Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

Peer Review Request for Site Assessment Risk-Based Closure

Site Assessment Program

Doc Type: Final Status

Instructions: This document should be completed for all Site Assessment sites when a risk-based closure decision has been made by the project manager. A risk-based closure is when no further response action is planned (NFRAP) as the site has met the unlimited use and unrestricted exposure (UU/UE) requirements for the current or planned land use.

This form has two parts:

Part A – Request for site closure peer review:
1. Save form.
2. Update Site Assessment Tracking Tool (SATT).
3. Upload documents into Onbase (link to associated programs).
4. Complete Part A.
5. Submit using the button "Submit site for Peer Review of Risk Based Closure." This will send the form via email to Hans Neve for peer review.
6. Once closure is confirmed and the form is returned to you, proceed to part B.

Part B – Final administrative closure:
7. Complete Part B.
8. Submit using the button "Finalize closure of the site." This will send the form via email to to Pam Foster and Andrew Nichols.
9. Once form is completed, it will be uploaded into OnBase.

Part A: Site assessment risk-based closure (Unlimited use and unrestricted exposure)

Project manager: _____ Date (mm/dd/yyyy): _____

Site name: _____ SA number: _____

Site summary (Briefly describe site closure recommendations for each of the following: contaminants of concern, impacted media [soil, groundwater, surface water, soil vapor], receptors, and current property use.)

☐ Update SATT
☐ Upload all documents to OnBase

Part B: Site assessment final administrative closure

☐ All information updated in databases
☐ All documents uploaded to OnBase (link to associated programs)
☐ All property mitigation decisions entered into PMDT database
☐ Remove folder from X:drive if not transferred to another program

Supervisor/Manager approval (*By typing my name below, I approve this closure request.*)

Name: _____ Title: _____

(This document has been electronically signed.)

Date (mm/dd/yyyy): _____