

# REMEDIAL ADMINISTRATIVE RECORD SHOULD INCLUDE

□ **Documents showing public involvement**

- Comments & responses
- Documents related to public's opportunity to participate
- Community involvement plan
- Newspaper articles showing community awareness
- Community involvement mailing list
- Documentation of public meetings
- Transcripts of formal meetings

□ **Relevant decision documents**

- ROD
- ESD
- Amended ROD

□ **Factual information that forms the basis for the selection of a response action**

- PA/SI report
- RI/FS work plan & final
- Proposed plan
- Amendments to final RI/FS
- SAP
- Sampling data, chain of custody forms, data summary sheets
- Inspection reports
- QAPPs
- Technical studies performed for the site
- Risk evaluation/endergment assessments
- Pollution Reports

- Fact sheets/summary information
- Data submitted by public

□ **Policy & Guidance Documents**

- Site-specific documents
- Special coordination needs
- ARARs
- Utilization of permanent solutions & alternative treatment technologies
- Cost effectiveness

□ **Enforcement Documents**

- Parts of admin orders or consent decrees that are relevant to the selection of the response action
- Notice letters to PRPs

- Information request letters, subpoenas & responses
- Affidavits containing relevant factual information

□ **PRP-Lead RI/FS**

- Technical documents generated by the PRP if considered by EPA in the response selection decision

□ **Index of documents included in the record**

