



# Review Checklist for Contaminated Media Management Plan

The purpose of a Contaminated Media Management Plan is to provide site-specific information and guidance to the site contractor regarding the management of contaminated media that may be encountered during construction activities and Site improvements (if any). For any site undergoing development, a CMMP is required to summarize the following information that can be used during the site construction:

- A description of the type, magnitude and extent of contaminants of concern (COC) detected in soil samples previously collected at the site;
- Procedures for the management of known contaminated soil and water that may be encountered during construction activities;
- Procedures for the management of Unanticipated and Unknown Soil Contamination, should any be encountered during construction activities;
- Measures to control any contaminated media present at the Site during construction activities; and
- Measures to control off-site migration of contaminated soil via erosion and/or track-off.

This checklist was designed to be used as a companion to guide preparation of the CMMP and streamline the document review process by the Oregon Department of Environmental Quality. For many sites, portions of the text or some specific sections shown on this checklist, may not be applicable and should be indicated as Not Applicable (N/A) on the checklist form. Preparers should use their best judgment in determining which components of this checklist are relevant to the site. Many of the sections require that summaries of information from previous documents (e.g., investigation reports, final engineering reports, etc.) be incorporated. The purpose of summarizing this information in this document is to provide a single, concise resource for the Site Contractor and site workers to understand the remedial history and nature of site contamination. The emphasis should be on the contamination that remains at the Site in the various environmental media (and perhaps building materials).

The CMMP should be submitted as a draft document for DEQ review and comment. Upon review by DEQ may request additional information be added or clarifications be made to the CMMP before finalizing the document for use at the site.

Section of CMMP	Description	Yes, No, N/A	Section # in CMMP	Comments, Discussion, Description
<b>Introduction</b>	Is a project summary included in the document that clearly states the purpose of the construction activities?			
	Is the Site address provided? Please include a list of taxlots comprising the Site.			

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<b>Site Background and History</b>	Is there a list of references to reports that detail the Site history?			
	Is a summary of the operational history provided?			
	Does the background summary provide or reference detailed scale site maps including: <ul style="list-style-type: none"> <li>• the location of previous, current and proposed buildings,</li> <li>• current operating status of the site,</li> <li>• soil type(s) and fill material type(s),</li> <li>• surface drainage directions,</li> <li>• depth to groundwater and groundwater flow direction,</li> <li>• natural features, including any permanent or seasonal surface water bodies to at least 300 m from the contaminant plume,</li> <li>• all previous and current soil and groundwater monitoring locations,</li> <li>• surface and underground structures including utility services,</li> <li>• sufficient information to understand distribution of the constituents of concern?</li> <li>• Domestic- or community-use water wells at the site, if applicable.</li> </ul>			
<b>Contaminants of Concern</b>	Does the plan clearly identify the constituents of concern and provide the following: <ul style="list-style-type: none"> <li>• A list of the known constituents of concern at the site?</li> <li>• The maximum detected concentrations for the constituents of concern in each media (soil, soil gas, groundwater, surface water, etc.) that may be encountered at the site?</li> <li>• Is there evidence of non-aqueous phase liquid (NAPL) present at the Site?</li> <li>• If free-phase NAPL remains, is information related to current recovery efforts, mobility, volatility (potential to migrate to a human receptor at ground surface), solubility (potential to enter the groundwater pathway) and toxicity included?</li> <li>• Are there any other hazardous building materials present at the site?</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Are historical data tables included as an Appendix?</li> <li>• Is there a figure showing the extent of contamination presented for the Site?</li> </ul>			
<b>Current Site Regulatory Status</b>	<p>Does the plan clearly identify any key requirements being conducted under regulatory guidance, such as:</p> <ul style="list-style-type: none"> <li>• A DEQ-issued Record of Decision,</li> <li>• A Prospective Purchaser Agreement,</li> <li>• A DEQ approved Interim Remedial Action Work Plan,</li> <li>• A Brownfield Redevelopment Action,</li> <li>• Master Redevelopment Plan,</li> <li>• A conditional NFA with associated property use restrictions in an Easement and Equitable Servitudes,</li> <li>• Other</li> </ul>			
<b>Site Work</b>	<p>Does the plan clearly identify the site work activities planned for the Site, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Planned Excavation Areas,</li> <li>• Utility Installations,</li> <li>• UST Decommissioning,</li> <li>• Building Demolition,</li> <li>• Monitoring well installation,</li> <li>• Fill/cap placement,</li> <li>• Best Management Practices that will be implemented at the site throughout the Site work,</li> <li>• Other</li> </ul>			
<b>Cleanup Standards</b>	<p>If applicable, does the plan provide a reference or list applicable cleanup standards?</p>			
<b>Soil Management</b>	<p>Will the planned work activities include management of impacted soil?</p>			
	<p>If so, does the plan describe soil management requirements including:</p> <ul style="list-style-type: none"> <li>• Soil classification methods for soil with no apparent impact, soil classified as solid waste and unanticipated and unknown contaminated soil?</li> <li>• Control of contaminated soil and stormwater protection</li> </ul>			

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	measures (such as catch basin filters, brooming off clean soil from vehicles before they leave site, wetting soil to suppress airborne dust, etc.) <ul style="list-style-type: none"> <li>• Stockpiling and stockpile management,</li> <li>• Special excavation and loading requirements,</li> <li>• Limits of intrusive work activities,</li> <li>• Confirmation sampling requirements,</li> <li>• Additional testing for waste profiling and landfill approval if not covered by confirmation sampling data,</li> <li>• Transportation requirements</li> <li>• Disposal requirements</li> <li>• Management of imported clean fill material</li> <li>• Other?</li> </ul>			
<b>Groundwater Management</b>	Will the planned work activities encounter groundwater at the site?			
	If so, does the plan describe groundwater management requirements including: <ul style="list-style-type: none"> <li>• Dewatering requirements for excavations;</li> <li>• Groundwater storage and testing requirements,</li> <li>• Water management requirements,</li> <li>• Any relevant permits for disposal and/or discharge?</li> <li>• Other?</li> </ul>			
<b>Contingency Plan</b>	In the event unanticipated or unknown contamination is encountered during the site work activities, does the plan provide the approach to managing the impacted media?			

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<b>Health and Safety</b>	<p>Does the plan identify the pertinent health and safety requirements for the Site, including:</p> <ul style="list-style-type: none"> <li>• A list of training requirements for the contaminated areas</li> <li>• A reference for a site-specific health and safety plan,</li> <li>• In-field monitoring requirements,</li> <li>• Exclusion zone,</li> <li>• Site worker and equipment decontamination requirements,</li> <li>• A sign off sheet for the plan preparer, the Site workers to acknowledge the details identified in the plan?</li> </ul>			
<b>Communication</b>	<p>Does the plan clearly identify the communication requirements and points of contact for the Site, including the following,</p> <ul style="list-style-type: none"> <li>• Property owner,</li> <li>• Construction contractor(s)</li> <li>• DEQ Project manager</li> <li>• Environmental manager</li> <li>• Waste service provider (if known)</li> </ul>			
<b>Project Schedule and Reporting</b>	<p>Is a schedule provided for</p> <ul style="list-style-type: none"> <li>• the work activities described in the plan</li> <li>• a schedule for a closure report that should include a description of site work and media management activities, results of any sampling conducted during the work activities, photographs of on-site activities and copies analytical and waste disposal manifests and receipts?</li> </ul>			