



# CASE INVENTORY DOCUMENTS

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# New Case Inventory Document

- About half the recent submittals include the new Case Inventory Document (CID)
- It is being used for complex and simple sites





# CIDs and OPRA

- If a hardcopy or CD is present in the archive, it will be available for the Requester
- If the CID is in NJEMS, it will be provided electronically via a CD







# CID Do's & Don'ts

## Do...

- Read the “Column Instructions” tab
- Provide the most up-to date CID
- Adhere to required file type and column instructions about pasting
- Include receptor issues





# CID Do's & Don'ts

CID Spreadsheet Ver 1.2.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Paste Font Alignment Number Styles Cells Editing

B65

1 Site Name:

2 PI #:

3 **IMPORTANT:** Do not copy and paste into more than 1 cell at a time because it can disrupt hidden equations

4 Case Inventory Document Version 1.2 02/20/14

AOC ID	AOC Type	AOC Details	Contaminated	AOC Status	Status
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

AOC Tracking Column Instructions Blank

Ready 80%





# CID Do's & Don'ts

## ❖ “AOC Details” Column

### ● Do...

- Provide AOC details to distinguish between multiple occurrences of same “AOC Type”
- For Federal UST AOC, provide # USTs, contents (Not “Other”), size

### ● Don't...

- Put overflow from “Activity” column here
- Tell all about investigation of AOC here







# CID Do's & Don'ts

RA Type	Was an Order of Magnitude Evaluation Conducted?	Activity
		July 2011 - During piping upgrade, stained soils were observed. Dec. 2013 RIR - Soil contamination delineated. RAW being prepared.
		Oct. 1994 SIR - Former USTs excavated and removed from site. Soil contamination identified and over-excavated. Post-ex sampling identified soil contamination up to 40,000 ppm EPH. Dec. 2013 RIR - Soil contamination delineated. RAW being prepared.
		March 2014 PA - identified AST as potential AOC. No signs of discharge, no staining around the AST. No further investigation planned.





# CID Do's & Don'ts

## ❖ “Activity” Column

### ● Do...

- Provide the high points
- State basis for a “no sampling” decision
- Tell what’s next
- Ensure all text is within the cell

### ● Don't...

- Cut & paste items that do not apply
- Leave blank

