

# EMD CLAN LAB CLEAN-UP CHECKLIST

DATE OF SITE DISCOVERY: \_\_\_\_\_

IR #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REQUIREMENT	COMPLETED	
IMMEDIATELY:	DATE	TIME
<input type="checkbox"/> On-Call Incident Response Team Member responds to location of alleged methamphetamine laboratory activity.		
<input type="checkbox"/> If the site location is in the City of Sacramento, contact the on-call Code Enforcement person.		
<input type="checkbox"/> In addition to all materials found and removed from the site, photograph all areas and items that are indicative of methamphetamine production and associated contamination.		
<input type="checkbox"/> Complete Clan Lab Field Worksheet (within 5 days of notification).		
<input type="checkbox"/> Post the house if cooking has occurred and/or contamination is observed (within 48 hours of notification). Location of Posting: _____		
<b>WITHIN 10 WORKING DAYS (ONCE CONTAMINATION HAS BEEN DETERMINED DURING INCIDENT):</b>		
<input type="checkbox"/> Obtain the Law Enforcement Report and any associated documentation.		
<input type="checkbox"/> Record lien with County Recorder's Office. Complete form and go to County Clerk's Recorder's office located 600 8 <sup>th</sup> Street, Sacramento, CA. Public counter hours for document recording are M-F, from 8:00 a.m. to 3:00 p.m. File lien and research all known persons and/or parties who have an interest in the property.		
<input type="checkbox"/> Complete and send Order by certified mail to all known occupants of the property and all persons and/or parties who have interest in the property as listed in the Recorder's office records.		
<input type="checkbox"/> Send a copy of Order to the local code enforcement agency.		
<b>WITHIN 1 WORKING DAY OF DATE OF ORDER:</b>		
<input type="checkbox"/> Post Order in a conspicuous place on the property. Location: _____ <ul style="list-style-type: none"> <li>▪ Responsible Party has <u>30-days</u> after receipt of the Order to hire a remediation firm.</li> <li>▪ Responsible Party has <u>30-days</u> to submit <b>the Preliminary Site Assessment (PSA) Work Plan</b> after hiring the remediation firm.</li> </ul>		
<b>WITHIN 10 WORKING DAYS OF PSA WORKPLAN SUBMITTAL:</b>		
<input type="checkbox"/> Review PSA Work Plan submitted by property owner to determine compliance with H&SC Chapter 6.9.1.		
<b>WITHIN 15 WORKING DAYS OF PSA WORKPLAN SUBMITTAL:</b>		
<input type="checkbox"/> Send form letter notifying owner of deficiencies or approval of PSA Workplan. Responsible Party has <u>90-days</u> to complete remediation work after the PSA Workplan has been approved.		
<b>PSA REPORT SUBMITTAL:</b>		
<input type="checkbox"/> Responsible Party must submit <b>PSA Report</b> in accordance with the <b>PSA WorkPlan</b> . Review <b>PSA Report</b> to determine compliance with H&SC Chapter 6.9.1. <ul style="list-style-type: none"> <li>▪ Contamination confirmed <b>to be below</b> CA State Re-Occupancy criteria of <b>1.5 µg/100 cm<sup>2</sup></b> in PSA Report (proceed below to Property Remediation Section).</li> <li>▪ Contamination confirmed <b>to be above</b> CA State Re-Occupancy criteria of <b>1.5 µg/100 cm<sup>2</sup></b> in PSA Report (PSA Report needs to be signed by a CIH <b>and</b> the Clean Up Contractor). <ul style="list-style-type: none"> <li>○ Send form letter notifying of deficiencies or approval of PSA Report.</li> </ul> </li> </ul> <input type="checkbox"/> Responsible Party will submit a Post-Remediation Site Assessment Report when remediation is complete (proceed below to Property Remediation Section).		
<b>WITHIN 10 WORKING DAYS OF PROPERTY REMEDIATION (PROPERTY REMEDIATION SECTION):</b>		
<input type="checkbox"/> Confirm that the payment has been paid on the lien to EMD.		
<input type="checkbox"/> Release the Lien on the property by completing the form and filing it with the County Clerk Recorder's office.		
<input type="checkbox"/> Send a No Further Action (NFA) Letter to the property owner and all persons and/or parties who have received the original notification of Order.		
<input type="checkbox"/> Send a copy of the NFA letter to the local code enforcement agency.		