

DATA ITEM DESCRIPTION

Title: CERCLA Documents and Reports

Number: HNC-007.01

Approval Date: 20150211

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-EDC-E

Applicable Forms:

Use/Relationship: The Preliminary Assessment (PA), Site Inspection (SI), Engineering Evaluation/Cost Analysis (EE/CA) Report, the Remedial Investigation (RI) Report and the Feasibility (FS) Report will be used to document the methods employed during any activities performed and present the results of these activities, present the analysis of response action alternatives, and the recommended response alternative as directed by guidance. Decision documents (e.g. Action Memorandum, Decision Documents and Records of Decisions) present the selected alternative and authorize expenditure of funds once authorizing signatures are obtained. This Data Item Description provides the requirements for preparing these documents which are not provided in EP 1110-1-18 or the Army RI/FS Guidance Document.

Requirements:

1.0 Reports

1.1 Reports shall be printed on standard size (e.g. 8 ½ by 11 inch) white paper, with drawings folded, if necessary, to this size or to fit within pockets of this size. Pages shall be sequentially numbered. Drawings shall be of engineering quality in drafted form with sufficient detail to show interrelations of major features. When drawings are required, data may be combined to reduce the number of drawings. All attachments shall be identified and referenced in the text of the report. The report shall be legible and suitable for reproduction.

1.2 Chapters shall be numbered sequentially. Within each chapter, each page shall be numbered sequentially, starting with the specific chapter number. Within each chapter, the paragraphs shall be numbered sequentially starting with the chapter number and using a decimal system, with each section and paragraph having a unique decimal designation. Within each chapter, any figures, tables, and charts shall be numbered sequentially starting with the chapter number. Reports shall be bound in a three-ring binder. Binders shall hold pages firmly while allowing easy removal, addition, or replacement of pages.

1.3 Appendices shall be lettered alphabetically. Within each appendix, each page shall be numbered sequentially starting with the appendix letter.

1.4 A title sheet will be provided on the front of the binder and also inside the binder which includes the name of the project (site), contractor's name and address, the Corps of Engineers' contract number, Task Order number, and project number, the date of the report, and the title of the report. The contractor's name shall not dominate the title sheet. The title sheet shall identify the contracting agency and shall name the Geographical Corps District where the project is located. The version of the report (i.e., draft, final, etc.) shall be clearly identified on the title sheet. The contractor shall not place a company logo on Documents and Reports.

1.5 Each page of the report shall contain a dated footer and the Corps of Engineers' contract/Task Order number. When revisions to the report are required, a revision date, revision number, Corps of Engineers' contract/Task Order and amendment/modification number (if applicable) shall be included in the date footer. A dated summary page listing all revised pages shall be submitted with each revision. This summary page shall be clearly identified as such and placed directly behind the title page.

1.6 The report shall be written in common language easily understood by the general public.

1.7 The contractor shall revise the report to incorporate appropriate comments received during regulatory and/or public review periods.

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1.8 All versions (i.e., draft, draft-final, and final) of reports shall be signed by the Corporate Quality Management representative attesting that the report is accurate and complies with contractual requirements.

1.9 The Final version of reports shall be signed by a principle of the company, attesting to the completeness of the report and conformance of the report to contractual requirements.

2.0 Action Memorandum, Decision Documents and Records of Decisions

2.1 Format and content of ALL MMRP decision documents, regardless of signature authority shall be in accordance with EP 1110-1-18 with additional requirements listed below.

2.2 Each document will contain:

- (1) A title page,
- (2) A table of contents,
- (3) List of acronyms,
- (4) Page numbers on each page indicating page number and total number of pages in the document, e.g., “1 of 25”.
- (5) Header in the upper right-hand corner of each page including; document type (“Decision Document”, “Time Critical Removal Actions (TCRA) Action Memorandum”, or “Non-time Critical Removal Action (TCRA) Action Memorandum”), project name (“Sitka Naval Operating Base”), project location (“Sitka, Alaska”), and project number to include MRS number.

2.3 All decision documents or action memoranda, regardless of level of signature authority, will be accompanied by an Executive Summary that for Headquarters (HQ). USACE will forward to ACSIM-ISE and DASA (ESOH). The Executive Summary shall be kept to a single page, whenever possible, and will include:

- (1) Title, including project name and project number, date DD (or AM) was signed and by whom,
- (2) Brief description of the Munitions Response Sites (MRS), covered by the decision,
- (3) Brief description of selected response action and its relationship to other cleanup actions,
- (4) Degree of risk reduction,
- (5) Present worth cost of selected response action, and the contribution to the cost-to-complete of all remedies for the Property,
- (6) Amounts and fiscal year(s) that funds are required for remedial/removal action design and construction,
- (7) Duration of any remedial action-operation (RA-O), removal action construction (RmA-C) and/or Long Term Monitoring (LTM) actions,
- (8) Land use controls (LUC) required and means of maintaining them,
- (9) Other potential response actions considered, and
- (10) Expected result of the action.

2.3 Additional requirements for Authorizing Signature

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2.3.1 The contractor shall include the following requirements and text Decision Documents, PART 1: THE DECLARATION, 7.0 Authorizing Signatures, or Action Memorandum, 18.0 Authorizing Signatures:

2.3.1.1 The following general paragraph and signature block. (*Note: Signature block may not appear alone on a page – it must be on the same page with the preceding paragraph*):

“This Decision Document presents the selected response action at [place]. The U.S. Army Corps of Engineers is the lead agency under the Defense Environmental Restoration Program (DERP) at the [property name] Formerly Used Defense Site, and has developed this [Decision Document] consistent with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, and the National Oil and Hazardous Substances Pollution Contingency Plan (NCP). This decision document will be incorporated into the larger Administrative Record file for [property name], which is available for public view at [location and address]. This document, presenting a selected remedy with a present worth cost estimate of [\$\$], is approved by the undersigned, pursuant to Memorandum, DAIM-ZA, September 9, 2003, subject: Policies for Staffing and Approving Decision Documents (DDs){add as applicable ‘, and to Engineer Regulation 200-3-1, Formerly Used Defense Sites (FUDS) Program Policy”}.

APPROVED:

(insert individual’s signature block here)

Date_____

For present worth cost estimate of \$2M or less:

FUDS District Commander” Signature Block

BRAC Applicable Signature Block

Active Army - Installation Commander’s Signature Block

For present worth cost estimate of more than \$2M and less than or equal to \$10M:

FUDS - HQUSACE signature block for:

Chief, Department of Defense

Support Team

Directorate of Military Programs

BRAC signature block for:

Chief, Department of Defense

Support Team

Directorate of Military Programs

Active Army - USAEC Commander’s Signature Block.

For present worth cost estimate of more than \$10M:

Signature block for ACSIM or DASA(ESOH) or both

3. End of DID HNC-007.01