

2 PROJECT ORGANIZATION AND RESPONSIBILITIES

The project organization is shown on Figure 2-1. Key positions associated with project quality are described as follows.

2.1 PROJECT MANAGER

The Integral Project Manager, Roy Hummell, is responsible for coordinating and scheduling all project activities, implementing the terms and conditions of this QAPP, and interfacing with Ecology, the SMT, and other agency personnel.

2.2 PROJECT QUALITY ASSURANCE MANAGER

The QA Manager, Roger Kadeg, is responsible for ensuring proper implementation of this QAPP. He is responsible for conducting formal QA audits and ensuring that all Integral, Foster Wheeler and subcontractor personnel have been properly trained and indoctrinated as applicable. The QA Manager or designated staff will review project policies, procedures, and guidelines and review the project activities to ensure the QA program is being properly implemented. This will include reviewing and signing-off on all project plans, conducting operational readiness meeting(s) prior to plan implementation, and inspecting project records to ensure conformance to all project plans and procedures.

2.3 PROJECT HEALTH AND SAFETY MANAGER

The Project Health and Safety Manager (PHSM), Steve Frost, is responsible for oversight and implementation of project health and safety-related activities as described in the Site Health and Safety Plan (SHSP) provided in Volume V of the project submittals. The PHSM is assigned to the project by Foster Wheeler Corporate Health and Safety programs and, as such, has an independent line of reporting. He will review all activities to ensure they are in compliance with approved policies, procedures, laws, regulations, and guidelines pertaining to health and safety. He is also responsible for assigning Site Health and Safety Officers (SHSOs) as necessary to implement and comply with all requirements.

The requirements are described in the SHSP, including daily health and safety site meetings before the start of work. Meetings will be documented in the field logbook.

2.4 QC MANAGER

The QC Manager, Sherri Wunderlich, is responsible for project-related quality aspects related to the collection and chemical analysis of all samples, as delegated by the Project Manager. Her primary role is to provide oversight to the data development and review process and oversight of all subcontracting laboratories. She is also responsible for

reviewing and signing-off on the QAPP and SAP and for developing detailed scopes of work for the subcontracting laboratories that are incorporating the data quality objectives (DQOs) as described in Section 5. She will direct laboratory audits, as necessary, and data validation activities to ensure the DQOs as described in this QAPP (Table 3-1) are satisfied.

2.5 TECHNICAL LEADS

The project Technical Leads have the responsibility for project-related technical quality aspects delegated to them by the Project Manager. Technical Leads are discipline and project component oriented (e.g., upland sampling, aquatic sampling), and are assigned at the discretion of the Project Manager as the need arises.

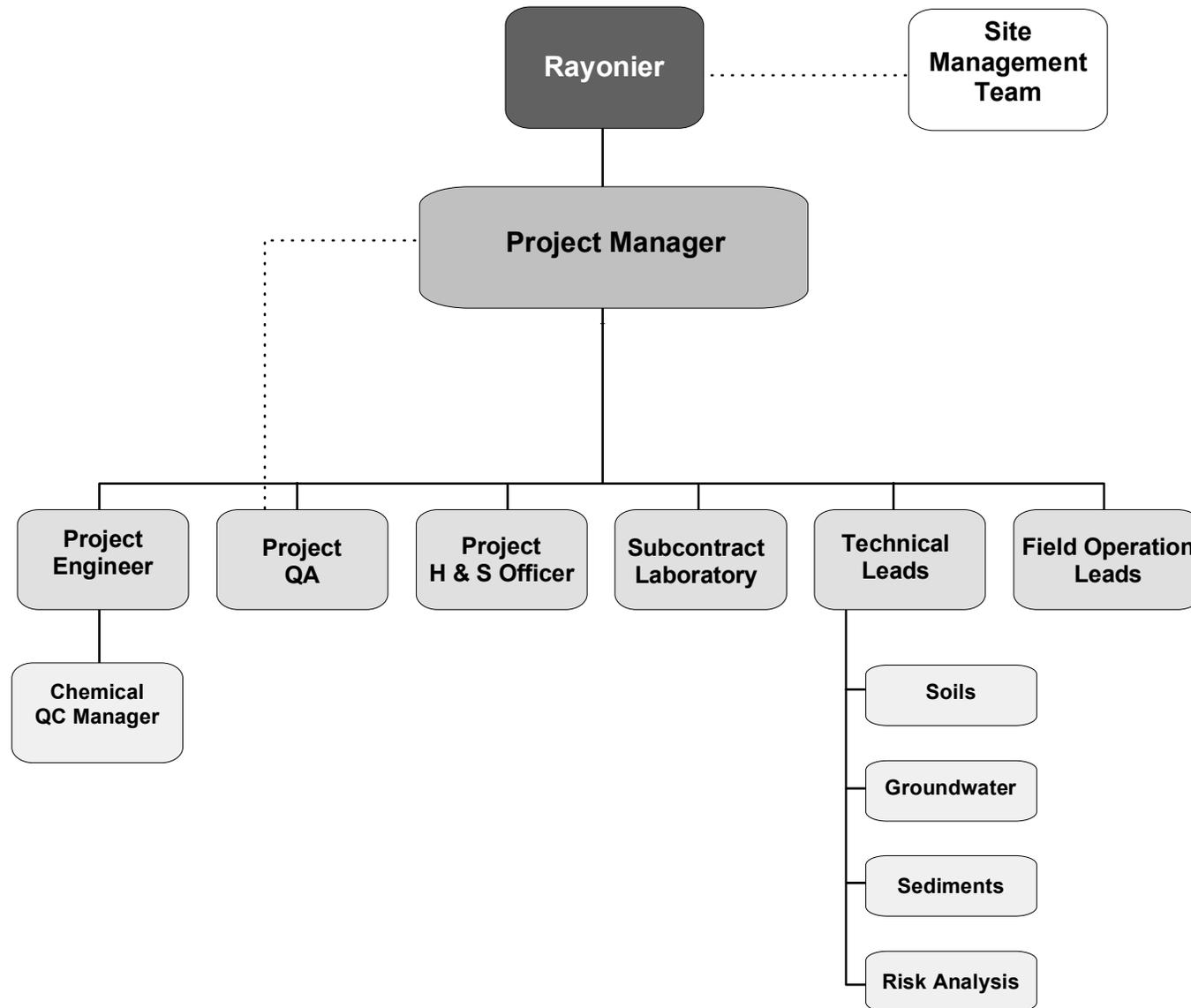
2.6 FIELD OPERATIONS LEADS

The FOLs, to be assigned by the Project Manager, are responsible for the day-to-day activities in the field for their respective operations units. They will coordinate directly with the Technical Leads and the Project Manager, to implement all operations aspects of the project planning documents (QAPP, SHSP, and SAPs). They will maintain the site logbook, the official record of daily site activities. They will serve as the on-site management reporting to the project Technical Leads and the Project Manager. The FOLs will have a minimum of a Bachelor's degree in a relevant science discipline, and 3 years of progressive field experience. Depending on timing and schedule field tasks, the FOLs may be rotated. A verbal debriefing will be required to facilitate information transfer.

2.7 SUBCONTRACTORS

All subcontractors involved with the RI will be required to comply with the QA requirements of this QAPP. The QA Program implemented by a subcontractor will be reviewed and approved by the QA Manager prior to performance of work. A written report will be sent to file documenting this review.

Figure 2-1. Project Organization Chart



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