APPENDIX D5
ANNOTATED OUTLINE FOR
EXCAVATION COMPLETION REPORT

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PREFACE

This appendix includes an annotated outline that identifies potential content for an Excavation Completion Report. This outline is not intended to be prescriptive and should be adjusted as appropriate for the site-specific conditions.

This outline is for guidance only, and is applicable on a case-by-case basis. Some elements of the outline may apply to your site, while other elements may not. Additional elements than are addressed by this outline may also be needed.
ANNOTATED OUTLINE FOR EXCAVATION COMPEITION REPORT

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1.0 INTRODUCTION

Instructions: State the purpose of the report. Introduce the site, its location, and history. Summarize previous investigations. Include pertinent information that addresses site background, hydrogeologic conditions, and the nature and extent of contaminants. Identify and outline the key elements of the plan. Identify the Health and Safety Plan and outline the health and safety measures and monitoring undertaken during the cleanup action.

1.1 SITE DESCRIPTION AND HISTORY
1.2 PREVIOUS ENVIRONMENTAL INVESTIGATIONS
1.3 EXCAVATION, DISPOSAL, AND RESTORATION PLAN
1.4 HEALTH AND SAFETY PLAN

2.0 PUBLIC PARTICIPATION

Instructions: Describe the public participation activities associated with the cleanup action.

3.0 SITE PREPARATION ACTIVITIES

Instructions: Describe the major activities used to prepare the site for excavation (e.g., mapping of excavation areas, utilities surveys, permits obtained, backfill source selection). Describe the source of backfill material and the chemical analyses conducted on the material.

3.1 MAPPING OF EXCAVATION AREAS
3.2 UTILITY SURVEY
3.3 PERMITS
3.4 BACKFILL SOURCE SELECTION

4.0 EXCAVATION ACTIVITIES

Instructions: Describe the major activities conducted during excavation.

4.1 SITE CLEARING AND DEBRIS REMOVAL
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4.3 STOCKPILE MANAGEMENT
4.4 CONFIRMATION SOIL SAMPLING
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   4.4.2 Quality Control Samples
4.5 SITE RESTORATION AND BACKFILLING ACTIVITIES
4.6 SURVEYING ACTIVITIES
5.0 DATA INTERPRETATION

Instructions: Present and discuss the soil confirmation sample data. Discuss how the data were interpreted to indicate that no further excavation was necessary.

5.1 LABORATORY ANALYSIS
5.2 EVALUATION OF LABORATORY RESULTS
5.3 QUALITY ASSURANCE AND QUALITY CONTROL EVALUATION
5.4 INTERPRETATION OF CONFIRMATION SAMPLE FINDINGS

6.0 WASTE CHARACTERIZATION AND DISPOSAL

Instructions: Present and discuss the data used to profile the stockpiles. Discuss how the data were interpreted to select the disposal option. Discuss the disposal of excavated soil, any debris, and other waste materials.

6.1 SOIL STOCKPILES
   6.1.1 Laboratory Analysis
   6.1.2 Evaluation of Laboratory Results
   6.1.3 Interpretation of Stockpile Sample Findings
6.2 DISPOSAL

7.0 FIELD VARIANCES

Instructions: Discuss any field variances that occurred during excavation activities.

8.0 AIR MONITORING

Instructions: Present and discuss the air monitoring results collected during the excavation activities.

9.0 POST-CLEANUP EVALUATION

Instructions: If applicable, include a post-cleanup evaluation.

10.0 SUMMARY AND CONCLUSIONS

Instructions: Summarize the excavation activities and indicate whether the cleanup objectives were fully met.

11.0 REFERENCES

Instructions: List any references cited in the report.

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1 For information regarding the post-cleanup evaluation, see Section 5.5 of the Guidance Document and Appendix D4.