APPENDIX N
Examples of Clean Letters

EPA LOGO AND ADDRESS

Date

Name Address
City, State
Zip

Dear :
The U.S. Environmental Protection Agency (EPA) has completed the cleanup of the lead contamination in your yard located at [ADDRESS, CITY, STATE], in connection with the [SITE NAME] site in [CITY, STATE] (the Site). By way of this letter, U.S. EPA is certifying that your yard has been cleaned up to less than [CLEAN-UP LEVEL] parts per million lead, the level which U.S. EPA considers protective of children's health at the Site.

Thank you for your cooperation in this clean-up effort. It has been our pleasure to work with you. If you have any questions concerning this letter or need further information, please contact me at [PROJECT MANAGER'S PHONE NUMBER & EMAIL].

Sincerely,

[PROJECT MANAGER NAME]
Remedial Project Manager

EPA LOGO AND ADDRESS

Date

Name Address
City, State
Zip

Dear :
The United States Environmental Protection Agency (U.S. EPA) has sampled your yard located at [ADDRESS, CITY, STATE] for lead. The results of this sampling, which are enclosed with this letter, indicate that your yard contains less than [CLEAN-UP LEVEL] per million lead, the level which U.S. EPA considers protective of children's health at the [SITE NAME, CITY, STATE]. Thus, U.S. EPA will not need to perform soil clean-up activities in your yard.

If you have any questions concerning this letter or the enclosure, please contact me at [PROJECT MANAGER'S PHONE NUMBER & EMAIL].

Sincerely,

PROJECT MANAGER NAME
Remedial Project Manager Enclosure

ENCLOSURE

Analytical results for [ADDRESS]
in parts per million (ppm) of lead:

Depth Zone (inches)	Yards		OR Quadrant			
	Front	Back	1	2	3	4
0 to 1	ppm	ppm	ppm	ppm	ppm	ppm
1 to 6	ppm	ppm	ppm	ppm	ppm	ppm
6 to 12	ppm	ppm	ppm	ppm	ppm	ppm
18 to 24	ppm	ppm	ppm	ppm	ppm	ppm
Deeper Zones (if applicable)	ppm	ppm	ppm	ppm	ppm	ppm
Drip Zone Composite	ppm	ppm	ppm	ppm	ppm	ppm

Mr. John Smith
123 N. Main
Joplin, Missouri 64108

Dear Mr. Smith,

This letter serves as written notification that a lead-contaminated soil clean-up action was performed under authority of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 as amended by the Superfund Amendments and reauthorization Act of 1986 on property you have an interest in at the Jasper County, National Priorities Listed Superfund site. Our records show that your property located at **123 N. Main** was included in this action. The clean-up action conducted by the U.S. Environmental Protection Agency (EPA) and the U.S. Army Corps of Engineers (COE) addressed residences with soil lead levels over 800 ppm, day care facilities, and residences with children under six years of age with blood lead levels over 15 g/dL.

Briefly, the primary objective of the clean-up action on your property was to remove highly lead-contaminated near-surface yard soils that were located at your residence. In some cases, trees, shrubs, flowers, and other vegetation were left in place. As a result, a small amount of lead-contaminated soil may be left near the surface on your property. This small amount of contamination should not cause a health threat under normal circumstances. In the future if additional landscaping, or planting requiring excavation below six inches are done, care should be exercised to minimize recontamination.

The excavation criteria for the project were as follows:

A) From the surface to 12 inches, excavation continued until 500 ppm or less lead levels concentrations were achieved;

B) If the residual lead concentrations at a depth of one foot exceeded 1,500 ppm a "marker barrier" was placed at that depth. The marker barrier used was the temporary orange plastic construction- type fence. This material is permeable and will allow water and plant roots to pass through it. Only a small number of properties required the installation of the barrier. The primary purpose of this marker barrier is to inhibit and alert individuals excavating in these areas in future years.

In general, all areas of the yard that exceeded 500 mg/kg lead at the surface were removed. Soil brought in to backfill the excavation contained less than 240 mg/kg lead.

IF YOU HAVE PLANS TO DO ANY EXCAVATION WORK AT YOUR PROPERTY AND YOU ENCOUNTER THE ORANGE BARRIER PLEASE CONTACT YOUR LOCAL HEALTH DEPARTMENT, THE MISSOURI DEPARTMENT OF NATURAL RESOURCES, OR THE EPA FOR GUIDANCE.

Please save this document for your permanent records. In the event you sell or transfer the property to someone you can show the next owner that a lead cleanup was performed. If you require more specific information concerning the excavation on your property, please feel free to contact me at (xxx) xxx-xxxx and email.

Sincerely,

(Project Manager)