

From: [Indiana Department of Transportation](#)
To: [Bales, Ronald](#)
Subject: INDOT Environmental Services Division, Site Assessment & Management - Updated Manual and Guidance (July 2020)
Date: Monday, July 13, 2020 8:19:32 AM

Hello everyone!

We are pleased to announce that the Site Assessment & Management (SAM) Manual has been updated along with several of our supporting documents. I am beyond excited to send this email because, amid these odd times, SAM has updated the SAM Manual including several of the supporting documents. The new SAM Manual and supporting documents can be found at <https://www.in.gov/indot/2523.htm>

There are several updates that are provided in the manual and to the supporting documents. Here are some of the changes:

- We have set up a new generic email address esd.sam@indot.in.gov – all new submissions on and after AUGUST 1st (Red Flag Investigations (RFIs), Limited RFIs, Phase I and Phase II Environmental Site Assessments (ESAs), Scopes of Work, and general questions) should be sent to this email address. SAM will be managing the flow of work coming in and responding to emails within this account a few times a week. An example submittal email with details concerning the new email address are on **Page 5** of the manual.
- We have new written guidance in place for requesting an expedited review on **Page 6**.
- We have a new section detailing when a Limited RFI should be prepared (**Page 11**) and the updated Limited RFI flow chart has been added to **Appendix C**
- **Section 6.4 (Page 21)** has been updated to include additional information concerning lead-based paint and additional guidance on why, how, and when to obtain an EPA ID # on **Page 23**.
- Both of the State and LPA RFI templates have been updated and are in **Appendix A** and the word document files were added to the Environmental Policy website <https://www.in.gov/indot/2523.htm>.
- Significant changes have occurred to the RFI Guidance document (both State and LPA) and are provided in **Appendix B**.
 - Environmental Services has been updated to Environmental Services Division (ESD) throughout the template and guidance,
 - Several new examples have been provided in the Infrastructure Section and the use of MOT or “Traffic will be maintained” in the write-ups has been removed,
 - New recommendation language has been provided in the impaired Water Resources Section,
 - This was due to IDEM’s request not to be notified concerning IBC, nutrient, and DO impairments
 - New recommendation language has been updated in the Urbanized Area Boundary (UAB) Section,
 - This was changed due to IDEM and INDOT no longer maintaining the UAB contact information spreadsheet
 - Several new tips have been added and the recommendation language has been updated in the Hazardous Material Concerns Section,
 - The Rusty Patched Bumble Bee search has been removed as it is now covered in IPaC.
- New figure templates have been generated and are being uploaded to the website.

It is our hope that the process changes will streamline the workflow, and that the wording/statement changes will provide additional clarity for making effective and timely recommendations. We appreciate the questions and input from all manual users and hope that these changes make your jobs easier!

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