



# Toxics Cleanup Program Policy

## Policy 600A

*Resource Contact:* Policy and Technical Support Staff *Effective:* March 11, 1992

*References:* WAC 173-340-600 *Revised:* August 25, 2008

## Policy 600A Site Register Publication

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**Purpose:** The purpose of this policy is to clarify the required content of the Site Register and the responsibilities for timely issuance of this document.

**Background:** The intent of the Site Register is to provide the public an ongoing source of information on activities related to implementing Chapter 70.105D RCW (the Model Toxics Control Act).

### 1. Publication of the Site Register Is Typically Every Two Weeks in Electronic and Hard Copy Form

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Publication of the Site Register is typically every two weeks. The Site Register editor will tell the Site Register contact person when this is not possible because of holidays, leave schedules or other reasons. The Hazardous Sites List is a subset of the Site Register and is published concurrently twice a year.

### 2. Section Managers Will Name a Site Register Contact Person

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The Section Manager will name a Site Register contact person. The Site Register contact person shall be responsible for coordinating information from that section and sending it to the Site Register editor by the Thursday before the publication day. NOTE: Where a public comment period or hearing is being announced, it is recommended the announcement be submitted enough in advance to the event to consider any delays in printing and mailing of the site register.

### 3. Section Managers Are Responsible for the Validity and Reliability of Site Register Entries

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Each region is responsible for deciding who drafts site register submissions and the internal review procedure. Although the Site Register contact person will provide information to Site Register editor, the Section Manager is ultimately responsible for the content of Site Register entries.

### 4. The Site Register Editor Will Draft the Site Register from the Information Received

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The draft Site Register will be reviewed by the Site Register contact person for accuracy. The contact person shall have two working days to review the draft. Any unresolved issues will be decided by the Region's Section Manager.

**5. The Site Register Is Sent to Anyone Who Requests a Copy.**

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The Site Register editor will maintain both the hard copy and the electronic copy mailing list. The Site Register is also available on the Toxic Cleanup Program's website.

**6. The Site Register Shall Regularly Give Notice of the Following Activities:**

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**A. Related to the Hazardous Sites List:**

1. Sites scheduled for a site hazard assessment
2. Determinations of no further action after a site hazard assessment
3. Results of site hazard rankings

NOTE: The results of the ranking must be provided to potential liable persons before publishing in the Site Register.

4. Additions to the Hazardous Sites List, proposed removals from the list and changes in the category of a site on the list

NOTE: Removal from the list requires completion of the 30-day public comment period before removal.

**B. For Sites Designated as "High Priority" under WAC 173-340-140:**

1. The list and schedules (including a start and end date) for sites identified as "High Priority Sites" under WAC 173-340-140
2. Missed deadlines and deadline extensions for designated high-priority sites

NOTE: Extensions for missed deadlines require a comment period. These deadlines, with their extensions are:

- i. Site Hazard Assessments: Within 180 days of designation; no extension is available.
- ii. Remedial Investigation/Feasibility Study: Within 18 months of signing the order or decree. The Department of Ecology may extend the deadline by up to 12 months.
- iii. Selection of the Cleanup Action: Within six months of completion of the Remedial Investigation/Feasibility Study; Ecology may extend the deadline by up to four months.

**C. For sites under a formal oversight process (cleanup occurring under an order or decree):**

1. Commencement of negotiations on a proposed consent decree or discussions on an agreed order; Include the start date for negotiations and anticipated ending date.
2. Proposed enforcement orders, agreed orders, and consent decrees
3. Issuance of final enforcement orders, agreed orders and consent decrees
4. Availability of draft and final cleanup action plans
5. Engineering design reports that substantially deviate from the cleanup action plan
6. Results of periodic (five-year) reviews

**D. For the Department of Ecology (Ecology)-conducted remedial actions:**

1. Remedial Investigation/Feasibility Study (RI/FS) scoping meetings and completed RI/FS reports
2. Availability of draft and final cleanup action plans
3. Engineering design reports
4. Results of periodic (five-year) reviews

**E. For independent remedial actions:**

1. Receipt of reports of independent remedial actions
2. Private rights of action
3. Results of reviews of independent remedial actions conducted under Ecology's Voluntary Cleanup Program
4. Results of periodic (five-year) reviews

**F. Non Site-specific notices:**

1. Rule-making
2. Availability of Ecology publications including, guidance, technical reports and policies
3. Science Advisory Board meetings
4. Annual Report
5. Ten-Year financing plan
6. Toxic Cleanup Program priority sites under WAC 173-340-140

**G. Any other information Ecology deems appropriate.**

**7. The Following Information Shall Be Included In the Site Register:**

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**A. Site register entries will be organized by type of notice (formal sites, independent cleanups, voluntary cleanup sites, and state wide notices) and county in alphabetical order. All entries should use a narrative style in the main body of the text and include:**

1. Date or duration of the activity
2. Name, telephone number, and e-mail of an Ecology contact person for further information
3. If the announcement is for a public comment period, the beginning and end of the comment period
4. If the announcement is for a public meeting or hearing, the date, time, and location for the meeting or hearing

**B. For formal sites (sites under an enforcement order, agreed order, or consent decree), besides the information in A. above, entries should also include:**

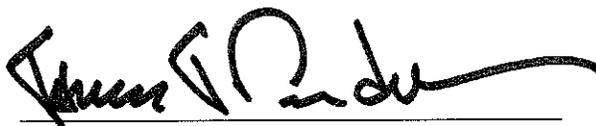
1. Site name, address, and county
2. Facility Site identification number
3. Hazardous substance(s) released

4. Cause of release (waste management practices, disposal site, and so on)
5. Affected media (groundwater, soils, air, and so on)
6. Brief description of work phase (Remedial Investigation/Feasibility Study, Interim Action, Cleanup Action Plan, and so on)
7. Administrative document (enforcement order, agreed order, consent decree)
8. If a site-specific risk assessment has been used to develop cleanup levels, a description of the proposed changes to the Model Toxics Control Act (MTCA) default assumptions and impact on cleanup levels
9. If land or resource use restrictions are proposed for the site, a description of those restrictions

**C. For independent remedial actions (voluntary cleanup sites, private rights of action, independent cleanup reports), besides information in A., entries should also include:**

1. Site name
2. Site location, address, and county
3. Identification number
4. Date report received
5. Name and type of report; [such as interim cleanup, groundwater monitoring and sampling, and so forth]
6. Contaminants released
7. If land or resource use restrictions are proposed for the site, a description of those restrictions

Approved:



James J. Pendowski, Manager  
Toxics Cleanup Program