

File Reviews and Preparing for Closure

Rosemary Smyth

WHEN SHOULD A FILE REVIEW BE PERFORMED? WHAT
DOES IT LOOK LIKE TO BE PREPARED FOR CLOSURE?

What is a File Review? How does it help prepare for closure?

Basically, it is just making sure you know everything that has ever happened on a site.

- Different closure options require different approaches to cleanup, and file reviews help to lay the groundwork for what needs to be done going forward.
- The more you know now, the less you have to go back and redo.

How do you do a File Review?

Where do I find all this information?

- Storage Tank Contamination Monitoring (STCM)
- Oculus
- Local Paper Files

How do you do a File Review?

What am I looking for in Oculus and Paper Files?

- Discharge Reporting Forms
- Assessment Data
 - Original Contamination Assessment Reports
 - Site Assessment Reports
 - Low Score Assessment (LSA)/Low Score Site Initiative (LSSI) Reports
 - Additional Figures and Tables
 - Site Assessment Approval

How do you do a File Review?

What am I looking for in Oculus and Paper Files?

- Remedial Information
 - Previous Remedial Action Plans (RAPs)
 - System operation reports
 - Source Removal Reports
 - Tank Closure Documents

When do you do a File Review?

Ideally, you should do a complete file review when the site is first assigned to you, but...

- Other times to do a file review
 - When you are writing a RAP Scope of Work (SOW)
 - When you are writing a Natural Attenuation Monitoring (NAM) SOW

What are some tips for conducting a File Review?

- Take notes.
- Save relevant lab reports, tables, and figures for future use.
- Talk with the Agency Term Contractor (ATC) about incorporating historical data into the current reports.
- Read the lab reports when looking at historical contamination summary tables.

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

Alignment: Center, Left, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Decimals, Fractions

Styles: Normal, Bad, Good, Neutral

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data, Sensitivity, Add-ins

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD				
1	Wells			Replacement Wells				Contaminants of Concern										Key																
2	Well ID	Screen Interval		Well ID	Screen interval													Shallow	NADC	Destroyed														
3																		Intermediate	GCTL															
4																		Deep	Clean															
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What are more tips for conducting a File Review?

- Take notes.
- Save relevant lab reports, tables, and figures for future use.
- Talk with the ATC about incorporating historical data into the current reports.
- Read the lab reports when looking at historical contamination summary tables.
- Don't assume because it has the same name it is in the same location.

What does it mean to be prepared for closure?

As a site manager, closure should be in your mind from the start of a project.

- Keep track of what still needs to be addressed.
- Make sure that you have the files you need to prepare the Site Rehabilitation Completion Order (SRCO) packet.
- Know the rules for what is required for the level of closure you are looking to achieve.

Questions?

Rosemary Smyth

Petroleum Cleanup LP 17

850.823.5835 or 850.712.3575

Rosemary.Smyth@FLHealth.gov