



California Regional Water Quality Control Board

San Diego Region



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TO: John Robertus, Executive Officer
Shipyards Sediment Site Advisory Team

FROM: David Barker, Supervising Water Resources Control Engineer
Shipyards Sediment Site Cleanup Team
SAN DIEGO REGIONAL WATER QUALITY CONTROL BOARD

DATE: December 7, 2007

**SUBJECT: SHIPYARD SEDIMENT SITE 2005 TENTATIVE CLEANUP AND
ABATEMENT ORDER No. R9-2005-0126**

This is a status report on the preparation of the indexed electronic record of documents and other information from the San Diego Water Board's file records pertaining to the tentative Shipyards Sediment Site cleanup and abatement order (CAO) and the supporting technical report. For additional background information, see the July 19, and the October 9, 2007 status reports as well as other project information posted on the San Diego Water Board website at <http://www.waterboards.ca.gov/sandiego/programs/shipyards/Shipyard%20Sediment%20Cleanup/intro%20r9-2005-0126.html>.

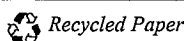
Preparation of the Indexed Electronic Record

Attachment 1 provides updated summary information on the document digitizing and indexing progress since the last status report. We have to date submitted approximately 120,539 pages and 226 discs and tapes of material to the Board's contractor, D-M Information Systems Inc (D-M), for digitizing and indexing. This is essentially all of the material we plan to submit that pertains to NASSCO, BAE/Southwest Marine, Inc., the City of San Diego, and the U.S. Navy. This also represents over 95% of the material that we plan to submit to D-M for processing. D-M has completed processing over 91% of the material submitted to date. We will submit the remaining material pertaining to Chevron, Arco, San Diego Gas and Electric Company, and Marco / Campbell Industries during the week of December 10, 2007 to complete the indexed electronic record for the Shipyards Sediment Cleanup proceedings.

Distribution of Record in Electronic Format

We have evaluated several options with D-M for the distribution of the final indexed electronic record to the designated parties in a format that would provide sufficient

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document search and retrieval capability. Options considered included 1) distributing the material on numerous CD or DVD discs, 2) consolidating the indexed electronic record on a portable hard disk drive for each designated party, and 3) establishing an internet website repository that would be hosted by D-M Info with the users required to pay for licenses for the period when they wanted access to the repository. We determined that second option, housing the voluminous indexed electronic record on a single hard disk drive, is the preferred method of distribution. This will entail D-M creating a consolidated electronic record from the numerous individual CDs and DVDs already created for the project. Each copy of the total electronic record will be housed on a single hard disk drive (HD). Each HD will contain a consolidated index with:

- links to the digitized documents,
- image directories containing PDF files of all documents in the collection, and
- a file that provides an index to all words in all documents in the collection.

The consolidated index will show page ranges of all document PDF files and will be linked to all PDF files on the HD. Upon approval of the final HD product by the San Diego Water Board, D-M will ship one copy of the HD to each designated party. The total estimated cost for this method of distribution is \$ 4,542.50 which will be paid out of existing contract funds. Attachment 2 provides further details in the cost estimate prepared by D-M.

I would like D-M to proceed with the material distribution as expeditiously as possible. Accordingly, please advise me of any concerns with the proposed method of distribution by **5:00 p.m., Monday, December 10, 2007**. Barring any objections, I plan to instruct D-M to distribute the indexed electronic record on HDs.

Expected Final Distribution Date

I previously projected that the firm date for expected final distribution of the tentative cleanup and abatement order (CAO), the technical report, and the supporting indexed electronic record documents to designated parties to be no later than December 17, 2007. We will not meet this date; however we are rapidly nearing completion of the document indexing effort. The final shipment of documents to D-M for incorporation into the electronic record will occur during the week of December 10. D-M is projecting that they can deliver the final indexed electronic record on HD to the San Diego Water Board for approval no later than January 11, 2008. Based on these considerations the expected final distribution of the documents is projected to be no later than January 18, 2008.

Attachment 1: Progress Report

Attachment 2: D-M Cost Estimate for Delivery of an Administrative Record

cc w/attachments: Shipyard Sediment Distribution List

Attachment 1. Progress Report on Scanning and Indexing of Documents and Other Information Pertaining to Tentative CAO R9-2005-0126 and the Supporting Technical Report for the Shipyard Sediment Site.

Record Series	PAPER MEDIA VOLUME PROJECTED			OTHER MEDIA VOLUME PROJECTED		PAPER MEDIA VOLUME SCANNED & INDEXED				OTHER MEDIA VOLUME SCANNED & INDEXED		Scan & Indexing in Process or Completed
	File Volumes	Reference Reports	Linear Feet	Microfiche @ 55 Images per Microfiche	Discs & Video/Audio Tapes	File Volumes	Reference Reports	Pages	Linear Feet	Microfiche @ 55 Images per Microfiche	Discs & Video/Audio Tapes	
US Navy	246		42.2	22	67	52		23,117	9.2		13	100%
City of San Diego	128		25.1	3	0	44		25,491	10.2		55	100%
Chevron	17		0.7	0	0	0						
SDGE	21		0.0	205	0	0						
ARCO	3		0.2	0	0	0						
MARCO/ Campbell Industries	4		0.0	7	0	0						
BAE/Southwest Marine	69		13.2	9	52	69		19,993	8.0		51	100%
NASSCO	104		18.8	1	119	95		25,846	10.3		63	100%
Shipyard Sediment Site	35		6.0	0	32	35		20,785	8.3		32	100%
Chollas Creek Metals TMDL	11		2.5	0	0	3		259	0.1		0	100%
Chollas Creek Diazinon TMDL	19		2.5	0	0	2		283	0.1		0	100%
Port of San Diego	1					1		47			0	100%
Shipyards Miscellaneous	1		0.3	0	0							
Technical Report References		171	18.0	0	0		147	4,719	1.9		12	86%
TOTALS	659	171	129.5	247	270	301	147	120,539	48.22		226	



Attachment 2

LABOR					
Labor needed for managing, programming and providing technical support for any specific project					
ACTIVITY	LINE ITEM	DESCRIPTION	PRICE / UNIT	Estimated Volume	Estimated Cost
Technical Specialist	LA-1	Specialized Technical Assistance and Consulting (creating a consolidated index, creating a consolidated index to OCR in PDF files to facilitate searches)	\$ 150.00 / hour	5.00	\$ 750.00
Technical Support	LA-9	Senior Technical Support Specialist (Link spreadsheets and create hard drive copies)	\$ 75.00 / hour	5.00	\$ 375.00
Subtotal - Labor					\$ 1,125.00

PROJECT MATERIALS AND ODC's					
Direct expenses for materials, supplies, travel needed to deliver products in accordance with work orders.					
ACTIVITY	LINE ITEM	DESCRIPTION	PRICE / UNIT	Estimated Volume	Estimated Cost
Shipping / Handling	ME-7	Delivery Fee, Shipping Charges, Postage or Delivery Service	cost + 15%	\$ 150.00	\$ 172.50
	ME-9	Packing and Labeling Boxes for Shipment	\$ 45.00 / hour	1.00	\$ 45.00
Subtotal - Project Materials and ODCs					\$ 217.50

DELIVERABLES					
Materials required to deliver databases and image sets to recipients.					
ACTIVITY	LINE ITEM	DESCRIPTION	PRICE / UNIT	Estimated Volume	Estimated Cost
Hard Drive	DE-5	Data / Images + Archive (First 20 GB)	\$ 250.00 / Drive	10	\$ 2,500.00
	DE-6	Data / Images + Archive (Each additional GB - 140/drive)	\$ 1.00 / Gigabyte	1,400	\$ 1,400.00
Subtotal - Deliverables					\$ 3,900.00
50% Discount for multiple drives applied to Line Item DE-6					\$ (700.00)
Revised Subtotal - Deliverables					\$ 3,200.00
Estimated Grand Total					\$ 4,542.50

Assumptions, Specifications and Requirements

- This project involves creating a consolidated Administrative Record (AR) from numerous individual CDs and DVDs already created for this project.
- Each copy of the AR will be housed on a single hard drive (HD). Each HD will contain a consolidated copy of the index as an Excel spreadsheet with:
 - links to images of document pages,
 - image directories containing PDF files of all documents in the collection, and
 - a file that provides an index to all words in all documents in the collection.
- The consolidated index will show page ranges of all document PDF files and will be linked to all PDF files on the HD.
- Upon approval of the final product, D-M will ship one copy of the HD to each party identified by the RWQCB.

This spreadsheet represents an estimate, based on the assumptions listed herein and the line item costs for services listed in D-M's MSA contract, # 5-03-70-33. The final cost of the project will depend on the actual volume of work required. If any activities that are not anticipated become necessary in the course of this effort, D-M will contact the RWQCB to discuss the issue and prepare a revised estimate, if necessary.