



# Site Characterization Report Cover Sheet/Checklist

State Form 57385  
IC 13-25-4 and 13-25-5  
Indiana Department of Environmental Management  
Office of Land Quality  
State Cleanup and Voluntary Remediation Programs

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
Attention: Remediation Services Branch  
Office of Land Quality  
100 N. Senate Ave., IGCN 1101  
Indianapolis, IN 46204-2251  
or enroll in [IDEM's e-submission portal](#)

### INSTRUCTIONS:

1. The Site Characterization Report Cover Sheet/Checklist form should be used to provide characterization status, and a checklist of required elements that must be included in every characterization report.
2. IDEM expects the Site Characterization Report Cover Sheet/Checklist form to be attached as a cover sheet to any characterization-related reports.
3. Depending on the nature of the submittal, some of the following sections in the site characterization report requirements may not be applicable. If this is the case, enter "Not Applicable" or other explanation to indicate that the section does not apply or that information is not available, and why.

## I. SITE INFORMATION

Site name

Site street address

Site city/State/ZIP code

State Cleanup/VRP site number

## II. ENVIRONMENTAL CONSULTANT INFORMATION

Consultant name (company name and contact person)

Telephone number

E-mail

## III. GENERAL SITE CONDITIONS

Contaminant type(s) (check all that apply):

VOCs  Metals  Petroleum  PCBs  Other (specify)

Contaminant(s) found in (check all that apply):

Soil  Groundwater  Soil Vapor  Indoor Air  Utility conduit/corridor  Other (specify)

Potential Receptor(s) (check all that apply):

Private water wells  Municipal water wells  Vapor intrusion  Soil contact  Surface Water/Sediment

Off-Site contamination found in:

Soil  Groundwater  Vapor  Unknown  N/A

## IV. SITE CHARACTERIZATION SUMMARY

### Soil

Vertical nature and extent defined approved by IDEM?  Yes  No  N/A

Horizontal nature and extent defined approved by IDEM?  Yes  No  N/A

### Groundwater

Vertical nature and extent defined approved by IDEM?  Yes  No  N/A

Horizontal nature and extent defined approved by IDEM?  Yes  No  N/A

### Vapor

Exterior soil vapor nature and extent defined approved by IDEM?  Yes  No  N/A

Sewer/conduit vapor nature and extent defined approved by IDEM?  Yes  No  N/A

Building impacts (sub-slab and indoor air) nature and extent defined approved by IDEM?  Yes  No  N/A

## V. SITE CHARACTERIZATION REPORT REQUIREMENTS

IDEM is providing this report checklist to ensure that the necessary components are included in each Site Characterization Report. Use the checkbox to confirm each component is included in the report. Contact your assigned project manager if you require any clarification.

### General Info

### If Not Included, Explain

Site name, address, and telephone number

<input type="checkbox"/> A summary of historical operations, hazardous substance use and management, and potential source areas of the Site	
<input type="checkbox"/> Current owner name and contact information	
<input type="checkbox"/> Consultant contact information	
<input type="checkbox"/> Responsible party information (if different than current owner)	
<input type="checkbox"/> List of release-related chemicals	
<input type="checkbox"/> Conclusions and Recommendations	
<b>Site Investigation</b>	<b>If Not Included, Explain</b>
<input type="checkbox"/> Description of soil boring/monitoring well/soil vapor point installation	
<input type="checkbox"/> Description of vapor sample collection, handling, and analytical methods	
<input type="checkbox"/> Description of soil sample collection, handling, and analytical methods	
<input type="checkbox"/> Description of groundwater sample collection, handling, and analytical methods	
<input type="checkbox"/> Description of sensitive receptors and/or environments	
<b>Results</b>	<b>If Not Included, Explain</b>
<input type="checkbox"/> An evaluation and description of subsurface geology	
<input type="checkbox"/> An evaluation and description, including locations and depths, of subsurface utilities and drains	
<input type="checkbox"/> Description of groundwater flow direction	
<input type="checkbox"/> Conceptual Site Model	
<input type="checkbox"/> Discussion of results/conclusions from the data collected and recommendations for further investigation/next steps	
<b>Figures/Tables/Appendices</b>	<b>If Not Included, Explain</b>
<input type="checkbox"/> Appropriately scaled figures depicting known and/or potential source areas, utilities or other preferential pathways, locations of buildings and structures, locations of all soil borings, locations of all monitoring wells, locations of any other sample locations, and any sensitive environments or receptors.	
<input type="checkbox"/> Geologic cross-sectional maps that include analytical results, borings, wells (with screened areas and water levels), excavated areas, tanks, contaminant distribution, and subsurface utilities	
<input type="checkbox"/> Sample location maps with results summaries for all sampled media	
<input type="checkbox"/> Field sheets/notes/chain-of-custody forms for all samples	
<input type="checkbox"/> Laboratory analytical reports with relevant minimum data documentation requirements (MDDR) met for all samples	
<input type="checkbox"/> Groundwater flow direction map(s)	
<input type="checkbox"/> Maps depicting vertical and horizontal contaminant distribution	
<input type="checkbox"/> Data tables with cumulative gauging data, sampling results and sampling dates, compared to applicable IDEM published levels for each sampled media	
<input type="checkbox"/> Drinking water source & wellhead protection areas (WHPA), referencing all significant withdrawal wells within two miles of the WHPA, all wells within one mile of the WHPA, and well logs to be included as part of the appendix	
<input type="checkbox"/> Boring logs and groundwater well construction logs	
<input type="checkbox"/> Engineering survey of longitude, latitude, and elevation of each soil boring, monitoring well, and utility on the site	