

APPENDIX I
EE/CA REPORT REVIEW MATRIX

I-1. General. The following is a sample EE/CA Report 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. Note also that references included in this sample matrix may have been appropriate for a particular project at the time of publication; however, these references may not be valid thereafter.

Chapter	PDT Member	MM DC POC*	PE**	Geo	OE Safety	Chemist***	MM CX	References/Special Notes
General (Required by DID)		R/A						
Signature of corporate quality rep			R					
Engineer certification (FINAL)			R					
Executive Summary		R/A	R	R	R		R	
Chapter 1							R	
Regulatory framework/auth.								PWS/SOW, TPP worksheets
Purpose/scope								PWS/SOW, TPP worksheets

EM 1110-1-4009

15 Jun 07

Chapter	PDT Member	MM DC POC*	PE**	Geo	OE Safety	Chemist***	MM CX	References/Special Notes
TPP Team (by name)			C	R	R			TPP worksheets
Summary, public participation								Admin record file
Other environmental problems			R			R		Admin record file
Chapter 2		R/A					R	PWS/SOW, TPP worksheets
Chapter 3		R/A					R	PWS/SOW, TPP worksheets
Project team goals			C	R	R			
Regulator/stakeholder concerns			C	R	R			
Constraints			C	R	R			
ID of response alternatives			C	R	R			
Project objectives			C	R	R	R		
Data Quality Objectives (DQOs)			C	R	R	R		

Chapter	PDT Member	MM DC POC*	PE**	Geo	OE Safety	Chemist***	MM CX	References/Special Notes
Chapter 4		R/A					R	Admin record file, project records
Analysis of historical records			R					
Interviews conducted			R					
Analysis of aerial photography			R					
Other investigations performed			R			R		
Source/nature/extent of MEC			C	R	R	R		
Chapter 5		R/A					R	
CSM and its development			C	R	R			EM 1110-1-1200
MEC risk assessment method			C		R			TPP worksheets
MEC risk assessment			C					
Level of safety risk that exists			C		R			

EM 1110-1-4009
15 Jun 07

Chapter	PDT Member	MM DC POC*	PE**	Geo	OE Safety	Chemist***	MM CX	References/Special Notes
Chapter 6		R/A					R	
Response alternatives evaluation			R					EP 1110-1-18, para. 9-7
Chapter 7		R/A					R	
Institutional Control Plan			C		R			
Chapter 8		R/A					R	
Recommended alternatives			C	R	R			
Chapter 9		R/A					R	
QC methods used			C	R	R	R		
QC results			C	R	R	R		Field logs/reports, QARs
Lessons learned			C	R	R	R		
Appendix A		R/A						
PWS/SOW			R		R			

Chapter	PDT Member	MM DC POC*	PE**	Geo	OE Safety	Chemist***	MM CX	References/Special Notes
Appendix B		R/A						
Scrap disposition documents					R			
Appendix C		R/A						
Demo activity tables					R			
Appendix D		R/A					R	
Institutional analysis and report			R					
Appendix E		R/A						
Cost breakdown			R					
Appendix F		R/A					R	
Responsiveness Summary			C	R	R			
Appendix G		R/A					R	
Recurring Review Plan (Draft)			C	R	R			

EM 1110-1-4009

15 Jun 07

Chapter	PDT Member	MM DC POC*	PE**	Geo	OE Safety	Chemist***	MM CX	References/Special Notes
General		R/A						
Terminology/definitions correct			R	R	R	R	R	EP 1110-1-18, Basic Contract
Recovered items properly ID'd			R	R	R		R	
Recommendations supported			R	R	R	R	R	
Data consistent throughout			R	R	R	R	R	
Proper application of tools			R				R	UXO Calculator, etc., protocols
Proper application of Ordnance Explosives Risk Impact Assessment			R				R	

*The MM DC POC has overall responsibility for the adequacy of the report.

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

***For RCWM projects and any others where soil sampling or related issues were involved.

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

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. Document on CEHNC Form 7.

Coordination with reviewers is required.