CHAPTER 75-7 REPORTING REQUIREMENTS FOR ENVIRONMENTAL REMEDIATION PROJECTS AND DEMOLITION PROJECTS

75-7.1   Scope

This chapter provides guidelines for preparing project reports for projects using Environmental Remediation funds or Demolition funds administered by the Environmental Steering Committee (ESC).

For the purposes of this Chapter, the word "project" shall be used to mean any scope of work funded through the ESC. Also, the word "Area" shall be used to mean IHS Area Office, a tribe, group of tribes, or tribal organization as appropriate.

75-7.2   Purpose

This chapter provides content requirements for an abbreviated report for projects that have received either Environmental Remediation funds or Demolition funds through the ESC.

The reports provide a back check to assure the Environmental Remediation funds and Demolition funds are administered in a prudent manner and provide a record of accomplishments.

75-7.3   Requirements

Reports shall be prepared for all projects that are funded, fully or in part, with Environmental Remediation funds or Demolition funds administered by the ESC.

The body of the report must include:

- An introduction to provide a brief description of the project;
- A list and brief description of steps taken to complete the project;
- Evidence project objectives were met;
- Description of any continued administrative controls and/or monitoring programs required including parties responsible for compliance.

The report must clearly specify what was done and the final amounts (by Fiscal Year) of each fund type used – see following table for an example:

Environmental Remediation Funds:
FY _____ $ _____
FY _____ $ _____

Demolition Funds:
FY _____ $ _____
FY _____ $ _____

Other Funds (identify type):
FY _____ $ _____
FY _____ $ _____

Total $ _____

Modifications in format may be needed to accommodate unique characteristics of projects, e.g., project phases, etc. The report shall NOT include volumes of test and lab results, copies of envelopes, etc. and generally should not exceed four (4) pages including the cover and signature pages.

Reports are required for all projects funded through the ESC beginning in July 2006. Further funding will not be awarded to an Area by the ESC until reports have been received for completed projects funded after this date.

For projects submitted for reimbursement (after the fact), the report should be submitted together with the PSD/PJD/memo.

75-7.4 Responsibilities

The Area that requested the funds is responsible for preparing and submitting an electronic copy of the completed report to the Recording Secretary of the ESC. All reports shall be signed by the Area Facility Manager and Area OEHE Director.

Reports will be presented at the next regular ESC meeting following the submission of the report.