

# Subcommittee Guidance

## Subcommittee 3

### Characterization of a Discovered Release

**Scope:** This subcommittee should evaluate the following:

Should the regulations prescribe a method or methods that must be used to characterize the nature and extent of such release and its impact upon human health and the environment before undertaking clean-up?

Should there be a process for DEEP to approve a method of characterization selected by a licensed environmental professional, including standards to validate such a method?

Should the regulations specify a process for identifying prevailing standards and guidelines to be used to characterize the nature and extent of such release?

Discuss conceptual framework for release characterization, including the relationship to any action taken before characterization and the extent to which prescribing a method or methods within the regulation could affect the use of newer or novel forms of characterization. In addition, the subcommittee should consider whether different characterization methods or standards are necessary depending whether immediate action has been performed, as well as the time that has passed since a release has occurred. While DEEP's current site characterization guidance document should inform the work of this subgroup, any methods or standards identified should be limited to characterization of a single release.

**Deliverable:** A concept paper, or concept papers if consensus is not reached, that present concepts responsive to the questions identified above to advise the Department when drafting regulations concerning characterization of discovered releases.

#### **First Meeting Tasks:**

- DEEP will introduce staff assigned to assist subcommittee and explain their role.
- Subcommittee members select two (2) subcommittee leads
- Verify accuracy of contact information for all subcommittee members
- Discuss the scope provided, and identify any questions regarding the scope
- Identify a process for presenting and discussing concepts to be included in concept paper(s).
- Set a schedule for future subcommittee meetings (subcommittee must meet at least monthly).
- Identify topics for discussion at the next subcommittee meeting.

## **Subcommittee Ground Rules**

1. Subcommittee time belongs to the subcommittee.
2. Every member participates.
3. All ideas deserve discussion.
4. Listen and ask questions.
5. Be respectful and courteous.
6. Stay on topic.
7. Work to understand every team member's perspective in order to better comprehend the motivation behind each concept put forth.
8. Meet Workgroup deadlines and commitments.
9. Let people finish – no interruptions.
10. Ensure that all ideas requiring further evaluation are tracked for future discussion.