

# Cleanup Instructions

If cleanup activities were performed at the site/property, the information is entered under one of the four tabs (Cleanup Details, Contaminants Addressed, Media Addressed, and Comments as indicated on each screen. The instructions below are meant to assist you with filling out the required information.

## Cleanup Details tab

**Cleanup Activity Start Date:** Enter the date the first cleanup contractor mobilized to the property. Cleanup activities include, but are not limited to demolition for environmental reasons; emergency removals; drum/barrel removals; soil, water, and groundwater treatment; institutional controls; capping; and operation and maintenance activities. Use the [Site Assessment](#) page to enter information on cleanup planning, and supplemental assessment, if applicable.

**Cleanup Activity Completion Date:** Enter the date final cleanup activities at the property were completed to a regulatory risk-based standard. This typically occurs when one of the following conditions applies:

(1) A “clean” or “no further action” letter (or its equivalent) has been issued by the state or tribe under its voluntary response program (or its equivalent) for cleanup activities at the property; or

(2) The cooperative agreement recipient or property owner, upon the recommendation of an environmental professional, has determined and documented that on-property work is finished, and any needed institutional or engineering controls are in place and functional. Ongoing operation and maintenance activities or monitoring may continue after a cleanup completion designation has been made.

**Acres Cleaned Up:** Enter only the acreage for the portion of the property that has been addressed by environmental cleanup activities. A property is considered cleaned up when it is made available for reuse as a result of the environmental cleanup activity.

**Landowner:** Current landowner's name.

**Number of Cleanup Jobs Leveraged:** This number includes short-term jobs (i.e., with a duration of less than one year) typically leveraged during the cleanup and remediation stage. Only actual jobs should be reported; planned or expected jobs should not be reported until they are realized. **Note:** Cleanup jobs directly paid for by a U.S. EPA cooperative agreement should not be reported here, only jobs leveraged as a result of a U.S. EPA cooperative agreement.

**Public Health and Environmental Threat Code:** Optional; not required for the EPA Property Profile Form. This is your internal code, if applicable.

**Summary of Results for all Assessments:** For reference only. This box is automatically populated with your input from the [Site Assessments](#) page. Modify as appropriate.

**Cleanup Progress:** Select an **Activity** performed at the site and the **Source of Funding for Activity** from the associated drop-down menus. Select the **Associated EPA Grant** from the drop down menu, if applicable. Enter **Funds Allocated**, and approximate **Start and Completion Dates** for the activity selected. Note that the Source of Funding Activity drop down and the Associated EPA Grant drop down are pre-populated based on what you entered in the [Funding Summary](#) section. The **Balance Remaining in Funding Source** will calculate automatically based on your input in the [Funding Summary](#) section and the \$ value entered under **Funds Allocated**. Use the **New** button to input the data as a row in the table. To edit rows, click on the row, add new values in the date entry fields used before, and click the **Update** button. To delete a row, click on the row and then on the **Delete** button. If there are multiple funding sources associated with cleanup at this site, enter the appropriate information for each funding source. Make sure funding sources are active at the time the cleanup activity is performed (i.e., the work is performed after the funding award date).

**Summary of Results (Cleanup Progress):** Provide a summary of all cleanup activities and results to date.

## Contaminants Addressed tab

Contaminants marked as **Found** on the [Site Assessment](#) page, [Contaminant Information tab](#), will automatically populate the table **Selected Contaminants Removed/Addressed** and the **Found** box will be checked here automatically as well. For these contaminants, Indicate that they are addressed/removed” by checking the **Addressed** box, if a determination was made by a state/tribal program or environmental professional that no cleanup, further action, and or site work is required.

## Media Addressed tab

Media marked as **Affected** on the [Site Assessment](#) page, [Contaminant Information tab](#), will automatically populate the table **Selected Media Addressed** and the **Affected** box will be checked here automatically as well. For media displayed as **Affected**, indicate that they are addressed by checking the **Addressed** box, if a determination was made by a state/tribal program or environmental professional that no cleanup, further action, and or site work is required.

## Complaints

Here you will enter details regarding to any enforcement actions at a given site. There are two tabs for this section, **Complaint Details** and **Associated Events**. The instructions below are meant to help you fill out the requested information.

### Complaint Details tab

**Select Record** – The name(s) of your data record(s) will appear in the drop-down menu as soon as you name your data record(s).

**New Record Name** - Here you can indicate the site name or any other identifier for your complaint information. Type your record name in the text box.

**Delete/Rename**—You may rename a data record by selecting “Rename Record”, or delete your record by selecting “Delete Record”.

**Complainant:** The party complaining

**Responsible Party:** Owner of the property/site the complaint is made against

### Associated Events tab

Associated events to this enforcement will automatically show up on this page, if you entered appropriate information on the **Inspection** and/or **Enforcement** pages.

**ALWAYS** click **Save Changes** before leaving this page to save your data.

## Enforcement

Here you will enter details regarding to any enforcement actions at a given site. There are two tabs for this section, **Enforcement Details** and **Associated Events**. The instructions below are meant to help you fill out the requested information.

### Enforcement Details tab

**Select a Record** – The name(s) of your data record(s) will appear in the drop-down menu as soon as you name your data record(s).

**New Record Name** - Here you can indicate the site name or any other identifier for your enforcement information. Type your record name in the text box.

**Delete/Rename**—You may rename a data record by selecting “Rename Record”, or delete your record by selecting “Delete Record”.

### Associated Events tab

Associated events to this enforcement will automatically show up on this page, if you entered appropriate information on the **Inspection** and/or **Complaints** pages.

**ALWAYS** click **Save Changes** before leaving this page to save your data.

## Inspection/Oversight

Here you will enter details pertaining to any inspections performed at a given site. There are two tabs for this section, **Inspection Details** and **Associated Events**. The instructions below are meant to help you fill out the requested information.

### Inspection Details tab

**Select a Record:** The name(s) of your data record(s) will appear in the drop-down menu as soon as you name your data record(s).

**New Record Name:** Here you can indicate the site name or any other identifier for your inspection information. Type your record name in the text box.

**Delete/Rename:** You may rename a record by selecting **Rename Record**, or delete your record by selecting **Delete Record**.

### Associated Events tab

Associated events to this inspection will automatically show up on this page, if you entered appropriate information on the **Enforcement** and/or **Complaints** pages.

**ALWAYS** click **Save Changes** before leaving this page to save your data.

# Institutional and Engineering Controls Instructions

Institutional Controls are administrative tools that can be used as part of a cleanup or containment action to help minimize the potential for exposure to contamination and/or restrict land or resource use. For more details on institutional controls, please refer to EPA guidance (the current February 2003 draft guidance is entitled "Institutional Controls: A Guide to Implementing, Monitoring and Enforcing Institutional Controls at Superfund, Brownfields, Federal Facility, UST and RCRA Corrective Action Cleanups") or contact your EPA Regional Representative.

There are two tabs for this section, **Institutional Controls Details** and **Engineering Controls**. The instructions below are meant to help you fill out the requested information.

## Institutional Controls tab

**Institutional Control Required?** Check **Yes**, **No**, or **Unknown**. If Yes, select which category(ies) of institutional controls were chosen as part of the cleanup or containment activity.

**Categories** (and examples):

1. Informational Devices (e.g., state registries, deed notices, advisories)
2. Enforcement/Permit Tools (e.g., orders, permits, consent decrees);
3. Governmental Controls (e.g., zoning, building codes, drilling permit requirements)
4. Proprietary Controls (e.g., easements, covenants)

**Comments:** Provide information pertaining to each category selected.

**Indicate whether Institutional Controls are in Place & Date:** check **Yes**, **No** or **Unknown**. If yes, indicate when institutional control(s) was/were implemented/recorded/issued/listed, as appropriate.

**Additional ICs Information:** Enter any other appropriate information.

## Engineering Controls tab

Engineering Controls are physical methods to help minimize the potential for exposure to contamination, such as caps and barriers. Appropriate Engineering controls should reflect the specific contamination and exposure potential circumstances of a given property, including consideration of reasonably anticipated future uses, and mechanisms in place to modify engineering controls, if necessary, based on future changes in use.

**Engineering Controls Required?** Check **Yes**, **No**, or **Unknown**. If Yes, select which category(ies) of engineering controls were chosen to help minimize the potential for exposure to contamination.

**Categories** (and examples):

1. Cover Technologies (capping)
2. Engineered Barriers (slurry walls, sheet piling, synthetic membranes)
3. Immobilization Process (in-situ solidification, in-situ stabilization, encapsulation)

4. Security (guard, fences, public notices)

5. Other (enter any other engineering control that is not previously covered)

**Comments:** Provide information pertaining to each category selected.

**Indicate whether Engineering Controls are in Place & Date:** Check **Yes, No** or **Unknown**.

If yes, indicate when the engineering control(s) was/were implemented/recorded/issued/listed, as appropriate.

Depending on the type of engineering control(s) to be implemented at a property the term "in place" could include, for example: the completion of construction of the cap, completion of the in-situ stabilization, and/or completion of the construction of the fence.

**Additional ECs Information:** If information about engineering controls at this site is available online, please provide the World Wide Web address. Provide any other additional information on engineering controls at the property.

# Redevelopment/Reuse

Here you will enter site specific redevelopment/reuse information. There are 3 tabs under which you may enter information: Redevelopment/Reuse Details, Current Infrastructure (not required for the Property Profile Form) and Property Highlights & Other.

For the purposes of EPA Property Profile Form reports, this section should be updated by all cooperative agreement recipients as redevelopment activities are undertaken or leveraged funds are committed for the property during the term of the cooperative agreement. Items should only be updated when real accomplishments are realized (e.g., anticipated leveraged funding should not be reported until it is committed to the property).

The instructions below are meant to help you fill out the requested information.

## Redevelopment/Reuse Details tab

**Redevelopment Start Date:** This date can be triggered by a variety of events (e.g., infrastructure preparation, property preparation, groundbreaking ceremony). Environmental cleanup activities necessary to prepare the property for redevelopment should not be considered a trigger for the redevelopment start date (i.e., redevelopment can start before or after cleanup).

**Redevelopment Completion Date:** The completion date can be triggered by a variety of events (e.g., completion of the project, grand opening ceremonies).

**New Acres of Greenspace Created:** Provide only the acreage for the portion of the property that constitutes greenspace. Greenspace typically refers to vegetated or water-covered space that is in a natural or unbuilt condition, meaning not covered with buildings, roads, or other paved areas, thus providing environmental, recreational, and other benefits (e.g., parks, wildlife refuges, nature trails, wetlands, fields, forests, parks, wildlife refuges, urban forest canopies, playing fields, playgrounds, nature trails, ponds, stormwater best management practices (<http://www.epa.gov/ost/stormwater>)).

**Site Size:** pre-populated based on information provided on the [Site Information](#) page.

**Number of Redevelopment Jobs Leveraged:** Provide information relating to the jobs leveraged by the EPA cooperative agreement at the property. This number also includes short-term jobs (i.e., with a duration of less than one year) typically leveraged during the construction stage, and long-term jobs that typically occur as a result of the new or enhanced reuse at the property (i.e., with a duration of more than one year). Only actual jobs should be reported; planned or expected jobs should not be reported until they are realized.

**Current Use/History/Past Ownership:** Pre-populated based on information provided upon the [Site Information](#) page.

**Located on Floodplain:** Optional, not required for EPA Property Profile Form reporting purposes.

**Contains Wetlands:** Optional, not required for EPA Property Profile Form reporting purposes.

**Environmental Assessment Results:** Pre-populated based on information provided on the [Site Assessment](#) page.

**Environmental Cleanup Progress:** Pre-populated based on information provided on the [Cleanup](#) page.

**Future Use:** Indicate the type and amount of acreage of future use(s). For properties with more than one future use (i.e. mixed use), provide information for all categories that apply and indicate the proportional acreage of each future use. The total amount of future use acreage should correspond with the **Site Size (Total Acreage)** field. Indicate



whether the property has **multi-story building** by checking the appropriate check box. If yes, indicate also the **square footage** for each type of reuse for the multi-story building (e.g. a three story building with first floor commercial and remaining floors residential, plus a green roof).

*Examples for*

*Greenspace: Agricultural site, field, forest, nature trails, park, playing fields, playground, pond, recreational area, stormwater management practices (example rain gardens), green roof, urban forest canopy, wetland, and wildlife refuge*

*Residential: Housing*

*Industrial: Chemical plant, foundry, machine shop, incineration, landfill, manufacturing (general), mill (general), mining, petroleum (distribution/storage), power generating plant, utility, warehouse, water treatment/sewage plant, wood products site*

*Commercial: Automotive (dealership), dry cleaning facility, bank, museum, office, laundromat, recycling center, retail, service station, storage facility, public services, places of worship, schools, transportation center (bus, rail, etc.)*

**Redevelopment and Other Leverage:** For EPA Property Profile Form reporting purposes, the term "leveraged" refers to those non-EPA brownfields cooperative agreement funds and activities that have some link or nexus to the efforts of an EPA cooperative agreement-funded activity, or where the EPA cooperative agreement-funded activity was a catalyst for the leveraged accomplishments.

Select an **Activity**, i.e. Redevelopment/Reuse, and the **Source of Funding for Activity** from the associated drop-down menus. Select the **Associated EPA Grant** from the drop down menu, if applicable. Enter **Funds Allocated**, and approximate **Start and Completion Dates** for the activity selected. Note that the Source of Funding Activity drop down and the Associated EPA Grant drop down are pre-populated based on what you entered in the **Funding Summary** section. The **Balance Remaining in Funding Source** will calculate automatically based on your input in the **Funding Summary** section and the \$ value entered under **Funds Allocated**. Use the **New** button to input the data as a row in the table. To edit rows, click on the row, add new values in the date entry fields used before, and click the **Update** button. To delete a row, click on the row and then on the **Delete** button. If there are multiple funding sources associated with redevelopment/reuse activities at this site, enter the appropriate information for each funding source. Please make sure funding sources are active at the time the redevelopment/reuse activity is performed (i.e., the work is performed after the funding award date).

## Current Infrastructure tab

Info under this tab is not required for Property Profile Form.

## Property Highlights & Other tab

Include an overall summary of redevelopment goals and accomplishments related to all funding in the Redevelopment/Reuse section. Information relating to the cooperative agreement award criteria (e.g., community benefit, sustainable reuse/brownfields prevention, reduction of environmental threats, use of existing infrastructure, community involvement, implementing EPA initiatives such as Clean Energy/Energy Efficiency, Water Efficiency, Diesel Emission Reduction, Construction & Demolition Materials Recycling, Low Impact Development and/or Green Remediation) should be highlighted as much as possible. The cooperative agreement recipient may also want to highlight any innovative or unique issues, activities, technologies, or approaches; any disenfranchised or sensitive populations impacted; planned or actual reuse(s); and/or any other significant accomplishments or upcoming events, such as groundbreaking or ribbon cutting ceremonies, associated with the targeted property.

In addition, the cooperative agreement recipient should provide information relating to any allowable, but non-assessment/cleanup activities (e.g., health monitoring studies, insurance) funded and/or leveraged through the cooperative agreement at the targeted property.

EPA will use this additional information for use in its evaluation of the success of the cooperative agreement and for its use in developing communications materials to promote the brownfields program and grants.

# Sampling

In this section you will enter sampling information pertaining to your site. The instructions below are meant to help you fill out the requested information.

**Select a Record:** The name(s) of your data record(s) will appear in the drop-down menu as soon as you name your data record(s).

**New Record Name:** Type your selected data record name in the text box. Here you can indicate what the sampling data you'll enter pertain to, i.e. quarterly sampling, groundwater sampling, etc. Example: 2<sup>nd</sup> quarter 2009 groundwater sampling.

**Delete/Rename Record:** You may rename a data record by selecting **Rename Record** or delete your record by selecting **Delete Record**.

**Category/Media:** Indicate sampled medium, i.e. soil, ground water, surface water, air, etc.

**New Sample:** After you enter the data, click the **New Sample** button. This will save your input data and a table will appear on the page displaying your data. If you enter more sampling data for this event, they'll be added to this table.

**Update:** You may update entered data by clicking this button.

**Delete** - You may delete entered data by clicking this button.

**Summary of Sampling Efforts and Results:** Enter appropriate text.

**ALWAYS** click **Save Changes** before leaving this page to save your data.

# Site Assessment

If an environmental assessment was performed at the site/property, the information is entered under one of the four tabs (Assessment reports, Contamination Info, Cultural/Historical Information, and Comments) as indicated on each screen. The instructions below are meant to assist you with filling out the required information.

**Note:** Information requested under the Cultural/Historical Information tab is optional; it is not required by EPA for Property Profile Form reporting.

## Assessment Reports tab

**Cleanup Required:** Check **Yes**, **No** or **Unknown**. Indicate whether cleanup is required as soon as sufficient assessment has been conducted to make such a determination. An “environmental cleanup” is defined as any cleanup that is required at a property as a result of contamination by any hazardous substance, petroleum product, controlled substance, or solid waste at levels that pose a threat to human health and the environment.

If a “No Cleanup Required” determination is made, document the date of the “No Further Action/Cleanup Completion” provided by a state voluntary response program (if applicable) at [Site Data>Cleanup>Cleanup Details](#) ; and/or provide an explanation in the **Summary of Results** on this screen, and in the **Property Highlights** field at [Site Data>Redevelopment/Reuse>Property Highlights & Comments](#).

**State & Tribal Brownfields/Voluntary Response Program Information:** If your site is enrolled in a State or Tribal program, un-check the box and provide the requested information.

**Assessment Progress:** Select an **Activity** performed at the site and the **Source of Funding for Activity** from the associated drop-down menus. Select the **Associated EPA Grant** from the drop down menu, if applicable. Enter **Funds Allocated**, and approximate **Start and Completion Dates** for the activity selected. Note that the Source of Funding Activity drop down and the Associated EPA Grant drop down are pre-populated based on what you entered in the [Funding Summary](#) section. The **Balance Remaining in Funding Source** will calculate automatically based on your input in the [Funding Summary](#) section and the \$ value entered under **Funds Allocated**. Use the **New** button to input the data as a row in the table. To edit rows, click on the row, add new values in the date entry fields used before, and click the **Update** button. To delete a row, click on the row and then on the **Delete** button. If you have multiple activities under a Source of Funding , please enter the required data for all of them. If there are multiple funding sources associated with assessment activities at this site, enter the appropriate information for each funding source. Please make sure funding sources are active at the time the assessment activity is performed (i.e., the work is performed after the funding award date).

**Note:** EPA Cleanup or Revolving Loan Funds are primarily for cleanup activities, but can be used for supplemental assessment and for cleanup planning. EPA Assessment Grants may be used in part for cleanup planning activities.

### Activities and Start/Completion Dates:

- **Phase I Start Date:** The date on which the grant recipient authorizes the initiation of any Phase I activities on the property (e.g., historical property research, record review, site visit, etc.) A Phase I is equivalent to an environmental assessment conducted in accordance with the all appropriate inquiries final rule standard set forth 40 C.F.R. 312, or an Environmental Site Assessment Conducted in compliance with ASTM E1527-05 standard.
- **Phase II Start Date:** The date on which any Phase II activities (e.g., sampling analysis plan is approved or field mobilization) occurs.
- **Supplemental Assessment Start Date:** Enter the start date for activity (e.g., sampling/work analysis plan is approved or field mobilization). A Supplemental Assessment is defined as any additional environmental activity that is required in order to complete a site characterization, define the nature and extent of contamination and/or fill any environmental data gap necessary to identify and/or perform cleanup activities.
- **Cleanup Planning Start Date:** The date on which cleanup planning activities began leading up to the completion of one or more cleanup planning documents that were prepared by an environmental professional. Planning documents could include an Analysis of Brownfields of Cleanup Alternatives (ABCA), a cleanup workplan, etc. Cleanup planning may also include such activities as: environmental data analysis,

risk assessment, the establishment of remedial action objectives, or the identification cleanup levels as required by the applicable state or tribal response program.

- **Assessment Completion Date:** Enter the date Phase I and Phase II reports were signed by the preparing environmental professional or state official, that have been accepted by the grant recipient. For Supplemental Assessment and Cleanup Plans, enter the date the documents were accepted by the grant recipient.

## Contamination Info tab

Select **Contaminants**, **Media Affected**, **Receptors/Targets**, and **Contamination Pathways** identified during site activities from the respective drop down menus. If no contaminants were detected during site assessments, select the **No Contamination** option from the drop-down menu.

**Selected Contaminants:** The **REC** (Recognized Environmental Condition) checkbox will be checked automatically if you select a contaminant. If a REC actually exists for the selected contaminant, also check the **Found** box. If no REC actually exists for the selected contaminant, un-check the box.

**Media Affected:** Select the appropriate media, if respective levels of contaminants are actionable under state, tribal, and/or federal standards. To the extent that the future reuse plans impact whether the contamination of the media is actionable, provide a brief description under the **Assessment Reports tab, Summary of Results** and at [Site Data>Redevelopment/Reuse>Property Highlights & Other](#). If the types of contaminants and/or media affected are not yet determined, select **Unknown**. Update this section when contaminants present and media affected become known, as assessment activities progress. If no media are affected, select **No Media Affected** from the drop-down menu.

**Note:** The **Receptors/Targets** and **Contamination Pathways** entries are optional; they are not required for PPF reporting purposes.

## Cultural/Historical Information tab

Information requested under this tab is optional; it is not required by EPA for Property Profile Form reporting.

## Comments tab

Enter any comments you may have regarding the assessments topic.

# Site Information

The Site Information screen contains four tabs under which information may be entered. These are Site Details, Ownership, Property Profile Form (PPF) Status & Approvals, and Comments. The instructions below will assist you in adding information that is used to generate the PPF report that you may then submit to EPA.

## Site Details tab:

**Site Name:** The site name is automatically filled in. The name of the site/property was specified when you added a site to this program under [Site Inventory Data](#).

**ACRES Property ID:** It is important to input the ACRES Property ID number if a Property Profile Form (PPF) has been submitted for this site. Enter the ACRES Property ID number as indicated on the property screen in the EPA ACRES web site. **See PPF Status & Approvals tab** for more information.

**Address:** This means the address of the property/site. The street address provided should reflect the primary entrance to the property. If no street address is available, please report the names of the streets for the intersection closest to the primary property entrance.

**Legal Description:** Optional, not required for Property Profile Form reporting.

**Directions to get to the Site:** Optional, not required for Property Profile Form reporting.

## Ownership tab:

Note that **Site Size** field is pre-populated based on your input under the **Site Details tab**.

## PPF Status and Approvals tab:

Enter the requested information if you have an EPA grant.

## Comments tab:

Here you may enter any comments you see fit.