10 Project Management

The overall project management approach is described in the following sections. As illustrated in Figure 7, MCCC's project organizational structure is designed to provide clearly defined lines of authority, responsibility, and communication, and to integrate all aspects of this project to produce a comprehensive. efficient. and streamlined approach.

10.1 Project Organization

Mr. Dennis Hatfield has been designated as the MCCC Project Coordinator (MCCC PC). Mr. Hatfield is responsible for overall project management, including approval and direction of subcontractors' work assignments.

Mr. Randall Johnson will serve as the MCCC Project Manager (MCCC PM). His primary responsibility will be to provide a focal point for communication between MCCC, it's contractors, and the SACS Team to ensure that the requirements of the Order are integrated continuously into the project and that the project meets the SACS Team objectives. He will provide monthly status reports Mr. Johnson will closely monitor project performance and obtain whatever technical and support staff and other resources are necessary to meet the requirements of the scheduled activities.

MCCC has selected E & E as it's lead contractor for completion of the assessment and restoration work under the Order. Mr. Jim Dellinger will serve as E & E's project manager (E & E PM). Mr. Dellinger will be E & E's primary point of contact and will oversee all site activities, including subcontractor management, schedules, field meetings, and resolution of special problems. Task leaders will direct each of the key technical areas of assessment, and restoration. To provide continuity, these task leaders not only will oversee the field data collection activities but also will have responsibility for completion of the technical analyses required for the reports. Mr. Grant Gurnée will serve as E & E's Stream Restoration

Coordinator. Mr. David Trimm will serve as E & E's Risk Assessment (RA) Coordinator.

MCCC has hired Potesta & Associates, Inc. to conduct sample collection and oversee analysis. Potesta will oversee and review all laboratory deliverables, will ensure that all samples are submitted to the correct laboratories for scheduled analyses, and verify that QA/QC requirements are met. Dr. Eli McCoy will serve as Potesta's project manger and will be responsible for coordination of necessary resources. Dr. Mindy Armstead will serve as Potesta's Sample Coordinator (SC). She will be responsible for ensuring that all QA/QC procedures are adhered to. The duties of the sample coordinator will also include direct interaction with E & E to ensure that analytical results can quickly be incorporated into the ongoing stream evaluation activities thereby expediting the overall project schedule.

MCCC will utilize the established SACS Team in order to resolve technical issues quickly. This relationship has guided activities to date and it is anticipated that this continued close interaction will result in a beneficial effect for meeting project schedules.

10.2 Schedule

In addition to required documents identified in the Order (Work Plan, Health and Safety Plan, Monthly Progress Reports, and a Final Report), Section 9.3 of this Work Plan outlines the development of three documents (Sampling Plan, Screening-level Ecological Risk Assessment, and Final Stream/Floodplain Restoration Plan) that are critical milestones for this project. Completion of any required assessment, removal, and restoration activities will be dependent on these documents.

MCCC anticipates completion of these documents based on the following schedule:

- **Final Work Plan –** The Final Work Plan will be completed and submitted within 20 days of receipt of EPA's written notification of any required revisions to the initial submittal.

- **Health and Safety Plan-An** updated version of the previously approved Health and Safety Plan is being submitted as Attachment A to this document.

- **Final Stream/Floodplain Restoration Plan** -The preliminary SRP was submitted in February 2001. The final SRP will be completed within 30 days of completion of the final stream

survey. The survey has been initiated but can not be completed until after spring runoff. It is anticipated that the runoff will occur in mid- to late April and the survey conducted in late April to early May.

- **Sampling Plan** -Following the completion and evaluation of existing data and identification of any data gaps, MCCC will finalize the SP. MCCC anticipates completing this document within 45 days of submittal of the Work Plan.

- **Screening-level Ecological Risk Assessment** – Completion of the SERA is dependent on evaluation of existing data, addressing any data gaps identified during the evaluation, and collection of data to fill those gaps. MCCC anticipates completion of the SERA within 30 days of receipt of the data necessary to complete this assessment.

- **Monthly Progress Reports** -Progress reports will be provided to EPA on a monthly basis beginning the first month after EPA's approval of the Work Plan.

- **Final Report** – A Final Report will be completed and submitted within 60 days following completion of all Removal/ Restoration activities as required under the Order.