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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Focused investigation report  Petroleum Remediation Program  Guidance document 7-04  *Doc Type: Corrective Action Design* |

**Instructions:** Complete this report to document the results of 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 report form. Items may be added if they are needed to support the focused investigation results. 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**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Report author(s)** | | | | |  | **Report reviewer(s)** | | | |
| Signature: | |  | | |  | Signature | |  | |
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| Title: |  | | | |  | Title: |  | | |
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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: Focused investigation data

Provide a site map and cross sections showing the locations and depths of data collection points in Section 6. Provide data summary figures and tables in Sections 6 and 7, respectively. Include copies of focused investigation boring logs and well construction diagrams in Appendix A, copies of laboratory analytical reports in Appendix B, and copies of field and data sampling sheets in Appendix C.

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| 1. | If the completed focused investigation was different than requested by the MPCA, identify the differences and explain why. |
| 2. | Provide a chronological list of focused investigation activities and the date each activity was completed. |
| 3. | Discuss the rationale for data collection locations and depths. |
| 4. | Discuss focused investigation data collection methods and procedures, including field-generated data, sample collection, laboratory analyses, and bench-scale tests. |
| 5. | Discuss the data collected during the focused investigation. |

## Section 2: Data evaluation

Provide data evaluation figures and cross sections in Section 6 and data evaluation tables in Section 7.

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| 1. | Discuss data evaluation methods and your evaluation of the focused investigation data. |

## Section 3: Conclusions

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| 1. | Discuss whether the focused investigation results significantly affect the assumptions made when preparing life-cycle cost estimates for the non-selected corrective action alternatives evaluated in [Conceptual corrective action design (CCAD) report](https://www.pca.state.mn.us/sites/default/files/c-prp7-02.docx). |
| 2. | Discuss whether the focused investigation results support the proposed corrective action and, if so, how the results will be used to design the pilot test, if applicable, and advance the detailed design. |

## Section 4: 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 D. Include documentation of additional site investigation, site monitoring, and interim corrective actions in Appendix E.

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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. |

## Section 5: Recommendations

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| 1. | If the focused investigation results support the proposed corrective action**,** propose a schedule for submitting [Pilot test work plan,](https://www.pca.state.mn.us/sites/default/files/c-prp7-05.docx) [Remediation system detailed corrective action design (SDCAD) report](https://www.pca.state.mn.us/sites/default/files/c-prp7-07a.docx), or [Excavation detailed corrective action design (EDCAD) report](https://www.pca.state.mn.us/sites/default/files/c-prp7-07b.docx). If not, recommend an alternative course of action and a schedule for submitting a revised CCAD. |
| 2. | 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 6: 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 D 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. Focused investigation locations 4. Suspected source(s) of light non-aqueous phase liquid (LNAPL) 5. Locations and depths of on-site buried utilities 6. All past and present petroleum storage tanks, piping, dispensers, and transfer areas 7. Horizontal extent of LNAPL   Distinguish sequential elements of investigations by dates, symbols, etc. in the legend. |
|  | Cross sections depicting depths of focused investigation data collection points in relation to known contamination extents, geology, subsurface structures, and previous site investigation borings or wells. |

## Section 7: Tables

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

## Section 8: 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* | Geologic logs of focused investigation borings or wells, laser-induced fluorescence probe logs, electrical conductivity logs, etc. Include well construction diagrams and copies of the Minnesota Department of Health (MDH) well and boring record for new wells. |
|  | *Appendix B* | Copies of laboratory analytical reports, including a copy of the chain-of-custody form. Include laboratory QA/QC data, chromatograms, and MDH laboratory certification number. |
|  | *Appendix C* | Field or sampling data sheets (sampling forms, field crew notes, etc.). |
|  | *Appendix D* | Cumulative and updated tables and figures from [Investigation report](https://www.pca.state.mn.us/sites/default/files/c-prp4-06.docx). |
|  | *Appendix E* | Additional site investigation, site monitoring, and interim corrective action methods and procedures and associated documentation (boring logs, sampling information forms, laboratory analytical reports, etc.). |