

APPENDIX J
REMOVAL ACTION WORK PLAN REVIEW MATRIX

J-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	Sys Safety	Chemist	References/Special Notes
Chapter 1		R/A						
General Information								
Site Location								
Site History								
Topography								
Chapter 2		R/A						
Technical Management Plan			C	R	R			
Chapter 3		R/A						
Explosives Management Plan					C			

EM 1110-1-4009

15 Jun 07

Chapter	PDT Member	MM DC POC*	PE**	Geo	OE Safety	Sys Safety	Chemist	References/Special Notes
Chapter 4		R/A						
Explosives Siting Plan					C			
Chapter 5		R/A						
Geophysical Proveout Plan/Report				C				
Chapter 6		R/A						
Geophysical Investigation Plan			R	C	R			
Chapter 7		R/A						
Location Surveys and Mapping Plan			C	R	R			

Chapter	PDT Member	MM DC POC*	PE**	Geo	OE Safety	Sys Safety	Chemist	References/Special Notes
Chapter 8		R/A						
Work, Data, Cost Management Plan			R					
Chapter 9		R/A						
Property Management Plan			C		R			
Chapter 10		R/A						
Quality Control Plan			C	R	R			
Chapter 11		R/A						
Environmental Protection Plan			C					
Chapter 12								
IDW Plan							C	

EM 1110-1-4009
 15 Jun 07

Chapter	PDT Member	MM DC POC*	PE**	Geo	OE Safety	Sys Safety	Chemist	References/Special Notes
Chapter 13		R/A						
Geographical Information Systems Plans			C	R				
Chapter 14								
IHF Siting Plan			R		R			
Chapter 15								
Physical Security Plan			R		R			
Chapter 16		R/A						
References			R	R	R			
Appendix A		R/A						
TO Scope of Work								
Appendix B		R/A						
Site Maps			C	R	R			

Chapter	PDT Member	MM DC POC*	PE**	Geo	OE Safety	Sys Safety	Chemist	References/Special Notes
Appendix C		R/A						
Local Points of Contact			C		R			TPP Worksheets, Meeting Minutes
Appendix D		R/A						
SSHP					R	C		
Appendix E		R/A						
Environmental SAP			R				C	
Appendix F								
QC Log				R	C			
Safety Mtg Attendance Log					C			
Site Visitors Log					C			
Safety Inspections Log					C			
Daily Report of MEC Operations					C			

Chapter	PDT Member	MM DC POC*	PE**	Geo	OE Safety	Sys Safety	Chemist	References/Special Notes
Explosives Accountability Forms					C			
Appendix G								
MSD Calculation Sheets					C			
Appendix H								
Resumes					C			

*The MM 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. Document concurrence on CEHNC Form 7.