

Appendix E

**Two-Year Joint Cooperative Agreement Execution Plan, Annotated Worksheet,
Alternative Sample, and List of Installation Activities**

TWO-YEAR JOINT CA EXECUTION PLAN*

Service _____
 Name of Installation _____
 Project, or Operable Unit _____
 State _____

Funding Source
 DERP _____
 BRAC 1 _____
 BRAC 2 _____
 BRAC 3 _____
 BRAC 4 _____

CA Period 1 JUL 00 – 30 JUN 02

YEAR 1 – FROM 1 JUL 00 TO 30 JUN 01
WORK DESCRIPTION:
DELIVERABLES:
MEETINGS: (optional)
ADDITIONAL STATE ACTIVITIES:

YEAR 2 – FROM 1 JUL 01 TO 30 JUN 02
WORK DESCRIPTION:
DELIVERABLES:
MEETINGS: (optional)
ADDITIONAL STATE ACTIVITIES: Information to be supplied by the state.

State Project Manager _____
 E-mail/Phone No. _____ Date: _____

DoD Project Manager _____
 E-mail/Phone No. _____ Date: _____

* For all pen and ink changes, the IPM and SPM should date/initial or rewrite. Also, use during Annual Funding Review

ANNOTATED WORKSHEET: TWO-YEAR JOINT CA EXECUTION PLAN*

Service _____
 Name of Installation _____
 Project, or Operable Unit _____
 State _____

Funding Source
 DERP _____
 BRAC 1 _____
 BRAC 2 _____
 BRAC 3 _____
 BRAC 4 _____

CA Period 1 JUL 00 – 30 JUN 02

YEAR 1 – FROM 1 JUL 00 TO 30 JUN 01
WORK DESCRIPTION:
Phase with Milestone, Regulatory Driver (CERCLA, RCRA, UST) Site Identification, Limited Description
DELIVERABLES:
(Work products and reports—see sample list of deliverables– add as appendix to the CA Guide)
MEETINGS: (optional)
Description, Quantity, Fixed or Optional
ADDITIONAL STATE ACTIVITIES: Information to be supplied by the state.
Example: FOSETs and research. Facilitate integration of other agreements (e.g., MSA).

YEAR 2 – FROM 1 JUL 01 TO 30 JUN 02
WORK DESCRIPTION:
Phase with Milestones, Regulatory Driver (CERCLA, RCRA, UST) Site Identification, Limited Description
DELIVERABLES:
(Work products and reports. See attached list of deliverables– add as appendix to the CA Guide)
MEETINGS: (optional)
Description, Quantity, Fixed or Optional
ADDITIONAL STATE ACTIVITIES: Information to be supplied by the state.
Example: FOSETs and research. Facilitate integration of other agreements (e.g., MSA).

State Project Manager _____

E-mail/Phone No. _____ Date: _____

DoD Project Manager _____

E-mail/Phone No. _____ Date: _____

* For all pen and ink changes, the IPM and SPM should date/initial or rewrite. Also, use during Annual Funding Review

ALTERNATIVE SAMPLE: TWO-YEAR JOINT CA EXECUTION PLAN

Service _____
 Name of Installation _____
 Project, or Operable Unit _____
 State _____

Funding Source
 DERP _____
 BRAC 1 _____
 BRAC 2 _____
 BRAC 3 _____
 BRAC 4 _____

CA Period 1 JUL 00 – 30 JUN 02

YEAR 1		July 1, 2000 to June 30, 2001	
<u>Milestones</u>	<u>Tasks</u>	<u>State DSMOA Services</u>	
RI/FS	Final Remedial Investigation Report and Feasibility Study	<ul style="list-style-type: none"> • Conduct technical reviews • Attend comment resolution meetings • Coordinate with other state agencies, ecology programs, and EPA 	
Remedy Selection	Proposed Plan (2-3 Drafts)	<ul style="list-style-type: none"> • Screen alternatives • Review and approve plan • Identify ARARS • Coordinate with other state agencies, ecology programs, and EPA 	
	Community Relations	<ul style="list-style-type: none"> • Attend RAB meetings as scheduled 	

YEAR 2		July 1, 2001 to June 30, 2002	
<u>Milestones</u>	<u>Tasks</u>	<u>State DSMOA Services</u>	
Remedy Selection	Record of Decision	<ul style="list-style-type: none"> • Review and approve plan 	
Remedy Design	Scope Design Remedial Design (2-3 Drafts)	<ul style="list-style-type: none"> • Negotiate schedule for RD/RA • Conduct technical reviews • Attend comment resolution meetings • Coordinate with other state agencies, ecology programs, and EPA 	
	Community Relations	<ul style="list-style-type: none"> • Attend RAB meetings as scheduled 	

State Project Manager _____
 E-mail/Phone No. _____ Date: _____

DoD Project Manager _____
 E-mail/Phone No. _____ Date: _____

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SAMPLE LIST OF INSTALLATION ACTIVITIES

The following are a sample of the kinds of activities or reports accomplished by an installation for which the State provides services as defined in the DSMOA.

Preliminary Assessment
ARAR Identification
Site Inspection Draft Final Work Plan
Site Inspection Draft Final Report
Engineering Evaluation Cost Analysis Draft Final
Presumptive Remedy Engineering Evaluation Cost Analysis Draft Final
Action Memorandums Draft Final
Interim Remedial or Removal Action Draft Final Design
Interim Operations Draft Final Report
Contingency and Emergency Response Plans Draft Final
Quality Assurance Project Plans Draft Final
Site Safety and Health Plans Draft Final
RCRA Facility Assessment (RFA) (ERA funded only)
Remedial Investigation Work Plan Draft Final
Remedial Investigation Draft Final Report
Community Relations Plans Draft Final
Administrative Record
RCRA Facility Investigation (RFI) (DERP funded only)
Relative Risk Evaluations Draft Final
Risk Assessments Draft Final
Focused Feasibility Study Draft Final
Feasibility Study Draft Final
Proposed Plan (for NPL bases) Draft Final
Record of Decision (ROD) Draft Final
Decision Document for Further Action Draft Final
Remedial Design (Draft Final)
Treatability or Pilot Study Designs/Specifications/Operations
Remedial Action Construction Plans/Reports (RAC) Draft Finals
Remedial Action Operational Plans/Reports (RAO) Draft Finals
Technical Memorandum Draft Final
Long-Term Monitoring (LTM) Reports
No Further Action Decision Document Draft Final (Excludes FUDS NOFA or NDAI)
Peer Review Reports

Meetings and Teleconferences

Kickoff meetings (to review/approve plans, specs, etc.)
Regulatory Review meeting for the Feasibility Study
Regulatory Review Meeting for the Remedial Design
Regulatory Review Meeting for RA
Community involvement/Restoration Advisory Board Meetings
Technical Review Committee Meetings (TRC)
Negotiations of Agreements (DERP or BRAC restoration)
DSMOA/CA Meetings
Site Visits
Partnering Meetings

Other

RCRA Permits with Corrective Action Requirements (DERP funded activities only)