"Go Fast"
Increasing Efficiency
April 16, 2024

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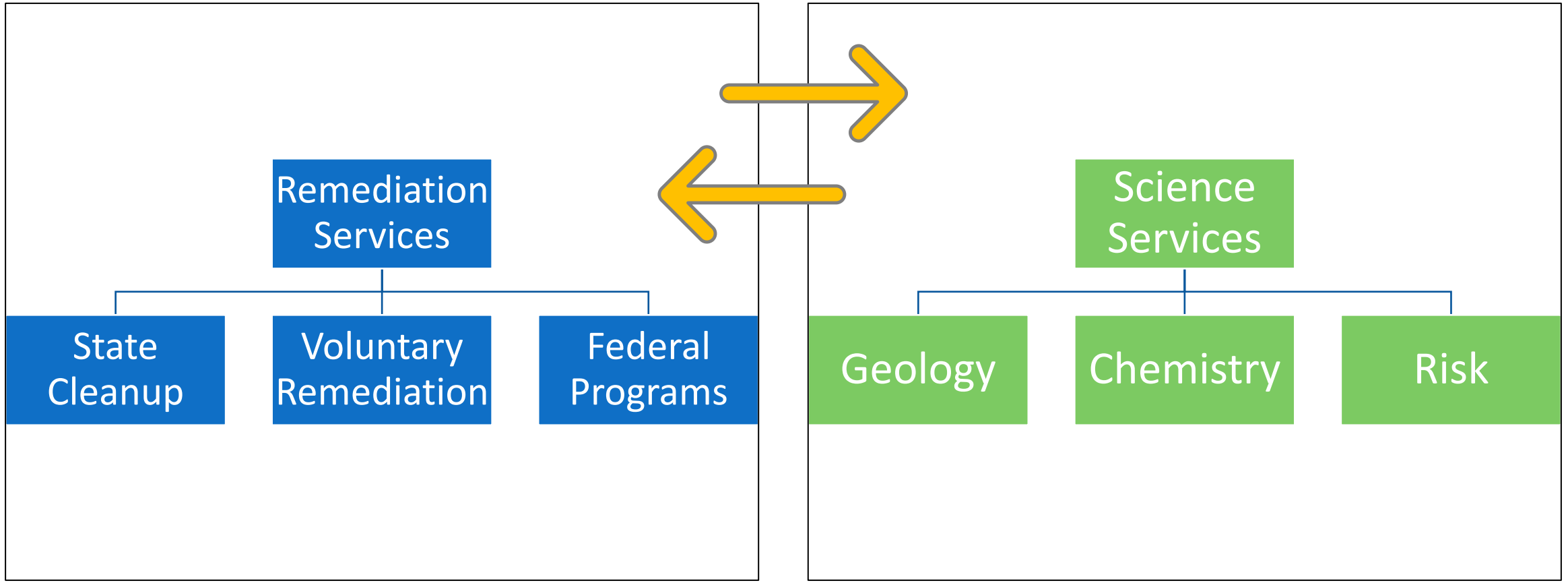
Agenda

1. Background
2. What is Go Fast?
3. Why are we doing this?
4. How are we doing this?
5. What are we going to do next?

Office of Land Quality

Remediation Services Branch + Science Services Branch



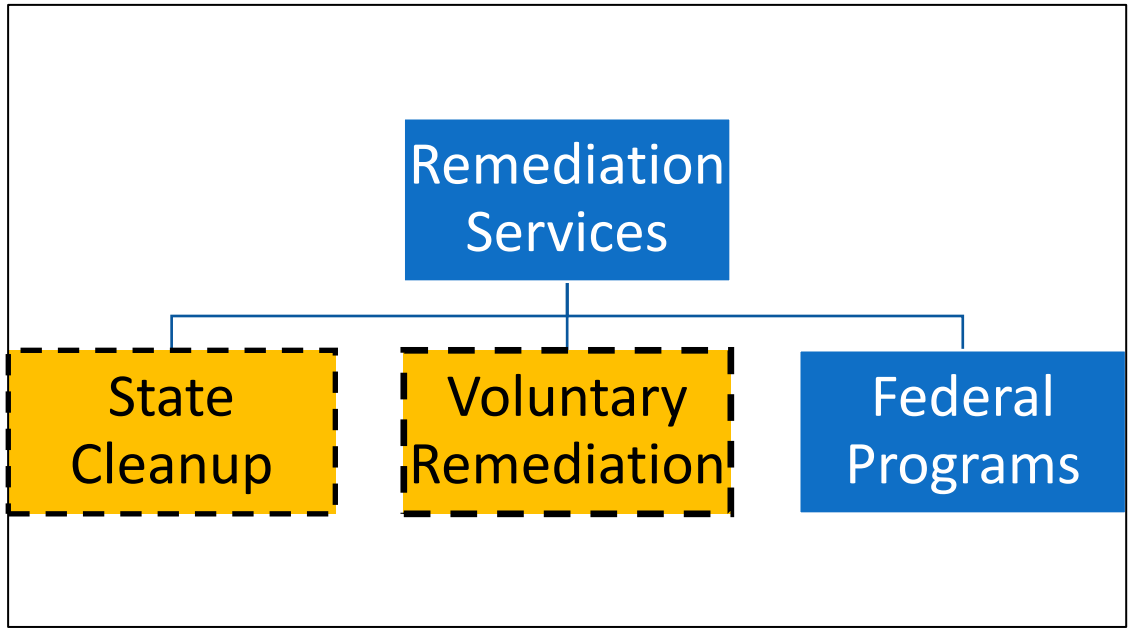
1. How many active sites are in State Cleanup and VRP?

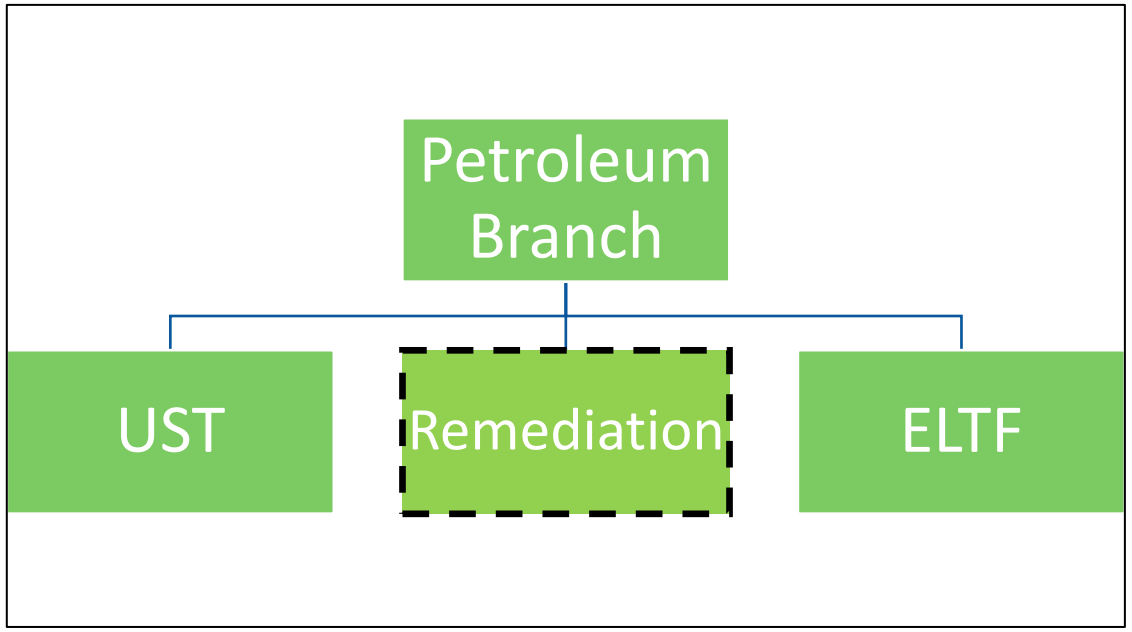
779

2. How many documents were reviewed by Science Services Branch last month?

488

Who does this presentation apply to?





- Go Fast

- Meeting Templates

What is "Go Fast"?

Go Fast is a series of improvements designed to standardize processes, establish and implement a defined project framework, increase project transparency, clarify expectations, and encourage collaboration with the goal of expediting the timeline for the investigation, remediation, and environmentally sound closure of projects in the Remediation Services Branch*.

Why are we doing this?

State Cleanup

	2022
Active Sites	421
Project Manager	11/38.3 sites per PM
Avg Years to Complete	14.7

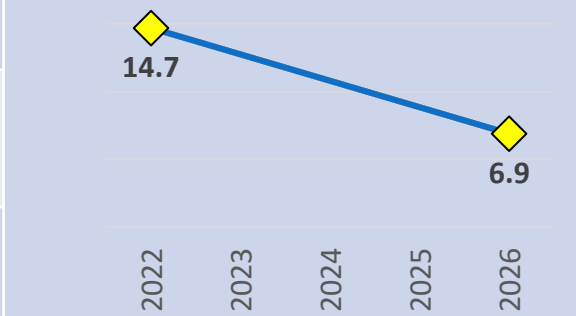
Voluntary Remediation

	2022
Active Sites	299
Project Manager	10/29.9 sites per PM
Avg Years to Complete	11.4

State Cleanup

	2022	2026 GOAL
Active Sites	421	
Project Manager	11/38.3 sites per PM	
Avg Years to Complete	14.7	6.9

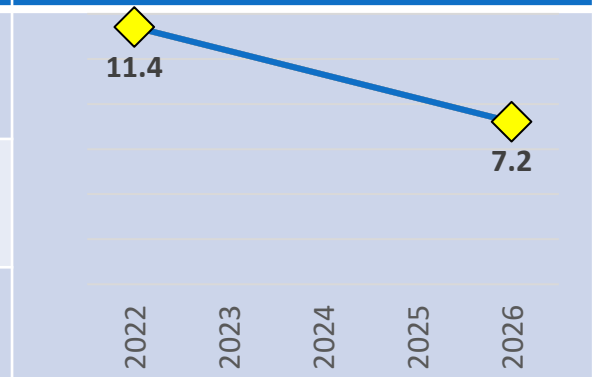
STATE CLENUP TIMELINE



Voluntary Remediation

	2022	2026 GOAL
Active Sites	299	
Project Manager	10/29.9 sites per PM	
Avg Years to Complete	11.4	7.2

VRP TIMELINE



Why are we doing this?

Lingering sites stress internal resources

Projects can drag on for years

Not great for communities to have lingering sites

Limited processes in place to ensure consistency in project management

How are we going to do this?

Tasks Toward Increasing Site Closures & Efficiencies

1. Project Manager Roles, Expectations, & Metrics
2. New Meeting Templates
3. Document Submittal Timeframe Requirements (internal and external)
4. Create and Institute Report Checklists
5. Decrease PM Ancillary Tasks
6. Improve Staff Training
7. Consultant Collaboration and Training

Project Manager – Project Manager Roles, Expectations, & Metrics

Better define project manager roles

Establish a set of quantifiable expectations.

Use metrics to gauge programs.

1. Focus on what is actually important.
2. Allow more time for collaboration and more problem solving resulting in decreased conflicts.
   - Internal
   - External
3. Standardize work through less variability.

Project Manager – Project Manager Roles, Expectations, & Metrics

Better define project manager roles and expectations

Establish a set of quantifiable expectations

Use metrics to gauge programs

1. Keep projects on schedule.
2. NFAs are issued timely once project goals are achieved.
3. All new (HIGH PRIORITY) sites have an initial meeting within 14 days of assignment.

Project Manager – Project Manager Roles, Expectations, & Metrics

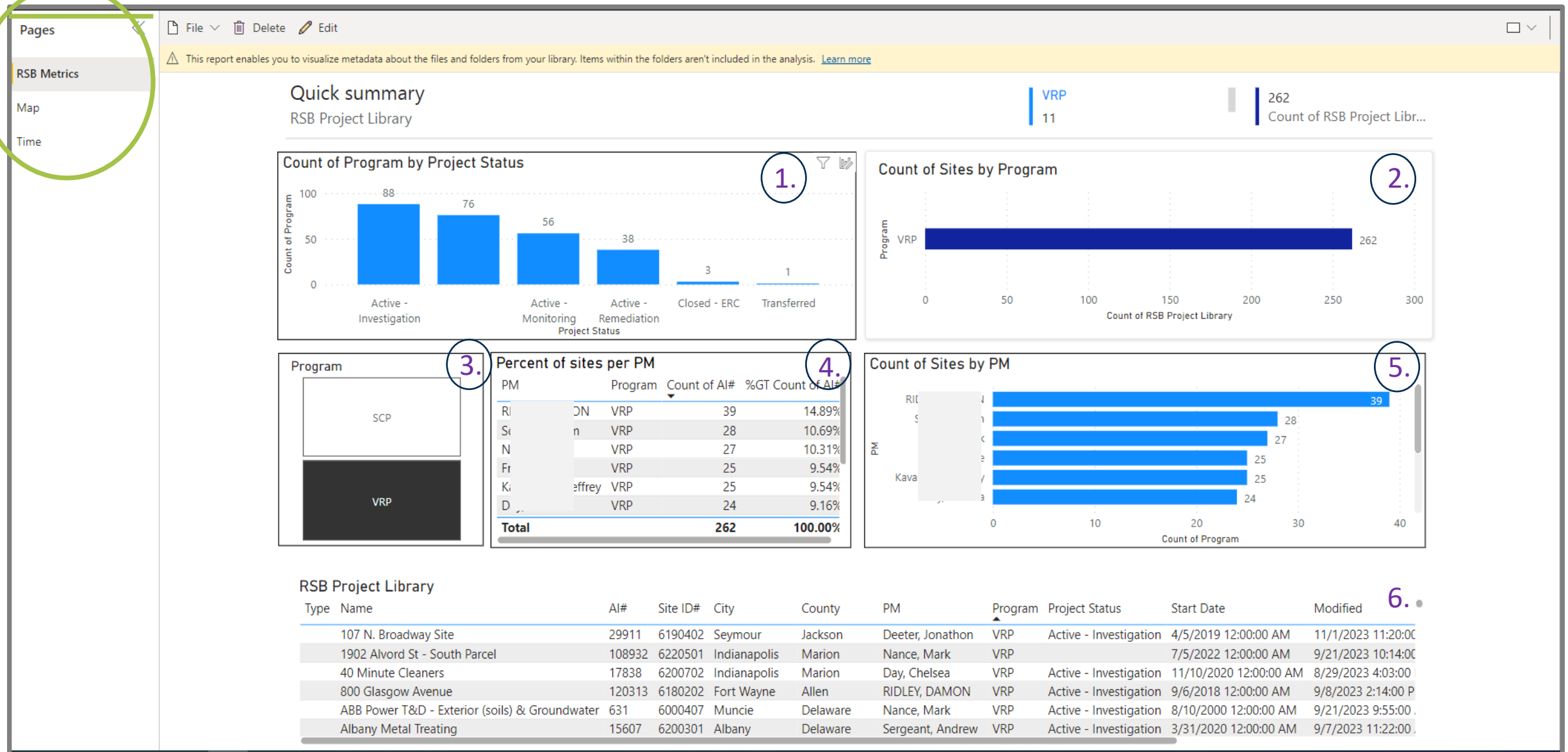
Better define project manager roles and expectations

Establish a set of quantifiable expectations

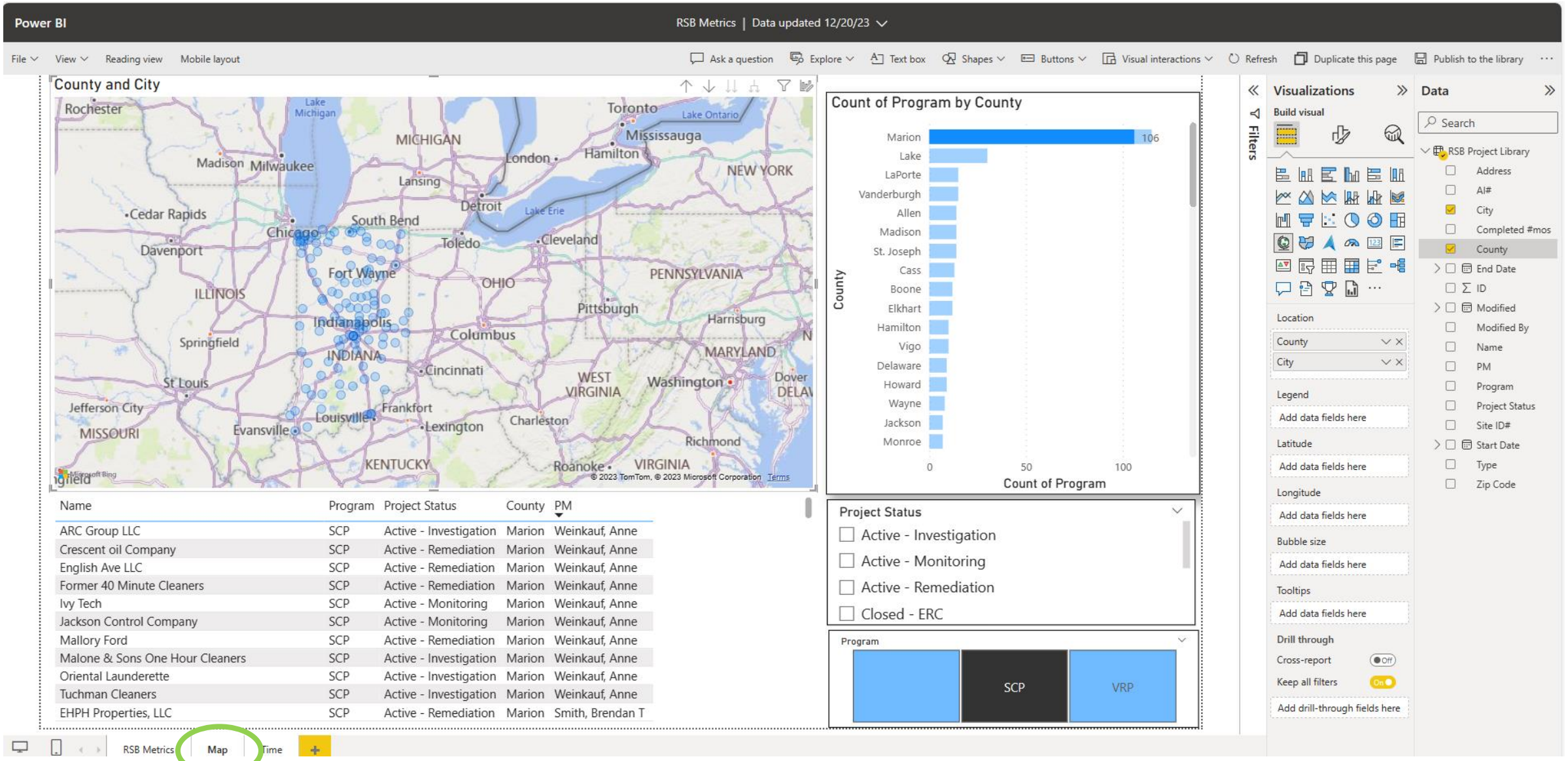
Use metrics to gauge programs

1. Every month, metrics are collected from each RSB section.
2. Updated metrics are combined and sent to management.
3. Management uses the metrics to help determine health of programs.
4. Two sets of metrics
   a. Project Managers - Power Bi
   b. Programs - EXCEL

RSB Project Management Metrics - PowerBi

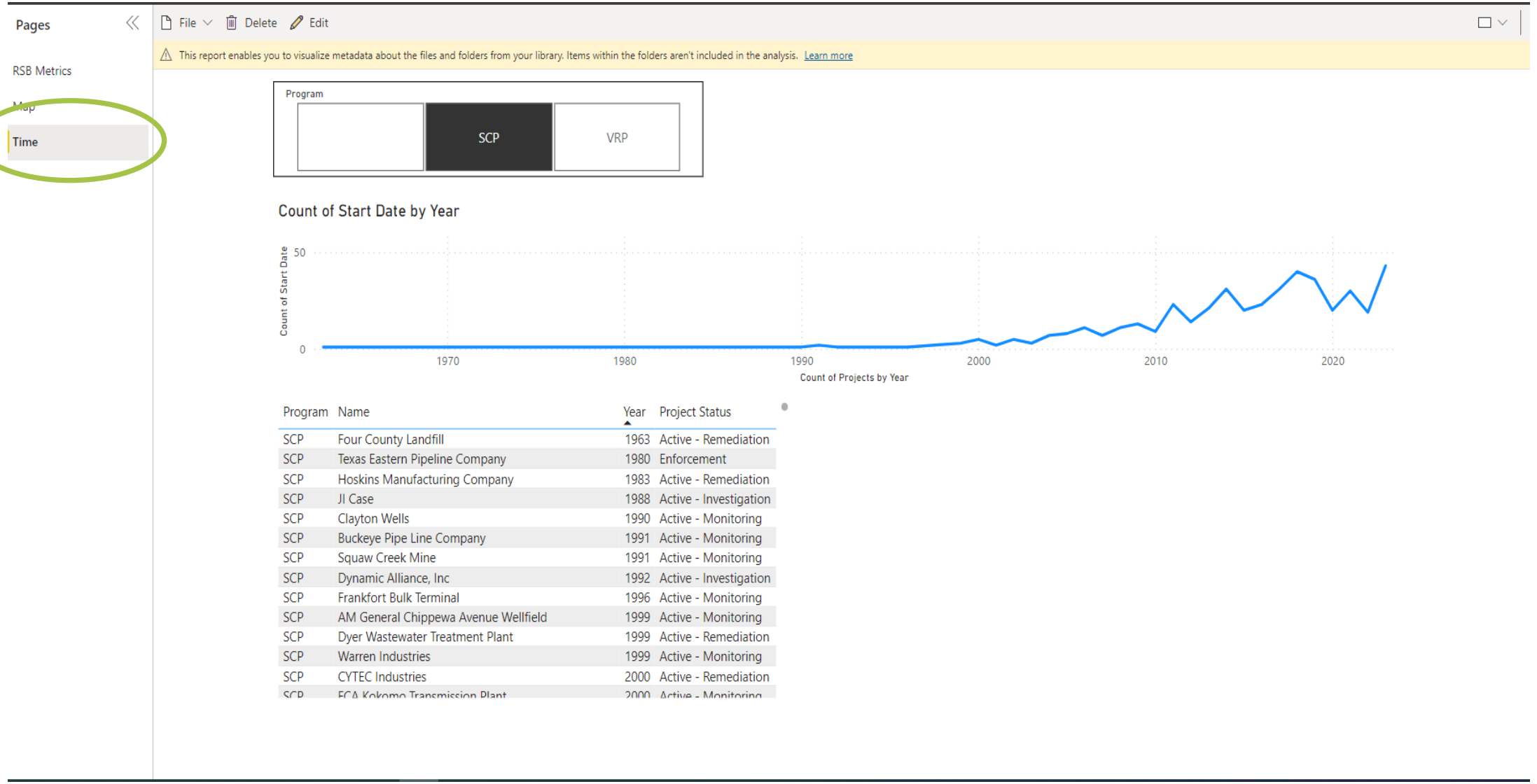


RSB Project Management Metrics – Power Bi



Name	Program	Project Status	County	PM
ARC Group LLC	SCP	Active - Investigation	Marion	Weinkauf, Anne
Crescent oil Company	SCP	Active - Remediation	Marion	Weinkauf, Anne
English Ave LLC	SCP	Active - Remediation	Marion	Weinkauf, Anne
Former 40 Minute Cleaners	SCP	Active - Remediation	Marion	Weinkauf, Anne
Ivy Tech	SCP	Active - Monitoring	Marion	Weinkauf, Anne
Jackson Control Company	SCP	Active - Monitoring	Marion	Weinkauf, Anne
Mallory Ford	SCP	Active - Remediation	Marion	Weinkauf, Anne
Malone & Sons One Hour Cleaners	SCP	Active - Investigation	Marion	Weinkauf, Anne
Oriental Launderette	SCP	Active - Investigation	Marion	Weinkauf, Anne
Tuchman Cleaners	SCP	Active - Investigation	Marion	Weinkauf, Anne
EHPH Properties, LLC	SCP	Active - Remediation	Marion	Smith, Brendan T

RSB Project Management Metrics- Power Bi



Program	Name	Year	Project Status
SCP	Four County Landfill	1963	Active - Remediation
SCP	Texas Eastern Pipeline Company	1980	Enforcement
SCP	Hoskins Manufacturing Company	1983	Active - Remediation
SCP	JI Case	1988	Active - Investigation
SCP	Clayton Wells	1990	Active - Monitoring
SCP	Buckeye Pipe Line Company	1991	Active - Monitoring
SCP	Squaw Creek Mine	1991	Active - Monitoring
SCP	Dynamic Alliance, Inc	1992	Active - Investigation
SCP	Frankfort Bulk Terminal	1996	Active - Monitoring
SCP	AM General Chippewa Avenue Wellfield	1999	Active - Monitoring
SCP	Dyer Wastewater Treatment Plant	1999	Active - Remediation
SCP	Warren Industries	1999	Active - Monitoring
SCP	CYTEC Industries	2000	Active - Remediation
SCP	FCA Kokomo Transmission Plant	2000	Active - Monitoring

RSB Project Management Metrics – EXCEL Dashboard

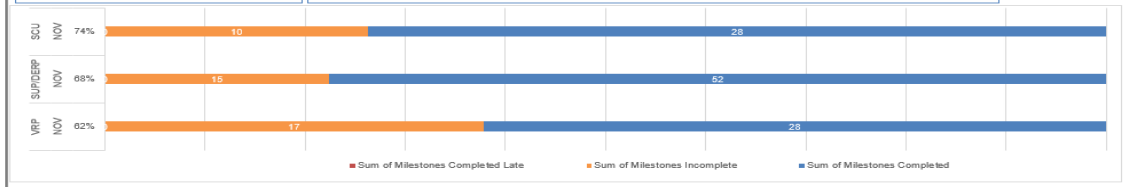
REMEDIATION SERVICES BRANCH: 2023 SUMMARY

Cross Program: Milestone Report by Program and Month

PROGRAM: SCU, SUP/DERP, VRP

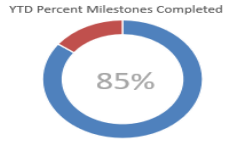
MONTH: JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC

1.



Cross Program: Milestone Report by Category

2.



PROGRAM: SCU, SUP/DERP, VRP

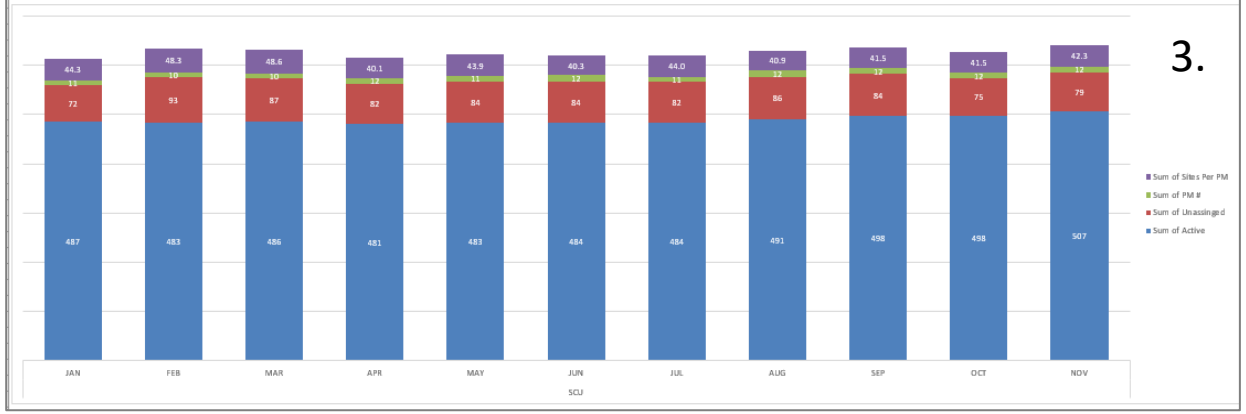
	Sum of Total Milestones Entered	Sum of Milestones Completed	Sum of Milestones Incomplete	Sum of Milestones Completed Late
JAN	150	147	3	0
FEB	122	120	2	0
MAR	66	58	8	0
APR	77	66	10	1
MAY	76	68	8	0
JUN	102	74	28	0
JUL	42	30	12	0
AUG	92	82	10	0
SEP	72	52	20	1
OCT	77	53	24	0
NOV	38	28	10	0
DEC	0	0	0	0
TOTAL	914	778	135	2

Total Active Sites and PM Averages by Program

PROGRAM: SCU, VRP

MONTH: JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC

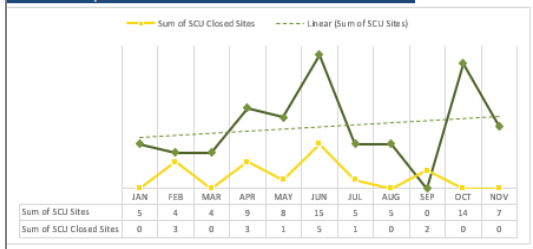
3.



Cross Program: YTD Metrics and Charts

Month: JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC

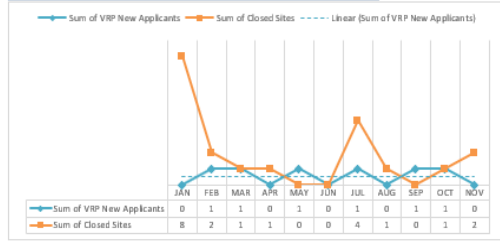
State Cleanup Section



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Sum of SCU Sites	5	4	4	9	8	15	5	5	0	14	7
Sum of SCU Closed Sites	0	3	0	3	1	5	1	0	2	0	0

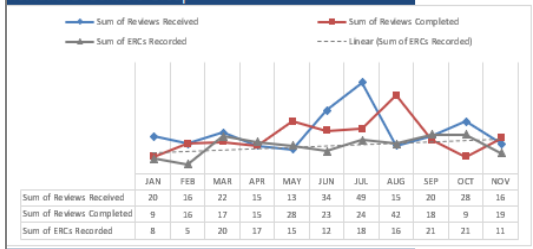
Voluntary Remediation Program

4.



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Sum of VRP New Applicants	0	1	1	0	1	0	1	0	1	1	0
Sum of Closed Sites	8	2	1	1	0	0	4	1	0	1	2

Institutional Controls Group



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Sum of Reviews Received	20	16	22	15	13	34	49	15	20	28	16
Sum of Reviews Completed	9	16	17	15	28	23	24	42	18	9	19
Sum of ERCs Recorded	8	5	20	17	15	12	18	16	21	21	11

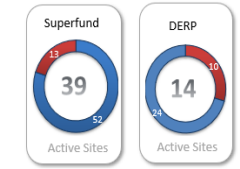
Site Investigations

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Total	6	5	7	6	7	13	4	9	10	6	10

Year To Date Totals

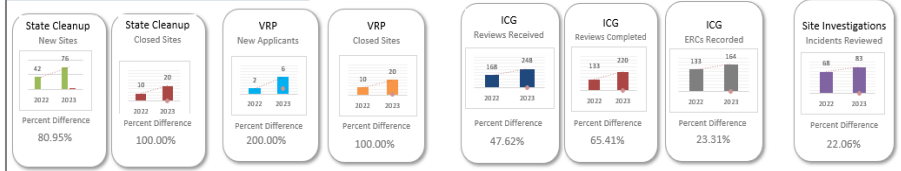
5.

State Cleanup	State Cleanup	Voluntary Remediation Program	Voluntary Remediation Program	Institutional Controls Group	Institutional Controls Group	Institutional Controls Group	Site Investigations
76	15	6	20	248	220	164	83
New Sites	Closed Sites	New Applicants	Closed Sites	Reviews Received	Reviews Completed	ERCs Recorded	Incidents Reviewed



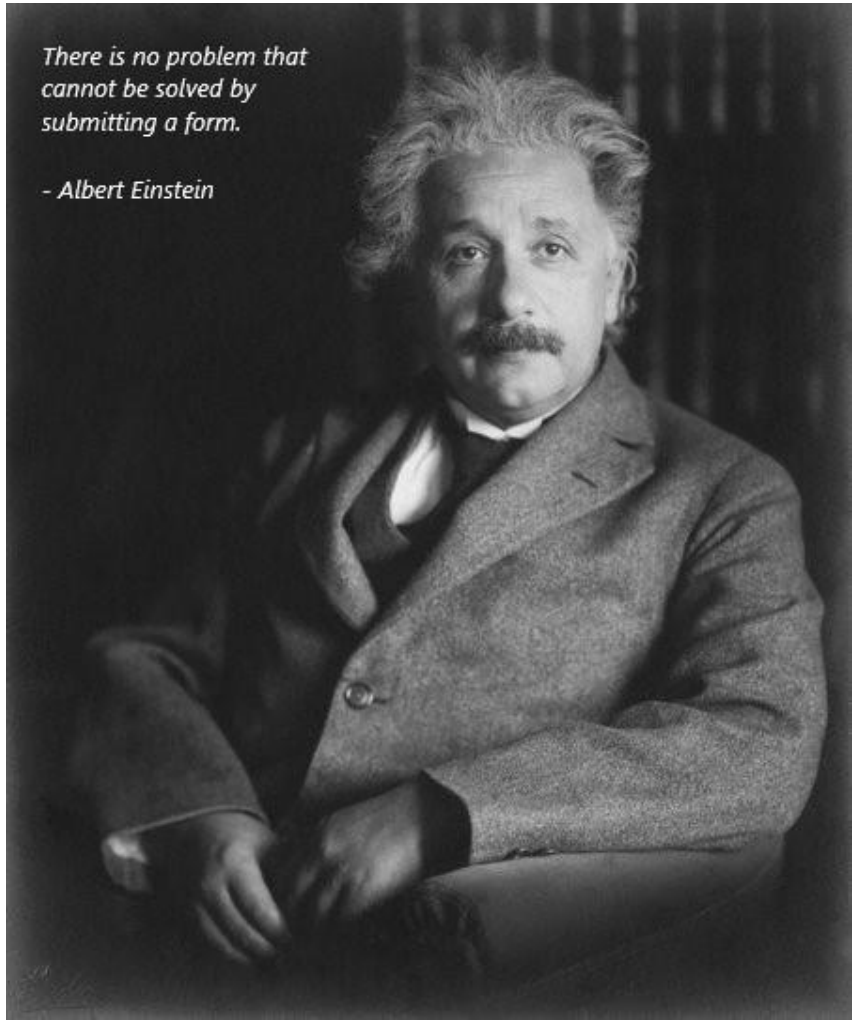
Year Over Year Comparison

6.

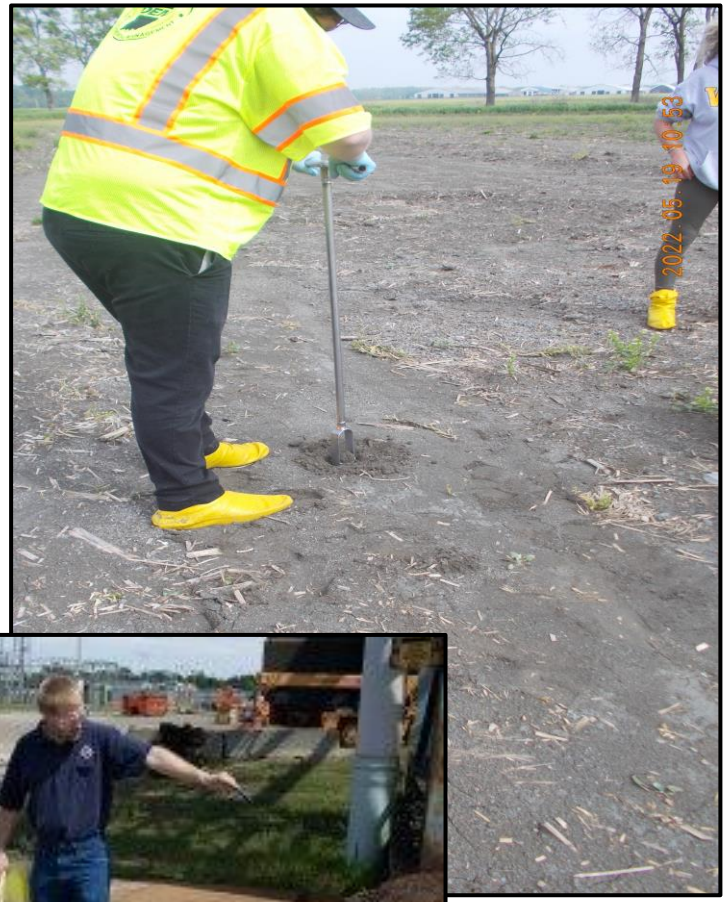


Tasks Toward Increasing Site Closures & Efficiencies

1. Project Manager Roles, Expectations, & Metrics
2. New Meeting Templates
3. Document Submittal Timeframe Requirements
4. Create and Institute Report Templates & Checklists
5. Decrease Ancillary Tasks
6. Improve Staff Training
7. Consultant Collaboration and Training



Why do we use OLQ's Meeting Templates and Sampling Observation Notes (SONs)?



New Job Aids

Five Meeting Templates

- General Communications
- General Site Visit
- High Priority Initial Meeting
- Remedy/Closure
- Sampling Observations

Three Sampling Observation Notes (SONs)

- Groundwater
- Soil
- Vapor Intrusion

General Structure

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
We Protect Hoosiers and Our Environment.
GENERAL SITE VISIT
01-2024

RESET

SITE NAME		PROGRAM	
AI ID#		FACILITY ID# [UST/AST]	
CITY		COUNTY	
MEETING DATE		MEETING TIME	
MEETING TYPE		MEETING LOCATION	
PURPOSE	On-site meeting template used when sampling does not occur.		

ATTENDEES	ORGANIZATION	TITLE	CONTACT INFORMATION
	IDEM	Project Manager	
	IDEM	Chemist	
	IDEM	Geologist	
	IDEM	Risk	
		Consultant/RP/OOPs	
Attach sign-in sheet if needed			

PROJECT PHASE

☐ Spill/Source Removal ☐ Site Investigation ☐ Remedy ☐ Monitoring ☐ Closure ☐ Other: _____

DISCUSSION TOPICS AND SUMMARY
[*NOTE COMMENTS/OBSERVATIONS IF APPLICABLE. OTHERWISE, CHECK BOX TO ACKNOWLEDGE TOPIC WAS DISCUSSED*]

☐ **Meeting Purpose** [*Add site specific objectives not identified in the above Meeting Purpose.*]:

- Health and Safety Plan present? ☐ Yes ☐ No

☐ **Describe Off-Site Concerns:**

SITE TOUR

☐ **Operating Facility?** ☐ Yes ☐ No *[If yes, what is the type of operation?]*:

☐ **Storage Tanks Present (Above/Underground (AST/UST))?** ☐ Yes ☐ No [*If yes, type, location(s), contents, estimated size?*]:

#	AST/UST	Size (Gallons)	Contents	Location	#	AST/UST	Size (Gallons)	Contents	Location
1					4				
2					5				
3					6				

☐ **Are Large Storage Containers Present (Drums, Totes)** ☐ Yes ☐ No [*If yes, location(s) and contents? Properly stored and labeled?*]:

☐ **Stained Soil/Pavement, Stressed Vegetation, and/or Pooled Liquid?** ☐ Yes ☐ No [*If yes, location(s)?*]:

☐ **Any Other Potential Sources of Contamination Apparent On-Site or Nearby?** ☐ Yes ☐ No [*If yes, location(s)?*]:

☐ **Remediation System In-Place?** ☐ Yes ☐ No [*If yes, what is the type and location? Is it operational?*]:

☐ **Photographs Taken by IDEM Staff** [*List locations below. Photos must have a date and time stamp.*]:

Photo 1:	Photo 5:
Photo 2:	Photo 6:
Photo 3:	Photo 7:
Photo 4:	Photo 8:

☐ **GPS Coordinates of Sample Locations** [*For IDEM lead sites, staff can reserve Trimble GPS units on SharePoint*]:

Notes:

ACTION ITEMS/NEXT STEPS/SIGNIFICANT ISSUES	PERSON RESPONSIBLE	DUE DATE

IDEM REPRESENTATIVE

NAME		SIGNATURE	

Import the completed template into VFC.

High Priority Initial Meeting

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
We Protect Hoosiers and Our Environment.
High Priority Initial Meeting
01-24

RESET

SITE NAME		PROGRAM	
PROGRAM/AI ID#		FACILITY ID# [UST/AST]	
CITY		COUNTY	
MEETING DATE		MEETING TIME	
MEETING LOCATION		MEETING TYPE	
PURPOSE	Conduct a meeting with the Responsible Party (RP)/VRP Applicants/UST Owners & Operators and/or Property Owners (OOPs), their consultant, and any other critical stakeholders within approximately **14** days of the release report. It provides an opportunity for direct stakeholder interaction to discuss roles and expectations for the investigation and remediation of the site, outline project milestones, and discuss IDEM's oversight. To the extent possible, the RP/OOPs will present their anticipated plans for site activities.		

ATTENDEES	ORGANIZATION	TITLE	CONTACT INFORMATION
	IDEM	Project Manager	
	IDEM	Geologist	
	IDEM	Chemist	
	IDEM	Risk	
	IDEM	Engineer	
	IDEM	Attorney (as Needed)	
		RP/Applicant/OOPs 1	
		RP/Applicant/OOPs 2	
		Consultant	
		RP/Applicant/OOPs, Attorney (as Needed)	
Attach sign-in sheet if needed			

DISCUSSION TOPICS AND SUMMARY
[NOTE COMMENTS/OBSERVATIONS IF APPLICABLE. OTHERWISE, CHECK BOX TO ACKNOWLEDGE TOPIC WAS DISCUSSED]

☐ **Meeting Purpose** [*Add site specific objectives not identified in the above Meeting Purpose.*]:

☐ **Introductions and Site Background:**

☐ **IDEM Expectations** [*Explain that questions, concerns, or updates should be sent to PM only. Explain cost recovery process.*]:

☐ **Sampling Observation and Remedy/Closure Strategy Meetings** [*Explain that a meeting will be required on-site during site investigations, and another at IDEM during remedy selection.*]:

☐ **IDEM Sampling Oversight** [*Explain how IDEM will perform sampling oversight if necessary or requested.*]:

☐ **Potential Field Activities** [*Explain IDEM's expectations for two weeks written advanced notice of fieldwork/sampling dates.*]:

☐ **Guidance** [*Default guidance is the Risk-based Closure Guide and Program Guide(s). Note any changes and/or supplementals here.*]:

☐ **GPS, Utility Locates, Electronic Data File Submittal, Sampling Objectives, and Data Validation** [*Explain collection of GPS points, submittal of electronic data files, meet MDDRs, sampling methods, laboratory detection limits, and data validation process.*]:

☐ **Proposed Schedule** [*Describe submittals, typical due dates, and timeliness expectations. Describe the process for requesting extensions from IDEM and consequences for non-compliance.*]:

☐ **RP/Applicant/OOPs Discussion of Plans for Investigation, Remediation, and Future Land Use** [*Including off-site receptor survey and need for on-site and/or off-site ERCs and potential land-use restrictions.*]:

☐ **Questions or Concerns** [*Mention to the RP/Applicant/OOPs you will get back with any answers that aren't readily available.*]:

Notes:

ACTION ITEMS/NEXT STEPS/SIGNIFICANT ISSUES	PERSON RESPONSIBLE	DUE DATE

IDEM REPRESENTATIVE			
NAME		SIGNATURE	
Import the completed template into VFC.			

Sampling Observation Information

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
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SAMPLING OBSERVATION INFORMATION 01-2024

SITE NAME		PROGRAM	
PROGRAM/AI ID#		FACILITY ID# [UST/AST ONLY]	
CITY		COUNTY	
MEETING DATE		MEETING TIME	
MEETING LOCATION		MEETING TYPE	
PURPOSE	On-site meeting/visit during site investigation activities. For sampling observations, all non-Chemists use the Sampling Observation Note(s) (SON) for specific media; and Chemists use the Sampling Implementation Review (SIR). When completed, SON(s) or the SIR must be included with this sheet for import into VFC.		

ATTENDEES	ORGANIZATION	TITLE	CONTACT INFORMATION
	IDEM	Project Manager	
	IDEM	Chemist	
	IDEM	Geologist	
	IDEM	Risk	
		Consultant/RP	
Attach sign-in sheet if needed			

DISCUSSION TOPICS AND SUMMARY
[*NOTE COMMENTS/OBSERVATIONS IF APPLICABLE. OTHERWISE, CHECK BOX TO ACKNOWLEDGE TOPIC WAS DISCUSSED*]

☐ **Meeting Purpose** [*Add site specific objectives not identified in the above Meeting Purpose.*]:
- Health and Safety Plan present? ☐ Yes ☐ No

☐ **Describe Source and Release Location(s):**

☐ **Describe Off-Site Concerns:**

☐ **Observation of Sampling Activities** [Also describe any substantial changes from protocols.]:
- Sampling occurred? ☐ Yes ☐ No If no, why (e.g., equipment failure): _____
- Media Sampled: ☐ Soil ☐ Groundwater ☐ Soil Gas ☐ Indoor Air ☐ Other(sediment, surface water, etc.)_____

Notes:

SITE TOUR

☐ **Operating Facility?** ☐ Yes ☐ No [*If yes, what is the type of operation?*]:

☐ **Storage Tanks Present (Above/Underground (AST/UST))?** ☐ Yes ☐ No [*If yes, type, location(s), contents, estimated size?*]:

#	AST/UST	Size (Gallons)	Contents	Location	#	AST/UST	Size (Gallons)	Contents	Location
1					4				
2					5				
3					6				

☐ **Are Large Storage Containers Present (Drums, Totes)** ☐ Yes ☐ No [*If yes, location(s) and contents? Properly stored and labeled?*]:

☐ **Stained Soil/Pavement, Stressed Vegetation, and/or Pooled Liquid?** ☐ Yes ☐ No [*If yes, location(s)?*]:

☐ **Any Other Potential Sources of Contamination Apparent On-Site or Nearby?** ☐ Yes ☐ No [*If yes, location(s)?*]:

☐ **Remediation System In-Place?** ☐ Yes ☐ No [*If yes, what is the type and location? Is it operational?*]:

☐ **Photographs Taken by IDEM Staff** [*List locations below. Photos must have a date and time stamp.*]:

Photo 1:	Photo 5:
Photo 2:	Photo 6:
Photo 3:	Photo 7:
Photo 4:	Photo 8:

☐ **GPS Coordinates of Sample Locations** [*For IDEM lead sites, staff can reserve Trimble GPS units on SharePoint.*]:

Notes:

ACTION ITEMS/NEXT STEPS/SIGNIFICANT ISSUES	PERSON RESPONSIBLE	DUE DATE

IDEM REPRESENTATIVE

NAME		SIGNATURE	

Import the completed template into VFC.

Sampling Observation Notes (SONs)

SAMPLING OBSERVATION NOTES: GROUNDWATER SAMPLING EVENT

The assigned OLQ chemist should be notified for any "No", or when other unforeseen issues arise. A meeting with the assigned SSB team may be needed to determine if a Chemistry Services Section review is warranted.

Site/Facility		**Consultant/Co.**	
City		**Driller/Co.**	
County		**RP/OOP**	
Site No		**Subcontractor/Co.**	
Date		**Analyzing Lab**	

1. Weather conditions during sampling noted in Field Log? Provide weather conditions below: **Yes / No**

2. Updated sampling document (Work Plan) available for reference. **Yes / No / NA**

   Make sure the samplers have, or have access to, the same version of the sampling document you are using for the review. ***Try to have this worked out before the site visit takes place.***

3. Sample containers match with sampling document? **Yes / No**

   [If containers do not match, this should be noted in the Field Log in case issues are discovered in the analytical results so the interpretation of those results can be evaluated appropriately.]

15. Method of disposing or containerizing purged water acceptable? **Yes / No / NA**

    [Most sites need to contain all of their purge water and decontamination fluids for proper disposal away from the wellhead. This procedure should be specified in the site's sampling document. At some sites it is acceptable to carry the purge water at least ten feet from the well and dump it on the ground. This keeps purge water from collecting around the wellhead and possible contaminating equipment and samples.]

16. Chain of Custody form completed properly? **Yes / No**

    [The sampler may wait to complete this form when the samples are delivered to the laboratory, thus preventing the reviewer from addressing this item. If possible, make sure that all of the samples remain in the custody of the sampler until the chain-of-custody is completed, and custody can be officially transferred to the laboratory or sample courier.]

17. Overall, sampling event appeared to be acceptable? **Yes / No**

Additional comments or recommendations

Observed by: _____ Section: _____

Attach the Sampling Observation Notes to the Sampling Oversight Template

Remedy/Closure Strategy

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
We Protect Hoosiers and Our Environment.
REMEDY/CLOSURE STRATEGY
01-2024

SITE NAME		PROGRAM	
FACILITY ID# UST/AST		PROGRAM/AI ID#	
CITY/COUNTY		MEETING LOCATION	
MEETING DATE		MEETING TIME	
PURPOSE	Meeting to review potential remedies/strategies to reach closure. Typically held when characterization is complete, but prior to the submittal of a remedy selection report.		

ATTENDEES	ORGANIZATION	TITLE	CONTACT INFORMATION
	IDEM	Project Manager	
	IDEM	Geologist	
	IDEM	Chemist	
	IDEM	Risk	
	IDEM	Engineering (for sites proposing active remedies)	
	IDEM	IC (for sites potentially using ERCs, EROs, and/or LTS)	
		Consultant	
		RP/Applicant/OOPs	
Attach sign-in sheet if needed			

DISCUSSION TOPICS AND SUMMARY
[NOTE COMMENTS/OBSERVATIONS IF APPLICABLE. OTHERWISE, CHECK BOX TO ACKNOWLEDGE TOPIC WAS DISCUSSED]

☐ **Meeting Purpose** [*Add site specific objectives not identified in the above Meeting Purpose.*]:

☐ **Proposed Remedy/Remedies**:

☐ **Remedy Plan** [*must include remediation objectives and timeline chart.*]:

☐ **Off-Site Concerns** [*Are there any concerns with off-site sources, off-site receptors, access agreements, or obtaining Environmental Restricted Covenants for all properties with contamination above land use closure values? How will these be addressed in the remedy plan.*]:

☐ **Remedy Implementation Timeline** [*Discuss when remedy implementation is scheduled to start and the total duration of implementation. Discuss potential delays and how they will be avoided.*]:

☐ **Remedy timeline** [*Discuss milestones that will be used to track progress and progress report submittal requirements. Notification to IDEM of deviations from timeline. New timeline chart must be submitted when there are changes from the remedy plan.*]:

☐ **Closure Date Goal** [*What is the proposed anticipated closure date.*]:

☐ **Remedy Contingencies** [*Improvements/alternate remedy must be proposed if the implemented remedy is not progressing as anticipated.*]:

☐ **Institutional controls?** [*If institutional controls will be used for closure, discuss affected areas, and land use restrictions.*]:

Notes:

ACTION ITEMS/NEXT STEPS/SIGNIFICANT ISSUES	PERSON RESPONSIBLE	DUE DATE

IDEM REPRESENTATIVE			
NAME		SIGNATURE	
Import the completed template into VFC.			

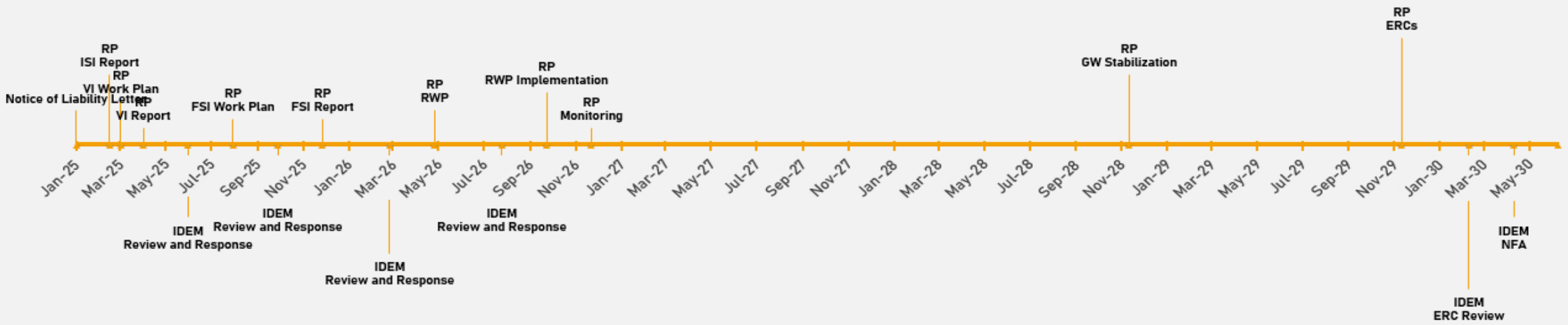
Tasks Toward Increasing Site Closures & Efficiencies

1. Project Manager Roles, Expectations, & Metrics
2. New Meeting Templates
3. Document Submittal Timeframe Requirements
4. Create and Institute Report Templates & Checklists
5. Decrease Ancillary Tasks
6. Improve Staff Training
7. Consultant Collaboration and Training

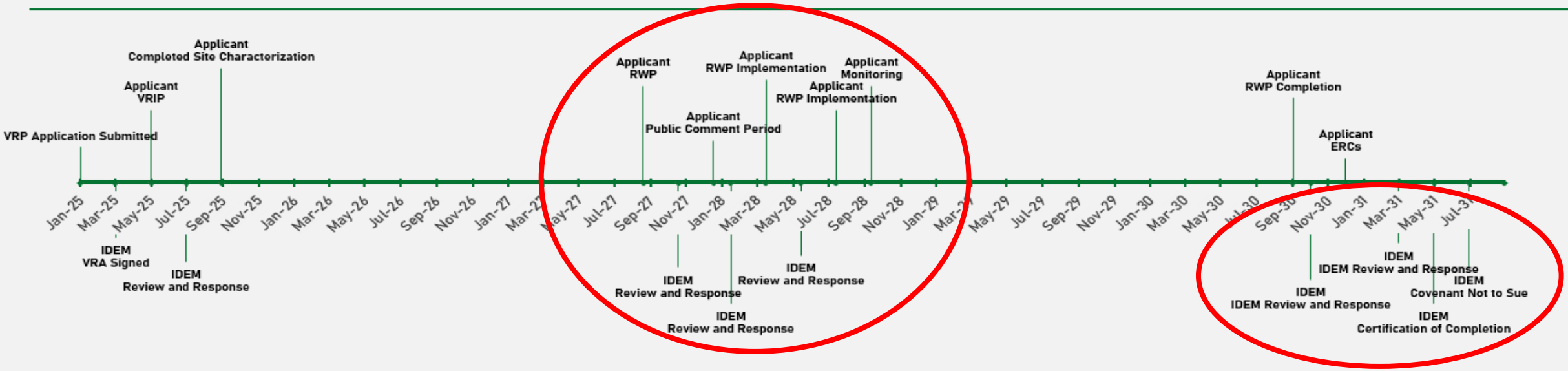
Document Submittal Timeframe Requirements

1. Keeps projects on schedule – **Greatest time and cost savings.**
2. Establishes a realistic project schedule for all projects (on both sides).
3. Closures completed quicker.
4. Encourages timely investigations and reporting.
5. SAVES time which SAVES Responsible Party $.

STATE CLEANUP PROJECT TIMELINE: 5.6 Years



VRP PROJECT TIMELINE: 6.49 Years



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Create and Institute Report Checklists

Checklists in place now

STATE CLEANUP	VRP
Notice of Liability Letter Attachment C – Statement of Work (SOW)	Remediation Work Plan (RWP)
	RWP Completeness

Why Report Checklists?

- Great way to keep projects on schedule is to tell you what we're looking for upfront (and not after the fact).
- Every round of comments adds anywhere from 4-6 months to the project timeline.
- When we can stay on schedule, that's a win for the project and for you and for me and for the people directly affected by the project.
- Remediation Services took a page from Petroleum's report checklists.

Create Standardized Report Checklists

What GO FAST is going to do in 2024

PROGRAM	NAME	STATUS	AVAILABILTY
VRP	Voluntary Remediation Investigation Plan (VRIP)	New! Under development	May 2024
State Cleanup	Site Characterization	New! Under development	June 2024
State Cleanup and VRP	RWP Completion Report - State Form 53413	To be updated	July 2024
	RWP Checklist - State Form 54168	To be updated	July 2024
	Remediation/Progress Monitoring (RPM) Report	Available now!	April 2024

Fun Interactive Part of Slideshow

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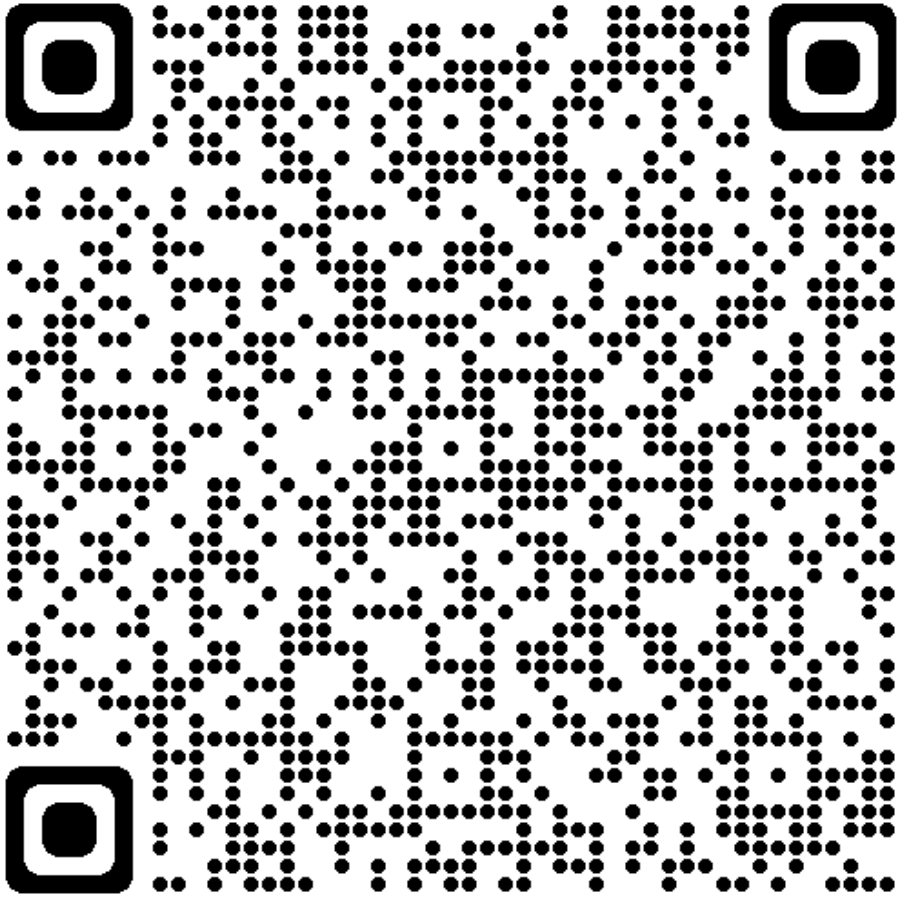
Decrease Ancillary Tasks

1. Reduce Project Manager billing obligations
   - Dedicated Operations staff for bill production and review
   - Follow-up on overdue invoices

   Transitioning Nearly Complete

2. Database scheduling and reminders based upon anticipated timeframes
3. Rely on technology to streamline administrative tasks
   - Internal Workflows
   - Document e-submission portals

IDEM E-Submission Portal



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IDEM STAFF TRAINING

- A perennial staff request
- Many potential topics
- Riskopedia
- Automatically push role specific training
- External Access

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IDEM STAFF TRAINING

Introduction to IDEM for RSB Staff
Introduction to OLQ for RSB Staff
Introduction to RSB
How Projects get to us
The Role of PMs in RSB
Overview of Federal Programs
Overview of the Scoring Process
Overview of the NPL Process
Overview of the DERP
Overview of Immediate Removals under Superfund
Overview of the State Cleanup Program (SCP)
Overview of the SCP Process
Overview of the SCP NPD
Responsible Party searches
Overview of the Voluntary Remediation Program
Overview of the VRP process
Overview of the VRP NPD
Overview of the Institutional Controls Group (ICG)
Overview of the ICG NPD
Overview of the Indiana Brownfields Program (IBP)
IBP process products (SSL, CL, etc.)
What to do if your project has IBP involvement
Project Referral
Overview of RCRA-CA
What to do if your project is also in RCRA-CA
Does your project need an air permit?
What if your project has asbestos?
What if your project has PCBs?
Does your project need a permit from OWQ?
Petroleum Remediation overview for RSB PMs
Closure in Wellhead Protection Areas
Solid Waste Permits and Management
When is a material or waste hazardous?
Investigation Derived Waste
Waste disposal regulations
Conducting public meetings
IDEM Fact Sheets and when to deploy them
When to involve MACS in your project
Legislative liaison notification
Communicating with public officials
When a member of the press contacts you

Communicating with outside attorneys
Communicating with consultants
Answering calls and emails from the public
Setting up meetings using Outlook
Reserving rooms using Outlook
Conducting internal project meetings
Conducting project meetings with externals
Correspondence dos and don'ts
Conflict resolution / de-escalation tips
Negotiation tips
Risk communication tips
Bona fide prospective purchasers (BFPP)
Dealing with "off-site" sources
Commingled plumes and liability
Investigative access Issues
Public records requests
Risk-based Closure: What and Why
Risk-based Closure: Process Overview
Risk-based Closure Guide: Overview
Characterization: Overview
Source Identification
Nature
Extents: Overview
Extents in Soil
Extents in Groundwater
Plume Behavior
Extents in Soil Gas
Extents in Conduit Vapor
Background
Prompts for VI Investigations in Buildings
Risk Evaluation: Overview
Risk Evaluation vs Risk Management
Decision Units
Representative Concentrations: Overview
Representative Concentrations in Soil
Representative Concentrations in Groundwater
Representative Concentrations in Vapor
Upper Confidence Limit of the Mean
Remediation Objectives
Using IDEM's Published Levels Tables

Remedy Decisions Overview
Remedy Decisions for Soil
Leaching
Sediments
Remedy Decisions for Groundwater
Groundwater Remedy Decision Scenarios
Remedy Decisions for Vapor
Remedy Decisions for Future Vapor
Ecological Risk
Remedies: Overview
Remedy Selection
Remedy Implementation and Confirmation
Engineered barriers
Subslab Depressurization Systems
Institutional controls
Environmental Restrictive Covenants
Environmental Restrictive Ordinances
Financial Assurance
Soil management plans
SSB for RSB PMs
Submitting eRTEs
What to expect from a chemistry review
What to expect from a geology review
What to expect from an engineering review
What to expect from a risk review
When to request help from GIS
Finding out who your SSB reviewers are
What if SSB reviews conflict?
What if you disagree with an SSB review?
Incorporating SSB comments into correspondence
Field oversight basics
Using state vehicles
Using GPS equipment
Sampling - classroom based
Sampling - field based
HAZWOPR 40 hour training
HAZWOPR 8 hour update
Field equipment - what and how to obtain
OLQ's SharePoint page
RSB's SharePoint page

VRP's SharePoint page
SCP's SharePoint page
ICP's SharePoint page
Using VFC
Using the SSB tracking log
Intro to ULCERS
Intro to What's in Your Neighborhood (WIYN)
Intro to SiteSeer
Intro to TEMPO
Intro to Riskopedia
GoFast
Using TEAMS
Coding time
Using OneNote
IDEM/SPD policies
Alternate water
Community involvement
Contained-in
Contaminated aquifer
Engineered controls
Financial assurance
Institutional controls
Long Term Stewardship
Off-site access
Soil management plan
Supplemental characterization guidance
Supplemental sampling guidance
Uncontaminated soil
Statutory basis of Remediation in Indiana
Legal responsibilities of a PM
Legal exposure of state employees
Statutes versus Rules versus Guidance
Rules relevant to RSB
How the enforcement process works
When is it appropriate to suggest enforcement
Options when investigation access is denied
Records retention requirements
Conflicts of interest
Confidential information
Depositions

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IDEM STAFF TRAINING

Riskopedia

New | Promote | Page details | Analytics

Introduction

Quotes from the R2 are italicized.

1: Introduction

The Risk-based Closure Guide (R2[1]) exists to facilitate consistent application of Indiana Code (IC) IC 13-12-3-2 and IC 13-25-5-8.5, which together form the statutory basis for implementation of risk-based closure in Indiana. The R2 sets forth a framework for characterizing releases, evaluating resulting risk and, when necessary, selecting and implementing appropriate remedies that allow closure.
The R2 follows an outline (Figure 1-A) with three major sections that address, in turn, characterization, risk evaluation, and remedy selection and implementation. Content within these major sections is arranged into a total of nine[2] broadly defined tasks necessary to comply with statutory requirements for risk-based closure. Each task is defined, justified via legal citation and scientific basis, and illustrated with one or more examples of approaches that the Indiana Department of Environmental Management (IDEM) has determined to be acceptable.

Except where required by statute or rule, the emphasis throughout the R2 is on achieving ends – adequate characterization, an appropriate evaluation of risk and, where necessary, control of risk through selection and implementation of a remedy – rather than dictating specific procedures for doing those things. IDEM recognizes that there are many possible ways to investigate releases and evaluate and control risk, and that approaches different than those described herein may be just as or more appropriate in some situations. Responsible parties are free to propose methods that do not appear in the R2, and IDEM will evaluate proposals to use alternate approaches on their merits.

Section 2 **Section 3** **Section 4**

Prerecorded PowerPoint Modules:

Risk-based Closure: What and Why

Risk-based Closure Guide Overview

See Also:

Applicability

Closure Types

Process Overview

IDEM STAFF TRAINING

MODULES

- Risk-based Closure: What and Why
- Risk-based Closure Process: Overview
- Risk-based Closure Guide: Overview
- Characterization: Overview
- Source Identification
- Nature
- Extents: Overview
- Extents in Soil
- Extents in Groundwater
- Plume Behavior
- Extents in Soil Gas
- VI Investigation Prompts for Buildings
- Extents in Conduit Vapor
- Risk Evaluation: Overview
- Risk Evaluation vs Risk Management
- Decision Units
- Representative Concentrations: Overview
- Representative Concentrations: Soil
- Representative Concentrations: Groundwater
- Representative Concentrations: Vapor

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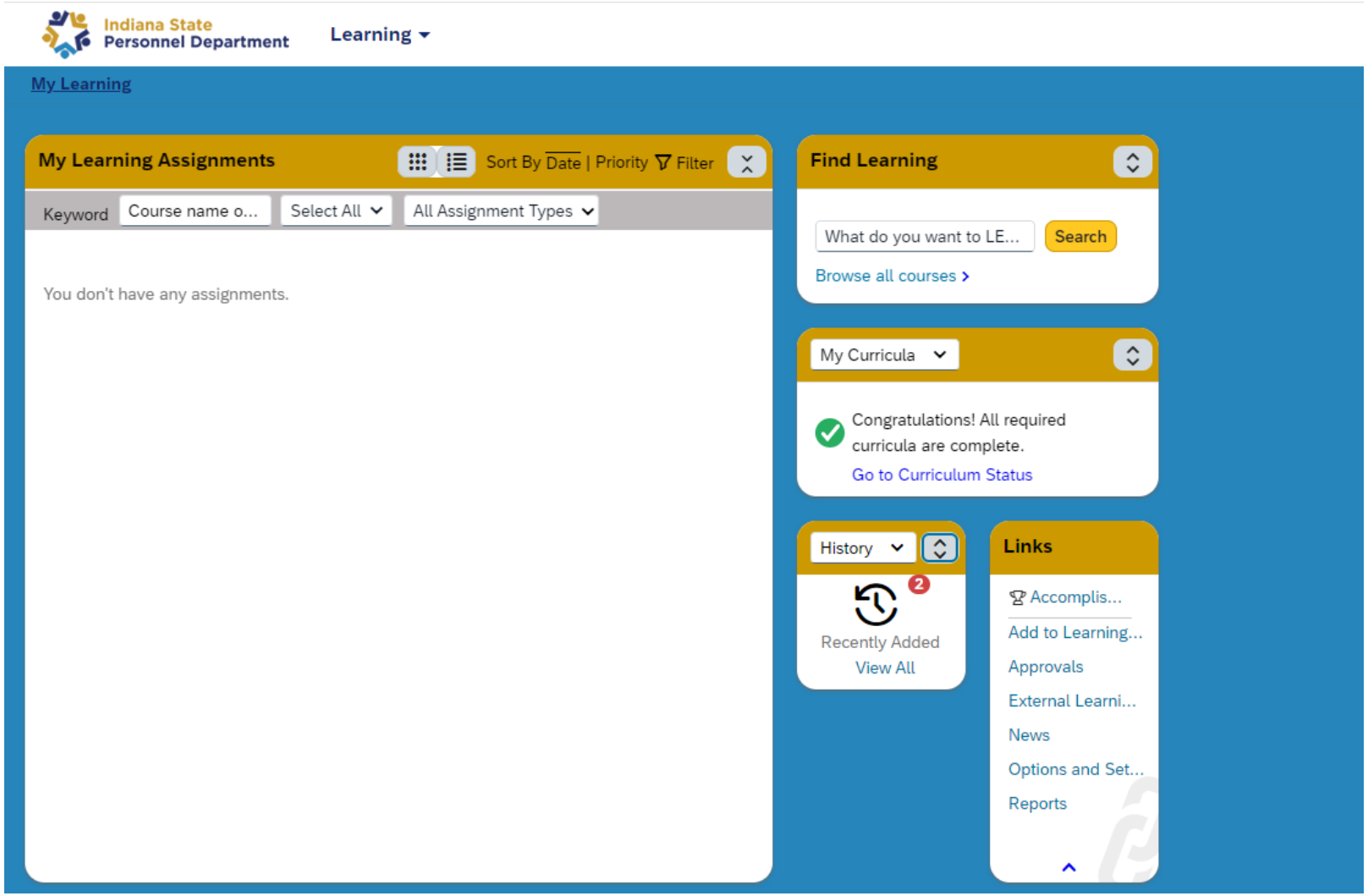

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CONSULTANT COLLABORATION AND TRAINING

Consultant Collaboration

Collaboration and communication throughout the project timeline ensures that “issues” and “concerns” don’t become “problems”.

Consultant Training

New meeting templates integral to collaboration throughout the project timeline and at key points.

Meeting templates will be uploaded into VFC so that decisions are memorialized.

CONSULTANT COLLABORATION AND TRAINING

Consultant Collaboration

Consultant Training

An outward facing webpage with video modules and the ***same trainings IDEM staff receive.***

- State Cleanup process
- VRP process
- ERCs and EROs
- R2
- When and what to expect from the new state meeting templates

What are we going to do next?

SUMMARY

Goal: 60-day State Cleanup and VRP response time

Meeting templates and Sampling Observation Notes will be implemented immediately for Petroleum Remediation, State Cleanup, and VRP.

New report checklists for State Cleanup and VRP will be posted on the IDEM State Forms webpage every month(ish) starting with the Progress/Monitoring Report in March.

I will make myself available every month(ish) on Teams to go over the new report checklist and answer questions.

Review and evaluate Go Fast components/continuous improvements.

Time for your questions

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Let us know what you think

Visit **on.in.gov/survey** or
scan the QR code to provide feedback.

We appreciate your input!