



INFORMATION NOTE

Land Condition File (LCF)

Number: IN 06/10

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Prop Env Pol, 94421 2126/0121 311 2126

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Who Should Read this: CESTOs, Heads of Establishments, Service Providers, SERs,
Property Managers/Facility Managers, Health & safety Focal Points

When it takes effect: Immediately

When it is due to expire:
20 May 12

Estate Management

Document aim: This Information Note replaces on IN 03/09, which has now been withdrawn. This Information Note provides a standard template for the recording of known land contamination hazards to assist in the day-to-day management of land contamination risks at site level.

Background

1. Many defence activities, past and present, have or have had the potential to contaminate land. Failure to adequately assess and manage land contamination on the defence estate has the potential to impact on defence activities through reducing the availability of training areas, limiting development of the estate, reducing disposal receipts and diversion of funding to meet statutory clean-up obligations.
3. MOD also has a duty of care to protect the health of its personnel, contractors and visitors on the defence estate and a legal liability for contaminated land caused by defence activities. In order to discharge their duties with regard to land contamination the Commanding Officer/Head of Establishment (HoE) should:
 - a. Ensure that an appropriate Land Quality Assessment (LQA) has been carried out for their site.
 - b. Ensure known land contamination hazards identified by the LQA or other investigations are on the establishment hazard register.
 - c. Ensure land contamination is considered as part of the arrangements for notifying known site hazards to Site users, Facility and Project Managers, contractors and visitors prior to commencement of their activities.
 - d. Ensure that where the LQA identifies significant land contamination risks, these are regularly reviewed as part of the site Health & Safety and Environmental Management System.
4. It is recommended that the HoE maintains a Land Condition File (LCF) that documents a brief history of the establishment, known areas of concern, historic and current potentially contaminating activities and a summary of the findings of LQAs, ground investigations and other relevant information with regard to land contamination. A standard template has been developed to provide a consistent format across all MOD sites.
5. The LCF is designed to assist in the management of land contamination risks at site level and to support H&S and Environmental Management Systems.

LCF Structure

6. The LCF is split into 2 parts:

Part A: The land condition summary provides a summary of the known land contamination hazards on the site/area covered by the LCF. The key element is the site hazard plan and site hazard table, which identifies the location and nature of the known land contamination hazard. The plan and supporting table should be the first point of reference in identifying if site users, contractors or site visitors are likely to be exposed to land contamination; for example prior to any planned works or responsive maintenance.

Part B: Provides a series of templates for recording information in support of Part A. The tables/templates identify information that will be required to make an assessment of the land contamination hazards and potential risks. If a LQA or other document exists for example a ground investigation report, the relevant sections of these can be referenced rather than duplicate the information.

7. Key Benefits of LCF:

- Known information on land contamination hazards is readily accessible and can be communicated out to all persons who must have knowledge of such information, thereby reducing the risk of the MOD breaching its duty of care;

- Knowledge and information on such risks is not lost, thereby reducing the need to commission unnecessary duplicate reports, which can be costly and reduce the likelihood of enforcement action being taken against the department.

8 The LCF is not a substitute for a LQA. A LCF is a document that acts as a repository and signposts where LQA's and other such information on contaminated land can be found.

What do sites need to do?

9. Where the Facility Management (FM) Contract includes the provision of a LCF it will be handed over to Head of Establishment (HoE) or nominated person. Where the FM Contract does not include the provision of a LCF the HoE should review land contamination risk management and where appropriate produce a LCF using on-site resources or seek funding for external support. The HoE is the owner of the LCF and should ensure that the LCF is maintained within the Establishment's Health & Safety and Environmental Management System, in a similar manner to records of other hazardous materials such as asbestos.

10. In some cases the LCF may have identified gaps or discrepancies in information collated, this may be due to a lack of information at the time or limited access to facilities. Either way the HoE and/or their delegated representatives should review the LCF and amend/add where necessary.

11. The relevant hazards identified within this document should be communicated out to all site users (including lodgers and encroachments where applicable), contractors and site visitors as part of the induction process.

12. When identifying and evaluating Health & Safety and Environment risks, the LCF should be consulted and information used as part of the risk assessment process. This is particularly pertinent prior to any works involving excavation/ground works and may site personnel/contractors/visitors may come into contact with a known contaminant. This will inform the risk assessment/assessor as to how the risk should be managed/eliminated.

13. Site processes should include the maintenance of the LCF. It is important to note that this is a "live" document therefore as and when new hazards come to light, then these must be recorded in the LCF. Conversely where hazards/risks are eliminated and removed from site, this should also be documented. To assist in this process, site personnel should liaise with all site users on a regular basis.

14. Trigger Points for a review include (but are not exclusive):-

- Whenever there is a significant change to site activity(ies)
- A change in relevant legislation
- A change of statutory guidance
- Following a pollution incident
- When a significant hazard/risk has been identified

15. It is recommended that a person familiar with land contamination hazards reviews the LCF once there is a significant accumulation of new material or a significant new hazard is identified.

LCF Site Pack

16. When a LCF has been completed the HoE should receive the following:

- **Part A - Land Condition File Summary comprising:** Property Name and Reference, LCF Preparation and Maintenance, Key activities on site and land condition issues, New

information, Gaps in information, Other action items, Periodic specialist review, Hazard site plan. Plus - Site Location Plan and Hazard Site Plan

- **Part B – Land Condition File comprising:** Site Information, Property Details, Previous Site Names, Contact Points for Site Management, Contacts for Public Sector Organisations, Current Land Use, Current land use, Current occupying service or organisation, Current lodgers and tenants, Site information, Current use of surrounding land, Current potentially contaminating site uses, Fuel storage and handling, Explosive ordnance storage, handling and use, Waste storage, treatment and disposal, Radioactivity, Asbestos, Hazardous chemicals, Assets, Historical Site Use, Brief description of historical uses, Historical plans and site aerial photographs, Historical use of surrounding land, Redundant Features, Geo-Environmental Setting, Topography, surface character and vegetation, Geology, Surface Water including artificial drainage, Groundwater, Coastal waters, Ecology, Other influences, Results of Previous Assessments, Site Investigations (Intrusive and non-intrusive), Regulatory Authority Information, Correspondence with Regulators on Land Condition.

17. The Land Condition File can be accessed here [LCF Templates\LCF.doc](#)

Contacts:

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Organisation	Contact Point	
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