

AGENDA

February 9, 2006
TECHNICAL PROJECT PLANNING (TPP) MEETING
FOR THE
MILITARY MUNITIONS RESPONSE PROGRAM (MMRP)
SITE INSPECTION (SI) OF

SEAL ISLAND

1. **Introductions** – *Name, Organization, & Role on the Project*
2. **MMRP & SI Overview** - *SI collects the minimum amount of information necessary to meet the objective (determination if further action is necessary for the site)*
3. **Overview of the TPP** – *Systematic & Comprehensive Process*
 - Phase 1 – **Identify Current Project**
 - Phase 2 – **Determine Data Needs**
 - Phase 3 – **Develop Data Collections Options**
 - Phase 4 – **Finalize Data Collection Program**
4. **Site History/Previous Investigations/Proposed Sampling Locations/CSM**
5. **Data Quality Objectives (DQOs)/Screening Criteria**
6. **Schedule** – *Review upcoming tasks and durations (i.e. TPP Memo, Draft Site Specific Work Plan, etc.)*
7. **TPP Memorandum** - *Minutes of TPP Meeting; Signatures by Team Members (for concurrence on what was discussed, does not signify agreement)*
8. **TPP Work Sheets / Memo for the Record (MFR)** – *To be completed as a group*
9. **Action Items** – *Items, responsible person, suspense date*
10. **Closing Remarks from the Team**
11. **TPP Evaluation Form** – *To be completed by all Participants*

ATTACHMENT 2