

US EPA ARCHIVE DOCUMENT

<b>BROWNFIELDS CLEANUP REVOLVING LOAN FUND NON-TIME CRITICAL REMOVAL ACTION MAJOR TASKS</b>			
<b>TASK</b>	<b>LEAD AGENCY</b>	<b>BSM</b>	<b>BORROWER</b>
<i>Designates Community Relations Spokesperson</i>	✓		
<i>Conducts Community Interviews</i>	✓		
<i>Establishes info repository and maintains administrative record for the site.</i> # The repository must be established no later than the signing of the EE/CA approval memo.	✓		
<i>Certifies that the borrower is not a PRP.</i>	✓		
<i>Drafts Engineering Evaluation /Cost Analysis (EE/CA) Approval Memo (8 -16 hours )</i> # Documents that the situation meets the NCP criteria for initiating a removal action and that the proposed action is non-time-critical. # Provides detailed information pertaining to site background; threats to public health, welfare, or the environment posed by the site; enforcement activities; and projected costs. # Drafted using information provided by the borrower (i.e. Phase I and Phase II Reports).		✓	
<i>Signs off on EE/CA approval memo</i> # This must be done prior to making a loan	✓		
<i>Prepares a Community Relations Plan</i> # The CRP must be prepared before the EE/CA is complete.	✓		
<i>Drafts Engineering Evaluation/ Cost Analysis (EE/CA)</i> # The EE/CA identifies the objectives of the removal action and provides an analysis of alternatives	*		✓
<i>Reviews &amp; comments on draft EE/CA (24 -40 hours).</i>	✓	✓	
<i>Revises draft EE/CA if necessary.</i>	*		✓
<i>Provides public notice of availability of EE/CA and conducts 30 Day public comment period.</i> # The public notice describes the preferred alternative and EE/CA results.	✓		
<i>Ensures that public participation requirements are met (8 hours)</i>	✓	✓	
<i>Prepares final EE/CA</i>	*		✓

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<i>Drafts Action Memo (16-24 hours)</i> # Substantiates the need for a removal action, identifies the proposed action, and explains the rationale for the removal action selection. # Contains a response to the public comments on the EE/CA. # Drafted using information provided by the borrower		✓	
<i>Signs off on Action Memo</i>	✓	.	
<i>Prepares design &amp; construction plans (including HASP, QAPP)</i>			✓
<i>Reviews &amp; comments on design and construction plans developed by borrower(24-40 hours)</i>	✓	✓	
<i>Sends approval letter for final design and construction plans</i>	✓		
<i>Conducts periodic site visits during implementation (24 -40 hours)</i> # To insure compliance with approved plans. # To insure that all staff working on the response know site operating and safety procedures.	✓	✓	
<i>Drafts an OSC Report at the conclusion of the removal action. (16 -24 hours)</i> # Drafted using information provided by the borrower		✓	

\* = EE/CA may also be prepared by the borrower.