SDMS Document
107975

Final

Attachment A
Phase 2 Remedial Investigation Site Management Plan

for the

Diamond Head Oil Superfund Site
Kearny, New Jersey

Prepared for:
U.S. Environmental Protection Agency
Region II
290 Broadway, New York

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December 2007

Prepared under:
Contract No. DACA87-02-D-0006
Task Order No. DH02

300668

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Introduction

This Site Management Plan represents a combined Site Management Plan, Pollution Control and Mitigation Plan and Transportation and Disposal Plan for the Phase 2 focused remedial investigation activities planned at the Diamond Head Oil site in Kearny, Hudson County, New Jersey (zip code 07032). The plan describes the site management procedures and designated equipment locations which will be followed during the remedial investigation activities, waste types and management, and the spill response procedures to be utilized in case of a spill emergency. The plan contains sections describing the following:

- Responsibilities for overall project management and management of the remedial investigation activities
- Procedures for providing status updates on ongoing activities
- Project contacts and lines of communication
- Communications with State and local officials, property owner, and the surrounding community
- Facilities, which will be brought to the site in support of field operations
- Security procedures to be followed during the investigation activities
- Procedures to follow in accommodating site visitors
- Compliance with Health and Safety Plan requirements
- Vegetation clearance and procedures to control tick exposures
- Utility connections
- Types of IDW expected and onsite management of IDW
- Transportation and disposal of the IDW
- Responding to non-emergency spills from the remedial investigation activities
- References and onsite availability of resources in the onsite office trailer

Management Responsibilities

The EPA Project Manager (PM) is Grisell Diaz-Cotto and the USACE Project Manager is Beth Buckrucker. The CH2M Hill Project Manager is Juliana Hess who will maintain overall responsibility for CH2M HILL's execution of the project. The responsibilities of various project team members are outlined below.

The Project Manager has primary responsibility and authority for:

- Implementing and executing the technical, quality and administrative aspects of the project, including the management of the project team and communicating with the quality control team.
- Maintaining the Sampling and Analysis Plan (SAP) (including Uniform Federal Policy – Quality Assurance Project Plan [UFP-QAPP]) and Contractor Quality Control Plan (CQCP) so that the investigation is conducted in accordance with all applicable plans and guidelines, including the Work Plan, the SAP, and the Health and Safety Plan (HSP).
- Communicating all technical, Quality Assurance (QA), and field activity updates to the EPA.

- Communicating administrative, scheduling, and budgeting updates or changes to the USACE.
- Documenting any deviations from the approved Work Plan, this SAP, and the HSP in Field Change Requests (FCRs) forms and in the monthly progress reports and communicating these to the EPA for approval.
- Procuring subcontractors who have the appropriate qualifications to provide the required services.
- Supporting the RI Lead, FS Lead, and FTL during the filed activities.

The Contractor Quality Control Manager (CQCM) / Review Team Leader (RTL) is Mark Lucas who is responsible for overall implementation and execution of the CQCP, the SAP, and the UFP-QAPP. Mr. Lucas is responsible for ensuring that applicable portions of the site specific SAP and UFP-QAPP, used in conjunction of this CQCP, will undergo the appropriate quality control measures detailed in the QCQP.

During the Phase 2 RI/FS, three senior technologists, Tom Palaia, Kevin Flynn, and Mark Lucas will serve as Project Quality Assurance Managers / Sr. Technical Support Experts. *Tom Palaia will cover issues related to the light non aqueous phase liquid* (LNAPL) investigation approach and methods and the evaluation of technologies and alternatives during the feasibility study. Kevin Flynn will cover issues related to the landfill investigation, road construction, and test trench construction. And Mark Lucas will cover issues related to ~~site geology, hydrology, and overall site~~ technical approach.

The Quality Assurance Managers / Sr. Technical Support Experts will be responsible for communicating with the CH2M HILL PM, CQCM / RTL, and RI and FS Leaders throughout the field investigation to confirm that field activities follow established plan procedures.

The Feasibility Study (FS) Lead is Matt Germon who is responsible for the technical oversight of the pilot testing (air/bio sparge and LNAPL recovery tests) planned in support of the technology and alternatives feasibility evaluation. Mr. Germon will provide technical support and direction throughout this pilot testing including oversight of construction of the trench, system operations, and sample collection. Mr. Germon will also be responsible for performing applicable field audits to verify compliance with the SAP, UFP-QAPP, and CQCP requirements applicable to the tasks that he has responsibility for.

Andy Judd will be the Remedial Investigation (RI) Lead. Mr. Judd is responsible for technical oversight, *coordination, and implementation of all the field activities including the pilot testing* and landfill investigation activities. Mr. Judd will provide technical support and direction throughout the RI and specifically related to the site preparation activities, landfill investigation, and LNAPL delineation and recovery testing. Mr. Judd will also be responsible for performing applicable field audits to verify compliance with the SAP, UFP-QAPP, and CQCP requirements applicable to the tasks that he has responsibility for.

Other responsibilities of the Leads include:

- Day-to-day implementation of activities covered by their respective tasks
- QC Inspections per the CQCP.
- Verifying the qualifications of suppliers and subcontractors relative to project objectives and special requirements, and advising staff and subcontractors of their roles and responsibilities towards achieving the project objectives.

- Subcontract management and review and approval of subcontractor invoices.
- Ensuring that all field staff possess the appropriate training prior to collecting
- Environmental samples.
- Document any deviations from the plans and notify the PM.
- Maintaining the budget and schedule on their respective tasks.
- Quality technical execution of the work.

The CQCM / RTL, the Project Quality Assurance Managers / Sr. Technical Support Experts, and the Leads will form the Quality Management Team (QMT), as described in the CQCP. Detailed description of all quality control procedures and personnel are provided in the CQCP.

The RI Field Team Lead (FTL) and Sample Management Coordinator (SMC) is Dave Reamer. He is responsible for the ongoing day-to-day activities at the site and tracking and management of samples collected during the investigation. At times, there may be more than one CH2M HILL staff person working on the same activity at the site. In these instances Mr. Reamer is the leader for the activity and will manage and coordinate the work of the other staff.

The FTL will report to the RI Lead and will be supported by field technical staff assisting with the RI activities. The FTL will be responsible for:

- Overseeing the day-to-day implementation of the RI activities from their onset to completion.
- Implementing the Work Plan and SAP (including the UFP-QAPP and CQCP) in order to ensure that the acquired data meet the data quality objectives. When necessary, the FTL will document any deviations from the plans and procedures in FCRs and submit them to the RI Lead.

The Sample Management Coordinator (SMC) responsibilities include the following:

- Contact Adly Michael, EPA Regional Sample Control Coordinator (RSCC), along with Jennifer Feranda and Robert Toth, with information on laboratory requirements on Monday the week prior to a scheduled sampling event.
- Track number of samples collected in order to collect the correct number of QC samples including MS/MSDs, sample duplicates, trip blanks and equipment rinsate blanks per sample case or sampling event.
- Contact Adly Michael, EPA SMO, nightly with information on samples shipped that day.
- Contact Adly Michael by 3 PM on Friday if samples are shipped for Saturday Delivery; Note on FedEx forms and place Saturday Delivery Stickers on coolers; Inform FedEx of Saturday delivery requirements when the coolers are dropped off at FedEx.
- Coordinate and assist EPA (Adly Michael, Jennifer Feranda, and Robert Toth, etc.) with any sample management related issues.
- Prepare Sample Trip Report (Case Summaries) for each case number and submit to Adly Michael (electronic copy via email and paper copy via regular mail) within 3 weeks of sampling.
- Submit "Region" copies of each Chain of Custody (COCs) to Adly Michael within 3 weeks of sampling.

- Update the sample tracking table.

David Reamer will also serve as the Health and Safety Coordinator (HSC) during the field activities and will be responsible for implementing the Health and Safety Plan while investigation activities are underway. This will include monitoring the work environment in accordance with the requirements in the plan and recording the results of this monitoring.

The project chemist will support the procurement and management of the subcontracted laboratories on an as needed-basis, and will provide technical guidance, as requested, during the RI/FS activities. The project chemist will also perform the review of the data quality after all the validated analytical results are received.

Remedial Investigation Status Updates

During the field activities, the RI and FS Leads and / or the FTL is responsible for contacting the CH2M HILL Project Manager to provide a daily update of that day's field activities. The update will include:

- Any health and safety issues noted
- Investigation logs/delineations completed that day
- Feasibility study updates and results if applicable
- Deviations from the planned sampling (e.g., boring locations, number of samples)
- Deviations from the procedures in the UFP-QAPP / CQCP, SAP or Work Plan
- General site and project updates
- Problems encountered and resolutions
- Any assistance needed
- Subcontractor performance
- Any anticipated effects on the project schedule and budget
- Any visitors to the site or contacts/requests made by State, local, or community members

Exhibit A-1 in Attachment A of the Site Management Plan Attachment A contains the information that will be provided in the daily status report. The Project Manager may use this Exhibit to record the information or keep a record in a phone conversion logbook.

CH2M HILL will prepare and submit monthly reports for the duration of this Task Order (12 months). The reports will summarize the month's activities by task and discuss work progress, anticipated problems and solutions, deliverables, upcoming events, and financial status. CH2M HILL will communicate to EPA any changes in scope due to the encountered field conditions as these occur; send a confirmatory email describing the situation to both the EPA and the USACE, and follow-up with a description in the monthly report.

The monthly reports and confirmatory emails will be forwarded to both the EPA and USACE project managers.

Project Contacts and Lines of Communication

Exhibit A-2 provides the list of EPA, USACE, and CH2M HILL project contacts. As subcontractor services are procured, contacts for each of these subcontracts and onsite

utilities will be added to the list. An up-to-date list will be maintained in the onsite office trailer.

The direct lines of communication on technical issues and alternate back-up plans will be as follows:

- Field staff to FTL
  - If FTL is not available, field staff to RI Lead
  - If FTL/RI is not available, field staff to CH2M HILL's Project Manager
- FTL to RI Lead
  - If RI Lead is not available, FTL to CH2M HILL Project Manager
- RI Lead to CH2M HILL Project Manager
  - If CH2M HILL Project Manager is not available, RI Lead to EPA Project Manager
- CH2MHILL Project Manager to EPA Project Manager

All communication between CH2M HILL and USACE will be made by the CH2M HILL Project Manager, RI Lead or FS Lead

In case of an emergency and if the RI Lead and FTL are not available, the CH2M HILL field person is to follow procedures in the HSP and contact the EPA Project Manager directly.

~~Communications with State and Local Agencies, Property~~ Owner and the Surrounding Community

The filed person will direct all requests for information made directly to him/her from State and local agencies, the property owner and his representative, and the surrounding community following the lines of communication noted above. Communications will be as soon as practicable based on the ongoing activities. The CH2M HILL Project Manager is responsible for informing the EPA Project Manager of the requests. The CH2M HILL Project Manager will respond to a request only after being directed to do so by the EPA Project Manager.

Support Facilities and Equipment and Supplies Storage and Recordkeeping

The following facilities will be staged at the site for the duration of the remedial investigation:

- Office trailer
- Dumpster for general trash
- Portable electric generator to power the onsite office trailer
- Temporary decontamination area
- On site computer with printer/copier
- Equipment storage container
- Portable sanitary facility
- 55 gallon drums for Investigation Derived Waste (IDW)
- Air sparge skid with separate portable electric generator

Figure A-1 is a site plan showing the general layout of the field facilities and equipment. Of note, all facilities will be located at the front of the property to assist in maintaining control of the site and minimize the area of the site that is accessed on a general basis.

The office trailer will be provided with desks, chairs, tables, filing cabinet, a computer, and a combined fax / printer. This computer will be used by all field staff to connect to the office and receive and send emails through the use of a cellular broadband modem. Due to the difficulties in coordinating utility connections with local providers during the Phase 1 RI, local electric and telephone services will not be connected and will instead be provided by generator and cell phone.

The following supplies will be maintained in the trailer:

- First aid
- Eye wash station
- Fire extinguisher
- Spill cleanup supplies for non-emergency spills (e.g., kitty litter absorbent)

Equipment, supplies, and chemicals for the field investigation will be stored in a storage container where each chemical will be clearly and properly labeled and stored such that incompatible chemicals are segregated. In addition, the chemicals will be segregated in a different section of the storage container from the sampling equipment and supplies. The RI Lead/FTL is responsible for reviewing the Material Safety Data Sheets (MSDSs) for the chemicals and for designating the location where each chemical will be stored such that incompatible chemicals are segregated. The RI Lead/FTL will indicate this area to all onsite field personnel and instruct them to store chemicals only in this area. Spill cleanup supplies will also be maintained in the storage trailer.

Field parameter forms have been developed for documenting all performed field activities. The forms are included as attachments at the end of the SOPs describing the activities for, which they will document. A complete set of the forms is also included in SOP No. 4 Field Parameter Forms. During the field investigation activities, field personnel must complete the appropriate forms. The forms must be filed at the end of each day in three-ring binders provided for each form in the on-site office trailer. Upon completion of the field activities, the three-ring binders will be brought back to the CH2M HILL Parsippanny office and made part of the project documentation record.

Site Security

The site is surrounded by a fence with an access gate on Harrison Avenue. The gate will be locked at the end of each workday and unlocked at the start of the next workday. The gate may be left open during the day if site personnel feel that they have continuous control over site access (e.g., can visually observe the gates). If all personnel leave the site for a break, the gate will be closed and locked. The trailer will also be closed and locked when the gate is closed and locked.

Site Visitors

During the remedial investigation and feasibility study, official visitors such as the EPA Project Manager, an inspector from OSHA, or a representative from a State or local agency

may visit the site (e.g., the NJDEP or NJ Meadowlands Commission). The FTL is responsible for informing the official visitor, if they are not already familiar with site activities, that this is a hazardous waste investigation and in order to come onsite, they must have the appropriate training under OSHA. The FTL is then responsible for immediately contacting the CH2M HILL Project Manager to inform her of the official visitor and seek direction. Visitors other than the EPA Project Manager must be requested to wait in the trailer until this contact is made.

A site visitor log will be maintained in the trailer and all visitors will be required to register in this log upon arrival.

Community members and the property owner and his representative will not be permitted onsite unless they have received prior approval from the EPA Project Manager. Site visitors authorized entry will be properly escorted and required to have the appropriate training and wear the protective gear specified in the Health and Safety Plan for the task that they perform.

Exhibits A-3 and A-4 are attendance logs that will be used for signing-in by the field staff and visitors.

Compliance with the Site Health and Safety Plan

A site-specific Health and Safety Plan has been developed. The Health and Safety Plan and the MSDSs for the chemicals which will be used during the remedial investigation will be posted in the trailer. In addition, the following are to be posted in the trailer:

- OSHA job site poster
- Evacuation plan
- Emergency phone numbers

Emergency equipment specified in the plan (spill kit, first aid, fire extinguisher, and other emergency equipment) are to be unpacked on the first day of filed activities and stored at a readily accessible location.

All personnel participating in the filed activities are required to read the Health and Safety Plan before arriving at the site and signing the "sign-off sheet" attached to the back of the plan. In addition, a "Site Safety Briefing" must be held each time new personnel begin work on the field investigation. The personnel who attend the briefing must sign the "sign-off sheet".

CH2M HILL's Hazard Communication Program and associated SOPs are available on the CH2M HILL's Intranet site and can be accessed at the site, if needed.

Air Monitoring

Real-time air monitoring for VOCs will be conducted during tasks involving intrusive activities (e.g., boring, excavations, LNAPL delineation). The monitoring program is described in detail in the HSP. The air monitoring will be conducted for worker safety and will be associated with exposure action levels, which if exceeded, will trigger the need for corrective action. All air monitoring readings above 0 will be recorded in the field logbook or work

activity log. The field staff is responsible for recording the readings along with the following information for each reading:

- Date
- Time
- Boring//activity being conducted
- Location of reading (e.g., head space, worker breathing zone, site perimeter)
- Any actions that needed to be taken based on the established action levels
- Any pertinent observations noted in the field logbook

Although historic information suggests that the landfill is comprised of construction debris, methane (CH_4) and hydrogen sulfide (H_2S) may be an issue, particularly in the geologic setting of the area (meadowmat). During the initial landfill investigation, including the trenching and sampling of the landfill, health and safety monitoring will include monitoring for H_2S and methane.

Vegetation Clearance and Procedures to Control Exposures to Ticks

A vegetation clearance subcontractor will be retained to clear vegetation along several transects and move it to designated staging areas at the site. The subcontractor will have the required training for working at a hazardous waste site and will be required to wear protective gear for minimizing tick exposures during their vegetation clearance activities.

Field personnel will follow the requirements in the HSP for wearing protective clothing and taking actions to minimize the potential for tick exposures. The application of insect or tick sprays will be performed outside of active work areas and away from environmental sampling areas in a manner to minimize the potential for cross contamination.

Equipment Storage and Tracking

Equipment will be stored in the onsite trailer and storage container. Equipment will be tracked using the form in Exhibit A-5.

Utility Connections

Local utility connections will not be completed during the Phase 2 RI/FS activities. Electric to the office trailer and air/bio sparge equipment will be provided through the use of portable electric generators. Telephone service will be through cellular phone, and clean water will be supplied via nearby fire hydrants.

In addition to the above utilities, subcontractor services will be procured for the following:

- Weekly removal of general trash
- Field sanitary facility and weekly servicing of this facility

Onsite Management of Investigation Derived Waste (IDW)

The table below and Exhibit A-6 lists the IDW streams expected from the investigation activities and provides instructions on how to manage each waste stream. The waste streams expected to require management, transport and disposal are listed below.

Wastes from Subcontractor Activities
Overpacked drums encountered during the landfill investigation
Fluids from decontamination activities
Soil from decontamination activities and trench/horizontal well construction
Wastes from CH2M HILL investigation activities
Soiled Personal Protective Equipment (grossly contaminated during mitigation operations)
Soil from soil boring installation and other investigation activities
Decontamination water
LNAPL from recovery test

The IDW storage area will be established at the front of the property (Figure A-1). Within this area, separate areas will be designated for the storage of each type of waste stream. All IDW will be placed in drums and brought to this area upon generation. The different IDW streams will be segregated in separate drums. No mixing of the different IDW streams is permitted. Drums will remain closed when not actively being filled with waste. Department of Transportation (DOT)-approved fifty-five gallon, open top, type 17E (1A2) of drums will be used for the onsite storage and offsite transport and disposal of all wastes.

The drilling and excavation subcontractors will be responsible for supplying drums of the required specification, to support the remedial investigation.

The field staff is responsible for marking the following information on each drum:

- Type of IDW (see Exhibit for abbreviations to use)
- Unique drum number incorporating waste source location
- Date waste was first placed in drum
- Date when waste was last placed in drum
- % Fullness of drum
- % Water of drum contents
- % Solids of drum contents

The following is an example of an IDW drum label for the third drum of soil cuttings from boring location SB-1 where the drum is 80% full and the muddy cuttings consist of 40% water and 60% soil, and it took two days to fill the drum.

IDW – Soil
SB-1 – 3
10/1/07 – 10/2/071
80F/40W/60S

A logbook will be maintained in the field trailer for the IDW storage area. As the drums are brought to the drum storage area, the information from the drum label will be recorded into the logbook. If any particulars of the IDW are observed, which may affect its management

and disposal, the field staff will note them in the logbook in addition to marking all the above information on the drums.

The field staff is responsible for inspecting daily the IDW storage area to ensure that all drums are properly closed and there are no leaks or spills from the drums. Any spills or leaks at the drum storage area will be managed following the spill response procedures described in this Site Management Plan.

Transport and Disposal of IDW

Upon completion of the remedial investigation activities, CH2M HILL will:

- Inventory the drums accumulated at the IDW storage area;
- In consultation with EPA, make a determination on the classification of the different IDW streams;
- Procure a subcontract for the disposal of all IDW streams
- Oversee the preparation of disposal paperwork and the removal of the drums from the site.

Waste characterization will be performed after the completion of the field investigation based on the analytical results of the Phase 1 investigation sampling. If a determination is made that some of the drums contain hazardous waste, the FTL will be responsible for labeling these drums with hazardous waste labels and the RI lead will be responsible for arranging for their disposal within 90 days of this determination.

Spill Response

In case of a spill on an unpaved surface, the FTL is responsible for immediately notifying the CH2M HILL Project Manager of the spill. The CH2M HILL Project Manager in turn will be responsible for immediately notifying the EPA Project Manager of the spill. Reporting of the spill to the NJDEP will be by the EPA Project Manager. NOTE THAT REPORTING OF SPILLS TO THE NJDEP MUST BE MADE WITHIN 15 MINUTES OF THE OCCURRENCE OF THE SPILL SO IT IS ESSENTIAL THAT ALL NOTIFICATIONS IN THIS SEQUENCE HAPPEN IMMEDIATELY. If the FTL cannot contact the CH2M HILL Project Manager, he/she will contact directly the EPA Project manager.

Onsite personnel are responsible for cleaning-up any accidental spills of chemicals, which are used during the RI activities as long as the spills do not represent "emergencies". Onsite personnel are also responsible for evaluating the spill conditions and for reviewing the appropriate MSDS to determine if the spill constitutes an emergency. Non-emergency spills will be cleaned up following the procedures in the MSDS for the spilled chemical. The generated waste will be collected in a drum separate from the drums where drill cuttings and other solid-phase wastes are accumulated. This drum will be labeled "Spill waste". In case of emergency spills, emergency phone numbers are available in the Health and Safety Plan. The field team lead is responsible for informing the RI Lead and/or the Project Manager immediately in case of a spill considered to represent an emergency even if the spill is not over unpaved soil.

The following information related to any emergency spills will be noted in the field logbook.

- Date and time of spill
- Origin of spill and chemical spilled
- Quantity of spill
- Emergency contacts made (time)
- Completed spill cleanup activities

The determination as to whether a spill represents an emergency lies with the responder to that spill. It is dependent on many factors including the type of chemical, quantity spilled, location of spill, whether the spill presents an emergency potential (e.g., fire), and whether the spill presents a potential for human and environmental exposure. For example, the same quantity of a spilled chemical may present an emergency at one location and an incidental spill at another location. Rather than specifying the spill quantities that would present an emergency, the plan leaves this determination with the field crew who is trained to assess the situation and make this determination. Irrespective of whether a spill represents and emergency or not, all spills over unpaved surfaces (i.e., soil) must be reported to the NJDEP immediately.

The drum where any spill cleanup supplies are collected will be characterized at the same time as the remaining drums. Until a determination as to its waste classification is made, the drum cannot be labeled as hazardous or nonhazardous waste.

The following definitions of incidental and emergency spills should be used to assist the field crew in making a determination as to whether the spill represents and emergency or not. An incidental spill is a spill that does not present an emergency to employees, and may be safely cleaned up. An incidental spill is generally small, and does not present the potential for over-exposure (e.g., above permissible exposure limit [PEL]) or present other emergency hazards (e.g., fire). Note that an incidental spill is defined as it pertains to employee hazards, without regard to the environmental hazards (i.e., a spill, as defined here, can be incidental and still pose an environmental emergency). HAZCOM training is sufficient to handle incidental spills.

An emergency spill is a spill that presents an actual or potential emergency hazard to employees, and must be immediately addressed. An emergency spill may be large, present an over-exposure hazard (e.g., above PEL), or have the potential to present an emergency (e.g., fire). Emergency spills may also present an environmental hazard.

References and Availability of Resources

The following references will be maintained in the onsite trailer:

- Phase 2 RI/FS Work Plan including schedule, scope and budget
- SAP (including UFP-QAPP / CQCP and all attachments)
- Health and Safety Plan including evacuation plan and emergency phone numbers
- MSDSs for the chemicals planned to be used
- Site Management Plan
- Contacts list including the names and phone numbers of EPA, USACE, CH2M HILL, and subcontractor personnel
- Subcontract specifications and terms and conditions

- Copies of each form specified in the SAP / UFP-QAPP / CQCP to be used to document the remedial investigation activities (e.g., sampling logbook)
- Visitor logbook
- Drum logbook
- OSHA job site poster

The Health and Safety Plan, MSDSs, evacuation plan, emergency phone numbers, and OSHA poster will be posted at a conspicuous location in the onsite trailer.

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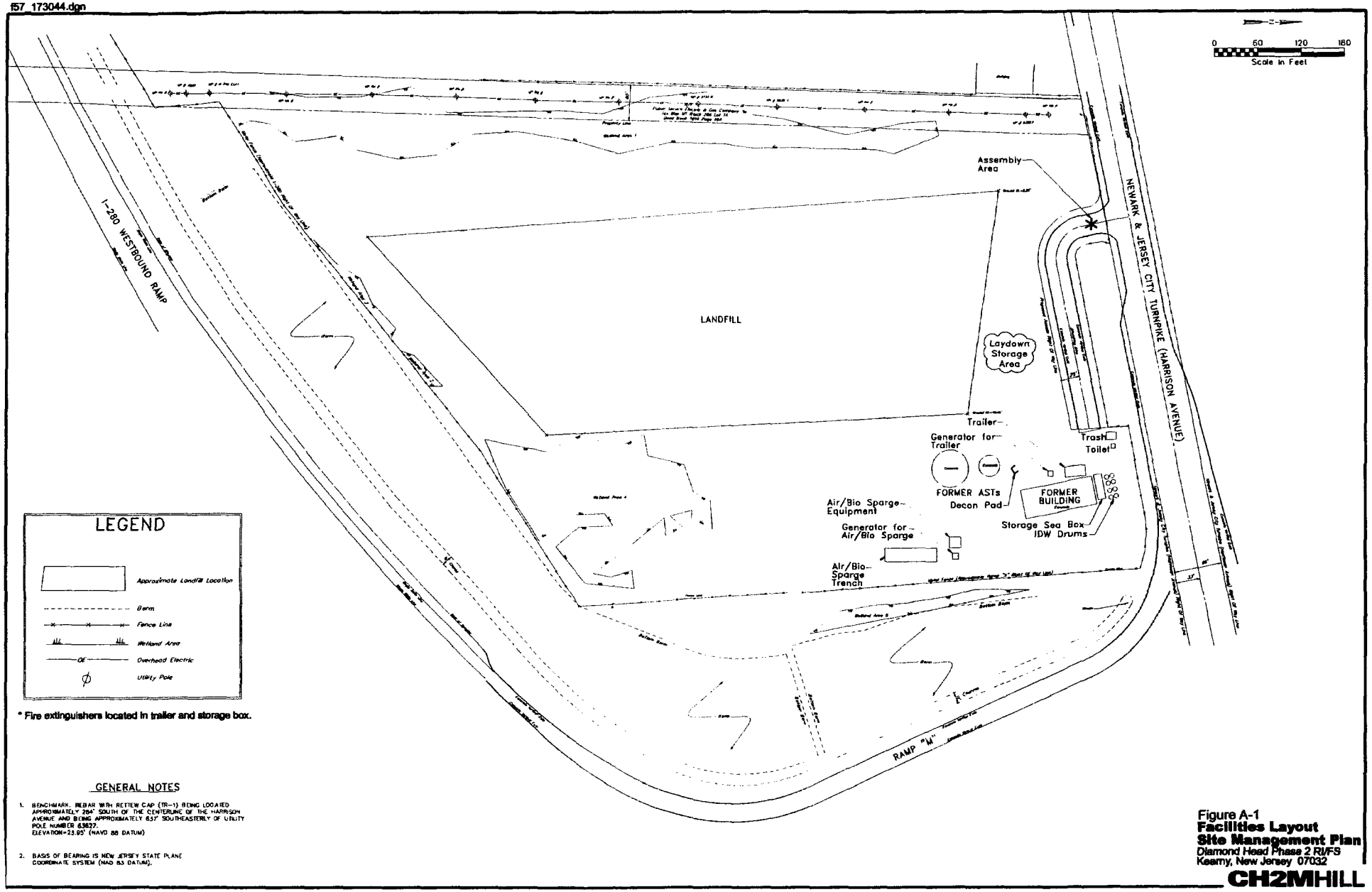

* Fire extinguishers located in trailer and storage box.

GENERAL NOTES

1. BENCHMARK: REBAR WITH RETTEW CAP (TR-1) BEING LOCATED APPROXIMATELY 264' SOUTH OF THE CENTERLINE OF THE HARRISON AVENUE AND BEING APPROXIMATELY 637' SOUTHEASTERLY OF UTILITY POLE NUMBER 43627. ELEVATION=23.93' (NAVD 88 DATUM)

2. BASIS OF BEARING IS NEW JERSEY STATE PLANE COORDINATE SYSTEM (NAD 83 DATUM).

Figure A-1
Facilities Layout
Site Management Plan
Diamond Head Phase 2 RI/FS
Kearny, New Jersey 07032

CH2MHILL

300682

Exhibit A-1 Daily Status Report Diamond Head Oil Site - Phase 2 Focused RI/FS	
Field Person Providing Report:	
Person Receiving Report:	
	PM RI/FS FTL
Date and time:	Date: Time:
Activities Performed On Site:	
Deviations from Work Plan:	YES No Explain:
Exceedances of HSP action levels? Corrective actions if any :	YES No Explain:
Problems / Issues encountered:	
Assistance needed:	
Subcontractor performance / issues:	
Any impacts on schedule / budget:	
Site visitors and any requests made:	
Comments:	

Project Contacts

Name	Project responsibility	Location	Phone number				Fax No.	Email Address	Address
			Office	Ext.	Home	Cell phone			
CH2M HILL Project Team									
Juliana Hess	Project Manager	NJO	973-316-9300	4547	973-984-5734	201-602-1557	215-640-9387	juliana.hess@ch2m.com	99 Cherry Hill Road / Ste 200, Parsippany NJ 07054
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Onsite Trailer	Temporary Office Trailer		To be completed						1401 Harrison Ave. Kearny, NJ 07032-4310
EPA Project Team									
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Project Contacts

Name	Project responsibility	Location	Phone number				Fax No.	Email Address	Address
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Nancy Hamill	NJDEP - Environmental Toxicology and Risk Assessment Unit - Ecology Impact	NJ							

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Name	Project responsibility	Location	Phone number				Fax No.	Email Address	Address
			Office	Ext.	Home	Cell phone			
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Andy Gosnell	Geologist/Hydrogeologist	MO	816-389-3891					Andrew.S.Gosnell@nwk02.usace.army.mil	700 Federal Building, Kansas City, MO 64106-2896 Andrew.S.Gosnell@nwk02.usace.army.mil
Subcontractors & Vendors/Providers of Support Facilities and Services									
NJ-One-Call	Utility mark outs to property boundary		1-800-272-1000						
	Investigative area utility clearance								
	IDW disposal / Road Construction / Landfill Trenching / Vegetation								
	Dumpster and trash removal								
	Office Trailer & Storage Container								
	Portable sanitary facility								
	Licensed Electrician								
	Rental Monitoring Equipment, H&S Supplies, GPS Survey equipment								
	Consumable/Expendable Equipment Supply								
	Rental of Phone/Fax/Printer								
	Generator rental for office trailer and Air/Bio sparge pilot system								
	Rental of Computer								
	LIF Drillers								
	LNAPL Recoverability Testing Equipment								
	Air/Bio sparge pilot test equipment and supplies								
	Intact core and LNAPL fluid laboratory specialty testing								
	SPLP and LNAPL chemical characterization laboratory								
	Air/Bio sparge groundwater bacterial analyses laboratory								

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Staff Sign-In

Diamond Head Oil Site Phase 2 Focused RI/FS
Kearny, Hudson County, New Jersey, 07032-4310

Name (Print Legibly)	Affiliation	Date	Time Arrived at Site	Time Departed from Site	Purpose of Visit / Comments
John Doe	*CH2M HILL*	*10/1/2007*	*0700*	*1700*	*Landfill Evaluation*

Visitor Sign-In

Diamond Head Oil Site Phase 2 Focused RI/FS
Kearny, Hudson County, New Jersey, 07032-4310

Name (Print Legibly)	Affiliation	Date	Time Arrived at Site	Time Departed from Site	Purpose of Visit
John Doe	*USEPA*	*10/1/07*	*0900*	*1405*	*Site Visit*

Exhibit A-5
Rental Equipment Tracking Log
Diamond Head Oil Site Phase 2 Focused RI/FS,
Kearny, Hudson County, New Jersey, 07032-4310

Equipment Type	Owner	I.D. #	Replaces Unit #	Date Received	Date Returned	Reason Returned
OVM 580B	*Pine Environmental*	*C-1000*	*Original Unit*	*11/1/2007*	*11/31/2007*	*Dead Battery*
OVM 580B	*Pine Environmental*	*C-1001*	*C-1000*	*11/31/2007*		

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Exhibit A-6
Onsite Management of IDW
Diamond Head Oil Site - Phase 2 Focused RI/FS

Waste Stream	Estimated Number of drums	Receptacle / Container	Drum Label Abbreviation	Waste Management
Wastes from Subcontractor Activities				
Overpacked drums (Contingency)	10	Overpacked in 55 Gallon Drums provided by Subcontractor	OVERPACK	No disposal required – Stage on site (Evaluate with ESEPA-ERT)
Fluids from Decontamination Activities	5	Containerized in 55-gallon drums provided by Subcontractor	DECON	Collect & store in designated drum Store drum at drum storage area Label as required Anticipated waste classification: Non hazardous based on waste classification for similar waste stream during Phase 1 investigation Disposed off-site at EPA approved disposal facility
Soil from Decontamination Activities and trench/horizontal well construction	2	Recovered from the decontamination pad and stored in 55-gallon drums provided by Subcontractor	DECON	Same
Wastes from CH2M HILL Investigation Activities				
General trash, cardboard, and CH2M HILL non-soiled personal protective supplies	NA	Collect in trash dumpster	NA	Weekly trash removal
CH2M HILL Soiled personal protective supplies (grossly contaminated during mitigation operations)	5	55-gallon drums provided by Subcontractor	PPE	Collect & store in designated drum Store drum at drum storage area Label as required Anticipated waste classification: Non hazardous based on waste classification for similar waste stream during Phase 1 investigation Disposed off-site at EPA approved disposal facility
Soil from other investigation activities	5	Soil from the installation of soil borings	SOIL	Same
Decontamination water	10	Liquids generated during investigation activities	DECON	Same
Light non aqueous liquid	5	LNAPL recovered during the LNAPL recovery test	LNAPL	Collect & store in designated drum Store drum at drum storage area Label as required Anticipated waste classification: Hazardous based on waste classification for similar waste stream during Phase 1 investigation Disposed off-site at EPA approved disposal facility

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Date: August