

DTSC's Supplemental Site Investigation Work Plan Quick Reference Guide

The Department of Toxic Substances Control (DTSC) requires a Supplemental Site Investigation (SSI) to further delineate impacts encountered during previous investigation(s). The SSI Work Plan describes the proposed investigation and sampling procedures, with consideration of applicable health and safety protocols.

The plan is intended to provide a detailed description of the sampling and measurement to be conducted during the SSI implementation, in accordance with ASTM Standard E1903.

Site limitations should be identified, and the plan should:

- incorporate these limitations;
- avoid further impact on the environment, and preclude the site from becoming a pathway for contaminants to migrate;
- clearly state the objectives of the investigation or sampling effort;
- identify the location of each sample or measurement;
- include specific sampling or measuring methods, and
- consider the merits of a quality assurance/quality control (QA/QC) program.

SSI Work Plan Content

- a. Executive Summary – Help the reader to quickly understand project objectives, scope of work, and all the main findings.
- b. Introduction – Review property identifiers, location and setting, project contacts, and site history and use.
- c. Summary of previous site actions – Recap prior assessments, evaluate analytical data quality, and discuss fate and transport for all media.
- d. Conceptual Site Model (CSM) – Discussion of the relationship between contaminant sources and receptors through migration and exposure paths
- e. Sampling & Analysis Plan – Include description of media, methodology, depths and location of samples to be collected and analytical methods to be used.
- f. Proposed Risk Assessment Process – The Preliminary Endangerment Assessment process may be acceptable, or additional calculations may be required.
- g. Community Profile – A community profile report may be used to meet the public participation requirements.
- h. Project Schedule – Outline an implementation schedule assuming normal turnaround times.

If previous investigation(s) did not achieve complete delineation of impacts both on- and off-site, then an SSI is necessary. The SSI Work Plan is a road map for implementing the SSI.

SSI Work Plan Figures Conceptual Site Model

Figures should include a North arrow, scale, legend, measurement units, and annotated clarification as necessary. At a minimum, the following figures should be included:

- Vicinity map
- Site plan
- Previous investigations' (PEA etc.) sampling locations and results
- Proposed supplemental sampling locations

SSI Work Plan Tables

At a minimum, the following tables should be included:

- Summary of previous sampling and analysis program
- Summary of previous detections and findings
- Summary of previous health risk screening evaluation (PEA)
- Proposed SSI soil gas/soil/ groundwater sampling program
- Project schedule

SSI Work Plan Appendices

The following may be included:

- Field sampling plan
- Baseline risk assessment work plan
- Public participation plan
- Quality assurance plan
- Health and safety plan