

APPENDIX B

ASSIGNMENT OF RESPONSIBILITIES

1. PURPOSE. The purpose of this appendix is to illustrate the general tasks in the HTRW analysis during each phase of a Civil Works project, and to assign general responsibility for these tasks.

2. RESPONSIBILITIES:

a. The district responsible for construction of the Civil Works project retains project management responsibilities regardless of the study or project phase. Review of the overall Civil Works project will be provided by the geographic major subordinate command, and at the Washington level in accordance with established review procedures. Review of the HTRW effort will be provided by the Mandatory Center of Expertise (MCX) at MRD and the HTRW design district, as appropriate. Work by the HTRW design district will be funded out of project funds transferred by the geographic district. Review by the MCX will be funded as part of executive direction and management from the General Expense appropriation. Where local sponsors are responsible for the design and response, the sponsors are free to obtain help where they deem appropriate. The tabulation which follows shows the general assignment of responsibilities for HTRW activities in Civil Works projects.

b. Response activities must be acceptable to U.S. Environmental Protection Agency (EPA) and applicable state regulatory agencies as appropriate. Project sponsors will be responsible for assuring compliance. Depending upon the nature of the project and the district's knowledge of the sponsor's cleanup, the district may wish to independently verify the completeness of the remediation prior to proceeding with the Civil Works project. The verification process would consist of limited field work and laboratory analysis.

3. PROCEDURES:

a. When environmental requirements are applicable, they must be considered and coordinated with the appropriate Federal and state regulators throughout the investigation, evaluation, and remedial processes. Specific scopes of work for each phase must be carefully coordinated among the managing district, the sponsor, and the HTRW design district to ensure that the minimum amount of work is accomplished to meet the needs of the Civil Works project,

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while still complying with procedures concerning health and safety and data quality criteria.

b. For all projects, whether conducted within the requirements of a specific environmental regulatory program or not, applicable sections of USACE regulations and guidance shall be applied in order to assure that human and environmental health and safety is protected and that appropriate data quality is obtained. The procedures, documentation and technical requirements of ER 385-1-92 concerning safety and occupational health requirements for (HTRW) activities, ER 1110-1-263 Chemistry Data Quality Management for Hazardous Waste Remedial Activities, and Draft EM 1110-7-XX(FR) Monitor Well Installation at Hazardous and Toxic Waste Sites (EC 1110-7-1(FR)), are specifically applicable for the appropriate level of investigation.

RESPONSIBILITIES FOR  
HTRW ACTIVITIES IN CIVIL WORKS PROJECTS  
(COST SHARED)

ACTIVITY	DIST	DIV	HTRW DESIGN DISTRICT	MCX(1)	HQ	SPONSOR
<b>RECONNAISSANCE PHASE</b>						
Review existing info	E		C			C
Prepare limited SSHP	E		C			C
Initial study area visit	E		C			C
Visit potential project areas	E		C			C
Evaluation and report input	E		R	C		P
Develop scope of work for any needed analysis in feasibility phase, incl SSHP	M		E	R		P
Total Reconnaissance Report	E	R	I	I	A	P
<b>FEASIBILITY PHASE</b>						
Execute SSHP	M		E	R		C
Data Collection	M		E			C
Investigate contamination & assess threat	M		E	R		C
Develop project alternatives	E		C			P
Develop preliminary HTRW response alternatives	M		E	R		P
Formulation & project plan selection	E		C			P
Preliminary HTRW response for recommended plan	I		I	I		E
Prepare HTRW Appendix	M		E	R		C
Total Feasibility Report	E	R	I	I	A	P
<b>PED PHASE</b>						
1. Project w/no prior HTRW consideration						
a. Evaluate project site as in recon & issue report as part of DM-not as Recon Report.						(Responsibilities noted in RECON above)
(1) If no HTRW potential, explain in DM.	E	R	I	I	A	
(2) If HTRW potential, evaluate project site as in Feasibility & issue report in DM, not as Feasibility Report.						(Responsibilities noted in FEASIBILITY)
(a) If no HTRW issues, explain in DM.	E	R	I	I	A	P
(b) If HTRW issues remain, evaluate stopping or modify project vs conducting remedial response. Issue report in DM.	E	R	I	I	A	P
(c) Sponsor develop remedial response, incl SSHP in DM & PS	M	I	I	I	I	E
2. Projects w/prior HTRW consideration						
a. No HTRW issues						
b. HTRW avoidance not practical. Project continues, sponsor develops remedial response, incl SSHP	M	I	I	I	I	E
3. Unanticipated HTRW discovery during PED, proceed from 1a(2) to 1a(2)(c), as appropriate.						(Responsibilities noted above starting at 1a(2)).

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RESPONSIBILITIES FOR  
HTRW ACTIVITIES IN CIVIL WORKS PROJECTS  
(COST SHARED)

ACTIVITY	DIST	DIV	HTRW DESIGN DISTRICT	MCX	HQ	SPONSOR
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CONSTRUCTION PHASE

1. Project w/no prior HTRW consideration						
a. Evaluate project site as in Recon & issue report as part of HTRW documentation report (2) (HDR) not as Recon Report.						(Responsibilities noted in RECON above)
(1) If no HTRW issue, explain in HDR	E	R	I	I	A	P
(2) If HTRW potential, evaluate as in Feasibility & issue report as part of HDR.						(Responsibilities noted in FEASIBILITY above)
(a) If no HTRW issues, explain in HDR.	E	R	I	I	A	P
(b) If HTRW issues remain, evaluate stopping, modifying project vs. conducting remedial response. Report in HDR.	E	R	C	I	A	P
(c) If project continues, sponsor develops remedial response, incl SSHP	C	I	I	I	I	E
(d) Sponsor executes response. Include action in HDR, Construction Foundation Report, and as-built drawing as appropriate.	M	I	I	I	I	E
2. Project w/prior HTRW consideration. HTRW avoidance not practical. Sponsor executes response.	M	I	C	I	I	E
3. Unanticipated potential HTRW discovery during construction						
a. Execute SSHP	E,A	R	C	I	I	P
b. Gather data to evaluate nature of contamination, worker and environment risks, extent/location, reporting requirements, project impact.	M	R	R	I	I	E
c. Evaluate situation & recommend plan of action.	E	R	R	R	A	P
d. Execute plan.	I	I	I	I	I	E
e. Document situation & response in HDR.	E	R	R	I	A	P

OMRRR PHASE

In cost shared projects, the sponsor is responsible for all aspects of OMRRR, to include execution and funding.

RESPONSIBILITIES FOR  
HTRW ACTIVITIES IN CIVIL WORKS PROJECTS  
(NON-COST SHARED)

ACTIVITY	DIST	DIV	HTRW DESIGN DISTRICT	MCX	HQ
<b>RECONNAISSANCE PHASE</b>					
Review existing info	E		C		
Prepare limited SSHP	E		C		
Initial study area visit	E		C		
Visit potential project areas	E		C		
Evaluation and report input	E		R	C	
Develop scope of work for any needed analysis in feasibility phase, incl SSHP	M		E	R	
Total Reconnaissance Report	E	R	I	I	A
<b>FEASIBILITY PHASE</b>					
Execute SSHP	M		E	R	
Data Collection	M		E		
Investigate contamination & assess threat	M		E	R	
Develop project alternatives	E		C		
Develop preliminary HTRW response alternatives	M		E	R	
Formulation & project plan selection	E		C		
Preliminary HTRW response for recommended plan	M		E	R	
Prepare HTRW Appendix	M		E	R	
Total Feasibility Report	E	R	I	I	A
<b>PED PHASE</b>					
1. Project w/no prior HTRW consideration					
a. Evaluate project site as in recon & issue report as part of DM, not as Recon Report.					
(Responsibilities noted in RECON above)					
(1) If no HTRW potential, explain in DM.	E	R	I	I	A
(2) If HTRW potential, evaluate project site as in Feasibility & issue report in DM, not as Feasibility Report.					
(Responsibilities noted in FEASIBILITY)					
(a) If no HTRW issues, explain in DM.	E	R	I	I	A
(b) If HTRW issues remain, evaluate stopping or modify project vs conducting remedial response. Report in DM.	E	R	R/C	I	A
(c) If project continues, develop remedial response including SSHP in DM and P&S.	M	I	E	R	A
2. Projects w/prior HTRW consideration.					
a. No HTRW issues, explain in Recon or Feasibility					
b. HTRW avoidance not practical. Project continues, develop SSHP & remedial response in DM and P&S	M	I	E	R	A
3. Unanticipated HTRW discovery during PED-proceed from 1a(2) to 1a(2)(c), as appropriate					
(Responsibilities noted above starting at 1a(2)).					

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RESPONSIBILITIES FOR  
HTRW ACTIVITIES IN CIVIL WORKS PROJECTS  
(NON-COST SHARED)

ACTIVITY	DIST	DIV	HTRW DESIGN DISTRICT	MCX	HQ
<b>CONSTRUCTION</b>					
1. Project w/no prior HTRW consideration.					
a. Evaluate project site as in Recon & issue report as part of HTRW documentation report (HDR) (2) not as Recon Report.	(Responsibilities noted in RECON above)				
(1) If no HTRW issues, explain in HDR.	E	R	I	I	A
(2) If HTRW potential, evaluate as in Feasibility & issue report as part of HDR.	(Responsibilities in FEASIBILITY above)				
(a) If no HTRW issues, explain in HDR.	E	R	I	I	A
(b) If HTRW issues remain, evaluate stopping, modifying project vs. conducting remedial response. Report in HDR.	E	R	R/C	I	A
(c) If project continues, develop remedial response including SSHP. Issue modification to P&S.	M	R	E	R	A
(d) Execute remedial response. Include action in HDR, Construction Foundation Report, and as-built drawing as appropriate	E	R	R	I	A
2. Project w/prior HTRW consideration. HTRW avoidance not practical. Execute response per P&S	E	R	C	I	A
3. Unanticipated potential HTRW discovery during construction.					
a. Execute SSHP.	E,A	R	C	I	I
b. Gather data to evaluate nature of contamination, worker and environment risks, extent/location, reporting requirements, project impact.	M	R	E	R	I
c. Evaluate situation & recommend plan of action.	E	R	R/C	R	A
d. Conduct design & develop plans & specs for approved plan of action.	M	R	E	R	I
e. Execute design of approved plan of action.	E	R	C	I	A
f. Document situation & response in HDR.	E	R	R	I	A

RESPONSIBILITIES FOR  
HTRW ACTIVITIES IN CIVIL WORKS PROJECTS  
(NON-COST SHARED)

ACTIVITY	DIST	DIV	HRTW DESIGN DISTRICT	MCX	HQ
OMRRR					
1. Suspected HTRW discovery during OMRRR (3)					
a. Initial assessment	A	I	E		
b. Execute SSHP	E, A		C		
c. Delineate contamination & assess threat	A	I	E	R	
d. Develop response alternatives	A		E		
e. Response plan selection	E	A	C		I
f. Design HTRW response plan	A	I	E	R	
g. Implement response plan	E	R	C		
h. Permanently document response (4)	E	A	R	I	I
i. Monitor (as required)	E	I			
j. Follow up inspections, if any	E	I	R		
2. ERGO Compliance Assessments	E		C		

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LEGEND:

M - Manage (overall responsibility)

E - Execute (provide a product, have a design responsibility for technical element)

C - Consult (provide answers to questions)

A - Approve

R - Review (mandatory to do review)

I - Information (mandatory upon management to provide a copy for information)

P - Participation of Sponsor (includes coordination, input, the responsibilities of an active project participant)

FOOTNOTES:

- (1) MCX is the mandatory center of expertise currently located in MRD. (pg. A-3)
- (2) HTRW Documentation Report (HDR): New Report Requirement as part of this guidance. HDR is self-standing report prepared by the responsible CW District and kept in a permanent file of that district. (pg. A-4)
- (3) Outgrants will be handled on a case-by-case basis with HTRW responsibility placed on the grantee or other responsible party, where applicable. (pg. A-7)
- (4) The document, which is used as a permanent record of HTRW response during OMRRR, would be a new requirement initiated by this guidance. (pg. A-7)