

Checklist for Brownfield's Projects

This checklist is provided as a helpful guide to the requirements of the Oklahoma Department of Environmental Quality's Brownfields Program. It reflects the requirements in the Oklahoma Brownfields Voluntary Redevelopment Act, 27A O.S. §§ 2-15-101 through 110, and its implementing rules, OAC 252:221. For clarification of the requirements of this program, see the referenced documents or call (405)702-5100 to speak with someone from the Brownfields Program.



When Project Begins:

- Submit Eligibility Information
 - DEQ will determine whether
 - The participant is eligible for DEQ's Brownfields Program
 - The site is an eligible response site under CERCLA
- Meet with DEQ to discuss Project
 - Negotiate and sign a Brownfield Consent Order
 - Submit funds to DEQ to cover oversight costs
- Submit a Work Plan addressing
 - What is known about the site
 - What sampling will occur to delineate contamination
 - Commensurate with the complexity of the site, the Work Plan must discuss
 - planned sampling and analysis
 - quality assurance
 - health and safety of workers and public
 - DEQ must approve the Work Plan prior to field work
- Conduct field work to delineate contamination
- Submit a Brownfields Proposal to the DEQ
 - The proposal must be written in a way the public can understand and must include
 - The current and proposed uses of property
 - The Site Characterization information containing
 - site description and historical information
 - lab results characterizing
 - soil
 - groundwater
 - surface water
 - potential impacts to indoor air
 - extent of contamination, and any impacts to neighboring properties
 - location of contaminants, their concentrations, and depths
 - delineation of potential offsite migration of contamination
 - general environmental conditions on the site and in the region
 - identification of environmental resources and uses in the area
 - identification of potential exposure pathways and receptors
 - adjacent property uses
 - accurate legal description of property
 - latitude and longitude of main entrance
 - environmental background data
 - any data the DEQ requires that is relevant to the reuse of the property
 - A Proposal for Cleanup (OR) a request for a finding that No Action is Necessary
 - An evaluation of potential risks associated with contamination, using DEQ approved methodologies
 - Alternatives for cleanup if remediation is proposed
 - A preferred plan for remediation (OR) proposal that no action is necessary
 - The potential for redevelopment to impact remedy
 - A plan for after action monitoring/maintenance
 - Engineering or Institutional Controls necessary to protect the remedy
 - which must include a plan for financial assurance
 - A long term management plan for any on-site disposal facilities

<input type="checkbox"/> The current and proposed use of groundwater on or near the site
<input type="checkbox"/> Obtain DEQ Approval for Public Review
<input type="checkbox"/> Provide any additional information required by DEQ
<input type="checkbox"/> Submit two hard copies and one electronic copy of the Final Brownfield Proposal to the DEQ
<input type="checkbox"/> Public Participation
<input type="checkbox"/> The Public Review period is 20 working days
<input type="checkbox"/> Arrange for a Local Repository of information for public review
<input type="checkbox"/> at a convenient public location local to the site
<input type="checkbox"/> place a copy of the proposal, amendments and all supporting documents
<input type="checkbox"/> Public Notice
Must be in a local newspaper of general circulation and include at a minimum
<input type="checkbox"/> purpose of the notice
<input type="checkbox"/> name(s) and contact information for the participant(s)
<input type="checkbox"/> site name
<input type="checkbox"/> site location (street address and legal description)
<input type="checkbox"/> proposed future use of the property
<input type="checkbox"/> proposed remedy or request for "No Action Necessary"
<input type="checkbox"/> location where proposal may be reviewed
<input type="checkbox"/> beginning and ending dates for 20 working day public review and comment period
<input type="checkbox"/> notice of opportunity to request a public forum
<input type="checkbox"/> DEQ contact person and mailing address where comments will be received
<input type="checkbox"/> A draft of the Notice must be submitted to DEQ prior to approval
<input type="checkbox"/> Proof of publication must be submitted to DEQ within 20 days of publication
<input type="checkbox"/> After Public Comment Period if the Preferred Cleanup Alternative is Approved:
<input type="checkbox"/> Submit a Technical Remediation Plan for approved preferred option(s) as reflected in the Brownfield Proposal that identifies
<input type="checkbox"/> The cleanup levels and design requirements to obtain them
<input type="checkbox"/> Applicable laws, rules, standards, limitations, criteria, requirements
<input type="checkbox"/> The methods to verify how risk-based cleanup levels will be achieved
<input type="checkbox"/> The Project and Construction Management Plan
<input type="checkbox"/> A remediation schedule
<input type="checkbox"/> Any future monitoring and maintenance requirements
<input type="checkbox"/> A plan for long term stewardship
<input type="checkbox"/> including information on how funding for long term maintenance will be managed

Completion of Project

<input type="checkbox"/> DEQ Pre-Certification Inspection (within 30 days of completing remediation)
<input type="checkbox"/> Written Report (within 30 days of completing inspection)
<input type="checkbox"/> If DEQ determines further Remedial Action is warranted to ensure the remedy is protective
<input type="checkbox"/> Participant completes additional actions required by DEQ
<input type="checkbox"/> Completion of Remedial Action
<input type="checkbox"/> DEQ notifies the participant in writing of the completion of remedial action

Issuance of Certificate

<input type="checkbox"/> Certificate of No Action Necessary
<input type="checkbox"/> Issued after public comment, depending on the comments DEQ receives
<input type="checkbox"/> Certificate of Completion
<input type="checkbox"/> Issued after DEQ approves the completion of the remedy
<input type="checkbox"/> Filing
Participant must:
<input type="checkbox"/> file Certificate in county land records
<input type="checkbox"/> within 30 days, submit a file stamped copy to DEQ