New York State
Brownfield Opportunity Areas Program
Step 3 Application Site Assessment Supplement

Instructions:
Please fill out this form for each strategic brownfield site for which site assessment funding is being requested. The form(s) must be included with the Step 3 application package. A site can be defined for the purposes of a site assessment around one or more area(s) of concern and may include one or more tax parcels. The budget requested should be for the site and not broken down by tax parcel. It is recommended that the applicant receive conceptual approval of the proposed sites prior to applying for BOA site assessment funding. Please refer to Appendix E of the BOA Guidance for Applicants when filling out this form.

09/2010

Part I: BOA Information

1. Applicant Name:	2. DOS BOA No.
3. BOA Name:	4. Site Rank (in order of importance to the BOA Plan):

Part II: Site Eligibility Information

The questions apply to all tax parcels and all owners of the tax parcels that are part of the site. Please note, a yes answer to questions 1-5, or a no answer for questions 6-9, will result in the site being determined ineligible. If the site is ineligible, do not complete or submit supplement.

****Due to different eligibility criteria, acceptance of a site for a site assessment under the BOA Program does not relate to site eligibility under the New York State Brownfield Cleanup Program****

1. Is the site, or was any portion of the site, listed on the National Priorities List? ☐ Yes ☐ No
2. Is the site, or was any portion of the site, listed on the NYS Registry of Inactive Hazardous Waste Disposal Sites as a Class 1 or 2 Site? See the Division of Environmental Remediation (DER) website for a database of sites. ☐ Yes ☐ No
3. Is the site subject to a permit under ECL Article 27, Title 9, other than an Interim Status facility? See DER website for a list of RCRA permitted sites. Note: for purposes of this application, interim status facilities are not deemed to be subject to a RCRA permit. ☐ Yes ☐ No
4. Is the site subject to a cleanup order under Article 12 of the Navigation Law or ECL Article 17 Title 10? ☐ Yes ☐ No
5. Is the site subject to enforcement action under a State or Federal remedial program? ☐ Yes ☐ No
6. Is the site currently owned by a municipality as defined at 6 NYCRR 375-4.2 and 4.3(b)(1), or a volunteer as defined at 6 NYCRR 375-3.2? (see definitions on the following page) ☐ Yes ☐ No
7. Strategic Site – During Step 2 of the BOA process, did DOS determine the site to be a strategic site? ☐ Yes ☐ No
8. Brownfield Site – During Step 2 of the BOA process, did DOS determine that redevelopment or reuse may be complicated by the presence or potential presence of a contaminant at the site? ☐ Yes ☐ No
9. Site Assessment Needed - Is additional environmental information necessary to determine technically and economically viable land uses for the BOA? Justification to support a yes answer must be provided as an attachment. ☐ Yes ☐ No

Part II: Site Eligibility Information (Continued)

10. Site Ownership and Access - Is the applicant the site owner? ☐Yes ☐No

-**If yes**, the applicant must submit a deed with the application and certify that it is either a municipality as defined at 6 NYCRR 375-4.2 or a volunteer as defined at 6 NYCRR 375-3.2 by checking one of the boxes below.

-**If no**, the site owner of each tax parcel that is part of the site must submit a deed and a BOA Non-Applicant Site Owner and Access Certification form with the application. The form is available with the BOA Guidance for Applicants package on the Department of State's website.

****CERTIFICATION FOR APPLICANT-OWNED SITES ONLY** THE APPLICANT MUST BE ONE OF THE FOLLOWING:**

☐**VOLUNTEER**	☐**MUNICIPALITY**
An owner who is not responsible for the disposal of hazardous waste or discharge of petroleum, including an owner whose liability arises solely as a result of ownership, operation of or involvement with the site subsequent to the disposal of hazardous waste or discharge of petroleum. **-By checking the volunteer box, the site owner is also certifying that he/she has exercised appropriate care with respect to the hazardous waste found at the facility by taking reasonable steps to: i) stop any continuing discharge; ii) prevent any threatened future release; and iii) prevent or limit human, environmental, or natural resource exposure to any previously released hazardous waste.**	**A local public authority or public benefit corporation, a county, city, town, village, school district, supervisory district, district corporation, improvement district within a county, city, town, or village, or indian nation or tribe recognized by the state or the United States with a reservation wholly or partly within the boundaries of New York State, or any combination thereof who did not generate, transport, dispose of, arrange for, or cause the generation, transportation, or disposal of hazardous substance located at the site.** **- A municipality is not considered a generator, transporter, or arranger:(i) for having rendered care, assistance, or advice in the course of an incident creating a danger to public health or welfare or to the environment as a result of any release of a contaminant or the threat of same; or (ii) for having leased a site to another party that generated, transported or disposed of, or that arranged for or caused the generation, transportation or disposal of, any contaminant on such site unless such municipality knew that such other party generated, transported or disposed of, or arranged for or caused the generation, transportation or disposal of, such contaminant and failed to take any action to remediate, or cause the remediation of such contaminant.**

Part III. Current Site Owner/Operator Information

Owner's name and affiliation (List all parties holding an interest in the property):		
Address		
City/town		Zip Code
Phone	Fax	E-mail
Date of site ownership:		
Operator's name and affiliation:		
Address		
City/town		Zip Code
Phone	Fax	E-mail
Date of start of current operations:		

Part IV. Site Information

1. Site Name:		
2. Location/Address:	3. City/Town :	4. Zip Code:
5. Municipality where site is located:		
6. Counties:	7. Site Size (acres):	
8. Latitude for approximate center of property (degrees/minutes/seconds):	9. Longitude for approximate center of property (degrees/minutes/seconds):	
10. Horizontal Collection Method (method used to acquire location): ☐Survey ☐GPS ☐Map	11. Horizontal Reference Datum (NAD27 or NAD82):	

Part IV. Site Information (Continued)

12. Complete tax map information for all tax parcels included within the site boundaries.

Tax Parcel Address	Parcel No.	Section No.	Block No.	Lot No.	Acreage

13. The following maps must be provided as an attachment:
-The "Underutilized Sites Location Map" from the Nomination Report (Step 2), with strategic brownfield sites clearly identified.
-A county tax map with identifier numbers, along with any figures needed to show the location and boundaries of the site. If the boundaries of the site do not correspond to the tax map boundaries, provide a description of the property as an attachment.
-A USGS 7.5 minute quad map on which the site appears.

14. List of existing easements that have a direct bearing on the site assessment.

Easement Holder	Description

15. List of existing permits that have a direct bearing on the site assessment.

Type	Issuing Agency	Description

16. Previous Owners and Operators - A list of previous site owners and operators with names, dates of ownership/operation, last known addresses and telephone numbers must be provided as an attachment. Describe site owner's relationship, if any, to each previous owner and operator listed. If no relationship, put "none".

Part V. Site Environmental History

1. ENVIRONMENTAL REPORTS
If environmental reports (i.e. Phase I, Phase II, descriptive profile from the Nomination Report, remedial investigation) currently exist for the site or a portion of the site, they must be provided with the supplement.

2. KNOWN CONTAMINANTS: INDICATE KNOWN CONTAMINANTS AND THE MEDIA WHICH ARE KNOWN TO HAVE BEEN AFFECTED. LABORATORY REPORTS SHOULD BE REFERENCED AND COPIES INCLUDED.

Contaminant Category	Soil	Groundwater	Surface Water	Sediment	Soil Gas
Petroleum					
Chlorinated Solvents					
Other VOCs					
SVOCs					
Metals					
Pesticides					
PCBs					
Other*					

*Please describe:

Part V. Site Environmental History (Continued)

3. SUSPECTED CONTAMINANTS: INDICATE SUSPECTED CONTAMINANTS AND THE MEDIA WHICH MAY HAVE BEEN AFFECTED. PROVIDE BASIS FOR ANSWER AS AN ATTACHMENT.

Contaminant Category	Soil	Groundwater	Surface Water	Sediment	Soil Gas
Petroleum					
Chlorinated Solvents					
Other VOCs					
SVOCs					
Metals					
Pesticides					
PCBs					
Other*					

***Please describe:**

4. INDICATE KNOWN OR SUSPECTED SOURCES OF CONTAMINANTS, EITHER ONSITE OR OFFSITE (CHECK ALL THAT APPLY). PROVIDE BASIS FOR ANSWER AS AN ATTACHMENT.

☐ Above Ground Pipeline or Tank ☐ Lagoons or Ponds ☐ Electroplating ☐ Surface Spill or Discharge
☐ Routine Industrial Operations ☐ Industrial Accident ☐ Septic tank/lateral field ☐ Foundry Sand
☐ Dumping or Burial of Wastes ☐ Seepage Pit or Dry Well ☐ Drums or Storage Containers ☐ Underground Pipeline or Tank
☐ Coal Gas Manufacture ☐ Unknown

Other:_____

5. INDICATE PAST USE OF SITE RELEVANT TO CONTAMINATION. CHECK ALL THAT APPLY.

☐ Coal Gas Manufacturing ☐ Manufacturing ☐ Agricultural Co-op ☐ Dry Cleaner ☐ Salvage Yard
☐ Pipeline ☐ Service Station ☐ Landfill ☐ Tannery ☐ Electroplating
☐ Unknown

Other:_____

6. CURRENT AND INTENDED LAND USE: CHECK ALL THAT APPLY. SEE 6 NYCRR 375-1.8(G), AVAILABLE ON DEC'S WEBSITE, FOR A DESCRIPTION OF INTENDED USE CATEGORIES.

Current Use: ☐ **Residential** ☐ **Commercial** ☐ **Industrial** ☐ **Recreational** ☐ **Vacant**
Intended Use: ☐ **Unrestricted** ☐ **Residential** ☐ **Commercial** ☐ **Industrial**

Part VI. Scope of Work, Budget

Please provide the information listed below as an attachment to this form:

1. **A proposed scope of work including a schedule (in months) and a breakdown by major tasks for the site assessment. See Appendix E (Step 3 Site Assessments) of the BOA Guidance for Applicants and the ASTM Standard for Phase II Environmental Site Assessments (E1903-97 (2002)). The contractor hired for the BOA SA must meet the definition of a Qualified Environmental Professional as provided at 6 NYCRR Part 375-1.2(ak).**

   If an ASTM E1527 Phase I Environmental Site Assessment was not already performed on the property, the scope of a Phase I must be added to the proposed scope of work. See the Site Assessment Budget Request Worksheet for additional information.

2. **The estimated contractual budget should be broken down by expenditure categories within major tasks and be reasonable for the scope of work provided. Use BOA Program Site Assessment Budget Request Worksheet attached to this form. Any grantee administrative costs associated with the site assessment should be included in the Step 3 Implementation Strategy budget submittal. The total of all the site assessment contractual budgets must be included in Part H, column 2 of the Step 3 application.**