RCRA FIRST TOOL 12: Project Manager Transition Checklist

This transition checklist defines the steps and associated activities needed to facilitate seamless on-boarding and/or transition of a new RCRA corrective action project manager within the EPA, Industry, and Consultants. The plan is specific to RCRA corrective action and is not inclusive of other on-boarding activities unrelated to corrective action.

RCRA Project Manager Transition Plan

Step 1: Receive RCRA FIRST Orientation

- ◯ Standardized Process
- ◯ RCRA FIRST Tools (most up to date RCRA FIRST Toolbox)
- ◯ Communications Plan
- ◯ Control Plan

  Timeframe: To be completed within **1-7 business days** from the first day in the position and <u>must be completed prior Step 2</u>

Step 2: Provide electronic files for review and permanent reference to include:

- ◯ Executive Summary (with specific references to documents (e.g., page, table, etc.))
- ◯ Regulatory drivers, order permit
- ◯ Enforcement history
- ◯ Key decisions to date
- ◯ Monthly and quarterly reports
- ◯ Team members' names, RCRA-specific roles, and contact information

  Timeframe: To be completed within **7-10 business days** from the first day in the position

Step 3: Conduct a formal transition meeting with the following discussion items in the agenda:

- ◯ Executive Summary:
  - Current status
  - Stakeholders
  - Goals
  - Field schedule
  - Concise and graphical Conceptual Site Model (area specific):
    - o Investigation results
    - o Problems identified; risks
    - o Gaps in decision support
    - o Outstanding issues
    - o Complete exposure pathways and reception
  - RCRAInfo codes
  - Latest and/or current deliverable in which expected to pursue
  - Outstanding technical issues
- ◯ Community outreach
- ◯ Political landmines

○ Opportunity to enter the underlined standardized process via Corrective Action Framework (CAF)

Notes:

- Transition Meeting is to take place at the site
- Preceding Project Manager is to attend via conference if unable to attend in person
- The direct supervisor of the RCRA Project Manager is to chair the meeting

Timeframe: To be completed within **14-30 business days** from the first day in the position