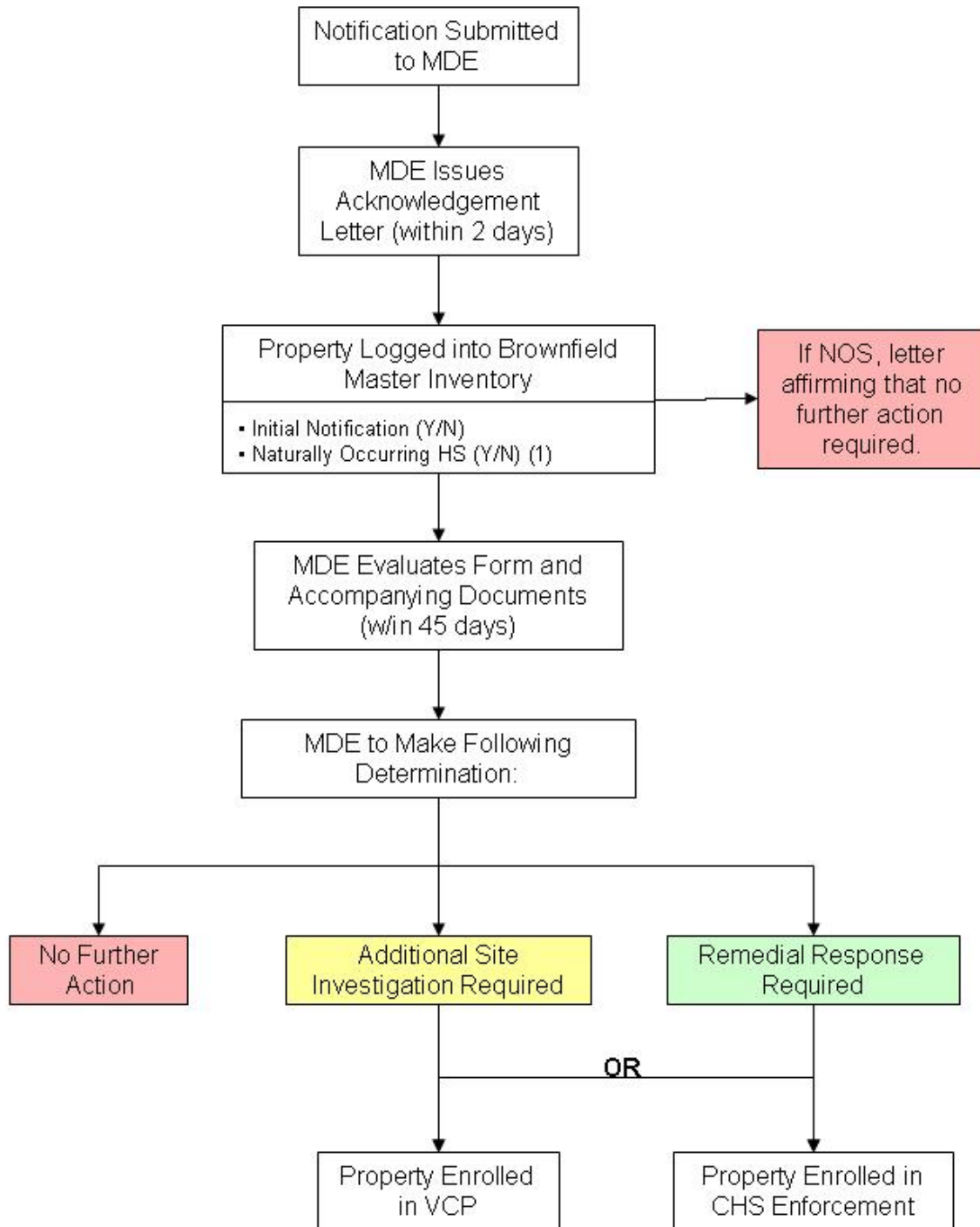


**Procedures for Evaluating and Processing CHS Notification Forms**  
**11/13/2012**

1. Upon receipt of the CHS Notification Form, MDE will prepare an acknowledgement letter to the party(s) submitting the notification form within two (2) days of receipt. The letter will state that MDE shall review the notification form and determine whether additional action is required. It also will state that MDE's actions are taken under the authority of the Controlled Hazardous Substance Act and that MDE shall cost recover for its efforts.
2. The property that is described in the notification form shall be entered into the Brownfield Master Inventory (BMI). In accordance with Section 7-223 of the Environment Article, MDE is publishing a master list of all sites at which MDE has reason to believe or has been notified that controlled hazardous substances may be present. The information in the list shall include the general description of the site, its geographical location, the basis for the listing, and the status or findings of the preliminary site assessment.
  - A. The BMI listing shall indicate if this is the initial notification.
  - B. If the notification form claims that the site is a "Naturally Occurring Site (NOS)", MDE shall delay listing the site on the BMI while the site is under review. If the site is determined to be a NOS site, MDE shall pursue no further action for the naturally occurring substances on the property.
3. MDE shall evaluate the form and accompanying documents within 45 days of receipt. At the conclusion of the review, MDE shall prepare and submit a letter to the party that submitted the notification regarding the status of the notification. The letter shall state one of three courses of action.
  - A. MDE completes its review and determines that no further action is warranted regarding the hazardous substances identified at the site. Under this scenario, MDE shall issue a No Further Action letter to the person submitting the notification form.
  - B. MDE completes its review and determines that additional site investigation is required. Under this scenario, MDE is requesting additional investigation because it has identified data gaps in the submitted documentation. The data gaps may be a result of an incomplete site history, minimal environmental sampling, the use of high detection limits by the laboratory, or other issues that effect the ability of MDE to make a conclusive determination regarding the site.
  - C. MDE completes its review and determines that there is sufficient evidence available to require a remedial response. Such a determination does not mean that the person submitting a notification form will not be required to conduct additional sampling.

Under 3A, 3B or 3C, the person submitting the notification form may elect to conduct assessment and/or cleanup activities under the oversight of either the Controlled Hazardous Substance Enforcement Division or the Voluntary Cleanup Program.

**Figure 1 - Process for Evaluating CHS Notification Forms**



*(1) If MDE determines substance is naturally occurring and exempt from the reporting regulations, site will be identified as a "Naturally Occurring Substance" (NOS) Site.*