

# **SAFEGROUNDS Learning Network**

## **Workplan for SAFEGROUNDS Learning Network FY2007-08**

**RP 767 – Revision of the SAFEGROUNDS Guidance on the management of contaminated land and its supporting documents.**

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## 1 INTRODUCTION

This document sets out the work to be undertaken by the SAFEGROUNDS Learning Network during the 2007/8 Financial Year. The work described in this document will be undertaken as part of the programme of work, which began in June 2006, to produce a suite of revised and new guidance documents on the management of contaminated land. The PSG agreed specification for this work is included as Appendix A.

During the 2006/7 Financial Year programme the following tasks were completed:

- Preparation and agreement of flow diagrams
- Preparation and agreement (through stakeholder consultation) of a stakeholder engagement plan (SEP)
- Preparation and agreement of work plans for Part B (FY 2006/7) and Part C (FY2007/8)
- Preparation of, and consultation on, the scope function, form and outline contents of LMGv2, the Citizens' Guide and the Guide to the Comparison of Land Management Options.

## 2 BACKGROUND

The SAFEGROUNDS PSG agreed at its meeting at the end of February 2007 that CIRIA should seek to maximise the delivery of outputs in the 2007-08 financial year, rather than delaying the delivery of documents into the 2008-09 FY. The points raised by the PSG have been considered by CIRIA during the development of this work plan and the associated budget.

### *Documents to be produced (2007-08 FY)*

The following documents will be produced during the 2007-8 Financial Year programme:

- the second version of the primary SAFEGROUNDS guidance on the management of contaminated land (*LMGv2*);
- a new *citizens' guide* to the management of contaminated land;
- a new guidance document on *comparisons of options* for the management of contaminated land, to support LMGv2;
- a revised guidance document on *site characterisation*, to support LMGv2.

All of these documents are high priority and closely linked. The Site Characterisation document is the oldest and is very popular as a website download.

### *Documents to be postponed (until 2008-09 FY)*

It is proposed to postpone until FY 2008-09 the production of the Executive Summaries for LMGv2, the Risk Assessment Document and version 6 of the Regulatory Framework information paper. The Executive Summaries (three or four, for different types of site) cannot be finished until after LMGv2 is complete, so can be readily postponed. Version 5 of the Regulatory Framework Paper will be published in May/June 2007, so there is no pressing need to amend this paper during the 2007-08 FY.

The reason for postponing the Risk Assessment Document is that, in addition to updating it, it will be suggested that its scope is expanded to include deriving clean-up levels (radionuclide concentrations) from risk criteria (in particular the HSE and EA one in a million criteria for delicensing and no remediation, respectively). There are a number of regulatory developments due in 2007/08 that would need to be taken account in both the updating and the expansion (for example, reactions to new ICRP recommendations, new HSE technical guidance on delicensing, new EA guidance on risk criteria for radioactive waste disposal).

### *Documents to be omitted*

It is proposed not to update the Stakeholder Involvement Document that supports LMGv1. This is because enough general and site-type specific guidance can be given and signposted in LMGv2.

It is proposed to leave the Record Keeping Guidance as a standalone document, rather than attempting to revise it in 2008 to be consistent with LMGv2. This is because the Record Keeping Guidance deals mainly with technical issues and no major inconsistencies are expected to arise.

## **3 Schedule of activities**

The four documents will be produced following the SAFEGROUNDS drafting and consultation process [[http://www.safegrounds.com/pdf/safegrounds\\_process.pdf](http://www.safegrounds.com/pdf/safegrounds_process.pdf)].

**Table 1: Schedule of activities**

<b>1</b>	<b>Preparation and consultation on outline contents of Site Characterisation Document and PSG meeting 13</b> <i>June – July 2007</i>
1.1	Prepare outline contents of Site Characterisation Paper
1.2	Consult on outline contents of Site Characterisation Paper
1.3	Progress report 1
1.4	PSG meeting 13
<b>2</b>	<b>Preparation of 1<sup>st</sup> draft and consultation for LMGv2, Citizens' Guide, Guide to Options Comparison and Site Characterisation Paper</b> <i>August – November 2007</i>
2.1	Prepare 1 <sup>st</sup> draft of LMGv2, Citizens' Guide, Guide to Options Comparison and Site Characterisation paper
2.2	Consult on 1 <sup>st</sup> draft of LMGv2, Citizens' Guide, Guide to Options Comparison and Site Characterisation paper
2.3	Workshop to discuss issues arising from the consultations on the 1 <sup>st</sup> drafts of LMGv2, Citizens' Guide, Guide to Options Comparison and Site Characterisation paper
2.4	Progress report 2
2.5	PSG meeting 14
<b>3</b>	<b>Preparation of 2<sup>nd</sup> draft and consultation, and preparation of final draft and finalisation for LMGv2, Citizens' Guide, Guide to Options Comparison and Site Characterisation Paper</b> <i>December 2007 – April 2008</i>
3.1	Prepare 2 <sup>nd</sup> draft of LMGv2, Citizens' Guide, Guide to Options Comparison and Site Characterisation paper
3.2	Consult on 2 <sup>nd</sup> draft of LMGv2, Citizens' Guide, Guide to Options Comparison and Site Characterisation paper
3.3	Progress report 3
3.4	PSG meeting 15
3.5	Prepare final draft of LMGv2, Citizens' Guide, Guide to Options Comparison and Site

	Characterisation paper
3.6	PSG sign-off and publication of LMGv2, Citizens' Guide, Guide to Options Comparison and Site Characterisation paper

#### **4 NETWORK MANAGEMENT ACTIVITIES**

In addition to the work detailed in Table 1, CIRIA will also undertake the following activities in relation to the management of the SAFEGROUNDS Network.

- Review, update and maintain the website
- Recruitment of Network Members
- Communication and liaison to promote SAFEGROUNDS
- Production of revisions to slides, brochure and other promotional material as required

#### **5 MEETINGS**

The following meeting are anticipated:

- 3 steering group meetings
- 3 team or working group meetings
- 1 stakeholder workshop

**APPENDIX A: PROJECT SPECIFICATION – REVISION OF THE SAFEGROUNDS GUIDANCE ON THE MANAGEMENT OF CONTAMINATED LAND AND ITS SUPPORTING DOCUMENTS (FINAL)**

**CIRIA Research Project Specification**

***Revision of the SAFEGROUNDS Guidance on the Management of Contaminated Land and its Supporting Documents (final)***

**Document No: SPEC PROP2344**

***Issue date: 9 June 2006***

**Version: 1**

**Prepared by: Jeff Kersey, CIRIA**

**VERSION CONTROL**

**DOCUMENT TITLE: SPEC PROP 2344 – CIRIA Research Project Specification - Revision of the SAFEGROUNDS Guidance on the Management of Contaminated Land and its Supporting Documents (final)**

**VERSION AND DATE: Final, 09 June 2006**

**PRIMARY AUTHOR: Jeff Kersey, CIRIA**

**PREPARED FOR: SAFEGROUNDS Project Steering Group**

**HISTORY: Supersedes ‘CIRIA Research Project Specification - Revision of the SAFEGROUNDS Guidance on the Management of Contaminated Land and its Supporting Documents (draft 4.0)’**

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## 1 OBJECTIVE

The objective of the project is to produce a second version of the SAFEGROUNDS guidance on the management of contaminated land and corresponding versions of existing and new SAFEGROUNDS documents to support the guidance. Tenders are invited from suitably qualified technical consultants, or consortia of consultants, to support CIRIA in this work.

## 2 BACKGROUND

### 2.1 The SAFEGROUNDS Learning Network

The project will be a major part of the work of the SAFEGROUNDS Learning Network during 2006 and 2007. The aims, content, participants and funders of SAFEGROUNDS are given on its website, [www.safegrounds.com](http://www.safegrounds.com). SAFEGROUNDS has a project steering group (PSG), who will oversee this project. The current versions of the land management guidance and all its supporting documents are available on the website.

### 2.2 Timescales

Invitation to submit pre-qualification statement:	9 <sup>th</sup> June 2006
Deadline for submission of pre-qualification statement:	26 <sup>th</sup> June 2006 (12.00)
Notification of whether organisation has been shortlisted:	30 <sup>th</sup> June 2006
Invitation to tender:	30 <sup>th</sup> June 2006
Deadline for tender submissions:	24 <sup>th</sup> July 2006 (12.00)
Invitation to interview:	28 <sup>th</sup> July 2006
Contractor selection interviews:	W/B 31 <sup>st</sup> July 2006
Commencement of work:	7 <sup>th</sup> August 2006

### 2.3 Management of the research project

- The project will be managed by an appointed CIRIA Project Manager
- CIRIA shall use the SAFEGROUNDS Project Steering Group who will oversee the project and sign-off drafts
- Steering group meetings will be arranged by CIRIA and will be held as noted in the programme (below) - the contractor should be available to attend these meetings as required
- The contractor will be required to prepare all their drafts and other reports in a timely manner so that consultation and meeting schedules can be met
- The contractor will be required to prepare regular progress reports (timing to be agreed with CIRIA) and prepare detailed work programmes for each period of the project
- The Project Manager shall be the principal contact between the contractor and the steering group
- CIRIA will have the option to organise for the final draft documents to be internally reviewed and edited and the contractor will be responsible for incorporating any comments noted by the editor or reviewer
- Refer to Table 1 and section 9 for indications of the contractor's role envisaged by CIRIA

### Project parts

The project is to be carried out in three parts. The table below lists these and broadly indicates the role of the contractor for each as envisaged by CIRIA. Tenderers should consider this, along with the indicative days for FY2006-07 shown in section 9 below, in preparing their tenders.

**Table 1 Project parts and role of contractor**

<b>Part</b>	<b>Timing</b>	<b>Description of main activities</b>	<b>Contractor role</b>
<b>A</b>	May – July 06	Development of the generic flow diagram, the SEP and workplans	<ul style="list-style-type: none"> <li>No role for contractor under this contract</li> </ul>
<b>B</b>	July 06 – Apr 07	Further development of the workplans and the SEP and groundwork for the development of LMGv2 and 3 supporting documents	<ul style="list-style-type: none"> <li>Minor support to advise on draft SEP and workplans</li> <li>Support in drafting documents suitable for establishing through consultation the function, form, content of LMGv2, options paper and citizens' guide</li> <li>Drafting of v5 of the regulatory framework paper</li> </ul>
<b>C</b>	May 07 – Apr 08	Finalising guidance outputs	<ul style="list-style-type: none"> <li>Relatively major support drafting and finalising documents: <ul style="list-style-type: none"> <li>LMGv2</li> <li>Executive Summaries of LMGv2</li> <li>Citizens' Guide</li> <li>Supporting Document on Comparisons of Land Management Options</li> <li>Supporting Document on Site Characterisation</li> </ul> </li> <li>Relatively minor support in drafting updates: <ul style="list-style-type: none"> <li>Supporting Document on the Regulatory Framework (v6)</li> <li>Supporting Document on Health and Environmental Risk Assessments</li> <li>Supporting Document on Stakeholder Involvement</li> <li>Supporting Document on Record-Keeping</li> </ul> </li> <li>Minor support for launch event</li> </ul>

Tenderers are required to submit a tender to cover Parts B and C but to provide separate costings for the 2 parts. A contract for Part B will be issued to the successful tenderer this year and a new contract for Part C will be issued in FY2007.

## **2.5 Production of reports**

The contractor is required to indicate their capability in producing high quality draft reports in appropriate formats, and in a prompt manner, whilst working within the demands of the type of stakeholder consultation process shown in the appendix. They should indicate their ability to work with CIRIA in balancing the need and desire for stakeholder engagement in all stages of document production with the costs and demands on stakeholders' time. In particular they should show how they intend to prepare final draft documents in circumstances where there are differing stakeholder views and limited resources for further consultation and deliberation.

Examples of previous SAFEGROUNDS guidance documents can be seen by looking at documents carrying the SAFEGROUNDS icon (follow this link: [http://www.safegrounds.com/other\\_guidance.htm](http://www.safegrounds.com/other_guidance.htm)). A detailed style guide will be provided by CIRIA.

## **2.6 Reasons for Revising the Land Management Guidance**

The first version of the SAFEGROUNDS guidance on the management of contaminated land (LMGv1) was issued in 2002. It was intended to be a 'living document' that would be revised in the light of technical, regulatory and organisational developments, and of experience in its use.

Given the pace of events, it is appropriate to plan to issue the second version of the guidance (LMGv2) around the end of 2007. This will take into account developments to date, for example the establishment of the Nuclear Decommissioning Authority (NDA) and the Health and Safety Executive's (HSE's) 2005 policy statement on the criterion for delicensing nuclear sites. It can also take into account events that will occur during 2006 and the first half of 2007, for example the extension of the Part IIA regime to radioactively contaminated land.

Five years is also about the right length of time for a revision to benefit from experience in using LMGv1. It has been found that LMGv1 is somewhat difficult to use and, while sound on principles, offers too little practical assistance. It has been suggested that there should be more emphasis in the guidance on effective use of resources and on value for money in the management of contaminated land on nuclear-licensed sites and defence sites. There is also the question of whether the guidance should be extended to deal explicitly with other types of site where radioactive contamination may be present.

It has been apparent for some time that LMGv1 and the four page summary of it are only really suitable for fairly technical audiences. There is a need for a separate but complementary "citizens' guide" that can be used more easily by a wider range of audiences, including members of site stakeholder groups and senior managers whose background is from outside the civil and defence nuclear industries. This citizens' guide should relate to LMGv2 and should be prepared at the same time.

## **2.7 Existing and New Supporting Documents**

The existing SAFEGROUNDS documents that support LMGv1 are those on site characterisation, stakeholder involvement, assessment of health and environmental risks, the regulatory framework and technical options for managing contaminated land. The guidance on site characterisation was produced in 2000, before LMGv1. It needs to be recast as a technical supporting document to LMGv2, as well as being updated to reflect developments over the past five years. The documents on stakeholder involvement, the regulatory framework and risk assessment have been revised recently but all three will need to be looked at again during the course of this project. It may be that the material on stakeholder involvement is best incorporated in LMGv2 rather than continuing to be in a standalone document. The material on technical options, updated as necessary, could be included as an appendix in a new supporting document on comparisons of options (see below).

The SAFEGROUNDS PSG has recently decided that a short supporting document is needed to give further guidance on record-keeping for contaminated land. Consultation on its content began in November 2005 and the document will be prepared in 2006. The document will need to be checked at the end of the project to ensure it is consistent with LMGv2.

It has been SAFEGROUNDS intention for some time to produce guidance on the comparison of options for the management of contaminated land. The main aim of such guidance would

be to help site owners/operators to identify and weigh up the advantages and disadvantages of alternative long-term management options, and hence help them to choose between, for example, containment of contamination and its removal for disposal elsewhere. LMGv1 contains some material on this topic but various stakeholders have expressed a desire for more guidance in a separate document. It is sensible to prepare guidance on comparing options in parallel with the production of LMGv2 because this will make it easier to avoid overlaps and inconsistencies between the two documents.

### 3 SCOPE

#### 3.1 Description

The project is to produce, around the end of 2007, a set of SAFEGROUNDS guidance documents that can be used for several years. The entire set is to consist of:

- the second version of the SAFEGROUNDS guidance on the management of contaminated land (*LMGv2*);
- a *citizens' guide* to the management of contaminated land;
- *executive summaries* of LMGv2 for different types of site; and
- supporting documents on:
  - *comparisons of options* for the management of contaminated land, including an appendix on *technical options* for the management of contaminated land (unless it is decided to produce this as a separate document);
  - *site characterisation*;
  - the UK *regulatory framework* for contaminated land;
  - *assessments of the health and environmental risks* of contaminated land;
  - *record-keeping* during the management of contaminated land; and, if a separate document is found to be necessary,
  - *stakeholder involvement* in the management of contaminated land.

LMGv2 is expected to look rather different to the existing SAFEGROUNDS guidance (see Section 3.2 below), so it and its executive summaries will, in effect, be new documents although they will be based on previous versions. The citizens' guide and the document on comparisons of land management options will be completely new and will be produced "from scratch" during the project. The documents on site characterisation, the UK regulatory framework and assessments of health and environmental risks, and, if it is required, the document on stakeholder involvement, will be revised or updated versions of existing SAFEGROUNDS material. The guidance on record-keeping will be produced during 2006 outside of this project and will only need to be checked for consistency with LMGv2 at the end of the project.

#### 3.2 Coverage

##### 3.2.1 Types of Site

All the current SAFEGROUNDS guidance is for contaminated land on nuclear-licensed sites and contaminated land on defence sites that are scheduled for a change of use and/or ownership. It is recognised that the guidance may be useful for other types of site where radioactive contamination is present but there is no specific SAFEGROUNDS guidance for them. Subject to the agreement of stakeholders, the revised guidance will deal explicitly with these other types of site. This will make the guidance more useful to a wider range of people and enable it to complement all of the regulatory guidance for contaminated land in the UK.

It is envisaged that five or six types of site will be covered. These could be:

- nuclear sites that will be operational for many years
- nuclear sites that are being, or that will soon start to be, decommissioned (perhaps sub-divided into sites where some buildings (eg waste stores) will remain for decades or even centuries and sites to be decommissioned completely within a relatively short time)
- non-nuclear defence sites (perhaps sub-divided by size or location or other factors)
- industrial, medical and research sites (perhaps sub-divided by type of radioactive contamination, eg short-lived or long-lived radionuclides)
- land outside the above types of site that becomes contaminated as a result of a nuclear or radiological accident or emergency.

### 3.2.2 Stages in Land Management

In LMGv1 “management” of contaminated land is defined as excluding “the characterisation of sites to determine whether and to what extent the land is contaminated”. This was because the SAFEGROUNDS site characterisation guidance had already been produced and there was no wish to duplicate it. It is proposed that LMGv2 will only exclude the initial investigations that determine whether there is any contamination present or likely to be present (ie “management” will be defined to include all the actions that need to be taken once any contamination has been discovered or is suspected)\*. The revision of the site characterisation guidance will eliminate any duplication between it and LMGv2.

*\* note there have been some recent comments from steering group members that the initial investigations should be included in LMGv2 and therefore this question will remain open for consultation*

### 3.2.3 Function of LMGv2

LMGv2 is intended to provide helpful, independent, consensus-based guidance on the management of contaminated land on all types of site where radioactive contamination may be present. It is the PSG’s view that the guidance should be more practical than that in LMGv1 but LMGv2 should not aim to be a detailed ‘how to’ manual. It should assist the development and implementation of strategic and case-by-case approaches to the management of contaminated land that are acceptable to most stakeholders, that are risk-informed and that make the most effective use of resources. Ideally, LMGv2 would have a higher status than LMGv1, in the sense that more organisations would endorse and encourage its use. The aim would be for LMGv2 to carry the SAFEGROUNDS icon which would indicate its status as a stakeholder-endorsed document. Now that there is to be a citizens’ guide, LMGv2 itself can be more focused on a technical audience.

### 3.2.4 Form of LMGv2

It is proposed that LMGv2 will be based on flow diagrams that take the user through the process of managing contaminated land on each type of site. It will have separate parts that deal with the whole management process for each type of site, so that users do not have to move between several parts of the document in order to get the full picture for their site type. Figure 1 shows the type of structure that the PSG has in mind. A generic flow diagram that summarises the land management process for all types of site is to be agreed with the PSG at a very early stage in the project, so that it can be used in developing workplans for the production of LMGv2 and the supporting documents.

### 3.2.5 Key Principles for the Management of Contaminated Land

LMGv1 is built around the SAFEGROUNDS key principles for the management of contaminated land. Formulating and agreeing these principles was a difficult process, and, as far as the PSG is aware, they are widely viewed as sound. The PSG feels that it is necessary to ask stakeholders whether they would like any amendments or additions to the

key principles but emphasises that any major changes would need clear and convincing justification, and the agreement of a large majority of stakeholders.

### 3.2.6 Outline Contents of LMGv2

The following points should be considered in establishing, via stakeholder consultation, the contents of LMGv2 in outline:

- the level of detail in which each type of site (see Section 3.3.1) is to be covered (eg should there be less detail for sites other than nuclear and defence sites?)
- the level of detail in which non-radioactive contamination is to be covered (eg by signposting all the relevant guidance for non-radioactive contamination or only including enough detail to deal with sites with both radioactive and non-radioactive contamination?);
- the number of stages in the contaminated land management process and when involvement of various stakeholders should begin (eg regulators should be consulted at a very early stage but should the public be consulted during or after detailed site characterisation?);
- what guidance should be in LMGv2 and what in supporting documents, in particular whether it would be better to bring all the material on stakeholder involvement into LMGv2, rather than to have a separate supporting document containing some of it;
- what should be done about referencing and signposting documents that were produced outside of SAFEGROUNDS and that are not entirely consistent with the key principles, and/or contain material to which some stakeholders object strongly;
- any particular points to bring out for each type of site, for example:
  - the context in which decisions on the management of contaminated land will be taken (which will differ from one type of site to another);
  - for nuclear sites that are being decommissioned, the role of the NDA, the use of site stakeholder groups for consultation, the influence of integrated waste strategies on contaminated land management and vice versa, prioritising contaminated areas within a site;
  - for operational nuclear sites, the emphasis to be given to monitoring and control (particularly groundwater monitoring), rather than detailed characterisation and clean-up;
  - for smaller defence sites, the possible need for a strategic rather than a site by site approach;
- how to handle issues common to all types of site (eg potential changes in low level radioactive waste management policy).

### 3.2.7 Case Studies

Case studies on various aspects of the management of contaminated land on nuclear and defence sites are being developed and placed on the SAFEGROUNDS website. These should be referred to in LMGv2 and its supporting documents, rather than inserting any case studies into the documents. The types of further case studies needed to illustrate particular points should be identified and described at the launch event at the end of the project.

## 4 METHOD

### 4.1 Stakeholder Consultation

Stakeholder consultation is an important part of the production of all SAFEGROUNDS guidance documents. Figure 2 shows the type of process that is usually followed. In this project the extent of the consultation depends on the nature and status of the document. There will be considerable consultation on LMGv2 and the citizens' guide but rather less on some of the supporting documents. The major means of consultation will be the use of the

SAFEGROUNDS website, and discussions with the steering group for the whole SAFEGROUNDS project (the PSG). The PSG will also have an oversight role and be the body that approves the issue of final documents.

#### 4.1.1 During Project Definition

Stakeholder consultation on what the project will consist of has been started by CIRIA and will be completed by them with support from the contractor. In the very early stages of the project CIRIA will prepare, and consult stakeholders about, a “stakeholder engagement plan” (SEP) for the project. The SEP is to be formulated at the same time as the workplans for the project (see Section 4.2.3).

The SEP will explain what the project is about and show how stakeholders could participate at each stage. For LMGv2 and the citizens’ guide, the consultation should ideally be both ‘wide’, in the sense that many different types of stakeholder are consulted, and ‘deep’, in the sense that people are asked about the contents of the document in detail as well as in outline. This is also the case for some of the supporting documents, for example that on comparisons of land management options. The SEP should aim to balance the need and desire for stakeholder engagement in all stages of producing these documents with the costs and demands on stakeholders’ time. It should show how the contractor intends to prepare final draft documents in circumstances where there are differing stakeholder views and limited resources for further consultation and deliberation. For other supporting documents, for example the revised one on site characterisation, consultation should be deep but could be confined to a narrow range of stakeholders, provided that the contents of the document have been approved in outline by a group that is sufficiently representative of the views of all stakeholders.

The draft SEP will be discussed with and approved by the PSG prior to issue to all the stakeholders who may wish to be consulted during the project. Stakeholders will be asked for comments on the basic content of the project (eg whether it is worthwhile to produce all the supporting documents) and on the SEP (eg whether there are enough opportunities and sufficient means for stakeholders to input their views). They will also be asked to indicate how they would be willing and able to contribute their views throughout the project (eg could they attend meetings and comment in detail on draft documents, or would they only be able to respond to short website questionnaires). The SEP will be finalised in the light of these views and, after approval by the PSG, be published on the SAFEGROUNDS website.

#### 4.1.2 During Scoping and Drafting

The SAFEGROUNDS website will be used for consultation throughout the project. A dedicated area of the website will be created. This will be open to the public and will contain questionnaires, responses to these and proposed means of dealing with points made, draft guidance and supporting documents, comments on these and proposed means of addressing them in redrafts, and notes on workshop, working group and PSG discussions. The area will be managed by CIRIA but the contractor will be responsible for producing most of its content.

Drafts of all the documents that are to be placed on the website will be discussed with the SAFEGROUNDS PSG and amended in the light of their comments. Sub-groups of the PSG will be formed to deal in detail with some documents. There will be at least one workshop for a wide range of stakeholders to discuss LMGv2. There may also be smaller meetings and working groups of stakeholders to resolve difficult issues. There will be a launch event at the end of the project to present its results and discuss the SAFEGROUNDS forward programme.

CIRIA will circulate draft documents to PSG members and, when there is wider consultation, to other stakeholders. CIRIA will also chase up comments, log them and pass them to the contractor, who will prepare proposed responses for discussion with the PSG. If it is necessary at any stage, CIRIA will encourage more stakeholders to participate in the project by replying to consultations or attending meetings.

## **4.2 Tasks (see table 2 for contractor role)**

### **4.2.1 Task 1: Generic flow diagram**

The project will begin with the preparation of a generic flow diagram for the process of managing contaminated land (see Figure 1). The PSG has begun to develop a generic flow diagram and this will be used as a starting point. The final version is to be agreed with the SAFEGROUNDS PSG before substantial work begins on tasks 3 – 12.

Summary of sub-tasks:

- Form working group (project team)
- Prepare draft
- Obtain steering group sign-off

### **4.2.2 Task 2: Stakeholder engagement plan (SEP)**

A detailed stakeholder engagement plan for Part B and a draft stakeholder engagement plan for Part C will be prepared. The SEP is to be agreed with the SAFEGROUNDS PSG before substantial work begins on tasks 3 – 12. The SEP for Part C will be revised and expanded at the end of Part B.

Summary of sub-tasks:

- Prepare draft for Part B
- Obtain steering group sign-off of final version for Part B
- Prepare draft SEP for Part C
- Obtain steering group sign-off of final version for Part C

### **4.2.3 Task 3: Workplans**

A detailed workplan and costs for Part B and a draft workplan and costs for Part C will be prepared. The workplans should take into account the links between the various documents and their implications for the timing of consultations and drafting. They should contain milestones and proposed times of progress meetings. Workplans are to be agreed with the SAFEGROUNDS PSG before substantial work begins on tasks 3 – 12. The draft workplan for Part C will be revised and expanded at the end of Part B.

Summary of sub-tasks:

- Prepare draft for Part B
- Obtain steering group sign-off for Part B
- Prepare draft for part C
- Obtain steering group sign-off for Part C

### **4.2.4 Task 4: LMGv2**

The function, form and outline contents of LMGv2 are to be established through stakeholder consultation in Part B of the project. There will be one or two rounds of consultation via the SAFEGROUNDS website, followed by a workshop to which a wide range of stakeholders will be invited. It is important that the website consultations on LMGv2 use open questions and do not attempt to predetermine outcomes. On the other hand, it is essential not to overburden consultees by requiring them to read all existing documents in detail or to start

from scratch on all issues. Experience gained in preparing and using LMGv1 and the various versions of the supporting documents should also be taken into account.

The contractor will prepare the material for each round of PSG and website consultation. Website material is to be submitted to the PSG for approval prior to use. CIRIA will notify selected stakeholders that the consultation has started and encourage them to respond. CIRIA will collate responses from each round of website consultation and pass them to the contractor, who will propose means of dealing with each major point made when preparing LMGv2. These proposals will be approved by the PSG prior to posting on the website with the consultation responses.

CIRIA will organise the workshop and arrange for independent facilitation, with the assistance of the contractor. The purpose of the workshop will be to discuss the output from the website consultations and agree the way forward for the drafting of LMGv2, including means of resolving any outstanding issues, for example through single meetings between small numbers of stakeholders or by forming working groups of stakeholders who will meet a few times. The contractor will prepare a summary of the outcome of the workshop, for posting on the website. After the workshop, a detailed workplan will be prepared for drafting LMGv2, with a firm cost estimate.

Drafting of LMGv2 will take place in Part C of the project. It is envisaged that there will be two full drafts prior to the final version. Each draft will be submitted to the PSG for approval to issue, then placed on the website with a request for comments. CIRIA will collate the comments and the contractor will draft responses. After approval of the responses by the PSG, the collated comments and responses will be posted on the website, with a note of PSG discussions if appropriate. The final draft of LMGv2 will be submitted to the PSG and their comments incorporated before publication on the SAFEGROUNDS website. A note of any last minute changes required by the PSG will be prepared and placed in the LMGv2 consultation area of the website.

Depending on the outcome of the consultations on the outline content of LMGv2, there may be meetings of working groups or ad hoc groups of stakeholders in Part C to resolve outstanding issues. CIRIA will provide facilitation for such meetings and the contractor will prepare short notes of their results, which will be placed on the website.

Summary of sub-tasks:

- Form working group(s)
- Prepare a document suitable for first stage consultation on function, form, key principles and outline contents
- Carry out first stage consultation on function, form, key principles and outline contents
- Hold workshop consultation on function, form, key principles and outline contents and prepare summary of the outcome
- Obtain steering group sign-off of function, form, key principles and outline contents
- Prepare detailed workplan for drafting LMGv2 including firm cost estimate
- Prepare first full draft and obtain PSG sign-off before issuing for consultation
- Carry out consultation on first full draft
- Prepare second full draft and obtain PSG sign-off before issuing for consultation
- Carry out consultation on second full draft
- Produce final version

#### 4.2.5 **Task 5:** Executive Summaries of LMGv2

It is anticipated that one executive summary of LMGv2 will be needed for each type of site covered. These documents will be aimed primarily at a technical audience who are familiar with contaminated land issues. They will provide a short overview of the key points of LMGv2 and act as briefing notes for each type of site. Each executive summary could be

similar in length and format to the four page summary of LMGv1 (see [www.safegrounds.com/summary.htm](http://www.safegrounds.com/summary.htm)), except that it would include the flowchart for the type of site. Drafts of the executive summaries are to be prepared during Part C of the project and placed on the website for comment. The procedure for collating and responding to comments, and for approval of drafts and final versions, will be as for LMGv2 (see Section 4.2.4).

Summary of sub-tasks:

- Prepare first full drafts and obtain PSG sign-off before issuing for consultation
- Carry out consultation on first full draft
- Prepare second full draft and obtain PSG sign-off before issuing for consultation
- Carry out consultation on second full draft
- Produce final versions

#### 4.2.6 **Task 6:** Citizens' Guide

The citizens' guide is to be a separate, complementary document, not a summary of LMGv2 in layman's language. It should contain more background material than LMGv2 and have its own set of references to non-technical sources of further information. It will be aimed at a wide audience, including people who have little technical knowledge and technical people who work on topics other than contaminated land. Subject to the agreement of stakeholders, its focus will be radioactively contaminated land and land with both radioactive and non-radioactive contamination, rather than all contaminated land.

The citizens' guide is to be prepared in two stages, in a similar way to LMGv2 (see Section 4.2.4). The first stage will establish, through stakeholder consultation, the function, form and outline contents of the guide. It may be necessary to supplement the website-based consultation with approaches to groups and individuals who have had little contact with SAFEGROUNDS to date. The second stage will consist of drafting the guide, sending it out for comment and redrafting it in the light of comments received. As with LMGv2, drafts, comments and responses to comments will be posted on the website. It seems likely that two full drafts of the guide will need to be sent out for comment before the final version is produced.

It is expected that a sub-group of the SAFEGROUNDS PSG will be formed to oversee the production of the citizens' guide. This sub-group will receive consultation documents and drafts of the guide for approval prior to issue. The final version of the guide will have to be approved by the whole PSG.

Summary of sub-tasks:

- Form working group
- Prepare a document suitable for first stage consultation on function, form, key principles and outline contents
- Carry out first stage consultation on function, form, key principles and outline contents
- Hold workshop consultation on function, form, key principles and outline contents and prepare summary of the outcome
- Obtain steering group sign-off of function, form, key principles and outline contents
- Prepare first full draft and obtain PSG sign-off before issuing for consultation
- Carry out consultation on first full draft
- Prepare second full draft and obtain PSG sign-off before issuing for consultation
- Carry out consultation on second full draft
- Produce final version

#### 4.2.7 **Task 7:** Supporting Document on Comparisons of Land Management Options

This supporting document will provide more guidance on the comparison of options for managing contaminated land than is given in LMGv1. Its coverage will be determined by stakeholder consultation but it is envisaged that it will give guidance on:

- identifying all the envisageable options for managing contaminated land so as to reduce or limit risks to people and the environment;
- screening out options that do not merit detailed consideration;
- characterising the options that are to be compared;
- comparing options using formal and informal techniques and procedures;
- reporting on comparisons so as to produce the most useful input to decision-making.

The document will deal with option comparisons at all types of site, so that LMGv2 can simply reference the relevant sections for each site type. It will cover sets of options (strategies) for entire sites, and options for particular pieces of land within a site, and the links between the two. It will draw together the sections of LMGv1 on comparisons of options and recent related regulatory guidance and reports, including those on subjects other than contaminated land. In particular, it will make use of documents about comparisons of options for managing radioactive wastes because some of the methods used for such comparisons are directly applicable to the management of radioactively contaminated land. Ideally, it would also resolve differences in approaches to option comparisons for radioactively and non-radioactively contaminated land and would contain references to a number of case studies (in the UK or other countries). Subject to stakeholder agreement, the existing SAFEGROUNDS supporting document on technical options for managing contaminated land is to be updated, expanded and included as an appendix to the options comparison document, as an aid to identifying and characterising envisageable options.

The options comparison document is to be prepared in two stages, in a similar way and in parallel to LMGv2 (see Section 4.2.4). The first stage will establish, through stakeholder consultation, the function, form and outline contents of the document. The second stage will consist of drafting, sending out for comment and redrafting in the light of comments received. As with LMGv2, drafts, comments and responses to comments will be posted on the website.

It is expected that a sub-group of the SAFEGROUNDS PSG will be formed to oversee the production of the options comparison document. This sub-group will receive consultation papers and drafts of the document for approval prior to issue. The final version of the document will have to be approved by the whole PSG.

Summary of sub-tasks:

- Form working group
- Prepare a document suitable for first stage consultation on function, form, key principles and outline contents
- Carry out first stage consultation on function, form, key principles and outline contents
- Hold workshop consultation on function, form, key principles and outline contents and prepare summary
- Obtain steering group sign-off of function, form, key principles and outline contents
- Prepare first full draft and obtain PSG sign-off before issuing for consultation
- Carry out consultation on first full draft
- Prepare second full draft and obtain PSG sign-off before issuing for consultation
- Carry out consultation on second full draft
- Produce final version

#### 4.2.8 **Task 8:** Supporting Document on Site Characterisation

This task is to recast the existing SAFEGROUNDS guidance on site characterisation as a, largely technical, supporting document to LMGv2. Material that is now, or will be, in other

SAFEGROUNDS documents is to be omitted (eg Sections 1, 2 and 4 of the existing document). There is a need to update the sections on characterisation techniques, legislation, regulation and non-SAFEGROUNDS guidance, and to cross reference to LMGv2 and other supporting documents on topics such as stakeholder involvement and record keeping. The case studies could be moved out of the document to the appropriate area of the website and added to.

The task is to be carried out in the Part C of the project, ie when LMGv2, the citizens' guide and the supporting document on comparisons of management options are being drafted. Stakeholder consultation on the site characterisation document will be via the website but only technical specialists are to be encouraged to respond. There will be consultation on the proposed outline contents of the document and then on a full draft. A sub-group of the SAFEGROUNDS PSG will be formed to oversee the production of the site characterisation document. The final version of the document will have to be approved by the whole PSG.

Summary of sub-tasks:

- Form working group
- Prepare a document suitable for first stage consultation on function, form, key principles and outline contents
- Carry out first stage consultation with technical specialists on function, form, key principles and outline contents
- Obtain steering group sign-off of function, form, key principles and outline contents
- Prepare first full draft and obtain PSG sign-off before issuing for consultation
- Carry out consultation on first full draft
- Produce final version

#### 4.2.9 **Task 9:** Supporting Document on the Regulatory Framework

The current version of the SAFEGROUNDS information paper on the UK regulatory framework for contaminated land is the fourth and was produced in September 2005. The fifth version is due in about mid-2006, when the extensions to the Part IIA regimes to radioactive contaminated land are in place in England, Scotland and Wales, and corresponding legislation has been introduced in Northern Ireland. This task is to prepare this fifth version, to check whether it needs updating again in mid-2007 and to prepare a sixth version if necessary. It is desirable to expand the sections of the paper that deal with the regulatory frameworks in Scotland, Wales and Northern Ireland. This could be done in either the fifth or the sixth version. Drafts of revised versions of the paper should be sent to government departments, the devolved administrations and regulators for comment and their comments logged and incorporated.

Summary of sub-tasks:

- Prepare draft and issue for consultation to regulators
- Carry out consultation
- Produce final version (v5)
- *Repeat for v6 if required*

#### 4.2.10 **Task 10:** Supporting Document on Health and Environmental Risk Assessments

The current version of the SAFEGROUNDS document on the assessment of the health and environmental risks of management options for contaminated land was issued in July 2005. This task is to check, during 2007, whether this version needs updating (eg to mention new recommendations of the International Commission on Radiological Protection) or changing in other ways to make it consistent with LMGv2. There is to be stakeholder consultation, via the website, on proposed changes and on a new full draft. If the changes are extensive it may be necessary to form a sub-group of the PSG to deal with the revisions to this document. If not, the process can be overseen by the whole PSG.

Summary of sub-tasks:

- Form working group
- Prepare draft and issue for consultation to steering group
- Carry out consultation on first full draft
- Produce final version

#### 4.2.11 **Task 11:** Supporting Document on Stakeholder Involvement

The current version of the SAFEGROUNDS document on stakeholder involvement was issued in January 2005. It should have become apparent during the first stage of the production of LMGv2 (see Section 4.2.4) whether a separate document on stakeholder involvement is still required or whether it is better to include all the relevant guidance in LMGv2 itself. If a separate document is required, it will be prepared under this task. This is to be done by updating the current version, using a consultation and approval procedure similar to that for the risk assessment document (see Section 4.2.10).

Summary of sub-tasks:

- Prepare draft if required and issue for consultation to steering group
- Carry out consultation on first full draft
- Produce final version

#### 4.2.12 **Task 12:** Supporting Document on Record-Keeping

A supporting document on record-keeping will be available when the project starts. This task is to check, during 2007, whether this document needs updating or changing in other ways to make it consistent with LMGv2. There may need to be stakeholder consultation, via the website, on proposed changes and on a new full draft. The process can be overseen by the whole PSG.

Summary of sub-tasks:

- Prepare draft if required and issue for consultation to steering group
- Carry out consultation on first full draft
- Produce final version

#### 4.2.13 **Task 13:** Launch Event

At the end of the project there is to be a one day meeting to launch LMGv2 and the other documents in the suite. There will be presentations on the documents, including lessons learned in producing them, and discussion of the SAFEGROUNDS forward programme. CIRIA will do most of the organisation of this event. The contractor will assist and provide some of the speakers. It is anticipated that most participants and all exhibitors will pay to attend, so that the event can be self-financing.

## 5 OUTPUTS

Table 1 below shows the outputs from Parts A, B and C of the project.

**Table 2 Outputs of Parts A, B and C of the Project**

<b>Task</b>	<b>Outputs in Part A</b>	<b>Outputs in Part B</b>	<b>Outputs in Part C</b>
1: Generic flow diagram	Generic flow diagram	None	None

<b>Task</b>	<b>Outputs in Part A</b>	<b>Outputs in Part B</b>	<b>Outputs in Part C</b>
<b>2:</b> Stakeholder engagement plan (SEP)	Plan for Part B	Plan for Part C	None
<b>3:</b> Workplans	Plan for Part B	Plan for Part C	None
<b>4:</b> LMGv2	None	Consultation results on function, form, key principles, outline contents	Drafts of LMGv2 Consultation results Final version of LMGv2
<b>5:</b> Executive Summaries of LMGv2	None	None	Drafts of executive summaries Consultation results Final executive summaries
<b>6:</b> Citizens' Guide	None	Consultation results on function, form, outline contents	Drafts of guide Consultation results Final version of guide
<b>7:</b> Supporting Document on Comparisons of Land Management Options	None	Consultation results on function, form, outline contents	Drafts of document Consultation results Final version of document
<b>8:</b> Supporting Document on Site Characterisation	None	None	Outline contents Draft of document Consultation results Final version of document
<b>9:</b> Supporting Document on the Regulatory Framework	None	Version 5 of paper	Version 6 of paper
<b>10:</b> Supporting Document on Health and Environmental Risk Assessments	None	None	Consultation results Draft of document Final version of document
<b>11:</b> Supporting Document on Stakeholder Involvement	None	None	If separate document is still required: Consultation results Draft of document Final version of document

<b>Task</b>	<b>Outputs in Part A</b>	<b>Outputs in Part B</b>	<b>Outputs in Part C</b>
<b>12:</b> Supporting Document on Record-Keeping	None	None	Consultation results Draft of document Final version of document
<b>13:</b> Launch Event	None	None	PowerPoint presentations

The primary means of publishing LMGv2 and its supporting documents will be via the SAFEGROUNDS website. This needs to be borne in mind when determining the forms of the documents. The citizens' guide will be published on the SAFEGROUNDS website but, depending on the wishes of stakeholders, hard copies may also be issued. All documents will be produced according to CIRIA/SAFEGROUNDS guidelines, which will be provided to the contractor.

## **6 STRUCTURE OF DOCUMENTS**

LMGv2 will be modular, in the sense that there are separate modules for each stage of the management process at each type of site (see also Section 3.3.4). This will make LMGv2 easier to use and to update than LMGv1. Some modules will be identical or very similar for several types of site. LMGv2 should be easy to navigate through on the website or CD but capable of being downloaded, printed and read in a straightforward way. Figure 1 shows a possible structure for LMGv2.

A modular approach may also be appropriate for the new supporting document on comparisons of options (see Section 4.2.7), and the revised document on site characterisation. It is unlikely to be necessary or desirable to make radical changes to the structures of the other existing supporting documents, which are not modular.

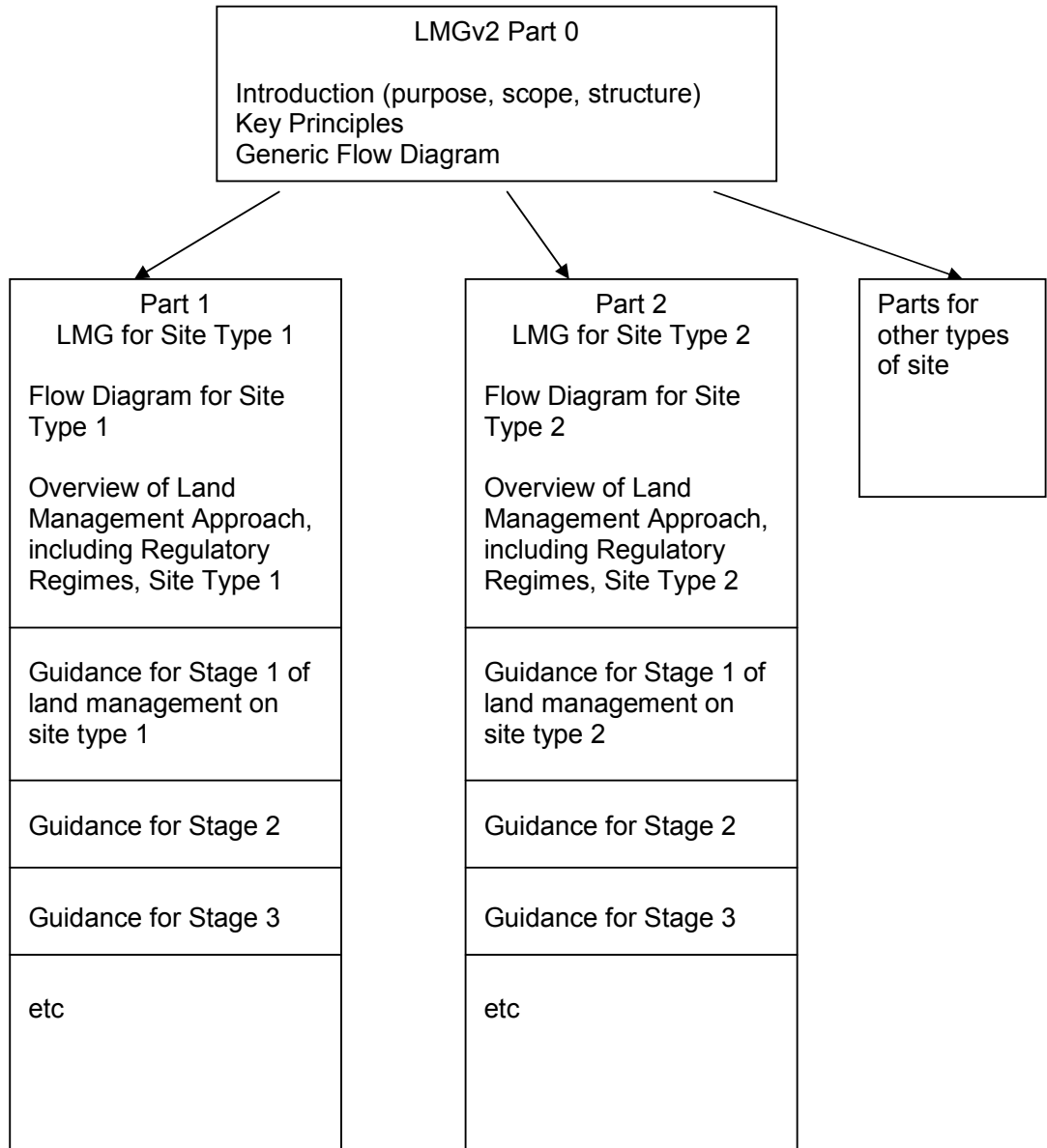
## **7 INDICATIVE PROGRAMME AND CONTRACTOR TIME**

The Gantt chart below contains a draft programme of work for the project. The timings of tasks are indicative and may be changed by the contractor when detailed workplans are produced and agreed with CIRIA and the PSG. To help contractors prepare their tenders an indicative time allowance for their input has been included against tasks where it has been feasible to do so and the timings of steering group meetings and stakeholder workshops have been indicated.

[print Gantt chart on A3]



**Figure 1 Possible Structure for Version 2 of the SAFEGROUNDS Land Management Guidance (LMGv2)**



**Notes**

1. Some modules will be the same, or very similar for more than one type of site.
2. Number of types of site will need to be decided. Perhaps 5 or 6 in all (see Section 3.3.1).
3. In the web and CD versions, users would click on links to access each part of the LMG, then to access each module, then to access the guidance on specific topics within each module.
4. There should be means to download and to print all the guidance for one type of site, as well as all the guidance for all types of site.
5. The generic flow diagram is to be produced at a very early stage in the project because it will influence the structure of LMGv2 and affect the links between LMGv2 and its supporting documents.

**Figure 2 Framework for SAFEGROUNDS Document Consultation Process**

