



REMEDIAL COMPLETION REPORT COMPLETENESS CHECKLIST

State Form 54168 (1-10)
INDIANA DEPARTMENT OF ENVIRONMENTAL

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
OFFICE OF LAND QUALITY
VOLUNTARY REMEDIATION SECTION
100 N. Senate Avenue
MC 66-30, IGCN 1101,
Indianapolis, IN 46204-2251

INSTRUCTIONS This checklist shall be completed and returned for all remediation completion report (RCR) submittals for review under IC 13-25-5-16. When completed, please return this form and support documents to the address given in the box above.

The primary purpose of the remediation completion report is to document the completion of activities identified in the remediation work plan (see RISC User's Guide – Appendix 1 Dated February 15, 2001 A.1-30 Appendix A1.2). The RCR also provides information about the performance of the remediation measures and indicates how the site was or will be restored following remediation.

I. INTRODUCTION

Report/Plan Element	Location in Document
A. Project Identification and Site Background	
1. Site name, facility identification number(s), address, and telephone number	
2. Current owner and operator, mailing address, and telephone number	
3. Site contact person or group responsible for guiding the remediation project(s)	
4. Historical summary of site ownership	
5. Type of facility, including description of past and current operations	
6. Site location map and site layout drawing showing the following:	
a. Property boundaries, roads, loading and unloading areas, and building outlines	
b. Locations of treatment or disposal areas, remediated areas, ground water monitoring wells, ground water production wells, sampling points, and major remediation equipment	
c. Raw materials and bulk storage areas	
7. Overview of the initial discovery of contamination, spill history, investigations conducted at the site, and remediation history	
8. List of previously completed reports concerning the site, and a discussion of other data and documentation available for the site	
B. Remediation Effort	
1. Description of the remediation system, including a block flow diagram or other conceptual illustration of the system as installed, and major equipment used or installed	
2. Evaluation of overall system performance, including discussion of procedures used to measure and document system performance, significant problems that occurred, and how the problems were addressed	
3. Description of remedial action(s) undertaken at the site, including the following:	
a. Summary of remedial activities performed	
b. Description of wastes generated during remedial activities, including total volumes or amounts and final disposition	
c. Description of time required to achieve full remediation	

II. Confirmation Sampling

IDEM must receive advance notice before any confirmation sampling is conducted so that the sampling activities can be observed and duplicate samples can be collected, if appropriate. IDEM will not evaluate any requests for a Covenant Not to Sue, or other actions until the final report has been approved and confirmation monitoring and sampling have been completed.

The closure report must describe confirmation sampling procedures as they were actually implemented. The actual numbers and locations of confirmation samples must be shown on a map. Analytical results must be presented in tabular form, addressing all sampling locations, affected media, and contaminants. The name, address, and telephone number of the laboratory or (laboratories) that performed the analyses must also be identified. Copies of laboratory reports and chain-of-custody forms must be provided in Appendices A and B.

A. The confirmation monitoring portion of the closure report must include the information below. 1. Data from most recent monitoring and sampling event 2. Graphical display of data to show remediation effectiveness and trends, including historical comparison with previous sampling results 3. Summary of O&M problems or downtime experienced during current reporting period, including the following: a. Reasons for O&M problems or downtime b. Length of downtime c. Corrective measures taken to repair the system 4. Recommendations concerning need for additional monitoring and sampling events, including the following: a. Continued monitoring and sampling if cleanup criteria have not been achieved, including re-evaluation of time required to achieve cleanup criteria and revised monitoring and sampling schedule b. Final closure report submittal if cleanup criteria have been achieved, including the following: - Final confirmation monitoring and sampling report - Information that demonstrates that cleanup criteria have been achieved - Clear statement of expected future uses of the site after remediation is completed (such as residential or nonresidential) - Discussion of deed restrictions, land-use restrictions, or environmental notice requirements (See Section IV)	
B. Completed Field Work and Laboratory Analysis 1. Summary of confirmation sampling performed, including the following: a. Confirmation sampling procedures b. Confirmation sampling locations on a plan view map c. Rationales for sampling locations and number of samples collected 2. Confirmation sampling results, including the following: a. Tabulated or graphical representation of results for all affected media and contaminants, including historical comparison of contaminant concentrations b. Laboratory reports in Appendix A, including the following: - List of analytical methods used and associated parameters - Name, address, and telephone number of laboratory c. All chain-of-custody forms in Appendix B	
C. Evaluation of Confirmation Sampling Results 1. Comparison of confirmation sampling results with the agreed upon cleanup levels 2. Comparison of IDEM's split confirmation sampling results with the applicant's confirmation results and the agreed upon cleanup levels 3. Acceptable cleanup criteria for all contaminants of concern and for all affected media 4. Demonstration that acceptable cleanup criteria have been met	
D. Final Site Restoration	
A description of work required to restore the site after remediation is required. Issues such as monitoring well abandonment and equipment dismantling must be addressed.	
1. Summary of site restoration work, including the following:	
a. Description of how disturbed areas have been or will be restored	
b. Completion schedule for restoration activities	
2. Description of remediation equipment dismantling and removal, including the following:	
a. Description of decontamination procedures	
b. Description of decontamination verification sampling	
c. Description of waste disposal activities conducted	

III. Appendices

A. Copies of Laboratory Reports	
B. Chain-of-Custody Forms	

IV. Environmental Restrictive Covenant

Report/Plan Element	Location in Document
A. Text of environmental restrictive covenant	
B. List of activity restrictions	