

APPENDIX H
EE/CA WORK PLAN REVIEW MATRIX

H-1. General. The following is a sample EE/CA Work Plan Review Matrix but may be modified for a particular response process (e.g., RI, RI/FS). The matrix is to identify the individual responsible for a specific discipline to help focus document reviews (e.g., any comments on a particular specialty should be filtered through the individual assigned/responsible for that specialty). Although the following provides what documents individuals are responsible for, it does not preclude one from reviewing other documents and raising questions of concern.

| Chapter | PDT Member | DC POC* | PE** | Geo | OE Safety | Sys Safety | Chemist | References/Special Notes |
|-------------------------|------------|---------|------|-----|-----------|------------|---------|--------------------------|
| Chapter 1 | | R/A | | | | | | |
| Project Authorization | | | | | | | | |
| Purpose/Scope | | | | | | | | |
| WP Organization | | | | | | | | |
| Project Location | | | | | | | | |
| Site Description | | | | | | | | |
| Site History | | | | | | | | |
| Land Use | | | | | | | | |
| Previous Investigations | | | | | | | | |
| Summary of MEC Risk | | | R | | C | | | |

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|--------------------------|------------|---------|------|-----|-----------|------------|---------|--------------------------|
| Chapter 2 | | R/A | | | | | | |
| Project Objectives | | | | | | | | |
| Project Organization | | | | | | | | |
| Project Personnel | | | | | | | | |
| Communications/Reporting | | | | | | | | |
| Deliverables | | | | | | | | |
| Schedule | | | | | | | | |
| Reporting | | | | | | | | |
| Costing/Billing | | | | | | | | |
| Public Relations | | | | | | | | |
| Subcontractor Management | | | | | | | | |
| Management of Field Ops | | | | | R | | | |

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|---------------------------------|------------|---------|------|-----|-----------|------------|---------|--------------------------|
| Chapter 3 | | R/A | | | | | | |
| Overall Approach to EE/CA | | | C | | | | | |
| ID of Areas of Concern | | | C | | | | | |
| GPO Plan and Report | | | | C | | | | |
| Geophysical Investigation Plan | | | | C | R | | | |
| Surveys/Mapping Plans | | | C | | | | | |
| GIS Plan | | | C | | | | | |
| Intrusive Investigation | | | R | R | R | | | |
| IDW Plan | | | R | | | | C | |
| Risk Analysis | | | C | | | | | |
| Institutional Controls Analysis | | | C | | | | | |
| Recurring Review Plan | | | C | | | | | |

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|-------------------------------|-------------------|----------------|-------------|------------|------------------|-------------------|----------------|---------------------------------|
| Chapter 4 | | R/A | | | | | | |
| QC Plan | | | C | R | R | | | |
| Chapter 5 | | R/A | | | | | | |
| Explosives Management Plan | | | | | C | | | |
| Chapter 6 | | | | | | | | |
| Explosives Siting Plan | | | | | C | | | |
| Chapter 7 | | R/A | | | | | | |
| Environmental Protection Plan | | | C | | | | | |
| Chapter 8 | | R/A | | | | | | |
| Property Management Plan | | | C | | | | | |
| Chapter 9 | | R/A | | | | | | |
| IHF Siting Plan (RCWM) | | | R | | C | | | |
| Chapter 10 | | R/A | | | | | | |
| Physical Security Plan (RCWM) | | | R | | R | | | |

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| Chapter 11 | | R/A | | | | | | |
| References | | | R | | R | | | |
| Appendix A | | R/A | | | | | | |
| PWS/SOW | | | R | | R | | | |
| Appendix B | | R/A | | | | | | |
| Site Maps | | | R | | R | | | |
| Appendix C | | R/A | | | | | | |
| Local POCs | | | R | | R | | | |
| Appendix D | | R/A | | | | | | |
| SSHP | | | | | R | C | | |
| Appendix E | | R/A | | | | | | |
| Environmental SAP | | | | | | | C | |
| Appendix F | | R/A | | | | | | |
| Contractor Forms | | | R | | R | | | |

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|------------------------|------------|---------|------|-----|-----------|------------|---------|--------------------------|
| Appendix G | | R/A | | | | | | |
| MSD Calculation Sheets | | | | | C | | | |
| Appendix H | | R/A | | | | | | |
| Resumes | | | | | C | | | |
| Appendix I | | R/A | | | | | | |
| TPP Work Sheets | | | C | R | R | | | |

*The DC POC has overall responsibility for the entire work plan.

**Depending on the complexity of the project, the project engineer is responsible for assuring appropriate engineering disciplines are involved.

R – Review: PDT member responsible for reviewing and supplying comments to the MM DC POC. Coordination with the concurring authority is recommended.

A – Approve: PDT member responsible for final approval and resolution of comments concerning designated portions of the work plan.

C – Concur: PDT member with primary technical expertise and must provide written concurrence or non-concurrence to the MM DC POC. Documented concurrence on CEHNC Form 7.