



Excavated Soil Contractor Submittals and Close-Out Documents

CONTRACTOR SUBMITTALS	Submit to:	Due Date	Completion Date
Proposed Disposal Facility List (as needed, if Harvard, pre-approved facilities are not utilized).	Project Manager (for forwarding to and review by the LSP)	Prior to bid and at least 14 days before full Disposal Facility Approval Package is submitted.	
Disposal Facility Approval Package <ul style="list-style-type: none"> • Facility statement of soil data review. • Facility statement indicating if additional soil testing is needed. • Copy of facility permit, consent order, operating agreements, etc. • Statement of facility’s regulatory history (EPA/DEP site, remedial history, etc.) • Facility information required to complete a Bill of Lading. • Copies of operating permission from the local Board of Health, etc. • Background data for the facility. • For Group IV, facilities, copy of Waste Ban Compliance Plan including specified information. 	Project Manager (for forwarding to and review by the LSP)	At least 30 days prior to transport of any soils from the site.	
Transporter Information.	Project Manager (for forwarding to the LSP for shipping documents)	At least 14 days prior to transport of any soils from the site.	
Completed Bill-of-Lading / Material Shipping Record Package, including weight slips.	Project Manager (for forwarding to and review by the LSP)	Within 20 days of last soils shipment from the site.	
On-site Treatment Plan for Group III-2 Soil.	Project Manager (for forwarding to and review by the LSP)	At least 30 days prior to treatment of soils.	
Excavation and Disposal Plan, including schedule, sequence, procedures, on-site stockpiling, etc.	Project Manager (for forwarding to and review by the LSP)	At least 30 days prior to any excavation activities.	
NOTIFICATIONS	Make to:	Due Date	Completion Date
Report of previously unidentified buried containers, drums or tanks or any other potentially hazardous condition or release of a hazardous material.	Project Manager, DEP Incident Reponse, and Fire Department	Immediately upon discovery	