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.

[Signature]
RONNIE FAVORS
Administrator
DLA Strategic Materials

Attachment
**Initiate Site Closure Process**
Objective—Announce the plan

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

**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
- Interview personnel with key knowledge
- Check for existing records in internal agency files (e.g., USNRR 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

**Implement a Project Plan and Schedule**
Objective—Complete and document activities required prior to lease termination

1. **Commodities**
   a. Confirm commodities are removed
   b. Receive storage silos/areas reads
   c. Confirm storage silos/areas readings by HQ
   d. Receive storage silos/areas reads
   e. Receive storage silos/areas reads
   f. Receive storage silos/areas reads
   g. Receive storage silos/areas reads
   h. Receive storage silos/areas reads
   i. Receive storage silos/areas reads
   j. Receive storage silos/areas reads
   k. Receive storage silos/areas reads
   l. Receive storage silos/areas reads
   m. Receive storage silos/areas reads
   n. Receive storage silos/areas reads
   o. Receive storage silos/areas reads
   p. Receive storage silos/areas reads
   q. Receive storage silos/areas reads
   r. Receive storage silos/areas reads
   s. Receive storage silos/areas reads
   t. Receive storage silos/areas reads
   u. Receive storage silos/areas reads
   v. Receive storage silos/areas reads
   w. Receive storage silos/areas reads
   x. Receive storage silos/areas reads
   y. Receive storage silos/areas reads
   z. Receive storage silos/areas reads

2. **Facilities (personal property and equipment)**
   a. Update inventory with personnel
   b. Determine whether equipment and personal property is excess, obsolete, or nonremovable
   c. Disposition of obsolete equipment/supplies (at ORMO or as refuse)
   d. Dispose of excess equipment and personal property (at ORMO or as refuse)
   e. Transfers remaining serviceable equipment, IT equipment, and personal property to another DLA site
   f. Records files
   g. File all environmental reports
   h. Disposal of hazardous waste
   i. Prepare additional documentation for closure
   j. Prepare additional documentation for closure
   k. Prepare additional documentation for closure
   l. Prepare additional documentation for closure
   m. Prepare additional documentation for closure
   n. Prepare additional documentation for closure
   o. Prepare additional documentation for closure
   p. Prepare additional documentation for closure
   q. Prepare additional documentation for closure
   r. Prepare additional documentation for closure
   s. Prepare additional documentation for closure
   t. Prepare additional documentation for closure
   u. Prepare additional documentation for closure
   v. Prepare additional documentation for closure
   w. Prepare additional documentation for closure
   x. Prepare additional documentation for closure
   y. Prepare additional documentation for closure
   z. Prepare additional documentation for closure

3. **Environmental**
   a. Assess for and dispose of hazardous materials (paint, oil, etc.)
   b. Review CEQ, program funds, and contract for any required investigations (based on review of existing documentation)
   c. Conduct investigations
   d. Coordinate with regulatory agencies to determine NFA requirements, if applicable
   e. Write CEQ, program funds, and contract for any required investigations (based on review of existing documentation)
   f. Conduct investigations
   g. Review regulatory concurrence
   h. Assess for and dispose of radioactive material, if applicable
   i. Prepare DoD program funds, and contract for NFRM/RMO contract
   j. Complete HAZ for radioactive material
   k. Complete HAZ for radioactive material
   l. Complete HAZ for radioactive material
   m. Request and receive site-specific values from NRC
   n. Complete characterization survey
   o. Submit radiation monitor plan to NRC for approval
   p. Conduct surveillance
   q. Submit final status survey plan to NRC for approval
   r. Conduct surveillance
   s. Submit final status survey plan to NRC for approval
   t. Conduct surveillance
   u. Submit final status survey plan to NRC for approval
   v. Conduct surveillance
   w. Submit final status survey plan to NRC for approval
   x. Conduct surveillance
   y. Submit final status survey plan to NRC for approval
   z. Conduct surveillance

4. **Real estate**
   a. Review lease terms and conditions and determine actions required to terminate lease
   b. Review with legal
   c. Send final lease 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

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**Complete Record of Closure for Site and Terminate Lease**
Objective—Comprehensive Final Record

- Review closure checklist for completion
- Send NFA letter
- Send Land owner release letter
- Send other milestones (TSD)
- 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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### Monthly Closure Team Meeting and Minutes—Review Closure Plan and Schedule and Update As Needed

<table>
<thead>
<tr>
<th>Contract</th>
<th>Termination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment maintenance</td>
<td>When material removed or staff vacates</td>
</tr>
<tr>
<td>Facility maintenance (HVAC, snow, lighting)</td>
<td>When material removed or staff vacates</td>
</tr>
<tr>
<td>Janitorial services</td>
<td>90 days prior to staff departure</td>
</tr>
<tr>
<td>Guard services</td>
<td>Reduce upon material removal, terminate upon staff departure</td>
</tr>
<tr>
<td>Utilities (fire suppression, telephone, electric, gas, wastewater)</td>
<td>30 days prior to lease termination or intra-government occupancy agreement</td>
</tr>
<tr>
<td>Trash</td>
<td>30 days prior to lease termination or intra-government occupancy agreement</td>
</tr>
</tbody>
</table>