

The Cornerstone Team has been a part of (2) two Superfund Site document collection projects initiated by the corporate parent company.

Superfund is a United States federal environmental remediation program established by the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA).[1] The program is administered by the Environmental Protection Agency (EPA). The program is designed to investigate and clean up sites contaminated with hazardous substances. Sites managed under this program are referred to as Superfund sites.

Problem:

- Sites/Physical Plants are not located near metropolitan areas
- Large truck access was not available
- Significant “people” resources” needed to collect records
- Records could be in main buildings or alternative offices or physical plant locations on-site
- No elevators – thus 3 Points of Contact rule by OSHA required alternative methods to extract the paper
- Safety Training classes required to enter facilities

Solution:

- Multiple Company Leaders On-Site to coordinate Teams for document extraction
- Team employees or local labor engaged to assist
- Boxing - categorizing by custodian, office, department, plant, etc
- Strict record keeping for Chain of Custody (COC) by custodian, department, location
- Cherry-Picker with safety harness utilized to pull boxes from second floor of one facility
- 24’ slide built to move up to 30 boxes a minute at the 2nd facility to extract the data from the 2nd floor
- Box Trucks used to get boxes safely down steep mountain roads to a central warehouse – then palletized and loaded onto 53” trucks to production facilities
- Both facilities had near 2500 boxes of data to be moved and then imaged and indexed

Outcome:

- Each project lasted one week to box, inventory and extract the data from the site
- All data imaged and indexed based on client requirements – department, custodian, etc..
- All records related to the “Superfund Site” now reside in databases for reference or response for clients
- Electronic Records now exist in the case of any natural weather disaster/event