



MEMORANDUM

To: Voluntary Action Program Certified Professionals and Volunteers

From: Martin Smith, VAP Manager, Ohio EPA

Date: July 29, 2015

Subject: Interim revisions to forms for VAP MOA track

The voluntary action program (VAP) is currently revising the guidance for the VAP memorandum of agreement (MOA) track process to reflect recent changes in the VAP rules and internal review processes. Until the changes are complete, Volunteers and Certified Professionals are encouraged to utilize this interim revisions memo and the revised Form #1.

Interim Revisions

- **MOA Forms #8 through #15, and #17 are no longer required** for completion of the MOA track process. **Form #1 has been updated** to reflect these changes.
- **Form #2 to #7 still apply** since these forms direct the volunteer through the notice of entry and property eligibility.
- **Form #8, #13, #14, #15 are NOT necessary.** These were originally developed as checklists to guide the agency's review of the assessment documents. In lieu of these forms, VAP will review the reports as submitted but request that the Phase II report follow the new **VAP Phase II template**. Include all risk assessment information in the Phase II report, as directed by the Phase II report template. Ohio EPA will complete its review of documents either individually or collectively.
- **Form #9 is not required** unless you are requesting Ohio EPA review of a sampling plan. Forms #10, #11, and #12 apply to Ohio EPA only.
- **Form #16 should still be completed** with appropriate documentation to describe any proposed remedy.
- **Form #17 is not required, but VAP requests** that any required operation and maintenance plan (O&M) be submitted **using the current VAP O&M Plan Template**.
- **Form #18 is still required** for the public notice of the Remedial Action Work Plan. The public notice of the remedy should occur concurrently with Ohio EPA's review of the Remedial Action plan.

Reminder, Ohio EPA approval and appropriate public notice are required prior to implementation of the remedy.

After Ohio EPA approval of all assessment documents and the remedial action plan, the remedy can be implemented. Following remedy completion, all supporting documents necessary to support issuance of an NFA letter should be completed following the appropriate VAP templates. **If issued, the NFA letter must follow the NFA letter template for the VAP rules effective August 1, 2014.**