Risk Assessment Readiness Review Checklist

   This checklist is a tool that may be used during the scoping stage of Department of Energy Oak Ridge Operations (DOE-ORO) Environmental Management (EM) Program risk assessment projects. The Risk Assessment Technical Lead (RATL) is responsible for organizing projects and ensuring that all significant issues are discussed. Whether this checklist is used or the RATL determines his/her own review process, project team members must be informed of all decisions for conducting the risk assessment activity before the associated work begins.

   All documented decisions should be maintained in the project files or forwarded to the Risk Assessment Program (RAP) Quality Assurance Specialist (QAS), as applicable.

Risk Assessment Readiness Review Checklist

This form may be completed by the RATL at the beginning of a risk assessment project. Team members should sign the bottom of the form acknowledging they have been informed of each of the following items.

Project Name: _____ RATL: _____

A. Schedule and Budget

☐ Awareness of schedule requirements and ability to meet all deliverables.
☐ Awareness of budget restraints (if applicable).
☐ Availability of staff to meet schedule requirements. Staff may consist of the following: risk assessor, statistician, toxicologist, technical editor, QA specialist, fate and transport expert (modeling). Identification of responsibilities of all team members.

B. Materials

☐ Hardware and software capabilities necessary to support risk assessments in place with all computer systems having met QA guidelines. (Refer to the DMIP.)

C. Quality Assurance/Quality Control

☐ Appropriate filing system in place.
☐ System in place for forwarding all project and QA records to the central EMEF DMC. (Refer to ERWM/ER-P1110, Rev. 1.)
☐ Identified storage for project files.
☐ Identification of project contacts for technical exchange (to ensure that all members of the team are aware of major technical changes), document tracking and coordination, and QA Specialist, etc. List of project contacts should be available from RATL.
☐ Team awareness of project QA requirements. (Refer to EM&EF/ER-S2010, Rev. 0.)
☐ Method in place for QA/QC of risk result. (Refer to EM&EF/ER-P2009, Rev. 1.)

D. Project/Task management Plan and/or Scope of Work

☐ Understanding of project roles and responsibilities. (Refer to ER/C-S2001, Rev. 0 and ER/C-S2002, Rev. 0.)
☐ Understanding of data quality objectives (DQOs) and documentation requirements. (Refer to EM&EF/ER-P2305, Rev. 0.)
☐ Understanding of Site Operational History and Site Conceptual Model.
☐ Identification, documentation, and complete understanding of risk assessment exposure scenarios and assumptions. (All team members must be informed of changes that are made in the exposure scenarios and assumptions throughout the entire project by adequate documentation.)

Risk Assessment Readiness Review Checklist (continued)

E.   Standards, Procedures, and/or Instructions

☐   Awareness of all applicable risk assessment standards, procedures, instructions. (Refer to ES/ER/TM-180 (for human health risk assessment guidance), ES/ER/TM-33/R2 (for ecological risk assessment guidance), or appropriate Paducah or Portsmouth guidance.

☐   Completion of training requirements for all appropriate risk assessment standards, procedures, or instructions. If training cannot be completed before work begins, individuals are responsible for reading and abiding by all applicable procedures.

☐   Preparation of risk assessment document in accordance with *Risk Assessment Guidance for Superfund* (RAGS), ES/ER-TM-180, ES/ER/TM-33, FFA Annotated Outline for Remedial Investigation, the DQO Process, and other guidance provided by the RAP.

F.   Notes

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G.   Signatures of Risk Assessment Team

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

H.   Identified Deficiency and Corrective Actions

Identified Deficiency	Corrective Action	Completion Date