

How to Plan Projects Using the Uniform Federal Policy for Quality Assurance Project Plans (UFP QAPP) – Transcript

Scene 1: Remedial Project Manager (RPM) / Contractor Pre-Meeting

Speakers: Don Fry, Holly Swanson

Don Fry: So, Holly, you got the e-mail about the upcoming scoping meeting, right?

Holly Swanson: I did, it says it's coming up next Tuesday, right?

Don Fry: Right. Wow, that's pretty quick. Well, that's the reason I wanted to have this pre-meeting with you, making sure we're on the same page about the scoping meeting. Now, we need to get the agenda and the pre-meeting package out to the meeting participants. I think it's crucial that we have a successful meeting because it's so hard to get everyone together, as you know. And, besides, I'd like to get out in the field and dig some dirt before this weather turns bad.

Now, I read through the UFP QAPP worksheets about the excavation, and I think we're about 90% there. But there's just, you know, some things I wanted to kind of discuss with you to see if you see any sticking points. Things that we're going to need to get consensus on during this meeting.

Holly Swanson: Well, from earlier discussions with the Project Team we do have agreement on the location and depth of the excavation. We still need to reach a consensus on how much soil needs to be removed to mitigate the risk, but some of the issues we still need to resolve are number and location of confirmation samples, decision statements.

Don Fry: Right.

Holly Swanson: And analysis parameters. All right, we still need to reach a consensus on which [analytes] to analyze for 44DDD, 44DDE, lead, mercury, and selenium. Now I'm still a little nervous about the selenium issue. I don't know if you recall, but we've had those analytical problems.

Don Fry: Yes, yes, yes, I do remember.

Holly Swanson: Yes, and I don't want them to slow us down. So I did have a meeting with – a pre-meeting with our chemist, and he had some suggestions that I can bring up in the scoping meeting and hopefully we can reach a consensus moving forward.

Don Fry: Good, good, that sounds very good. Now let's talk about how the meeting will proceed, okay? I mean, first of all, you'll do an overall review of what we have reached consensus on, right? Let's take a moment, make sure that everybody is agreement there.

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Holly Swanson: Yes.

Don Fry: And then looking at the draft worksheets I think that we just need to flesh out the decision statements a little more.

Holly Swanson: Right.

Don Fry: Okay? I know that it's really hard to wordsmith a lot of this text in these meetings, especially since some of the stakeholders don't have a lot of experience with the if-then statements. Do you have any suggestions on how we should proceed with that?

Holly Swanson: Yes, what's worked well for me in the past has been using a flowchart. It's graphical. I find that people seem to respond better to graphical representation rather than writing if this happens then that happens. And then after the meeting I can convert the flowchart if, then statements, and I can put the flowchart into the graph. So what do you think?

Don Fry: Great, yes, that's a great idea.

Holly Swanson: Yes, and, okay, I also just wanted to mention, you know, the new State regulator?

Don Fry: No, I've not met him personally.

Holly Swanson: Somebody from my office worked with him recently, and he was really into sampling designs. So we may need to anticipate in-depth conversations about sampling.

Don Fry: Well, let's just see how the meeting goes first. I mean we will hear him out. Oh, and, Holly, by the way, let's make sure that we just really take some good minutes at this scoping meeting, okay? So we know exactly what we do have consensus on by the end of this meeting, okay? Great. I think you've done some great work on this. I appreciate it.

Holly Swanson: Thank you. All right.