



MISSISSIPPI DEPARTMENT OF  
ENVIRONMENTAL QUALITY

BROWNFIELD CONSULTING FIRM

APPLICATION PACKET

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## **Brownfield Consulting Firm Requirements**

In order to be listed on the approved list of Brownfield Consulting Firms, a firm must, at a minimum,

- (1) Submit an application to MCEQ for its approval, in a format prescribed by MDEQ (A copy of the application follows):
- (2) Have as an employee either a Professional Engineer or a Professional Geologist, registered in the State of Mississippi, with at least four (4) years experience in hazardous site characterization and remediation of which one year must be within five (5) years preceding the date of the application;
- (3) Have either as an employee or as a subcontractor a Professional Engineer or a Professional Geologist (whichever Professional designation is not satisfied by Section 203(a)(2) of these regulations), registered in the State of Mississippi, with (a) at least four (4) years experience in hazardous site characterization and remediation of which one year must be within five (5) years preceding the date of the application and (b) a current certificate of comprehensive general liability insurance (or other insurance acceptable to MDEQ) of at least \$1,000,000.00 or greater as required by MDEQ;
- (4) Submit a Quality Management Plan to MDEQ for its approval, in a format prescribed by MDEQ (See Link Below);
- (5) Supply a current certificate of comprehensive general liability insurance (or other insurance acceptable to MDEQ) of at least \$1,000,000.00 or greater as required by MDEQ; and
- (6) Supply such other information as required by MDEQ.

A Quality Management Plan (QMP) documents management practices, including QA and QC activities, used to ensure that the results of technical work are of the type and quality needed for their intended use. The QMP is also used to document the organization's quality system for planning, implementing, documenting, and assessing the effectiveness of activities supporting environmental data operations and other environmental programs. The following web address provides guidance on the development of a QMP.

<http://www.epa.gov/quality1/qs-docs/r2-final.pdf>

## KEY PERSONNEL REQUIREMENTS (i.e., PE and PG)

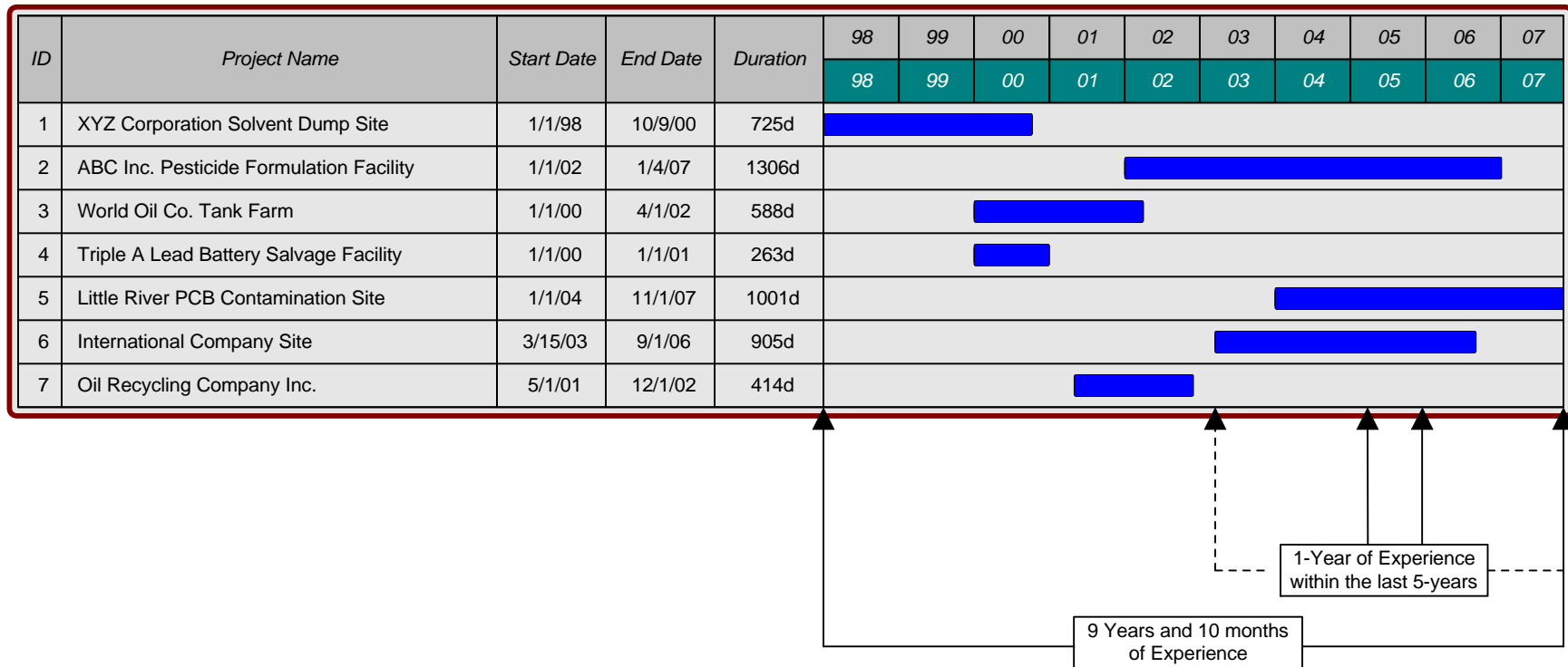
The following information must be submitted for each employee or subcontractor:

1. Documentation certifying individual has met requirements of OSHA 1910.120 and medical monitoring, if applicable.
2. Professional Engineer (PE) or Professional Geologist (PG) Mississippi registration number, if applicable.
3. Documentation certifying individual is a Mississippi licensed water well driller, if applicable.
4. Each PROJECT listed in Record of Experience must be summarized, including, dates and duration, and must include:
  - a. References to DATED Plans/Reports that have been previously submitted to MDEQ or other Agencies that document knowledge and experience in hazardous site characterization and remediation, which includes risk-based remediation/corrective action assignments.
  - b. References to DATED Plans/Reports that have been previously submitted to MDEQ or other Agencies that document knowledge and experience in the use of MDEQ and/or EPA Standard Operating Procedures and guidance, such as:
    - i. EPA Region IV's Environmental Investigations Standard Operating Procedures and Quality Assurance Manual, May 1996 (as amended).
    - ii. EPA's Guidance Document on the Statistical Analysis of Ground-Water Monitoring Data at RCRA Facilities, 1989.
  - c. References to DATED Plans/Reports that have been previously submitted to MDEQ or other Agencies that document knowledge and experience in Field Activity, such as:
    - i. Sample Collection and Analysis;
    - ii. Drilling;
    - iii. Monitoring Well Installation;
    - iv. or other activity.

- d. For Plans/Reports that have been submitted to other Agencies (i.e., EPA or another State), details must be provided to document knowledge and experience. MDEQ may require that copies of these Plans/Reports and/or copies of the Agencies' response/approval letters be provided.
- e. Plans/Reports that have been referenced must document knowledge and experience in developing and/or evaluating any or all of the following:
  - i. Site Characterization Work Plans and Reports;
  - ii. Corrective Action Plans and Reports;
  - iii. Remediation Systems;
  - iv. Remedial Investigations/Feasibility Studies;
  - v. Quality Assurance/Quality Control (QA/QC) Plans;
  - vi. Exposure Pathways;
  - vii. Site-Specific Risk Assessments;
  - viii. Land Use Restrictions;
  - ix. Engineering Controls;
  - x. O & M Plans for Remediation Systems;
  - xi. or other types of Plans/Reports.
- f. In the event that there is not sufficient space in the blocks of the Record of Experience for a summary and/or reference(s), an attachment(s) is acceptable.

## EXAMPLE TIMELINE

### Record of Experience Time Line - John Doe, P.E.



**MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Brownfield Consulting Firm Application**

**Environmental Consulting Firm**

Firm's Name					
Authorized Agent					
Mailing Address					
City		State		Zip	
Email of Authorized Agent		Phone		Fax	

**Key Personnel Summary**

Name	Company	Title	Phone	Email
		Registered PE		
		Registered PG		

**ATTACHMENTS**

1. Current Certificate(s) of comprehensive general insurance of at least \$1,000,000 for Brownfield Consulting Firm and of at least \$1,000,000 for Subcontractor (if a subcontractor PE/PG is being utilized);
2. Listing of Key Personnel and their experience, education, and proof of licensure or registration, as required.

I, \_\_\_\_\_, do hereby certify that our firm will utilize qualified professionals to conduct all tasks associated with Brownfields projects and that all statements made herein and on any attached documents are true and complete to the best of my knowledge. I authorize the verification of this information by the Mississippi Department of Environmental Quality (MDEQ). I know that any misrepresentation herein may lead to rejection of this application and could lead to the removal of my firm from the MDEQ-approved list of Brownfields Consulting Firms, if so listed.

\_\_\_\_\_  
Signature  
(Authorized Agent)

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**MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Brownfield Consulting Firm Application**  
**(continued)**

**PROFESSIONAL ENGINEER**

**Key Personnel**

Individual					
Title					
Company					
Mailing Address					
City		State		Zip	
Email		Phone		Fax	

**Education**

Name of college, university, or technical school attended	Dates Attended		Date Graduated	Degree Received	Field(s) of Study	Major
	From	To				

**Licenses, Certificates, Registrations**

Title/Type	State of Registration		Name of Licensing Agency	Specialization (i.e., PE Exam Discipline, etc.)	Registration Number	Expiration Date
	MS	Other				
<b>Registered Professional Engineer</b>	<b>X</b>	N/A	MS State Board of Registration for Professional Engineers and Land Surveyors			
<b>HAZMAT TECH I (OSHA 1910.120)</b>						

**MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Brownfield Consulting Firm Application (continued)**  
**PROFESSIONAL ENGINEER**

**Record of Experience**

Date:		Title of Project, Title of Position, Synopsis of Project, Duties, and Other Relevant Information for Each Significant Assignment Attach a list of documents (with dates) supporting Project Work	Experience (Years)	Name(s), Title(s), Addresses, Phone Number and Email Address of Person(s) familiar with your work on this project (if available)
From	To			

**MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Brownfield Consulting Firm Application**  
**(continued)**

**REGISTERED PROFESSIONAL GEOLOGIST**

**Key Personnel**

Individual					
Title					
Company					
Mailing Address					
City		State		Zip	
Email		Phone		Fax	

**Education**

Name of college, university, or technical school attended	Dates Attended		Date Graduated	Degree Received	Field(s) of Study	Major
	From	To				

**Licenses, Certificates, Registrations**

Title/Type	State of Registration		Name of Licensing Agency	Specialization (i.e., Engineering Geology, etc.)	Registration Number	Expiration Date
	MS	Other				
<b>Registered Professional Geologist</b>	<b>X</b>	N/A	MS State Board of Registered Professional Geologists			
<b>HAZMAT TECH I (OSHA 1910.120)</b>						

**MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Brownfield Consulting Firm Application (continued)**  
**REGISTERED PROFESSIONAL GEOLOGIST**

**Record of Experience**

Date:		Title of Project, Title of Position, Synopsis of Project, Duties, and Other Relevant Information for Each Significant Assignment Attach a list of documents (with dates) supporting Project Work	Experience (Years)	Name(s), Title(s), Addresses, Phone Numbers and Email Address of Person(s) familiar with your work on this project (if available)
From	To			

**MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Brownfield Consulting Firm Application**  
**(continued)**

TITLE: \_\_\_\_\_

**Key Personnel**

Individual					
Title (i.e., Project Mgr, Toxicologist)					
Company					
Mailing Address					
City		State		Zip	
Email		Phone		Fax	

**Education**

Name of college, university, or technical school attended	Dates Attended		Date Graduated	Degree Received	Field(s) of Study	Major
	From	To				

**Licenses, Certificates, Registrations**

Title/Type	State of Registration		Name of Licensing Agency	Specialization (i.e., PE Exam Discipline, etc.)	Certification Date	Expiration Date
	MS	Other				
HAZMAT TECH I (OSHA 1910.120)						

**MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Brownfield Consulting Firm Application (continued)**

**TITLE:** \_\_\_\_\_

**Record of Experience**

Date:		Title of Project, Title of Position, Synopsis of Project, Duties, and Other Relevant Information for Each Significant Assignment Attach a list of documents (with dates) supporting Project Work.	Experience (Years)	Name(s), Title(s), Addresses, Phone Number, and Email Address of Person(s) familiar with your work on this project (if available)
From	To			