

**DEPARTMENT OF TOXIC SUBSTANCES CONTROL
PROFESSIONAL REFERENCE QUESTIONNAIRE
FOR APPLICANTS TO
THE REGISTERED ENVIRONMENTAL ASSESSOR II PROGRAM**

Name: _____ has applied to the Department of Toxic Substances Control (DTSC) for registration as a Registered Environmental Assessor II (REA II). The Applicant has asked you to provide a professional reference to be considered by DTSC when it reviews the Applicant's written application. DTSC appreciates receiving your considered and candid responses to the questions about the professional capabilities and character of the Applicant.

DTSC will treat all references obtained as confidential and exempt from disclosure under the Public Records Act pursuant to Government Code section 6255. Only staff of DTSC and members of the Qualification Panel will read the reference forms.

To assist in completing this reference, the following describes the work and minimum qualifications for registration as an REA II:

An REA II issues hazardous substance and hazardous waste site cleanup opinions which describe whether contamination is present at a site, the work needed to reduce the risk from that contamination and whether that work has been completed. These opinions are based upon careful study of a site, including, but not limited to, preliminary endangerment assessments, remedial investigations, feasibility studies, remedial design, remedial actions, corrective action plans, remedial action plans and other work associated with the investigation, assessment and remediation of hazardous waste and hazardous substance release sites.

An REA II is required to have a minimum of eight years of professional-level environmental experience, acquired within the last ten years, of which four years shall be professional-level site mitigation experience acquired in the last six years. Professional Level Site Mitigation Experience includes the evaluation and selection of scientific or technical methodologies, supervision and coordination of other professionals in conducting scientific and technical work, and drawing scientifically supportable technical conclusions, recommendations and opinions. Professional-level site mitigation experience will be determined by at least four references with professional-level site mitigation experience. At least one reference shall be from a qualified representative of a lead agency with regulatory authority over the cleanup work at a hazardous substances or hazardous waste release site at which the REA II applicant acted as project manager.

DTSC is relying upon informed references to help determine the Applicant's qualifications to perform the investigation, assessment, and remediation of hazardous waste sites in California.

For additional information on the qualifications for registration as an REA II, please consult the REA website at www.DTSC.ca.gov/rea, telephone our office at (916) 324-6881, or email us at REA_Mailbox@dtsc.ca.gov

Reference Handling Instructions:

This application package should include four Reference Questionnaire Forms. One from a Lead Agency and three Professional reference forms. **Applicants will need to print one Lead Agency and three Professional Reference Forms from our website and provide envelopes.**

For each reference questionnaire, self-address the return envelopes and affix postage. Complete each Section of the reference form. Place the self-addressed envelope and the appropriate reference form in another envelope and deliver the reference form and envelope to each of your four references, emphasizing the instructions to seal and sign across the flap before returning the form to you.

Each reference will complete his or her form, seal it in a return envelope, sign on the seal, and send it back to you. Do not open sealed envelopes. You must submit the four sealed envelopes containing reference forms as part of your application.

DTSC's REA Program staff will verify that the envelopes remain sealed by the references to protect the confidentiality of the information contained in the reference form. Applications will be rejected if tampering with envelope seals is evident.

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1. Are you capable of providing an informed and objective description or opinion of the professional environmental and site mitigation work of this Applicant?
Yes _____ No _____ (If "No", please explain.)

2. What is your business and/or professional relationship with the Applicant?

3. Please indicate the time periods during which you have personal knowledge of the Applicant's professional level site mitigation experience and the nature of your association with the Applicant:

Association	Time Period From (MM/YY - MM/YY)
Lead Agency Representative	
Supervisor	
Colleague	
Client	
Professor	
Other (Describe below)	

4. Do you know of any reason why this Applicant should not be considered for registration?
Yes _____ No _____ (If "Yes", please explain.)

5. Are you related to the Applicant by birth or marriage? _____ Yes _____ No
(If "Yes", please skip to the end, sign and return this questionnaire.)

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6. Do you have any knowledge of any information that would bring into question the Applicant's professional competence, professional maturity or history of ethical practice that DTSC should consider before making a decision regarding registration of this Applicant?
_____ Yes _____ No (If "Yes", please explain.)

7. In the following spaces, please fully describe the Applicant's professional level site mitigation experience (functions and activities) for each position held during the time periods for which you have direct, personal knowledge.

a. Applicant's Position

b. Time Period

- c. The extent to which the Applicant's work involved investigation, assessment, containment, removal or remedial activities at petroleum and hazardous waste sites.

- d. The nature of the responsibilities exercised by the Applicant.

- e. Did the Applicant's responsibilities change over time? If so, how and when did they change, and at what points in time did these changes occur?

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- f. Did the Applicant make technical decisions and recommendations for assessments, investigations, containments, removals or remediation involving hazardous wastes or petroleum wastes? _____ Yes _____ No (If "Yes" please describe the types of decisions made by the Applicant)

- g. Describe the limits of the Applicant's decision-making responsibilities.

- h. Did the Applicant's decision-making responsibilities change over time? If so, how and at what points in time did these changes occur?

- i. What role did the Applicant have in the selection of methodologies for investigations, assessments and remedial actions involving hazardous wastes and substances?

- 8. In your opinion, is this Applicant competent to be placed in charge of the investigation, assessment, containment and remediation of hazardous waste and hazardous substance release sites? _____ Yes _____ No (If "No", please explain why.)

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9. Do you recommend this Applicant for registration as an REA II? Yes No

I certify under penalty of perjury that these statements are true and correct to the best of my knowledge.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Are you an REA II? Yes No Number: _____

Organization/Company: _____

Division: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____ Phone: _____