



General

ENTERED

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January 20, 2004

Mr. Sandra Martin
State of New Mexico Environment Department
Hazardous Waste Bureau
2905 Rodeo Park Drive East, Building 1
Santa Fe, New Mexico 87505-6303

RE: Work Assignment No. 06110.210; State of New Mexico Environment Department, Santa Fe, New Mexico; General Permit Support Contract; Litigation Support – Los Alamos National Laboratories

Dear Ms. Sandra Martin,

Enclosed please find the Work Plan to assist New Mexico Environment Department (NMED) Hazardous Waste Bureau (HWB) in providing Litigation Support – for Los Alamos National Laboratories (LANL). Work Plan is based on discussions between Mr. David Cobrain of NMED and Ms. June Dreith of TechLaw on January 16, 2004. The project includes assistance to NMED to provide written justification for conditions contained in the Corrective Action Order. This mainly includes parts of the Corrective Action Order which TechLaw assisted in drafting. It also includes the purchase of reference materials, if requested by NMED.

If you have any questions, please feel free to contact me at (303) 763-7188.

Sincerely,

June K Dreith
June K. Dreith
Program Manager

cc: Ms. Cindy Abeyta, NMED, HWB
Mr. David Cobrain, NMED, HWB
✓ Mr. Carl Wills, NMED, HWB
Mr. Jim Ashworth
Ms. Barbara Woirhaye



WORK PLAN

**LITIGATION SUPPORT
LOS ALAMOS NATIONAL LABORATORIES (LANL)**

Submitted by:

**TechLaw, inc
560 Golden Ridge Road, Suite 130
Golden, CO 80401**

Submitted to:

**Ms. Sandra Martin
and Mr. David Cobrain
State of New Mexico Environment Department
Hazardous and Radioactive Material Bureau
2905 Rodeo Park Drive
Building Once
Santa Fe, New Mexico 87505**

In response to:

Work Assignment No. 06110.210

January 2004

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) TechLaw Support to NMED to justify parts of the LANL Section 13 Corrective Action Order.

SUBCONTRACT

None.

PRIMARY INTENDED USE

The purpose of this work assignment is to provide specialized technical expertise to NMED with regards to the Section 13, Corrective Action Order.

PRIMARY 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 providing to the NMED to ensure product quality. 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. Dreith is an environmental specialist with 20 years professional experience, including management of permits and other projects.

Ms. Paige Walton will provide technical assistance with regard to radiological areas of the corrective action order, sampling of radiological constituents, and risk assessment.

Mr. Jim Ashworth will provide technical assistance with regard to groundwater sampling, and other associated aspects of groundwater monitoring.

Ms. Barbara Woirhaye is an administrative assistant for the Atlanta Office. She will be assisting Jim Ashworth in providing the requested information.

Ms. Susan Pearson is the administrative assistant for the Denver Office and has over 10 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/ Work Assignment Manager	General program oversight, monitoring of project planning and implementation, including performance of activities. Program management including tracking financial activities. Overall project management including day-to-day management of project progress, project tracking, liaison to State, including performance of activities.
P. Walton	Technical Staff	Technical Staff, radiological support and risk assessment support.
J. Ashworth	Technical Staff	Groundwater Support.
B. Woirhaye	Clerical	General clerical assistance.
S. Pearson.	Clerical	General clerical assistance.

ATTACHMENT III

COST ESTIMATE

Name	P Level	Hours	Cost	
J. Dreith	R-4	22	\$ 2,575.76	
P. Walton	T-4	46	4,666.24	
J. Ashworth	T-4	20	2,028.80	
B. Woirhaye	Clerical	4	147.24	
S. Pearson	Clerical	6	220.48	
Total Labor			\$9,638.90	
Other Direct Costs:				
Reproduction	Copies	500	\$0.08	40.00
Telephone	Minutes	120	0.20	24.00
Telephone – Conference Calls	Calls	1	150.00	150.00
Computer	DL hours	98	1.07	104.86
Reference Materials	Set	1	1,000.00	1,000.00
Postage/Shipping	Lbs.	10	3.99	39.90
Total Other Direct Costs				\$1,358.76
Total Estimated Costs including Fee				\$10,997.66