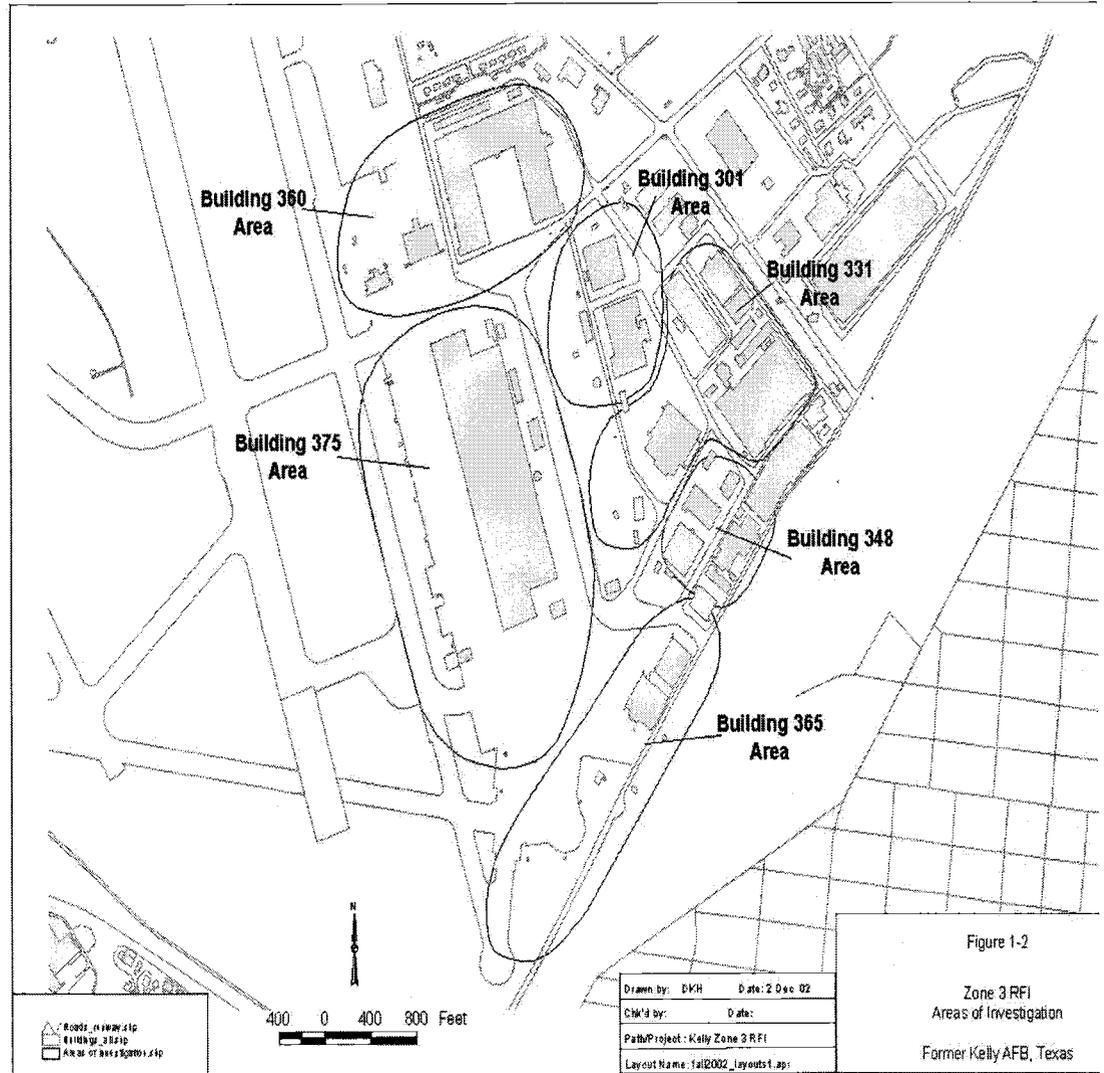


Figure 1-2

Zone 3 RFI  
Areas of Investigation  
Former Kelly AFB, Texas



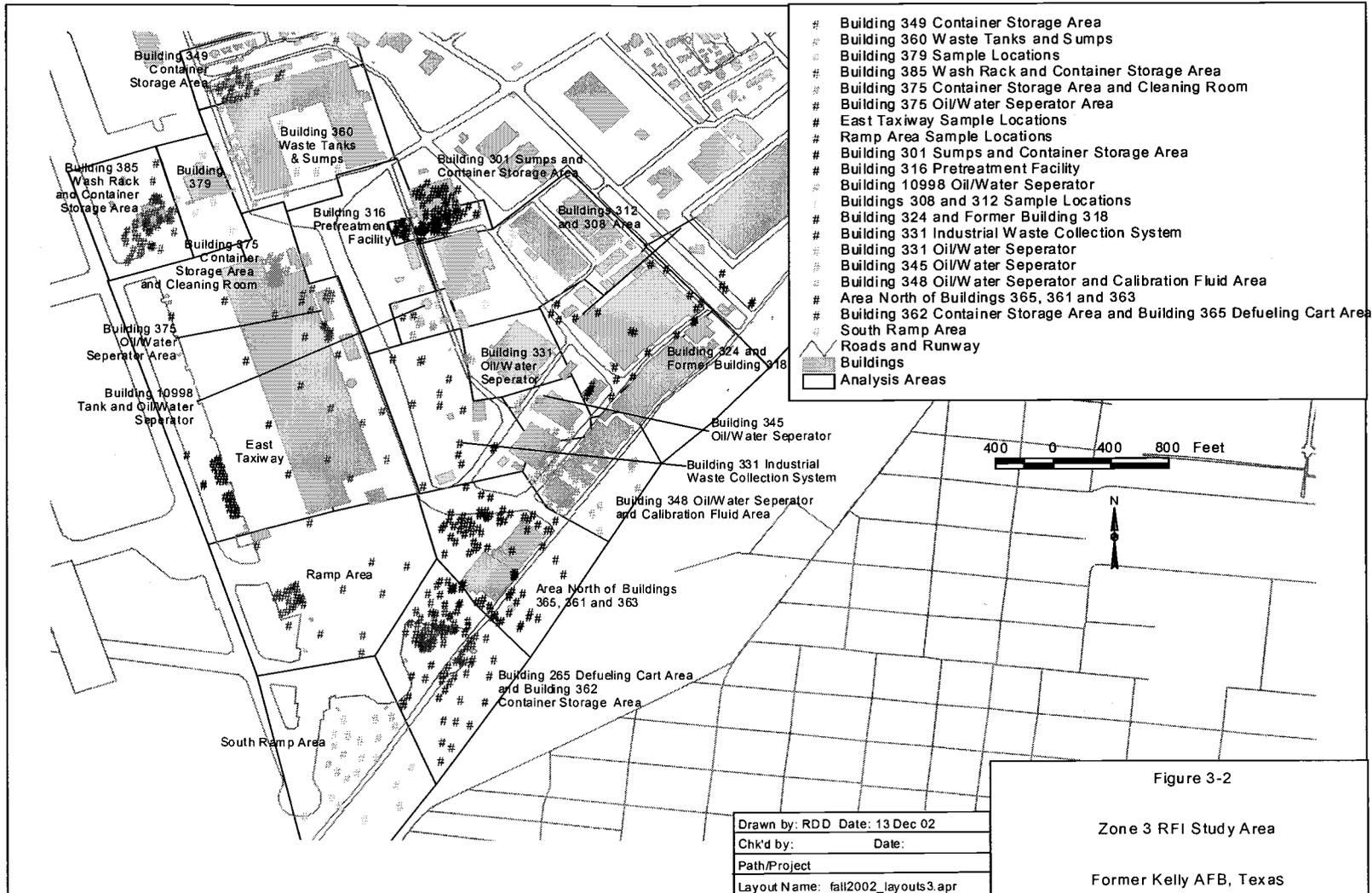
## Zone 3 RFI Database



- Developed database which included historical data as well as data collected from redevelopment efforts through 2000, plus Zone 3 RFI data gap sampling.
- Included data from areas not covered in detail by Zone 3 RFI (Building 258, S-8, S-4.)
- Composite sampling results for VOCs were not used to delineate extent.



# Zone 3 RFI Data





# Screening for COCs



- Used reporting limits from approved Basewide Kelly AFB QAPP.
- Used TCEQ Risk Reduction Rule Media Specific Concentrations (MSCs) dated July 14, 1999.
- TCEQ's Consistency Memo methodology was used to determine COCs
- Proxy values were developed for soil but not used as sole indicator for identifying COCs



# Water Level Information



- Soil data was not initially censored based on water level.
- Water level was used as criteria during data evaluation. Water level was evaluated on an area by area basis.
  - If the sample was collected above the water table it was considered to be in subsurface soil media
  - If the sample was collected below the typical water table, it was not considered to be in the subsurface soil media



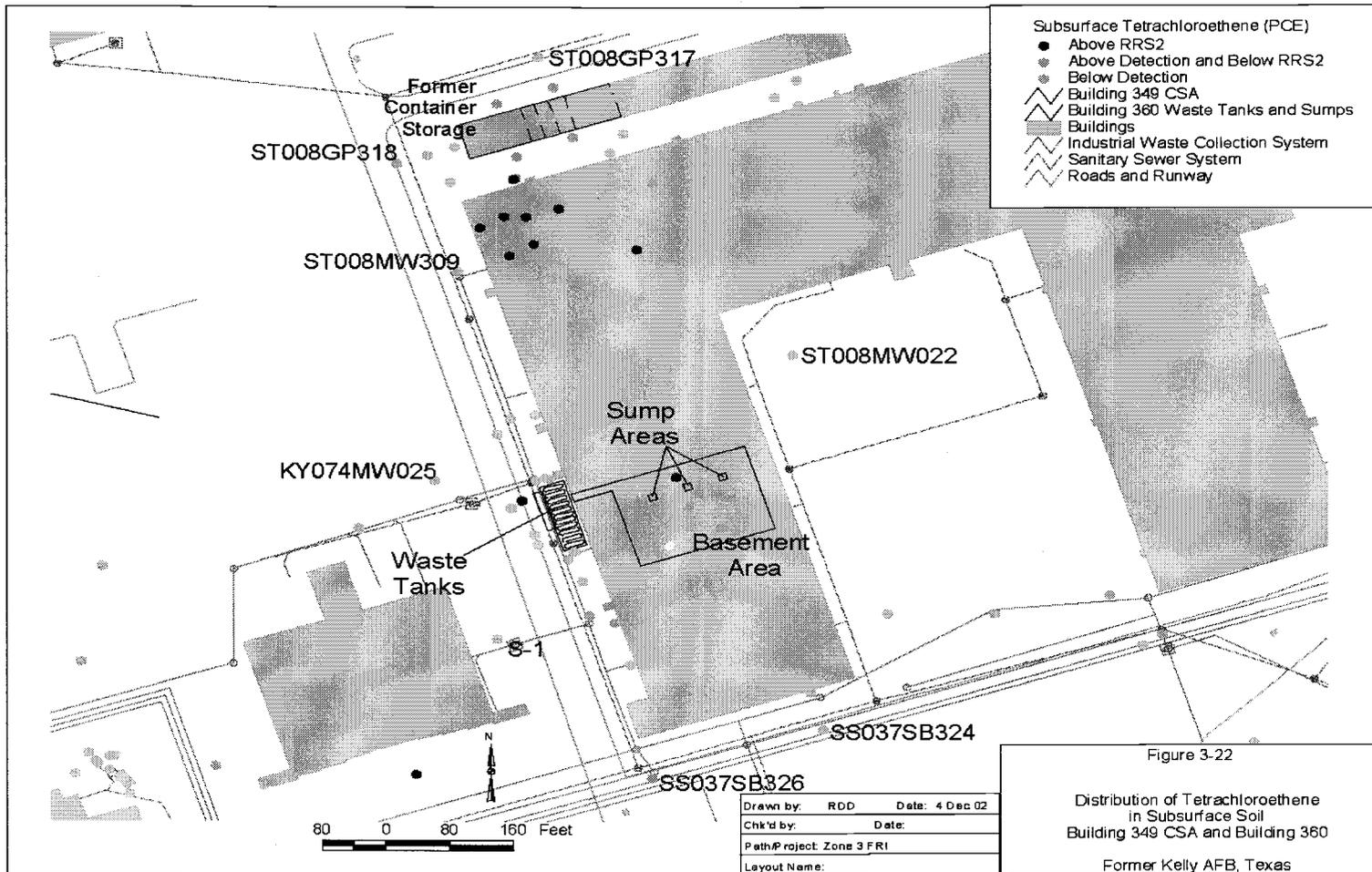
# Extent Determination Approach



- - “Dot Maps”
    - RED - detections above RRS 2
    - YELLOW - detections between RL/Background and RRS2
    - GREEN - not detected or detected below RL/Background
  - Source areas
    - closely surround red dots with yellow or green dots
- - Extent
    - use the closest green dot
  - Requires deed recordation of larger area



# Zone 3 RFI "Dot Map"





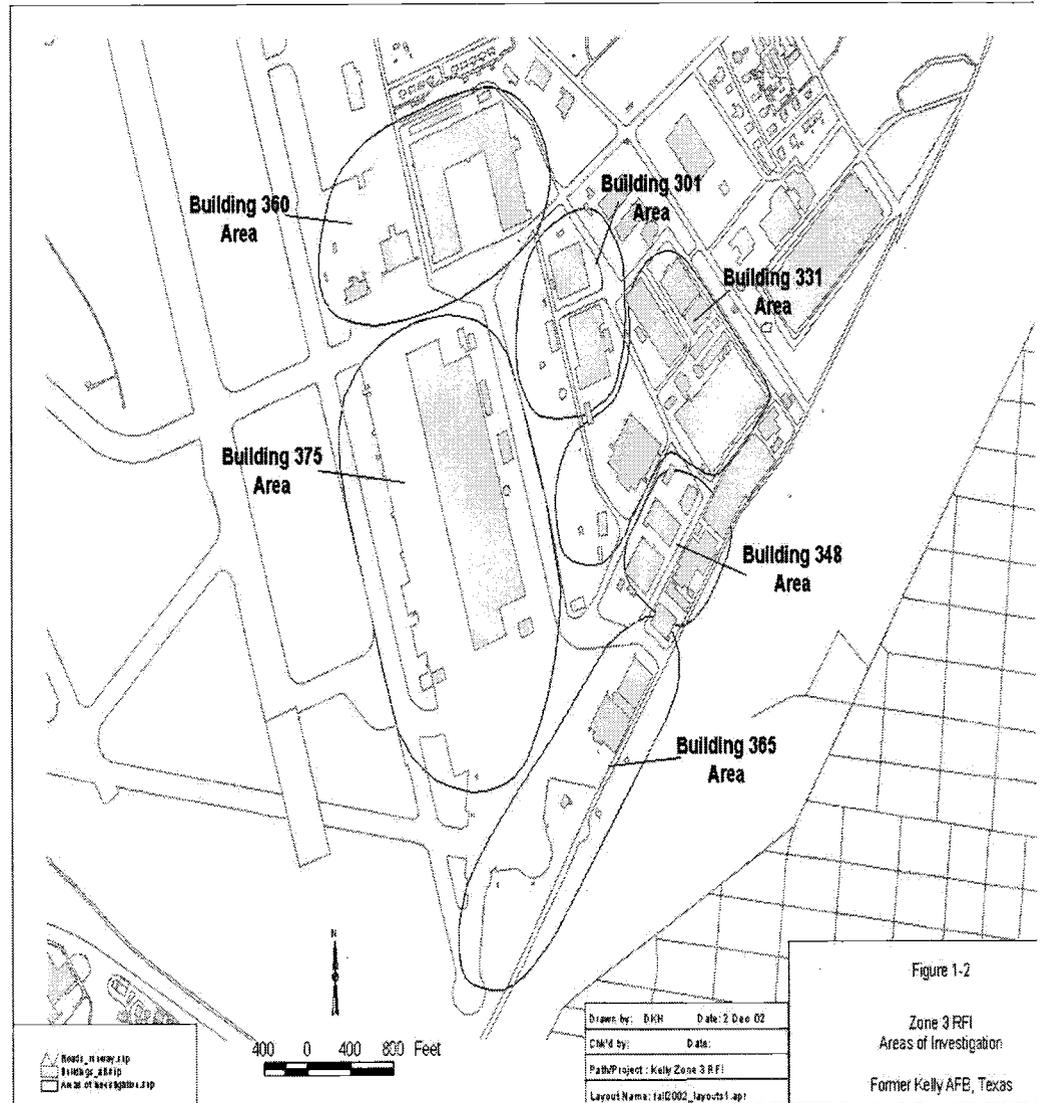
# RFI Organization

- Section 1 – Introduction
- Section 2 – Conceptual Site Model
- Section 3 – Evaluation of Results
  - 3.1 Methodology
  - 3.2 Groundwater
  - 3.3 – 3.8 Soil Areas
- Section 4 – Summary and Conclusions
- Appendices
  - G – Historical Documentation
  - H – Data Processing
  - I – Data Summary Tables



# Zone 3 RFI Conclusions

- Groundwater- CMS
- Building 360 Area
  - Building 349 CSA – RRS 2
  - Building 360 – CMS
  - Building 379 – RRS 1
  - Building 385 - CMS
- Building 375 Area
  - Building 375 CSA, CR, SOW, PC - CMS
  - Building 375 OWS Area - CMS
  - East Taxiway - RRS 2
  - Ramp Area - RRS 2
- Building 301 Area
  - Building 301 - CMS
  - Building 316 Pretreatment Fac. - RRS 2
  - Building 10998 OWS - RRS 2

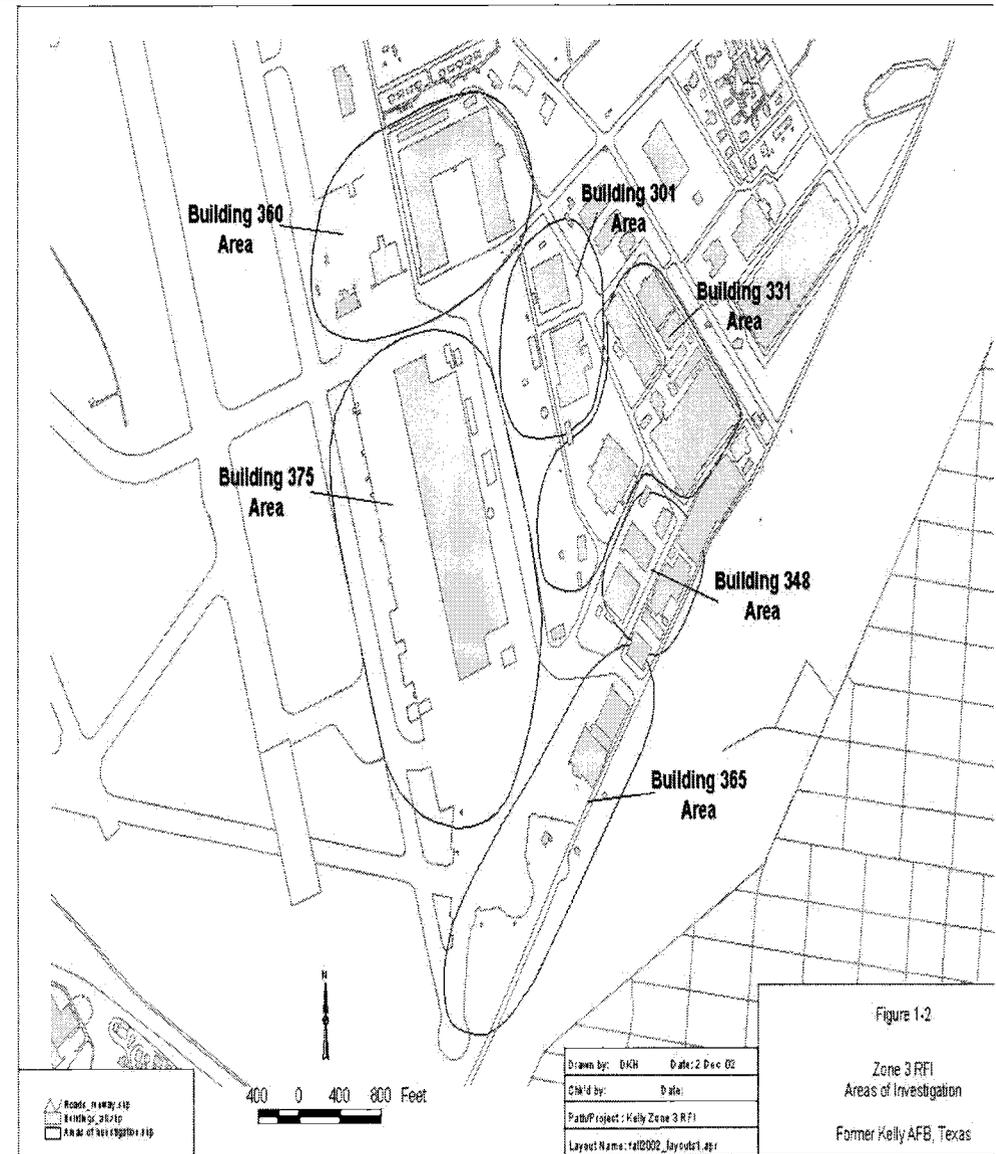




# Zone 3 RFI Conclusions



- Building 331 Area
  - Building 308/312 area - **RRS 1**
  - Building 324 and Former Building 318 - **CMS**
  - Building 331 Area - **RRS 2**
  - Building 331 IWCS line area - **RRS 1**
- Building 348 Area
  - Building 345 OWS - **RRS 1**
  - Building 348 OWS and Calibration Fluid Area - **CMS**
- Building 362/365 Area
  - North of 365/363/361 - **CMS**
  - Building 365 Defueling Cart Area and Outdoor CSA, Building 362 CSA - **CMS**
  - South Ramp - **CMS**



## STATEMENT OF OBJECTIVES (SOO) REVIEW ATSDR REPORT

### 1.0 GENERAL

Scope: This task is to review the forthcoming Agency for Toxic Substances Disease Registry (ATSDR) Report, including 1) an independent review of the data and conclusions in the report, 2) a layperson's explanation of the report, and 3) a request for the expert to make recommendations to the Technical Review Subcommittee (TRS) of the Restoration Advisory Board (RAB).

**1.1 Background.** Residents of communities around Kelly AFB were concerned about their health and questioned whether their poor health could be attributed to releases of hazardous waste from the base. ATSDR looked at possible ways that community members could come into contact with contaminated environmental media, such as air, groundwater, surface water, and soil. ATSDR also looked at indicators of overall health in the evaluation.

**1.2 Objectives.** The contractor shall furnish all professional non-personal service labor, management, supervision, tools, materials, equipment, transportation, mailings, and reproductions, unless specified herein, for the assigned tasks issued against this Blanket Purchase Agreement. The contractor will provide technical assistance to the RAB by interpreting and translating the data in the ATSDR report, as well as the technical data on the impacts of potential health implications on the community.

The following specific tasks may be ordered for this project:

- Attend a preperformance meeting
- Develop and submit a schedule for completion of the work
- Conduct a technical review of the ATSDR report
- Conduct an oral presentation of the report's conclusions
- Provide a written report, either summarized or detailed (to be decided by the TRS at time of award of task)
- Provide a written response to TRS comments.
- Attend and present the report at a RAB meeting

### 1.3 Guidance, Compliance and Qualification Requirements

1.3.1 Technical Assistance for Public Participation. The contractor will be responsible for complying with the Technical Assistance for Public Participation in Defense Environmental Restoration Activities (32 Code of Federal Regulations Part 203).

1.3.2 Guidance and Compliance Documents. All assessments and recommendations shall comply with all federal, state, and local environmental laws and regulations including, but not limited to applicable portions of the statutes and regulations cited below. The contractor will be provided with the ATSDR Report, however he is responsible for obtaining all public documents as needed based on the individual tasks issued against this agreement. Examples of the types of documents that may be required are listed.

- a) Solid Waste Disposal Act (42 USC 6901, et seq.)
- b) Comprehensive Environmental Response, Compensation and Liabilities Act (CERCLA) (42 USC 9601, et seq.)
- c) National Oil & Hazardous Substances Contingency Plan (NCP) (40 CFR 3000)
- d) Defense Environmental Restoration Program (DERP) (10 USC 2701, et seq. Emergency Planning and Community Right-To-Know Act

## **2.0 PROGRAM MANAGEMENT**

### **2.1 Background Data/Information Review**

2.1.1 The Air Force Real Property Agency/DC-Kelly (AFRPA/DC-Kelly) shall provide the contractor, if available, all pertinent and available background information concerning this task order. The contractor may be required to review/obtain additional background data information as required for the performance of the required services.

2.1.2 To accommodate the Air Force's remediation schedule the contractor and the Air Force will agree on a schedule or timeline for this task, based upon the hours agreed on between the contracting officer and the contractor at time of award of the task. The contractor shall be required to meet the required timeline. Any extension of time must be agreed to by the AFBCA/DK Senior Representative, and RAB, and approved in writing by the Contracting Officer.

### **2.2 Meetings**

2.2.1 Pre-Performance Conference - A pre-performance conference shall be held after the award of the order and prior to commencement of the work at a time, place and date specified by the Contracting Officer, as soon as the ATSDR Report is received by the Air Force. Discussions at this meeting will include the development of a mutual understanding relative to issuing task orders, scheduling and administering the work.

\*Note: If the contractor is considering subcontracting all or part of the work required in the Statement of Objective (SOO), request tasks and subcontractor be identified for comments at the pre performance conference meeting.

2.2.2 Contractor is invited to attend RAB meetings, which are normally held quarterly.

### 3.0 PROJECT EXECUTION

#### 3.1 Specific Requirements

3.1.1 Technical Review Report: This requires a review of the specific report and the applicable documents to be reviewed. The contractor is tasked with evaluating the report with respect to current environmental actions by the Air Force, assessing the completeness of the reports and adequacy of proposed or current actions, and making recommendations for future actions. Any additional health risks should be identified if the review indicates such, and an opinion of the data-gathering methods is requested.

3.1.1.1 The written report will include a defense of the process for making the determinations and an evaluation of the levels of confidence in the recommendations. The report need not be lengthy --an executive summary format is desirable. It **must** be written in layman's terms, so the RAB will easily be able to communicate the findings to the community, if necessary.

3.1.1.2 All submittals must be double-sided, 100% post-consumer, recycled paper.

3.1.2 Technical Oral Presentation: This task order may involve presenting the findings to the members of the RAB at a regularly scheduled RAB meeting time. A firm date for this meeting will be scheduled at the time the order is placed. The RAB meetings are normally held on the 3rd Tuesdays of the 1st month of every quarter, 6:30pm, at different locations in San Antonio.

3.1.3 Response to Comments: Following the review of the written report and/or oral presentation, RAB members may have comments they wish addressed. The Contractor shall provide a written response to each question from the RAB, if so stated in this task order. Comments received before the oral presentation may also be delivered verbally at the presentation.

### **3.2 Public Affairs**

The contractor shall not make available to the news media, nor make public disclosure of any data resulting from this contract during the performance of this contract. During the performance of this contract the contractor shall refer all press or public contacts to the DoD co-chair. The documents produced and a transcription of the RAB presentation will be placed in the Administrative Record and Information Repository by the Air Force. After completion of all requirements the public disclosure restriction will be removed.

### **3.3 Litigation or Legal Activities**

In addition to the requirement of 32 CFR Section 203.11, the contractor shall not make available his opinions, data, or reports produced as a result of this contract for the purpose of litigation and/or legal actions such as but not limited to assisting an attorney, preparing an expert witness, and/or serving as an expert witness at any legal proceeding regarding or affecting Kelly AFB.

### **4.0 Submittals/Deliverables**

Each task order will specify the required deliverables, with the quantities and time frame specified. Each written submittal will include a cover letter stating the deliverable being provided and will include the Blanket Purchase Agreement number and the Task order number. The contractor shall provide a copy of the cover letter to the contracting officer. Copies of reports do not need to be provided to the contracting officer unless specified in the Task order. The details of the specific deliverables will be identified with the award of the project.

### **5.0 Contract Surveillance**

**5.1 Quality of Work:** The contractor is solely responsible for the quality of the work. The Inspection of Services Clause applies to this order.

### **5.2 Inspection/Oversight Responsibilities and Acceptance**

5.2.1 The AFRPA/DC-Kelly Senior Representative is the DoD Co-Chair of the RAB. The Contracting Officer (C.O.) will designate a C.O. Representative (COR) who will act as liaison between the Contractor and the RAB. The Contracting Officer will be notified of any conflicts and will resolve any problems that cannot be mutually resolved between the Contractor, DoD Co-Chair, and the RAB Community Co-Chair, or designated representatives. A meeting of all parties, at no additional cost to the government, may be called by the contracting officer to discuss and propose solutions to resolve discrepancies.

5.2.2 The Contractor is advised that only the Contracting Officer can obligate the government or direct the contractor. The COR and the RAB members DO NOT have this authority. The contractor SHALL NOT EXCEED the total amount of any order awarded without

prior written approval of the contracting officer. All written correspondence between the contractor and the RAB must be through the COR. The contractor will not receive verbal direction from anyone other than the COR.

5.2.3 The COR, with the RAB's concurrence, shall certify acceptance at completion of the task.

## **6.0 Points Of Contact**

A list of Points of Contact will be available with the award of this task order.

## Fact Sheet: Regulatory Requirements for Environmental Cleanup Projects

The Air Force is continuing to make progress with the Kelly environmental cleanup program, and will reach some important milestones over the next several years.

- The Texas Commission on Environmental Quality (TCEQ) is expected to approve the Zone 4 and Zone 5 Corrective Measures Studies (CMS) June or July 2003.
- The Air Force should submit the Corrective Measures Implementation Work Plan (CMI WP) to the state between October and December 2003.
- Construction for off-base remedies will begin in September 2003.
- Last remedy in place (LRIP) should be finalized in late September 2004.

As the Air Force nears these milestones, it is more important than ever that the community is involved in the cleanup process. With each of these milestones, the Air Force will meet, and exceed, the regulatory requirements for community involvement. The Restoration Advisory Board (RAB) is an important tool to achieve this goal because it allows the Air Force to gather community input on environmental cleanup activities.

### Regulatory Requirements

The Air Force works with federal and state environmental officials to ensure regulatory compliance and the utmost safety for public health and the environment. The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the Resource Conservation and Recovery Act (RCRA) are the two federal laws that guide Air Force cleanup efforts and community involvement requirements.

- CERCLA of 1980 was amended by the Superfund Amendments and Reauthorization Act (SARA) of 1986. This law, generally known as Superfund, guides the environmental restoration of the former Kelly AFB. It stipulates the processes and requirements for responding to environmental contamination caused by the historically-accepted hazardous-waste management practices once used at Kelly.
  - SARA included provisions for the Defense Environmental Restoration Program (DERP). DERP deals with remedial cleanup at active and Base Realignment and Closure sites through the Installation Restoration Program (IRP). The Defense Environmental Management Program (DERP) Guidance spells out DoD's policies and procedures for complying with CERCLA requirements for the IRP.
- RCRA gave the Environmental Protection Agency (EPA) authority to control hazardous wastes from creation through disposal, including transportation, treatment, and storage. Under RCRA, Kelly and other Air Force installations were required to identify and report activities on base that were generating, handling, or storing hazardous wastes, or had once treated or disposed of them. Kelly currently holds two RCRA Part B permits—one for storage at the Defense Reutilization and Marketing Office and one for closure and post-closure care for the rest of Kelly, issued by TCEQ.

Each law outlines community involvement requirements for the remaining milestones at Kelly.

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Community Involvement Tool	CERCLA Requirements				RCRA Requirements	
	Completion of Workplan	Completion of Final FS Report (CMS)	Proposed Plan	Start of RA (CMI)	Draft CMS Report	Corrective Measures Implementation
Information Repository	√	√	√	√	√	√
Naming of Information Contact	√	√	√	√	√	√
Contacts with Local Officials	√	√	√	√	√	√
Educational Outreach					√	√
Initial Interviews/ Discussions with Impacted Community	√		√			
Fact Sheets/Technical Summaries			√		√	√
News Releases	√	√	√	√	√	√
Public Comment Period			√			
Public Meeting			√	√	√	√

**IRP Process**

Although the cleanup at Kelly is subject to both CERCLA and RCRA, the process the Air Force uses to assess the scope of the environmental problem and choose the cleanup plan are the same as those used for any Superfund or IRP site. The overall process is set forth in CERCLA, SARA, and the National Oil and Hazardous Substances Pollution Contingency Plan. Each of the phases described below builds upon information obtained in the previous step. At each step, the Air Force works with TCEQ to ensure compliance with RCRA and with EPA to ensure the bases meets CERCLA goals for property transfer and all other applicable laws.

**Preliminary Assessment** To determine the probability and possible locations of potentially hazardous disposal areas, records are searched as the first step in the investigative process. This assessment may include employee interviews and review of reports, installation records and technical data.

**Site Inspection** This includes a physical inspection of potential sites that may include some soil and groundwater sampling. Following the investigation, the EPA; the TCEQ, and the base decide whether the site requires further study or needs no further action.

**Remedial Investigation** A detailed examination of air, soils, and waters to determine the concentrations of contaminants, direction of movement, and extent of contamination.

<b>Focused Feasibility Study</b>	If a site is found to pose an immediate threat to human health or the environment, an in-depth evaluation of potential short-term remedies for a site is conducted and action is taken. Depending upon the severity of the problem, the Focused Feasibility Study could begin at the same time as the Remedial Investigation. At Kelly AFB, the majority of the Focused Feasibility Studies are begun before the Remedial Investigation is completed.
<b>Interim Remedial Action</b>	This short-term cleanup action is designed to prevent an immediate or potential threat to human health or the environment.
<b>Feasibility Study</b>	Using data gathered in the Remedial Investigation, the Feasibility Study develops and analyzes various final cleanup alternatives and provides recommendations for appropriate actions. The Feasibility Study is referred to as the Corrective Measures Study (CMS) at Kelly.
<b>Proposed Plan</b>	Once the Feasibility Study is complete, the Air Force proposes what it believes to be the best alternative to clean up the site. The Proposed Plan summarizes remedial alternatives in the feasibility study; and explains why the base prefers the designated alternative. The Air Force holds a public comment period and a public meeting when the proposed plan is issued.
<b>Decision Document</b>	This document provides a brief summary of facts and analysis supporting selection of the chosen remedial action. The Decision Document must also show how the selected remedy meets the statutory requirements under the CERCLA. Also included in the Decision Document are responses to comments taken during the public comment period.
<b>Remedial Design</b>	Once the Decision Document is finalized, engineers design the cleanup system.
<b>Remedial Action</b>	This phase is the construction of the cleanup facilities. Long-term monitoring may be required to ensure the site remains free of contamination. The Remedial Action is referred to as the Corrective Measures Implementation (CMI) at Kelly.
<b>Long-Term Monitoring</b>	The phase of water, soil, or sediment analysis conducted over a period of time that tracks the effectiveness of a cleanup system.
<b>Closeout</b>	Once all the cleanup goals are completed and the state and federal regulators agree the site meets their standards, the site can be removed from the cleanup program.

The goal of the Air Force is to clean up or "close" every contaminated site found at Kelly. A site may be closed when the TCEQ considers that it requires no further action

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beyond the investigation phase or that the cleanup measures that have been applied have been successful. An example of a closed site is an underground storage tank that has been removed and had any contaminated soils around it cleaned up to the satisfaction and approval of the TCEQ. Another example would be a storage yard suspected of having been contaminated in the past, but which was shown during the preliminary investigation not to be contaminated and to require no cleanup.

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**FINAL PAGE**

**ADMINISTRATIVE RECORD**

**FINAL PAGE**