

APPENDIX B

Preliminary Assessment/Site Inspection Quality Control Checklist



Appendix B
Installation Preliminary Assessment / Site Inspection Quality
Per- and Polyfluoroalkyl Substances Preliminary Assessment/Site Inspection
Aberdeen Proving Ground, Maryland

Action Item (Target Date)	Comments	Completed Date	Completed By
Preliminary Assessment			
Pre-Site Visit			
Kickoff teleconference (6 weeks prior to site visit)	Arcadis U.S., Inc. (Arcadis) hosted a teleconference to introduce the U.S. Army Environmental Command (USAEC) per- and polyfluoroalkyl substances program with Aberdeen Proving Ground (APG), the United States Army Corps of Engineers (USACE), and the United States Army Environmental Command (USAEC).	5/3/2018	K Barry
Kickoff teleconference meeting minutes (1 week after teleconference)	Deliverable was reviewed by Arcadis Regional Lead and Technical Editor prior to distribution to APG, the USACE, and the USAEC.	5/19/2018	A Wadhawan
Pre-site visit records search (6 weeks prior to site visit)	Arcadis initiated the APG records search in February 2018.	5/10/2018	M Blower
Read-ahead package (2 weeks prior to site visit)	Deliverable was reviewed by Arcadis Regional Lead and Technical Editor prior to distribution to APG, the USACE, and the USAEC.	5/11/2018	K Barry
Site Visit			
Notification	Arcadis regional lead finalized site visit logistics and requested contact information for interviewees with submission of read-ahead package.	5/10/2018	K Barry
In-briefing	Arcadis hosted an in-briefing for several personnel, including APG Directorate of Public Works and fire department staff, and USACE and USAEC representatives.	5/21/2018	K Barry
Site visit records search	Arcadis collected various documents and records during the site visit.	5/28/2018	K Barry
Site visit personnel interviews	Arcadis interviewed several personnel (Installation Restoration Program, Aberdeen Fire Department, Army Test Center, Army Research Labs) during the site visit, completing interview logs for each interviewee (or group of interviewees).	5/28/2018	K Barry
Site reconnaissance trips	Arcadis conducted site reconnaissance at several areas during the site visit, completing site reconnaissance logs for each area (or group of areas) visited. (USAEC, USACE, APG, and Maryland Army National Guard [MD-ARNG] representatives accompanied Arcadis during the site-visit).	5/28/2018	K Barry
Exit briefing	APG declined an exit briefing.	5/28/2018	K Barry
Scheduled area of potential interest (AOPI) teleconference	During the site visit, Arcadis scheduled or obtained possible dates for the area of potential interest (AOPI) teleconference from necessary United States Army and Reserve installation points of contact.	7/3/2018	K Barry

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Post-Site Visit			
Data compilation, verification, and review	Arcadis evaluated additional information and data collected during the site visit to determine AOPI designations.	6/8/2018	K Barry
Site Visit Trip Report (<i>submittal and closing of pending action items within 2 weeks of site visit</i>)	Deliverable was reviewed by Arcadis Regional Lead and Technical Editor prior to distribution to APG, the USACE, and the USAEC.	6/8/2018	K Barry
Post-site visit teleconference (<i>within 4 weeks of site visit</i>)	Arcadis hosted a discussion of proposed AOPIs with APG, the USACE, and USAEC staff. USAEC/USACE Part 1: 7/3/2018, Part 2: 7/12/2018 Installation: Scheduled for 7/17/2018, call cancelled due to lack of attendance; AOPI call with APG personnel included 10/16/2018	10/16/2018	K Barry

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Action Item (Target Date)	Comments	Completed Date	Completed By
Site Inspection			
Site inspection (SI) kickoff teleconference.	Arcadis hosted a kickoff meeting with APG, USAEC and the USACE to discuss sampling options for the site inspection.	01/28/2019	M Blower
SI kickoff teleconference meeting minutes	Deliverable was reviewed by Arcadis Regional Lead and Technical Editor prior to distribution to APG the USACE, and the USAEC.	02/04/2019	M Blower
SI scoping teleconference	Arcadis hosted a meeting with APG, USAEC, and USACE to discuss the sampling scope and schedule for the site inspection.	3/7/2019	M Blower
Draft Quality Assurance Project Plan (QAPP) Addendum and Site Safety and Health Plan (SSHP)	Arcadis provided a draft proposed scope of work based on the determination of AOPs discussed during the post-site-visit teleconference and the site inspection (SI) kickoff meeting. Deliverable was reviewed by the Arcadis Regional Lead, Technical Lead, Quality Control Reviewer, and Technical Editor prior to distribution to APG, the USACE, and the USAEC.	04/05/2019	M Blower
Submittal of responses to comments (within 7 days of RTC discussion teleconference)	The comments were addressed as agreed upon during the response to comment discussion teleconference, and the response to comment matrix detailing the completed revisions was submitted to APG, the USACE, and the USAEC.	5/29/2019	M Blower
Final QAPP Addendum and SSHP (submittal within 2 weeks of receipt of client comments)	Arcadis revised the draft document per comments from APG, the USACE, and the USAEC prior to finalizing the document.	6/17/2019	M Blower
Review of Final QAPP Addendum and SSHP by EPA/MDE	The proposed scope of work as detailed in the Final QAPP Addendum was reviewed by United States Environmental Protection Agency (USEPA) and Maryland Department of Environmental (MDE). USEPA and MDE requested a revised scope of work be developed.	7/18/2019	M Blower
Site inspection (SI) kickoff teleconference.	Arcadis hosted a kickoff meeting with APG, USAEC and the USACE to discuss sampling options for the site inspection.	7/23/2019	M Blower
SI kickoff teleconference meeting minutes	Deliverable was reviewed by Arcadis Regional Lead and Technical Editor prior to distribution to APG the USACE, and the USAEC.	9/26/2019	M Blower
SI scoping teleconference	Arcadis hosted a meeting with APG, USAEC, and USACE to discuss the sampling scope and schedule for the site inspection.	10/31/2019	M Blower
Draft Quality Assurance Project Plan (QAPP) Addendum and Site Safety and Health Plan (SSHP)	Arcadis provided a draft proposed scope of work based on the determination of AOPs discussed during the post-site-visit teleconference and the SI kickoff meeting. Deliverable was reviewed by the Arcadis Regional Lead, Technical Lead, Quality Control Reviewer, and Technical Editor prior to distribution to APG, the USACE, and the USAEC.	4/3/2020	M Blower

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Submittal of responses to comments (within 7 days of RTC discussion teleconference)	The comments were addressed as agreed upon during the response to comment discussion teleconference, and the response to comment matrix detailing the completed revisions was submitted to APG, the USACE, and the USAEC.	6/8/2020	M Blower
Final QAPP Addendum and SSHP (submittal within 2 weeks of receipt of client comments)	Arcadis revised the draft document per comments from APG, the USACE, and the USAEC prior to finalizing the document.	2/17/2021	M Blower
Site Inspection			
Site inspection planning	Arcadis regional lead finalized site inspection logistics and completed all access requirements, scheduling, and/or permits necessary.	3/1/2021	M Blower
Site inspection field work (timing dependent on availability of subcontractors)	Arcadis completed the scope of work outlined in the Quality Assurance Protection Plan Addendum with drilling subcontractors GSI Mid-Atlantic.	3/19/2021	M Blower
Data Usability Summary Report (within 8 weeks of receipt of all laboratory data packages)	An Arcadis chemist, independent of the project team, validated and verified all analytical data collected during the SI and summarized the data usability in a report to be included as an appendix to the Preliminary Assessment/Site Inspection Report (PA/SI Report).	8/3/2021	M Blower
Preliminary SI results discussion teleconference and remobilization discussion call	Arcadis hosted a discussion of the preliminary, unvalidated site inspection analytical results with APG, the USACE, and the USAEC. Furthermore, the decision to remobilize to APG in order to sample a subset of identified Biosolid Application Fields was reached.	10/27/2021	M Blower
Site inspection planning	Arcadis regional lead finalized site inspection logistics and completed all access requirements, scheduling, and/or permits necessary.	12/14/2021	M Blower
Site inspection field work (timing dependent on availability of subcontractors)	Arcadis completed the Biosolid Application Field remobilization effort with drilling subcontractors GSI Mid-Atlantic.	12/16/2021	M Blower

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Preliminary Assessment/Site Inspection Report			
Draft PA/SI Report <i>(submittal within 90 days of site inspection data validation or 30 days after the site inspection results discussion, whichever is later)</i>	Deliverable was reviewed by Arcadis Regional Lead, Quality Control Reviewer, and Technical Editor prior to distribution to APG, the USACE, and the USAEC.	10/5/2022	M Blower, S Davis
Response to comments discussion teleconference <i>(within 15 days of receipt of comments)</i>	Arcadis hosted a discussion of the comments received to date with APG, the USACE, and the USAEC; resolutions to address the comments were agreed upon.	1/3/2023	M Blower
Submittal of responses to comments <i>(within 7 days of responses to comment discussion teleconference)</i>	The comments were addressed as agreed upon during the response to comment discussion teleconference, and the response to comment matrix detailing the completed revisions was submitted to APG, the USACE, and the USAEC.	1/13/2023	M Blower
Final PA/SI Report <i>(submittal within 45 days of receipt of comments)</i>	Revised deliverable was reviewed by Arcadis Regional Lead, Quality Control Reviewer, and Technical Editor prior to distribution to APG, the USACE, and the USAEC.	6/15/2023	M Blower, S Davis

Preliminary assessment/site inspection complete at APG - Quality Control Reviewer

Jessica Travis, Seres E&S