

SOBRA SUBGROUP – NAPL

TERMS OF REFERENCE (APRIL 2019)

Membership

Alex Lee (SoBRA Committee Sponsor)	(WSP)
David Holmes (Lead)	(Ecologia Environmental Solutions Limited)
Gayle Paxton (Secretary)	(WSP)
Dino Giordanelli	(Mott MacDonald)
Conor Armstrong	(AVADA Environmental Ltd)
Anna Hitchmough	(RSK)
Jonathan Larkin	(AECOM)
Caroline Walker	(Wood Plc)
Duncan Cartwright	(Atkins)
Anil Waduge	(RSK RAW)
Paul Ryman	(Advisian)
Jonathan Parry	(SLR)
Alison Carruthers	(Mott Macdonald)
Sarah Poulton	(WSP)

Note: Membership of the subgroup will be under regular review, with places allocated to those who actively contribute, i.e. fulfil their work remit in the timescales agreed with the subgroup Lead, in liaison with SoBRA's Executive Committee.

The SoBRA Executive Committee, in liaison with the subgroup Lead, reserve the right to remove Members of the subgroup.

Only members of the subgroup who have actively contributed will be credited within any publications.

Privacy Statement

At SoBRA, we are committed to protecting and respecting privacy. SoBRA retains a Privacy policy that can be found at <https://sobra.org.uk/about-us/>. As members of this subgroup you are agreeing to the terms of this Privacy policy in full. Throughout this project subgroup members are also agreeing to share their email and contact details with the other members of this group. Personal data should not however be disclosed to unauthorised people, either within SoBRA or externally without approval

General Aims

The purpose of the LNAPL SubGroup will be to

- To support technical excellence in the assessment, estimation & evaluation of risks associated with NAPL.
- To encourage best practice by delivering practical advice to support decisions regarding the appropriate management of NAPL risks;
- To develop guidance in a timely manner,
- To periodically represent SoBRA at conference in respect to the sharing of learning outcomes;

- To mentor and support one another.

The above are considered to align with the SoBRA core objectives:

- To encourage “good practice” in the practical applications of risk assessment to support decisions regarding the appropriate management of land contamination.
- To facilitate and widen access to the dissemination of knowledge regarding land contamination risk assessment.

Resource Expectations

All Members are anticipated to attend a minimum of 4 Lync calls per year. Resource expectations will vary by individual and with delivery expectations. It is anticipated that 3-4 hours on average per month should suffice.

Details of the Initiative

A new NAPL subgroup was requested by our members for 2019. David Holmes (Ecologia) has agreed to take its leadership. The group will be sponsored by Alex Lee on behalf of the SoBRA Executive committee. *Its aim will be to avoid reproducing the wealth of existing NAPL guidance but provide clear practical advice* in respect to monitoring, bail down tests and the assessment of NAPL transmissivity.

We have a desire for concise and practical guidance to support UK industry with respect:

- an overview of the UK regulatory positions, various LNAPL tools and guidance.
- to NAPL monitoring options and their respective pitfalls;
- to the assessment of solubility (Raoult law calculations etc);
- to the assessment of bail down tests including the common pitfalls both in the field and in the use of the API NAPL calculator – with other tools and options; and
- direction and advice towards assessing the potential for NAPL transmissivity (C_{res} etc); and
- Direction towards using the most appropriate method of remediation, if so required.

Suggested Deliverables

0: In progress, 1: On Target, 2: Progress made but behind target, 3 No progress

Action	Owner	Key Measures	Priority	Target Date	Current Status
1 face to Face meeting per year	David Holmes	A record of minutes and resulting actions to be added to this sheet. DO we need THIS - discuss on the call	High		3
Min. 4 Skype calls per year to discuss issues and progress	David Holmes	A record of minutes and actions to be added to dropbox. Dates for calls to be agreed early and added to diaries for the year	High	Apr	1
Delivery of Bi annual Progress Report No. 1	David Holmes Alex Lee	Max. 2 sides A4 including a summary of progress towards 2019 objectives; key learning lessons and easy wins;	Medium		3
White paper 1) Regulatory position, existing tools and guidance	Duncan Cartwright	An introductory document for the various NAPL tools and guidance. This would be a concise document which provides a bit of context to the UK approach and signposts regulatory positions etc (without providing any interpretation), explains over-arching objectives to the work and introduces the various guidance sub-tasks and tools.	High		3
White paper 2) NAPL monitoring screening tool	Anna Hitchmough	A reference to existing tools and equations	Medium		3
White paper 3) NAPL monitoring options and their respective pitfalls	Jonathan Parry	Max 10 sides of practical advice – technology focus ? Confined conditions Trapped NAPL etc	Medium		3
White paper 4) Understanding hydrocarbon solubility	Caroline Walker	THE solubility Myths – the 1% rule etc, An introduction to Raoult's law Can we provide a Spreadsheet Max 6 sides of practical advice		Oct 19	1
White paper 5) Screening NAPL Tn	David Holmes	What is the best method of measuring Tn? Is it appropriate to be measured? What do we mean by Tn Res?			3
White paper 6) Baildown tests	Jonathan Larkin	When and how to deliver then . The lessons learned by the group to be shared. A practical guide Max 6-10 sides of practical advice	Low		3
White paper 7) Choosing the right remediation	Anil Wadge	When to do them, how to do them . can we provide a tool?	Low		3

Proposed Method(s) of Working:

To be agreed during first workshop meeting but to expedite matters if we have sufficient interest it would be better for groups of 4 people to work on different items and then we use the group to peer review the work.

Anticipated Timescales and Outputs

1. Technical papers and other deliverables – TBC after first webinar, which will be 30th April 2019. See Table.

Note: The subgroup will aim to deliver a minimum of one publication per year, to be agreed annually with SoBRA's Executive Committee. Failure to deliver objectives may lead to the disbanding of the subgroup and reallocation of resources towards another group where delivery is more achievable.

Note 2: The Geolsoc's 2019 NAPL conference provides an opportunity to provide an update to the group aims to a wider audience, and is about 6 months after the first teleconference.

Liaison with Executive Committee

1. Post the first call this document is to be submitted to the Exec Committee for approval but with inclusion of deadlines and task ownership.

Liaison with CL:AIRE and others

1. A Lee to update Nicola Harries at Land Forum events, before deliverables are published and to engage with CL:AIRE.
2. Liaison with other stakeholders to be agreed during first meeting. *Note: These discussions to be led by SoBRA Chair.*

Administrative support

Support to the groups Project manager in organising calls will be made available from Gayle Paxton of WSP, not exceeding 2 hours per month unless agreed with the SoBRA Sponsor.

Data Storage

The subgroup is to maintain its own secure repository for the sharing of data (e.g. a Dropbox account). The Sponser will annually transfer its contents to the SoBRA Dropbox that cats as a central repository of all Society related efforts and communications.

By reminder, everyone who works for or volunteers with SoBRA has some responsibility for ensuring personal data is collected, stored and handled appropriately. Each member that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles. When data is stored electronically, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts as per the requirements of our privacy policy.