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|  | Section | Description |
| [ ]  | Site details | Name, address, activity – also include figures showing the location of the site, and a site plan that includes key site features (e.g., buildings, roadways etc). |
| [ ]  | Contamination information | Include information about contamination or contaminant/s of concern, their source and risks, the findings of environmental assessments done. |
| [ ]  | Environmental values | Present the environmental values on and from the site, including where there’s a planned change to land use. Present the investigation levels and list the references for those.  |
| [ ]  | Conceptual site model | Include a conceptual site model, prepared as per *National environment protection (assessment of site contamination) measure 1999, amended 2013*.  |
| [ ]  | Data gaps and further investigations | Include plans for further investigations or assessments. |
| [ ]  | Remediation approach and criteria | Specify the remediation approach and criteria. For site-specific derived criteria, include summary supporting information (e.g., risk assessment reports) remediation options assessment |
| [ ]  | Remedial Options Assessment | Include the remedial options assessment and outline the reasons for your choice of remediation approach. Include information about outcomes of pilot trials, where undertaken.  |
| [ ]  | Risk management and contingency plans | Document the risks from the remediation and how you will respond to them. Specify the triggers for activating risk mitigation measures. |
| [ ]  | Unexpected finds procedure | Detail how you will respond to a discovery of new contamination or a source of contamination. |
| [ ]  | Environmental monitoring program | Set out how you will assess contamination and track the progress of remediation. Include quality assurance criteria to ensure integrity of the data and analysis. |
| [ ]  | Validation of clean up | Describe the endpoints of clean up and how you will demonstrate them. |
| [ ]  | Timeframes | Specify the stages and timeframes for implementing the clean up plan. |
| [ ]  | Key roles and responsibilities | Specify the person in management and control of the site. List the key project personnel, their roles and responsibilities. |
| [ ]  | Key contacts and communication plan | Include the name and contact details for queries or concerns from community, EPA or interested parties. Create a stakeholder communication and engagement plan. |
| [ ]  | Review and updates | Specify the mechanism and procedure for the clean up plan’s review, including how changes will be approved and communicated. |
| [ ]  | Permits and regulatory approvals | List the required approvals for implementing your clean up plan. |
| [ ]  | Reference table | List source documents referred to in your clean up plan. Include other documents you will use to implement the plan. |
| [ ]  | Appendices | Where relevant, attach diagrams and photos of the site |