

APPENDIX E ANOMALY REVIEW BOARD PROCEDURES

E-1. Purpose. An Anomaly Review Board (ARB) may be established to review decisions and recommendations made by the OE project team regarding the detection and evaluation of subsurface anomalies. ARBs should be used only in exceptional circumstances, such as at CWM sites or highly contaminated sites in heavily urbanized areas.

E-2. Scope of an ARB. The ARB will review all evaluations of the OE project team based on screening criteria developed by the ARB for the site. The screening criteria will be approved by the OE MCX.

E-3. Composition of the ARB. The ARB will generally consist of four to six members with technical expertise in ordnance detection and safety, geophysics, and geotechnical and environmental engineering. One or more board members may be appointed from the district for the project site. A Chairperson and an alternate Chairperson will be appointed. All board members will be independent from the project site personnel.

E-4. Procedures for Establishing an ARB.

a. It is the responsibility of the OE Design Center Point of Contact (POC), in coordination with the project engineer and OE Safety Manager for the OE project team, to put forth a recommendation to the OE MCX POC as to whether or not an ARB should be established for a site. This recommendation will be documented and will include the rationale for the recommendation. The recommendation for or against the establishment of the ARB should be made prior to intrusive investigations of anomalies.

b. The OE MCX will concur/nonconcur in the recommendation. If concurred, the OE MCX will designate an ARB Chairman. If the OE Design Center's recommendation for establishment of an ARB is nonconcurred by the OE MCX, full rationale supporting the nonconcurrence will be documented and forwarded to the Director of Engineering and OE project team for a decision. The final decision will be forwarded to the OE MCX.

c. The ARB Chairman must have previously served on an ARB as either a chairman or a member. The ARB Chairman will be responsible for locating and appointing qualified ARB members to serve on the committee.

E-5. Procedures for Operating an ARB.

a. Upon appointment of the board members, the ARB Chairman will coordinate with the PM and request a work directive be issued for the preparation of a site-specific Management Plan to identify the responsibilities of the ARB and how it will operate. The OE MCX will assist in

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the development of the Management Plan and provide information needed by the PM to carry out these procedures. The final Management Plan for the ARB will be approved by the OE MCX and the OE Design Center. Once approved, the ARB Chairman will be responsible for ensuring that the Management Plan is implemented.

b. The ARB Chairman will be responsible for timely notification to the PM of all required site visits, fund requirements, reproduction services or other elements requiring PM support. The ARB Chairman is also responsible to assure that all actions of the ARB are fully and timely documented. The ARB Chairman will ensure that the OE MCX, the OE Design Center, and the PM are fully aware of the ARB's progress and performance on an on-going basis throughout the life of the ARB.

E-6. Conclusion of the ARB. The ARB will be disbanded upon completion of all work elements described in the Management Plan.