Model Corrective Action Framework (CAF) Meeting Agenda

Introduction

For regulators and facilities wishing to utilize an RFI Lean approach, EPA is providing this model CAF Meeting Agenda¹ to assist in scoping and planning of the CAF Meeting. The CAF Meeting Agenda can be an important tool to ensure that the key RFI goals and expectations are addressed early in the RFI process. The elements included in the model are intended as suggestions. Users would seek to identify elements of an RFI which may need to be addressed to avoid future process delay, and adapt this model as appropriate.

For more information about the CAF Meeting and the resulting CAF, please see the CAF Guide.

To facilitate the most effective CAF meeting possible, it is important that the meeting participants make an effort to ensure that all relevant documents are available for review prior to, and during, the CAF Meeting. A list of documents for possible exchange follows. While EPA expects that often the regulatory authority (EPA and/or State) and facility will already have the same documentation, careful planning can help identify the most recent revisions to documents or documents missing entirely. Advance discussions between the participants can also help identify other relevant information.

Recommended Documents From Facility:

- Background information (items usually included in the Current Conditions Report)
- Stakeholder Analysis with clear roles and responsibilities (e.g., facility, technical support, public facilitator, other)
- Closure information/ post-closure information
- Relevant data from other programs

Recommended Documents From Lead Agency:

• Stakeholder analysis with clear roles and responsibilities (e.g., lead agency, support agency, technical support, public, facilitator, other)

¹ This document is intended to provide guidance to EPA personnel on implementing the RCRA Subtitle C program. As indicated by the use of non-mandatory language such as "guidance," "recommend," "may," "should," and "can," it identifies policies and provides recommendations and does not impose any legally binding requirements. This document is not a rule or regulation, may not apply to a particular situation based upon the circumstances, does not change or substitute for any law, regulation, or any other legally binding requirement and is not legally enforceable. While EPA has made every effort to ensure the accuracy of the discussion in these documents, the obligations of the regulated community are determined by statutes, regulations or other legally binding requirements. In the event of a conflict between the discussion in this document and any statute or regulation, this document would not be controlling. In addition, under RCRA, states may apply to EPA for, and receive from EPA, authorization of a state program to operate in lieu of the federal RCRA hazardous waste program. These state programs may be broader in scope or more stringent than EPA's RCRA regulations, and requirements can vary from state to state. Members of the regulated community are encouraged to contact their state agencies for the requirements that apply to them.

- RCRA Facility Assessment
- Environmental indicator assessment
- SWMU calling letter
- Permit/order
- Closure information / post-closure information

Corrective Action Framework (CAF) Meeting Agenda

Time & Date

Location

Participants

- Lead Agency Project Manager*
- Lead Agency Supervisor*
- Lead Agency Technical Support (hydrogeologist, risk assessor, etc.)
- Lead Agency Legal
- Facility Project Manager*
- Facility Supervisor*
- Facility Technical Support (hydrogeologist, risk assessor, etc.)
- Facility Legal
- Support Agency
- * Suggested minimum participants

Identification of Roles and Responsibilities

Lead Agency – Provides legal and technical oversight of investigation to ensure facility is adequately characterized and approves workplans / reports.

Support Agency – Provides technical guidance, represents support agency interests, and supports Lead Agency in formulating goals and expectations to obtain final concurrence.

Facility - Collects and analyzes data, recommends path forward through process.

Topics for Discussion

- I. Introductions
- **II.** Reaffirm goals and objectives for CAF meeting and CAF process
- **III.** Discuss any permits or orders at the facility and remind all participants that the CAF process is not legally binding or intended to alter any legal requirements at the site unless the permit (or order, for interim status facilities) expressly incorporates the CAF.
- **IV.** Discuss Project Communication Plan
- **V.** Identify Roles and Responsibilities
- VI. Site Tour
 - a. Overview of facility / surrounding properties/ environmental characteristics
 - b. Areas of Concern (AOCs) / Solid Waste Management Units (SWMUs)
 - c. Previous releases
 - d. RCRA regulated history
 - e. Other permitted activities (e.g., NPDES, Stormwater, Air)
 - f. Receptors

- g. Access or physical constraints
- h. Other potential areas of investigation based on site history
- i. Other
- VII. Site Conceptual Model
 - a. History
 - b. Current operations (e.g., facility and neighboring properties)
 - c. Current and reasonably expected future site use
 - d. AOCs and SWMU description
 - e. Human health and ecological receptors
 - f. Exposure pathways
 - g. Constituents of concern / constituents of potential concern
 - h. Extent of known impacts
 - i. Discussion of unknowns and uncertainty with respect to current conditions
- VIII. Goals and Expectations Discussion
 - a. Land Use / reasonably expected further use in relation to characterization and remediation
 - b. Existing background conditions and consideration in RFI process
 - c. Use of historical data
 - d. Use of presumptive remedies
 - e. Expected groundwater use / process for addressing groundwater contamination including state, federal, and local requirements
 - f. Coordination with other programs
 - g. Potential facility process / land use / owner changes
 - h. Toxicity value / criteria changes
 - i. Expected risk range issues (target cancer risk and non-cancer hazard index)
 - j. Expected process for addressing remediation
 - i. Unknown sources
 - ii. Source removal vs. source control (containment)
 - iii. Use of risk based or pathway elimination approach
 - iv. Potential for determination of technical impracticability (TI)
 - v. Identification of areas with corrective action obligation
 - vi. Use of institutional controls and engineering controls
 - k. Other issues
 - **IX.** Discussion of interim measures
 - a. Immediate interim measures
 - b. Future potential interim measures
 - **X.** Discussion of Items that may be included in the RFI Workplan
 - a. Elements of Framework (e.g., Corrective Action objectives)
 - b. Site conceptual model
 - c. Screening levels

- d. Adaptive approach
- e. Quality Assurance Project Plan (QAPP)
 - i. Data quality objectives
 - ii. Standard operating procedures
- f. Modeling
- g. Use of historical data
- h. Background conditions
- i. Health and safety plan
- j. Community involvement and environmental justice
- k. Sampling approach / design
- 1. Sample analysis
- m. Elements of RFI report
- n. Workplan implementation schedule
- XI. Other Potential Issues
 - a. Schedule of deliverables (e.g., RFI workplan)
 - b. Format for data/ information exchange/submissions
 - c. Interim submission
 - d. Elements of RFI
 - e. Risk assessment
- **XII.** Summary of Framework Meeting (brief written document by the end of the meeting)

Expected Session Outcomes

Expected outcomes correspond with Roman numerals in topic for discussion outline.

- **I-V.** Common understanding of the roles and responsibilities of the regulatory authority (EPA and/or State) and facility as well as understanding the CAF process/ meeting objectives;
- **VI.** Common understanding of the physical setting and constraints;
- **VII.** Common understanding of current conditions and site conceptual model (including data gaps);
- **VIII.** Discussion and identification of goals and expectations for the regulatory authority (EPA and/or State) and facility including identifying methods to address any differences;
- **IX.** Common understanding of planned Interim Measures and/or a process to address Interim Measures that may be needed;
- **X-XI.** Common understanding of RFI Workplan tasks with the goal of creating an approvable document with no revisions; and
- XII. Finalized summary of the CAF meeting and schedule of deliverables (e.g., workplan)