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 must be completed prior Step 2

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):
    - Investigation results
    - Problems identified; risks
    - Gaps in decision support
    - Outstanding issues
    - Complete exposure pathways and reception
  - RCRAInfo codes
  - Latest and/or current deliverable in which expected to pursue
  - Outstanding technical issues
- Community outreach
- Political landmines

RCRA FIRST Toolbox Page 1
Opportunity to enter the **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