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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Focused investigation work plan  Petroleum Remediation Program  Guidance document 7-03  *Doc Type: Corrective Action Design* |

**Instructions:** Complete this work plan to propose a focused investigation. See [Corrective action design and implementation](https://www.pca.state.mn.us/sites/default/files/c-prp7-01.pdf) for more information and requirements found on the Minnesota Pollution Control Agency’s (MPCA) website at <https://www.pca.state.mn.us/waste/cleanup-guidance>. Do not revise or delete any text or questions from this work plan. Items may be added if they are needed to support the proposed focused investigation work. If an item is not applicable, provide a brief explanation.

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| **MPCA Site ID:** | LS00 | **Date (mm/dd/yyyy):** |  |

**Responsible party information**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Individual or corporate name: | | | |  | | | | | |
| Mailing address: | | |  | | | | | | |
| City: |  | | | | | State: |  | Zip code: |  |
| Email: | |  | | | | | | Phone: |  |
| Alternative contact name (if any): | | | | |  | | | Phone: |  |

**Leak site information**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | |  | | | | | Phone: |  | |
| Leak site address: | | | |  | | | | | |
| City: |  | | | | State: |  | Zip code: | |  |
| County: | | |  | |  | | |  | |

**Environmental professional information**

*By signing this document, I/we acknowledge that we are submitting this document on behalf of and as agents of the responsible person or volunteer for this leak site. I/we acknowledge that if information in this document is inaccurate or incomplete, it will delay the completion of remediation and may harm the environment and may result in a reduction in Petrofund reimbursement. In addition, I/we acknowledge on behalf of the responsible person or volunteer for this leak site that if this document is determined to contain a false material statement, representation, or certification, or if it omits material information, the responsible person or volunteer may be found to be in violation of Minn. Stat. § 115.075 or Minn. R. 7000.0300 (Duty of Candor), and that the responsible person or volunteer may be liable for civil penalties.*

***By typing/signing my name below,*** *I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.*

**Signatures**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Report author(s)** | | | | |  | **Report reviewer(s)** | | | |
| Signature: | |  | | |  | Signature | |  | |
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| Title: |  | | | |  | Title: |  | | |
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| Signature: | |  | | |  | Signature | |  | |
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| Title: |  | | | |  | Title: |  | | |
| Date (mm/dd/yyyy): | | |  | |  | Date (mm/dd/yyyy): | | |  |
| Name(s) of field technician(s): | | | |  | | | | | |

**Company information**:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | |  | | | | | Phone: | |  |
| Mailing address: | | |  | | | | | | |
| City: |  | | | State: |  | Zip code: | |  | |

**Project manager information**:

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| --- | --- | --- | --- | --- |
| Name: |  | | | |
| Phone: |  | Email: |  |  |

Section 1: Site conceptual model update

Include updated cumulative tables and figures from [Investigation report](https://www.pca.state.mn.us/sites/default/files/c-prp4-06.docx) in Appendix A. Include documentation of additional site investigation, site monitoring, and interim corrective actions in Appendix B.

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| 1. | Describe any additional site investigation, site monitoring, and/or interim corrective actions completed since the last submitted report. |
| 2. | Discuss the results of the additional site investigation, site monitoring, and/or interim corrective actions. |
| 3. | Provide an updated and comprehensive site conceptual model. |
| 4. | Provide recommendations for additional site investigation, site monitoring, and/or interim corrective actions to be completed prior to corrective action design approval, including their purpose and schedule for completion. |

Section 2: Focused investigation overview

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| 1. | If the proposed focused investigation work is different than requested by the MPCA, identify the differences and explain why. |
| 2. | Discuss how the focused investigation results will be used to design the pilot test, if applicable, and advance the detailed design of the proposed corrective action. |

Section 3: Focused investigation description

Provide a site map and cross sections showing the proposed locations and depths of data collection points, such as borings, probes, and wells in Section 4.

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| 1. | Discuss the proposed focused investigation scope, including what data will be collected, where the data will be collected (locations and depths), and the rationale for their collection. |
| 2. | Discuss focused investigation data collection methods and procedures, including field-generated data, sample collection, laboratory analyses, and bench-scale tests. Methods and procedures must be specific to the planned data collection activities and locations. |
| 3. | Describe any existing sampling or monitoring points that will be used during the focused investigation and include copies of their boring logs and/or well construction diagrams in Appendix C. |
| 4. | Discuss how the focused investigation data will be presented in [Focused investigation report](https://www.pca.state.mn.us/sites/default/files/c-prp7-04.docx). Include example copies of data source documents (e.g., boring logs, well construction diagrams, field data sheets) and example data summary tables and figures in Appendix D. |
| 5. | Discuss the methods that will be used to evaluate the focused investigation data in the [Focused investigation report](https://www.pca.state.mn.us/sites/default/files/c-prp7-04.docx). Include example tables, figures, and calculations, such as graphs, contour maps, and cross sections, in Appendix D. |
| 6. | Propose a schedule for completing the focused investigation, including submittal of the [Focused investigation report](https://www.pca.state.mn.us/sites/default/files/c-prp7-04.docx). |

Section 4: Figures

Attach new figures specific to this report in order of discussion in the text. All figures must include a north arrow, scale, and legend as applicable. Approximate scales are not acceptable. Figures required in Appendix A should not be included in this section. New figures must include those listed below. Attach additional figures as needed and list below. **Double click checkboxes to select *Checked* and select *OK*.**

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|  | One or more site maps showing (as applicable):   1. Structures 2. Boring and well locations (including any drinking water wells on site) 3. Suspected source(s) of light non-aqueous phase liquid (LNAPL) 4. Locations and depths of on-site buried utilities 5. All past and present petroleum storage tanks, piping, dispensers, and transfer areas 6. Estimated target-zone footprint 7. Proposed focused investigation data collection points   Distinguish sequential elements of investigations by dates, symbols, etc. in the legend. |
|  | Cross sections depicting depths of proposed focused investigation data collection points in relation to known contamination extents, geology, subsurface structures, and previous site investigation borings or wells. |

Section 5: Tables

Attach new tables specific to this report in order of discussion in the text and list below. Tables required in Appendix A should not be included in this section.

Section 6: Appendices

Attach all required or applicable appendices in the following order. Indicate those appendices that are included in this report by marking the check box. All reproduced data must be legible. Attach additional appendices as needed and list below.

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|  | *Appendix A* | Cumulative and updated tables and figures from [Investigation report](https://www.pca.state.mn.us/sites/default/files/c-prp4-06.docx). |
|  | *Appendix B* | Additional site investigation, site monitoring, interim corrective action methods, procedures, and associated documentation (boring logs, sampling information forms, laboratory analytical reports, etc.). |
|  | *Appendix C* | Boring logs and/or well construction diagrams for any existing sampling or monitoring points that will be used during the focused investigation. |
|  | *Appendix D* | Example data products requested in Section 3. |