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APPENDIX F
ROLES AND RESPONSIBILITIES OF USACE ELEMENTS
FOR NON-STOCKPILE CWM RESPONSE PROJECTS AND ACTIVITIES

CERCLA Based OE Activity	District	MSC	USAESCH Design Ctr	OE MCX	HQUSACE	NOTES
Preliminary Assessment						
Scope of Work	E,A					
Abbreviated SSHP	E,A					1
Inventory Project Report (INPR)	E	A	R	R	R	2
RAC Worksheet	E	A	R	R		3
Time Critical Removal Action						
Action Memorandum	R	R,A	E	R	R,A	3,4
Scope of Work/IGE	R		E,A	M		
Tabletop Exercise	E					5
Pre-Operational Survey					E	6
Safety Submission	R	M	E	R	A	7,8,9
OE Safety Oversight			E	M		
TCRA Report	R	I	E,A	R	M	2
Site Inspection						
Scope of Work/IGE	R		E,A			
Work Plan	R		E,A			
Abbreviated SSHP	R		E,A			1
Risk Assessment Codes (updates)	R		E,A			
Archives Search Report	R	I	E,A	R	M	2
Engineering Evaluation/ Cost Analysis (EE/CA)						
Scope of Work	R		E,A	M		
Tabletop Exercise	E					5
Pre-Operational Survey			E		E	6
Work Plan	R		E	R,A	M	7,8
Site Safety and Health Plan	R	M	E	R,A		7,8
Safety Submission (as required)	R	M	E	R	R,A	7,8,9
Contract Laboratory Validation			M	E		10
Field Investigation	R		E,A	M		
IHF Construction (as required)	E		R	M		
OE Risk Assessment	R		E,A	M	M	
EE/CA Report	R	I	E,A	R	M	2
Action Memorandum	R	R,A	E	R	A	3,4

CERCLA Based OE Activity	District	MSC	USAESCH	OE	HQUSACE	NOTES
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			Design Ctr	MCX		
Removal Design						
Scope of Work/IGE	R		E,A			
Value Engineering Study/Report	R	I	E,A	M		
Further Site Characterization	R		E,A			8,9
Safety Submission	R	M	E	R	A	7,8,9
QC Plan	R	M	E,A	M		
Removal Action						
Tabletop Exercise	E					5
Pre-Operational Survey					E	6
Value Engineering Change Proposal	R		E,A	M		
Contract Laboratory Validation			M	E		10
OE Safety Oversight			E	M		
Daily QA Reports	M		E			
Contractor Status Reports	R		E,A			
IHF Construction	E		R	M		
Site-Specific Removal Report	R		E	R,A		2
Project Completion Memorandum	R	I	E,A	R	I	3,11
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		M	E	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,A		3
Cost Share Site Negotiation		A		E	A	
OE Assistance Visits				E		

LEGEND: See Appendix D - LEGEND

NOTES:

GENERAL:

- The MSC is responsible for activities listed under “District”. The “District” responsibilities as listed are recommended.
- The USAESCH is the only USACE command authorized to execute Non-Stockpile CWM technical project activities (all phases).
- The USAESCH OE Design Center will perform all contracting actions for Non-Stockpile CWM sites.
- 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 decision documents). However, OE Design Center and OE MCX roles will not change appreciably. All items still must be submitted IAW the matrix.
- Specific projects may not require all of the elements listed or may have specific requirements that are not shown.
- All districts will coordinate with the OE MCX where OE issues are present.

SPECIFIC:

1. This plan is for site visits or walk-throughs only. Plans for further investigation must be approved by the OE MCX.
2. 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.
3. 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.
4. The approvals for Action Memorandums/Decision Documents vary. In general, HQUSACE will approve all action in excess of \$6M. The MSC Commander will approve all other actions. The MSC Commander may delegate this authority to the District Commander.
5. Tabletop exercises will be successfully completed prior to initiating any intrusive work. Tabletop exercises will be conducted by the district with participation of the OE MCX, the USAESCH OE Design Center, and other Army agencies and local responders involved in or supporting the activity.
6. Pre-operational surveys will be successfully completed prior to initiating any intrusive work. The Army Safety Office will conduct the pre-operational survey unless the responsibility is delegated to HQUSACE. The OE MCX will assist HQUSACE in conducting the pre-operational survey. The district will conduct the dry run of the pre-operational survey with participation of the OE MCX and the USAESCH OE Design Center. If a Safety Submission is not required, the USAESCH OE Design Center will conduct the Pre-Operational Survey.

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7. The OE MCX will be allowed 30 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.

8. Safety submissions are required for activities such as surface removal of Non-Stockpile CWM or excavations when the intent is to uncover, characterize, and remove geophysical anomalies.

9. The Safety Submission is comprised of the following Plans. Responsibilities for execution of each plan are as indicated. The district is responsible for compiling the plans and submitting the Safety Submission for review/approval. CESO submits the USACE approved Safety Submission to USATCES for final approval.

Safety Submission Plan	District	MSC	USAESCH Design Ctr	OE MCX	HQUSACE	NOTES
Executive Summary	E		R	R	A	
Work Plan	R		E	R	A	
Anomaly Review Board Plan (as required)	R		E	R	A	
Downwind Hazard Methodology Plan	R		E	R	A	12
Soil Sampling Plan	R		E	R	A	
Protective Action Plan	E		R	R	A	13
Public Affairs Plan	E		R	R	A	
SSHP	R		E	R	A	
ERDEC Support Plan (as required)	R		E	R	A	14
IHF Plan	R		R	R	A	14
Transportation Plan	R		R	R	A	14
Technical Escort Unit (TEU) Support Plan (as required)	R		R	R	A	14
Conventional OE Storage, Transportation , and Disposal Plan (as required)	R		E	R	A	

10. Laboratory validation for chemical surety will be conducted by ERDEC.

11. The USAESCH 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.

12. The Downwind Hazard Methodology Plan documents the Maximum Credible Event for the project, the hazards resulting from an accidental release of chemical agent, the downward chemical safety distances and controls to be implemented to minimize or eliminate hazards.

13. The Protective Action Plan (PAP) documents and communicates the hazards to the public arising from site activities and the actions to be taken to protect public health and safety. The PAP includes Memorandums of Agreement (MOA) between area hospitals, EMT, and Life Flight for medical support arrangements and an excavation plan for use by local police, firemen, National Guard, etc. Contact the USAESCH OE Design Center for examples of PAPs, MOAs and excavation plans.

14. Plan prepared by other agencies. The USAESCH OE Design Center is responsible for ensuring that these plans are completed and included in the Safety Submission.