

**Tennessee Department of Environment and Conservation
Division of Underground Storage Tanks
Initial Site Characterization Guidelines
Parts A and B**

Instructions:

The Initial Site Characterization Report (ISCR) consists of Parts A and B. Part A is entitled the Initial Response and Hazard Management Report (IRHMR) and is due within sixty (60) calendar days after the Responsible Party has been directed by the Division to begin an investigation. The IRHMR shall contain all data gathered during field activities relative to the initial investigation and hazard management if applicable as outlined in the IRHMR guidelines.

The ISCR Part B is due within one hundred twenty (120) calendar days after the Responsible Party has been directed by the Division to begin an investigation. The ISCR shall contain all data gathered during field activities in accordance with the ISCR guidelines and determine the applicable clean-up levels using Technical Guidance Document (TGD)-017, Risk-based Procedure to Determine Clean-up Levels – Exposure Assessment Report Preparation. If the results of TGD-017 indicate the site is eligible for closure, then the Division will evaluate the site for closure and/or closure monitoring or direct the next course of action. If TGD-017 indicates the site is not eligible for closure, then the owner shall choose one of the options detailed in the Summary, Section III, Eligibility of Site for Risk-based Closure.

If petroleum hydrocarbons are detected in any drinking water supplies, then the Division and the well user(s) shall be notified within seventy-two (72) hours of the receipt of the sample results. If the contaminant concentration exceeds the drinking water Maximum Contaminant Level (MCL) for any Chemical of Concern (COC) (see reference 3), then an alternate drinking water supply shall be supplied to the user(s) of any of these drinking water supplies within twenty-four (24) hours of the receipt of the sample results. Discuss possible long-term planning for provision of a permanent source of potable drinking water. Prior to implementation, a proposal including costs shall be submitted in accordance with rule 1200-1-15-.06(4)(b)1.(ii).

All environmental assessment activities and the evaluation of the subsurface investigation shall be directed by a registered professional geologist under the Tennessee Geologist Act (*T.C.A. §62-36-101 et seq.*), or a registered professional engineer under the Tennessee Architects, Engineers, Landscape Architects, and Interior Designers Law and Rules (*T.C.A. §62-2-101 et seq.*).

If the IRHMR or ISCR have not been submitted by the established deadline, then a written request, justifying an extension shall be submitted to the appropriate field office before the deadline. The extension is not automatic and enforcement actions may be taken to insure prompt compliance with established deadlines. Failure to meet established deadlines may place the Responsible Party out of substantial compliance and may result in the loss of fund coverage.

Each section of the IRHMR or ISCR shall be prepared and assembled in the order presented within these guidelines. Text shall be provided explaining the associated tables and maps. All variations from the procedures detailed in the Environmental Assessment Guidelines (EAG) shall be justified. All maps and tables shall be in appropriate sections and not in appendices. All maps shall be on 8.5 x 11 or 11 x 17 inch paper and contain, at a minimum, a north arrow, legend, scale bar, and figure number. These guidelines are intended to provide a structured outline. Any information that is not specifically requested but is relevant to the project shall also be included. The preparer shall assemble the required information in each section to provide a comprehensive final document. All pages of the report, including the tables and figures, shall be

consecutively numbered. Each section and subsection heading shall be clearly printed in the report. A table of contents shall be provided listing the location of all sections, maps, tables, and appendices.

All correspondence, reports, laboratory analysis sheets, etc. shall contain the TN UST Facility ID Number. Photostatic copies of the laboratory analysis sheets are not acceptable unless the originals have previously been submitted in another report.