

**DEPARTMENT OF  
ENVIRONMENTAL CONSERVATION**

**Division of Spill Prevention and Response  
Contaminated Sites Program**



**CONTAMINATED SITES DATABASE MANUAL**

**September 2022**

## TABLE OF CONTENTS

<b>CONTAMINATED SITES DATABASE MANUAL .....</b>	<b>1</b>
<b>I. INTRODUCTION .....</b>	<b>1</b>
<b>II. SITE ESTABLISHMENT AND MAINTENANCE .....</b>	<b>1</b>
A. INCLUSION CRITERIA .....	1
1. <i>Eligible Sites</i> .....	1
2. <i>Ineligible Sites</i> .....	3
B. SITE INTAKE .....	3
C. RANKING .....	3
D. USER PERMISSIONS .....	4
1. <i>Admin Permissions</i> .....	4
2. <i>Institutional Control (IC) Permissions</i> .....	4
3. <i>Project Manager Permissions</i> .....	4
4. <i>Ledger Code (LC) Editor Permissions</i> .....	4
E. SITE DATA MAINTENANCE .....	4
F. CLOSING A SITE ON THE DATABASE .....	4
1. <i>Update Exposure Tracking Model (ETM) Ranking</i> .....	4
2. <i>Verification of Contaminants of Concern (COCs)</i> .....	4
3. <i>Attach Closure Document(s)</i> .....	5
4. <i>Enter Database Action</i> .....	5
<b>III. DATABASE AND FIELD DESCRIPTIONS.....</b>	<b>5</b>
A. DATABASE APPLICATION HEADING.....	5
1. <i>Report Bugs</i> .....	5
2. <i>Need Help</i> .....	5
3. <i>About</i> .....	5
B. MAIN PAGE.....	5
1. <i>Site Selection</i> .....	5
2. <i>Reports</i> .....	6
3. <i>Main Search Tool</i> .....	6
4. <i>Bulk Action Entry</i> .....	6
5. <i>Add New Site</i> .....	6
6. <i>IC Search Tool</i> .....	6
7. <i>Task Tracker</i> .....	6
8. <i>LC Entry</i> .....	6
9. <i>Admin</i> .....	6
C. SITE-SPECIFIC INFORMATION.....	7
1. <i>Site Description</i> .....	7
a) <i>Site Info</i> .....	7
(i) <i>Site Name</i> .....	7
(ii) <i>Site Type</i> .....	7
(iii) <i>Status</i> .....	8
(iv) <i>Staff Assigned</i> .....	9
(v) <i>Region</i> .....	10
(vi) <i>LC Name and LC Number</i> .....	10

Contaminated Sites Program Database Manual  
September 2022

(vii)	RecKey and Spill Date.....	10
(viii)	File Number .....	10
(ix)	PPRP Spill Number .....	10
(x)	Integrated Resource Information System (IRIS) Location .....	10
(xi)	IRIS Sublocation.....	11
(xii)	Potential Contaminant Category .....	11
(xiii)	Potential Contaminant Subcategory .....	11
(xiv)	Facility Edit Screen – CSP Facility Name.....	11
(xv)	Facility Edit Screen - Facility Type.....	11
(xvi)	IPP Facility .....	12
(xvii)	UST Facility.....	12
(xviii)	Address .....	12
(xix)	Lat/Long Information .....	12
(xx)	Legal Description.....	13
b)	Problem/Comment.....	13
c)	Source Area / Edit Source Area.....	14
(i)	Source Area Info.....	14
(ii)	Sources.....	16
(iii)	ETM.....	16
(iv)	Contaminants .....	16
d)	Associated Sites .....	17
e)	Workload Prioritization .....	17
f)	State Action .....	17
g)	Misc .....	17
2.	<i>Affiliates</i> .....	17
a)	Affiliates .....	17
b)	Stakeholders.....	18
3.	<i>Actions</i> .....	18
4.	<i>Attachments</i> .....	34
5.	<i>Site Reports</i> .....	34
6.	<i>Closure/IC Details</i> .....	34
a)	Search Closed/IC Sites .....	34
b)	View Archived Record .....	35
c)	Residual COCs.....	35
d)	IC Type .....	35
e)	Requirements .....	35
f)	Miscellaneous Info.....	35
g)	Documents .....	35
h)	Follow Up Monitoring & Reporting.....	35
i)	IC Work .....	35
7.	<i>Task Tracker</i> .....	36
a)	Site Search Page .....	36
b)	Task List .....	36
c)	Add/Edit Task.....	36

## **I. Introduction**

The Contaminated Sites Program (CSP) database is a web-based application primarily used by CSP staff as a management tool for Leaking Underground Storage Tank (LUST) and non-LUST cleanup projects. It also provides: 1) performance measure data essential to the annual budgetary process; 2) data for use in publications such as the CS Story and Response Fund Report; 3) special request information to legislators, agencies, and interest groups; 4) detailed site information to the public, including reports that summarize controls and conditions designed to prevent exposure to residual contamination at open and closed sites.

The purpose of this manual is to ensure that clear and accurate information is maintained in the database. Note that while this manual primarily discusses database content, there may be some overlap with the individual database module “user guides” which focus mainly on data input mechanics.

## **II. Site Establishment and Maintenance**

### **A. Inclusion Criteria**

Inclusion criteria are used to determine if a site qualifies for listing as a contaminated site. The terms Facility and Site are defined in 18 AAC 75.990, and Hazardous Substance is defined in AS 46.03.826.

#### **1. Eligible Sites**

A site qualifies as a contaminated site if:

- a hazardous substance has been released in any amount from a federally regulated underground storage tank, as defined by 40 CFR 280.12, including dual purpose (e.g., generator / heating oil) tanks;
- a hazardous substance has been released from a non-LUST source in a quantity that exceeds a de minimis<sup>1</sup> discharge and contamination levels in soil or ground water exceed action levels;<sup>2</sup>
- the site has an applicant that has applied, been deemed eligible and/or received Brownfields services through DEC’s Brownfield Assessment and Cleanup program,

---

<sup>1</sup> A De minimis discharge is a release that is determined by the Program Manager or his/her designee to present an inconsequential risk to public health or the environment, due to the nature of the hazardous substance, the magnitude of discharge, and/or the location of the discharge. For petroleum or lubrication products, a de minimis discharge may be considered a release of less than 10 gallons, or incidental material spillage associated with routine operations which are not anticipated to have migrated over an area larger than 100 square feet, or to a depth of greater than one foot.

<sup>2</sup> An action level for ground water will be the most stringent DEC groundwater cleanup level in Table C where it exists; or a level calculated based on the DEC Cleanup Levels Guidance or Risk Assessment Procedures Manual where a groundwater cleanup level does not exist; or a level determined by a site-specific analysis if it is deemed necessary by the Department; additionally, groundwater that is closely connected hydrologically to nearby surface water may not cause a violation of Water Quality Standards in 18 AAC 70 for surface water or sediment. An action level for soil will be the most stringent of the applicable Table B1 or Table B2 values where it exists; or a level calculated based on the DEC Cleanup Levels Guidance or Risk Assessment Procedures Manual where a soil cleanup level does not exist; or a level determined by a site-specific analysis if it is deemed necessary by the Department. An action level for purposes of entering a site in inventory may have no bearing on the final cleanup level.

Contaminated Sites Program Database Manual  
September 2022

EPA's Targeted Brownfields Assessment, or EPA Competitive Grants. These sites should remain in "Informational" status until laboratory data are available to confirm contaminant concentrations, and then the status should be changed to "Active" if contaminant concentrations are above action levels, and remain "Informational" if contaminant concentrations are below action levels;

- a property has an environmental covenant or notice of activity and use limitation (NAUL) as required by AS 46.04.300, et seq. Uniform Environmental Covenants Act (UECA), regardless of contribution to contamination. The status of "Informational" is used to distinguish those properties with covenants or NAULs that are not considered source contributors;
- preliminary information<sup>3</sup>, including visual and/or olfactory evidence, indicates there was a release of a hazardous substance; or the site is identified by a federal or state agency as a possible contaminated site, but there is not yet documentation that a release has occurred. These sites should remain in "Unconfirmed" status until laboratory data are available to confirm contaminant concentrations, and then the status should be changed to "Non-qualifying" if contaminant concentrations are below action levels or "Active" if contaminant concentrations are above action levels;
- preliminary information<sup>3</sup> indicates there was a potential release of a hazardous substance at a property that was conveyed from the federal government to an Alaska Native Corporation under the Alaska Native Claims Settlement Act (ANCSA), but there is not yet documentation that a release has occurred. These sites should remain in "Informational" status until laboratory data are available to confirm contaminant concentrations, and then the status should be changed to "Active" if contaminant concentrations are above action levels. If contaminant concentrations are below action levels the site should remain in "Informational" status, ensuring that the site will continue to appear on the Bureau of Land Management's web map for ANCSA contaminated sites;
- the site is listed on the Environmental Protection Agency (EPA) Superfund Enterprise Management System (SEMS), formerly known as Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS) list, regardless of whether an EPA "No Further Action" category has been assigned;
- the site contains drilling mud and associated waste not disposed under permit in accordance with Solid Waste regulations, the site is not being addressed by the Solid Waste Program, and there is documented off-site migration of a hazardous substance above action levels; and
- the site is a landfill or other solid waste disposal area where data confirm the release of a hazardous substance to soil, groundwater, or surface water (including leachate containing

---

<sup>3</sup> Citizen complaints and suspected releases that are not associated with a previously-identified contaminated site should be reported to the Prevention Preparedness and Response Program (PPRP) and those associated with a known contaminated site should be referred to the assigned CS project manager for follow up and/or entry into the DEC Complaint Automated Tracking (CATS) database. Additionally, suspected releases from regulated underground storage tanks (UST) should be reported to the Underground Storage Tank (UST) Program.

hazardous substances) beneath or surrounding the facility, and all Solid Waste Program compliance measures have been exhausted.

## **2. Ineligible Sites**

A site does not qualify as a contaminated site if:

- cleanup actions are overseen by PPRP and cleanup was completed to the satisfaction of the Department without the site being transferred to the CSP for further remedial work;
- a de minimis release of a hazardous substance occurs from a non-LUST source;
- the site is regulated under the Resource Conservation and Recovery Act (RCRA) hazardous waste program (generators, treatment, storage, or disposal facilities) are not included unless a release of a hazardous substance has occurred which was not cleaned up to applicable cleanup standards and all compliance measures available to the RCRA program have been exhausted or deferred;
- the site contains only asbestos contamination; and
- the activities are regulated under a permit or plan review program and discharges are generally within the limits imposed by the permit or plan approval, such as:
  - Solid waste disposal;
  - Drilling mud sites;
  - Underground injection wells, regulated by the EPA;
  - National Pollutant Discharge Elimination System wastewater discharges;
  - Releases managed by PPRP at mining operations permitted by DNR and DEC, unless contamination is determined to extend off-site, impact ground water, or require long-term management, and is beyond the scope of permit and closure/reclamation plan requirements.

### ***B. Site Intake***

Sites are initially screened and entered by site intake staff to verify that they meet inclusion criteria and to promote consistency in initial site evaluation, naming convention, data collection, and data entry.

### ***C. Ranking***

Sites are ranked using the Exposure Tracking Model (ETM), a risk-based model that categorizes, scores, and measures risk at sites throughout the cleanup process. There are two types of ETM rankings, Initial and Updated. The initial ranking evaluates the risk of exposure to contaminants when a site is ranked for the first time, based upon available information. An updated ranking should be completed when information becomes available that would affect the previously determined level of risk through any of the exposure pathways.

#### ***D. User Permissions***

Different permission levels are assigned to users, depending on their role:

##### **1. Admin Permissions**

Admin permissions allow access to all database fields, except for the LC Entry module which requires LC Editor permissions, and are assigned to managers, supervisors, site intake and IC Unit staff and their back-ups, QA Officer, state-owned sites coordinator, Brownfield staff and those assigned to team-managed projects or if otherwise warranted by special circumstances.

##### **2. Institutional Control (IC) Permissions**

IC permissions are limited to the Actions, Task Tracker, and Closure / IC Details modules. IC staff are not able to modify previous actions entered by others but should be able to enter new actions after a cleanup complete determination is issued.

##### **3. Project Manager Permissions**

Project Managers have access to all database fields for sites assigned to them, with the following qualifications.

- Site Name: The project manager may modify the site name only after approval from the unit manager.
- Status: The status field is only available to staff with admin permissions.

##### **4. Ledger Code (LC) Editor Permissions**

LC Editor permissions are limited to the LC Entry module. LC Editor permissions allow staff to add and modify ledger code entries that can be associated with individual site records.

#### ***E. Site Data Maintenance***

It is the responsibility of the assigned CSP project manager that all information in the CSP database is accurate and current.

#### ***F. Closing a Site on the Database***

After the user completes the following steps, they will be guided through the automated site closure process.

##### **1. Update Exposure Tracking Model (ETM) Ranking**

Prior to closing a site, it must have an updated ETM ranking that reflects all pathways are in the categories of either “pathway incomplete,” “de minimis exposure,” or “exposure controlled.”

##### **2. Verification of Contaminants of Concern (COCs)**

Residual COCs must be entered as contaminants for each source area on the Site Description screen.

### **3. Attach Closure Document(s)**

All decision and/or closure documents must be added to the Attachments section of the database.

### **4. Enter Database Action**

Enter a Cleanup Complete Determination Issued action. Once this action is entered, the automated site closure process will guide the user through the additional steps required to document COCs, cleanup levels, impacted media, staff assignment, institutional controls, follow-up monitoring and reporting, and provides an opportunity to add required attachments and update the Alaska Native Claims Settlement Act (ANCSA) Site Category. The automated closure process will also change the site Status based on user selections.

## **III. Database and Field Descriptions**

### ***A. Database Application Heading***

The database heading lists the version of the database and contains the following links:

#### **1. Report Bugs**

The Report Bugs link opens an e-mail to DEC-SPAR-IT that allows the user to report problems with the database application, or suggest improvements for future versions.

#### **2. Need Help**

The Need Help button provides links to the User's Guide and Database Manual.

#### **3. About**

The About button provides a brief purpose statement and directs users to the Report Bugs button to provide feedback.

### ***B. Main Page***

The CSP database initially opens to the Site Selection screen on the main page. The main page is where the user can access information about multiple sites or details for an individual site, and it contains the following sections:

#### **1. Site Selection**

By default, the Site Selection screen shows the list of sites assigned to the user currently logged on to the terminal. Sites can also be selected by entering any portion of a site name, file number, Hazard ID, or record key number (reckey) into the search box or by clicking on the first letter of the site name to access an alphabetical list. Various filters may be applied to search results: CSP Only, LUST Only, or CSP and LUST; Exclude Sites by Status; and Show My Results Only. A broader number of search criteria can be accessed by using the Main Search Tool if a site cannot be found using the Site Selection screen.



## **2. Reports**

The Reports screen lists the available Main Reports, by name. These are pre-defined reports that are commonly requested by management and staff. Additionally, reports are available for results of more specific queries using the Main Search Tool.

## **3. Main Search Tool**

The Main Search Tool allows the user to create, save, and report from custom queries. Please note that this tool is for searching only and the results should not be used for reporting purposes. To ensure accurate results for reports, please contact programming staff with your request.

## **4. Bulk Action Entry**

The Bulk Action Entry screen allows the user to search for and select multiple sites, and then add a bulk action to the selected sites at one time. Bulk entry is not an option for automated actions or those that trigger other database functions. To add bulk actions you must be the assigned staff for all of the selected sites or have admin permissions. Most bulk actions are viewable on the public web site so special attention should be paid to how the associated comments are worded. The intent is to keep database action entries brief, accurate, and focused on pertinent site issues. Bulk Action Staff should be the person who is entering the action unless the action is entered to document historical approvals or milestones, then the Bulk Action Staff should be the one who originally performed the task.

## **5. Add New Site**

The Add New Site screen will only be accessible to those staff with admin permissions. This screen will allow for the entry of new site records, with certain information (e.g. site name, address, type, etc.) being required before a new site can be saved.

## **6. IC Search Tool**

The IC Search Tool allows the user to create and save custom queries for sites that have institutional control records.

## **7. Task Tracker**

The Task Tracker allows the user to create a variety of site-related tasks and due dates.

## **8. LC Entry**

The LC Entry function allows the user to add and modify ledger codes that can then be linked to individual site records. It is only visible to staff with “LCEditor” permissions.

## **9. Admin**

The Admin page allows users with Admin permissions to add new users to the staff list once they are available in the DEC directory.

### ***C. Site-Specific Information***

Once a site has been selected on the Site Selection screen, the user is taken to the Site Description screen for that site. For each individual site record, the CSP database contains the following sections:

#### **1. Site Description**

The Site Description screen contains the following tabs and fields:

##### **a) Site Info**

###### **(i) Site Name**

The site name is assigned by site intake staff when a site is entered into the database. Naming conventions are followed or developed for certain facilities, RPs, or site groupings. Naming conventions are used to promote consistency, efficient project management, and to increase query effectiveness. Site name revisions should be minimized because of the effect on the hard file label, LC name, Response Fund Administration (RFA) program file information, and Dept. of Law file information. Project managers may change the site name, but must get approval from their unit manager before doing so. Due to the fact that site names may change over time, the Hazard ID is used as the unique identifier for each site and should be referenced when an LC is requested or a site is referred to the Dept. of Law. When a site name is changed the CS project manager must coordinate with CS administrative staff to ensure that the CS database, Fileroom database, hard-copy and electronic file folder labels are updated, and inform RFA staff, who will then update the name of the corresponding ledger code and notify the Dept. of Law.

###### **(ii) Site Type**

Site Type is the operation or land use most closely associated with a release. Site Type is documented for reporting purposes.

The drop-down menu list includes a number of selections for Site Type (including “Other” and “Unknown” which should be used very rarely). Project manager judgment is required when selecting Site Type. The following examples illustrate how the Site Type selection process occurs.

Examples:

- A home heating oil tank release has occurred. Site Type is “Residence.”
- A bulk fuel storage system at a seafood processing facility has a release. Site Type is “Non-crude Terminal.”
- A bulk fuel storage system, solid waste incinerator, and maintenance shop at a seafood processing facility have releases. Because much of the operation is undergoing a cleanup, the assigned project manager decides “Cannery/Seafood Processing” best reflects the Site Type.

Contaminated Sites Program Database Manual  
September 2022

- A bulk fuel storage system, solid waste incinerator, and maintenance shop at a seafood processing facility have releases. The primary problem, however, appears to be the bulk fuel storage system. In this example the assigned project manager makes a judgment call that “Non-crude Terminal” best reflects Site Type.

**(iii) Status**

Site status may be identified as:

**(a) Active**

Non-LUST sites with confirmed contamination above actions levels or LUST sites with a confirmed release in any amount, where remediation efforts are not complete; or when confirmed contamination is below action levels but is determined by a project manager not to be representative of site conditions and more investigation will be required. Sites in this status are available on the public website.

**(b) Cleanup Complete**

The Cleanup Complete status generally includes sites where remediation efforts are complete and any remaining contamination is below the threshold that would require institutional controls (with periodic reporting), or it is determined that the remaining contamination does not pose a threat to potential receptors and therefore, institutional controls are not necessary. Sites in this status are available on the public website. For cleanup complete, status is auto-generated when the Cleanup Complete Determination Issued action is entered. Most other status changes must be modified by someone with full database permissions. The “Site Reopened” action automatically updates the site status to “Active.”

**(c) Cleanup Complete – Institutional Controls**

The Cleanup Complete – Institutional Controls status generally includes sites where no further remediation is planned and the potential for future exposure to residual contamination warrants the use of institutional controls (with periodic reporting). Sites in this status are available on the public website. For Cleanup Complete – Institutional Controls, status is auto-generated when the Cleanup Complete Determination Issued action is entered. Most other status changes must be modified by someone with full database permissions. The “Site Reopened” action automatically updates the site status to “Active.”

**(d) Deleted**

Designates sites that will be deleted from the CS database, e.g. duplicate sites mistakenly entered, etc. Sites in this status are not available on the public website.

**(e) Informational**

A site record entered to track area-wide, site-wide, or facility-wide information that does not represent a distinct site; a site that has an applicant that has applied, been deemed eligible and/or received Brownfields services through DEC's Brownfield Assessment and Cleanup program, EPA's Targeted Brownfields Assessment, or EPA Competitive Grants and cannot be classified as "active" but must continue to be made available to the public; a property that has an environmental covenant or notice of activity and use limitation (NAUL) as required by AS 46.04.300, et seq. Uniform Environmental Covenants Act (UECA), and is not considered a source contributor; or a property that was conveyed from the federal government to an Alaska Native Corporation under the Alaska Native Claims Settlement Act (ANCSA) where preliminary information indicates a potential release of a hazardous substance may have occurred but is not yet documented or where a hazardous substance is confirmed present but is below action levels. A site record with this status will not be counted as a site in management reports but is available on the public website for informational purposes.

**(f) Non-qualifying**

Non-LUST sites where contamination is suspected or confirmed, but is determined to be below action levels or absent, does not otherwise meet inclusion criteria, or contaminants are above action levels but are determined by a project manager to be de minimis. Sites in this status are not available on the public website.

**(g) Site Intake**

A temporary status used only by site intake staff while a site is undergoing preliminary evaluation and data entry. Sites in this status are not available on the public website.

**(h) Unconfirmed**

Non-LUST sites where contamination is suspected due to visual, olfactory, or other evidence, but data are insufficient to determine if contamination is present above action levels or otherwise meets inclusion criteria. Sites in this status are not available on the public website.

**(iv) Staff Assigned**

All Active status sites will have an assigned project manager (as determined by the unit manager). All sites in Cleanup Complete – Institutional Controls status will either be assigned to a project manager or the IC Unit. All Cleanup Complete status sites will be assigned to "No Longer Assigned" during the automated closure process. A site in Cleanup Complete status may be reassigned to a project manager or the IC Unit if there is a change in circumstances that requires the site to be reopened or to have institutional controls applied. Unconfirmed and

Contaminated Sites Program Database Manual  
September 2022

Informational sites may have a project manager assigned or indicate “No Longer Assigned.” Non-Qualifying sites will indicate “No Longer Assigned.”

**(v) Region**

The region broadly categorizes sites by location.

**(vi) LC Name and LC Number**

The LC name and LC number must first be entered by staff with “LC Entry” permissions through the LC Edit page. To associate a site with the appropriate LC, click the Edit button to search for the LC name or number and click Select. To remove an associated LC, click Remove.

**(vii) RecKey and Spill Date**

The record key (reckey) number and spill date were historically used by the CSP for all sites; neither is available for new sites. The main purpose of a reckey number was to assign a unique identifier to each site, a function which is now accomplished with the Hazard ID. Spill dates for new sites are entered into the Spill Transferred from Prevention Preparedness and Response Program action description if this information is received during a PPRP site transfer.

**(viii) File Number**

File number(s) are assigned using the DEC Fileroom database and are entered in the CS database separately. In cases where more than one file number is applicable to a site, each file number must be entered in the file number field separated by a comma and a space in order for each file number to be recognized in reporting functions.

**(ix) PPRP Spill Number**

When one or more spills are transferred to a site in the CSP database, the Spill Number(s) are recorded in this field. In cases where more than one spill number is applicable to a site, each spill number must be entered in the PPRP spill number field separated by a comma and a space in order for each spill number to be recognized in reporting functions.

**(x) Integrated Resource Information System (IRIS) Location**

The IRIS Location name and number must first be entered into the Cost Recovery, Invoicing, & Time Tracking System (CRITTS) by Response Fund Administration (RFA) and Division of Administrative Services (DAS) staff. To associate a site with the appropriate IRIS Location, click the Edit button to search for the IRIS Location name or number and click Select. To remove an associated IRIS Location, click Remove.

**(xi) IRIS Sublocation**

The IRIS Sublocation name and number must first be entered into CRITTS by RFA and DAS staff. To associate a site with the appropriate IRIS Sublocation, click the Edit button to search for the IRIS Sublocation name or number and click Select. To remove an associated IRIS Sublocation, click Remove.

**(xii) Potential Contaminant Category**

SPAR data standards require that the potential Contaminant Category be defined at every site as either “Petroleum Crude,” “Hazardous Substance,” or “Petroleum Non-Crude.”

**(xiii) Potential Contaminant Subcategory**

Potential Contaminant Subcategory further defines the type of compounds that may be present. After initial entry (usually by site intake staff), they do not need to be updated during the course of the cleanup process. Specific Contaminants of Concern (COCs) (those that exceed cleanup levels) are entered in the Source Area screen. This is discussed in more detail later in this manual.

**(xiv) Facility Edit Screen – CSP Facility Name**

The Enter Facility button is located on the Site Info page. The CSP Facility Name should exactly match the Site Name. If the Site Name is changed, the CSP Facility Name should also be updated to reflect the revised Site Name.

**(xv) Facility Edit Screen - Facility Type**

Facility Type is a SPAR data standard. Site Type and Facility Type are closely related, but the purpose of Facility Type is to identify the over-arching land use or operation that may not be captured at the site level. In addition to recoding the land use most closely associated with the contamination (Site Type), recording the over-arching operation is useful for identifying potential problems at the facility level.

The drop-down menu choices for Facility Type and Site Type are identical in order to accommodate a wide variety of associations. Use common sense and judgment when associating Site Type and Facility Type. Either “roll down” from facility to site, or “roll up” from site to facility. The following examples illustrate how Site Type and Facility Type are linked depending on the specific situation. In some cases there is an obvious over-arching land use. In other examples Site Type and Facility Type are the same.

Examples:

- For above ground tanks at a seafood processing facility, “Non-crude Terminal” is selected as the Site Type by the assigned project manager because this is the land use associated with the release. The project manager links this to “Cannery/Seafood Processing” as the Facility Type.

Contaminated Sites Program Database Manual  
September 2022

- The project manager selects “Residence” as the Site Type for a home heating oil tank release. Because this single-family home is not associated with an over-arching land use, “Residence” is also selected as Facility Type in this example.
- A home heating oil tank at a military housing complex has a release. “Residence” is selected as the Site Type. The Facility Type selected by the project manager is “Military Installation – Base/Post/Other.”
- “Cannery/Seafood Processing” is selected as the Site Type because there were releases at the bulk fuel storage area, maintenance shop, and solid waste incinerator. The project manager determines there is no over-arching land above “Cannery/Seafood Processing.” It is therefore the appropriate selection for Facility Type as well.

Remember, there are no hard and fast rules to employ when determining Site Type and Facility Type. Make sure both fields are populated using your best professional judgment and minimize the use of “Unknown or “Other.”

**(xvi) IPP Facility**

Click “Edit” to see if the facility is one that is regulated by the Industry Preparedness & Pipeline Program (IPP). When you select the IPP facility from the list the field will auto-fill.

**(xvii) UST Facility**

Click “Edit” to see if the facility is a regulated Underground Storage Tank (UST). When you select the UST facility from the list the field will auto-fill.

**(xviii) Address**

Enter the physical address of the site. If the site does not have a street address, highway mileposts or other information should be entered that describes the location of the site, e.g. Milepost 471 Glenn Highway, Bettles Airport, 15 Miles North of Kaltag, etc. When selecting a city for a site more than 10 miles from city limits, choose the City closest to the site and check the Near box.

**(xix) Lat/Long Information**

This tab contains the site latitude, longitude, and associated meta data. Latitude and longitude are required for each site in the CSP database; the preferred format is decimal degrees. The datum is also required for each lat/long. Fill out as much other meta data as possible. Please note the source application for all lat/long coordinates in the Comments field, e.g. lat/long obtained using Google Maps, ADEC web map, or GPS. Collection, correction, and/or verification of the point placement should be done using the CS web map when possible in order to show the most accurate location on the public-facing display.

The general business rules for placement of a point location to indicate a “site” in the CS database that is displayed on the CS web map are:

Contaminated Sites Program Database Manual  
September 2022

- Location placed at the point of release, if known.
- If the release point is generalized or not known, or if the contamination settled away from the point of release, then the location recorded should be at the center of the area of highest contaminant concentration or toxicity.
- At a site with multiple source areas, the site point location may be the area of contamination that is most critical for clean up, the site “driver,” or approximate point central to multiple source areas.

**(xx) Legal Description**

Enter as much legal description information as possible. Township, range, section, and meridian information are available through the ADEC GIS, and subdivision, lot, and block information is commonly found on the applicable borough or municipal website.

**b) Problem/Comment**

The purpose of the Problem/Comment field is to provide a clear and concise summary of the conditions that led to designation as a qualifying contaminated site. Remember, this information is one of the first things the public sees in the “Site Chronology” available on our website. Therefore, avoid or define acronyms. For new sites, this field will initially be entered by site intake staff.

Information to Include

If known, include when, where, and how the release occurred or was discovered, the estimated volume and type of contaminant released, and extent of contamination. Other information should be added to **summarize** the site conditions such as a **brief** description of remediation and/or disposal that has occurred, site use, proximity to receptors, etc. This field may also be used to cross-reference Hazard IDs of associated sites and other site identifiers such as EPA CERCLIS IDs, etc.

Information to Exclude

Identification of RPs, landowners, contractors, etc. is tracked under the Affiliates section and **not** in the Problem/Comment field. The Problem/Comment has a limited field length and is **not intended** to be a chronology of characterization or cleanup.

When to Update the Problem Statement

Assigned project managers should modify the Problem Statement if significant information becomes available that changes the overall scope or understanding of the contaminated site. They should review the Problem/Comment for their Active status sites annually for accuracy, or any time their understanding of the overall scope or magnitude of a site changes (e.g. circumstances that might change the ETM exposure category or workload priority). Finally, this field should also be reviewed upon site closure for consistency with the closure documentation.



**c) Source Area / Edit Source Area**

Source Area allows for the entry and tracking of the description and location of source areas that are defined at a site. A source area consists of the land that is directly affected by a release, for example, the footprint of a surface spill. When product travels to the groundwater, the source area includes the area affected by the product, including the free product plume and the contaminated smear zone. Source areas that have similar exposure potential (conceptual site model (CSM) is the same), and contain similar contaminant types or different contaminant types commingled, can be combined into a single source area.

Once a source area is added or selected, the Edit Source Area screen allows the user to further define the source area, source(s), and contaminant(s) that are associated with the source area. The source area is also where the ETM is found.

**(i) Source Area Info**

**(a) Source Area Name**

Descriptively name the source area according to the primary source. If there is more than one primary source you may want to add a second source area name. These named source areas will need to be ranked with the ETM.

Examples:

- SW Burn Pit Area
- AST # 1
- Injection Well

**(b) Description**

Use this field to further distinguish the source area(s) or for additional information not apparent in the source area name.

**(c) LUST Petroleum / LUST Hazardous**

Check one of these boxes if the source area is an 18 AAC 78 regulated underground storage tank (UST) or a federally regulated hazardous substance UST.

Alaska Statute 46.03.450 defines underground storage tank as one or a combination of stationary devices, including underground pipes connected to the devices, designed to contain an accumulation of petroleum, the volume of which, including the volume of underground pipes, is 10 percent or more beneath the surface of the ground. The term does not include:

- farm or residential tanks of 1,100 gallons or less capacity used for storing motor fuel for noncommercial purposes;
- tanks used for storing heating oil for consumptive use on the premises where stored;

Contaminated Sites Program Database Manual  
September 2022

- septic tanks;
- pipeline facilities, including gathering lines;
- surface impoundments, pits, ponds, or lagoons;
- storm water or waste water collection systems;
- flow-through process tanks;
- liquid traps or associated gathering lines directly related to oil or gas production and gathering operations;
- storage tanks situated in an underground area such as a basement, cellar, mineworking, drift, shaft, or tunnel, if the storage tank is situated upon or above the surface of the floor;
- tanks with a capacity of 110 gallons or less;
- tanks containing hazardous wastes regulated under 42 U.S.C. 6921 - 6939b; or
- tank systems that the department has exempted by regulations adopted under AS 46.03.365.

In general, regulated USTs are typically associated with a variety of petroleum products used in the transportation industry. Underground tanks that hold heating oil for consumptive use on the premises where stored are exempt. “Dual purpose” heating oil tanks that are also used as a source of fuel for a back-up generator, however, are considered regulated USTs.

Hazardous substance USTs are not defined in Alaska statute but are defined in the Code of Federal Regulation (40 CFR 280.12). Although rarely encountered, hazardous substance USTs are recorded in the CSP database in order to fulfill EPA reporting requirements.

Once the LUST Petroleum or LUST Hazardous box is checked, additional fields will appear to further categorize the LUST source area. For existing sites the old LUST event ID will be present; for new sites the LUST event ID is no longer required. Additionally, make selections from the “Sources” and “Causes” drop-down fields. These fields reflect federal Underground Storage Tank regulation requirements. Federal law requires states to make this information available to the public.

**(d) Source Type**

This is a required field for non-LUST source areas. Select the Source Type that most closely matches the source of the release.<sup>4</sup>

---

<sup>4</sup> Note that some unusual choices available in the drop-down menu selections reflect SPAR data standards designed to accommodate all programs within the Division.

**(e) Location Information**

In most instances the source area address will be the same as the site address. Use the “same as site” check box if this is the case. Otherwise, enter address, lat/long, and legal description information for the specific source area. (See section III.C.1.a)(xix) “Lat/long Information” for business rules for placement of point locations.)

**(ii) Sources**

**(a) Source Name**

This is an optional use tab. Individual sources that have contributed to contamination at each source area may be named under the sources tab. This can be helpful in instances where there are many sources at a site and the project manager wishes to identify the exact source of the release, e.g. a release from tank #3 at a site where there are many tanks.

**(b) Description**

A description of an individual source may also be helpful and further identify the exact source of the release, e.g. 1,000-gallon aboveground gasoline tank.

**(iii) ETM**

Each source area entered for sites in active status, with the exception of those with only radiation or explosive hazards, or those prioritized under the Department of Defense Munitions Response Site Prioritization Protocol (MRSP), must be ranked with the ETM, unless the “ETM Ranking On Hold” action is used as described in the Actions section of this manual. Additionally, an ETM ranking is not required when: a site is already closed or will immediately be closed after the site intake process is complete; when a site is unconfirmed, informational, or non-qualifying; or when all contaminants detected at a LUST site are below default cleanup levels. However, these sites may be ranked when other regulatory issues (e.g. data gaps, data quality, stockpile issues, etc.) need to be resolved and may require more extensive or long-term oversight. To rank a source area, once it has been named and saved, click on the Launch ETM button from the ETM tab and proceed through the exposure pathway questions. Once the ranking is complete, the results will be reflected on the ETM tab.

**(iv) Contaminants**

Select COCs (those above approved cleanup levels<sup>5</sup>) from the drop-down menus. For sites with many COCs, at least the top three should be displayed (according to the project manager’s judgment). The drop-down menus allow the user to filter

---

<sup>5</sup> Because a COC must be entered in order to complete the site closure process described previously in section II. F., for LUST sites where contaminants were below cleanup levels, at least one of the contaminants detected should be displayed.

contaminants by broad classes or select from the comprehensive list. Choose the associated contaminated media as well. Update this list as necessary throughout the cleanup process.

**d) Associated Sites**

This tab allows the user to cross-reference individual sites that are encompassed in an area-wide investigation or to relate multiple database records that are tracking separate source areas, at the same location, e.g. a closed LUST site and a new heating oil release on the same property are entered as separate sites, but can be linked through the Associated Sites feature. This feature was not intended to associate all sites at a large facility, e.g. a military installation; instead, these should be grouped using site naming convention. To associate a site, click on the Add button and select the appropriate site using the search features.

**e) Workload Prioritization**

This tab allows the user to record information regarding the workload priority of a site by selecting a Cleanup Acceleration Factor or Cleanup Delay Factor, and entering information into the Comments field. These fields are used in various workload priority reports to evaluate staff workloads.

**f) State Action**

This tab includes fields used to indicate if a site is being tracked by the GASB 49 Accounting and Financial Reporting for Pollution Remediation Obligations; is a State Site (State-owned/liability); and to identify the responsible state agency. These fields are used in various queries and reports to support the management of state-owned sites.

**g) Misc**

This tab is reserved for miscellaneous information about a site. Currently, the items in this tab are: checkboxes for National Priorities List (NPL) Listing and De-Listing for Superfund sites; fields to record LUST Cleanup Lead; checkboxes to indicate a site is a Reuse & Redevelopment (R&R) Priority\* and/or an EPA Brownfield Site\*, and a field to record the ANCSA Site Category.

\*Checkboxes not currently in use.

**2. Affiliates**

**a) Affiliates**

This tab is used to record information about parties that have a direct or indirect legal association with the site. At a minimum, identify the primary billing party, the responsible party (RP), and landowner. Search for affiliates already listed in the affiliates table by clicking on the Select Existing Affiliate button and search by affiliate name, address, or city; or enter a new affiliate by filling out the name, address, affiliate type, affiliate subtype, and contact information. Choose the appropriate affiliation by selecting from the dropdown list and clicking the Add Affiliation button. Multiple affiliations may be chosen for each affiliate by selecting the affiliation and clicking the

## Contaminated Sites Program Database Manual

### September 2022

Add Affiliation button. Contacts may be added to an affiliate, once it has been saved, by clicking the Add/Edit Contact button.

#### **b) Stakeholders**

This tab may be used to record information about parties that do not have a legal association with a site, but that may have another interest, e.g. Restoration Advisory Board members, etc. Search for existing stakeholders by clicking on the Select Existing Stakeholders button and searching by stakeholder name, address, or city; or enter a new stakeholder by filling out the name, address, and contact information and then choosing the appropriate stakeholder type and subtype. Contacts may be added to an existing stakeholder by clicking the Add/Edit Contact button.

### **3. Actions**

The effective use of actions by the assigned project manager documents the cleanup chronology and regulatory approval process through milestone activities. Most actions are viewable on the public web site so special attention should be paid to how the associated comments are worded. Action Comments should be brief, accurate, and focused on pertinent site issues. Action Staff should be the person who is entering the action unless the action is entered to document historical approvals or milestones, then the Action Staff should be the one who originally performed the task.

Here are some general action entry guidelines:

- If a site activity matches any of the milestone actions in the drop down list, please use it instead of a more general action like the *Update or Other Action* option. (The action list is periodically revised so please review the list before making your selection.)
- If a site activity does not match any of the milestone actions in the drop down list, please re-consider posting the action on the database. For example, to document phone calls, emails, or other project contacts in which milestones are not discussed, you may do one of the following: select the Project Manager Notes action to document the information, email yourself in Outlook and keep a phone log in an archive folder, or set-up a phone log folder on the G drive to save Word documents. The database should not be used as a phone log.
- Please do not include phone numbers, email addresses, street addresses, or other personal information in the database actions. References to one's self (I, me) should be avoided unless absolutely necessary.
- Contacts, affiliates, location, and other site information should be documented under the appropriate database tab and not as an action.
- Excessive wordiness should be avoided. Database entries should be concise, factual, and to the point. Do not include speculative, subjective (personal opinions) or other unsubstantiated information.
- Avoid the use of jargon and acronyms that would not be obvious to the public unless a clarification is provided. For example, the acronym "COC" would not be well known by

Contaminated Sites Program Database Manual  
September 2022

the public and should be written out completely, but “EPA” is commonly known by the public and could remain in acronym format.

- Project managers are encouraged **to double check all entries for grammar and correctness before posting them.**
- If you feel a specific action should be added to the drop down list, please contact your immediate supervisor.

Contaminated Sites Program Database Manual  
September 2022

Actions and action dates are entered based on the guidelines in the following table.

Action	Instructions / Comments	Public Display
350 Determination	<p>Action Date – Approval date</p> <p>Documents a DEC determination that groundwater is not considered a drinking water source pursuant to 18 AAC 75.350.</p>	Yes
Brownfields Award	<p>Action Date – Date a program determination was made that the site qualifies for a brownfields award.</p> <p>Identifies sites that have received funding or services through DEC or EPA Brownfields programs, or assistance from other brownfield-related organizations, such as tribal consortia or other federal or state agencies, with the goal of moving the property toward revitalization.</p> <p>Action comments should include:</p> <ul style="list-style-type: none"> <li>• Fiscal year awarded</li> <li>• Applicant name</li> <li>• Service requested (Phase I, site characterization, cleanup, etc.)</li> <li>• Funding source (TBA, DBAC, EPA Competitive grant, etc.)</li> </ul>	Yes
Brownfields Eligible	<p>Action Date - Date a program determination was made that the site may qualify as brownfields eligible.</p> <p>Identifies sites that have been deemed currently eligible for brownfields funding through review by ADEC Brownfields staff. An application to DEC or EPA Brownfields programs may have been submitted, but may not have received funding yet. This action should be deleted once the site receives funding, or is determined to not be eligible.</p> <p>Action comments should include:</p> <ul style="list-style-type: none"> <li>• Fiscal year applied</li> <li>• Applicant name</li> <li>• Service requested (Phase I, site characterization, cleanup, etc.)</li> <li>• Funding source requested (TBA, DBAC, EPA Competitive grant, etc.)</li> <li>• Pertinent information regarding why services could not be awarded at this time</li> </ul>	No

Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
CERCLA FS	<p>Action Date – CERCLA Feasibility Study (FS) approval date</p> <p>Documents approval of the CERCLA FS. A CERCLA FS identifies and describes possible cleanup alternatives, and evaluates each alternative with respect to nine criteria in the National Contingency Plan. It is a tool used to compare possible alternatives and identify a preferred alternative. This action is used for sites managed under the federal cleanup process.</p>	Yes
CERCLA PA	<p>Action Date – CERCLA Preliminary Assessment (PA) approval date</p> <p>Documents approval of the CERCLA PA. A CERCLA PA is the initial step of a site assessment which involves record review; designed to distinguish between sites that pose little or no threat to human health and the environment and sites that require further investigation. This action is used for sites managed under the federal cleanup process.</p>	Yes
CERCLA Proposed Plan	<p>Action Date – CERCLA Proposed Plan approval date</p> <p>Documents that a CERCLA proposed plan is approved and available for public review and comment. A CERCLA proposed plan is a document prepared to inform the public about alternatives that were considered for cleaning up a contaminated site and which alternative has been identified as the preferred approach. This action is used for sites managed under the federal cleanup process. The dates of the public comment period can be included in the comment field.</p>	Yes
CERCLA Remedial Action Completion Report	<p>Action Date – CERCLA Remedial Action Completion Report approval date</p> <p>Documents approval of the CERCLA Remedial Action Completion Report. A CERCLA Remedial Action Completion Report documents the completion and results of the actual construction or implementation of the selected cleanup plan. This action is used for sites managed under the federal cleanup process.</p>	Yes



Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
CERCLA Remedial Design / Remedial Action Plan Approved	<p>Action Date – CERCLA Remedial Design / Remedial Action Plan approval date</p> <p>Documents approval of the CERCLA Remedial Design / Remedial Action Plan. The CERCLA Remedial Design / Remedial Action Plan includes the engineering plans, technical drawings and specifications that are developed and the plans for construction or implementation of the selected cleanup plan. This action is used for sites managed under the federal cleanup process.</p>	Yes
CERCLA Removal Action Plan	<p>Action Date – CERCLA Removal Action Plan approval date</p> <p>Documents approval of a CERCLA Removal Action Plan, including Time-Critical and Non-Time-Critical. A CERCLA removal action plan includes technical drawings and specifications that are developed and the plans for construction and implementation of a short-term interim measure taken to prevent, minimize, or mitigate environmental damage or threats to public health. Unlike a CERCLA remedial action, a CERCLA removal action generally has the following characteristics: the action is taken in response to imminent threat; is taken shortly after the release is discovered; and can be taken without extensive analysis. This action is used for sites managed under the federal cleanup process.</p>	Yes
CERCLA Removal Action Report	<p>Action Date – CERCLA Removal Action Report approval date</p> <p>Documents approval of a CERCLA Removal Action Report, including Time-Critical and Non-Time-Critical. A CERCLA removal action report documents the completion and results of a removal action taken as a short-term interim measure to prevent, minimize, or mitigate environmental damage or threats to public health. Unlike a CERCLA remedial action, a CERCLA removal action generally has the following characteristics: the action is taken in response to imminent threat; is taken shortly after the release is discovered; and can be taken without extensive analysis. This action is used for sites managed under the federal cleanup process.</p>	Yes
CERCLA RI Plan Approved	<p>Action Date – CERCLA Remedial Investigation (RI) Plan approval date</p> <p>Documents approval of the CERCLA RI Plan. The CERCLA RI documents how necessary data will be collected to determine the type and extent of contamination at a site. This action is used for sites managed under the federal cleanup process.</p>	Yes

Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
CERCLA RI Report Approved	<p>Action Date – CERCLA Remedial Investigation (RI) Report approval date</p> <p>Documents approval of the CERCLA RI Report. The CERCLA RI Report documents data collected to determine the type and extent of contamination at a site. This action is used for sites managed under the federal cleanup process.</p>	Yes
CERCLA ROD Approved	<p>Action Date – Date final CERCLA Record of Decision (ROD) is signed</p> <p>Documents that a CERCLA ROD has been completed and signed. A CERCLA ROD describes the final decision about the cleanup goals/levels that apply and what actions will be performed. CERCLA RODs are completed when there is adequate information to select an interim or final remedy for a site. This action is used for sites in the federal cleanup process.</p>	Yes
CERCLA ROD Periodic Review	<p>Action Date – Date review is signed</p> <p>Documents that DEC has completed a periodic review of a CERCLA Record of Decision (ROD). RODs are typically reviewed every five years. This action is used for sites in the federal cleanup process.</p> <p>Include a brief summary of any significant findings in the comment field.</p>	Yes
CERCLA SI	<p>Action Date – CERCLA Site Inspection (SI) approval date</p> <p>Documents approval of the CERCLA SI. The CERCLA SI identifies sites that enter the NPL Site Listing Process and provides the data needed for EPA Hazard Ranking System scoring and documentation. SI investigators typically collect samples to determine what hazardous substances are present at a site, determine if these substances are being released to the environment, and assess if they have reached nearby targets. This action is used for sites managed under the federal cleanup process.</p>	Yes
Cleanup Assumed by DEC	<p>Action Date – Date of letter to the responsible party (RP)</p> <p>Documents that DEC has formally assumed lead of assessment or cleanup. Before entering this action, the RP must be informed that State will proceed with assessment and/or cleanup and that the State expects restitution for expenditures.</p> <p>Unit manager consultation is required before using this action.</p>	Yes

Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
Cleanup Complete Determination Issued	<p>Action Date – Date of cleanup complete determination letter</p> <p>Documents that cleanup is complete under 18 AAC 75.380. This action is used for sites with and without institutional controls. The action automatically triggers the Closure / IC Details module and leads the user through documentation of closure requirements, institutional controls, ANCSA site category, site assignment, and site status. A public report is generated from the Closure / IC Details for all sites.</p>	Yes
Cleanup Level(s) Approved	<p>Action Date – Cleanup level(s) approval date</p> <p>Documents cleanup level approvals under 18 AAC 75.340 and 345. Sites with multiple contaminants may have cleanup levels approved under more than one method. This action may be used more than once as cleanup levels are developed and refined throughout the cleanup process.</p>	Yes
Cleanup Plan Approved	<p>Action Date – Cleanup plan approval date</p> <p>Documents cleanup plan approval under 18 AAC 75.360.</p>	Yes
Commercial/Industrial Land Use Determination	<p>Action Date – Land use determination date</p> <p>Documents a commercial or industrial land use determination under 18 AAC 75.340(e)(3).</p>	Yes
Compliance Advisory Letter	<p>Action date - Date the program determination was made</p> <p>This action should be used by staff when they send a letter documenting compliance issues from either RPs or consultants. Staff should put the name of the entity that had the issue, and briefly describe the issue and resolution in the comment box.</p>	Yes
Conceptual Site Model Submitted	<p>Action Date – DEC date stamp on Conceptual Site Model (CSM) (or report that includes a CSM), or electronic submittal date</p> <p>Documents the receipt of the CSM. This action may be used multiple times as updated CSMs are submitted.</p>	Yes
Confidential File Established	<p>Action Date – Date confidential file is established</p> <p>Indicates a confidential file exists in one of the DEC offices.</p>	No
Cost Recovery Referral	<p>Action Date – Referral memo date</p> <p>Upon request of Response Fund Administration staff, documents that the cost recovery referral has been sent to Department of Law.</p>	Yes
DEC Decision Appealed	<p>Action Date – DEC date stamp on appeal letter, or electronic submittal date</p> <p>Tracks appeal of any DEC decision under 18 AAC 75.385.</p>	No

Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
DEC Non-Concur with Federal No Further Action Decision	<p>Action date – Date the program determination was made</p> <p>This action captures when federal RPs make a “No Further Action” or “Response Complete” determination at sites, and DEC disagrees. For the DEC Non-Concur action, this action should only be used for documents that are making a NFA decision, such as the CERCLA SI and ROD/DD.</p>	Yes
Document, Report, or Workplan Review - other	<p>Action Date – Date review completed</p> <p>This action documents that a report or workplan for activities other than site characterization, risk assessment, and final cleanup has been submitted. These activities may include general assessment or monitoring not requiring DEC regulatory approval. Include a brief description of the report or workplan in the comment field.</p>	Yes
Enforcement Action	<p>The goal is to be able to generate a list in the future of sites that remain active but will be delayed indefinitely because those RPs say their done within the context of CERCLA.</p> <p>This publically available action captures the point at which DEC moves from compliance assistance to a formal enforcement response. Use the comment field to describe the specific action taken, such as sending a Bilateral Compliance Agreement (BCA) or Notice of Violation (NOV). Once this action has been entered, do not use the database to capture “behind the scenes” discussions and negotiations which are considered confidential. If you maintain such information in the hard file, it should be thoroughly reviewed, with Law assistance, if a formal public records request is received. If a BCA opens an enforcement action, followed by an NOV three months later because the RP has not abided by the requirements, use Enforcement Action a second time.</p>	Yes
Enforcement Action Closed	<p>Action Date – Date when all enforcement requirements are fulfilled</p> <p>Use this publically available action once the enforcement action has been resolved. The timeframe for this action will vary, depending on the deadlines and specific terms and conditions of the NOV, enforcement agreement, or order. In other words, use this action only when all requirements have been fulfilled. The signing of an agreement is only the first step.</p>	Yes

Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
Enforcement Agreement or Order	<p>Action Date – Date of enforcement agreement or order signature</p> <p>This publically available action is used to document that a compliance agreement or order has been finalized. Use this database action after the agreement or order has been signed. Use the comment field to describe the specifics, such as Bilateral Compliance Agreement or COBC. Set up a tickler system in Task Tracker or Outlook to periodically check whether the RP is abiding by the enforcement terms and conditions. This action is not used for an NOV because an NOV is not an agreement.</p>	Yes
Exclude from Cost Recovery	<p>Action Date – Date action entered</p> <p>Indicates that a site will be excluded from the cost recovery threshold reports and cost recovery efforts.</p>	No
Exposure Tracking Model on Hold	<p>Action Date – Date action entered</p> <p>Identifies sites where initial ranking with the Exposure Tracking Model has not been completed and describes the reasons for not ranking the site. A description of why the ranking is on hold should be entered in the comment field. Reasons include missing file, site ranked in a different database entry, and munitions or radiation are the only contaminants.</p>	Yes
Exposure Tracking Model Ranking	<p>Action Date – Auto-generated when a ranking is completed with the Exposure Tracking Model.</p>	Yes
Final Cleanup Report Reviewed	<p>Action Date – Date review completed</p> <p>Documents that the final cleanup report providing information required in 18 AAC 75.380 has been submitted and reviewed by the DEC. This action should be reserved for the final report leading to closure. Typically this action is used only once. Note that under 380 DEC does not actually approve the report.</p>	Yes
Institutional Control Compliance Review	<p>Action Date – Date review completed</p> <p>Documents that the institutional controls for a site have been reviewed and compliance with requirements has been evaluated. This action is generally used once when the closure conditions and ICs are reviewed by staff in the IC Unit.</p>	Yes
Institutional Control Periodic Reporting	<p>Action Date – Date of institutional control report/update</p> <p>Documents the responsible party's submission of required information regarding the ongoing protectiveness of the institutional controls.</p>	Yes

Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
Institutional Control Record Established	<p>Action Date –Auto-generated from Closure / IC Details module</p> <p>Documents that an Institutional Control Record was established for either an open or closed site. This action is typically used only once; IC details must be modified in the Closure / IC Details as conditions change over time.</p>	Yes
Institutional Control Record Removed	<p>Action Date – Date action entered (manually entered to remove IC Record from site in Cleanup Complete – IC status) / Auto-generated when the IC record is archived after entering a Cleanup Complete Determination Issued action.</p> <p>Documents that an Institutional Control Record was removed from a site. When there is no longer a need for institutional controls the entire IC Record is removed and the Closure / IC Details information is archived for reference.</p>	Yes
Institutional Control Update	<p>Action Date – Date action entered</p> <p>Documents that a modification to institutional control requirements or an update in the the site chronology regarding institutional controls has been made.</p>	Yes
Interim Removal Action Approved	<p>Action Date – Approval date</p> <p>Documents the approval of an interim action under 18 AAC 75.330. Include a brief description of the interim action in the comment field.</p>	Yes
Leaking Underground Storage Tank Cleanup Initiated - Hazardous Substance	<p>Action Date – Date physical activity or natural attenuation monitoring commences, or date that DEC has determined that no action is necessary to protect human health and the environment</p> <p>A hazardous substance UST is defined in federal regulation but not in Alaska statute (AS 46.03.450) or Alaska regulation (18 AAC 78). The CSP has opted to track hazardous substance LUSTs, however, to accommodate federal reporting requirements. This action is generally used when physical activity at a site has begun, but is also applicable when DEC determines the confirmed release requires no action. This typically occurs when a release is confirmed but the concentrations are below cleanup levels.</p>	Yes

Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
Leaking Underground Storage Tank Cleanup Initiated - Petroleum	<p>Action Date – Date physical activity or natural attenuation monitoring commences, or date that DEC has determined that no action is necessary to protect human health and the environment.</p> <p>This information is provided in our semi-annual LUST grant reports to EPA. This action is generally used when physical activity at a site has begun, but is also applicable when DEC determines the confirmed release requires no action. This typically occurs when a release is confirmed but the concentrations are below cleanup levels.</p>	Yes
Leaking Underground Storage Tank Emergency Response	<p>Action Date – Date of emergency response</p> <p>This is a reporting requirement for federally regulated LUST sites, both petroleum and non-petroleum. Emergency responses are typically conducted by PPRP and the information is provided to the CSP.</p>	Yes
Leaking Underground Storage Tank Release Confirmed - Hazardous Substance	<p>Action Date – Auto-generated by database when the “LUST hazardous substance site” check box is marked on the Source Area tab.</p> <p>Alaska currently does not define an underground storage tanks that holds a hazardous substance, either in statute (46.03.450) or regulation (18 AAC 78). However, because a hazardous substance UST is defined at the federal level the CSP has opted to track releases in order to accommodate EPA reporting requirements. If hazardous substance contamination is present at any level, the release is documented on the CSP database. Cleanup either ensues or the site is immediately closed because the concentrations are below cleanup levels. This parallels the federal definition of “release confirmed.”</p>	Yes
Leaking Underground Storage Tank Release Confirmed - Petroleum	<p>Action Date – Auto-generated by the database when the “LUST petroleum site” check box is marked on the Source Area tab.</p> <p>Dual purpose tanks (e.g. generator / heating oil) are included; regular heating oil tanks are excluded. See 18 AAC 78.005 for a complete list of exemptions and other requirements. If contamination (at any level) is discovered during the UST site assessment, the release is documented on the CSP database. Cleanup either ensues or the site is immediately closed because the concentrations are below cleanup levels. This parallels the federal definition of “release confirmed.”</p>	Yes

Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
Lien Recorded	<p>Action Date – Date Notice of State Lien, Judgement, or other legal document having the effect of a lien is filed with the State Recorder’s Office</p> <p>Documents official recording of a lien by the Department against real property as part of formal cost recovery. For more information about this process, refer to the Response Fund Administration Cost Recovery Manual and the Environmental Crimes Unit Enforcement Manual.</p>	Yes
Lien Removed	<p>Action Date – Date Release of State Lien, Satisfaction of Judgement, or other legal document having the effect of a lien removal is filed with the State Recorder’s Office</p> <p>Documents official recording of a lien removal by the Department against real property as part of formal cost recovery. For more information about this process, refer to the Response Fund Administration Cost Recovery Manual and the Environmental Crimes Unit Enforcement Manual.</p>	Yes
Long Term Monitoring Complete	<p>Action Date – Monitoring termination approval date</p> <p>For open sites, this action documents that DEC no longer requires monitoring. For groundwater, this action is generally used for open sites when plume stability has been established, contaminant migration is documented not to be occurring, and contaminant concentrations are shown to be decreasing.</p> <p>Note - This action is not used for closed sites because monitoring and reporting requirements are documented through the Closure / IC Details module.</p>	Yes
Long Term Monitoring Established	<p>Action Date – Cleanup plan approval date (18 AAC 75.360)</p> <p>For open sites, documents groundwater, surface water, or sediment monitoring over an extended period of time to meet the requirements of 18 AAC 75.345). This action is used in conjunction with filling in data gaps associated with plume stability, potential contaminant migration, or to investigate contaminant concentration trends.</p> <p>Provide monitoring plan details in the comment field.</p> <p>Note - This action is not used for closed sites because monitoring and reporting requirements are documented through the Closure / IC Details. Long term groundwater monitoring following DEC’s closure determination may be appropriate to monitor remedy effectiveness or exposure assumptions that could influence plume stability or contaminant concentrations.</p>	Yes



Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
Long Term Monitoring Workplan or Report Review	<p>Action Date – Date review and/or approval completed</p> <p>For open sites, documents groundwater, surface water, or sediment monitoring over an extended period of time to meet the requirements of 18 AAC 75.345. This action documents activities involving a long term monitoring report or workplan review and/or approval.</p> <p>Note - This action is not used for closed sites because monitoring and reporting requirements are documented through the Closure / IC Details. Long term groundwater monitoring following DEC's closure determination may be appropriate to monitor remedy effectiveness or exposure assumptions that could influence plume stability or contaminant concentrations.</p>	Yes
Meeting or Teleconference Held	<p>Action Date – Meeting date</p> <p>Documents various items such as attendees, topics discussed, results, required actions, etc. Teleconferences are considered meetings.</p>	Yes
Offsite Soil or Groundwater Disposal Approved	<p>Action Date – Approval date</p> <p>Documents that a responsible party, landowner, or consultant has been approved to move contaminated soil or groundwater off of a site under 75.325(i).</p> <p>In the comment field include details about the disposal location and the amount of soil or groundwater moved off-site.</p>	Yes
Potentially Responsible Party/State Interest Letter	<p>Action Date – Date of letter</p> <p>Documents that parties were informed that they may be responsible for contamination and of state cost recovery rules. A PRP/state interest letter may be sent by itself, or information about cost recovery may be included as a section of a different letter.</p>	Yes

Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
Project Manager Notes	<p>Action Date – Date action entered</p> <p>Documents site-related project management information useful to CS staff that does <u>not</u> rise to the level of a milestone site activity. In general, may include information regarding pending or ongoing project management efforts, project or report schedules, or other reference information of a minor or transitory nature.</p> <p>Note: Project Manager Notes are not displayed on the public contaminated site report chronology, but are discoverable through a public records request. <u>As with all other actions, use of Project Manager Notes requires good judgment and common sense. Action entry guidelines should still be followed, although inclusion of common technical or industry abbreviations and terminology is acceptable.</u></p>	No
Public Notice	<p>Action Date – Public notice date</p> <p>Documents when public notice is issued during any part of the site cleanup process. Notice may be issued in a variety of media, including the department's on-line public notice site.</p>	Yes
Quality Assurance Finding	<p>Action Date – Date of finding</p> <p>Documents when there is a significant QC failure, i.e. 1) data are rejected due to a significant QC failure; 2) work was conducted by an unqualified environmental professional; or 3) work was not conducted in accordance with a QAPP, workplan, or DEC guidance.</p> <p>The action description should: 1) identify the quality assurance finding; 2) document the effect of the finding on the usability of results; 3) document what actions were requested to remedy the deficiency; and 4) identify instances of repeated failure to follow QAPPs, workplans, or DEC guidance.</p> <p>To help determine finding significance, this action is recommended if the answer to the following question is yes – Should sampling or analysis be repeated?</p> <p>Note: Upon saving this action an e-mail notification will automatically be sent to the CS QA officer.</p>	Yes

Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
Risk Assessment Report Approved	<p>Action Date – Approval Date</p> <p>Documents DEC approval of the risk assessment report to meet the requirements of the <i>Risk Assessment Procedures Manual</i>, adopted by reference.</p>	Yes
Risk Assessment Workplan Approved	<p>Action Date – Approval Date</p> <p>Documents DEC approval of the risk assessment work plan to meet the requirements of the <i>Risk Assessment Procedures Manual</i>, adopted by reference.</p>	Yes
Site Added to Database	The date and action are auto-generated when site intake completes the required fields.	Yes
Site Characterization Report Approved	<p>Action Date – Report approval date</p> <p>Documents approval of the site characterization report under 18 AAC 75.335.</p>	Yes
Site Characterization Workplan Approved	<p>Action Date – Work plan approval date</p> <p>Documents approval of the site characterization work plan under 18 AAC 75.335.</p>	Yes
Site Reopened	<p>Action Date – Date site is reopened</p> <p>Documents the reasons for re-opening a site that was previously closed.</p> <p>Note: When using this action, the ANSCA site category selected on the Site Description page, Misc. tab should be verified.</p>	Yes
Site Resumed	<p>Action Date – Date site is resumed</p> <p>Documents the reasons for resuming a site that was previously suspended. This action <u>does not</u> affect site status. See Suspended Sites Policy for more information.</p> <p>Note: Upon saving this action the user is required to select the assigned staff from a drop-down menu, and the notice of suspension will be removed from the Workload Prioritization tab.</p>	No

Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
Site Suspended	<p>Action Date – Date site is suspended</p> <p>Documents the reasons for suspending a site pursuant to the Suspended Sites Policy. This action <u>does not</u> affect site status. See Suspended Sites Policy for more information.</p> <p>Note: Upon saving this action the site will automatically be reassigned to the IC Unit; a Task Tracker entry will be added reminding the IC Unit to send an annual reminder letter; an e-mail notification of the suspension will be sent to the IC Unit; and a notice of the suspension will appear on the Workload Prioritization tab.</p>	No
Site Visit	<p>Action Date – Site visit date</p> <p>Use the comment field to summarize the purpose and findings of the site visit.</p>	Yes
Spill Transferred from Prevention Preparedness and Response Program	<p>Action Date – Transfer approval date</p> <p>Tracks releases that were initially assigned a spill number by PPRP and then transferred to CSP for long-term cleanup and management. Multiple spills can occur at any given site. Use this action each time a spill is transferred from PPRP, even if there are multiple spills at the same site. Enter details in the action description including spill number, spill date, substance, quantity, and PPRP file number.</p> <p>Note: This action should only be entered by designated site intake staff in order to properly process and track spill transfers.</p>	Yes
Underground Storage Tank Site Characterization or Assessment	<p>Action Date – Date of site assessment</p> <p>Site characterization and assessment are conducted under 18 AAC 78.090 when an underground storage tank is either closed or if there is a change in service. This is a transition point between 18 AAC 78 Article 1 (Underground Storage Tanks) and Article 2 (Corrective Action for Leaking Underground Storage Tanks). This action is captured if a confirmed release results in listing on the CSP database. Site characterizations and site assessments are documented by the UST Program if there is no confirmed release.</p>	Yes
Update or Other Action	<p>Action Date – Date action entered</p> <p>Use this action to document pertinent information only when no other action applies.</p>	Yes

Contaminated Sites Program Database Manual  
September 2022

Action	Instructions / Comments	Public Display
Workplan Requested	<p>Action Date – Date of workplan request</p> <p>This action documents a requested workplan for activities requiring DEC regulatory approval including, but not limited to, site characterization, risk assessment, and cleanup. Include a brief description of the workplan request in the comment field.</p>	Yes

#### 4. Attachments

Project managers, supervisors, site intake, and IC Unit staff may upload milestone site documents in pdf format (up to 100MB), such as decision and institutional control documents, closure letters, final site map, or deed notices; feasibility studies; and site characterization, Phase I and Phase II assessment, cleanup, or monitoring reports. In the “File Description” Field include the exact file name (per CS File Naming Convention). Use the checkbox to make the document viewable on the public website. In the “Document Title” field, activated by the checkbox, include the document date and a plain English description, e.g. 2018.01.22 Record of Decision, 2014.11.13 Site Characterization Report, etc. This feature is for recording milestone site documents and making them readily available to the public; it is **not intended as an electronic site file**. Do not attach confidential, enforcement, draft, or contracting documents; e-mails, routine correspondence, notes, proposals, work plans, comments on drafts, meeting minutes, or trip reports.

#### 5. Site Reports

Once an individual site has been selected, the Site Reports screen lists the available site-specific reports available from the database. These are pre-defined reports that reflect data for the particular site that has been selected. Additionally, reports are available for all sites or results of more specific queries using the Main Search Tool.

#### 6. Closure/IC Details

For active status sites the Closure Requirements/IC Details module automatically opens when the “Institutional Control Record Established” or the “Cleanup Complete Determination Issued” action is selected and the module walks you through the options for placing ICs and/or closing the site. This process populates the Closure/IC Details module with the appropriate information.

The Closure / IC Details module includes detailed use instructions, tool tips, and user prompts that are not repeated in this database manual.

##### a) Search Closed/IC Sites

The Search Closed/IC Sites button takes you to the IC Search Tool screen which allows the user to create and save custom queries for other sites that have institutional control records.

**b) View Archived Record**

The View Archived Record button appears once an IC record has been removed using database actions. The archived record then allows the user to view a history of institutional controls for that site.

**c) Residual COCs**

Residual COCs remaining at the time of IC establishment, contaminant levels, and impacted media at a site are recorded on this screen. One or more impacted media can be added by selecting from the dropdown list and then clicking the Add button. (Note: Before starting entry in the Closure/IC Details module, verify that site specific COCs have been entered into the source area tab because they will be used to populate the residual COC selection dropdown list in this section.)

**d) IC Type**

The IC type and details are recorded on this screen. Multiple selections in this section are possible, so include all IC Types that are appropriate to the site.

**e) Requirements**

The IC requirements and details are recorded on this screen. Multiple selections in this section are possible, so include all IC Requirements that are appropriate to the site.

**f) Miscellaneous Info**

Information regarding compliance with IC requirements, groundwater use, and offsite migration of contaminants are recorded on this screen.

**g) Documents**

This screen lists the attachments that have been added to the site database record and identified as Closure / IC documents; all documents with this designation are available on the public web site. For a document to be viewable by the public, “Closure/IC Document” box must be checked. Documents should be in PDF format only.

**h) Follow Up Monitoring & Reporting**

This screen records if follow up monitoring and reporting are required and allows the user to enter tasks (in the Task Tracker module) such as reminders to track the progress of the IC requirements.

**i) IC Work**

The IC Work screen is where the IC Unit or staff assigned to a site may record IC compliance tracking notes and activities. It is not the location to document the cleanup chronology, regulatory approval process, or project deadlines – see Actions and Task Tracker sections of this manual. The fields on the IC Work screen are not displayed on the public web site. Staff/Project Manager should be the person who is entering the IC Work Notes/Description unless the entry is to document historical IC activities, then the Staff/Project Manager should be the one who originally performed the task.

## **7. Task Tracker**

The task tracker module serves a dual purpose. It is required to track monitoring and reporting requirements for sites closed with institutional controls. When a site is assigned a Cleanup Complete – ICs status and information is entered into the Closure/IC Details module, the task tracker generates an automatic task that is dated for one year from that date. The task is created as a fail-safe to verify that sites get the needed follow-up attention, but the auto-generated dates and other task information can be customized or modified by the project manager. It may also be used optionally by CSP staff to track a variety of tasks and due dates during the cleanup process. The task tracker allows the user to enter tasks associated with a particular site record with the option of sending e-mail reminders when tasks are due.

### **a) Site Search Page**

This screen allows the user to search for a site by site name, project manager, or reminder e-mail recipients.

### **b) Task List**

The Task List screen allows the user to enter new tasks by clicking the Add New Task button, lists the saved tasks that are associated with the selected site, and allows them to be selected, edited, and marked complete.

### **c) Add/Edit Task**

New tasks can also be added by selecting the Add/Edit Task screen where tasks are defined and e-mail reminders can be set using the following fields:

- Date Entered
- Assignment (who will complete the task, e.g. DEC Task, RP Task (Compliance), etc.)
- Category (cleanup phase)
- Name (list of frequently used tasks)
- User Defined Name (if “Other” is selected from Name drop-down list)
- Due Date
- Completion Time (hrs)
- Complete
- Priority
- Frequency
- Details
  - Set Reminder Emails (Optional)
  - Recurrence
  - Email Message

## Contaminated Sites Program Database Manual

### September 2022

#### ➤ Email Address

The Add/Edit Task screen also contains an Add An Action button which allows the user to add actions to the site record directly from the Task Tracker module.

Remember, except when entering reporting requirements when closing a site with institutional controls, the Task Tracker was designed as a discretionary use tool. Project managers are encouraged to use its features to help manage sites more effectively.