Managing Your Portfolio

Tips for Surviving Environmental Site Assessments

AEG 2017 Annual Meeting – Colorado Springs

Wednesday, September 13, 2017 - Technical Session #5

Presenter:
Maddie German, P.G.
Phase 1 ESA - The Basics

- Follows ASTM1527 – 13
- Typically performed for real estate transactions

Environmental Professional Role
How Many Sites?! VS. $ $
The Proposal

Key to Everything that follows

- State what you will do
- If you are doing anything outside of 1527-13 state that here
- Do what you say and explain why.

From Technical Aspects of Phase I/II ESAs 3rd Ed.
People

- Build your teams
  - Where are they located?
  - What is their availability?
  - What are their roles?
    - Allocate people by their strengths

- Don’t backseat drive from the office
GET ORGANIZED!

- **Schedule**
  - Client Timeline
  - Existing Projects
  - Personal Obligations
  - Access Restrictions
  - EDR, FOIA, File Search
    - Radius search, use the boundary feature
Site Reconnaissance - Planning

- **Schedule**
  - Team Home Base
  - Distance between Sites
  - Dates/Timeline
  - File Review Locations
  - Once on site
    - Split up vs. one group?
    - Interview(s)
    - Roles

- How to get to my place

- My Place

- Google Maps
Site Reconnaissance – On-Site

- What to look for to maximize field efficiency
  - PICTURES!!!
    - Documentation is key.
    - Battery Backup
- H20
File Management

- ORGANIZED!!!!!
- ACCESS
- EXAMPLE
- PROJECT NAME
  - SITE 1
    - EDR
    - User Info
    - Figures
    - Tables
    - Site Recon
      - Photos
How to write good...

1. Avoid alliteration. Always.
2. Prepositions are not words to end sentences with.
3. Avoid clichés like the plague. (They’re old hat.)
4. Eschew ampersands & abbreviations, etc.
5. One should never generalize.
6. Comparisons are as bad as clichés.
7. Be more or less specific.
9. Exaggeration is a billion times worse than understatement.
10. Parenthetical remarks (however relevant) are unnecessary.
11. Who needs rhetorical questions?
You won't know how good your report is until it is tested

In 2, 5, 10 years – will this make sense?

TELL YOUR STORY!
  - State what you did and why
The Rest of the Story
Questions?