

Deliverable Review - SA Documents

A (very) General Overview

Dona J. Milinkovich, Team 6

- **Database Updating and The “Clock”**
- **Preparation & Nasty Necessities**
- **Criteria and Guidance**
- **Verification**
- **Technical Review**
- **Comments**

UPDATE DATABASE(S)

- Enter the document received date in the STCM database (discharge information, tasks, reports).
- Update personal or team database



Storage Tank/Contamination Tracking - Task Report Information

Task Report Information

Discharge		Task		Report		Received		Status		Comment	
I. #	W.O. #	Co	Facility *	Date *	Name *	Type *	Due Date	Received	Status	&	Date
	2006-96-W13159	17	8944039	12/30/1988	SA	W ABAN	06/14/2006				
	2006-96-W09637	17	8944039	12/30/1988	SA	TSAR	02/24/2006	02/24/2006			
	2006-96-W09637	17	8944039	12/30/1988	SA	UPDATE	01/25/2006	01/25/2006	C		02/06/2006
	2006-96-W09637	17	8944039	12/30/1988	SA	UPDATE	11/11/2005	11/16/2005	C		12/07/2005

Tab to "Comment", then press [Ctrl+E] to enter Comments.

Forms Services

“CLOCK” – TIME TO REVIEW

- 5 days to “accept”: Is the report complete? (*other option is to return the deliverable*)
- 60 days to complete review. General expectation of 30 days – less for interims. Time for P.G.!
- Contact the project manager if required components are missing (i.e. boring logs, lab reports, chain of custody forms, etc.)

PREPARATION

- Review previous deliverable review letter or notes to file for comments “to be addressed in the next deliverable”.
- Review Work Order, VCO’s, notice(s) of work to be performed, due date, emails and/or phone logs. Note if deliverable is late, notification of work not given. If using **checklist**, note “final scope”.

CHECKLIST

(ubiquitous post-it notes, notebook...)

- **Helps site manager keep track of “where” they are in the process.**
- **Helps “trigger” and organize comments.**
- **Can be useful in letting P.G. know what you’ve checked already (i.e. map scale, tubing depth, lab certification, etc.)**

D24

fx

	A	B	C	D	E	F	G	H
1	SITE ASSESSMENT REVIEW CHECKLIST							
2								
3								
4								
5		REQUIRED	COMPLETED	COMMENTS				
6								
7	TASK							
8	File Review	x	x	didn't include copy of tank closure report				
9	Area Survey	x	x					
10	Permit/Access	2	?	NO off-site access permit				
11	Soil Borings/OVA	min 10	5	no borings in dispenser areaper WO!				
12	Soil Sampling	max 8	3	h,m,l in tank area - none dispenser				
13	MW Installation	3	3					
14	GW Sampling	5	5	> CTL but < NAM - MW-2 has submerged screen				
15	Water Levels	no						
16	REPORT							
17	General	x	x					
18	Recommendations	x		none made				
19	TABLES							
20	Potable Wells	x		raw data as appendix, table needed				
21	OVA	x	x					
22	Soil Analytical	x	x	data in ug/Kg not mg/Kg				
23	GW Elevation	x	x					
24	GW Analytical	x	x					
25	FIGURES							
26	Topo/location	x	x					
27	Potable Wells	x	x	On topo - no legend to table / no table				
28	Area Use	x	x	no FACID# for adjacent site - old gas station				
29	Site Map	x	x					
30	PLS	no						
31	e-PLS	no						
32	OVA	x	x	no vadose cont but smear hot btw 12-20' in tank pit				
33	Soil Analytical	x	x	some above leach/SB-2 above direct for TRPH				
34	GW Analytical	x	x	MW-3 figure doesn't match table or lab rpt				
35	GW Plume	x	x	only B map ~ prob OK only real prob				
36	GW Elevation	x	x					
37	Cross Section			homogeneous prob not needed				

NASTY NECESSITIES

- ISA and SSA – Quick read through the report:
 - Note any changes or problems (i.e. SB's not to depth due to limestone at 13' bls, MW's not found, etc.).
 - Summary of work (#SBs, MWs sampled, etc.).
 - Flag or note for comment or invoice reduction.

Go back after bean counting to read for tech understanding, recommendations, etc.

The Backwards Approach

(note probs and/or inconsistencies)

- Soil Boring Logs: #SBs / depth / footage, unfiltered vs filtered and lithology
- GW Sampling Logs: # wells, form filled out completely incl.; dtw, method, tubing or pump depth, purge rate and parameter stabilization, signatures
- Calibration Logs

- Lab Reports: #, method, detection limits below CTLs, is a BaP conversion table needed, does the report conform to subsection 62-160.340(2), F.A.C, is the lab certified for analysis performed.
- To check lab certification go to:
http://www.dep.state.fl.us/labs/cgi-bin/aams/org_search.asp



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NELAP-Certified Laboratories

Laboratories Certified Under NELAP by the Florida Department of Health

Search for a listing of FOAs by Organization Name or DOH Number

Database Version: 5/6/2006 5:30:19 AM

Organization Name: ☐ A & B Laboratories Inc.

Organization DOH#: ☐ E06897

Sort Order: ☒ Matrix, Category, Method, Analyte
☐ Matrix, Method, Analyte

Create Excel ☐

To save the resulting data in an Excel spreadsheet you must have MS Excel installed. First choose File | Save As from your browser, give your document a filename, choose the MS Excel .xls file type and choose Save.

Highlights

Active Labs

- » [Index of Search choices](#)
- » [Search by Location](#)
- » [Search by Method](#)
- » [Search by Analyte](#)
- » [Show all Lab FOAs](#)
- » [Transaction History of an FOA](#)

Inactive Labs

- » [Laboratory List](#)
- » [Transaction History](#)

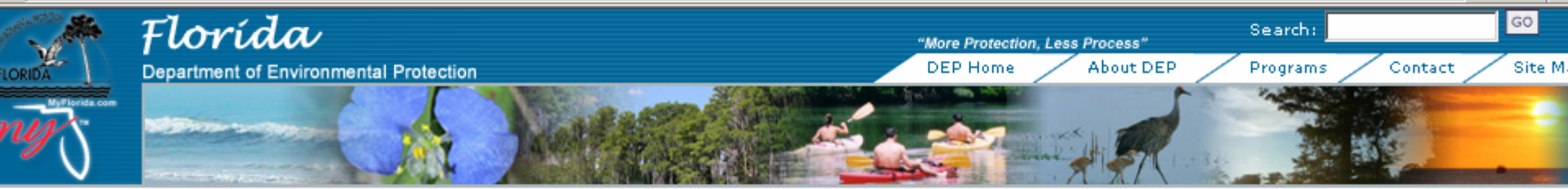
Non-Potable Water	Extractable Organics	EPA 8270	n-Nitrosodiphenylamine	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8270	n-Nitrosomethylethylamine	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8270	n-Nitrosomorpholine	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8270	n-Nitrosopiperidine	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8270	n-Nitrosopyrrolidine	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8270	o-Toluidine	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8310	Acenaphthene	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8310	Acenaphthylene	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8310	Anthracene	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8310	Benzo(a)anthracene	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8310	Benzo(a)pyrene	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8310	Benzo(b)fluoranthene	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8310	Benzo(g,h,i)perylene	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8310	Benzo(k)fluoranthene	7/1/2003
Non-Potable Water	Extractable Organics	EPA 8310	Chrysene	7/1/2003

- Chain of Custody Forms: # samples, dates, filled out, temp (6°C), sigs.
- Well Construction Logs: # wells, depth, screen interval.
- Well Development Logs: # wells
- Other - WO specific: HASP, PLS (ePLS), access agreements, disposal manifests, etc.

Note any problems, missing logs, info, etc.

CRITERIA & GUIDANCE

- Lab Certification
- Soil Sampling SOP PCS-004
- Well Installation SOP PCS-006
- Groundwater Sampling SOP DEP-SOP-001/01 FS 2200 Groundwater Sampling including PCS-005
- 62-160.340 Record Keeping and Reporting Requirements for Laboratory Procedures



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Petroleum Cleanup Program

Highlights



PRIORITY SCORE FUNDING THRESHOLD NOTICE ~ May 19, 2006

Effective Monday, May 22, 2006, due to the volume of backlogged unexecuted work orders and task assignments (\$15 million), the priority score threshold for funding sites eligible for the Petroleum Cleanup Preapproval Program will be raised from 30 to 37 points, subject to the following exceptions and procedures as outlined in the document below :

[Priority Score Funding Threshold Notice May 19, 2006 \[PDF\]](#)

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The 19th Annual Storage Tanks/Petroleum Cleanup Programs Meeting



June 7-9, 2006

Link to Draft Agenda
Revision Posted May 16, 2006

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» [Selection of Contractors for ATRP and PCPP Sites Where the Responsible Party Has Been Determined Indigent and Unable to Pay for the Tank Closure, Limited Contamination Assessment or Cost Share Requirements](#) [pdf]

Assessment

» [Groundwater Sampling Log and DEP Standard Operating Procedures for Field Activities - DEP-SOP-001/01, Bureau of Laboratories, Environmental Assessment Section](#)

» [Site Assessment Guidance \(04-20-01\)](#)
Flowcharts (04-02-01)

» [STANDARD OPERATING PROCEDURES PCS-004 - Soil Assessment and Sampling Methods for Florida Bureau of Petroleum Storage System Sites](#) [pdf]

» [STANDARD OPERATING PROCEDURES PCS-005 - Groundwater Sampling Standard Operating Procedures Variances and Clarifications for Bureau of Petroleum Storage System Sites](#) [pdf]

» [STANDARD OPERATING PROCEDURES PCS-006 - Design, Installation, and Placement of Monitoring Wells](#) [pdf]

» [Boring Log](#) [Excel]

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» [Template Site Assessment Report](#) [Word]

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» [Drilling Rate Schedule Instructions 12-01-05](#) [Word]

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Inspection Forms

» [BPSS O&M Inspection Form](#) [Excel] (Revised 02-25-04)

» [Field Inspection Summary Form](#) [Excel] (Revised 06-07-04)

General Technical

» [Applicability of Soil Cleanup Target Levels at Contaminated Sites; John M. Ruddell Memo, Dated September 29, 2000](#) [pdf]

» Benzo(a)pyrene Conversion Table [Excel](#) [pdf](#) **[Revised 09-13-05]**

» [Calculated SCTLs for TRPH Fractions Based on the TPHCWG and MADEP Methods](#) [pdf] **[Posted 04-12-06]**

» [62-770 CTLs and NADCs](#) [pdf] **[Posted 04-12-06]**

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[Chapter 62-770, F.A.C., Table IV Interpretation 07-13-98]

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cp://www.dep.state.fl.us/waste/categories/pcp/pages/stcm_pct.htm

Local intranet





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» Well Construction and Development Log [Excel]

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Back to the Report – What Should be Included?

- The BPSS – SOP APPENDIX J – see the Memo to Interested Parties from Mike Sole
- Somewhat “Deliverable Specific” (ISA, SA, or SSA) but usually there should be a summary of work, historical tables (OVA, gw elev, etc.), maps, (site, OVA, analytical, plume), conclusions based on results and recommendations (w/ map).



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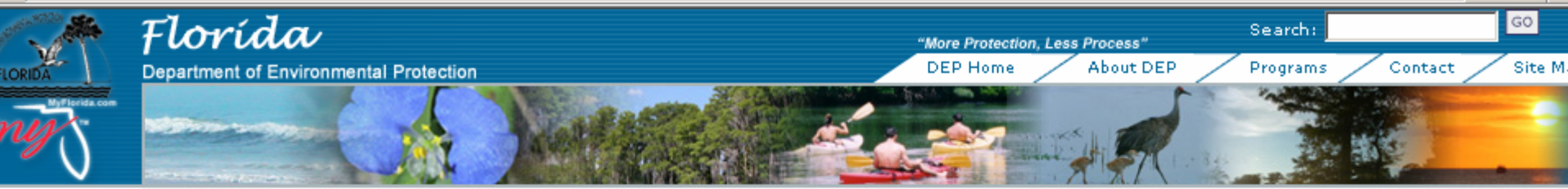
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Site Assessment Guidance » Petroleum Cleanup Program

Highlights

Documents

- » [Letter from Mike Ashev \(01-16-01\)](#) [pdf]
- » [Instructions for Using the Template Site Assessment Report \(01-24-01\)](#) [pdf]
- » [Example Template Site Assessment Report \(01-24-01\)](#) [Word]
- » [Template Site Assessment Report \(updated 02-14-01\)](#) [Word]
- » [Guidance Document #1](#) [pdf]
A Comprehensive Guideline for Review of Contamination Assessment Reports
- » [Guidance Document #2](#) [pdf]
Site Assessment Summary and Worksheet
- » [Guidance Document #3](#) [pdf]
Chapter 62-770, F.A.C., Chemicals of Concern
- » [Guidance Document #4](#) [pdf]
Chapter 62-770, F.A.C., Analytical Methods for Liquid Samples (revised 04-02-01)
- » [Guidance Document #5](#) [pdf]
Interested Parties Summary
- » [Guidance Document #7](#) [pdf]
Florida Residual Petroleum Organic Method
- » [Guidance Document #8](#) [pdf]
Some Points to Consider During Evaluation of Analytical Data
- » [Interim Guidance for Lab Analyses of Soil Samples for Petroleum Contamination Site Assessments](#) [pdf]
Memo from Bureau Chief to interested parties concerning soil sampling.
- » [Interim Guidance on Soil Sampling and Analysis](#) [pdf]
New Soil Sampling Procedures and Recommended EPA Analytical Methods (per changes to USEPA SW-846)
- » [Monitoring Well Construction Guidance Memo](#) [pdf]
Memo from Bureau Chief to interested parties concerning monitoring well construction.

Flowcharts

- » [Groundwater Sampling \(GAG & KAG Discharges\)](#) [pdf]
- » [Soil Sampling \(GAG & KAG Discharges\)](#) [pdf]
- » [Groundwater Sampling \(Used Oil Discharges\)](#) [pdf]
- » [Soil Sampling \(Used Oil Discharges\)](#) [pdf]
- » [Pretreatment Soil Sampling](#) [pdf]

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VERIFICATION

- Check map scale. Does PLS match site map (scale, features, well designations)
- Data: Does the data in the lab report match the data in the tables and do both match the data in the figures.
- Are the CTLS reported and used correctly (i.e. for soil was the lowest of direct exposure vs leachability used for comparison)?

TECHNICAL REVIEW

- Work through the report, referring to tables and figures. Consistent? Do you agree?
- What does the soil data show?
 - Soil OVA: Hot or not? Vadose vs smear? Delineated (horizontally and vertically)?
 - Soil Analytical: Exceed CTLs? Is there a correlation btw OVA and analytical? Do we have samples from all source areas? High, Med & Low?

- What does the groundwater data show?
 - Groundwater Elevation: Are water table well screens submerged? Have levels gone up or down? Smear zone? Downgradient? Groundwater flow direction?
 - Groundwater Analytical: Hot or not? Which constituents? Source area? Downgradient? Off-site?
- Plume map and contours?
- Do results support conclusions?
- Do you agree with the recommendations?

Make the Call

- Copy some report maps.
- Get out the colored pencils and “summarize”.
 - Horizontal and vertical extent of soil contamination (OVA). Hot soil analytical.
 - Ground water plume – major constituents.
Screen intervals-submerged screens-gw flow.
- Come up with your own conclusions & recs.
- Consult P.E. if nearing the end of SA phase.

COMMENTS

- At a minimum post-it note the report and/or collate your comments, complete checklist...sit down and discuss with the P.G.
- Generate letter to Accept (Approve if this complete the site assessment phase) with or without comment OR Require Response to Comments before accepting.
- Include late deliverable comment, reduction to invoice, etc. as required.

Discharge Task Report

Enter value for : DUE_DATE

Record: 2/4