

Voluntary Agreements - Initial Scoping Meetings

When should scoping meetings be held?

Scoping meetings should be held during agreement negotiation or shortly after the voluntary agreement has been executed. This meeting serves as “kick-off” for the project, and to establish a strong working relationship between DTSC, the Proponent, and the environmental consultant hired by the Proponent. It is recommended that the initial scoping meeting be conducted in person.

Who should attend scoping meetings?

The initial scoping meeting should include both DTSC’s project team and the Proponent’s project team.

When should site visits be conducted?

Meetings should be held prior to submitting any work plan, report or cleanup plan to DTSC for review. Pre-document submittal meetings may be limited to staff who are specifically involved in that task. The goal of the pre-submittal scoping meetings is to ensure that both the writers of the document and the DTSC team have clarity on expectations and requirements.

Should additional scoping meetings be held through the life of the project?

Meetings should be held prior to submitting any work plan, report or cleanup plan to DTSC for review. Pre-document submittal meetings may be limited to staff who are specifically involved in that task. The goal of the pre-submittal scoping meetings is to ensure that both the writers of the document and the DTSC team have clarity on expectations and requirements.