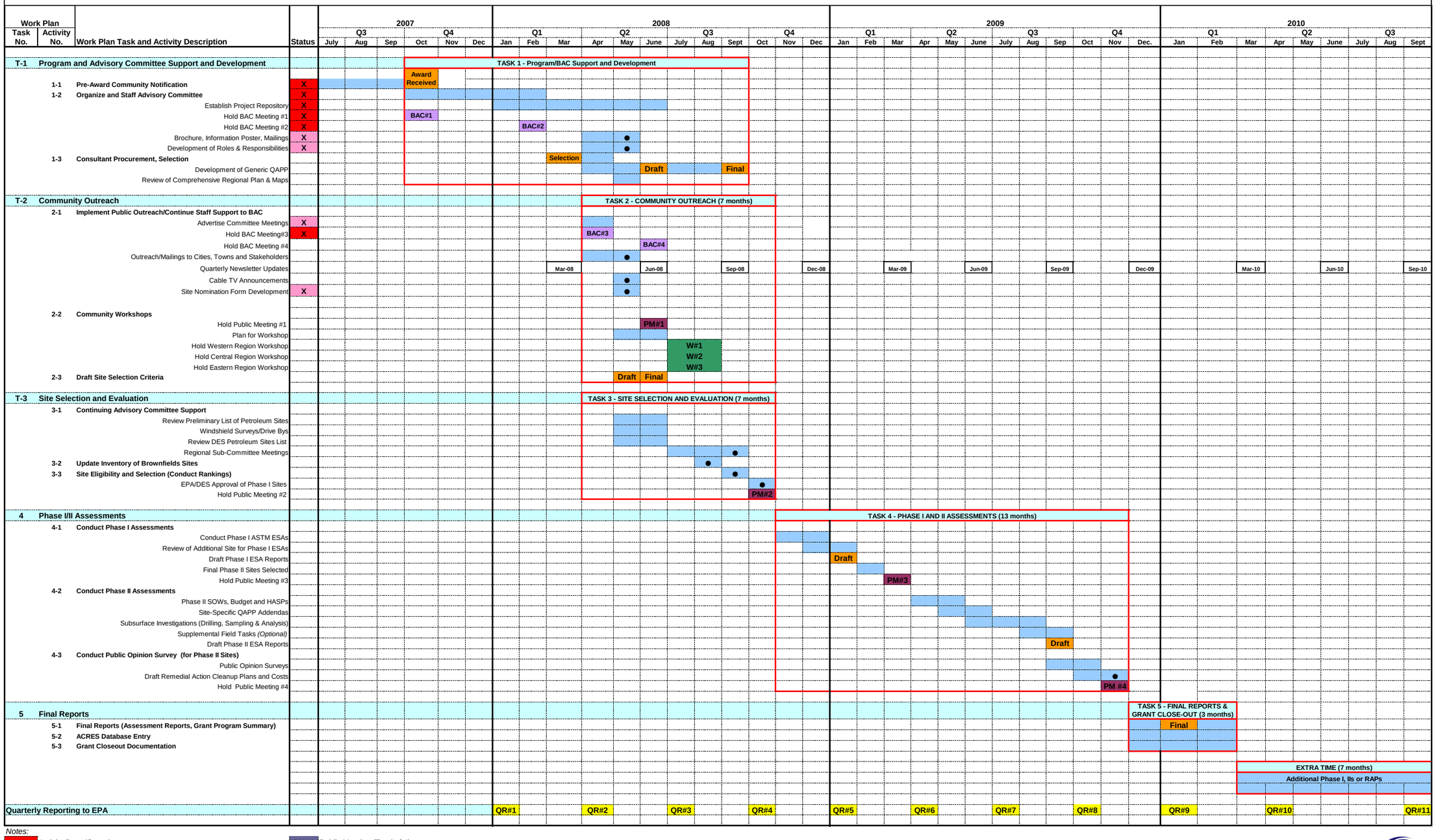
PROJECT SCHEDULE AND MILESTONES
SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION
BROWNFIELDS ASSESSMENT PROGRAM OF PETROLEUM SITES (2007 - 2010)

Work Plan Task No.	Work Plan Activity No.	Work Plan Task and Activity Description	Status
T-1		**Program and Advisory Committee Support and Development**	
	1-1	**Pre-Award Community Notification**	X
	1-2	**Organize and Staff Advisory Committee**	X
		Establish Project Repository	X
		Hold BAC Meeting #1	X
		Hold BAC Meeting #2	X
		Brochure, Information Poster, Mailings	X
		Development of Roles & Responsibilities	X
	1-3	**Consultant Procurement, Selection**	
		Development of Generic QAPP	
		Review of Comprehensive Regional Plan & Maps	
T-2		**Community Outreach**	
	2-1	**Implement Public Outreach/Continue Staff Support to BAC**	
		Advertise Committee Meetings	X
		Hold BAC Meeting#3	X
		Hold BAC Meeting #4	
		Outreach/Mailings to Cities, Towns and Stakeholders	
		Quarterly Newsletter Updates	
		Cable TV Announcements	
		Site Nomination Form Development	X
	2-2	**Community Workshops**	
		Hold Public Meeting #1	
		Plan for Workshop	
		Hold Western Region Workshop	
		Hold Central Region Workshop	
		Hold Eastern Region Workshop	
	2-3	**Draft Site Selection Criteria**	
T-3		**Site Selection and Evaluation**	
	3-1	**Continuing Advisory Committee Support**	
		Review Preliminary List of Petroleum Sites	
		Windshield Surveys/Drive Bys	
		Review DES Petroleum Sites List	
		Regional Sub-Committee Meetings	
	3-2	**Update Inventory of Brownfields Sites**	
	3-3	**Site Eligibility and Selection (Conduct Rankings)**	
		EPA/DES Approval of Phase I Sites	
		Hold Public Meeting #2	
4		**Phase I/II Assessments**	
	4-1	**Conduct Phase I Assessments**	
		Conduct Phase I ASTM ESAs	
		Review of Additional Site for Phase I ESAs	
		Draft Phase I ESA Reports	
		Final Phase II Sites Selected	
		Hold Public Meeting #3	
	4-2	**Conduct Phase II Assessments**	
		Phase II SOWs, Budget and HASPs	
		Site-Specific QAPP Addendas	
		Subsurface Investigations (Drilling, Sampling & Analysis)	
		Supplemental Field Tasks *(Optional)*	
		Draft Phase II ESA Reports	
	4-3	**Conduct Public Opinion Survey (for Phase II Sites)**	
		Public Opinion Surveys	
		Draft Remedial Action Cleanup Plans and Costs	
		Hold Public Meeting #4	
5		**Final Reports**	
	5-1	**Final Reports (Assessment Reports, Grant Program Summary)**	
	5-2	**ACRES Database Entry**	
	5-3	**Grant Closeout Documentation**	
Quarterly Reporting to EPA			



Notes:

X	Activity Done/Complete
X	Activity Started/In Progress
	Activity Duration
●	Activity Target Completion Date
BAC#1	BAC Meeting
PM#1	Public Meeting (Total of 4)
W#1	Workshops (WR = Western Region, CR = Central Region and ER = Eastern Region, Total of 3)
Draft	Report/Plan Completion
QR#1	Quarterly Reports Due to EPA