

APPENDIX D
ROLES AND RESPONSIBILITIES OF USACE ELEMENTS
FOR CONVENTIONAL OE RESPONSE PROJECTS AND ACTIVITIES

CERCLA Based OE Activity	District	MSC	OE Design Center	OE MCX	HQUSACE	NOTES
Preliminary Assessment						
Scope of Work/IGE	E,A					
Abbreviated SSHP	E,A					
Inventory Project Report (INPR)	E	A		R	R	1
RAC Worksheet	E	A		R		2
Time Critical Removal Action						
Action Memorandum	R	R,A	E	R	R,A	2,3
Scope of Work/IGE	R		E,A	M		
Work Plan and SSHP	R	M	E,A	R		1
ESS (as required)	R	M	E	R	R,A	1,4,5
Safety Oversight			E	M		
TCRA Report	R	I	E,A	R	M	2
Site Inspection						
Scope of Work/IGE	R		E,A			
Abbreviated SSHP	R		E,A			
RAC (updates)	R		E,A			
Archives Search Report	R	I	E,A	R	M	1
Engineering Evaluation/ Cost Analysis (EE/CA)						
Scope of Work/IGE	R		E,A			
Work Plan	R		E,A	M	M	
SSHP	R	M	E,A	M		
QC Plan	R	M	E,A	M		
Field Investigation	R		E,A	M		
OE Risk Assessment	R		E,A	M	M	
EE/CA Report	R	I	E,A	R	M	1
Action Memorandum	R	R,A	E	R	A	2,3
ESS (as required)	R	M	E	R	R,A	1,4,5
Removal Design						
Scope of Work/IGE	R		E,A			
Value Engineering Study/ Report	R	I	E,A	M		
Further Site Characterization	R		E,A			
Removal Action Work Plan	R		E,A	M		
SSHP	R	M	E,A	M		
QC Plan	R	M	E,A	M		
ESS	R	M	E	R	R,A	1,4,5

CERCLA Based OE ACTIVITY	District	MSC	OE Design	OE	HQUSACE	NOTES
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			Center	MCX		
Removal Action						
Engineering & Design After Award	R		E	M		
OE Safety Oversight			E	M		
Daily QA Reports	M	M	E			
Contractor Status Reports	R		E,A			
Site-Specific Removal Report	R		E,A	R		1
Project Completion Memorandum	R	I	E,A	R	I	2,6
Operations and Maintenance						
Preparation of O&M Contracts	R		E,A		M	
O&M Contract Administration	R		E,A	M		
O&M Reports	R		E,A	M		
Long-Term Monitoring	E	M		R		
Miscellaneous Project Activities						
Project Management	E					
Real Estate Documents	E,A		M			
Public Affairs	E		I			
Community Relations Plan	E,A		R			
RAB/Technical Review Committee	E		I			
Administrative Record	E		I			
OE Avoidance/Construction Support SOWs, Work Plans, etc.	E			R		2
OE Avoidance/Construction Support ESS (as required)	R	M	E	R	R,A	1,4,5
Cost Share Site Negotiation		A		E	A	
OE Assistance Visits				E		

LEGEND:

- A Approve:** Approve means that all comments have been appropriately handled. The submittal may be finalized and the next stage may proceed.
- E Execute:** Execute includes the performance of the actual activity for or from which a plan is prepared. These activities may be conducted with in-house resources or by contract and includes appropriate quality verification activities.
- I Information:** Submittals are provided for information only.
- M Monitor:** The executing agent must provide submittals. Comments will be provided if deemed necessary. The monitoring activity is not required to respond to the submittal.

R Review: The executing activity must provide submittals for review. The reviewing office is required to respond to the submittal, and provide comments and written concurrence or non-concurrence for the decision/approval authority.

NOTES:

GENERAL:

- The MSC is responsible for activities listed under “District”. The “District” responsibilities as listed are recommended.
- This table shows the program phases and the major submittals or activities that are usually required for an OE response project performed under CERCLA (these include Superfund & most DERP and BRAC projects and may include projects for other agencies including DOE projects).
- Specific Projects may not require all of the elements listed or may have specific requirements that are not shown.
- Approval authority held by the district is at the Commander’s level and may not be delegated to a lesser authority.
- This table is generated around a FUDS. Work for active or closing installations may cause a shift of some responsibilities from the district and MSC to the installation (such as public affairs and approvals for action memoranda). However, OE Design Center and OE MCX roles will not change appreciably. All items still must be submitted IAW the matrix.
- SOWS for and contractor proposed work plans prepared under pre-placed removal action contracts and Total Environmental Restoration Contracts must be submitted to the OE MCX for review. Other documents generated under these type contracts must be submitted for review as indicated in this table.
- Only MSC approved districts will perform OE activities.
- All districts will coordinate with the OE MCX where OE issues are present.

SPECIFIC:

1. The OE MCX will be allowed 20 Calendar Days for this review (from receipt of the item in the OE MCX). If no comments are received, concurrence may be assumed by the executing agency.
2. The OE MCX will be allowed 15 Calendar Days for this review (from receipt of the item in the OE MCX). If no comments are received, concurrence may be assumed by the executing agency.
3. The approvals for Action Memorandums vary. In general, HQUSACE will approve all actions in excess of \$6M. The MSC Commander will approve all other actions. The MSC Commander may delegate this authority to the District Commander.
4. Explosives Safety Submissions will be routed and approved IAW DOD 6055.9-STD as implemented by DA and HQUSACE.

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5. Explosives Safety Submissions are also required for removal of soils contaminated with any concentration of primary explosives and soils contaminated with ten percent or more by weight of secondary explosives.

6. The OE Design Center will prepare a memorandum summarizing the OE removal action activities and stating that the OE project is completed. The memorandum will be forwarded to the district for subsequent property/project close-out of the entire FUDS (see the *Program Manual for DERP-FUDS* for close-out procedures). For BRAC sites, a Statement of Clearance will be prepared and staffed IAW AR 405-90, Disposal of Real Estate.