

CHAPTER 2

SITE COORDINATION

2-1. General. The purpose of this chapter is to outline the site coordination that must be performed prior to tank removal. The list should be modified to satisfy the needs of each site.

2-2. Environmental Coordinator. The environmental coordinator, or on Civil Works facilities the facility manager, must be identified for each site where a UST is to be removed. The coordinator will be the interface between the regulatory agencies and the site. All impending work must be approved by the environmental coordinator.

2-3. Site Representative. The site representative must be contacted to determine if as-built drawings are available for the tanks, utilities, and facilities in the immediate area of the UST. Other aspects of the UST history should be investigated with the site representative, or on Civil Works facilities the facility manager.

2-4. Utilities. Prior to excavation, all necessary excavation permits must be completed. The utilities that must be located include but are not limited to water, gas, electricity, communications, sewer, and fuel lines. Excavation must not proceed until all utilities have been notified.

2-5. Transportation Routes and Traffic. Site representatives must be contacted to determine approved transportation routes for contaminated soil, excavated tanks, and backfill. If possible, the route should be one that is not subject to heavy traffic. Traffic control requirements (pedestrian and vehicular) around the excavation site and the transportation route must be established prior to excavation.

2-6. Fire Department Notification. The local fire department must be given sufficient notice to allow them to be present during tank excavation. The local fire chief must be contacted to determine whether any local ordinances apply during excavation.

2-7. Regulatory Agency. The governing regulatory authority requires notification upon discovery of a leak and prior to UST removal. The notification and permitting requirements must be completed for every tank removal. Appendix B lists state offices to expedite this process.

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2-8. Excavations. Each site should be evaluated to determine the appropriateness of leaving the excavation site open pending analytical results. The environmental coordinator or facility manager should indicate which sites may be left open. Barricades, safety fencing, or other precautions are required adjacent to the excavation in accordance with EM 385-1-1.

2-9. Cultural Resources. The facility coordinator responsible for oversight of archeological or cultural resources should be contacted prior to excavation to insure that the potential UST site is not located in a sensitive area. In the event that human remains or other cultural artifacts are accidentally discovered, discontinue excavation activities and contact the facility coordinator for cultural resources to initiate proper artifact removal.