

**Stewart, Patricia, NMENV**

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**From:** Gary Torf [GTorf@versar.com]  
**Sent:** Thursday, March 18, 2010 4:55 PM  
**To:** Hugh G Hanson CTR USAF AFSOC 27 SOCES/CEAN (Hugh.Hanson.ctr@cannon.af.mil); Janie E Carrig NWO (Janie.E.Carrig@usace.army.mil); Stewart, Patricia, NMENV; Jon Russ (Jon.Russ@jacobs.com)  
**Cc:** John Steele USAF AFSOC/A7AV (John.Steele@hurlburt.af.mil); Glenn Marks NWO (Glenn.Marks@usace.army.mil); Michael Galvin  
**Subject:** Cannon AFB CSE Phase II Stakeholder Meeting Minutes

**Attachments:** Cannon Stakeholder Meeting Minutes\_03-10-10.pdf; Cannon CSEPhaseII Stakeholder Presentation.pdf

I have attached meeting minutes (including sign-in sheet) and a copy of the presentation given at the Cannon AFB CSE Phase II Stakeholder Meeting held on Wednesday March 10, 2010.

If you have any questions or comments, please let me know.

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**Meeting Minutes**  
**Cannon Air Force Base (AFB) Stakeholder Meeting and Site Visit**  
**CSE Phase II under the AF MMRP**  
**Cannon AFB, Clovis, New Mexico**  
**Wednesday, March 10, 2010, 1300 – 1630 MT**

The objective of the meeting was to present the CSE Phase II background information and technical approach for the one Munitions Response Area (MRA) at Cannon AFB: 1940s Skeet Range. After completion of the meeting the participants visited the location of the 1940s Skeet Range.

Participants:

Hugh Hanson (27 SOCES/CEAN)  
Pat Stewart (NMED)  
Janie Carrig (USACE Omaha)  
Gary Torf (Versar)  
Jonathan Russ (Jacobs)

The following paragraphs summarize the primary topics discussed during the meeting and field observations from the site visit. The meeting sign-in sheet and CSE Phase II presentation prepared in support of the meeting are attached.

Janie Carrig, USACE-Omaha, initiated the meeting with participant introductions and an overview of the Air Force (AF) Military Munitions Response Program (MMRP). Findings from the CSE Phase I for the MRA were presented.

The Base POC is Hugh Hanson. All coordination and communication with the Base will go through Hugh. The AF MAJCOM POC is John Steele. Mr. Steele will be copied on communications.

The field effort is tentatively scheduled for September. Pat Stewart (NMED) indicated that area soils in September can be expected to be very hard after summer rains – like concrete, and may prove difficult to sample with a drive sampler. Pat suggested that the ideal time to conduct the field effort would be now, as soils are relatively looser. Given current time constraints and the anticipated schedule for preparation and approval of the Work Plan, all agreed that the field effort would remain scheduled for September.

The proposed technical approach for completion of the Phase II CSEs at the 1940s Skeet Range was discussed. No geophysical surveys will be completed at the MRA. Visual surveys, on-site data collection for lead using field portable XRF and off-site laboratory analysis for lead correlation samples and PAH samples are proposed. The visual survey of the MRA will cover 100% of the on-base area using a systematic grid. Pat suggested the use of incremental sampling techniques; she stated that NMED may provide further comments on the sampling design upon review of the Work Plan.

It was discussed that soil sampling and on-site XRF analysis for lead will be initially conducted near the installation boundary. This will help determine whether the off-base area is suggested for sampling of soil if lead is above the screening level of 400 ppm at base boundary locations. It was agreed that because a portion of the MRA extends off-base, a Right of Entry should be pursued by Base personnel (JA) well in advance of the field effort in the event sampling off-base is warranted.

A minimum of 12 off-site laboratory samples will be collected for correlation to the on-site XRF results in support of the CSE Phase II. Pat suggested that NMED may request a specific percentage of lead samples be analyzed off-site to compare to the on-site XRF results. Jon Russ (Jacobs) indicated that based on an initial estimate of 49 XRF samples to be collected and analyzed, the percentage of lead samples anticipated to be analyzed by the off-site lab would be more than 20% of the XRF results. Pat stated that NMED will provide a recommendation or concurrence for the number of lead correlation samples to be analyzed off-site upon review of the Work Plan. Janie offered to provide Pat a copy of the Altus AFB and Vance AFB CSE Phase II reports, which contain lead XRF and correlation sample results, so that NMED can review XRF data collected for a comparable soil matrix.

The field effort for soil sample collection and analysis of PAHs was discussed. The planned approach is to collect soil samples for PAH analysis only at locations where clay pigeon fragments are observed. Pat questioned whether this approach would sufficiently delineate PAH contamination across the entire MRA. Gary Torf (Versar) stated that since clay pigeon fragments were readily observed on the surface during the CSE Phase I investigation, indications were that the area had not been readily disturbed.

Hugh had previously provided Versar area background levels for lead; PAH background levels have not been previously established at Cannon AFB. It was agreed that PAH background samples would be collected and analyzed in support of the CSE Phase II.

Hugh requested that he not be provided any documents for review designated 'Final'; Pat requested that she not be provided any documents for review designated 'Draft'. It was agreed that no documents will be provided for review designated as either "Draft" or "Final", and that all documents provided for review will be designated with a date and/or version number. The AF will first review documents and provide comment. Once the comments are incorporated into the document, the document will be distributed to the NMED by the Base (Hugh). Pat stated that NMED review cycles for plans and reports would take approximately 90 days, and would only begin after the work effort invoice had been paid by the Base. Pat requested that any hard copy document versions be sent double-sided, though preferably on CD. She also requested that a copy of the Final Cannon CSE Phase I report not be provided separately, but submitted as an appendix to the CSE Phase II Work Plan.

Hugh inquired whether the Work Plan would be written according to the UFP-QAPP (Uniform Federal Policy – Quality Assurance Project Plan) guidance. Gary stated that the Work Plan will be written using a traditional template (Sampling and Analysis Plan including a QAPP, plus a Site Safety and Health Plan). The content and level of detail in the Work Plan is expected to be consistent with the UFP-QAPP guidance.

Versar will need to get approval for taking photographs on-base; it was agreed that photographs would not be taken during the Site Visit. Hugh will coordinate approval for photographs to be taken during the field effort.

Janie asked Pat whether she thought the MRA would need to be designated a SWMU (Solid Waste Management Unit). Pat related that the Base was a permitted (RCRA) facility and she did not think the area would need to be identified as a SWMU, since the planned effort is more in the nature of a voluntary corrective action.

#### MRA Site Visit

After the meeting, the team went to the location of the 1940s Skeet Range to conduct a site visit. Clay bird debris was readily noted scattered around the site; Pat observed that this indicated the area has not been very disturbed as discussed during the meeting. Several concrete slabs were also noted, apparently the remains of shooting positions. Gary collected hand-held GPS coordinates of the concrete slabs and nearby road for potential later use in refining the footprint of the MRA.

Pat indicated her preference for the location of PAH background samples to be collected. Four areas outside the MRA were suggested: one area north of the westernmost portion of the MRA; a second area west and slightly south of the westernmost portion of the MRA; a third area north of the adjacent fenced Munitions/Ordnance Storage Area; and a fourth area directly south of the southernmost portion of the MRA. Samples collected from within these areas will establish PAH background values for comparison to the 1940s Skeet Range MRA.

After the site visit, Hugh led the project team on a brief perimeter tour of the Base. The site visit concluded at approximately 1630 MT.

#### Action Items

- Versar will prepare meeting minutes documenting the discussions at the Stakeholder Meeting and distribute to the Project team for review.
- Hugh Hanson will follow up with the Base JA in regard to initiating a discussion with the adjacent off-base property owner (Rajen Dairy) and obtaining a Right of Entry.
- Hugh Hanson will arrange for approval of photo documentation during the field effort, and other administrative actions (e.g., dig permits).
- Janie Carrig will provide Pat Stewart a copy of the Final Altus AFB and Vance AFB CSE Phase II reports, consisting of XRF results and corresponding lead correlation data.

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