

APPENDIX J

CHECKLISTS

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SITE SELECTION CHECKLIST

Ownership:

Public (Preferred)	
Private	

If Ownership is Private:

Are lease terms long enough?	
Are lease terms automatically renewable?	
Does lease include landscape restoration agreement?	

Size:

Is the site large enough to accommodate the planned debris storage and/or reduction method (50-100 acres)?	
Will the site configuration allow for an efficient layout?	

Location:

Things to Avoid:

Wetlands? If unavoidable, inform contractor, flag and establish buffer and/or turbidity barriers	
Public Water Supplies? Well fields or surface waters	
Threatened and Endangered Species? Animals and Plants	
T & E Critical Habitats?	
Rare Ecosystems? Ask the locals	
Historic Sites?	
Archaeological Sites?	
Sensitive Surrounding Land Uses? Residential, Schools, Churches, etc.	
Consider prevailing winds (smoke).	

Location:

Things to Look For:

Good ingress/egress	
Good transportation arteries	
Open flat topography	

SITE DOCUMENTATION/BASELINE DATA CHECKLIST

Before Activities Begin:

Video/photograph aerial?	
Video/photograph ground?	
Notation of important features? Structures, fences, culverts, landscaping, etc.	
Random soil sampling?	
Water samples from existing wells?	
VOC Volatile Organic Carbon "sniffing"	

After Activities Begin:

Groundwater sampling wells?	
Groundwater monitoring wells?	
Spot soil sampling at "hot" areas such as HTW, Ash, and Fuel storage areas as they are being set up?	

Progressive Updates:

Periodically update videos/photographs?	
Periodically map/sketch site layout including "hot" areas	
Integrate QA reports? Contractor fuel spills, etc.	

SITE REMEDIATION/CLOSURE CHECKLIST:

This is a generic checklist for COE QA/QC to be used for determining adequacy of closure prior to final payment, assuming that Corps contractors will haul debris from sites and be responsible for site closure.

Special Lease Conditions:

Lease special conditions met?	
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Wetland Restoration:

Disturbed or filled wetlands restored, location marked on plans?	
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Ash Pile:

Ash pile tested, removed, disposed?	
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HTW Removal:

HTW removed and disposed?	
Chain of custody?	
Inventory	
Location of storage area marked on plans?	

Debris Stockpiles Removal:

Debris stockpiles removed and disposed?	
Metals?	
Unburnables?	
Mixed trash?	
Construction and demolition debris?	
Clean yard waste?	
Tires?	
Other?	

Petroleum/HTW Spills:

Contractor petroleum and HTW spills remediated?	
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Perimeter Berms:

Perimeter berms leveled and topsoil restored?	
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Monitoring Wells:

Existing groundwater monitoring wells identified, secured and restored?	
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Environmental Records:

Environmental records submitted (contractor groundwater and air quality monitoring if any, chain of custody for HTW, state environmental approvals for agricultural well closures, etc.)?	
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Site Secured:

Site secured wherever stockpiles (chips, tires, etc.) do remain, to discourage illegal dumping?	
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Equipment/Structure Removal:

All contractor equipment and temporary structures removed?	
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REAL ESTATE CHECKLIST:

Be in possession of a letter from the City/County setting forth nature of ownership/interest in "public" buildings to support their authority for demolition?	
Have a copy of any/all ordinances which authorizes City/County to condemn "private" structures?	
Have a copy of resolution by local government with appropriate authority required to support adoption/enactment of ordinances of other local laws required to condemn, demolish and remove public buildings.	
Resolution that work requested of the U.S. Government is eligible and agrees to: Provide without cost to the U.S. Government all lands, easements and Rights-of-Way necessary for the accomplishment of the approved work; and hold and save the U.S. Government free from damages due to the requested work, and shall indemnify the Federal Government against any claims arising from such work.	
Designate/authorize a representative to provide the U.S. Government with Rights-of-Way?	
Execute right-of-entry and hold-harmless agreements that have been signed by owner or renter with all appropriate?	
Have list showing clear and complete description of structures designated for demolition. This list should include identification of related structures, trees, shrubs, fences and other items to remain.	
Provide "written" notice to property owners of proposed demolition, and scope of demolition?	

MOBILE HOME PARK CHECKLIST:

Give notice to property owners/renters to remove personal property in advance of demolition.	
Document name of owner on title, complete address and legal description of property and include source of information.	
Notify owner/renter of any and all site inspections	
Verify that all personal property has been removed from public/private structure(s)	
Verify that building is unoccupied immediately prior to demolition	
Insure that property is properly posted	
Insure that segregation, temporary storage removal and transportation of all HTW materials is made to a "permitted" facility prior to building demolition.	
Photograph the property immediately prior "to" and immediately "after" demolition.	
Locate, mark, turn off and cap water and sewer lines.	
Locate (mark, if underground), and shut off electrical service and disconnect meters.	
Locate, mark, shut off natural gas service disconnect meters and cap.	
<u>Documentation Checklist:</u>	
Have copy of city/county ordinance authorizing condemnation of mobile home parks.	
Have copy of resolution by local government with appropriate authority to condemn, demolish and remove mobile home park contents.	
Authority to enter all lands, easements and right-of-way necessary for accomplishment of approved work.	
Have documentation signed by mobile home park owner which will hold and save U.S. Government free from damages due to	

requested work, and shall indemnify the Federal Government against any claims arising from such work.	
Have list of mobile home parks with names of owners, complete address and legal description of the property, any limits of debris clearance to occur within the park, plats of mobile home park and any known information about existing utilities.	
<u>Inspection Checklist (prior to contract issuance):</u>	
Insure that mobile home park will be vacated prior to NTP date for debris removal of that site.	
Describe extent of debris removal within mobile home park, number of trailers, estimate quantities, specify any structures other than mobile homes to be removed and identify any structures to stay intact.	
Locate and estimate the HTW within the park and ensure that appropriate procedures are established for separation and removal of such materials prior to debris removal.	
Decide during initial inspections as to feasibility of using existing utilities. Identify extent of repair required and determine if full replacement of utilities is required to provide service to temporary housing.	
<u>Inspection (Immediately prior to contract NTP):</u>	
Post property in accordance with local regulation after owner has been given opportunity to remove personal property.	
Insure that contract scope of work reflects findings of field inspection.	
<u>Utilities:</u>	
Cap utility mains into park.	
Flag septic tank locations prior to debris removal and protect during debris removal.	