

U.S. EPA Region 8 Emergency Management Branch (EMB) Site-Specific Data Management Plan			
Site Name	Helena Mercury #2	SSID	B8L5
City, State	Helena, Montana	Response Site Link	https://response.epa.gov/HelenaMercury2
Response Type	<input type="checkbox"/> OPA <input checked="" type="checkbox"/> CERCLA <input type="checkbox"/> Stafford <input type="checkbox"/> Other: [EXPLAIN]		
	<input checked="" type="checkbox"/> ER <input type="checkbox"/> RSE <input type="checkbox"/> TCRA <input type="checkbox"/> NTCR <input type="checkbox"/> Other: [EXPLAIN]		
Key Personnel			
Position/Role	Name	Agency/ Organization	Approval Signature
On-Scene Coordinator (OSC)	Martin McComb	U.S. EPA	
ERRS Removal Manager (RM)	Rick Sonju	Environmental Restoration	
Community Involvement Coordinator (CIC)	Chris Wardell	U.S. EPA	
START Data Manager	Suddha Graves	Tetra Tech	
Revision History			
Date	Version	Author(s)	Description of Change
12/20/2024	1.0	Lauren Foster	

The Site Data Management Plan (SDMP) is implemented under the U.S. Environmental Protection Agency (EPA) Region 8 EMB Programmatic Quality Assurance Project Plan (PQAPP). The SDMP addresses key data management components. Supplemental information can be found in other site documentation, such as: the sampling and analysis plan (SAP), Regional Data Management Plan (RDMP), and contracting documentation. For programmatic documentation, please refer to response.epa.gov/RECORDS, the site-specific response website, or ask the On-Scene Coordinator (OSC) for more information. This document is considered a "living document" and may be updated frequently.

In the event that the OSC authors this SDMP, they will submit it to the Region 8 Quality Assurance (QA) Branch for review and approvals, or to a Delegated Approving Officer (DAO) that is independent from project information generation and collection.

Key Links: None

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PROJECT RESPONSIBILITIES

Data management project responsibilities for all site participants, including EPA, START, and Emergency and Rapid Response Services (ERRS) is listed in the table below.

Responsibility	Task	Frequency*	Description	Method
EPA	Photographic documentation of site activities	As needed	Photograph site work and upload to the Response website.	Upload to Response Website
	Update Response website	As needed	Update website according to the Response Website & Data Team Playbook.	Response website
	Facilitate document upload to SEMS	As requested	Facilitate management of Site documents using response.epa.gov and transfer of records to SEMS.	SEMS Document Management Tool
ERRS	Transportation and disposal of mercury	Once	Transport liquid mercury to final disposition.	ERRS methods

Note:

*Provide anticipated date for initial deliverable followed by reoccurring frequency

DATA QUALITY OBJECTIVES AND CRITERIA

Data quality objectives (DQOs) should be identified during the systematic project planning process for the site and its data needs. These should align with the PQAPP and project SAPs. Enter the DQO information below. DQO information is listed below.

Obj. #	Incident Objective	Quality Objective	Criteria	Responsibility	Output
Objective No.	<i>Provide specific and achievable objectives.</i>	<i>Specify how the objective will be performed.</i>	<i>Detail how the objective will be evaluated or achieved.</i>	<i>Identify the organization that will achieve the objective.</i>	<i>Identify the final output which will be used to achieve the incident objective.</i>
1	Secure and dispose of liquid mercury.	Mercury will be transported for disposal using proper handling requirements.	Collect mercury from Lewis and Clark County Public Health Department and transport to a central collection point in Salt Lake City, Utah where EPA's Removal program has collectively staged mercury in a secure location as part of the Site for more efficient pick-up by the disposal contractor.	ERRS	Final weight tickets, Certificate of Destruction document

Obj. #	Incident Objective	Quality Objective	Criteria	Responsibility	Output
2	Document site work	Upload relevant photos and documents.	Photos and documents will be added as needed.	EPA/ERRS	Loaded on response website.

DATA STREAM SUMMARY

The following table provides an overview of the data streams (including non-direct measurements – or secondary data) that are expected to be managed to meet the objectives identified in the previous section. Detailed data elements, valid values, and data flow diagrams for standard data streams can be found in the RDMP. Any non-direct measurement sources not already approved in the RDMP and expected to be used on the project, will be reviewed to evaluate acceptability based on their intended use and relevance. If new site-specific data streams (for example, data provided by a stakeholder or potentially responsible party) are needed for the project, they should be added to the table below along with related data elements, valid values, and data flow diagrams in the applicable appendices.

Data Stream	Data Stream Used?	Responsibility	Data Collection/ Entry Tool(s)	Objective
Photos	<input checked="" type="checkbox"/>	EPA	Data collection device	Document site activities
Samples, Locations, and Monitoring Data	<input type="checkbox"/>			
Analytical Results	<input type="checkbox"/>			
Field Mapping	<input type="checkbox"/>			
Videos	<input type="checkbox"/>			
Notices	<input type="checkbox"/>			
Documents	<input checked="" type="checkbox"/>	EPA	Direct upload to Response website	Archive important site documents such as Certificate of Destruction document
Logged Field Monitoring Data	<input type="checkbox"/>			
Real-Time Monitoring Data (VIPER)	<input type="checkbox"/>			
Unmanned Aircraft Systems-Derived Data	<input type="checkbox"/>			

SPECIAL REPORTING REQUIREMENTS

EPA's OSC has determined that the following data deliverables are also necessary to support the project. Below is a list of reporting requirements not already noted in the previous section of the SDMP.

Reporting Deliverable	Responsibility	Update Frequency	Description
Scribe			
Notices			
Viewer			
StoryMaps			
VIPER			
Certificate of Destruction Document	ERRS	Upon receipt from disposal facility	Document from disposal facility detailing weight of material, date of disposal, disposal facility, and disposal method.
Response Website	EPA	As needed	All relevant sections of the OSC Response Website will be updated and maintained as necessary.