

North Pole Refinery Technical Project Team Meeting
May 6, 2010
ADEC Fairbank Office
610 University Avenue

Technical Project Team Members

Ann Farris	Project Manager, Department of Environmental Conservation (DEC)
Bill Butler	Director of City Services, City of North Pole
Cindy Christian	Drinking Water Compliance Program Manager, DEC
Mark Coggeshall	Project Manager, Flint Hills Resources
Dennis Elliot	Director of Environment, Health and Safety, Williams (via telecon)
Chris Field	EPA Offices, Region 10 (absent)
Lee Johnson	Environmental Engineer, DEC Drinking Water Program
Elizabeth Page	Reiss Remediation
Dr. Lori Verbrugge	Toxicologist, Department of Health and Social Services (DH&SS)

Support Personnel

Rebecca Andresen	Arcadis (via telecon)
Stephanie Buss	Toxicologist, E & E
Pat Conolin	Environmental Standards, Inc. (via telecon)
Marti Early	Community Involvement Specialist, DEC Contaminated Sites Program
Denise Elston	Environmental Program Specialist, DEC Contaminated Sites Program
JoAnn Grady	Team Facilitator, Grady and Associates
Nim Ha	H&SS Health Educator (via telecon)
Dr. Laurie Haws	Tox Strategies (via telecon)
Lisa Minnear	OASIS Environmental
Rock Vitalie	Environmental Standards Inc. (via telecon)
Krista Webb	OASIS Environmental (via telecon)

Summary Comments

Introductions and Presentation on Web-Based Document Share Programs

The meeting began at 9:00AM as team members introduced themselves and briefly discussed the team's agenda for the meeting.

Ms. Denise Elston began the meeting with a presentation on the features of SharePoint, an on line collaboration web site that will be used by the team in place of the current Basecamp site. Ms. Elston explained that Basecamp does not meet current State of Alaska security requirements and will be discontinued as soon as Sharepoint is up and running, which may take several weeks. The team will continue using Basecamp, its current program, until the team's SharePoint site is fully operational.

Presentation of the Project Process Outline

Ms. Elston continued with a review of the draft Project Process Outline, a working document used to assist in managing all of the elements of the Sulfolane Release Project: communications, site characterization and remediation work, and the H&SS garden and plant studies. The document outlines the major milestones, timelines for meetings, ongoing tasks, and deliverables of each section of the project. The team considered various advantages and drawbacks of consolidating the current schedule

with FH project's Gantt chart. The team agreed to maintain the overall Project Process Outline on Basecamp and to post the more detailed project Gantt chart separately. The team agreed to appoint Ms. Elston to maintain the schedule timeline.

Update and Discussion of the Risk Communication Group

Ms. Early presented a brief report to the team on the status of the Risk Communication Sub-group. She remarked that, in general, the communication process is going well, thanks in part to the Sub-group's efforts. She reminded the team that the Sub-group's main objectives are to ensure that messages sent to the public are timely and consistent, and to make efforts to communicate with public members who are without access to email or the Internet. She informed the team that she felt the 'Open House' format was more effective than public meetings since public meetings did not provide the same opportunity for casual or one-on-one questions and feedback. The team members discussed ways in which they might additionally keep North Pole residents informed of project information. The team considered Bill Butler's suggestion to post certain information permanently in a prominent public space in North Pole to make it available to residents who do not have access to the Internet. The team briefly discussed the content and schedule of the evening's Open House meeting. The team agreed that all questions at the Open House should be directed to representatives of the State of Alaska or FH.

The team members discussed the importance, for the sake of consistency, of coordinating the accuracy of their responses at the Open House to members of the public and media. The team also agreed on the need to clarify to members of the public that not all produce species or garden plots in the affected area would be studied, but rather the plot location and target species would be determined by the scientists conducting the study.

The team discussed how it would answer questions from the public regarding whether produce grown in the plume area is safe to eat. The team agreed to respond to such questions by explaining that it cannot determine the risk associated with consumption of produce until the study is complete.

The team considered concerns expressed by the toxicology Sub-group members about possible complications from variable results garnered from the study. One concern; the possibility of non-detect results caused by failure to extract sulfolane from subject tissue that is in fact contaminated, was tabled and will be discussed during the toxicology Sub-group meeting which will be held next week. In the meantime, the team will contact Dr. Muir, a specialist in the field, with questions regarding sulfolane capture from a cellulose matrix. The team also agreed that lab results on the garden study will be posted in draft form on the lab's web based reporting tool so that Sub-group members will be able to review the data in 'real time' when it is published.

Update and Discussion from the Toxicology Sub-group

Ms. Buss reviewed the basic objectives and methodology of the garden study. She explained that the study has two proposed objectives: first, to accurately determine the concentrations of sulfolane contained within produce grown by residents who irrigate using groundwater from contaminated wells, and secondly to inform residents of the risk associated with consuming such produce. The team agreed on the specific language of the objectives and will post them on Basecamp.

The team discussed how the garden study could be designed and implemented to assure that a collaborative process protects the integrity of the study's results. The team agreed that the design and scope will be drafted by the State's contractor, Ms. Buss. The design will be incorporated into FH Site Characterization Work Plan (SCWP), and submitted to DEC for formal approval. The study will then be

executed by FH. ABR, Inc. Environmental Research and Services will be contacted to potentially collaborate with Shannon & Wilson to collect and analyze the samples of the gardening study. Pace Analytical will also provide analysis.

The team addressed the concern that legal complications may arise when the results of the gardening study are made public, i.e., at the time they are entered into the DEC database of contaminated sites. All State documents must be made available to the public if requested. The team agreed that the data should be presented in such a way that it protects the anonymity of the participants and that participants are informed that the results of the study may be requested by the public. The team drafted an advisory statement to be included in the garden study survey to inform participants that the results of the study will be made public if requested.

The team consulted with Mr. Vitale to determine and differentiate the issues to be addressed in the short-term and long-term studies. The team agreed that the toxicology Sub-group's conclusions regarding ground water and produce ingestion pathways should be incorporated into the conceptual site model. The team agreed to defer further questions and discussions to the upcoming meeting of the toxicology sub-group scheduled for May 18th at 11:30 AM Alaska Time. The Toxicology Sub-group agreed to update the TPT on the details of the gardening study at the next TPT meeting scheduled on June 18th.

Update and Discussion from the Drinking Water Sub-group

Mr. Johnson presented a short overview on a well sampling and construction update as well as an analysis of the sampling results of tests performed on water provided by North Pole Utilities. The team then reviewed a paper comparing costs of using city water and owning a private well. The Drinking Water Sub-group will update the TPT on any additional sampling results and well construction progress at the June meeting.

Update and Discussion of the Site Characterization Work Plan review

Ms. Page provided an update to the TPT on the SCWP. Her review included updates on the revisions to date on the SCWP, including a review of current sampling, in addition to updates and changes that will be made to the Sampling and Analysis Plan (SAP). She informed the team that a hard copy of the draft SAP will be submitted by Wednesday of next week, May 12th. She also stated that she intended to present the Conceptual Site Model (CSM) to OASIS by May 28th, 2010.

Ms. Page requested the opportunity to informally discuss outstanding issues with the DEC before submitting the revisions to the SCWP for formal approval. Ms. Farris agreed and stated that FH should feel comfortable calling her, or OASIS, for any further clarification on any aspects of the SCWP comments that were unclear.

Mr. Coggeshall presented slides showing potential areas for North Pole's new municipal water well and discussed concerns and parameters guiding the wells placement. After review of the presentation, the team discussed the importance of the SCWP being completed as quickly as possible as the field season is underway and approval of the SCWP is still outstanding.

Schedules

The team discussed the upcoming schedule for TPT meetings, public Open House meetings, and team Sub-group meetings. The team agreed to tentatively meet for the next TPT meeting on August 25th or 26th, or on both days, depending on the state of the agenda after the July 18th meeting. All meeting dates will be published to the main calendar of SharePoint to keep the team informed.

The meeting adjourned at 1:15 PM.

Open House

Many team members stayed through the afternoon to prepare for the Open House which was conducted in North Pole that evening from 6:30PM – 8:30PM. An estimated 75 people attended the event.

Action Items

Mr. Ben Sap, DEC IT specialist, will contact TPT members and provide a “Go To Meeting” tutorial on SharePoint

Ms Elston will post, update and oversee the Project Process Outline on SharePoint

Ms Early is leaving DEC, but will train her replacement to convene the Risk Communication Sub-group after her departure.

Dr. Lori Verbrugge will contact Dr. Muir regarding information on the sulfolane extraction from plant tissues.

Stephanie Buss will convene the next meeting of the Tox Sub-group on May 18th at 11:30AM

Liz Page will submit a copy of the draft SAP to the TPT by Wednesday of next week, May 12th.

Liz Page intends to present the Conceptual Site Model (CSM) to OASIS by May 28th, 2010.