ADMINISTRATIVE & LOGISITICAL FACTORS CHECKLIST

The purpose of the **Administrative and Logistical (A&L) Factors Checklist** is to gather subjective input from the regions in order to properly characterize removal actions. The A&L Checklist contains 27 items that complement more objective measurements (e.g., volume, duration, cost) in characterizing a removal action. These checklist factors are weighted equally, and the checklist will go through periodic evaluation to add or remove items.

E-mail the region's completed checklist to oh.peter@epa.gov and fox.rob@epa.gov.

Steps to Complete for Each Removal Action	Column in Checklist
Site Name, SSID and Response Lead have all been copied from corresponding in the "Edits" tab	Columns A, B and C
Enter a "Y" for each A&L factor that contributed to the overall characterization or "complexity" of the removal action. Use best professional judgement for items such as "High Media Interest or "Extreme Weather or Abnormal Field Season." Factors are weighted the same and should only be given a "Y" and not a numerical ranking (e.g, 1, 2, or 3). You do not need to enter "N" for the factors that are not relevant.	Columns F through AE
Add any comments or notes.	Column AF

The final A&L Score for each removal action will be automatically calculated based on the

#of Items Checked	A&L Score
0 to 3	1
3 to 6	2
7 to 10	3
11 to 13	4
More than 13	5

Region	Site Name	Response Lead	A&L Grouping	A&L Total
6	MACMILLAN RING FREE OIL	F		
6	FLOW CHEM FIRE	RP		
6	CUBA TIRE FIRE	F		
6	NEW MEXICO TECH MERCURY SPILL	F		
6	SECTION 25 RESIDENTIAL SITE	F		
6	TRONOX NAUM S18 MINE RESIDENTIAL REMOVAL	F		
6	ALBANY HERBICIDE SPILL	F		
6	BRITTON ROAD ILLEGAL DUMPING	F		
6	FANSTEEL METALS/FMRI	F		
6	HENLEY'S SEALANT/ZONOLITE WR GRACE	RP		
6	SHERWIN WILLIAMS TEXOMA	RP		
6	WILCOX OIL COMPANY	F		
6	CLEAN SOLVENT RECYCLING	RP		
6	COPPELL USPS MERCURY SPILL	RP		
6	EXTREME METALS - EMORY	F		
6	FRITZ INDUSTRIES FIRE	RP		
6	HIGH FIVE TANKER ROLLOVER	RP		
6	JONES ROAD GROUND WATER PLUME	F		
6	MALONE SERVICE CO - SWAN LAKE PLANT	F		
6	NATIONAL CONTAINER GROUP WAREHOUSE FIRE	RP		
6	NAVASOTA MERCURY RELEASE	F		
6	PANTEGO CHRISTIAN ACADEMY MERCURY SPILL	F		
6	TRI-CHEM INDUSTRIES	RP		
6	WEATHERFORD ST. MERCURY	F		

Multiple PRPs	AOC	UAO	DOJ involved	Criminal Investigation involved	Actual air release (not threatened)	Tribal consult or coordination	$2 Exemption
n	n	n	n	n	y	n	n
n	n	n	n	n	y	n	n
n	n	n	n	n	y	n	n
n	n	n	n	n	y	n	n
y	n	n	n	n	y	y	n
y	n	n	n	n	y	y	n
n	n	n	n	y	n	n	n
n	n	n	n	y	n	n	n
n	n	n	y	n	n	y	n
n	y	n	y	n	y	n	n
n	n	n	n	n	n	y	n
y	n	n	n	n	y	n	n
n	n	n	n	y	y	n	n
y	n	n	n	n	y	n	n
y	n	n	n	y	y	n	n
n	n	n	n	n	y	n	n
n	n	n	n	n	y	n	n
y	n	n	n	n	y	n	n
y	y	n	n	n	n	n	y
n	n	n	n	n	y	n	n
n	n	n	n	y	y	n	n
n	n	n	n	n	y	n	n
n	n	n	n	y	y	n	n
n	n	n	n	n	y	n	n

Community challenges / high involvement	Endangered Species / Essential Fish Habitat issues	Historic preservation issues	NPL site	Remote location	Extreme weather or abnormal field conditions	Congressional involvement
n	n	n	y	n	y	y
n	n	n	n	n	n	n
n	n	n	n	y	n	n
y	n	n	n	n	n	n
y	n	n	n	y	n	y
y	n	n	n	y	n	y
y	n	n	n	y	n	n
n	n	n	n	y	y	n
n	y	n	n	n	y	y
n	n	n	n	n	y	n
y	n	n	n	y	y	y
y	n	n	y	y	y	y
y	n	n	n	y	n	n
y	n	n	n	n	n	y
n	y	n	n	n	y	n
n	n	n	n	n	n	n
n	n	n	n	n	n	n
y	n	n	y	n	n	n
n	n	y	y	y	y	n
y	n	n	n	n	n	n
y	n	n	n	n	n	n
n	n	n	n	n	n	n
n	n	n	n	y	n	n
n	n	n	n	n	y	n

1 year exemption	Radiological	Explosives	Residential impacts	Relocation	Drinking water impacted	Environmental Justice	High media interest
n	n	n	n	n	n	n	n
n	n	y	y	n	n	n	n
n	n	n	n	n	n	n	n
n	n	n	n	y	n	n	n
n	y	n	y	y	n	n	n
n	y	n	y	y	n	n	n
n	n	n	n	n	n	n	n
n	n	n	n	n	n	n	n
n	n	n	n	n	y	n	y
n	n	n	n	n	n	y	n
n	n	n	n	n	y	n	y
y	n	n	y	n	n	n	y
n	n	n	y	n	n	y	y
n	n	n	y	n	n	n	y
n	n	n	y	n	n	n	y
n	n	n	y	n	n	n	n
n	n	n	n	n	n	n	y
y	n	n	y	n	y	y	y
y	n	n	n	n	n	n	n
n	n	n	y	n	n	n	n
n	n	n	y	y	n	y	n
n	n	n	n	n	n	n	n
n	n	n	n	n	n	n	n
n	n	n	y	y	n	y	n

Precedent Setting HQ Consultations (e.g asbestos, fracking)	Active fire present	Hazmat Entry Conducted - Level A, B or C	Incident or Unified Command established
y	n	n	n
n	y	n	y
n	y	y	n
n	n	y	n
y	n	n	n
y	n	n	n
n	n	n	n
n	n	n	n
y	n	y	n
y	n	n	n
n	n	n	y
n	n	n	y
n	y	y	y
n	n	y	y
n	n	y	n
n	y	y	y
n	n	n	y
n	n	n	n
n	n	y	n
n	y	n	n
n	n	y	y
n	n	y	n
n	y	y	y
n	n	y	n

Comment
ODEQ Sec Request/Govenor Involvement
NRC est site cleanup over 70 million. O and M issue. Grace PRP
ASPECT helped make timely decisions post office shut down for 5 days. DFW mail sorting center. Major impacts to mail delivery
10 day investigation by OSHA, ATSF and locals due to fatality

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1 Fund

2 RP

Region	State	Lead
Region 01	AK	Fund
Region 02	AZ	PRP
Region 03	AR	
Region 04	CA	
Region 05	CO	
Region 06	CT	
Region 07	DE	
Region 08	DC	
Reigon 09	FL	
Region 10	GA	
	HI	
	ID	
	IL	
	IN	
	IA	
	KS	
	KY	
	LA	
	ME	
	MD	
	MA	
	MI	
	MN	
	MS	
	MO	
	MT	
	NE	
	NV	
	NH	
	NJ	
	NM	
	NY	
	NC	
	ND	
	OH	
	OK	
	OR	
	PA	
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	VA	

	WA	
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	VI	