

Specific Activities and Responsibilities during SITE demonstrations

Introduction

The specific activities addressed below identify roles and responsibilities of the host site, the developer, and EPA. While individuals from different offices and groups within EPA may be involved in each demonstration project, The EPA SITE Program only assigns one person to manage each site, an EPA SITE Project Manager (PM). The developer(s) and the host site representative will have one point of contact (the PM). SITE also assigns a contractor to support the demonstration work efforts of the SITE project manager. This contractor assists with and/or conducts all aspects of the technology evaluation in cooperation with the EPA project manager, the developer(s), and the host site representative.

Interested parties that are willing to host a SITE demonstration will submit information to the Program. Sites will be prioritized based on the demonstration needs of the user community and the research focus areas identified in the solicitation. Final site selections will be made based on an EPA team review of each application. The submitted site information will be reviewed against a set of review criteria.

The SITE Program will provide the cost associated with technology evaluation plan preparation, field sampling, analysis and reports. Site hosts will be expected to provide infrastructure support to the project and residual waste disposal and costs. Technology vendors will be expected to provide their own resources to the demonstration (e.g. equipment, operation, maintenance) or form a financial relationship with the host site.

There is no contractual agreement between the SITE Program and the site and no funds will be given to the site as part of this agreement. Cooperative arrangements or Memoranda of Understanding between the SITE Program and the parties responsible for the host site will form the relationship between the SITE Program and the host site.

A typical SITE Demonstration schedule is as follows:

Weeks After Selection	Activity
0	Selection into the program
3 -4*	Site visit
8-12	Demonstration plan
12 - 52	Demonstration
16 - 36	Abbreviated summary is produced
20 - 52	Final report

* Site only applicants add 2 - 6 months for technology selection

EPA Responsibilities

This section outlines the responsibilities of EPA and other participants in the demonstration. The EPA SITE Program will work cooperatively with the developer, host site representatives, state and local agencies, and other participants involved in the planning and performance of the technology demonstration.

Initial Work Efforts

1. EPA will screen potential demonstration sites based on responses to this Host Site Application (HSA).
2. EPA will conduct an on-site inspection of the host site and recommend any changes necessary prior to providing the final approval of the facility.
3. Once a technology is matched to a host site, EPA will arrange a kick-off meeting for the EPA regional Office, Other EPA representatives, host site representatives, the developer, and contractors.
4. EPA may provide assistance in addressing regulatory requirements for the developer and the host site.

5. EPA will assist the host site owner in locating appropriate potential technologies to remediate the site.
6. EPA will work with the host site representatives and the technology vendor to determine a project schedule that is mutually acceptable and feasible for the demonstration.

Treatability Studies

1. In some cases it may be necessary to conduct treatability studies on waste from the site prior to demonstration. Conduct of these tests, possibly at the Developer's facility, along with the operational cost, are the primary responsibility of the EPA site.
2. The site representative and technology developer will assist in designing treatability studies and producing operating and sampling plans.

Demonstration Plan

EPA SITE, with assistance from the developer and the host site representative, is responsible for the development of a demonstration plan. The basic design of the demonstration plan consists of four sections: an Operating Plan; a Sampling and Analysis Plan; a Health and Safety Plan; and a Quality Assurance/Quality Control (QA/QC) Plan. EPA intends to use its support contractors to provide information and coordination during the design and critical review of the demonstration plan. EPA will bear the cost of developing the plan, and EPA will provide internal review and final approval of the plan.

EPA will observe the operation of the tested system and will evaluate the project. The primary role of EPA will be to implement the demonstration plan.

1. SITE will write the Operational Plan with input from the site representative and the technology developer. The plan will describe the specific operation of the process and how the test will be performed.
2. SITE will be fully responsible for the sampling and analytical program, and will bear the associated cost. Other participants in the demonstration may propose a sampling and analytical system that would be scientifically adequate to evaluate the effectiveness and safety to human health and the environment. EPA will then negotiate a mutually acceptable sampling and analytical program. All sampling equipment and appropriate analytical facilities capable of sampling for and performing chemical, biological, and physical analyses, will be furnished by EPA. EPA will provide the site representative with the analytical results as soon as these become available.

3. The SITE Program, with input from the host site representative and the technology developer, will prepare a QA/QC plan that meets EPA's criteria. The QA/QC project plan, including the sampling and analysis portion of that plan, shall be approved by the EPA SITE PM and quality assurance officer as a part of an established procedure. EPA will write the final QA/QC plan for the demonstration.
4. EPA will obtain any health and safety plans from the host site. The health and safety plan will be incorporated into the demonstration plan for the technology selected for the demonstration. EPA will bear the cost for planning, writing, and implementing the health and safety requirements for EPA contractor personnel engaged in sampling or other evaluation activities.

Field Demonstration

1. EPA will perform the sampling and analysis activities in accordance with the QA/QC and sampling and analysis plans.
2. EPA will implement the Health and Safety Plan, and provide a Health and Safety Officer.
3. EPA will implement a QA/QC field audit for sampling and analytical efforts.
4. Throughout the demonstration, EPA will record and document all activities, note any problems and solutions, and assist when necessary in solving problems.

Reports

The products of each demonstration project will generally be two EPA reports; a Technology Capsule and an Innovative Technology Evaluation Report. EPA will provide interpretation of all data acquired during the conduct of the demonstration and the host site representative will receive a review copy of the draft final project reports prepared by EPA. The draft reports will be peer reviewed by qualified scientific and engineering personnel.

HOST SITE RESPONSIBILITIES

The host site may provide assistance in selecting innovative technologies for a demonstration in 3 ways: 1) solicit general innovative technologies through a formal SITE solicitation, 2) propose one or more technology specific areas in the response to this

Host Site Application (e.g., biological treatment, containment, extraction), or 3) propose a site need and suggested multiple vendors for demonstration in the response to this Host Site Application.

The developer is responsible for mobilizing equipment and personnel to the site, and preparing the technology for the demonstration, and associated costs. However, the host site may form a financial relationship with the technology vendor to cover all or part of the vendor costs for the technology demonstration.

Initial Work Efforts

1. Host site representatives will provide proof of all permits necessary to conduct a demonstration.
2. The host site representative will attend a kick-off meeting with EPA, EPA's contractor(s) and any other necessary individuals.
3. The host site is responsible for all logistical requirements for the demonstration. Specific logistical requirements might include, for example, availability of utilities, availability of certain types of test materials (e.g., contaminated liquids, soils), land area sufficient for setup, proximity to support facilities such as machine shops, elimination/minimization of geographical or geological restrictions, security provisions, and personnel safety provisions.
4. The host site will provide all necessary data related to the hydrogeology and other site conditions, results of feasibility studies, and results of waste analysis. The host site representative will specify any restrictions regarding the use of the site for the demonstration project and will negotiate with EPA a legal access agreement, or shall otherwise provide written confirmation of the acceptability of access to the site by EPA and/or contractors and consultants.
5. The host site representative shall participate in presenting information about the demonstration to the public through the Community Relations Activities.
6. The host site representative will supply informational materials for general EPA publications.

Site Preparation

EPA SITE, the host site representative, and the technology developer will develop the requirements for preparing the site for the technology demonstration. The host site will supply the support needs for carrying out a demonstration, such as bringing power

and waste material to the process location, and providing adequate physical support for the process (paving, pad, or containment). Other site preparations may include excavation and hauling of soil, providing holding tanks for groundwater or slurries, and removal of large debris. The above items will be derived from a list of site preparation needs prepared by the developer after a final site selection is made. The cost for site preparation activities will be the responsibility of the host site.

Demonstration Plan

1. The site representative will have the opportunity to provide input to development of an adequate sampling and analytical program for the technology. The program may include provisions for appropriate chemical analyses as well as bioassay as means for screening samples for detailed chemical constituents, toxicity, mutagenicity, carcinogenicity, and teratogenicity. The host site will then negotiate with EPA a mutually acceptable sampling and analytical program.
2. The host site representative will have input to EPA regarding elements of a Health and Safety Plan for the demonstration of the technology. The host site will ensure that steps are taken to protect their on- and off-site personnel from hazards resulting from the testing, and will consider the H&S Plan as one of the testing site requirements.

Demonstration

1. The host site will advise EPA of any ongoing or impending situation relative to the execution of the test that will, or could, violate permitted operating conditions for the specific technology under test. This requirement applies regardless of whether EPA or the developer is the designated permittee.

Post-demonstration

1. The host site is responsible for demobilization or removal of any special site preparation materials (unless decided otherwise).
2. The host site will be responsible for handling any residual, by-products or debris material for disposal, treatment, or containment from a demonstration conducted at their facility.

Reports

1. The host site will allow EPA or EPA contractors to photograph the demonstration system during set-up, testing, and dismantling.

2. The host site will assist in preparation and review of the final project reports upon completion of testing.
3. The host site will provide comments on the draft Technology Capsule and Innovative Technology Evaluation Report.

The EPA SITE Program, the host site representative, and technology developer will cooperatively develop a schedule for the demonstration. This schedule will be based in part on the duration of the test that is necessary to accomplish the demonstration and evaluation of the technology. The overall project schedule will include estimates of time needed to prepare the host site for the demonstration.

The discussion of responsibilities has been confined to those tasks associated with the initiation and implementation of the demonstration program. Many events must occur in order for the program to evolve into a demonstration. A comprehensive list of activities will be discussed in greater detail when EPA meets with those host sites that are accepted or conditionally accepted into the SITE program.

EPA's acceptance of a site into the SITE Program is dependent in large part on statements made by in response to this HSA. If statements made in the application concerning key aspects of the project (e.g. availability of equipment, personnel, etc.) are determined to be incorrect after the site is accepted in to the SITE Program, EPA may reevaluate acceptance of the site.