DEFENSE LOGISTICS AGENCY
STRATEGIC MATERIALS
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DLA Strategic Materials

FEB 10 2011

MEMORANDUM FOR ALL EMPLOYEES

SUBJECT: Site Closure Process

Attached for your information is the Strategic Materials Site Closure Plan which has been newly prepared for use by all divisions as a guide to the closure process.

This plan will be added to our Environmental Safety and Occupational Health Management System by posting it in "I Am The Key".

Should you have any questions please contact Gary Gulino at (703) 767-7612.

Ronnie Favors

RONNIE FAVORS
Administrator
DLA Strategic Materials

Attachment

Federal Recycling Program Printed on Recycled Paper

1 Initiate Site Closure Process

Objective—Set framework

- Identify site
- Identify Closure Team
- Establish overall closure objectives
- Develop overall milestone schedule
- Establish preliminary budgets

2 Review Records of Site History and Baseline Conditions

Objective—Complete record of site conditions

Assemble existing information and draft a staff summary (to be determined how to consolidate documentation—establish electronic file of record, scan old documents, etc.)

- Identify locations of existing records and acquire from various sources
  - Contracts
  - Lease
  - Commodity inventories
  - Real property records
  - Environmental
  - Zero balance letters
- Interview personnel with key knowledge
- Check for existing records in external agency files (e.g., UST records, permits, etc.)
- Chronology of Materials Balance
- Site walk

- Review existing records with Closure Team and identify missing elements
- Identify tasks to be completed, based on records review
- Add detailed tasks to Milestone Schedule and refine timeline
- Refine budget
- Draft a project plan and schedule

3 Implement a Project Plan and Schedule

Objective—Complete and document activities required prior to lease termination

1. **Commodities**
   a. Confirm commodities are removed
   b. Restore ore storage sites/access roads
   c. Confirm zero balance letters approved by HQ
2. **Facilities (personal property and equipment)**
   a. Update inventory with personnel
   b. Determine whether equipment and personal property is excess, obsolete, or serviceable
   c. Dispose of obsolete spares/supplies (at DRMO or as refuse)
   d. Dispose of excess equipment and personal property (at DRMO or as refuse)
   e. Transfer remaining serviceable equipment, IT equipment, and personal property to another DLA site
   f. Reconcile files
      1. Purge all onsite files (operational and environmental)
      2. Dispose of expired/duplicate documents
      3. Prepare retained files for shipment/archiving
   g. Determine facility support contract termination dates and notify contracting*
3. **Environmental**
   a. Arrange for and dispose of hazardous materials (paint, oil, etc.)
   b. Write SOW, program funds, and contract for any required investigations (based on review of existing documentation)
      1. Conduct investigations
      2. Coordinate with regulatory agencies to determine NFA requirements, if applicable
      3. Write SOW, program funds, and contract for remediation and restoration, if applicable
         - Conduct remediation and restoratio
         - Write closure/NFA report
         - Receive regulatory concurrence
   c. Arrange for and dispose of radioactive material, if applicable
      1. Prepare SOW, program funds, and contract for MARRSIM contract
      2. Complete HAS for radioactive material
      3. Complete scoping survey
      4. Request and receive site-specific values from NRC
      5. Complete characterization survey
      6. Submit radiation work plan to legal for review
      7. Submit radiation work plan to NRC for approval
      8. Decontaminate site
      9. Submit final status survey plan to NRC for approval
      10. Complete final status survey to NRC for approval and license modification
      11. Release site
4. **Real estate**
   a. Review lease terms and conditions and determine actions required to terminate lease
   b. Review with legal
   c. Send final release notice to owner
5. **Employee out-processing**
   a. Turn in purchase cards
   b. Turn in travel card
   c. Turn in keys
   d. Turn in government equipment (e.g., laptops, cell phones)
   e. Turn in CAC card and ID card

4 Complete Record of Closure for Site and Terminate Lease

Objective—Comprehensive Final Record

- Review closure checklist for completion
  - Zero balance letters
  - State NFA letter
  - Land owner release letter
  - Other milestones (TBD)
- Review Record of Closure (objective—confirm file is complete)
- Terminate lease
- Remove site from real property inventory
- Archive Site Closure Record

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Contract	Termination Date
Equipment maintenance	When material removed or staff vacates
Facility maintenance (HVAC, snow, mowing)	When material removed or staff vacates
Janitorial contracts	90 days prior to staff departure
Guard services	Reduce upon material removal; terminate upon staff departure
Utilities (fire suppression, telephone, electric, gas, water/sewer)	30 days prior to lease termination or intra-government occupancy agreement
Trash	30 days prior to lease termination or intra-government occupancy agreement

LEGEND

- Main Page
- Hot Link
- Site Closure Record Scan/Attach Documentation

Monthly Closure Team Meeting and Minutes—Review Closure Plan and Schedule and Update As Needed

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