

# Tier 1 Report Completeness Review Checklist

The following document is used to review Tier 1 Reports (new and SCR conversions). The following questions are to be answered based on the information presented in the Tier 1 Report, SCR, and LUST file. Responses may fall into the following categories:

Y- YES. Information meets qualifications as intended or presents the correct information.

N- NO. Information not provided or does not meet qualifications as intended.

NA- Not Applicable. Response / information is not required.

LUST/Reg. No.: \_\_\_\_\_ Site Name/Location: \_\_\_\_\_

Date Tier 1 Report Received: \_\_\_\_\_ Date Tier 1 Review Completed: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Results:  Accepted  Rejected

DNR Reviewer: \_\_\_\_\_ Tier 1 Classification:  NFA  Tier 2 Req'd

## Tier 1 Review Summary

Tier 1 based on SCR conversion  Y  N

Tier 1 Source Concentrations , Tier 1 levels  Y  N

Tier 1 Complete  Y  N

If report is rejected, identify comments/summary/action items needed; include in response letter:

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Tier 1 Review Comment letter dated: \_\_\_\_\_

## I. TIER 1 REPORT - BODY

### Title Page (software printout or hardcopy format)

Required information provided  Y  N

Name, number and signature of groundwater professional provided  Y  N – return report to GWP

Name and signature of responsible party provided  Y  N – return report to RP

Incomplete items \_\_\_\_\_

### Site Data Summary (software printout or hardcopy format)

Required information provided  Y  N

Bedrock encountered before groundwater  Y  N **If YES, Tier 2 req'd**

Free product currently at site  Y  N **If YES, Tier 2 req'd**

Soil and Groundwater Source Maximums , Tier 1 levels  Y  N

Incomplete items \_\_\_\_\_

**Pathway Evaluation Summary (software printout or hardcopy format)**  Y  N

Incomplete items \_\_\_\_\_

**Tier 1 Report Checklist (pg. 4)**  Y  N

Incomplete items \_\_\_\_\_

**Site Activity section (release discovered, reported, and circumstances)**  Y  N

**Site Owner chronology (name and addresses provided)**  Y  N

Does chronology include identified RP  Y  N – report is incomplete

**Description of existing USTs and leak rate identified**  Y  N  NA

If active USTs present, is Financial Responsibility mechanism identified  Y  N  NA

**Description of site geology provided**  Y  N

**Description of surrounding land use provided (Ref App. 3)**  Y  N

**Field Screening Results table- required information provided**  Y  N

**Soil Boring/Monitoring Well Placement**  Y  N

Adequate field screening/ source investigation conducted  Y  N

Justification that sources have been located is provided  Y  N

Incomplete items \_\_\_\_\_

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**Soil Analytical Data**  Y  N

Appropriate Group 1 and Group 2 chemicals have been analyzed  Y  N

Current and historical data provided  Y  N

Incomplete items \_\_\_\_\_

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**Groundwater Analytical Data**  Y  N

Appropriate Group 1 and Group 2 chemicals have been analyzed  Y  N

Current and historical data provided  Y  N

Hydraulic Conductivity and TDS values included  Y  N

Incomplete items \_\_\_\_\_

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**Description/history of free product recovery provided**  Y  N

Is free product recovery currently in progress  Y  N **If YES, Tier 2 req'd**

**Soil Gas sampling (SGS) conducted at the site**  Y  N

Are the SGS methods and locations appropriate  Y  N

(1) SGS done at soil maximum(s) (Ref. App 5)  Y  N

Soil vapor to enclosed space pathway cleared  Y  N  NA

(2) SGS done at groundwater maximum(s) (Ref. App 6)  Y  N

Groundwater vapor to enclosed space pathway cleared  Y  N  NA

Incomplete items \_\_\_\_\_

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**Groundwater Elevation- required information provided**  Y  N

**Hydraulic conductivity table- required information provided**  Y  N – report is incomplete

Minimum of 3 wells tested (except SCR conversions)  Y  N

Well parameter values in table correspond to data used in evaluations  Y  N

Sufficient time vs. drawdown data obtained to measure aquifer reponse  Y  N

Are calculated K values appropriate for geology  Y  N

Incomplete items \_\_\_\_\_

**Groundwater well survey-**

**required information provided to verify 300 ft and 1,000 ft survey completed**

Y  N – report is incomplete\*

\*NOTE: if maximum contaminant levels are , Tier 1 levels, survey is not required

Name of public entities contacted

Y  N  NA

Well owners identified (name and address)

Y  N  NA

Incomplete items \_\_\_\_\_

**Enclosed Space/Conduit Survey table complete**

Y  N – report is incomplete\*

\*NOTE: if maximum contaminant levels are , Tier 1 levels, survey is not required

Data for all buildings within 200 ft provided

Y  N  NA

Data for water mains, sanitary & storm sewer mains within 500 ft provided

Y  N  NA

Data for all plastic water service lines within 200 ft provided

Y  N  NA

Results of explosive vapor survey provided

Y  N  NA

Conduit number corresponds to enclosed space/conduit map

Y  N  NA

Incomplete items \_\_\_\_\_

**Surface Water Body Survey- required information provided**

Y  N – report is incomplete\*

\*NOTE: survey is required regardless of maximum contaminant levels

Surface water body within 200 ft.

Y  N

Petroleum sheen observed on surface water body

Y  N

Designation of surface water body provided.

Y  N

**II. APPENDICES**

**Required information provided for the following (Reference: DNR Tier 1 Guidance pgs 34-35):**

**Topographic Map**

Y  N

**Site Plan Map**

Y  N

**Site Vicinity Map**

Y  N

**Field Screening Map**

Y  N  NA

**Soil Contamination Map(s)**

Y  N

**Groundwater Contamination Map(s)**

Y  N

**Groundwater Flow Direction Map**

Y  N

**Well Survey Map**

Y  N

**Enclosed Space and Conduit Map**

Y  N  NA

**Surface Water Map**

Y  N  NA

**Tank and Line Tightness Test Results**

Y  N  NA

**Laboratory Data Sheets**

Y  N  NA

**Soil Boring Logs/Monitoring Well Construction Diagrams**

Y  N

**Hydraulic Conductivity Measurements**

Y  N

**Well Logs**

Y  N

**Pathway Evaluation Worksheet** (required if software not used)

Y  N  NA

**III. CORRECTIVE ACTIONS**

**Restrictive Covenants / Institutional Controls**

Is a declaration of restrictive covenant or use of an institutional control proposed

Y  N

NOTE: DNR Legal will make final determination on acceptance of proposed restrictive covenant/institutional controls

Incomplete items \_\_\_\_\_

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**Abandoned Water Well Plugging Records**

Copies of plugged water wells provided

Y  N  NA

Incomplete items \_\_\_\_\_

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**Water Supply (DNR) / County Agent Notification**

Is a copy of the notification form included with the report or in the LUST file

Y  N

Are the notification form and attachments complete

Y  N

Incomplete items \_\_\_\_\_

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**Report of Plastic Water Line Removal / Relocation**

Has information been provided to document removal/relocation of a plastic water line

Y  N

Incomplete items \_\_\_\_\_

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**Utility Company Notification**

Is a copy of the notification form included with the report or in the LUST file

Y  N

Are the notification form and attachments complete

Y  N

Incomplete items \_\_\_\_\_

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**Report of Soil Excavation Activities (Reference: DNR Tier 1 Guidance pg 32)**

Is documentation provided to indicate soil excavation has been conducted

Y  N

Were the excavation activities conducted in accordance with Subrule 135.12(11) of the IAC

Y  N

Incomplete items \_\_\_\_\_

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