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TITLE: JOINT CORPS/EPA GUIDANCE

APPROVAL DATE: 06/24/83

EFFECTIVE DATE: 06/24/83

ORIGINATING OFFICE: Office of Solid Waste

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STATUS:

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03/19/87 United States Environmental Protection Agency Washington, D.C. 20460		1. Directive Number 9295.2-02
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		Telephone Number 475-8102
3. Title JOINT CORPS/EPA GUIDANCE		
4. Summary of Directive (Include brief statement of purpose) Provides additional joint guidance for conducting activities and coordination necessary for a smooth interface between EPA and the United States Army Corps of Engineers. Provides further guidance regarding responsibilities and information necessary for coordination billing and reporting. (6/83, 41 PP)		
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b. Does it Supplement Previous Directives(s)? <input type="checkbox"/> yes <input checked="" type="checkbox"/> No What directive (number, title)		
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8. Signature of Lead Office Directives Coordinator		Date
9. Name and Title of Approving Official W. HEDEMAN		Date 06/24/83

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24 June 1983

Joint Corps/EPA Guidance

1. Purpose.

This document provides additional joint guidance for conducting activities and coordination necessary for a smooth federal interface between the U.S. Environmental Protection Agency (EPA) and the U.S. Army Corps of Engineers (USACE or Corps). In May 1982, USACE and EPA issued joint guidance defining respective responsibilities for implementing the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), also known as Superfund. Based on the EPA/USACE Interagency Agreement, executed February 1982, EPA is responsible for managing all remedial action for Federal lead projects, except for design and construction actions (on Federal lead projects) which are the responsibility of USACE. It is essential that both agencies coordinate their activities to insure a smooth, efficient transition from the Remedial Investigation/Feasibility Study (RI/FS) phase to the design and construction phase. This memorandum gives further guidance regarding responsibilities and information necessary to guarantee sufficient USACE participation in the RI/FS process. It also provides guidance and information necessary for coordinating, billing, and reporting.

2. Background.

Inclosure 1 is a Superfund flow diagram which defines responsibilities for each phase of work for state lead, Federal lead and enforcement-managed projects. In general, it shows that EPA assigns sites to the priority list and is responsible for preparation of the Remedial Action Master Plan (RAMP). Lead responsibility for the remedial investigation and feasibility study rests with either the EPA or the state. After EPA selects the remedy, the state has primary responsibility for design and construction for both state lead fund-financed projects and state lead enforcement actions. For Federal lead projects, the U.S. Army Corps of Engineers has lead responsibility for fund-financed design and construction, and EPA regional and headquarters enforcement offices will have primary responsibility for design and construction of enforcement-managed projects. The USACE will also provide oversight of enforcement-managed design and construction activities, upon EPA request.

3. Corps of Engineers Points-of-Contact for EPA Superfund.

a. Inclosure 2 lists the Corps' Superfund coordinators and alternates for each of the Corps geographic divisions. These coordinators will:

- serve as a point-of-contact for EPA regions
- coordinate and expedite activities with the design center
- discuss and attempt to resolve any issues or problems raised by the Corps or the EPA regions.

Inclosure 2 defines which Corps district will ultimately be responsible for construction on remedial action in each state.

b. Primary responsibility for Corps design and technical assistance activities has been centralized in the Missouri River Division (MRD), which has been designated the "Design Center" for Corps Superfund projects. Design responsibility has been assigned to Omaha and Kansas City Districts as follows:

Omaha District: EPA Regions I, III, V, VIII, and IX

Kansas City District: EPA Regions II, IV, VI, VII and X

Points-of-Contact are:

Missouri River Division (MRD): Dick Winnike (402) 221-7317

Omaha District: Stan Carlock (402) 221-4373

Bob Smart (402) 221-4373

Kansas City District: Frank Bader (816) 374-5668

EPA regional personnel may call these people directly about design-related technical activities, or their Corps division Superfund coordinator can contact the design center.

c. For Corps construction activities, initial contact should be made through the Corps division coordinator.

4. EPA Points-of-Contact for EPA Superfund. Inclosure 3 lists the EPA's regional Superfund coordinators.

5. Corps of Engineers Role in Phases of Superfund Activity.

a. Technical Assistance During Remedial Investigation and Feasibility Study. For all Federal lead projects, the EPA zone contractor will promptly provide the Corps design district with the final version of the RAMP, and the EPA will issue a technical assistance work assignment (IAG) to the Corps at the time a remedial investigation/feasibility activity is initiated. For Federal lead RI/FS where a state plans to undertake design/construction, USACE technical assistance is optional. That IAG should be coordinated by the respective EPA region with the applicable design district to reach agreement on Corps costs and scope of Corps work. Then it should be forwarded by the respective EPA region to EPA EQ for issuance. Under technical assistance, the Corps will:

- review and provide technical comments on the work plans and all subsequent reports
- attend mid-progress meeting
- attend final product meeting
- participate in schedule development for subsequent Federal lead design and construction activities

During these phases, the Corps participates in a purely advisory capacity. Corps technical assistance will also be available for state lead projects upon request.

b. Design and Construction. For fund-financed Federal lead projects, the Corps has primary responsibility for design and construction activities. The Corps will:

- act as the government's contracting officer
- exercise review and approval responsibility and authority for all technical engineering and construction aspects
- contact the EPA when any event is likely to make implementation of the EPA-selected remedial alternative infeasible
- support EPA community relations activities
- obtain EPA approval for all necessary changes or change orders exceeding 10% of the amount of the construction contract award

The EPA regions will receive progress reports (described in paragraph 10 below) and information copies of all Corps supervised design and construction documents. Close coordination between Corps and EPA offices will be required to insure that EPA community relations activities are properly supported.

c. Other Support.

- provide oversight of enforcement-managed design and construction activities upon EPA request
- provide biddability and constructability reviews, upon EPA request, for state lead projects

6. A listing of necessary activities identified for remedial action at a Superfund site has been provided (Inclosure 4) for EPA and zone contractor consideration.

7. A listing of Federal lead sites for which USACE design or construction activities are currently anticipated is attached (Inclosure 5).

8. EPA Regions, Corps division Superfund coordinators, and the Corps Design Center district must all coordinate closely to determine schedules and to plan for the projected workload.

9. Corps/EPA Financial Interface. Funds flow and procedures between EPA and the Corps are as follows:

a. When the need arises for the Corps to perform Superfund related services for EPA, the appropriate EPA personnel (e.g. project manager) should discuss, with the appropriate Corps design district, the cost and scope of the services to be provided. The respective EPA region should then set forth estimated Corps costs and the scope of Corps work, reflecting agreement between the respective EPA region and the applicable Corps design district. The respective EPA region should forward this information to EPA HQ for issuance of an Interagency Agreement (IAG).

b. Based upon step 'a' above, the Corps receives a work order in the form of an IAG, or a work assignment under a generic IAG from EPA HQ, authorizing funds for services specified.

c. The Corps commences performance of specified services, funding the services from Corps accounts. The Corps then bills EPA on a monthly basis for services performed as follows:

1) Following standard Corps billing procedures, the Corps Field Operating Agency (FOA) responsible for a particular IAG prepares a standard form 1080 bill for the preceeding month's costs incurred as a result of performing services specified by the particular IAG. This 1080 bill is then sent to:

EPA
Financial Management Division
Room 214
26 W. St. Clair Street
Cincinnati, OH 45268

2) The EPA Financial Management Division (FMD) then sends the SF 1080 bill to the regional EPA project officer responsible for the work site to which the IAG pertains, for certification (this is a check for reasonableness, not an audit.) An information copy of the SF 1080 bill is sent to B. Perry, OERR, Washington, D.C. To assist the regional EPA project officer in determining the services performed for charges incurred, the Corps sends a monthly status report (outlined in Incl 6) to him. The regional EPA project officer certifies the SF 1080 bill and sends it to the EPA FMD (address above).

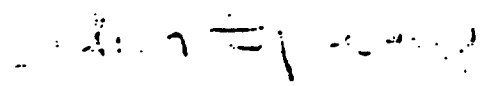
If the EPA project officer has a problem with the SF 1080 bill, he should contact his Corps counterpart for resolution.

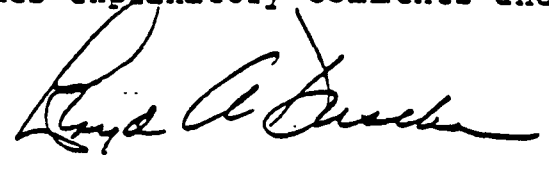
3) Once the certified SF 1080 bill is received by EPA FMD, reimbursement is made covering costs the Corps has incurred.

d. The above cycle is repeated monthly until completion of the particular IAG.

e. When the final 1080 bill for a particular IAG is prepared, the Corps office preparing the bill should stamp 'Final Bill' on it in order to inform EPA that, upon payment of the bill, the IAG is financially complete.

10. Project Management Report. The Corps provides EPA regions and EPA HQ with a monthly project management report entitled "Superfund Monthly Status Report." This report is a product of the Corps "Superfund Management System" (SAMS). Inclosure 6 provides explanatory comments and a description of data elements.

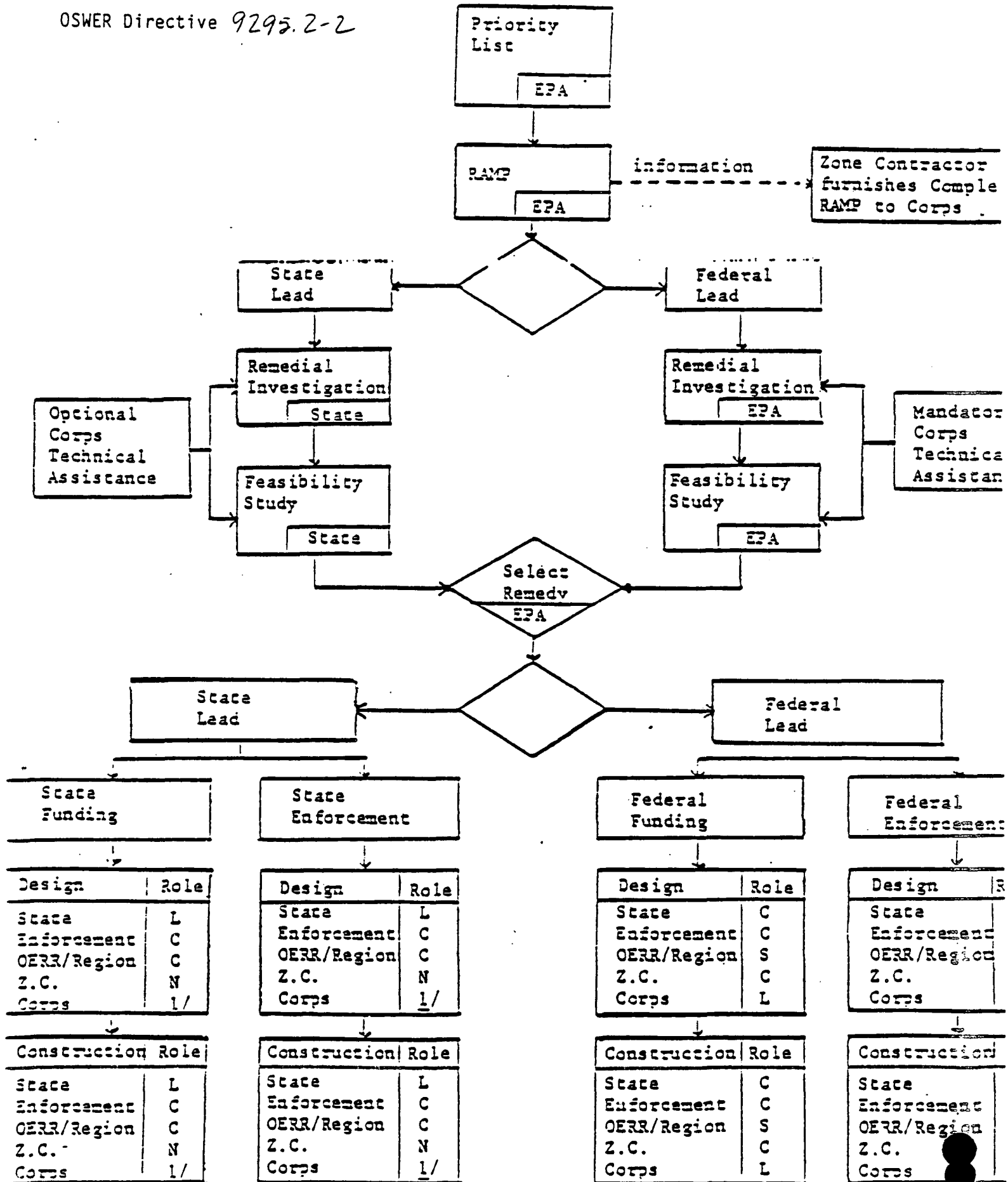

WILLIAM N. HEDEMAN, JR.
Director, Office of Emergency
and Remedial Response
Environmental Protection Agency


LLOYD A. BUSCH, P.E.
Deputy Director
Directorate of Engineering
& Construction

6 Inclosures
as

SUPERFUND FLOW DIAGRAM

OSWER Directive 9295.2-2



1/ Corps role limited to Biddability/Constructability review or other special assignments

KEYS: L - Lead S - Support N - No Role C - Coordinate O - Oversight

Z.C. = EPA Zone Contractor

**EPA SUPERFUND
U.S. ARMY CORPS OF ENGINEERS PRODUCT MANAGEMENT AND CONSTRUCTION RESPONSIBILITIES**

<u>Division</u>	<u>Construction District</u>	<u>EPA Region</u>	<u>State</u>	<u>Division POC/ALT</u>	<u>Organization</u>	<u>Telephone</u>	<u>Division Mail Address</u>
NED (New England)	NED	I	ME	Frank Notardonato	NEDED-E	(617) 647-8523	424 Trapelo Road Waltham, MA 02254
	NED	I	VT				
	NED	I	MA	(Alt) Richard Carlson	NEDCD	(617) 647-8265	
	NED	I	NH				
	NED	I	RI				
	NED	I	CT				
NAD (North Atlantic)	New York	II	NY	Remo J. Lucardi	NADCO	(212) 264-4912	90 Church Street New York, NY 10007
	Philadelphia	II	NJ				
	Baltimore	III	PA	(Alt) Thomas S. Maisano	NADEN-PM	(201) 264-7033	
	Baltimore	III	DE				
	Baltimore	III	MD				
	Norfolk	III	VA				
	Baltimore	III	DC				
SAD (South Atlantic)	Jacksonville	II	VI	Robert M. Watson	SADEN-E	(404) 221-6717	510 Title Bldg. 30 Pryor Street Atlanta, GA 30303
	Jacksonville	II	PR				
	Wilmington	IV	NC	(Alt) George Baker	SADCO-CC	(404) 221-6813	
	Charleston	IV	SC				
	Mobile	IV	AL				
	Savannah	IV	GA				
	Jacksonville	IV	FL				
ORD (Ohio River)	Huntington	III	WV	Robert L. Feder	ORDED-TU	(513) 684-3025	P.O. Box 1159 Cincinnati, OH 45201
	Louisville	IV	KY				
	Nashville	IV	TN	(Alt) Glenn Drummond	ORDED-TU	(513) 684-3035	
	Louisville	V	IN				
	Huntington	V	OH				
MCD (North Central)	St. Paul	V	MI	Edward K. Stepek	MCDCO-C	(312) 353-6374	536 S. Clark Street Chicago, IL 60605
	St. Paul	V	WI				
	Detroit	V	MI	(Alt) Sam Hakib	MCDCO-C	(312) 353-7850	
	Chicago	V	IL				

Inclosure 2

OSWER Directive 9295.2-2

<u>Division</u>	<u>Construction District</u>	<u>EPA Region</u>	<u>State</u>	<u>Division/PMC/ALT</u>	<u>Organization</u>	<u>Telephone</u>	<u>Division Mail Address</u>
IMVD (Lower Mississippi Valley)	Vicksburg New Orleans	IV VI	MS LA	Larry Eckenrod (Alt)	IMVED-WH	(601) 634-5917	P.O. Box 80 Vicksburg, MS 39180
SMD (South West)	Albuquerque Forth Worth Little Rock Tulsa	VI VI VI VI	NM TX AR OK	William Johnson (Alt) Kenneth L. Perry	SMDED-TC SMDED-TC	(214) 767-2372 (214) 767-2370	1114 Commerce Street Dallas, TX 75242
HRD (Missouri River)	Kansas City Kansas City Kansas City Kansas City Omaha Omaha Omaha Omaha Omaha	VII VII VII VII VIII VIII VIII VIII VIII	NE IA MO KS NE ND SD WY CO	Richard P. Winnike (Alt) Laura Tate	HRDED-TE HRDED-TE	(402) 221-7317 (402) 221-7321	P.O. Box 103 Downtown Station Omaha, NE 68101
HPD (North Pacific)	Seattle Portland Walla Walla Alaska	X X X X	WA OR ID AK	Cene Caldwell (Alt) Halvin Setvin	HPDEN-TE HPDEN-TE	(503) 294-5316 (503) 294-3851	P.O. Box 2870 Portland, OR 97208
SPD (South Pacific)	Sacramento Sacramento Los Angeles Los Angeles	IX VIII IX IX	CA UT AZ NV	Tony Hal (Alt) Don Carothers	SPDCO-C SPDCO-C	(415) 556-5015 (415) 556-3481	670 Sansome Street San Francisco, CA 94111
POD (Pacific Ocean)	POD POD POD	IX IX IX	Amer. Samoa GU HI	Walter Hee (Alt) Tim Young	PODCO-S PODCO-S	(808) 438-2326 (808) 438-2326	Bldg. 230 Ft. Shafter, HI 96858

ENVIRONMENTAL PROTECTION AGENCY
Regional Superfund Coordinators

<u>Region</u>	<u>Name</u>	<u>Address</u>	<u>FTS Phone</u>
I	Merrill Hohman	John F. Kennedy Bldg Boston, MA 02203	223-5186
II	Conrad Simon	26 Federal Plaza Room 1009 New York, NY 10278	264-2301
III	Stephen Wassersug	Curtis Building 6th & Walnut Streets Philadelphia, PA 19106	597-8131
IV	Al Smith	345 Courtland St., N.E. Atlanta, GA 30365	257-3931
V	Richard Bartelt	111 West Jackson Blvd 16th Floor Chicago, IL 60604	353-9773
VI	William Hathaway	First International Bldg 1201 Elm Street Dallas, TX 75270	729-2750
VII	David Wagoner	324 East 11th Street Kansas City, MO 64106	758-6529
VIII	John Wardell	1860 Lincoln Street Denver, CO 80095	327-6238
IX	Harry Seraydarian	215 Fremont Street San Francisco, CA 94105	454-7450
X	Chuck Findley	1200 6th Avenue Seattle, WA 98101	399-1918

CHECKLIST FOR EPA/COE SUPERFUND PROJECTS

1. EPA HQ assigns project to priority list.
2. EPA regional office sets priority.
3. EPA Region seeks enforcement.
4. EPA Region selects superfund.
5. EPA/State select Federal lead.
6. EPA requests Corps Technical Assistance (CTA). (Review of work plans, field investigations, feasibility studies.)
7. Major time constraint, EPA responsible to initiate real estate actions necessary for all site investigations and construction. See Appendix A, Real Estate Actions.
8. EPA Region/Corps Design district negotiate costs for CTA.
9. EPA region writes CTA request.
10. EPA region forwards CTA request to HQ EPA with funding request.
11. HQ EPA approves CTA and funding request.
12. Major time constraint, regional office and/or HQ EPA initiates matching funds request from the state. See Appendix B. Request matching funds from responsible state.
13. Major time constraint - EPA responsible for NEPA functional equivalency and documents necessary to support functional equivalency.
14. HQ EPA forwards CTA request with EPA Form 1610-1 (funds transfer) to OCE.
15. Work order and funds transferred to MRD.
16. MRD endorses package to selected design district. (Except for Biddability and Constructability (B&C) reviews which will normally go to lead district.)
17. Design District enters project on Superfund Automated Management System (SAMS).
18. Design district requests assistance from lead district (if required).
19. Form 2544 forwarded to lead district to assist in CTA request.
20. Work Request (CTA) satisfied.

21. Report/comments forwarded to regional office.
22. Feasibility study or site investigation approved by regional office.
23. Recommended alternative presented to HQ EPA by regional office and state.
24. Remedy selected
25. Corps accepts the feasibility study recommended alternative.
26. EPA/Design District coordinate and establish funding for design.
27. Remedial design funding request submitted to HQ EPA by regional office.
28. OCE accepts work order as set forth in IAG from HQ EPA.
29. OCE forwards package to MRD.
30. MRD indorses to design District.
31. Feasibility study remedy synopsized in the Commerce Business Daily.
32. Design Center prepares Form 3013 to enter project on F&A accounting system.
33. Design Center requests TOPO surveys for final design requirements (where needed). May request assistance from lead district with 2544.
34. Design Center request additional soil investigations if required. May request assistance from lead district with 2544.
35. Engineering Division designate A/E selection and preselection boards. (Steps 35 thru 51 could be initiated and performed concurrently at step 20 upon agreement by regional office and MRD).
36. ACASS run for A/E selection (if required).
37. Preselection list recommended by preselection board.
38. A/E's contacted to ascertain interest.
39. Selection made by selection board.
40. Approval of A/E selection by MRD/OCE/DOD if contract amount exceeds \$200,000/\$850,000/\$1,000,000, respectively.
41. Predesign conference with A/E.
42. Prepare "Appendix A" technical scope of work.
43. Request A/E proposal.

44. Prepare and have government estimate approved.
45. A/E proposal received.
46. A/E proposal to Audit Branch (when required).
47. Report from Audit Branch received.
48. Final negotiations reached with A/E.
49. Resume of negotiation prepared.
50. Request for award of A/E contract to MRD if award exceeds \$850,000.
51. Award of A/E contract approved.
52. Contract signed by A/E.
53. Notice to Proceed sent to A/E.
54. Major time constraint, Corps/EPA responsible to obtain necessary construction and environmental permits. See Appendix C. Permits, Licenses and Approvals.
55. A/E commence 35% Design Documents (Concept Design).
56. Concept design submitted.
57. Concepts reviewed by design district, MRD, OCE, EPA, and State.
58. Concepts approved, concept estimate used as basis for construction funding and state cost sharing.
59. A/E starts final design and preparation of site specific quality management safety plan.
60. Final design submitted to design center.
61. Final design and site specific quality management plan reviewed by design district, MRD, OCE, Lead district, EPA and state.
62. Final design approved by MRD.
63. A/E submits bid documents.
64. Lead District adds "Boiler Plate" to specs and provides input for bid form.
65. Advance notice to bidders published.
66. Plans and specifications to reproduction.
67. Reproduction complete.

68. Bid documents mailed to bidders.
69. EPA furnishes OCE construction work order and funds.
70. Advertise for bids.
71. Bidders inspect site (if required).
72. Preparation by EPA of community protection plan.
73. Approval of community protection plan by locals.
74. Open bids.
75. Review of bid documents by COE/State/EPA.
76. Recommendation for award by design district.
77. Award of construction contract by design district.
78. Transfer of project documents from design district to lead district.
79. Lead district enters construction information on SAMS.
80. Lead district receives work order from OCE for construction.
81. Lead district establishes a responsible field office and field contract administrator.
82. Lead district assures all prior R.E. actions, permits, state approved disposal sites, licenses, etc., are consummated.
83. Lead district, MRD, OCE review and approve contractor's specific site safety plan.
84. Notice to proceed issued to contractor.
85. Lead district sends letter to contractor to establish field office authority and request contractor to prepare progress chart, safety plan and insurance verification.
86. Contractor applies for all "generator" DOT hauling permits.
87. Schedule preconstruction conference with contractor.
88. Conduct preconstruction conference. Sample outline inclosed as Appendix E.
89. Environmental survey and report submitted by contractor.

90. Control items monitored during construction. (Periodically submitted based on agreement at preconstruction conference).

- a. Submission of daily reports (tests, certifications, samples, etc.)
- b. Safety phase plans compliance.
- c. DOT manifests checked.
- d. Progress payment evaluation.
- e. Monthly administrative submittals.
- f. Contract compliance inspections.
- g. Coordination meetings between contractor and Corps representatives.
- h. Modification negotiations.
- i. Funds control.

91. Prefinal Construction Conference with contractor includes the following:

- a. O&M manual submission (as required in contract.
- b. Schedule required mechanical testing of equipment.
- c. Submission of warranty certificates on equipment.
- d. Clean up responsibility.
- e. Preparation of prefinal inspection.
- f. Demob activities.
- h. Discuss security requirements for transfer of project.

92. Prefinal inspection.

93. Final inspection.

94. Lead district send acceptance letter to contractor.

95. Lead district sends transfer documents to Using Agency with all warranty information using standard Corps forms.

96. EPA/State accept completed project.

97. Post Construction Phase (if required).

- a. Warranty assistance.
- b. Claims assistance.
- c. Operator training.

Appendix A

REAL ESTATE ACTIONS (MAY BE A TEMPORARY OR PERMANENT INTEREST IN LAND)

Temporary Interest in Land

1. EPA/CofE obtain license to construction.
2. EPA/CofE obtain permit to construct.
3. EPA/CofE obtain right-of-entry for many detailed surveys and exploration as required.
4. EPA/CofE obtain lease.

NOTES:

- a. R.E. could become Corps responsibility if requested by EPA.
- b. The above items do not require approval above MRD.
- c. The temporary interest items should only take 2 to 3 weeks unless condemnation is required, then at least 8 to 12 weeks.

Permanent Interest in Land

1. EPA/CofE pay fee title to purchase land.
2. EPA/CofE obtain flowage easements.
3. EPA/CofE obtain road easements.
4. EPA/CofE obtain drainage ditch easements.
5. EPA/CofE obtain utility easements.
6. EPA/CofE obtain right-of-entry for construction.

NOTES:

- a. Requires OCE approval for land purchase if Corps does real estate action.
- b. Permanent interest could take 4-8 months depending on complexity of acquisition.
- c. All these actions will normally be EPA's.

APPENDIX B

REQUEST MATCHING FUNDS FROM RESPONSIBLE STATE

1. State legislate funds for Superfund projects.
2. Regional Offices negotiate with State of share of responsibility (minimum of 10%).
3. State authorizes expenditure of matching funds based on negotiations and estimates developed by zone contractors (feasibility study) and Corps A/E's (concept design).

NOTE: EPA Responsibility.

APPENDIX C

PERMITS, LICENSES & APPROVALS

Three categories of Permits:

1. Permits, licenses and approvals begun and completed while EPA has responsibility.
2. Permits, licenses and approvals begun while EPA has lead and completed while Corps has lead.
3. Permits, licenses and approvals begun and completed while Corps has responsibilities.

Generally, in categories 1 & 3, the responsible agency will take the lead for obtaining the permits. In category 2, the responsibility for acquiring the permit or approval should remain with one agency, either the EPA or Corps. It is recommended that the decision on lead for category 2 items be on a case-by-case basis by agreement of the two agencies.

Presently it is unclear to what extent environmental permits are required for Superfund actions. EPA is investigating whether and what environmental permits are required.

Category 1 - Permits, Licenses and Approvals Begun and Completed While EPA has Responsibility

1. State agreement to share in cost of remedial action. (See Appendix B).
2. State agreement to provide for off-site disposal.
3. State agreement to operate and maintain remedy.
4. Compliance with Federal hazardous waste manifest system.
5. Compliance with State hazardous waste manifest system.
6. Local approval of permit for direct water quality discharge.
7. Local approval of permit for sewer use.
8. State approval of permit for dredge and fill.
9. Federal approval of permit for dredge and fill.
10. Local approval of permit for well.
11. State approval of NPDES permit.
12. Federal approval of NPDES permit.
13. State approval of surface water diversion.

14. Local approval of building (construction) permit.
15. Local approval of electrical permit.
16. Local approval for temporary use of public right-of-way.
17. Local approval of demolition (blasting) permit.
18. State hazardous waste permit/license for construction of a Treatment, Storage, Disposal (TSD) facility.
19. Federal interim status or RCRA permit for TSD.
20. State approval or permit/license for hazardous waste transporters.
21. Local/state agreement to provide emergency assistance during construction.
22. Local approval of permit for grading (erosion control).
23. State approval of permit/license to operate TSD facility.
24. State approval of license, permit, regulation or certification to transport radionuclides.
25. Preparation of state EIA and/or EIS.
26. Local legislative authorization of bond sale.
27. State approval of state or local bond sale.
28. Local approval of rezoning or conditional use permit.
29. Local approval of zoning special exception.
30. Regional approval of land use.
31. Compliance with Federal E.O. 11982 for sites in flood plains.
32. Compliance with Federal E.O. 11990 for sites in wetlands.
33. State approval of hazardous waste siting permit.
34. State ban on disposal of out-of-state generated radioactive wastes.
35. State ban on disposal of high level radioactive wastes.

Category 2 - Permits, Licenses and Approvals Begun While EPA Has Lead and Completed While Corps Has Responsibility.

1. Federal/State consultation on extent of remedial action.
2. State approval of land use in wetlands.
3. State approval of land use or development in flood plain.
4. Legislative approval of radioactive waste disposal in state.
5. Negotiation/payment of damages to real or personal property necessary for remedial action.
6. Local approval of zoning variance.
7. State approval of shoreline land use.
8. State approval of land use (in critical areas).
9. Local approval of site plan (plat plan).
10. Voter approval of sale of general obligation bonds.
11. State acceptance of hazardous waste site for closure/post-closure.
12. State approval of waste injection in deep wells.
13. State approval of surface water diversions.
14. Purchase of flood insurance for site in flood plain.
15. Compliance with Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
16. Compliance with National Historic Preservation Act of 1966.
17. Compliance with Federal Archaeological and Historic Preservation Act of 1974.
18. Compliance with OMB Circular A-95 State and areawide coordination.

Category 3 - Permits, Licenses and Approvals Begun and Completed While Corps Has Responsibility

1. Local approval of sewer use permit.
2. Local approval of direct water quality discharge and/or outfall drainage permit.
3. State approval of NPDES discharge permit.
4. Federal approval of NPDES discharge permit (if required).
5. Acquisition of access easements via negotiated purchase or eminent domain.
6. Acquisition of fee simple title to real or personal property.
7. State approval of hazardous waste permit/license for construction of TSD facility.
8. Federal interim status or approval of RCRA permit for TSD facility.
9. Federal approval of sole source aquifer injection permit.
10. Federal approval of underground injection control permit.
11. Federal approval of ocean dumping permit.
12. Local approval of operating permit for remedy.
13. Local approval of well permit.
14. State approval of dredge/fill permit.
15. Federal approval of dredge and fill permit.
16. State approval of water supply system additions or development.
17. Local approval of demolition (blasting) permit.
18. Local approval of construction (building) permit.
19. Local approval of electrical permit.
20. State permit or license for transport of hazardous wastes.
21. State approval of license/permit/registration/certification to transport radionuclides.

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22. Local approval of temporary use of public right-of-way.
23. Compliance with state hazardous waste manifest.
24. Compliance with federal hazardous waste manifest.

APPENDIX D

GUIDE OUTLINE FOR PRECONSTRUCTION CONFERENCES

The following agenda with personnel assignments is suggested as an outline guide for preconstruction conferences. The agenda may be revised and tailored for each construction project. Personnel assignments may be revised. Such items as badging, site access, etc., should appear on the agenda and be discussed near the first portion of the conference.

a. Opening Remarks - Area or Assistant Area Engineer

- (1) Identify meeting, contract title and number, award and Notice to Proceed (NTP).
- (2) Introduction of personnel.
- (3) Brief outline of organization of Area and Resident Office.
- (4) Function and responsibilities of Area and Resident Office.
- (5) Authority of Area Engineer as RCO and COR and name COR alternates.
- (6) Authority of field personnel.
- (7) Relations with EPA Regional office.
- (8) Relations with public media.

b. Specialties - Resident or Project Engineer

- (1) Special condition requirements.
- (2) Coordination and cooperation with EPA Region and state.
- (3) Work areas and field office requirements.
- (4) Parking.
- (5) Utilities.
- (6) Access roads to project site.
- (7) Vehicle passes and employee identification.

c. Safety - Area Engineer and/or Resident Engineer. Stress the Corps policy that no job is satisfactory when its construction is marred by an accident and safety is placed first on the agenda to emphasize this fact.

(1) In order to acquaint the contractor with responsibilities review the "Accident Prevention" clause in the contract and the "Special Safety Provisions" of specifications with special emphasis on:

(a) Stress that the prime contractor is responsible for developing and enforcing a comprehensive safety program. The program shall be tailored to minimize the hazards of the job and shall include all of the operations of the contractor's subcontractors.

(b) Phase safety plans covering the specific hazards on each phase of the work.

(c) It is within the inspector's authority to stop any construction activity which is being performed in violation of good safety practices. However, point out that this authority is not intended to be the normal means of achieving compliance with safety requirements.

(2) Other special safety areas to be emphasized are:

(a) Distribute and discuss the Safety Handbook stressing safety indoctrination of employees, tool box safety meetings, reports, sanitation, housekeeping, fire prevention, shoring, ramps, scaffolding, platforms, mechanical inspection of equipment, rollover protection, crane tests, lighting, traffic control, first aid, level of protection, etc.

(b) Review the contractor's past safety record and stress that the only part of an accident prevention program that is effective is that part which is applied.

(c) Describe specific safety requirements of the project. Review site safety plan to be submitted by contractor.

d. Value Engineering - Encourage the contractors to submit proposals. This can be done by reminding contractors of potential increased profits available.

e. Submittals and Samples - Chief of Construction and Technical Branch

(1) Describe procedures for Category I and II submittals, samples and certificates.

(2) Emphasize early submittal of O&M Manuals.

(3) As-built drawings - stress importance of maintaining and keeping up-to-date.

(4) Testing - discuss special testing required and QA/QC requirements.

(5) Environmental Protection Plan, Site Safety Plan.

(6) Spare parts List.

(7) Discuss the Buy American Act.

f. Contract Administration - Chief, Office Engineering Branch

(1) GP-3 Changes

(a) 3938 - how used.

(b) 20-day clause.

(c) 30-day clause.

(d) Unilateral, bilateral and two part modifications.

(2) GP-4 - Changed Conditions

(a) Written notification by contractor.

(b) State how work proceeds.

(3) GP-5 - Terminations and Time Extensions

(a) Written notice of delay.

(b) Delay in material delivery - only if caused by other than normal weather.

(c) Liquidated damages and termination.

(4) GP-6 - Disputes. If directed to proceed on disputed work, contractor must proceed and request written Contracting Officer's decision.

(5) Construction schedules, reporting and payments.

(6) Purchase orders, insurance, and bonds.

(7) Priority system and expediting assistance.

g. Administrative Requirements - Chief, Administrative Branch

(1) Mail handling.

(2) Government furnished material.

(3) Salvaged material.

(4) Labor provisions.

(5) Payrolls.

(6) EEO, Local Plan.

(7) Classification and wage rates.

(8) Apprentices.

h. Project Supervision and Quality Control - Area Engineer

(1) Quality Control Plan.

(2) Supervision of subcontractors.

(3) quality control and quality assurance.

i. Contractor Statements - Personnel who will be charge:

(1) Quality Control.

(2) Superintendent

(3) Plan of Operation.

j. Questions - Area Engineer

k. Conclusion - Area Engineer

(1) Schedule many necessary follow-on meetings on safety, quality control, etc.

(2) Summarize - Suggestion: "We want a safe job, completed on time, according to contract documents and hopefully a fair profit for contractor."

REGION	PROJECT NAME	TYPE OF ACTION IRM/RA	RI/FS				ROD & IAG FOR PHASE II DESIGN & CONSTN.	DESIGN COMPLETE *	CONSTRUCTION			
			RECEIVE IAG (TA)	START RI/FS	RECEIVE PHASE I DESIGN	FINAL DRAFT RI/FS			ADVER.	AWARD	NTP	COMP.
I	Cannon Eng	RA	—	8/83	4/84	4/84	7/84	10/84	10/84	11/84	11/84	7/85
	Charles George	IRM RA	—	7/83	6/83 5/84	2/84	7/83 5/84	8/84	8/84	10/84	10/84	6/85
	Groveland Wells	RA	—	7/83	4/84	4/84	7/84	11/84	11/84	1/85	1/85	9/85
	Hocomoco	RA	—	8/83	9/84	9/84	11/84	3/85	3/85	5/85	5/85	11/86
	Nyanza	RA	—	1/83	2/84	2/84	2/84	9/84	9/84	11/84	11/84	9/85
	Resolve - CDM**	RA	1/83	5/82	6/83	5/83	6/83	8/83	10/83	11/83	11/83	1/84
	MJS	RA	—	5/83	10/83	10/83	11/84	9/84	9/84	10/84	10/84	6/85
	Silresim	RA	1/83	7/83	1/84	1/84	1/84	8/84	8/84	10/84	10/84	6/85
	Wells G&H		—	Attempts to have responsible parties clean up site are on-going. If the negotiation falls through, EPA will commence with feasibility study.								

* Develop more detailed schedule for this area when design is being done by EPA contractor.

** CDM = Camp, Dresser & McKee

REGION	PROJECT NAME	TYPE OF ACTION IRM/RA	RI/FS				ROD & IAG FOR PHASE II DESIGN & CONSTN.	DESIGN COMPLETE *	CONSTRUCTION			
			RECEIVE IAG (TA)	START RI/FS	RECEIVE PHASE I DESIGN	FINAL DRAFT RI/FS			ADVER.	AWARD	NTP	COMP.
II	Boq Creek	RA	11/83	8/83	6/84	6/84	9/84					
	Bridgeport	RA	9/82	1/83	12/83	12/83	6/84	9/84	10/84	11/84	12/84	12/85
	Chem. Control	RA	7/83	6/83	7/83	7/83	9/83					
	Gems LF.	RA	—	7/83	5/84	8/84	8/84					
	Kramer LF.	RA	12/83	7/83	5/84	5/84	7/84					
**	Kin Buc	RA	9/82	—	—	6/83	—					
	LiPari	RA	9/82				8/82					
	Krysowaty	RA	—	1/83	1/84	1/84	3/84	10/84	11/84	12/84	1/85	
	Ione Pine	RA	—	8/82	6/83	6/83	7/83	3/84	4/84	5/84	6/84	6/85

* Develop more detailed schedule for this area when design is being done by EPA contractor.

** Region indicates that project will go with Enforcement lead.

REGION	PROJECT NAME	TYPE OF ACTION IRM/RA	RI/FS				ROD & IAG FOR PHASE II DESIGN & CONSTN.	DESIGN COMPLETE *	CONSTRUCTION			
			RECEIVE IAG (TA)	START RI/FS	RECEIVE PHASE I DESIGN	FINAL DRAFT RI/FS			ADVER.	AWARD	NTP	COMP.
III	Bloesenski	RA	8/83	8/83	8/84	8/84	10/84	2/85	3/85	4/85	4/85	12/85
	Douglasville	RA	7/83	7/83	4/84	6/84	6/84	9/84	10/84	11/84	12/84	8/85
	Drake	RA	7/83	1/83	3/84	3/84	5/84	9/84	10/84	11/84	11/84	7/85
	Harvey-Knott	RA	7/83	7/83	5/84	8/84	8/84	11/84	12/84	1/85	2/85	10/85
	Heleva	RA	8/83	8/83	5/84	5/84	2/84	6/84	7/84	8/84	8/84	10/85
	Lackawanna	RA	7/83	7/83	7/84	7/84	9/84	1/85	2/85	3/85	3/85	11/85
	Leetown Pest.	RA	8/83	8/83	4/84	4/84	5/84	8/84	9/84	10/84	10/84	2/85
	Lehigh	RA	1/83	11/82	1/83	2/83	2/83	7/83	7/83	8/83	9/83	6/84
	Matthews	RA	2/83	8/82	3/83	4/83	6/83	9/83	10/83	11/83	12/83	7/84
	McAdoo	RA	6/83	4/83	12/83	12/83	2/84	6/84	7/84	8/84	8/84	4/85
	McClintic	RA	7/83	7/83	4/84	4/84	6/84	10/84	11/84	12/84	12/84	8/85
	Mill Creek (Not on NPL.)	RA	8/83	8/83	7/84	7/84	9/84	12/84	1/85	2/85	3/85	11/85
	Moyer	RA	8/83	8/83	8/84	8/84	9/84	1/85	2/85	3/85	3/85	11/85
	Osborne	RA	7/83	7/83	2/84	2/84	4/84	8/84	9/84	10/84	10/84	6/85
	Sand, Gravel, Stone	RA	6/83	8/83	2/84	2/84	4/84	7/84	8/84	9/84	10/84	8/85

* Develop more detailed schedule for this area when design is being done by EPA contractor.

[illegible]

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[illegible]

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REGION	PROJECT NAME	TYPE OF ACTION IRM/RA	RI/FS				ROD & IAG FOR PHASE II DESIGN & CONSTN.	DESIGN COMPLETE *	CONSTRUCTION			
			RECEIVE IAG (TA)	START RI/FS	RECEIVE PHASE I DESIGN	FINAL DRAFT RI/FS			ADVER.	AWARD	NTP	COMP.
V	Charlevoix	RA	7/83	7/83	7/84	7/84	9/84	1/85	2/85	3/85	3/85	11/85
	New Lyme	RA	6/83	6/83	4/84	4/84	6/84	10/84	11/84	12/84	1/85	9/85
	OMC	RA	2/83	2/83	5/83	5/83	9/83	11/83	12/83	1/84	2/84	2/85
	Rock Creek	RA	7/83	7/83	7/84	7/84	8/84	12/84	1/85	2/85	2/85	10/85
	Summit	RA	8/83	8/83	2/84	2/84	7/84	11/84	11/84	12/84	1/85	9/85
	Wauconda	RA	6/83	6/83	12/84	12/84	2/85	6/85	6/85	7/85	8/85	4/86

* Develop more detailed schedule for this area when design is being done by EPA contractor.

[illegible]

[illegible]

* Develop more detailed schedule for this area when design is being done by EPA contractor.

[illegible]

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OSWER Directive 9295.2-2

[illegible]

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[illegible]

INFORMATION PAPER

DAEN-CWE-BU
12 April 1983

SUBJECT: Explanatory Comments on the Superfund Automated Management System (SAMS) Generated "Superfund Monthly Status Report"

1. Background: In order to effectively manage Superfund work assigned to the Corps by EPA, the Corps has developed the SAMS data base. The needs met by the SAMS data base are:

a. Provide Corps Superfund project managers with a mechanism for scheduling Superfund work, both fiscally and chronologically. Additionally, incorporate actual project costs and chronological progress to allow for comparison of scheduled vs. actual progress.

b. Provide EPA with chronological and fiscal information on Corps assigned Superfund work necessary to maintain their PFM data base.

c. Provide EPA with reports providing backup information for 1080 bills for Corps Superfund work.

d. Maintain historical cost records on Corps assigned Superfund work for possible future use by EPA in cost recovery actions.

e. Provide necessary information for oversight of the Superfund program to OCE.

2. The attached "Superfund Monthly Status Report" has been designed to meet requirements 1.b and 1.c above. The data elements presented on this report are defined as follows:

a. Corps District: The Corps office which is responsible for the reported Superfund assignment.

b. Manager's Name: The name of the Corps project manager for the reported Superfund assignment.

c. Title: The title specifies the particular report. Additionally, it provides the cutoff data for information included in the report.

d. Report Date: Date the report is prepared.

e. EPA Region: The EPA region responsible for the reported Superfund assignment.

f. EPA Site ID: The EPA assigned site ID number (Dun & Bradstreet number), the site title, and the site location.

g. Project ID: The EPA assigned, regionally unique, site identifier.

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- h. Corps Project Key: Corps assigned information tracking code.
- i. Act ID: The EPA assigned activity identifier which specifies the work activity being reported, i.e., feasibility study or remedial design, etc.
- j. Task ID: The Corps assigned activity identifier which identifies the work activity being reported, i.e., feasibility study, or remedial design, etc. This ID is synonymous with the EPA assigned Act ID previously defined.
- k. Task Name: The name of the work activity covered by the report.
- l. Task Description: A Corps developed description of the activity being reported. Essentially, this field provides a more detailed description of the assigned work being reported.
- m. Planned Expenditure: Amount provided by the COE/EPA IAG for the work being reported.
- n. Dates:
 - (1) Physical Start - Original: The original planned start date. This is the date when physical work is initially scheduled to commence on the reported activity. It is not, in most cases, the IAG date. Once inputted, this date cannot be modified.
 - (2) This is the date when physical work is currently scheduled to commence. It may vary from the original physical start date because of project delays, etc. Once inputted, this date can be modified.
 - (3) Physical Start - Actual: This is the data that physical work for the reported activity actually began.
 - (4) Physical Finish - Original: This is the original date that physical work on the reported activity is due to be completed. Once inputted, this date cannot be modified.
 - (5) Physical Finish - Current: This is the current date that physical work on the reported activity is scheduled to be completed. Once inputted, this date can be modified.
 - (6) Physical Finish - Actual: This is the date that physical work on the reported work is actually completed.
 - (7) Financial Completion Date: This is the actual date that a project is financially completed, i.e., all costs incurred for the reported work have been paid. This date will correspond to the date of the final 1080 bill to EPA from the Corps for reported work.