

# **APPENDIX DD – Preparation Guidelines for Initial Site Assessment Checklist for Hazardous Waste**

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# **APPENDIX DD – Preparation Guidelines for Initial Site Assessment Checklist for Hazardous Waste**

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## **ARTICLE 1 Guidelines**

### **Introduction**

The Initial Site Assessment (ISA) Checklist is a guide for district screening and assessment of projects for potential hazardous waste involvement. It is not intended to take a lot of time and effort to complete; however, some assessments may take longer to complete just because of the magnitude and/or location of a proposed project.

### **Project Information Section**

Be sure that the project manager and project engineer have been identified. Do not begin the initial site assessment until the written project description and location maps have been provided (since hazardous waste could affect project development, it is important to know what type of work is proposed and where it will be located).

### **Location Map**

It is suggested that the location map provided by design be attached to the initial site assessment checklist to provide a record of the area that has been assessed, as well as the findings. All future project limit changes should cause design to request further assessment for hazardous waste.

### **Project Screening Section**

Items 1 and 2 are risk indicators that could be used to determine the level of effort required to complete the initial site assessment. Generally, a project that requires new right-of-way, excavation, structure modification or demolition, or utility relocation will have a greater potential for hazardous waste involvement than a project that does not include these features. An urban location would

generally present more of a risk than a rural location; industrial land uses would generally be more risky than commercial uses; and so on.

Items 3 through 6 deal with the actual assessment:

- First, check available records to see if a known site is present. This item should not take a lot of effort, but it will require contacting the appropriate regional water quality control board, the Department of Toxic Substances Control, and the city/county agencies that deal with leaking underground tanks.
- Next, conduct a field inspection to look for indicators of potential hazardous waste or contamination. Identify businesses that store or use potentially hazardous materials (service stations, auto wrecking yards, paint companies, machine shops, metal platers, electronic manufacturers, dry cleaners, agricultural chemical suppliers, etcetera). Other things to look for include landfills and dumps, surface storage of potentially hazardous materials (sumps, pits, steel drums, etcetera), illegal dumping sites (especially on rural projects), and serpentine.
- Based on the field inspection, if there may have been a previous land use that could still present a hazardous waste or contamination risk, it may be necessary to verify the previous land use (for example, abandoned service stations can usually be identified by the type of structure and location and the underground tank may still be there).

### **Initial Site Assessment Determination**

The ISA determination is simply “Yes” or “No.”

**NO:** No findings have been made that would indicate a known or potential hazardous waste problem within or near the proposed project.

**YES:** A known, or potential site has been identified that could affect the proposed project and will take more time and effort to define and coordinate cleanup options.

## Initial Site Assessment (ISA) Checklist

### Project Information

District \_\_\_\_ County \_\_\_\_ Route \_\_\_\_ Post Mile \_\_\_\_\_ EA \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the project on the HW Study Minimal-Risk Projects List? \_\_\_\_\_

Project Manager \_\_\_\_\_ phone # \_\_\_\_\_

Project Engineer \_\_\_\_\_ phone # \_\_\_\_\_

### Project Screening

Attach the project location map to this checklist to show location of all know and/or potential HW sites identified.

1. Project Features: New R/W? \_\_\_\_\_ Excavation? \_\_\_\_\_ Railroad Involvement? \_\_\_\_\_  
Structure demolition/modification? \_\_\_\_\_ Subsurface utility relocation? \_\_\_\_\_
2. Project Setting \_\_\_\_\_  
Rural or Urban \_\_\_\_\_  
Current land uses \_\_\_\_\_  
Adjacent land uses \_\_\_\_\_  
(industrial, light industry, commercial, agricultural, residential, etcetera)
3. Check federal, State, and local environmental and health regulatory agency records as necessary, to see if any known hazardous waste site is in or near the project area. If a known site is identified, show its location on the attached map and attach additional sheets, as needed, to provide pertinent information for the proposed project.
4. Conduct Field Inspection. Date \_\_\_\_\_ Use the attached map to locate potential or known HW sites.

#### STORAGE STRUCTURES / PIPELINES:

Underground tanks \_\_\_\_\_ Surface tanks \_\_\_\_\_

Sumps \_\_\_\_\_ Ponds \_\_\_\_\_

Drums \_\_\_\_\_ Basins \_\_\_\_\_

Transformers \_\_\_\_\_ Landfill \_\_\_\_\_

Other \_\_\_\_\_

## Initial Site Assessment (ISA) Checklist (continued)

CONTAMINATION: (spills, leaks, illegal dumping, etcetera)

Surface staining \_\_\_\_\_ Oil sheen \_\_\_\_\_

Odors \_\_\_\_\_ Vegetation damage \_\_\_\_\_

Other \_\_\_\_\_

HAZARDOUS MATERIALS: (asbestos, lead, etcetera)

Buildings \_\_\_\_\_ Spray-on fireproofing \_\_\_\_\_

Pipe wrap \_\_\_\_\_ Friable tile \_\_\_\_\_

Acoustical plaster \_\_\_\_\_ Serpentine \_\_\_\_\_

Paint \_\_\_\_\_ Other \_\_\_\_\_

5. Additional record search, as necessary, of subsequent land uses that could have resulted in a hazardous waste site. Use the attached map to show the location of potential hazardous waste sites.

6. Other comments and/or observations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **ISA Determination**

Does the project have potential hazardous waste involvement? \_\_\_\_\_ If there is known or potential hazardous waste involvement, is additional ISA work needed before task orders can be prepared for the Investigation? \_\_\_\_\_ If "YES," explain; then give an estimate of additional time required: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A brief memorandum should be prepared to transmit the ISA conclusions to the Project Manager and Project Engineer.

**ISA Conducted by** \_\_\_\_\_ **Date** \_\_\_\_\_