JAN 1991

DOCUMENT CONTROL NO. FIL066158-17

INDEX FORM FOR FIT FILES

This information does not have to be written out for each item to be filed. Instead, fill in Lines 1-3 and photocopy onto yellow paper to make the form obvious in the file. Then under line 4, check the respective box on the yellow sheets. Place the form directly in front of the material it represents.

1. TECHNICAL DIRECTIVE DOCUMENT (TDD) NUMBER: F05-8808-011
2. PROJECT ACCOUNT (PAN) NUMBER: FIL066158
3. SITE NAME AND LOCATION: Roadway Trucking Terminal Chicago Hts., IL
4. FILE DESCRIPTION (Check ONE Only):

RESERVED

___ TECHNICAL DIRECTIVE DOCUMENT(TDD)
___ ACKNOWLEDGEMENT OF COMPLETION(AOC)
___ PERFORMANCE EVALUATION REPORT
___ SITE SAFETY PLAN AND RELATED DOCUMENTS
___ SITE INSPECTION REPORT (EPA 2070-13)
___ HRS RANKING SYSTEM REPORT (HRS)

REPORTS

___ PRELIMINARY ASSESSMENT (EPA 2070-12)
___ PRELIMINARY ASSESSMENT DOCUMENTATION PACKAGE
___ FIT TECHNICAL MEMORANDA/REPORTS

PROJECT INFORMATION (Collected from non-FIT sources)

___ FEDERAL FILE INFORMATION
___ STATE FILE INFORMATION
___ COUNTY/TOWNSHIP FILE INFORMATION
___ CITY FILE INFORMATION
___ SITE OWNER/OPERATOR FILE INFORMATION
___ GEOLOGICAL INFORMATION (e.g. well logs)
___ MISCELLANEOUS FILE INFORMATION

FIELD WORK (FIT GENERATED WORK)

___ WORK PLAN/SAMPLE PLAN
___ QUALITY ASSURANCE PLAN (QAPP)
___ FIELD NOTEBOOKS
___ PHOTOGRAPHS/SLIDES/NEGATIVES
___ SITE SKETCHES/MAPS
___ SAMPLE MANAGEMENT(Chain of Custody, etc.)
___ ANALYTICAL DATA Date _____
___ HYDROGEOLOGIC DATA (i.e., boring logs, pump tests, slug tests, etc.)
___ GEOPHYSICAL DATA
___ AIR MONITORING DATA
___ TELEPHONE CONVERSATION LOGS
___ MEETING NOTES/CONTACT REPORTS
___ CORRESPONDENCE

SUBCONTRACT MANAGEMENT

US EPA RECORDS CENTER REGION 5
399041

DRILLING SUBCONTRACTS

___ BID PACKAGE
___ BID REQUEST LETTERS
___ BIDDER'S SUBMITTALS
___ EVALUATION OF SUBMITTALS/MEMORANDUM OF JUSTIFICATION
___ REQUEST FOR SUBCONTRACT APPROVAL
___ CONTRACT
___ SUBCONTRACTOR'S DELIVERABLES
___ INVOICES/INVOICE VERIFICATION
___ CORRESPONDENCE

OTHER SUBCONTRACTS ( )

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___ CORREPSONDENCE

OTHER

X Population Estimate Calculation

Pop Count For Roadway Trucking

1 mile 58 houses x 2.75 = 105
5% E. Chicago heights x 5347 = 267
50% Sauk Village = 5453
~~5825~~ 6009

2 mile 855 houses x 2.75 = 2351
100% Sauk village = ~~5453~~ 10906
95% East Chicago = 5080
~~12884~~ 18337

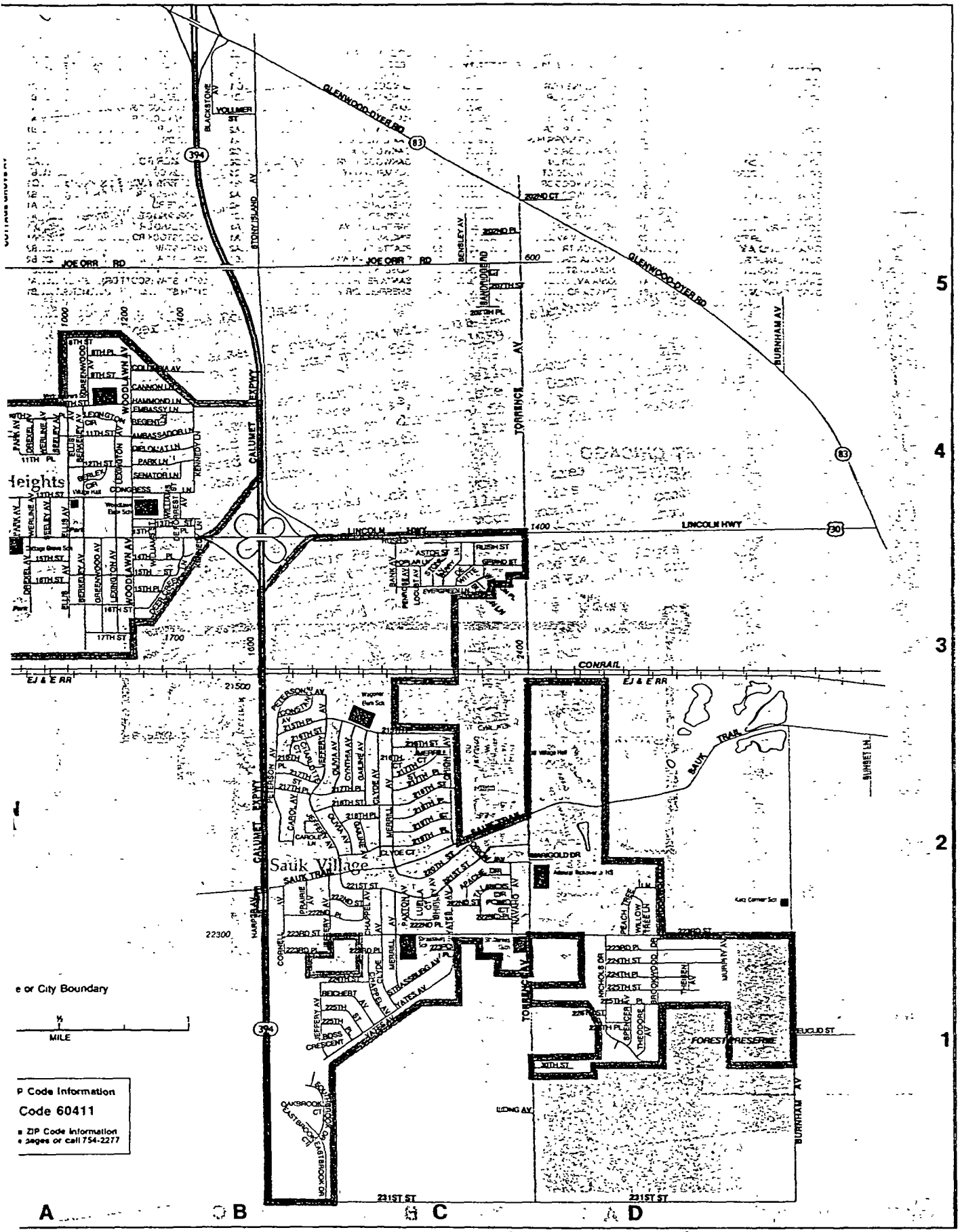
~~3 mile~~ 58 homes in Will, IL 3.07
Cook, IL
~~Will~~ = 178

3 mile 796 ~~houses~~ x 2.75 = 2189
~~homes in IN x 2.96~~

100% Sauk Village · 10906 = 10906
100% E Chgo Hts · 5347 = 5347
5% Chgo Hts · 37026 = 1851
4 · 2.75 S. Chgo Hts. · 3932 = 11
10% Glenwood · 10538 ~~1581~~ 1054
85% Dyer, IN · 9555 8122
27291

4 mile 153 homes in Cook, IL 2.75 421
201 homes in will, IL 3.07 617
~~homes in IN~~
100% E Chgo Hts. and S. V 16253 16253
70% Chgo Hts 37026 25918
70% S Chgo Hts 3932 2752
60% Glenwood 10538 6323
95% Dyer, IN 9555 9077
25% Steger 9269 2317
5% Lansing 29039 1452 65130

Ford Heights and Sauk Village



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DOCUMENT CONTROL NO. FIL066/SB-16

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OTHER

X QA/QC Forms

ECOLOGY AND ENVIRONMENT, INC.

SCREENING SITE INSPECTION REPORT
QUALITY CONTROL CHECKLIST

CERCLIS Site Name: Roadway Trucking Terminal
City: Sauk Village State: IL
U.S. EPA I.D.: IL0980 677843 SSID: n/a
TDD: F05-8808-011 PAN: FIL0661SB

Submittal Deadline: 23 January 1991

This Quality Control Checklist (QCC) outlines the areas of review for Screening Site Inspection Reports (SSIRs), which include work objectives, technical content, thoroughness, and accuracy. The author and all reviewers are to use the QCC as a guide for performing a thorough review of the draft SSIR. When the review is complete; all recommended revisions have been recorded and discussed with the author; and the reviewer agrees with the appropriate statement on the SSIR Reviewer Sign-off Sheet, the reviewer should sign the SSIR Reviewer Sign-off Sheet.

Following this QCC is the Author Signoff Sheet. This sheet is the author's certification that the report is complete and ready to enter the peer review process. The Author Signoff Sheet should be attached to the SSIR Reviewer Sign-off Sheet after the author signs it.

The review sheets following the Author Sign-off Sheet are to be used by the primary reviewer, the Technical Review Committee, and the author to record all review comments pertaining to the draft SSIR.

The QCC and all completed review sheets will be retained in the site file.

The draft SSIR has been reviewed for the following elements:

Screening Site Inspection Report

✓ Title Page
✓ Signature Page
✓ Table of Contents (including appendices)
✓ List of Figures
✓ List of Tables
✓ All site identification numbers (TDD, PAN, SSID, U.S. EPA ID) are correct and consistent throughout report, 2070-13 form, appendices, and HRS package.

Introduction

✓ Site name
✓ Site discovery (who, when, how)
✓ PA preparation (prepared by, date)
✓ SSI Work Plan (TDD, issuance date, approval date)
✓ SSI field work (TDD, issuance date, inspection date, amendments)

Site Background

✓ Site Description (type of operation, operating status, size, location, address, brief area description, 4-mile radius map)
✓ Site History (owners/operators, operations, and regulatory activities; all referenced)

SSI Procedures and Field Observations

✓ Introduction (site name, activities and procedures, work plan deviations)
✓ Site Representative Interview (E & E employee(s), site representative(s), title(s), and affiliation(s), date, time, location, other attendees, rationale)
✓ Reconnaissance Inspection (objective, date, time, attendees)

SSI Procedures and Field Observations (Cont.)

✓ Observations (topography, land use, bordering properties, accessibility, waste site area, equipment readings, waste disposal practices, targets, off-site pathways, other observations)

✓ Site features map (text and map correspond)

Sampling Procedures

✓ Objective

✓ Dates, sample numbers, matrices

✓ Sample portions offered, accepted/declined

✓ Sampling locations, rationales, depths

✓ Sampling location maps and tables (soil/sediment, monitoring well and/or residential well; text, maps, and tables correspond)

✓ Sample collection techniques (include VOAs in soils)

✓ Equipment decontamination procedures

✓ Collection of duplicate and blank

✓ Packaging

✓ Samples analyzed by CLP/CRL

✓ Additional sampling (waste characterization, FASP, air, geophysics, biota, etc.)

Analytical Results

✓ Tables (circle units, substances detected, proper qualifiers, correct placement of duplicates, blanks)

✓ TIC sheets if applicable; appropriate TICs should be spelled out in full with CAS numbers

Discussion of Migration Pathways

Groundwater

✓ TCL compounds and TAL analytes detected/not detected

✓ Attribution

✓ Migration potential/no potential

✓ Geology (surface deposits, bedrock age)

Groundwater (Cont.)

- ✓ Aquifer of concern (identification, depth, confining layers, interconnections)
- ✓ Targets (include nearest well)
- ✓ Target population calculation

Surface Water

- ✓ TCL compounds and TAL analytes detected/Not Detected
- ✓ Attribution
- ✓ Migration potential/no potential
- ✓ Pathway characteristics (nearest surface water body, intervening terrain)
- ✓ Targets

Air

- ✓ TCL compounds and TAL analytes detected/not detected
- ✓ Site entry readings
- ✓ Attribution
- ✓ Migration potential/no potential (gaseous)
- ✓ Windblown particulate potential (vegetation, cover)
- ✓ Targets

Fire and Explosion

- ✓ Identification of fire official
- ✓ Certification
- ✓ Instrument readings
- ✓ Targets

Direct Contact

- ✓ Documentation of incident(s)
- ✓ Contamination potential/no potential
- ✓ Site Accessibility
- ✓ Targets/workers

References

✓ Proper Format

✓ All text citations included in References section

✓ All references cited in text

Appendices

✓ Appendix A: Site 4-Mile Radius Map

- ✓ 1/4-, 1/2-, 1-, 2-, 3-, 4-mile radius rings (1,2,3,4:labeled)
- ✓ Water service system boundaries
- ✓ Map source label
- ✓ Contour interval
- ✓ Well logs plotted

✓ Appendix B: U.S. EPA Form 2070-13

- ✓ All sections completed
- ✓ Information consistent with narrative

✓ Appendix C: FIT Site Photographs

- ✓ General site photographs (all information completed)
- ✓ Photographs sequenced (by number, by types, and with reference shots)

✓ Appendix D: U.S. EPA Target Compound List and Target Analyte List Quantitation/Detection Limits (complete, correct lists used)

✓ Appendix E: Well Logs of the Area of the Site

___ Appendix: Other _____

General

✓ Site name and abbreviations are consistent throughout.

✓ All sections are accurate, concise and follow a logical progression.

✓ The current boilerplate and SSIR Preparation Handbook have been followed.

✓ All information that is not an observation or procedure of FIT has been referenced.

HRS Prescore Cover Pages

✓ Title page filled out completely and draft circled.

✓ Preliminary and projected scores

✓ Immediate action assessed

✓ Appropriate comments and recommendations made with respect to site score and site conditions

HRS PreScore Package

✓ Title page filled out completely

✓ Preliminary and projected scores calculated correctly

✓ Groundwater route preliminary and projected scores and descriptions used agree with SSIR narrative and 2070-13.

✓ Surface water route preliminary and projected scores (same as groundwater).

✓ Air route preliminary and projected scores (same as groundwater).

✓ Fire and explosion route preliminary and projected scores (same as groundwater).

✓ Direct contact route preliminary and projected scores (same as groundwater).

✓ All references included and correct numbers referenced.

AUTHOR SIGN-OFF SHEET

I have written and reviewed this draft SSI report. The report contains the elements outlined in the preceding Quality Control Checklist. The report is organized in a logical manner and contains all relevant information pertinent to the site. The report is ready for review.

Author

18 January 1991
Date

TECHNICAL REVIEWER COMMENT SHEET Page 1 of 4

CERCLIS Site Name: Roadway Trucking Terminal
PAN: FIL066158

Meeting Date: 1/28/91

Time Slot: am (8-10) midday (10-2) pm (2-4)

• or ⊗ = comment answered

Author: Hall
Primary Reviewer: Dubay

Technical Review Committee
Chairperson: Mayer
Chemist: Yang
Geologist: Smith

1:00 FIT CONF.

Page/Paragraph/Line (Part/Section/Number)	Comments
• P5 L-17	✓ Check size of site 40 or 75 acres
• P.6 L-1	✓ What? is something missing?
• P.6 General	✓ How are the UST's monitored for leakage
• P.7 L-19	✓ what type of inspection
• 7a L-4	✓ what retention pond?
• L-20	✓ What type of inspection, by whom
• 7b L-12	✓ Why were these inspections performed
• 7c L-8 → 12	✓ Should be in recom. Section
• 7c L-13	✓ Why did they sample?
• 10 L-13	✓ What is to the North of the site?
• L-14	✓ 86 - Redundant
• L-18	is this the retention pond - ON-site? No
• 10a L-7	✓ Where is, what is the 5th Bld.?
• 11 - L-2	✓ Match to Fig 3-1 Maximum Garage or Shop
• L-13-15	✓ This is very confusing, please clarify
• 11 L-19	✓ Full, empty, inside, outside, secure?
• Fig 3-1	✓ Label tank farm, MWs, site Boundries, fence on W-Side

Reviewer

1/30/91
Date

QA005(10/31/90)

P. 12 General Recomm. Discuss Diesel pumps, retention pond, storage shed (SE) Bldg in (NE) (cen), Completely Fenced, MWs

- P. 12 State total # of wells at beginning of paragph
- P. 12 Discuss why the well were installed in the History Section

~~P. 12 L-14~~

- P. 13 L-1 Locations are confusing
- L-4 to Centroll run-off
- L-11 Covered to lined
- L-15 How?, what Former retention pond
- 14 L-4 Show on Fig 3-1
- L-10 how does the water get from the ditches to
- L-19 the pond? tiles, overland?

→ ~~Section~~ Frisby. Section

- P. 16 2nd Fig 3-2 not 3-1
- 3rd 86 - east-west
- 5th What inlet
- No Page 17 ?
- P. 19 L-6 Most steel tapes are graduated in feet 1/10, 1/100th of ft
- TABLE 3-1 What datum was used? are elevations known?
- P. 21 L-7→11 this seems redundant for Proceeding Section, can it be omitted?
- P. 21 L-18 with all this stuff in the G.W. why don't we have an assumed release?
- P. 22 Do we need all these TAL, TCL's listed here?
- P. 23 Can this Attribution statement be shortened?

[signature] 4/30/91

P.24 L-4→7	✓ this should be placed with a discussion of well logs and usage (AOC).
L-7	✓ 86 However, Willman is a good general source
L-14	✓ Describe stratigraphy, Aquifer / Aquitard from the top down
L-20 - P.25	✓ The M ..... 25 aquitards P.24/L-15
P.25 L-3	Refuse for 400' thick,
O L-3	What about the S.+G. you said was hydraul. connected
L-4	✓ bedrock surface is a buried valley.
L-12	✓ uneven topographic surface.
O? L-17	Contradicts the beginning of this paragraph
L-18	✓ 86 - hydraul. grd. insert regional G.W Flow direction
? L- Targets	✓ State clearly what the # of Stream Targets are
26 b L-7	✓ what confining layer
L-10	✓ What is regular analysis,
L-14	✓ What evidence do you have
L-16	✓ What LS/dolo Aquifer
P.26c L-1	✓ Why is it reasonable
L-3 → L6	✓ Place on or near P.25
26c L-7	✓ that Utilize the AOC
P.27 L-7	✓ exists
L-8	Site drainage ditches, when contents were found
L-12 → 15	✓ Redundant
General	✓ Follow a logical progression from the site to Deer Creek, discussing all wetlands + ditches

Moved to recon

1/30/91

P.28

if the ditches + ponds have little or no vegetative cover, and this is where the suspect contaminants are, why can they not blow off site?

- Potential exists

P.31

Site description and site features maps show no complete fence (W-side)

4-Mile

Contour interval

2020-13 pt. 3 K

Pt. 5

P.2

Darker appropriate figures, SW, AIR potential, waterfowl in wetlands

Surface H_2O is used ✓, b

Where did the depth to G.W come from MW's

Relatively Permeable

1/30/91

TECHNICAL REVIEWER COMMENT SHEET Page 1 of 7

CERCLIS Site Name: Broadway Trucking Terminal
PAN: FIL0606158

Meeting Date: 1/28/91

Time Slot: am (8-10)
midday (10-2)
pm (2-4)

Author: Hall
Primary Reviewer: Dubay

Technical Review Committee
Chairperson: Mayers
Chemist: Yang
Geologist: Smith

1:00 FIT CONF.

• or ⊗ = comment answered; change made in original

Page/Paragraph/Line (Part/Section/Number)	Comments
• Cover	write out Illinois: CERCLIS lists site as being in Chicago Hts.?
• SIG. P.	SAME:
• p.1 ln. 4	what did Ed do to discover site?
• ln. 5	who did inspection?
• p.3	- mention that site is square in shape & briefly mention RR & res. area to the S.
⊗ p.5 ln. 14	do we have specific date?
⊗ lns 9-18	we have a discussion on the N. 1/2 of the site, which is ~40 acres - but later there is no mention of the S. 1/2 or the remaining acreage?
• p.7 ln. 6	what retention pond?
• p.7a ln. 4-13:	- take out ref. to 3.3
	- why was old pond filled in? Did state ask them to do it? When did all this take place?
	- need ref. on ln. 13
• ln. 10-12	- is this info. related to the pond?
•	- what exactly do you mean by underground oil spill?

SEE p.2 ← for comments Roadway Express, etc.

Reviewer: [signature]

Date: 1/28/91

QA005(10/31/90)

TECHNICAL REVIEWER COMMENT SHEET Page 2 of 7

CERCLIS Site Name: Roadway Trucking Terminal
PAN: FIL0661SB

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Primary Reviewer: Dubay

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Page/Paragraph/Line (Part/Section/Number)	Comments
• p.7a cont. ln.17	is this the new pond you're talking about?
⊗ p.7b ln.9	'86' EBA
⊗ ln.10	'86' Village
⊗ p.7c ln.8-12	this belongs in recon.
• ln.14	where did H_2O sample come from?
• p.7d ln.3	our SSI?
ln.10	ref.
• ln.13	'86' unfortunately
⊗ ln.14	did they mention in the summer that they were going to install a liner? ref. this info? where did it come from?
• p.8 ln.7	when did we find out?
⊗ ln.18	- wait a second - what's this Roadway Express? Also - going back to the history - you really didn't explain the relationship between Roadway Services, & Roadway Trucking. Now - you'll need to incorp. this info.

Reviewer

1/28/91
Date

QA005(10/31/90)

TECHNICAL REVIEWER COMMENT SHEET Page 3 of 7

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Page/Paragraph/Line (Part/Section/Number)	Comments
p.10 ln. 9	what trash? how far?
ln. 13	what does immediately mean to you
ln. 14-17	this info. sounds familiar -
ln. 18	man-made marsh/pond? what exactly is this? how far?
p.10a	I think the site specific info. should go first, then the surrounding area info.
p.11 ln. 5	- why isn't this AST on map?
ln. 12-14	- this sentence doesn't belong here
p.12	- confusing discussion on MW's - tighten up label wells on features map if you're going to use MW1 2, 3, 4
p. 13 ln. 14-16	middle ditch collects water from farm retention pond?
ln. 19	milk spill?
~~p. 14 ln. 10~~	retention pond? Is this the same one as mentioned on p. 7a?

Reviewer: [signature]

Date: 1/28/91

QA005(10/31/90)

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Page/Paragraph/Line (Part/Section/Number)	Comments
p. 14 lns. 16-19	
Recon. Gen'l.—	fencing? Gated or 24 hr. security? # of employees or anything employees were doing during SSI that should be mentioned?
p. 16 4th ¶	East of the East-West midpoint? now green ink
6th ¶	again East of the East-West? '86' organic - we don't know that do we?
last ¶	- why on Earth would you collect 6 on-site samples as composites - then collect a grab background?
it died. where's p. 17?	
p. 19	what were wells made of?
ln. 6	from data table I think you mean 2 feet, yes?
p. 20 ln. 5	'86' 4-3, it's mentioned on ln. 6½

Reviewer

1/28/91
Date

QA005(10/31/90)

TECHNICAL REVIEWER COMMENT SHEET Page 5 of 7

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Chemist: Yang
Geologist: Smith

1:00 -2:30 FIT CONF.

Page/Paragraph/Line (Part/Section/Number)	Comments
TABLES	TIMES, circle unit, label TABLES
p. 21 ln. 11	~~[illegible]~~ unnecessary.
p. 21a ln. 17-b	put ~~[illegible]~~ in appropriate areas (soil or mw)
p. 22 ln. 4	ref. for this info.
p. 26 b ln. 10½	Before this you haven't said if there is a potential or not
p. 27 ln. 7	?
ln. 17-19	Did you call about Deer Creek - if you think there's a potential state that - then support it - how far is Deer Creek? - was this mentioned in Recon?
	loose O2 meter
p. 28 ln. 3	~~[illegible]~~ this conflicts with how site was initially discussed yes?
I don't think so. p. 30	discuss potential!
p. 31	

Reviewer

1/28/91
Date

QA005(10/31/90)

TECHNICAL REVIEWER COMMENT SHEET Page 6 of 7

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Chemist: Yang
Geologist: Smith

1:00 FIT CONF.

Page/Paragraph/Line (Part/Section/Number)	Comments
map	wash site area
	label lines
2070	Address: since this is diff. from CERCLIS make mention of it in site description
Part 2 III	detected in soils/water from samples collected....
IV	specific tables 4-1, 4-2
Part 3 B	mark esx
F	all 75 acres? mark observed date
I	total pop.
K	no pot.?
M	total pop.
N	if you have pot. for L you should have pot. here, yes?
O	are these actually sewers? If so, I don't remember them mentioned in narrative
Part 4 .01	UST's - I thought there were 5?
III cont.	how about inadequate/poor?
II	?

Reviewer

1/28/91
Date

QA005(10/31/90)

TECHNICAL REVIEWER COMMENT SHEET Page 7 of 7

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1:00 FIT CONF.

Page/Paragraph/Line (Part/Section/Number)	Comments
Part 5	MUN. WELL. NOT ADJACENT on the N. SIDE?
DISTANCE to NEAREST WELL.	NOT ADJACENT? MUN. WELL?
RECHARGE? →	
DISTANCE to NEAREST pop.	- what about to the EAST?
Part 5 con't.	PERM. of UNSATURATED ZONE -
	" " BEDROCK -
LAND USE	circle APPROPRIATE CHOICES
which tables Part 6 other fields N/A	refer to TABLES
Part 7	again, mention PARENT Co. in History
Part 10 G	this is NOT A RESPONSE ACTION
yes Part 11	DO WE hear about this in NARRATIVE?
Scores	~~DISTANCE to WELL~~
LSI GW	ASSUME or not DOCUMENTED? why 2 sheets
LSI SW	really think so?

Reviewer

Date

QA005(10/31/90)

TECHNICAL REVIEWER COMMENT SHEET Page 1 of 2

CERCLIS Site Name: Roadway Trucking Terminal
PAN: FIL061615B

Meeting Date: 1/28/91

Time Slot: am (8-10)
midday (10-2) pm (2-4)

Author: Hall
Primary Reviewer: Dubay
• or ⊗ = comment answered

Technical Review Committee
Chairperson: Mayers
Chemist: Yang
Geologist: Smith

1:00 FIT CONF.

Page/Paragraph/Line (Part/Section/Number)	Comments
	Soil → borrow to PAH
• Data Tables	> pull MEK on soils
•	> pull 2 TICs
	> "x" qualifier denotes evaluation of indistinguishable isomers
	> Cd, CN⁻ hits. elevated Hg levels
	Water
	> EEA62 → PAH TICs worth mentioning in section 5
	→ Mn hit;
	→ Hg elevated level in our n
• Figure 3-1	> where is mobile home park?
Never mind	> where are railroad tracks?
	> where is man-made marsh/pond?
	> see comments
• > section 3/page 11	> which building???
• page 12	> move to MW sampling section

Michael Yang
Reviewer

Date

01005(10/31/90)

TECHNICAL REVIEWER COMMENT SHEET Page 2 of 2

CERCLIS Site Name: Broadway Trucking Terminal

PAN: FIL060615B

Meeting Date: 1/28/91

Time Slot: am (8-10)
midday (10-2)
pm (2-4)

Author: Hall

Primary Reviewer: Dubay

Technical Review Committee

Chairperson: Mayers

Chemist: Yang

Geologist: Smith

Page/Paragraph/Line (Part/Section/Number)	Comments
~~Paragraph~~	> Be more specific on what is drainage ditch
page 16	> state that SF was background sample
~~page~~ page 21a	> Al Ba are CSC's
	> "J" Qualifier
	> bis(2-ethylhexyl)-phthalate is not a PAH
page 31	> Is there or is there not a potential for direct contact
2070	Part 2 - "unknown" on heavy metals
HRS	> pull "detected" & "zinc"
	> bis(2-ethylhexyl) phthalate → why did you comment it's a liquid & where did you find the reference?

Michael Jones

Reviewer

Date

QA005(10/31/90)

Originator: Chuck Hall

Project Name: Roadway Trucking Terminal PAN: FIL0661SB

PUBLICATIONS CHECKLIST FOR REPORT AUTHORS

☑ Completeness: All components of report are provided, including table of contents, title page, and other front matter; data tables; figures (originals and photocopies); references; appendix title pages.

☑ Consistency: Narrative and figures have been compared (for location of site features, compass directions, etc.); values used in narrative match those in data tables; material picked up from another report has been double-checked for accuracy; proper names (especially persons and laboratories) are spelled correctly and consistently.

☑ Organization: Information is in appropriate sections (for SSIRs, see SSIR Handbook and kit); site history and FIT observations are kept distinct; existence of site elements is established before they are discussed.

☑ Legibility: Best copy is supplied (original preferred); manuscript is double-spaced and readable, written on one side of sheet only; margins are ample; inserts are written on separate sheets; sheets are numbered; pages with major revisions have been rewritten.

☑ Style: Informal writing and jargon are avoided; abbreviations are not used (do not use "&" for "and"); dates are written out; first reference has full entity name with acronym or initialism in parentheses; call-outs are in same sequence as figures and appendices themselves.

☑ Documentation: Any statement not an observation or inference of FIT is properly documented to a reference entry. Example: "A fire occurred in a waste pile at the site in 1971 (Nixon 1972)."

☑ Data tables: Current, full-size forms are used; compounds/analytes detected are circled; units of measurement are circled on each page, "--" used for not detected; comma used in thousands place; separate qualifier page for each table; qualifiers used are circled; accuracy is not overstated by addition of extra zeros following the value.

☑ References: No omissions; entries are alphabetized; all SSIRs include U.S. EPA Pre-Remedial Strategy and E & E Quality Assurance Project Plan; correct reference form is used (revised memo on reference style is available from Publications Group).

PB001(1/10/90)

SSIR Reviewer Sign-Off Sheet

Site Name: Roadway Trucking Terminal PAN: FIL0661SB

I have reviewed this draft SSIR; it contains the elements outlined in the Quality Control Checklist and is ready for the Technical Review Committee (TRC).

Jennifer L. DuBay — 17 Jan 91
Primary Reviewer — Date

This draft SSIR has been reviewed by TRC and, with the inclusion of our agreed-upon comments, will be technically acceptable.

Chairperson — Date 1/28/91

Geologist — Date 1/31/91

Chemist — Date 1/28/91

I have reviewed this draft SSIR; the report includes TRC's agreed-upon comments and is ready for review by the Publications staff.

Jennifer L. DuBay — 1 Feb 91
Primary Reviewer — Date

The draft SSIR has been reviewed by the Publications staff, and all appropriate editorial revisions have been incorporated.

Editor(s) — Date

The draft SSIR has been reviewed by the author and Primary Reviewer; contains all relevant and appropriate SSI information and findings as agreed upon and approved by the author, TRC, and Publications staff; and is ready for submittal to U.S. EPA.

Author — Date 6 March 1991

Jennifer L. DuBay — 6 Mar 1991
Primary Reviewer — Date

The final SSIR has been reviewed by the Publications staff, the author, and the Primary Reviewer; contains all relevant and appropriate SSI information and findings as agreed upon and approved by the author and U.S. EPA; and is ready for final submittal to U.S. EPA.

Author — Date

Primary Reviewer — Date

Editor(s) — Date

QA030(8/23/90)