

Camp Lejeune Data Mining Technical Workgroup
Plan of Operation

August 12, 2010

US Department of the Navy

and

Agency for Toxic Substances and Disease Registry

Note: This Plan of Operation was developed by the Camp Lejeune Data Mining Technical Workgroup as a guide. The Workgroup will amend the Plan of Operation as needed so it achieves its goals.

Purpose

The Camp Lejeune Data Mining Technical Workgroup (hence forth identified as the Workgroup) is a joint effort between the US Department of the Navy (DON) and the Agency for Toxic Substances and Disease Registry (ATSDR). The Workgroup will complete the data mining effort so that ATSDR has the relevant information and data needed for ATSDR health activities currently proposed and/or being conducted at Camp Lejeune. The Workgroup Charge and membership are in Appendices 1 and 2, respectively, of this document.

This document outlines the operational plan that will be used by the Workgroup to achieve its goals and may be augmented as deemed necessary by the Workgroup. The plan has five phases, some or all of which may be executed concurrently.

Phase 1 - Defining the Scope of Information and Data Needs

The goal of Phase 1 is to provide DON with a list of data elements and parameters – to include type, scope, and timeframe – related to each category of information ATSDR considers relevant and necessary to complete health activities currently proposed and/or being conducted at Camp Lejeune (hereinafter referred to as the “list of information and data needs” or the “information and data needs list”). This Phase of the Plan of Operation will be conducted in three steps.

Step 1 – ATSDR Develops Information and Data Needs List

ATSDR will develop and provide to DON a draft list of information and data needs. ATSDR may also provide DON an updated list of specific items it considers relevant and necessary to complete its health activities at Camp Lejeune; so the list is as complete and current as possible, it may include items that DON has already provided to ATSDR, items that DON will provide to ATSDR, and items that DON does not have and is not charged with obtaining.

Step 2 – Clarification of ATSDR’s Information and Data Needs

DON will review the draft lists provided by ATSDR and identify specific data elements and parameters that require clarification or additional description in order to assure that DON understands what ATSDR is requesting. DON may also ask ATSDR to clarify their expectations regarding what some of the information and data needs constitute. Such discussions will continue until all parties to the Workgroup achieve a mutual and complete understanding of ATSDR’s data and information needs.

Step 3 – Finalization of Information and Data Needs List

Following completion of clarification discussions, ATSDR will edit the lists and include the mutually agreed upon additional descriptions and clarifications. ATSDR will then provide DON with the revised final list of information and data it needs.

Phase 2- Methods to Identify Potentially Relevant Information and Data

The goal of Phase 2 is to inventory sources/repositories of potentially relevant data and information. The inventory will include sources/repositories of data and information under the direct management and control of DON as well as data and information and related sources/repositories in the control of non-DON entities. The deliverable derived from Phase 2 efforts is the inventory of potentially relevant data and information sources/repositories and will be divided into two categories.

Category 1 - Information Managed/Controlled by DON (Includes Current Contractors)

Based on the information and data needs defined and recorded in Phase 1 of this Plan of Operation, DON will create an inventory of sources/repositories containing potentially relevant information and data. For each source/repository, an index of the documents that may contain relevant information and data will also be developed by DON and at a minimum include the title or subject identifier, author(s), date or date range, and any other pertinent details so ATSDR can determine the relevance of the document or data to the ATSDR Camp Lejeune health activities. The inventory and associated indexes will include repositories with information that may have been previously provided, accessed, or otherwise identified to ATSDR. DON will have lead responsibility to develop the inventories and indexes. DON will collaborate with the full Workgroup to ensure completeness, accuracy, and consensus regarding this effort.

Category 2 - Information Managed/Controlled by non-DON Entities Such as Other Federal or State agencies (e.g., EPA, NCDENR, USGS) Universities, and Former Contractors

Based on information and data needs defined and recorded in Phase 1 of the Plan of Operation, the Workgroup will collaborate with knowledgeable persons (Workgroup members and non-members) to create an index of potentially relevant information and data managed or controlled by non-DON entities. DON and ATSDR will share responsibility to create this index. Official or written requests to such entities for information will come from the Workgroup or jointly from DON and ATSDR.

Phase 3 - Methods to Screen Potentially Relevant Information and Data

The goal of Phase 3 is to filter/refine/screen the inventory of repositories and indexes of potentially relevant information and data created at the completion of Phase 2 for relevancy. The deliverable at the completion of Phase 3 will be a final list of information and data that have been deemed relevant to ATSDR's Camp Lejeune health activities. This Phase of the Plan of Operation will be divided into two categories.

Category 1 - Information Managed/Controlled by DON (Includes Current Contractors)

The inventory of repositories and associated indexes of potentially relevant information and data developed during Phase 2 of the Plan of Operation will be reviewed by the Workgroup. ATSDR will identify to the Workgroup which relevant information and data it already possesses and the

specific sources of information and data of interest to ATSDR. ATSDR may also request a site visit or an electronic copy of a particular document to help determine the value of a particular information source. ATSDR will have lead responsibility for determining relevance of any information or data reviewed as well as determining if a site visit is required. DON will have lead responsibility to coordinate/facilitate any site visits and for scanning/electronic conveyance/provision of information or data that is ultimately deemed relevant to ATSDR's Camp Lejeune health activities.

Category 2 - Information Managed/Controlled by Other Federal or State agencies (e.g., EPA, NCDENR, USGS) Universities, and Former Contractors

The index of potentially relevant information and data managed or controlled by non-DON entities developed during Phase 2 of the Plan of Operation will be reviewed by the Workgroup. ATSDR will identify to the Workgroup which relevant information and data it already possesses and specific sources of information and data of interest to ATSDR. Such identification may indicate the need for a site visit to completely determine the value of a particular information source or may simply result in a request for an electronic copy of a particular document. ATSDR will have lead responsibility for determining relevance of any information or data reviewed as well as determining if a site visit is required. DON and ATSDR will share responsibility to coordinate/facilitate any site visits. Official or written requests to such entities for information will come from the Workgroup or jointly from DON and ATSDR. If the entity in control of the information or data cannot facilitate, DON and ATSDR will share responsibility for scanning/electronic conveyance/provision of information or data that is ultimately deemed relevant to ATSDR's Camp Lejeune health activities.

Phase 4 - Transfer of Identified Information and Data

The goal of Phase 4 is the transfer of relevant information and data to ATSDR necessary to complete ATSDR's data mining activities.

ATSDR will prioritize the final information and data list created during Phase 3 and indicate the preferred data format (e.g., PDF, Excel) for electronic transfer. If the preferred format is not practicable (e.g., scanning large maps), DON and ATSDR will determine how best to transfer those information and data to ATSDR. The information and data will then be transferred. DON will have lead responsibility for scanning /electronic conveyance/provision of information or data that is in the possession of DON that has been deemed relevant to ATSDR's Camp Lejeune health activities. ATSDR and DON will have shared responsibility for scanning/electronic conveyance/provision of information or data that is not in the possession of DON that has been deemed relevant to ATSDR's Camp Lejeune health activities.

ATSDR requires information and data that can be referenced in ATSDR's reports and made publicly available. DON will expedite the review of any information and data in DON's custody and control that has been identified by the Workgroup as relevant to ATSDR's health activities

and, subject to release ability restrictions, approve the requested information or data for public release.

Phase 5 – Report of Workgroup’s Accomplishments

The DON and ATSDR Workgroup Leads will be responsible for completing a Workgroup Close-Out Report. The Close-Out Report will highlight the accomplishments of the Workgroup including the inventory of repositories, locations, contractors, and data/information repositories reviewed and data/information identified by the Workgroup that were provided to ATSDR. The Close-Out Report will also indicate whether any changes were made to the Plan of Operation during the implementation phase and the report will include lessons learned and recommendations. As necessary, the Close-Out Report will identify any non-DON information or data sources that were not obtained by the Workgroup and provide an indication as to how the information and data will be obtained. The full Workgroup will review and concur with the Close-Out Report before it is finalized.

Target Completion Dates (subject to change)

- Phase 1: 21 August – Scope of information and data needs has been defined (Meeting at Camp Lejeune).
- Phase 2: 21 August – Written inventories of potentially relevant information and data have been finalized for workgroup review.
- Phase 3: 8 September – Relevant information and data has been identified. Any necessary site visits have been conducted.
- Phase 4: 22 September – Relevant information and data has been scanned, electronically conveyed or otherwise provided to ATSDR.
- Phase 5: 30 September – Report of Workgroups accomplishments is finalized contingent upon agency clearance.

Appendix 1
Camp Lejeune Data Mining Technical Workgroup
Charge

Charge of the Camp Lejeune Data Mining Technical Workgroup

Purpose

The Camp Lejeune Data Mining Technical Workgroup (hereafter "Workgroup") has been established to complete the necessary activities associated with the identification, review and exchange of documents, data, and information collected by the U.S. Department of Navy (DON). DON has collected, maintained, and shared large amounts of related information with Agency for Toxic Substances and Disease Registry (ATSDR). Both agencies believe the most effective way for ATSDR to move forward with its studies is for ATSDR and DON to work together to establish this Workgroup that will closely review all repositories of available data and information in order to identify any additional data and information that may be of value to ATSDR. The Workgroup's activities are governed by the 2009 Memorandum of Understanding (MOU) between DON and ATSDR. As such, it does not excuse any party from rapidly and fully meeting their existing obligations under the 2009 MOU. This written Workgroup charge serves to formalize the existing commitment that both agencies have shared with the intent to bring data mining activities to completion.

Workgroup Membership

DON (including NAVFAC and USMC) and ATSDR will each provide up to five members to the Workgroup who are most knowledgeable about potentially relevant data and information. All Workgroup members will continue to be directed by their chain of command to achieve the common goals and tasks of the Workgroup. Each Workgroup member will be available for all Workgroup activities and will give the highest priority to accomplishing the Workgroup's activities.

Workgroup Goals

- Develop a plan to ensure that ATSDR possesses all relevant data and information needed for their health activities. This includes information and data possessed by current DON contractors. All reasonable efforts will be made to ensure that ATSDR possesses all relevant data and information possessed by former contractors and other federal and state agencies.
- Implement the plan to ensure ATSDR possesses all relevant data and information needed for their health activities.
- Complete the data mining phase that must be done prior to the historical dose reconstruction modeling and epidemiological phases of the health activities.

Workgroup Tasks

- Convene a kickoff conference call as soon as possible after approval of this Charge and conduct the first face-to-face meeting in the Washington, DC area on 28 or 30 June 2010.
- Finalize the plan by 9 July 2010.
 - Document the type and scope of data and information potentially relevant to ATSDR health activities (ATSDR lead) and the methodology to be used to identify and inventory DON data and information (DON lead).
- Implement the plan and complete the data mining necessary for ATSDR health activities at Camp Lejeune by 30 September 2010 or as soon as ATSDR possesses all identified relevant data and information.
 - Identify and inventory data and information deemed potentially relevant to ATSDR health activities and ensure ATSDR possesses data and information (DON lead).
- Produce a short closeout report that documents the Workgroup's efforts.

Signatories


LTGen Frank A. Parter, Jr., USMC


Donald R. Schlegelmeyer, OASD(EI&E)


Henry Falk, MD, MPH, ATSDR

Appendix 2
Camp Lejeune Data Mining Technical Workgroup
Membership

US Department of the Navy

Scott Williams, HQ USMC (DON Lead)
Richard Mach, ASN (EI&E)
Brian Harrison, NAVFAC HQ
Michael Helbling, NAVFAC
Thomas Burton, USMC

**Agency for Toxic Substances
and Disease Registry**

RADM Sven Rodenbeck, DHAC (ATSDR
Lead)
Susan Moore, DHAC
Morris Maslia, DHAC
Frank Bove, DHS
Robert Fay, Contractor to ATSDR