

# CHECKLISTS AND OTHER INFORMATION

## APPENDIX 4 – VALIDATION REPORT CHECKLIST

REPORT SECTION	REQUIRED INFORMATION	PRESENT? (YES/NO /NA)	COMMENTS (ACTIONS, REQUESTS, RED FLAGS)
<b>Document control</b>	Report date within 2 years		
	Report version, author and reviewer, including consultant certification <sup>1</sup> (for example, experienced contaminated land specialist, certified environmental practitioner)		
	Details of who commissioned the report		
<b>Executive summary</b>	Background		
	Objectives of the investigation		
	Scope of works		
	A summary of sampling (where appropriate)		
	Summary of conclusions and recommendations		
<b>Scope of work</b>	A clear statement of the scope of work		
<b>Site identification (where available)</b>	Street number, street name and suburb		
	Property identifier (for example, lot and deposited plan number)		
	Geographic coordinates related to a nearby cadastral corner of a state survey control marker		
	Locality map		
<b>Site history or previous contamination assessment report (where available)</b>	A summary is adequate if detailed information is included in an available referenced previous report. If not, refer to the DSI checklist for information that should be included		
<b>Condition of site and surrounding environment (where available)</b>	A summary is adequate if detailed information is included in an available referenced previous report. If not, refer to the DSI checklist for information that should be included.		
<b>Previous results</b>	A summary of previous results		
<b>Conceptual site model</b>	Conceptual site model <sup>1</sup>		
<b>Implementation of remediation action plan (where available)</b>	A summary of the remediation plan. Remediation objectives and criteria, including a table listing all selected remediation criteria and references		

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REPORT SECTION	REQUIRED INFORMATION	PRESENT? (YES/NO /NA)	COMMENTS (ACTIONS, REQUESTS, RED FLAGS)
<b>Implementation of remediation action plan (where available) (Cont.)</b>	A description of remediation activities with any deviations from the remediation action plan (for example, volumes and characteristics of material treated or disposed, and the design of permanent treatment installations)		
	Plans showing areas remediated and areas of residual contamination or subsurface structures		
	A summary and evidence (for example, documentation) of compliance with regulatory requirements set by the regulatory authority and local government		
	Contractor reports, dates of operation, field inspection checklists and photolog (as appropriate)		
<b>Sampling and analysis quality plan, and sampling methodology</b>	Sampling and analysis quality plan, and sampling methodology <sup>2</sup>		
<b>Validation results and discussion</b>	A summary of all results in a table: <ul style="list-style-type: none"> <li>showing all essential details, such as sample identification numbers and sampling depths</li> <li>showing remediation criteria</li> <li>highlighting all results exceeding remediation criteria (not just the highest)</li> </ul>		
	Sample descriptions for all media, where applicable (for example, soil, sediment, surface water, groundwater and biota).		
	Test pit or bore logs (well construction details, where appropriate; for example, groundwater levels expressed in Australian height datum)		
	Site plans or excavation logs showing all sample locations, photoionisation detector results, lithology changes and field observations (if appropriate)		
	Site plans showing the extent of soil and groundwater contamination exceeding remediation criteria for each sampling depth, including identification numbers and depths of all samples analysed (with concentrations of contaminants remaining onsite clearly marked)		
	Appropriate statistical procedures when comparing site data with the investigation and screening levels <sup>4</sup>		

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REPORT SECTION	REQUIRED INFORMATION	PRESENT? (YES/NO /NA)	COMMENTS (ACTIONS, REQUESTS, RED FLAGS)
<b>Data evaluation quality assurance and quality control</b>	Assessment of the implementation of the validation plan from the remediation action plan, with justification for departures (if necessary)		
	Details of a statistical analysis of validation results and evaluation against the remediation criteria		
	Verification of compliance with regulatory requirements set by the EPA, SafeWork NSW and the consent authority		
	Identification and discussion of ongoing management or monitoring (if required)		
<b>Waste Management (if applicable)</b>	Waste classification reporting requirements in accordance with <a href="#">NSW EPA's Waste Classification Guidelines</a> . <sup>4</sup> Description of material handling and tracking plan. Statements regarding materials being disposed via an appropriately licensed facility or re-used under an order or exemption. Waste disposal dockets or other waste documentation for any disposed waste. Tank destruction certificates for underground storage tanks or a copy of notices of in-situ underground storage tank decommissioning provided to SafeWork NSW <sup>5</sup>		
<b>Conclusions and recommendations</b>	Summary of all findings		
	All conclusions addressing the stated objectives		
	Detail of the assumptions used in reaching the conclusions and the extent of uncertainties in the results		
	A clear statement that the consultant considers the site to be suitable for the proposed use (where applicable)		
	A clear statement of proposed limitations and constraints on the use of the site post-remediation. A proposed environmental management plan for long-term management of residual contamination at the site (where applicable)		
	Recommendations for further work, if appropriate, and any ongoing management or monitoring clearly stated (if required)		

**Note:** DSI = detailed site investigation; ASC NEPM = National Environment Protection (Assessment of Site Contamination) Measure 1999.

**Source:** NSW Environmental Protection Authority. (2020). *Consultants reporting on contaminated land: Contaminated land guidelines*; National Environment Protection Council. (November 2010). *ASC NEPM field checklist* [spreadsheet], 'SAP, QAQC', 'Soil', 'Groundwater', 'Surface Water' and 'Soil Gas' tabs; NSW Environmental Protection Authority. (2017). *Contaminated land management: Guidelines for the NSW site auditor scheme (3rd ed.)*.

<sup>1</sup> Refer to the conceptual site model checklist (Appendix 5).

<sup>2</sup> Refer to the preliminary site investigation checklist (Appendix 1).

<sup>3</sup> Refer to ASC NEPM Schedule B1 sections 2–4.

<sup>4</sup> <https://www.epa.nsw.gov.au/your-environment/waste/classifying-waste/waste-classification-guidelines>

<sup>5</sup> For waste management requirements, refer to section 4.3.7 ('Waste Management') of the NSW Environmental Protection Authority's *Contaminated Land Management: Guidelines for the NSW Site Auditor Scheme*.