

CHAPTER 3 EXECUTING THE RECURRING REVIEW

3-1. Introduction.

a. This chapter discusses the execution requirements for the PDT involved in Recurring Reviews, including: establishing a PDT; reviewing existing documentation; notifying stakeholders; identifying and reviewing new information and current site conditions; preparing a preliminary site analysis and work plan; conducting a site visit; and preparing the Recurring Review Report. Figure 3-1 illustrates the Recurring Review process.

b. Project Management for Recurring Reviews will be implemented in accordance with ER 5-1-11, U.S. Army Corps of Engineers Business Process.

3-2. Establish PDT to Conduct the Recurring Review. Successful performance of a Recurring Review requires establishment of an interdisciplinary PDT. The district will form a team that includes staff with necessary OE and environmental expertise, the district Division of Real Estate, and the district Public Affairs Office.

a. If possible, personnel already familiar with the site and the response action will be considered for the PDT conducting the Recurring Review.

b. The district Division of Real Estate representative will obtain rights of entry, if required (see EP 1110-1-18 for additional information on access agreements for OE response actions). The District Chief of Real Estate and/or the HQUSACE Director of Real Estate should be consulted for additional information and project-specific issues. The district PM should allow ample time to obtain the appropriate access agreements by coordinating with the district Division of Real Estate representative very early in the process.

3-3. Community Involvement.

a. The PM will review the Community Relations Plan and update the plan as appropriate, determine stakeholder information requirements, and ensure appropriate involvement of the various stakeholder groups. The district Public Affairs Office may be consulted as needed.

b. The PM will establish an information repository at a location near the project site (e.g., public library) in order to provide the community with access to project information.

c. The PDT will schedule an open meeting in the local community for initial coordination with stakeholders, including regulators, and any local community leaders to discuss activities being planned for the Recurring Review and to obtain their input. The method of notification

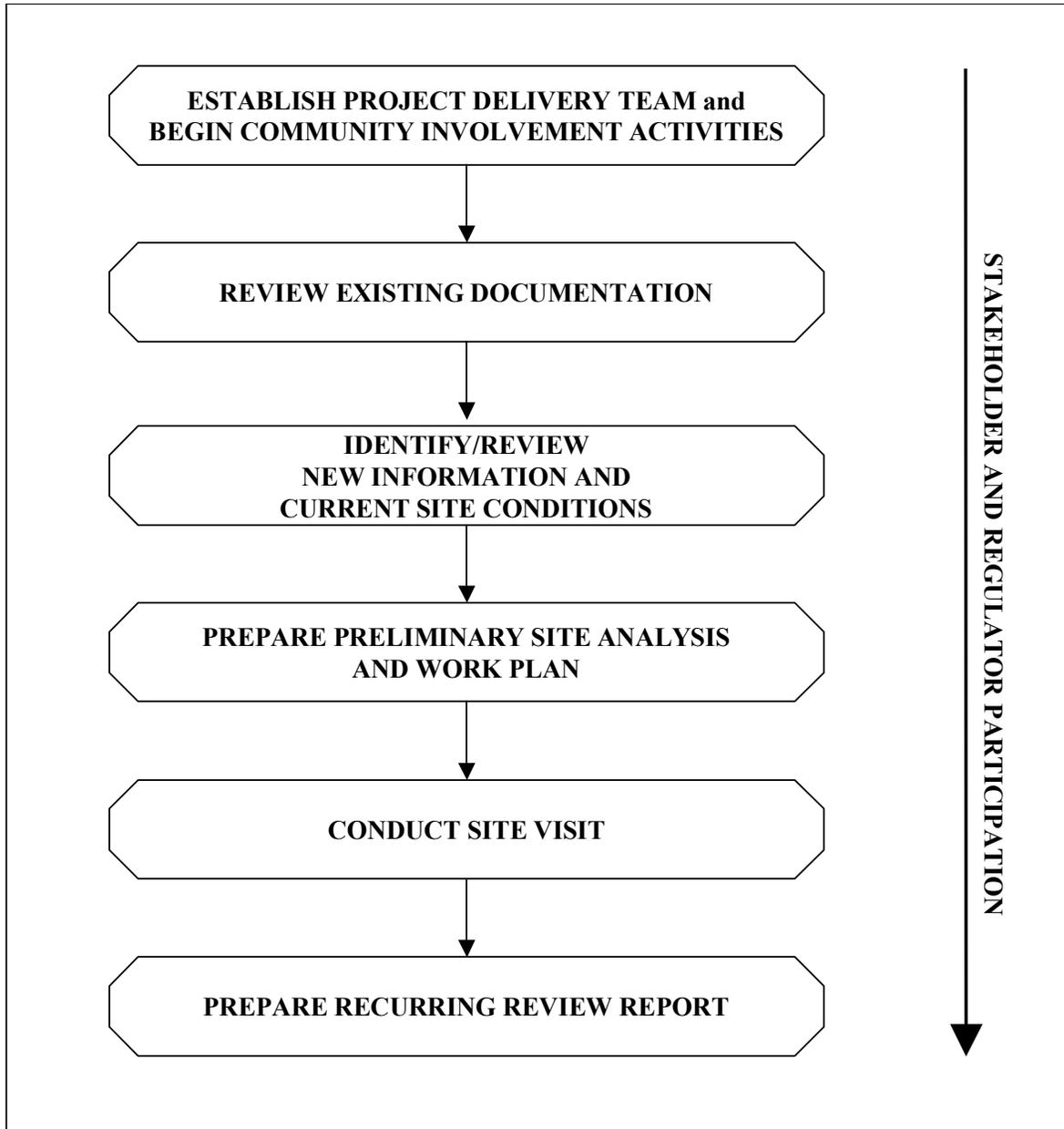


Figure 3-1. Recurring Review Process

will depend on the characteristics of the site and the local community, but may include notices in local newspapers, press releases and/or direct mailings. The notification regarding the open meeting will include the following: a brief site history; notice that a Recurring Review will be conducted; how the community can contribute; and how the Recurring Review Report will be made available for review and comment when completed.

d. The PDT will also disseminate questionnaires or surveys to identify community-wide interest and concerns. Under the Privacy Act (PA), the Paper Reduction Act (PRA), and in accordance with Army Regulation (AR) 335-15, Management Information Control (MIC) System, and Office of the Chief of Engineers (OCE) Supplement 1 to AR 385-15, information collection via questionnaires, surveys or interviews that involve 10 or more members of the public within a 12 month period must have prior review and approval by the USACE Management Information Control Officer (MICO)/PA Clearance Officer, HQDA, and Office of Management and Budget (OMB) before being implemented.

3-4. Review Existing Documentation.

a. The PDT will review existing documentation for the site. At a minimum, the team will review the documents listed in the Recurring Review Plan and the Recurring Review Report from the previous review, if applicable.

b. Through this review, the PDT will become familiar with the site history and the implemented response action. The review will accomplish the following objectives:

(1) Determine what actions were completed at the site.

(2) Determine where unexploded ordnance (UXO) items are suspected or were located, if applicable, and document the basis for this determination.

(3) Identify and evaluate the basis for selection of the response action (e.g., land use, site accessibility, etc.).

(4) Determine if there is an immediate threat to human health, safety or environment that requires further response.

(5) If a determination of technical impracticability was made for the site, determine whether new technology is now available that could address remaining explosives safety risks at the site.

3-5. Identify/Review New Information and Current Site Conditions.

a. The PDT will identify readily available information regarding the site that has become available since implementation of the response action or since the last Recurring Review. New information will also be gathered through interviews with persons knowledgeable about the site

including stakeholders such as property owners, local agencies, local community members, and regulators.

b. Information may be gathered telephonically, through news articles or releases, public records, local authorities, stakeholder input, etc. PDT members will document all efforts to identify new information including a description of all sources that were searched, contact information for all people or agencies contacted, and a summary of all telephone conversations/interviews.

c. The PDT will gather information pertaining to the following areas:

- (1) Development at the site or in the vicinity of the site;
 - (2) Erosion;
 - (3) Recreational or other activities at the site or in the vicinity of the site;
 - (4) Coastal processes (e.g., wave action);
 - (5) Fire;
 - (6) Frost heave;
 - (7) Storm damage (uprooted trees, etc.);
 - (8) Changes in land use at the site and in the vicinity of the site, both actual and potential;
 - (9) Changes in accessibility to the site;
 - (10) OE incidents;
 - (11) Status of Land Use Controls;
- For sites where land use controls were implemented, the PDT will review all aspects described in the Institutional Control Plan and contact all agencies responsible for implementing, maintaining and/or enforcing the land use controls. Land use controls may include legal, physical, or educational mechanisms that limit the access or use of a property, or warn of the hazard in order to protect property users and the public. The PDT will make an evaluation as to whether the implemented land use controls are operating as intended.
 - For active installations, the PDT will also review the installation's master plan and related documents to ensure any land use controls required in the OE response action have been incorporated into those documents.

(12) Changes in stakeholder interest or concerns; and

(13) New technology or techniques that have become available and economical and may be applicable to the site.

3-6. Prepare Preliminary Site Analysis and Work Plan.

a. Preliminary Site Analysis. The PDT will prepare a preliminary site analysis based upon a review of existing and new information. This preliminary site analysis will include a preliminary evaluation of the continued protectiveness of the response action. This analysis will identify any additional information that is required in order to prepare the final site analysis (i.e., additional information required to make the final determination regarding continued protectiveness of the response action). The worksheet provided as Table 3.1 may be used to facilitate the preliminary site analysis.

b. Develop Work Plan.

(1) The PDT will prepare a work plan to identify procedures to be used in collecting the additional information identified during the preliminary site analysis. A typical work plan will include the following:

(a) Summary of the preliminary site analysis emphasizing what additional information is needed;

(b) Procedures to be used to collect the additional information;

(c) Safety precautions appropriate for the site specific conditions (see subparagraph (3) below); and

(d) Schedule.

(2) The PM will have the responsibility of an inter-disciplinary review of the work plan.

(3) Safety Precautions. Safety is a primary consideration when conducting a site visit at a property that potentially contains OE hazards. The team conducting the site visit will include an OE Safety Specialist.

(a) The Work Plan will state that the site visit will be executed using anomaly avoidance techniques (i.e., the site visit participants will avoid any potential UXO items).

Table 3.1
Preliminary Site Analysis Worksheet

PRELIMINARY SITE ANALYSIS WORKSHEET	
<p>What changes have occurred that may affect prior decisions concerning the site?</p>	<p>Physical Changes:</p> <p>Accessibility to Public:</p> <p>Land Use:</p> <p>Technology Changes:</p> <p>Other:</p>
<p>How do these changes affect previous decisions for this site?</p>	
<p>What is the status of any Land Use Controls implemented at the site?</p>	
<p>What additional information is needed to develop a conclusion regarding the continued protectiveness of the response?</p>	
<p>Recommendations for follow-up action.</p>	
<p>List documents, resources used.</p>	

(b) The Work Plan will describe procedures to be followed if OE is found at a site. The local point of contact (POC) designated in the Work Plan will be notified. On a FUDS site, this is normally the local law enforcement agency, which in turn will notify the appropriate military Explosive Ordnance Disposal (EOD) unit. For active installations, the Work Plan will normally identify the Range Control Officer, the Facility Engineer, or post headquarters, as the local POC. The Work Plan will also identify all other appropriate POCs to be notified. Additional information on Safety Considerations is discussed in EP 1110-1-18, Chapter 20 and EP 385-1-95a, Basic Safety Concepts and Considerations for Ordnance and Explosives Operations. The initial notification will be made in the most timely manner (e.g., via telephone).

(c) If ordnance is found during the site visit, extreme caution must be exercised. Personnel conducting the Recurring Review will not touch, move, or jar an apparent OE item in any way, regardless of its apparent condition. Markings such as “practice bomb,” “dummy,” or “inert” will not be interpreted to mean the item is not hazardous. Practice bombs can have explosive charges that are used to spot the point of impact or the item may be mismarked. If items are found with green band markings, which indicate the item may contain chemical fillers, then personnel will leave the area immediately. A full description of the items will be provided to the local POC designated in the Work Plan, including a photograph or video, an estimate of the diameter and length, and any visible markings or other identifiers.

3-7. Conduct Site Visit. The PDT will conduct a site visit to visually confirm and document the current physical condition of the site and surrounding area, and the current condition or status of any land use controls included in the OE response action. The PDT may also conduct stakeholder outreach programs and interviews, as applicable, in conjunction with the site visit.

a. Site Evaluation.

(1) The site evaluation will include visual evaluation of the items listed in paragraph 3-5c.

(2) Sites that are no longer owned or controlled by DOD require a right of entry prior to conducting a site visit. The district Division of Real Estate will obtain rights of entry. The district PM should contact the district Division of Real Estate early in the review process due to the time required to obtain the necessary rights of entry. Additional information on acquisition of rights of entry is discussed in EP 1110-1-18.

b. Stakeholder Outreach. The PDT may schedule public information forums, media days, or other outreach initiatives to solicit further input regarding the site.

c. Interviews. The PDT may conduct interviews with stakeholders and regulators (face to face discussions with property owners, local authorities, other stakeholders, etc.) to supplement the interviews conducted over the telephone. Under the Paper Reduction Act and in accordance with AR 335-15 and OCE Supplement 1 to AR 385-15, information collection via questionnaires, surveys or interviews that involve 10 or more members of the public within a 12

month period must have prior review and approval by the USACE MICO Clearance Officer, HQDA, and OMB before being implemented.

3-8. Prepare Recurring Review Report.

a. General. The PDT will prepare a Recurring Review Report to document the information collected and evaluated, and present the findings of the evaluation of the continued protectiveness of the OE response action. The report will document whether the response action that was implemented continues to minimize explosive safety risks and is still protective of human health, safety, and the environment and/or recommend follow-up actions that may be warranted.

b. Contents of the Report.

(1) The Recurring Review Report is a flexible document tailored to the scope of the Recurring Review for the site. The report will be written with the assumption that the reader is not familiar with the site. Historical site information (e.g., site history, site description, response action descriptions, etc.) can be taken directly from existing site documents. The report will include a description of the Recurring Review process and the evaluation considerations used to assess the protectiveness of the response. The report will be brief, with supporting information provided as appendices.

(2) Table 3.2 provides a summary of the contents for a Recurring Review Report.

(3) The report checklist and report template included in Appendix A provide further details regarding the contents of each section of the Recurring Review Report. At a minimum, the report will include the information described in Appendix A.

3-9. Environmental Records Management.

a. Project records resulting from the recurring review process will be retained in accordance with AR 25-400-2, Army Records Information Management System (ARIMS) as permanent records. PMs should also refer to EP 1110-3-8 to determine the appropriate documents for inclusion in the Administrative Record.

Table 3.2
Sample Format for Recurring Review Report

Section	Title
	Title Page with Signature and Date
	Signed Concurrence Memorandum (if applicable)
	Table of Contents
	Executive Summary <ul style="list-style-type: none"> • Recurring Review Summary
1	Introduction
2	Site Chronology and Description <ul style="list-style-type: none"> • Chronology of site history • Background information <ul style="list-style-type: none"> – Physical characteristics – Land use history – Previous investigations • Response action <ul style="list-style-type: none"> – Objectives, selection, description, implementation
3	Recurring Review Process <ul style="list-style-type: none"> • Administrative Components • Community Notification and Involvement • Summary of information gathered and relied upon: <ul style="list-style-type: none"> • Existing information/documentation • New information • Interviews • Site Visit • Progress Since Last Recurring Review
4	Final Site Analysis
5	Conclusions/Recommendations <ul style="list-style-type: none"> • Response Deficiencies • Conclusions • Recommendations/Follow-up actions • Responsibility Matrix • Next Review
Appendices	