**

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](https://forms.office.com/Pages/ResponsePage.aspx?id=ur-ZIQmkE0-wxBi0WTPYjUDqPaZCGBNHu7OyyxhCbS9UOUFKWEM3WlQ2TFA3T0U2VkZFWk5FVDZPTCQlQCN0PWcu)

**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

*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.*

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| **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 |

1. *IDEM expects the Site Characterization Report Cover Sheet/Checklist form to be attached as a cover sheet to any characterization-related reports.*
2. *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.*

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| **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 |       |
| [ ]  A summary of historical operations, hazardous substance use and management, and potential source areas of the Site |       |
| [ ]  Current owner name and contact information |       |
| [ ]  Consultant contact information |       |
| [ ]  Responsible party information (if different than current owner) |       |
| [ ]  List of release-related chemicals |       |
| [ ]  Conclusions and Recommendations |       |
| **Site Investigation** | **If Not Included, Explain** |
| [ ]  Description of soil boring/monitoring well/soil vapor point installation |       |
| [ ]  Description of vapor sample collection, handling, and analytical methods |       |
| [ ]  Description of soil sample collection, handling, and analytical methods |       |
| [ ]  Description of groundwater sample collection, handling, and analytical methods |       |
| [ ]  Description of sensitive receptors and/or environments |       |
| **Results** | **If Not Included, Explain** |
| [ ]  An evaluation and description of subsurface geology |       |
| [ ]  An evaluation and description, including locations and depths, of subsurface utilities and drains |       |
| [ ]  Description of groundwater flow direction |       |
| [ ]  Conceptual Site Model |       |
| [ ]  Discussion of results/conclusions from the data collected and recommendations for further investigation/next steps |       |
| **Figures/Tables/Appendices** | **If Not Included, Explain** |
| [ ]  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. |       |
| [ ]  Geologic cross-sectional maps that include analytical results, borings, wells (with screened areas and water levels), excavated areas, tanks, contaminant distribution, and subsurface utilities |       |
| [ ]  Sample location maps with results summaries for all sampled media |       |
| [ ]  Field sheets/notes/chain-of-custody forms for all samples |       |
| [ ]  Laboratory analytical reports with relevant minimum data documentation requirements (MDDRs) met for all samples |       |
| [ ]  Groundwater flow direction map(s) |       |
| [ ]  Maps depicting vertical and horizontal contaminant distribution |       |
| [ ]  Data tables with cumulative gauging data, sampling results and sampling dates, compared to applicable IDEM published levels for each sampled media |       |
| [ ]  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 |       |
| [ ]  Boring logs and groundwater well construction logs |       |
| [ ]  Engineering survey of longitude, latitude, and elevation of each soil boring, monitoring well, and utility on the site |       |