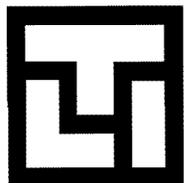


General

 ENTERED



300 UNION BOULEVARD, SUITE 600, LAKEWOOD, CO 80228

PHONE: (303) 763-7188

FAX: (303) 763-4896

**TECHLAW INC.**

October 24, 2001

Mr. John Young  
State of New Mexico Environment Department  
Hazardous Waste Bureau  
2905 Rodeo Park Drive East  
Building One  
Santa Fe, New Mexico 87505-6303

Reference: Work Assignment No. Y513, 06082.700; State of New Mexico Environment Department, Santa Fe, New Mexico; General Permit Support Contract; Administrative Record Assistance, Los Alamos National Laboratories; Work Plan Revision 1

Dear Mr. Young:

Enclosed please find the revised Work Plan for the above-referenced work assignment. The Work Plan revision is based on a discussion between Mr. Carl Will and Mr. John Young of the NMED staff and myself on October 10, 2001. This revised Work Plan incorporates information discussed during that conversation. The Work Plan has been drafted to reflect increased hours and cost associated with the project. The discussion between Mr. Will and myself indicated that the amount of files on site at NMED and the time required to update and enter the data into the database was double the initial anticipated cost. The revised Work Plan reflects the resulting change in the cost estimate from \$42,676.94 to \$84,324.24.

We have, however, continued to maintain the cost low by utilizing lower level staff. As noted in the work plan, staff personnel that were initially anticipated for this assignment were not able to provide the service, so these individuals have been replaced with personnel who have been working on the assignment. Because of the amount of file materials at the State office, TechLaw also expects that the file material at Region 6 will also be larger than expected, and therefore the hours anticipated for this task have also been revised.

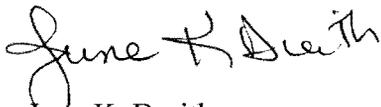
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Mr. John Young  
October 24, 2001  
Page 2

If you have any questions, please feel free to contact me at (303) 763-7188 or Wally O'Rear at (214) 572-0069. Wally should be contacted if you have any technical issues associated with this project.

Sincerely,

A handwritten signature in cursive script that reads "June K. Dreith".

June K. Dreith  
Project Manager

Enclosure

cc: Mr. James Bearzi, NMED  
Mr. John Kieling, NMED  
Mr. Carl Will, NMED  
Mr. Wally O'Rear, TechLaw  
Mr. B. Jordan, TechLaw Central Files  
D. Romero, Denver TechLaw Files

**WORK PLAN REVISION 1**

**Administrative Record Assistance  
Los Alamos National Laboratories (LANL)**

**Submitted by:**

**TechLaw, Inc.  
300 Union Boulevard, Suite 600  
Lakewood, CO 80228**

**Submitted to:**

**Mr. John Young  
Mr. Carl Will  
Mr. James P. Bearzi  
State of New Mexico Environment Department  
Hazardous and Radioactive Material Bureau  
P. O. Box 26110  
2044 Galisteo  
Santa Fe, New Mexico 87502**

**In response to:**

**Work Assignment No. Y513, 06082.700**

**October 2001**

## **WORK TO BE PERFORMED**

- (1) Provide management oversight of the project, which will include availability of the TechLaw Program Manager and TechLaw Work Assignment Manager to NMED. Conference calls, project tracking, and monthly reports are included in this task.
- (2) Inventory NMED RCRA files. This may require that TechLaw personnel check files, boxes in the library (since the library has not been entirely unpacked due to the recent move), employee personnel files, and archived files. The database system should be evaluated first to determine relevant files. TechLaw employees will document all relevant files.
- (3) Inventory Region 6 EPA LANL files for records that should be contained in the administrative files. Special emphasis should be given to RCRA Permitting files prior to 1985 and HSWA files prior to 1996. Files include correspondence and documents such as Part A Applications, Closure Plans, and RFI Reports, Notice of Deficiencies, etc. Discussion with Dallas TechLaw staff indicates a very limited database for the RCRA files is available. Therefore, much of the inventory work will require a file search. Document all relevant files.

The file inventory will focus on all areas of the LANL site.

During the inventory phase, TechLaw will input data on the database system. Fields to be input into the data system will be finalized by TechLaw prior to the initial inventory process, but we will include such fields as: Title of Document, Operable Unit, Date Document was Received, PRS # (NMED specific number), Agency Generating the Document. A "screening" list will be developed by NMED and the NMED attorneys which provide TechLaw employees conducting the file search at EPA a general category list of topics and correspondence which should be inventoried from the EPA files. This listing is necessary since lower level staff will be utilized during the file search.

If deemed necessary by NMED, the inventory activities may include comparison of the EPA and NMED files with the LANL database to ensure completeness.

- (4) A comparison between the NMED files and EPA files will be conducted. Files that are located at NMED will be removed from the list of files needed to be copied at EPA. This task will require that NMED, an NMED attorney, and TechLaw determine which files contained in the inventory list should be copied.

- (5) TechLaw will copy relevant EPA files. There are two options here. The most desirable is to have NMED contact their EPA liaison and have TechLaw obtain the authority to check files out of the Record Center, and then return the file within a few days. Under the scenario, EPA may limit the number of files that can be checked out. Therefore it may take several trips. Files will be copied at the TechLaw office. The other options are to be able to have TechLaw copy the files at EPA. We will either need to have a copy machine and bring it to the EPA office, or allow TechLaw access to the EPA copy machine. NMED and EPA should determine which option is most desirable and least disruptive to EPA. Copied files will be inventoried, organized, and shipped directly to NMED.
- (6) TechLaw at the Santa Fe office will merge the existing database and files with the more complete database as well as the missing EPA files and NMED files, organize the files in a logical sequence and file the materials in the library. This will require that NMED determine the location in the library that they would like to have the files and set aside the space. TechLaw will work closely with the NMED library staff to ensure that the library filing and inventory system presently used by NMED is followed.
- (7) Participation in Meetings and Conference Calls - Communication is of the utmost importance to the timely completion of this project. Therefore, it is expected conference calls between NMED and TechLaw will be necessary.
- (8) Quality control - Perform QC on all deliverables.

### **SUBCONTRACT**

No subcontractors are associated with this project.

### **PRIMARY INTENDED USE**

The purpose of this work assignment is to provide technical support to the NMED for the LANL RCRA permitting and corrective action order activities. TechLaw will provide information to assist NMED in making decisions relative to the adequacy of information presented and provide assistance in determining any deficiencies. The NMED will make the final determinations.

## **PROJECTS AND TASKS**

- Task 2 - Inventory NMED files.
- Task 3 - Inventory EPA files.
- Task 4 - Compare the information contained in the two files to determine which files should be copied.
- Task 5 - Copy relevant EPA and NMED files.
- Task 6 - Organize administrative record, establish record in NMED library, and input data into the NMED database.
- Task 7 - Participate in meetings and conference calls.
- Task 8 - Perform quality control review on draft deliverable.
- Task 98 - Provide management oversight for the project, which will include availability of TechLaw Program Manager and TechLaw Project Manager to NMED. Conference calls, project tracking and performance evaluation, and monthly reports are included in this task.

## **PROGRESS REPORTS**

Information regarding the status of this project will be included in monthly progress reports prepared by TechLaw, Inc. The reports will be a brief summary of project status, to include:

- Work completed to date,
- Difficulties encountered and remedial action taken,
- Anticipated activity during the subsequent reporting period,
- Funding status, and
- Issues/topics that have arisen.

## **QUALITY CONTROL PLAN**

The TechLaw Project Manager will review all deliverables prior to provision to the NMED to ensure product quality. In addition, each deliverable will undergo independent QA/QC so that

the highest quality deliverable is provided to NMED. The Project Manager will also conduct milestone checks on each task outlined in the SOW and all other activities to ensure that the project is proceeding as scheduled. The Project Manager will be in constant communication with NMED to ensure task accomplishment.

## **STAFFING AND MANAGEMENT**

Ms. June Dreith will serve as the TechLaw Program Director. Ms. June Dreith is an environmental specialist with 20 years professional experience, including management of permits and other projects.

Mr. Wally O'Rear has managed a \$1.2 million Superfund File room Reorganization Work Assignment for EPA Region 6, which included the reorganization of over 4,000 linear feet of files. The reorganization effort included the management of dBase software for the site files and indexing the NPL site documents using INMAGIC. Created a custom output design using INMAGIC. Managed the procurement of microfilming services for No Further Remedial Action Required (NFRAP) files (over 2,500 files). Mr. O'Rear managed the implementation for the indexing of RCRA Administrative Records (AR) for three corrective action sites for EPA Region 6. The sites included Sparton, Pantex and Formosa. The effort also included setting up the dBase IV database and indexing forms along with the output. The effort also included converting the dBase files to an Access database. The output was scanned using OCR and placed on CDs for easier access.

Ms. Tami Engle is an environmental scientist with approximately two years of experience. Ms. Engle has updated databases designed for GIS capabilities for two sites located in California as well as entering sampling data into various databases designed for inspection for EPA. Ms. Engle has also participated on the EPA Enforcement Support Services (ESS) contract. The tasks included assisting with the Superfund Administrative Records (AR) and also with Potential Responsible Party (PRP) mailing databases. While assisting with the AR, Ms. Engle conducted research, editing, and coding for the AR databases (SDMS, ARIS, and CIA).

Mr. Mark Edge has served as manager for five years on various EPA Region 6 ESS Contract projects. He has extensive experience organizing and indexing Superfund site files using the Superfund Document Management System (SDMS) format. His past experience includes seven years of developing and maintaining databases, extensive client/customer contact, and business management experience. Mr. Edge also has experience coordinating work tasks, including conducting various types of mailings, and creating cost recovery packages with EPA and contractor staff to ensure that work products are developed in a timely fashion and per client instructions. He currently serves as the TechLaw TOM for the Cost Recovery TO for Region 6.

Mr. Tim Osburn has three years of environmental consulting experience performing research and field work. His research includes obtaining and reviewing publicly available records from federal, state, and local governments, interviewing knowledgeable individuals, and preparing deliverable reports for several Superfund sites. Mr. Osburn has performed database entry for eight sites. Mr. Osburn has performed database retrieval for five sites. Mr. Osburn has performed over 30 environmental sites assessments. Previously, Mr. Osburn has served as a Yeoman Second Class Petty Officer for the U.S. Navy and supervised eight individuals.

Mr. Cary Martindale has served as the manager for three years on EPA Region 6 ESS Community Relations. He has experience organizing public meetings and with development and placement of public notices. His part experience includes six years of communication/public relations, print shop coordination, and reporting. Mr. Martindale has designed various brochures, newsletters and posters. He has written various articles in newsletters, newspapers, radio and television. Mr. Martindale also has experience coordinating various types of mailings, assisting with various visual aids, and management of a satellite office. He has updated various databases for Agency uses. He has participated in document QC and performed various PRP search tasks for EPA.

Ms. Delores Romero is the Administrative Assistant for the Denver office and has over 20 years experience in project assistance and administrative and clerical responsibilities. She will be involved in the Denver office files but may be called upon to provide support in Dallas.

Individual staff responsibilities are shown in Attachment I, and hourly allocations are shown in Attachment II.

### **PERFORMANCE SCHEDULE**

TechLaw shall complete the tasks in accordance with a schedule agreed upon with NMED. TechLaw is aware of the need by NMED to expedite the schedule and will work in a timely fashion and meet the schedules agreed upon. Work on the tasks will not occur until NMED agrees to the costs related to the specific task assignments, the schedule, and final written approval from NMED is received. NMED is aware that delay in the approval of cost may impact the final schedule provided. It is expected that much of the work will occur in the next two months.

### **COST ESTIMATE**

The estimated cost for completing project tasks scheduled to date is included as Attachment III.

**ATTACHMENT I**

**STAFF RESPONSIBILITY CHART**

<u>STAFF</u>	<u>ROLE</u>	<u>AREAS OF RESPONSIBILITY</u>
J. Dreith	Project Manager	General program oversight, monitoring of project planning and implementation, including performance of activities. Program management including tracking financial activities.
W. O'Rear	Work Assignment Manager	Overall project management including day-to-day management of project progress, project tracking, liaison to State, including performance of activities. Mr. O'Rear will also be actively involved in determining documents to be placed in administrative record and the database system. Provide working support as necessary.
T. Engle T. Osburn M. Edge C. Martindale	Staff	Review file material and determine which documents, correspondence, plans (closure/post-closure, permits, etc.) must be contained in the administrative records. Input data into the database system, and provide support organizing, copying, and transporting files to NMED. Provide on-site support to NMED to set up and organize the files at NMED.

**ATTACHMENT II**

**STAFFING HOURLY ALLOCATIONS**

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<u>Name</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>TOTAL</u>
<u>Project Manager</u>									
J. Dreith	30						20		50
<u>Work Assignment Manager</u>									
W. O'Rear	8	40	20	24	32	20	12	24	180
<u>Staff</u>									
T. Engle		44							44
M. Edge		250	100	16	120	60			546
C. Martindale		38							38
T. Osburn		122	100	16	120	60			418
<u>Subcontract</u>									
None									
<u>Clerical Staff</u>									
D. Romero									
		Clerical/ Administrative Review							
	10	6	6		6	6			34
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TOTAL	48	500	226	56	278	146	32	24	1,310

**ATTACHMENT III**

**COST ESTIMATE**

Name	P-Level		Hours	Cost		
J. Dreith	P-4		50.0	\$ 4,722.50		
W. O'Rear	P-3		180.0	11,523.60		
T. Engle	P-1		44.0	1,590.16		
M. Edge	P-1		546.0	28,353.78		
C. Martindale	P-1		38.0	1,606.26		
T. Osburn	P-1		418.0	16,527.72		
D. Romero	Clerical		34.0	1,372.92		
<b>Total Labor</b>			<b>1,310.0</b>	<b>\$65,696.94</b>		
<b>Other Direct Costs:</b>						
Reproduction	Copies	15,000	\$0.06	\$ 900.00		
Telephone	Minutes	180	0.23	41.40		
Computer	DL hours	1,310	0.99	1,296.90		
Postage/Shipping	Lbs.	100	3.99	399.00		
<b>Total Other Direct Costs</b>				<b>\$2,637.30</b>		
Travel	Airfare	Hotel	Meals	Rental Car	Mileage & Parking	Total
Dallas – Santa Fe (15 trips)	\$4,500	\$4,680	\$2,760	\$3,600	\$450	\$15,990.00
<b>Total Travel Costs</b>						<b>\$15,990.00</b>
<b>Total Estimated Costs including Fee</b>						<b>\$84,324.24</b>