

Alabama Department of Environmental Management

**ALABAMA UNDERGROUND AND
ABOVEGROUND STORAGE TANK
TRUST FUND**

REIMBURSEMENT AND REASONABLE RATE GUIDANCE

March 2013

ALABAMA UNDERGROUND AND ABOVEGROUND STORAGE TANK TRUST FUND REIMBURSEMENT AND REASONABLE RATE GUIDANCE

EFFECTIVE March 21, 2013

SUMMARY

The Alabama Underground and Aboveground Storage Tank Trust Fund Reimbursement and Reasonable Rate Guidance document has been prepared to provide tank owners/operators and approved Alabama Tank Trust Fund Response Action Contractors information regarding the procedures for receiving reimbursement for eligible investigative and corrective action site activities and to provide reasonable allowable rates for typical activities performed at Underground Storage Tank (UST) and Aboveground Storage Tank (AST) sites that are determined to be Trust Fund eligible. These rates which are effective March 21, 2013 apply specifically to the new Alabama Tank Trust Fund Unit Rate cost proposal forms and payment request forms. These forms are required to be used to obtain pre-approval of site expenditures and to document eligible expenditures at release incident sites determined to be eligible for participation in the Alabama Underground and Aboveground Storage Tank Trust Fund (ATTF).

This guidance provides general information about the Tank Trust Fund and specifically includes a description of various investigative and corrective action activity scenarios and the maximum allowable rates established for the various scenarios and units of work commonly performed at UST and AST release sites. Activities not listed or those activities referenced as site specific rates in this guidance will be evaluated on a case-by-case basis. Cost proposal approval and reimbursement will be based on reasonable rates charged for those types of activities as determined by the Department.

The maximum allowable unit rates have been established based on a review of ATTF payment requests received, surveys conducted by the Department of laboratories, contractors and consulting firms and comparisons to other state underground storage tank program reasonable rates. For some activities, Tank Trust Fund Response Action Contractors and/or the subcontractor firms (laboratories, drillers, etc.) may be able to charge lower rates than those listed on the attached pages. In this situation, the Tank Trust Fund Contractor should only charge the actual cost of conducting that activity. Tank Trust Fund activities should not be charged at a higher rate than would typically be charged at a non-Trust Fund eligible site. The Department will only reimburse actual expenses and proper documentation must be submitted with the payment request in order to receive reimbursement.

This guidance serves to support requirements as stated in the Code of Alabama, Title 22, Chapter 35, Alabama Underground and Aboveground Storage Tank Trust Fund Statute, and the Alabama Department of Environmental Management, Water Division, Water Quality Program Volume II, Chapter 335-6 -16 regulations.

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APPLICABILITY

This Reasonable Rate Guidance will be utilized for the new Unit Rate Cost Proposals submitted by the tank owner/operator and Tank Trust Fund Response Action Contractors, and approved by the Department after March 21, 2013 utilizing the new Unit Cost Proposal forms. The new Unit Rate Cost Proposal and Payment Request Forms will be available for use after March 21, 2013. By June 1, 2013, all new cost proposals should be prepared and submitted to the Department using the new unit rate forms. The new Cost Proposal Form is identified as ADEM Form 31 and the new Payment Request Form is identified as ADEM Form 32.

Previously approved cost proposals using ADEM Form 318 will receive reimbursement based on the costs previously approved by the Department in the cost proposal approval letters already issued. Increases in labor rates and mileage rates may be applied as described in the December 2012 memoranda previously issued to the Tank Trust Fund Contractors.

All payment requests should be submitted on the form type that matches the cost proposal form that was approved. Trust Fund Contractors and owner/operators who have cost proposals using ADEM Form 318 approved by the Department will be required to submit the associated payment requests using ADEM Form 319. Trust Fund Contractors and owner/operators who have cost proposals approved by the Department utilizing the new unit rate format using ADEM Forms 31 will be required to submit the associated payment requests using the new ADEM Form 32.

This guidance is meant for individuals with existing technical expertise and skill in the area of hydrogeological investigations, emergency response, risk assessments, and remediation. Certain submissions required by ADEM involve the practice of engineering and /or land surveying, as those terms are defined in Code of Alabama 1975, as amended § 34-11-1 to 34-11-37; and/or the practice of geology, as that term is defined in Code of Alabama 1975, as amended § 34-41-1 to 34-41-24. It is the responsibility of any person preparing or submitting such information to ensure compliance with these laws and regulations promulgated there under, as may be required by the State Board of Registration for Professional Engineers and Land Surveyors and/or the Alabama Board of Licensure for Professional Geologists. All submissions, or parts thereof, which are required by State law to be prepared by a licensed engineer, land surveyor, or geologist, must include the engineer's, land surveyor's, and/or geologist's signature and/or seal(s), as required by the applicable licensure laws. (Excerpt from ADEM Alabama Environmental Investigation and Remediation Guidance, Revised September 2005).

This guidance is intended to address procedures for receiving reimbursement for investigation, assessment, and remediation of sites and to address the interim replacement and permanent restoration of potable water supplies. This guidance does not address issues involving payments to third parties who bring suit relative to an UST or AST release. Information regarding third party coverage is found in the Code of Alabama, Title 22, Chapter 35, Alabama Underground and Aboveground Storage Tank Trust Fund, and the Alabama Department of Environmental Management, Water Division, Water Quality Program Volume II, Chapter 335-6 -16 regulations.

DEFINITIONS, PERSONNEL CATEGORIES AND ACRONYMS

Definitions

For the purposes of this guidance only, the following definitions apply:

Adder	An additional amount that is added to an established unit or scenario to reflect a greater amount of the particular item than defined in the original unit or scenario.
Commission	The Alabama Environmental Management Commission
Deductible	The amount of financial responsibility that must be expended as approved costs by the owner/operator prior to any reimbursement of eligible expenses. UST releases require a \$5,000 deductible. AST releases require a \$10,000 deductible.
Director	The Director of the Alabama Department of Environmental Management
Motor fuel	All grades of gasoline including gasohol or any gasoline blend, any components used in any gasoline blend, ethanol, number 1 diesel, number 2 diesel, or any diesel blend, biodiesel, kerosene, and all aviation fuels.
Proof of payment	The acceptable evidence that the invoices included in the reimbursement application have been paid. The acceptable methods include copies of canceled checks or notarized statements signed by Response Action Contractor stating they have received payment.
Reasonable cost	The monetary amount or range, as determined by the Department, which is commensurate with a response action, where the Department's determination is based on an evaluation of typical costs expected for the particular response action under review, with respect to the activities' scope and complexity.
Weekly Rental	Rental equipment is often rented on a weekly basis. A week is defined as three (3) to seven (7) consecutive days.

Personnel Category Descriptions

The following personnel categories are provided to define the level of expertise and experience that allows for a person to be billed at the described Tank Trust Fund maximum allowable labor rates. These definitions are only intended to apply to this guidance.

PG - An Alabama Licensed Professional Geologist

PE - An Alabama Registered Professional Engineer

Project Manager - A full-time employee of the Approved Response Action Contractor who has the experience and expertise to oversee the required site activities and manages the costs and activities for that scope of work. There is typically only one project manager for each scope of work. This person usually has a college degree and typically has a minimum of 5 years of full-time experience in investigation, remedial planning or the design phase of environmental project management. This person should have a BA, BS or postgraduate degree in engineering, geology, or other appropriate field of science. This person should also have supervisory and project management experience.

Staff Engineer - A person who graduated from an accredited college or university with a degree in engineering and is experienced in performing investigation and remedial actions at motor fuel sites. This person works directly under the direction of the firm's Alabama Registered Professional Engineer in accordance with applicable State of Alabama laws and regulations.

Staff Geologist - A person who graduated from an accredited college or university with a degree in geology and is experienced in performing investigative and remedial actions at motor fuel sites. This person works directly under the direction of the firm's Alabama Licensed Professional Geologist in accordance with applicable State of Alabama laws and regulations.

Staff Scientist - A person who graduated from an accredited college or university with a degree in geology, engineering, environmental science, chemistry, biology or other related field and is experienced in performing investigation and remedial actions at motor fuel sites.

Draftsman - An employee of the Approved Response Action Contractor who prepares tables, maps, drawings, etc. for the required plans/reports.

Technician - An employee who carries out technical field related activities, such as sampling and maintaining remediation equipment. A technician typically receives direction from the project manager, PE or PG, staff engineer or geologist to perform their duties.

Clerical - An employee of the Approved Response Action Contractor who types documents, files documents and performs general clerical related activities under the supervision of the project manager or PE/PG.

Acronyms or Abbreviations

The following acronyms or abbreviations are intended for use in this document only.

ADEM	Alabama Department of Environmental Management
ALDOT	Alabama Department of Transportation
ALT	Alternate
ARBCA	Alabama Risk-Based Corrective Action
AS	Air Sparge
AST	Aboveground Storage Tank
ASTM	American Society of Testing and Materials
ATTF	Alabama Tank Trust Fund
ATV	All terrain vehicle
Biox	Biological amendment
BTEX	Benzene, toluene, ethylbenzene, and total xylenes
CA	Corrective Action
CAP	Corrective Action Plan
CD	Compact disc
CFR	Code of Federal Regulations
Chemox	Chemical oxidation
CP	Cost Proposal
DEMOB	Demobilization
DMR	Discharge Monitoring Report
Doc	Document
DPVE	Dual Phase Vapor Extraction
EDB	Ethylene dibromide
EDC	1,2 Dichloroethane
EMA	Emergency management agency
FID	Flame ionization detector
FOM	Fractional organic matter
FP	Free product
FPR	Free product recovery
FT	Feet
GW	Ground Water
HR	Hour
HSA	Hollow stem auger
ID	Internal diameter
IDW	Investigation derived waste
IRS	Internal Revenue Service
ISCO	In-situ chemical oxidation
Kw	Kilowatt
LTR	Letter
MCL	Maximum contaminant level
MEME	Mobile enhanced multi-phase extraction
MOB	Mobilization

MtBE	Methyl tertiary butyl ether
MW	Monitoring well
NAPH	Naphthalene
NAMR	Natural Attenuation Monitoring Report
NPDES	National pollution discharge elimination system
O&M	Operation and Maintenance
ORP	Oxidation Reduction Potential
OSHA	Occupational Safety and Health Administration
P&T	Pump and Treat
PAH	Polycyclic Aromatic Hydrocarbon
PE	Professional Engineer licensed in Alabama
PG	Professional Geologist licensed in Alabama
PID	Photoionization detector
PPM	Parts per million
PR	Payment Request
PVC	Polyvinyl chloride
QA/QC	Quality assurance and quality control
Req	Required
RM	Risk Management
RNA	Remediation by natural attenuation
RPT	Report
RW	Recovery well
SEMR	System effectiveness monitoring report
SOW	Scope of work
SPCC	Spill Prevention, Control and Countermeasure
SVE	Soil vapor extraction
TCLP	Toxicity Characteristic Leaching Potential
TPH	Total petroleum hydrocarbons
UIC	Underground injection control
UST	Underground storage tank
YD	Yard

GENERAL GUIDANCE

The following information is a general overview of key components of the Alabama Tank Trust Fund program. Owner/operator participation in the Tank Trust Fund is voluntary. An owner/operator may elect to use another financial responsibility mechanism to meet the financial responsibility requirements for ADEM Admin. Code r. 335-6-15-.43

Eligibility of Releases

The Alabama Tank Trust Fund provides financial coverage for motor fuel releases from aboveground and underground storage tank systems that are determined to be eligible for participation in the Trust Fund. Tank owners/operators are notified of eligibility by the Department after the proper reporting of a release. If the Department determines that a release of motor fuels may pose a threat to the environment or the public health, safety or welfare, the Department may require additional assessment and/or remediation activities to occur through the issuance of a “Notification of Requirement to Conduct Investigative and Corrective Action” (NOR) letter. An owner/operator does not have to file an application to receive eligibility. However, an owner/operator may be asked by the Department to provide information about the tank system operations to determine substantial compliance and verify eligibility of the release to participate in the Trust Fund. Typically, a letter of eligibility or ineligibility is issued with the NOR letter.

The Department assigns a unique release incident number to the release when additional site activities are required. This release incident number should be on all documents submitted to the Department to facilitate proper handling and review of the documents.

Eligible owner/operators are entitled to reimbursement of reasonable costs from the Tank Trust Fund resulting from the release of motor fuels from an UST only for releases that were discovered and subsequently reported after September 30, 1988. Eligible owners or operators are entitled to reimbursement of reasonable costs from the Tank Trust Fund resulting from the release of motor fuels from an AST only for releases that were discovered and subsequently reported on or after August 1, 1993.

Tank Trust Fund Eligibility Requirements for Underground Storage Tanks

To participate in the Tank Trust Fund, every owner or operator of an UST containing motor fuel is required to establish and maintain Trust Fund eligibility in accordance with the following requirements as stated in ADEM Admin Code r. 335-6-16-.04:

- a) Registration of the tank(s) with the Department.
- b) Annual payment of Trust Fund and Underground Storage Tank Regulatory Fees for each UST until such time as permanent closure requirements of Chapter 335-6-15 of the ADEM Administrative Code are satisfied, if any. The Trust Fund Fee is currently

set at \$0 at this time. You may check ADEM Admin. Code r. 335-6-16-.07(5) to determine if any changes to this amount have been made.

- c) The owner or operator remains in substantial compliance for each UST.
- d) Every owner or operator of an UST is required to maintain financial responsibility in the amount of \$5,000 per occurrence (\$25,000) aggregate or another amount if required by the Commission, by any one or combination of the following: insurance, guarantee, surety bond, letter of credit or qualification as a self-insurer by demonstration of a tangible net worth in the amount of \$25,000.

Tank Trust Fund Eligibility Requirements for Aboveground Storage Tanks

To participate in the Tank Trust Fund, every owner or operator of an AST containing motor fuel is required to establish and maintain Trust Fund eligibility in accordance with the following requirements as stated in ADEM Admin Code r. 335-6-16-.05:

- a) Registration of the tank(s) with the Department.
- b) The owner or operator remains in substantial compliance for each AST.
- c) The owner or operator must comply with the NPDES Permit requirements as stated in ADEM Admin Code r. 335-6-6-.03 and 335-6-6-.12(r) and the SPCC requirements stated in Code of Federal Regulations (CFR) Title 40 Part 112 (40 CFR 112).
- d) Every owner or operator of an UST is required to maintain financial responsibility in the amount of \$10,000 per occurrence or another amount if required by the Commission, by any one or combination of the following: insurance, guarantee, surety bond, letter of credit or qualification as a self-insurer by demonstration of a tangible net worth in the amount of \$25,000.

Releases Not Eligible to Participate in the Fund

The terms underground and aboveground storage tank do not include any of the following, and their associated releases are therefore not eligible for coverage under the Alabama Tank Trust Fund:

1. Farm or residential tank of 1,100 gallons or less capacity used for storing “motor fuel” for noncommercial purposes;
2. Tanks used for storing heating oil for consumptive use on the premises where stored;
3. Septic tank;
4. Pipeline facility (including gathering lines) regulated under:
 - i. The Natural Gas Pipeline Safety Act of 1968 (49 U.S.C. App. 1671, et seq.), or
 - ii. The Hazardous Liquid Pipeline Safety Act of 1979 (49 U.S.C. App. 2001, et seq.), or
 - iii. State laws comparable to the provisions of law in subparagraph (i) or (ii) above;

5. Surface impoundment, pit, pond or lagoon;
6. Storm-water or wastewater collection system;
7. Flow-through process tank.
8. Liquid trap or associated gathering lines directly related to oil or gas production and gathering operations; or
9. Storage tanks situated in an underground area (such as a basement cellar, mine working, drift, shaft, or tunnel) if the storage tank is situated upon or above the surface of the floor
10. Other underground storage tanks exempted by the administrator of the federal Environmental Protection Agency; and
11. Piping connected to any of the above exemptions.
12. Pipeline terminals, refinery terminals, rail and barge terminals and tanks associated with each.

In addition, the following UST or AST systems are excluded from the requirements of ADEM Administrative Code r. 335-6-16 regulations:

1. State and Federal government entities whose debts and liabilities are the debts and liabilities of a state or the United States.
2. Any UST or AST system holding hazardous waste listed or identified under Division 14 of the ADEM Administrative Code, or a mixture of such hazardous wastes and motor fuels.
3. Any wastewater treatment tank system that is part of a wastewater treatment facility regulated under Chapter 335-6-5 or 335-6-6 of the ADEM Administrative Code.
4. Equipment or machinery that contains motor fuels for operational purposes such as hydraulic lift tanks and electrical equipment tanks.
5. Any UST system whose capacity is 110 gallons or less.
6. Any emergency spill or overflow containment UST or AST system that is expeditiously emptied after use.

Tank Trust Fund Funding Mechanisms

The Tank Trust Fund is funded by a Trust Fund Fee and a Tank Trust Fund Charge. The Tank Trust Fund Fee is currently established at \$0 per tank. The Tank Trust Fund Charge is currently established at \$0.01 per gallon. The Tank Trust Fund Charge is collected by the Alabama Department of Revenue at the first withdrawal from bulk location. The current fee and charge amounts are stated in ADEM Admin Code r. 335-6-16-.07(5) and (6).

Per Occurrence Indemnification Limit

The total amount of reimbursement available from the Tank Trust Fund as a result of a release from underground or aboveground storage tanks shall not exceed under any circumstance the per occurrence indemnification limit established under ADEM Admin Code r. 335-6-16-.09, which shall be determined by the Commission upon recommendation of the Trust Fund Management Board, on an annual basis. In no event shall combined claims against the fund for payment of response action and third-party claims exceed the per occurrence indemnification limit. Beginning January 1, 2010, the per occurrence indemnification limit is set at one million one hundred thousand dollars (\$1,100,000), less the applicable deductible.

Approved Response Action Contractors

In order to receive reimbursement from the Tank Trust Fund, an owner/operator must select and hire an Approved Tank Trust Fund Response Action Contractor to perform the required site activities. A current list of the Approved Alabama Tank Trust Fund Response Action Contractors is mailed to each owner/operator with the Trust Fund Eligibility letter. The Department also maintains a list of Approved Response Action Contractors on the ADEM website at www.adem.state.al.us. The list is currently located under the ADEM Programs, Water Program, Groundwater Program, Alabama Underground and Aboveground Storage Tank Trust Fund section of the website.

If a Response Action Contractor is to be retained by the owner/operator, the Department must be notified in writing of such a selection within twenty (20) days of reporting a release. A contractual agreement must be established between the owner or operator and the contractor, and the Department must be provided a copy of the contractual agreement.

ADEM Admin. Code r. 335-6-16-.16 describes the process to apply for Approved Response Action Contractor status. Currently, the Department allows for proposals for consideration to be submitted twice during each year. This typically occurs in April and October. Firms may lose their approved status by failing to comply with regulations requiring adequate experienced personnel, insurance, or failing to perform work in a timely manner. Performing work in a quality manner is also a requirement of maintaining an approved Response Action Contractor status.

Documentation of Personnel Performing Response Actions

The Unit Rate Cost Proposal and Payment Request process involves the use of units and has streamlined the overall approval and payment process. However, the submitted technical reports associated with the cost proposals/payment requests must contain the personnel names, personnel categories and dates of site activities performed in order to provide proper documentation of the site work. The boring logs must contain the name of the person in the field who logged the boring and the date of the drilling. A section of the report should contain the names and personnel categories who prepared the tables and figures and who interpreted the site data and wrote the report. The project manager name for the particular scope of work should be included. Persons who performed key field tasks should be included in the report to identify who gauged the wells, who sampled the wells, who collected the soil samples, who logged the borings, etc. The staff who performs the operation and maintenance activities should continue to be listed on the SEMR reports.

Reports may be deemed deficient if inadequate personnel name, activity and date information is included in the associated reports.

REASONABLE RATES AND UNITS

The Department has established unit rates for certain scopes of work typically performed at eligible UST and AST release incident sites. Through a review of payment requests submitted to the Department, input from Response Action Contractors and their subcontractors, a comparison of other state UST financial assurance fund rates and a review of submitted labor rates, the Department has established a list of maximum allowable rates and units that will be reimbursable at eligible release incident sites when the work performed is properly performed and documented in the required technical reports and plans.

The current list of maximum allowable rates is included in Appendix A. These rates can be viewed on the Unit Rate Cost Proposal Form 31 and Unit Rate Payment Request Form 32 in the section labeled “Maximum Allowable Rates”. Both Forms 31 and 32 are combined in the Unit Rate Workbook file available for downloading from the ADEM website. Please note that there may be updates to these units/rates over time and you should check the ADEM website on a periodic basis for any new information regarding reimbursable rates and units. For the field equipment rental or usage items listed, the maximum allowable rate includes shipping and handling charges.

Appendix B contains the basis for the established Unit Rates. This appendix lists the personnel, number of hours and activities performed for typical scopes of work performed at eligible release incident sites. These tables document the derivation of the units included on the cost proposal and payment request forms. These descriptions can be viewed on the Unit Rate Cost Proposal and Payment Request workbook file in the section labeled “Basis for Unit Rates”.

Eligible and Ineligible Costs

Whenever in the ADEM Director’s determination, a release of motor fuels may pose a threat to the environment or the public health, safety or welfare, and the owner or operator of the underground or aboveground storage tank has been found to be eligible for Tank Trust Fund coverage, the Department will disburse monies available in the fund to provide for the reimbursement of certain items/activities. These items are all subject to pre-approval and a determination of a reasonable cost.

A reasonable cost is defined as the monetary amount or range, as determined by the Department, which is commensurate with a response action, where the Department’s determination is based on an evaluation of typical costs expected for the particular response action under review, with respect to the activities’ scope and complexity. Proposed hourly rates or other work units/costs must be competitive with similar charges by other approved contractors, or they may be rejected by the Department if they are determined to represent unreasonable costs.

Eligible Reimbursable Items

The following items are typical types of activities that are covered under the Tank Trust Fund. There may be other activities covered which are not specifically listed below.

- Investigation, assessment, and remediation of sites contaminated by a release of motor fuels which may consist of clean-up of affected soil and waters, using cost effective alternatives that are technologically feasible and reliable, and that provide adequate protection of the public health, safety and welfare and minimize environmental damage, in accordance with corrective action requirements of ADEM Admin. Code r. 335-6-15.
 - Preliminary and Secondary Investigations
 - Drilling costs for borings and wells
 - Experienced labor for plan and report preparation
 - Experienced labor for field activities
 - Logging of borings
 - Overseeing well construction
 - Sampling of borings/wells and surface water bodies
 - Overseeing waste management
 - Surveying of well locations
 - Water well inventory
 - Obtaining adjacent property owner information
 - Analytical charges
 - Disposal of investigative derived waste material
 - Groundwater Monitoring and Surface Water Sampling
 - Experienced labor for plan and report preparation
 - Experienced labor for field activities
 - Sampling of wells and surface water bodies
 - Overseeing sampling waste management
 - Analytical charges
 - Disposal of investigative derived waste material
 - Risk Assessments
 - Experienced labor for plan and report preparation to evaluate sites for risk and the establishment of corrective action limits
 - Free Product Removal
 - Experienced labor for plan and report preparation
 - Overseeing waste management
 - Disposal of extracted free product and groundwater, etc.
 - Performing or overseeing free product removal activities
 - Development of Corrective Action Plans
 - Experienced labor for plan and report preparation

- Preparation of required permits for waste management and/or remediation
 - Pilot testing as necessary
- Implementation of Corrective Action Plans
 - Experienced labor for report preparation
 - Finalizing equipment design
 - Experienced labor for evaluating cleanup technology effectiveness and optimization of the cleanup system
 - Purchase or rental of equipment and materials to be dedicated to the site for corrective action
 - Installation and bringing to operational status the corrective action system
 - Operation and maintenance costs of corrective action system
 - Utility bills directly associated with the remediation
 - Telemetry phone bills directly associated with the remediation
- Cost to prepare cost proposals and payment requests
- The interim replacement and permanent restoration of potable water supplies
 - Provision of alternate water supply
 - Replacing private or public water wells
 - Replacing damaged or threatened private or public water lines
 - Treatment of spring water supplies
- When, in an effort to determine the source of a release, an owner or operator is required by the Department or other emergency management agency to perform testing of tanks and associated piping or investigative actions, and the Department determines the source of the subject release to be other than the tanks or piping for which the testing or investigative actions were required, the Department will, where the owner or operator has been found to be eligible for Tank Trust Fund coverage and subject to the provisions of the ADEM Admin Code r. 335-6-16 regulations, disburse monies available in the Tank Trust Fund to provide for the cost of testing of tanks, piping and investigative actions, to the extent required by the Department.
- Equipment
 - Bailers & drums
 - Sample containers
 - Daily or weekly unit charges for equipment rentals
 - Dedicated remediation systems
- Off-site disposal of excavated soil with TPH concentrations exceeding 100 ppm from a closure of tanks/piping which is directly associated with an eligible release incident. The amount of soil and costs to transport and dispose of the soil are subject to approval by the Department.

Items Ineligible for Reimbursement

The following items may not be eligible for reimbursement. This is not a complete list of ineligible items/activities. Eligible reimbursable items are approved on cost proposals. Response Action Contractors should request clarification and/or approval from the Department if there is a question regarding the eligibility of an item/activity for reimbursement prior to its use. In the event a contractor includes an ineligible item on a cost proposal and it is not initially disallowed by the Department, the Department reserves the right to not pay for that ineligible item on the payment request.

- Response actions performed prior to approval of an associated cost proposal
- Investigative and/or corrective action alternatives not implemented in a manner acceptable to the Department
- Per-diem charges that do not follow the per-diem guidelines
- Costs of replacement, installation, closure and/or retrofitting of affected tanks and associated piping or testing of such tanks and associated piping which is not connected in direct association with a suspected or confirmed release. Additionally, any equipment, labor or installation costs not integral to site rehabilitation or provision of an alternate water supply are not eligible
- Cost of equipment purchases such as the following:
 - Drilling Rigs, earth moving equipment, groundwater sampling pumps, and photoionization detectors
- Costs associated with environmental audits and property transfer audits
- The required deductible of \$5,000 or \$10,000, as applicable
- Closure site assessment activities and reports
- Tank System Testing (unless eligible by ADEM Admin. Code r. 335-6-16-.08(3))
- Tank System Removals
- Tank System Installations
- Soil removal costs associated with closure activities. The Department may authorize over-excavation of soils on a site-by-site basis
- Phone charges
- Office equipment
- Camera rentals or purchases
- Vehicle rental
- Fuel charges
- Survey equipment
- Hand augers and soil samplers
- Tool kits and hand tools
- Rush charges not approved by ADEM
- Charges presented which exceed actual costs
- Charges presented for payment which are not documented on invoices
- Charges associated with a non-motor fuel release
- Charges associated with a release discovered prior to 10/01/1988 for an UST release
- Charges associated with a release discovered prior to 8/1/1993 for an AST Release

- Other items not listed that are determined to be ineligible by the Department
- Charges requested that are not adequately documented in the associated plan or report
- Disposal of wastes at an unpermitted facility/location

Allowable Pass Through Charges

Since the Department reimburses the owner/operator or Tank Trust Fund Contractor when the scope of work is complete and not on a periodic or monthly basis, a “pass-through” amount as described in this section is allowed for certain charges. It is expected that the Tank Trust Fund Contractor pays the subcontractors providing services at the release site in a timely manner and in accordance with agreed upon payment terms. Should a site inspection or other information available to the Department reveal a discrepancy between the work performed and the charges included in the payment application, the Department may deny payment or may require the Tank Trust Fund to be reimbursed. Failure to pay a subcontractor after the Trust Fund reimburses a tank owner/operator or Tank Trust Fund Contractor may constitute a discrepancy and the payment request may be subject to cost recovery.

Two pass-through amounts are available based on the scope of work performed and the typical length of time the tank owner/operator or Tank Trust Fund Contractors must wait to complete the approved scope of work before filing for reimbursement through submittal of a payment request. Investigations and corrective action operation and maintenance activities usually are 90 to 120 days in length and the request for payment may be 90 – 150 days or more after cost proposal approval. These activities are typically allowed a 10% pass-through amount. A 5% pass through is allowed on activities that are typically completed in less than 90 days.

The maximum allowable pass-through amounts for invoices/bills from entities not associated with the Approved Alabama Tank Trust Fund Contractor are as follows:

A maximum 10 % Pass through is allowed for the following:

“Subcontractor” bills/invoices such as:

- Utility bills
- Drilling invoices not associated with implementation of a corrective action plan
- Laboratory invoices
- Landfill invoices for soil derived from investigations and/or closure activities where the landfill invoice is less than \$50,000
- MEME vendors
- Water disposal invoices
- Hauling/Transportation invoices for soil derived from investigations and/or closure activities where the invoice is less than \$50,000
- Excavation invoices not related to implementation of a corrective action plan where the invoice is less than \$50,000

- Remediation equipment rental associated with corrective action operation and maintenance activities

A maximum 5% Pass through is allowed for the following:

- Remediation system purchase charges/invoices
- Remediation system installation charges/invoices
- Drilling invoices associated with implementation of a corrective action plan
- Remediation materials and/or injection events such as surfactant, ISCO, etc. to include water disposal
- Soil excavation, hauling and landfill disposal charges associated with interim corrective action or implementation of a corrective action plan
- Landfill invoices for soil derived from investigations and/or closure activities where the landfill invoice is equal to or more than \$50,000
- Hauling/Transportation invoices for soil derived from investigations and/or closure activities where the invoice is equal to or more than \$50,000
- Excavation invoices not related to implementation of a corrective action plan where the invoice is equal to or more than \$50,000

Response Action Contractors are not allowed a pass through charge on work performed by their own affiliated laboratory, drillers, construction, MEME truck, etc.

For situations not listed above, the Department will approve the allowable pass through charge on a case-by-case basis.

Various forms allow for the entry of no requested amount of pass through charge, or the entry of a 5% or a 10 % pass-through amount. For those columns on the forms labeled “Pass Through”, the Response Action Contractor leaves the field blank when requesting no pass through, or selects the appropriate 5% or 10% amount from the drop down box on the forms.

Reimbursable Per Diem

Trust Fund Contractors may request reimbursement for per diem based on the actual time in the field performing approved activities and subject to the defined reimbursement guidelines. The current maximum allowable amounts are shown on the “Alabama Tank Trust Fund Maximum Allowable Rates” listing in Appendix A.

Employees of the Approved Response Action Contractor Firm are allowed per diem in the following circumstances:

Daily Per Diem - In the field for more than 6 hours at the Trust Fund eligible site

- Performing field work at a location at least 50 miles from the employee’s office or home
- Form E must be completed and submitted on both the Cost Proposal and Payment Request

- In the field includes direct travel to the site, site work and direct travel back to the office

Extended Daily Per Diem – In the field for more than 12 hours at the Trust Fund eligible site, but do not spend the night

- Performing field work at a location at least 50 miles from the employee's office or home
- Form E must be completed and submitted on both the Cost Proposal and Payment Request
- In the field includes direct travel to the site, site work and direct travel back to the office

Overnight Per Diem – Field work requires at least 2 days

- Performing field work at a location at least 80 miles from the employee's office. The Department may approve overnight per diem for a location between 50 and 80 miles from the firm's office, if due to the nature of the scope of work, the overnight stay would be more cost efficient to the Trust Fund and/or more appropriate from a safety perspective
- Form E must be completed and submitted on both the Cost Proposal and Payment Request
- Overnight stay requires a copy of a hotel invoice for each Response Action Contractor employee requesting overnight per diem that indicates the overnight motel/hotel stay in or very near the release incident location and adequately documents the overnight charge
- The individual must spend at least 6 hours at the release site (and/or returning to home office) on the last day to claim overnight per diem for that day

Drilling Firm, Subcontractor or Remediation System Installation Firm Employees are allowed per diem in the following circumstances:

Daily Per Diem and Extended Day Per Diem – Not Allowed

Overnight Per Diem – Field work requires at least 2 days

- Performing field work at a location at least 80 miles from the employee's office. The Department may approve overnight per diem for a location between 50 and 80 miles from the firm's office, if due to the nature of the scope of work, the overnight stay would be more cost efficient to the Trust Fund and/or more appropriate from a safety perspective
- Overnight stay requires a copy of a hotel invoice from at least one crew member that indicates the overnight motel/hotel stay was in or very near

- the release incident location and adequately documents the overnight charge
- Per-diem charges must be listed as a line item on the driller, subcontractor or remediation system installer's invoice
 - The individual must spend at least 6 hours at the release site (and/or returning to home office) on the last day to claim overnight per diem for that day

Re-Use of Remediation Equipment

In an effort to provide for more cost effective cleanups, provide for re-use of equipment and reduce overall charges to the Trust Fund, the Department encourages the re-use of remediation equipment such as off-gas treatment units, SVE systems, and DPVE systems at other Trust Fund eligible sites. Where a unit can be used at another Trust Fund site, the owner/operator of the current site can receive reimbursement for the shut-down of the system and the dismantling of utility connections and fencing. The receiving owner/operator can be reimbursed for the charges associated with loading and transporting the equipment and the reasonable cost to refurbish the treatment system, if necessary. The owner/operator and Response Action Contractor should contact the ADEM project manager(s) for the release sites involved to coordinate the re-use of equipment.

COST PROPOSALS

Participation in the Tank Trust Fund requires that a cost proposal be submitted which proposes the cost for performing required site activities prior to the actual implementation of the activity. The exception to this requirement is the development of a Secondary Investigation Plan, an Additional Well Installation Plan, a Free Product Removal Plan, Well Abandonment Plan and a Groundwater Monitoring Plan. These plans will have the costs to prepare them included in the cost proposal submitted for the implementation of the plan and are requested by the Department in most cases. The Alabama Tank Trust Fund pre-approves site activities prior to implementation. In order to receive reimbursement for site costs, the cost proposals should be submitted prior to the initiation of the site activities, unless otherwise directed by the Department. The Department will review the scope of work and the proposed costs contained in the cost proposal and will issue a letter of approval to the tank owner/operator and send a copy to the selected Approved Response Action Contractor.

The new Unit Rate Cost Proposal Form and Payment Request Forms (ADEM Forms 31 and 32) are available on the ADEM website at www.adem.state.al.us. The forms are currently located under the ADEM Programs, Water Program, Groundwater Program, Alabama Underground and Aboveground Storage Tank Trust Fund section of the website.

Submittal of Cost Proposals

In accordance with ADEM Admin. Code r. 335-6-16-.10, cost proposals are required to be submitted to the Department and approved by the Department prior to initiating site activities to be eligible for reimbursement for those activities unless emergency site stabilization was conducted or the owner/operator was otherwise directed by the Department. The Department uses the cost proposals as a cost control mechanism and as a means to obligate funds from the Alabama Tank Trust Fund to be provided at projected time periods. The Department has established a format for the submittal of the cost proposals and has established procedures by which the cost proposals will be evaluated.

Most cost proposals will also be accompanied with a detailed plan for investigative or sampling activities. Operation and Maintenance cost proposals which are implementing the previously approved corrective action plan should have a brief summary plan accompany the cost proposals indicating the scope of work to be performed and the number of wells/constituents proposed to be sampled.

Proper Forms

The Department will only accept cost proposals which are submitted on the official “Alabama Tank Trust Fund Unit Rate Cost Proposals and Payment Requests” forms 31 and 32. No modifications to the forms should be made. Alabama Tank Trust Fund Contractors will utilize

Form 31 to enter in information regarding proposed costs. Cost proposals received by the Department that have been altered, modified or do not meet the Department's requirements may be denied and/or returned to the owner/operator without review.

Typically, the forms submitted will include the three (3) Part I forms (CP Part I Info, CP Part I Page 2 and CP Part I Total), the CP Part II Summary Form, Form E and appropriate subcontractor quotes. If no per diem is requested for the scope of work, then Form E does not need to be submitted. If Form F is completed, then Form F must be included in the cost proposal submittal. If Form G is completed, then Form G must be included in the cost proposal submittal. Form G should be completed when various bids/quotes are submitted. The selected bid/quote information is entered on Form G to summarize the proposed charges.

The CP Part II Summary Form is created by selecting the "View CP Part II Summary" button located on the CP Part I Info worksheet. Information typed on Forms A, B, C, D, E and F is summarized on the CP Part II Summary Form. If Form E, F or G is used, those forms must be submitted. Appropriate quotes from subcontractors should be included as applicable.

To print the Cost Proposal, you may select the "Print Entire CP" button on the CP Part I Info form. This action will print all three (3) Part I forms, the CP Part II Summary Form, and Form E. To print individual forms, you select each specific form and selectively print the forms of interest. This is the procedure to print Forms F and G.

When to send in the cost proposals

For sites that are required to perform a Preliminary Investigation, the Department issues a pre-approved cost proposal. This ADEM generated cost proposal should be signed by the owner/operator and the selected Approved Tank Trust Fund Response Action Contractor. The signed cost proposal should be submitted to the Department with a copy of the executed contract between the tank owner/operator and Response Action Contractor.

Unless otherwise directed in writing by the Department, cost proposals should be submitted within thirty (30) days of receiving a directive from the Department that a site activity is to be conducted. One variance for this is the submittal of cost proposals for ongoing operation and maintenance activities for remediation systems. Those associated cost proposals should be submitted ninety (90) days before the end of the field period for the last approved cost proposal. Typically, four cost proposals are submitted for a year of O&M activities at one time. Groundwater monitoring events are typically conducted every 4 months, so 3 groundwater monitoring cost proposals are typically submitted with a groundwater monitoring plan. However, this number may be less if directed by the Department.

Where to send in the cost proposal

All cost proposals are to be submitted to the ADEM UST Corrective Action Project manager who is overseeing the specific release incident.

Submit one (1) completed cost proposal with all required original signatures to:

Alabama Department of Environmental Management
Groundwater Branch
Attn: ADEM Project Manager
Post Office Box 301463
Montgomery, Alabama 36130-1463

If you are not aware of the ADEM project manager for a particular UST or AST release, please call (334)270-5655 and request the name of the specific project manager for that incident.

Cost Proposal Review Time Frames

The Department should review all submitted and properly prepared cost proposals within 120 days of receipt. Should a scope of work and associated cost proposal need to be implemented quickly due to public safety, potential environmental damage or other time dependent reasons, the ADEM project manager should be contacted and a review timeframe discussed. If a Response Action Contractor has not received a copy of the cost proposal approval or denial letter after 120 days, then they should contact the ADEM project manager.

Cost Proposal Addendum

Where the owner/operator requests an increase in the scope of work and wishes to have those costs covered under the Trust Fund, a cost proposal addendum may be requested to cover additional scopes of work or unforeseen site circumstances. The owner/operator or the selected Response Action Contractor should notify the appropriate ADEM UST Corrective Action Section Project Manager immediately and request an addendum to cover additional eligible and reasonable costs. The Department may approve all or a portion of the requested costs. The Department will issue an addendum approval letter to the owner/operator with a copy sent to the Response Action Contractor documenting the additional approval.

Procedures are in place which allows the ADEM staff to discuss proposed additional work over the phone or to receive faxes or e-mails to help expedite the request for approval of addendums. Upon concurrence with the proposed additional activities, the Department can then issue an addendum to the previous approved cost proposal for the additional work to be performed. Please be advised that the addendum should be approved prior to the initiation of the additional site activity.

If an addendum amount is approved, the Response Action Contractor will modify the cost proposal form that was previously approved and add the ADEM approved additional scope of work or charges to the cost proposal form so that the approved items will be transferred to the payment request worksheets associated with that particular cost proposal.

There are two cost categories that do not require an addendum if they go over the originally approved amount. However, any additional charges will be subject to review on the payment request. These items are:

- 1) Per-diem charges that exceed the approved amount. Form E must be completed in detail and submitted with the payment request. If additional overnight per diem is requested, the required hotel documentation must be submitted.
- 2) MEME event water disposal charges. For additional water disposal charges, an invoice documenting the amount of the water disposal costs must be submitted.

Pre-Approved Cost Proposals for Preliminary Investigations

For Trust Fund eligible sites, the Department issues a pre-approved cost proposal when the scope of work that is required is a Preliminary Investigation. The Department typically issues the pre-approved amount in a letter that is mailed out with the Trust Fund Eligibility letter. The owner selects an Approved Response Action Contractor to perform the work within twenty (20) days of receipt of the Trust Fund Eligibility Letter and enters into a contractual agreement. A copy of the agreement is supplied to the Department. The tank owner/operator and the Response Action Contractor sign the appropriate section of the pre-approved cost proposal and should return the document to the Department within twenty days of receipt.

Emergency Authorizations for \$20,000

If an initial response, abatement measure or initial free product removal is necessary to properly stabilize a site and prevent significant continuing damage to the environment or risk to human health, the Department may issue an authorization of up to \$20,000 which may be reimbursable from the Tank Trust Fund. Payment requests will be reviewed to determine if charges were necessary, eligible and reasonable. The authorization letter will include the cost proposal/payment request number assigned to the emergency authorization. The Department will mail a pre-approved cost proposal for the \$20,000 (or other appropriate amount as approved) to the owner indicating what unit charges are being pre-approved and will designate the timeframe for which coverage is approved.

Cost Proposals and Change of Response Action Contractors

If a cost proposal is approved for implementation that was submitted by one Response Action Contractor, another Response Action Contractor is not allowed to use that cost proposal for site work. Another cost proposal which is signed by the new Response Action Contractor and tank owner/operator must be submitted for review if the owner/operator changes Response Action Contractors to work on an eligible release incident. This situation will require the owner/operator to submit a copy of the new contractual agreement to the Department.

When an owner/operator elects to change Response Action Contractors after cost proposals have been approved by the Department, the cost to prepare the un-implemented cost proposals will not be a reimbursable item.

Cost Proposals Denied by the Department

In some cases, the Department may not approve cost proposals that were submitted in accordance with an approved corrective action plan or other approved plan. Where the cost proposals were properly submitted but are not needed due to a site management decision by the Department, the Department will reimburse a reasonable amount for the preparation of the cost proposal(s) that were not implemented. The requested amount for cost proposal preparation can be selected on Payment Request Form “A” Office in the unit titled “CP Preparation”. Typically, the costs for CP preparation in this situation would be included on the next payment request to be submitted. Approval for the CP preparation cost(s) should be requested as an addendum to an existing previously approved or future cost proposal. Due to the automated preparation of the cost proposals, only one unit will be approved for reimbursement where multiple cost proposals of the similar scope of work were proposed.

Cost proposals that are submitted and not requested by the Department, or which contain errors in preparation, may not be reimbursed.

PAYMENT REQUESTS

Submittal of Payment Requests

The Department requires that all Payment Requests (Applications for Reimbursement) for costs of response actions eligible for reimbursement shall be submitted in the format established by the Department and described in this guidance. The Payment Requests can be submitted only after the completion of pre-approved scopes/phases of work. The Department requires written documentation of the activities conducted to be submitted in the required format prior to or concurrently with the submittal of a Payment Request. Required plan and report formats are described in other UST Corrective Action Section guidance. Only one payment request is allowed to be submitted per approved cost proposal. Multiple or interim requests for payment are not allowed. Once the approved scope of work is completed and an acceptable plan/report is submitted to the Department, the owner/operator may submit a request for payment. Payment requests should be equal to or less than the associated cost proposal.

Proper Forms

The Department will only accept payment requests which are submitted on the current “Alabama Tank Trust Fund Unit Rate Cost Proposals and Payment Requests” forms 31 and 32. The Unit Rate Payment Request is included with the Unit Rate Cost Proposal workbook file. It is available on the ADEM website at www.adem.state.al.us. The form is currently located under the ADEM Programs, Water Program, Groundwater Program, Alabama Underground and Aboveground Storage Tank Trust Fund section of the website. The form is not to be modified or changed. Alabama Tank Trust Fund Response Action Contractors will utilize the form worksheets to enter the required information to be submitted on the forms. Submitted payment requests which are altered, modified or do not meet the Department’s requirements may be denied, and may be returned to the owner/operator without review.

Typically, the forms submitted will include the four (4) Part I forms (PR Part I Info, PR Part I Page 2, PR Part I Signatures and PR Part I Total), the PR Part II Summary Form, Form E, Tank Trust Fund Contractor Invoice and appropriate subcontractor invoices. If no per diem is requested for the scope of work, then Form E does not need to be submitted. If Form F is completed, then Form F must be included in the cost proposal submittal. If Form G is completed, then Form G must be included in the cost proposal submittal.

The PR Part II Summary Form is created by selecting the “View PR Part II Summary” button located on the PR Part I Info worksheet. Information typed on Forms A, B, C, D, E and F is summarized on the PR Part II Summary Form. If Form E, F or G is used, those forms must be submitted. Appropriate invoices from subcontractors must be included as applicable.

To print the Payment Request, you may select the “Print Entire PR” button on the PR Part I Info form. This action will print all four (4) Part I forms, the PR Part II Summary Form, and Form E.

To print individual forms, you select each specific form and selectively print the forms of interest. This is the procedure to print Forms F and G.

When to Submit the Payment Request

The payment request can be submitted when the scope of work is complete and the associated plan/report is submitted to the Department. In order to receive reimbursement for pre-approved site costs, the payment request must be submitted within eighteen **(18) months** of the date of the approval of the associated cost proposal.

Where to Send in the Payment Request

(1) One full copy of the payment request containing Part I forms and Part II forms that have data entered on the forms with original signatures and all required invoices and other documentation, and **(1) one copy of the first four pages** of the payment request (Part I) should be submitted to the following address:

Alabama Department of Environmental Management
Attention: Permits & Services Administrative Section
Post Office Box 301463
Montgomery, Alabama 36130-1463

Proof of Payment for Deductible

The owner or operator must provide “Proof of Payment” of the first \$5,000 of eligible response action costs for an eligible UST release incident. This is the required owner/operator’s financial contribution. For eligible AST releases, the owner/operator must provide proof of payment of \$10,000 of eligible site expenditures. A canceled check must accompany the first payment request submitted for processing. If a canceled check is unobtainable, a notarized statement that the owner/operator has paid the first \$5,000/\$10,000 of eligible expenses may be submitted with payment request #1.

Failure to provide the proof of payment will result in denial of the payment request until the proof of payment is provided. No reimbursement will occur until sufficient evidence of payment of the owner’s contribution is provided. The Department will notify the owner/operator if the proof of payment is not included in the first request for payment. It will be the owner/operator’s responsibility to submit additional information to the Department in a timely manner so that future reimbursement can occur.

For some sites, the required \$5,000/\$10,000 deductible may be applied to an emergency funds allocation letter. Please carefully read the Department’s approval letters to determine which payment request is required to reflect the owner/operator deductible payment.

Invoices

Proper invoices must be included with the payment request that is submitted for potential reimbursement. An original invoice that is provided to the tank owner/operator from their selected Response Action Contractor which includes the name of the Response Action Contractor, the related cost proposal/payment request form, a date of the invoice, and the time period the charges were incurred, must be included with the payment request.

The Response Action Contractor must also provide an original invoice for all work performed by subcontractors. All invoices submitted with a payment request must be the **original** invoice. This includes but is not limited to laboratory invoices, drilling invoices, equipment vendor invoices, utility bills, MEME vendors, construction/system installation invoices, soil and water disposal invoices, equipment rental invoices, and hotel bills. If invoices do not provide sufficient detail, the Response Action Contractor may be required to submit a more detailed invoice from their subcontractor. Landfill disposal invoices from the approved landfill are required to be submitted.

Response Action Contractors who perform their own analyses, drilling, MEME events and/or system installation activities are required to submit a detailed invoice which documents the charges for these activities that are conducted “in-house”. The level of the detail should be similar to the level of detail that a subcontractor would provide for the same activities and similar to the detail provided on the quote that was submitted with the cost proposal.

The Department may request additional clarification on Response Action Contractor invoices and subcontractor invoices if sufficient detail is not provided to determine that the cost requested is reasonable.

Payment Request Review Timeframes

The Department begins the process of reviewing the payment request upon submittal. The payment requests are entered into a tracking database and a periodically updated list of pending payment requests is available for viewing on the ADEM website.

Payment Requests which are deficient will be placed in an inactive status until the deficiency is addressed. If the deficiency is not addressed in a timely manner, the Department will either deny the payment request or make partial payment.

Contingent upon availability of funds, the Department shall process all complete payment requests within sixty (60) days of receipt of the payment request. If certain costs are considered as not being reasonable or eligible for reimbursement, the Department may issue a check for the amount of the payment request not in question and provide a fifteen (15) day period in which the owner or operator or contractor may present such information as is necessary to justify the

disallowed costs. Following review of such information, the Department may agree to pay the previously disallowed costs, or any portion thereof, or may again disallow the costs for payment.

COMPLETING FORMS

Completing Cost Proposal Forms

The following information is provided to clarify and assist in the preparation of cost proposals. A copy of the unit rate cost proposal ADEM Form 31 is included in Appendix C. The form is located on the ADEM website at www.adem.state.al.us. The form is currently located under the ADEM Programs, Water Program, Groundwater Program, Alabama Underground and Aboveground Storage Tank Trust Fund section of the website. The form can be downloaded for use from the website or you may request a file to be emailed by contacting the Groundwater Branch at (334)270-5655.

Part I

The cost proposal is made up of two parts. Part I must be completed in full in order for the cost proposal to be approved. The fields that need to be completed are highlighted in yellow.

Be sure to select the use of macros. The forms will not function without the macros enabled. The Response Action Contractor should save each prepared and submitted cost proposal, as the payment request is prepared using some of the information entered on the cost proposal.

1.1 Cost Proposal Information

Cost Proposal Number:

- This is the next consecutive cost proposal number for the release incident. Please enter numerals, for example: “12”; rather than “twelve”.

Date of Cost Proposal:

- Enter in the date of the preparation of the cost proposal by the Response Action Contractor. It should be the same date that the Response Action Contractor signs the cost proposal. Enter the date in mm/dd/yy format. For example: 03/01/13.

UST or AST Incident Number:

- Enter the assigned incident number. Use dashes to separate the month, date and year. Example: UST13-10-06.

Facility I.D. Number:

- Enter the UST or AST Facility i.d. number that was valid at the time of the assignment of the release incident number. Example: 12345-123-456789.

1.2 Facility Information

Facility Name:

- Enter in the registered facility name that was in place at the time of the reporting of the release. Please do not change the name, even if the site has a different facility name today.

Facility Address:

- Enter in the address for the facility. This may be updated as addresses change through the years. Please be sure the address matches the Department's records.

1.3 Owner Information

Owner Name:

- Enter in the name of the tank owner or operator at the time of the discovery of the release. If the responsibility was changed to another owner/operator after the original notification letters were issued and the Department concurred with the change, enter in the current responsible party name.

Owner Address:

- Enter in the owner or operator's mailing address.

Employer Tax Number:

- Enter in the IRS employer tax number assigned to the owner or operator.

1.4 Response Action Contractor Information

Approved Response Action Contractor Name:

- Enter in the name of the Approved Response Action Contractor who is under contract with the owner or operator to perform site activities. This firm must be a currently Approved Response Action Contractor.

Approved Response Action Contractor Address:

- Enter in the mailing address of the Approved Response Action Contractor. The mailing address must be associated with a firm's office currently listed on the Approved Response Action Contractor List.

Project Contact:

- Enter in the name of the project manager who will manage the scope of work to be performed under this cost proposal.

Project Contact Phone #:

- Enter in the phone number for the project manager who will manage the scope of work to be performed under this cost proposal.

Employer Tax Number (IRS):

- Enter in the Approved Response Action Contractor employer tax number.

I.5 Activity Information

- Place an “x” in the yellow box to indicate the scope of work to be performed for this cost proposal. There may be several items selected. If a scope of work is not listed, it should be described in the area titled ”Other Activities Conducted”.

Other Activities Conducted:

- Describe activities to be performed under this cost proposal which are not listed in the items listed above under section I.5.

Provide proposed completion date for this phase of work activities:

- Enter in the projected completion date for work activities proposed to be performed. Be sure to take into account the time needed for the Department to review and approve the cost proposal.

Provide projected date of cleanup completed:

- Enter in the projected date when all investigation and cleanup activities will be complete. This should be updated with each cost proposal submittal as the final cleanup date becomes more definitive.

I.6 Subcontractor Information

Enter in the name of the firms that have been selected to be used for performing parts of the scope of work that are not associated with your firm. This may include drilling services, MEME vendors, system installation firms, analytical services, etc. It may also include the names of utility firms providing power, water and/or sewer services to the site for remediation.

I.7 Certification of Unintentional Release of Motor Fuel & Cost Proposal – Owner Signature

Original signatures are required to be obtained. These signatures are obtained after the preparation of the specific cost proposal. The signatures must be **original**. Enter in the date as the date of signature.

1.8 Cost Proposal – Contractor Signature

Original signatures are required to be obtained. These signatures are obtained after the preparation of the specific cost proposal. The signatures must be **original**. Enter in the date as the date of signature.

1.9 Trust Fund Obligation Information

Estimated Total Cost of All Anticipated Response Actions:

- Enter in the estimated total cost of all anticipated response actions. This figure should be increased or decreased, as appropriate, over time.

Total of previously approved cost proposals:

- Enter in the amount of the previously approved cost proposals. Do not include the current cost proposal or other un-approved cost proposals that are pending. This figure should be increased, as appropriate, over time.

Total proposed costs to date (Approved costs plus costs proposed in this cost proposal):

- The spreadsheet will calculate this updated figure based on information entered by the Response Action Contractor.

1.10. Cost Proposal Amount

The spreadsheet will provide the subtotals and total based on the information entered on Forms A through F. If you are preparing this cost proposal as cost proposal #1, the owner's required contribution will need to be entered into the appropriate field.

Part II

Part II of the cost proposal form is comprised of Forms A – G. The Response Action Contractor should select the quantity of each “unit” and enter the appropriate number into the fields provided.

Form “A” Cost Proposal - Summary of ATTF Report and Plan Preparation Scenarios

This section contains units known as report and plan scenarios for scopes of work that are based on Response Action Contractor labor expenditures. A description of the activities and the typical labor category performing the tasks are located in Appendix B of this guidance and are part of the cost proposal and payment request forms located in the “Basis of Unit Rates” section of the cost proposal/payment request forms. The plans and report units/scenarios on Form A do not typically include field labor/tasks. Field labor/tasks are identified on Form B. A description of several scenarios is provided below to clarify how these units/scenarios would be selected.

The “adder” function is allowed to be proposed when a scope of work exceeds the typical number of days, wells, samples, etc. that were assumed as part of the definition of the unit/scenario.

Example:

The preparation of a secondary report will be reimbursed at a maximum amount of \$5,376 for the reporting of information on 12 installed wells. The 12 wells include 4 wells from the Preliminary and 8 wells installed during a typical Secondary. If 11 wells are to be installed during the Secondary Investigation, then the Contractor may select 1 quantity of the Secondary Report and enter a 3 in the quantity field for “Adder per wells installed over 8”. This would yield a maximum reimbursement for the report preparation of $\$5,376 + (3 \times \$143) = \$5,805$.

Where additional wells need to be installed to define the extent of contamination, an “Additional Well Installation Plan” would be selected based on the number of additional wells proposed. This would be selected on a cost proposal to reflect additional necessary work performed after the initial Preliminary Investigation and Secondary Investigation.

Off-site access costs are reimbursed based on the type of property being accessed and the level of effort necessary to obtain written access. Off-site access for residential properties is based on one fee for each residential property where access needs to be requested. Since it is typically more time consuming to obtain off-site access for a commercial property and for ALDOT right-of-way, those units are based per property but the maximum allowable unit charge is higher.

A GW Monitoring Plan is selected when this is a “stand alone” plan and is not part of another scope of work. For example, the cost to prepare a groundwater monitoring plan is already included in the Secondary Investigation Plan, Adders for plans, Additional Well Installation Plan, and Corrective Action Plans, and therefore the selection of “GW Monitoring Plan” would not be selected on a cost proposal where those types of activities or similar activities are already proposed on the same cost proposal.

A frequently performed scope of work is a groundwater monitoring event with several free product removal events. An example of this cost proposal preparation for Form A is as follows:

Example:

For a scope of work that will include a groundwater monitoring event for the sampling of 11 wells for BTEX/MTBE and Naphthalene and one or more free product removal events, then the Response Action Contractor would select a quantity of “1” for the GW Monitoring Plan, a “1” for the NAMR/GWM report, a “1” for FPR Plan – all free product recovery, and a “1” for FPR Report ”adder” amount to Groundwater Monitoring. The proposed amount would be a maximum of: $\$478 + \$1,127 + \$752 + \$720 = \$3,077$ for plan and report preparation.

ARBCA reports are based on units for a Tier 1/RM1 and/or a Tier 2/RM2. Most ARBCA evaluations are a combination of a Tier 1 and Tier 2. The terms RM1 and RM2 are terms which will be used in a future ARBCA guidance document.

Example:

The total projected costs for a Tier 1 and 2 evaluation with 1 – 12 monitoring or recovery wells to be included in the evaluation where the constituents of concern are BTEX/MTBE/Naphthalene would be $\$3,793 + \$3,793 = \$7,586$. If a “with decay” evaluation is performed as part of the initial ARBCA evaluation then an added amount of $\$2,172$ could be entered for a total amount of $\$7,586 + \$2,172 = \$9,758$. However, if the with decay evaluation was not performed correctly, the Response Action Contractor may not receive reimbursement for that effort.

Corrective Action Plan (CAP) development is now two parts – (1) a Corrective Action (CA) Evaluation and recommended corrective action method and then (2) the design of the corrective action system or methodologies. Where the type of corrective action is not known when the cost proposal is due for submittal, then the cost may only have the CAP Development – CA Evaluation unit selected for $\$3,252$. This CA evaluation will contain all pertinent history of the investigations and interim corrective action that has occurred, proposed corrective action goals and supportive documentation, receptor survey, a comparison of various types of potential corrective action technologies and a recommendation of the type of corrective action that should be performed. The cost proposal may also contain a unit for performing a pilot test(s) to help in the evaluation of corrective action technologies. This unit also contains labor to communicate with the Department the results of the CA evaluation so that the Department may provide comments regarding the potentially selected corrective action technology before the CAP is developed.

When a Response Action Contractor already has selected the appropriate corrective action after discussion with the Department, a cost proposal may contain both a unit for the “CAP Development – CA evaluation” and one of the design categories titled “CAP Development” (see Form A).

The cost to prepare a modification to an existing CAP will vary from site to site. These costs should be proposed using Form “F”.

Form “B” Cost Proposal– Summary of ATTF Field Scenarios

Proposed field labor charges, analytical charges, mileage, per diem, and equipment charges are listed on Form “B”. Labor for overseeing drilling activities and collecting soil samples are based on a per well footage basis rather than an hourly rate. Investigation reports will require that the

names of the personnel who log the borings be included and if inappropriate and/or inexperienced personnel are utilized, the report may be deemed deficient and reimbursement for the work may not occur.

The labor charges are based on a per well footage basis with various options for the type of material being drilled, the depth of the well, and the type of well installed.

Example:

A secondary investigation plan includes a proposal to install seven (7) 2" Type II monitoring wells to depths of 30' and a Type III well with a 35' outer casing and with inner casing to 45'. The charges for fieldwork for drilling oversight are:

$$7 \text{ wells} \times \$309/\text{well} = \$2,163$$

$$1 \text{ Type III Well drilled in porous material to } 45' = \$743$$

The Response Action Contractor would select a quantity of "7" in the Porous Material 0 – 30', and a quantity of "1" by the Type III well porous depth of 0-60'. The total fieldwork drilling charge would be \$2,906.

The Response Action Contractor can select a variety of other field units as appropriate for the scope of work to be performed. If a licensed surveyor is to be used, three (3) quotes from area Alabama Licensed Land Surveyors should be obtained and presented with the cost proposal to justify the proposed charge. The selected quote amount should then be entered in the green box under the "Unit \$" column for the Metes and Bounds Survey unit.

Travel:

Travel charges are the proposed hours and miles to be traveled selecting the most direct route to the site. On the cost proposal, the Response Action Contractor would enter in the current mileage rate which applies to the time period the travel will occur. The mileage rate is entered as a decimal amount: example – 0.565. Then, the one-way mileage from the Response Action Contractor office to the site is entered in the field to the right of the mileage rate field. The number of round trips proposed to be made to the site is listed below the mileage. If the Response Action Contractor is combining travel with another site, then a round trip would not be appropriate. Actual mileage to be charged to the release incident would be entered in the field marked "Other Mileage". The Department will confirm the miles proposed utilizing publically available trip/mapping software.

The Department limits mileage reimbursement for one trip to 450 miles one way and 900 miles round trip. Reimbursable mileage rates vary each year but are currently set as of March 2013, at \$0.565 per mile.

Personnel Time –

Enter in the number of hours that are proposed for travel to the site and to return to the home base per labor category. ADEM will evaluate using an average of 50 miles per hour of travel speed to estimate hours needed to travel. Travel time should be limited to only those essential personnel needed to perform the required scope of work.

Per Diem –

To request reimbursement for per diem, Form E must be utilized. The information entered on Form E will automatically transfer to the Travel section of Form B provided the distance to the site is greater than 50 miles and the mileage is input in the Travel section of Form B. Per diem is only allowed in accordance with procedures described in a previous section of this guidance.

Equipment and Equipment Kits:

This section is for various equipment and equipment kits that are proposed for use at the site. The items that are included in each kit are detailed in the “Basis for Unit Rates” and “Maximum Allowable Rates” section of the form. If the Response Action Contractor does not own a particular piece of equipment or the Response Action Contractor is proposing to use equipment not specifically listed, then a copy of the rental firm’s quote is required for items that the Response Action Contractor does not own. The quoted price for the item(s) should be entered on Form “D” in the “Other Miscellaneous items/rentals (receipts required)” section. The shipping and handling charges are reimbursable and should be included in the requested amount on Form “D”. If the rented item will be used at various sites, the daily charges and the shipping/handling charges should be prorated to reflect only the proposed daily charge for the item to be used at the particular release incident site of concern. The Department will determine the reimbursable reasonable rate for each item rented from a rental firm.

If the Response Action Contractor does not own an FID/PID, then the equipment kit amount that normally contains that item can still be selected. The additional cost of the rental of the FID/PID (or other equipment item contained in a “kit”) should be placed on Form “D” in the Rental Section.

Example:

A one-day groundwater monitoring event is proposed. The Response Action Contractor selects the field kit for Groundwater Monitoring which is \$100/day. This kit is defined as a Combustible Gas Indicator/PID/FID for \$50 + An interface probe/water level for \$10 + a Multimeter for \$40 = \$100/day. The Response Action Contractor does not own a PID, so he/she can select the Groundwater Monitoring Kit and then the difference between the quoted rental price of the PID(to include shipping and Handling and quote must be

attached) is placed on Form D in the “Rental” category. If the PID is rented for \$79.99, then the Response Action Contractor would enter in \$29.99 on Form D.

Postage and Shipping:

The Fund will allow one flat rate per cost proposal to pay for necessary copying, packaging, shipping and transportation of documents. The cost to prepare the required CD for report and large plan submittal is included in this unit. Sample shipping is set for most sampling scopes of work. If shipping of samples is estimated to exceed the set amount, then a quote estimate must be provided. The current allowable rates are listed in the “Maximum Allowable Rates” section.

Analytical Samples:

The Response Action Contractor should select the proposed method to be used for analyses from the method drop down boxes, and then enter in the quantity of the samples proposed. An appropriate number of QA/QC samples may be included. The number of QA/QC samples proposed should be clearly presented in the technical plan accompanying the cost proposal. A pass-through charge can be selected if the laboratory is not associated with the Response Action Contractor. Either the field is left blank or a 10% amount is selected from the drop down box to indicate a pass-through charge is requested. (See the Allowable Pass Through section of this guidance for further detail).

Rates for chloride, foaming agents, Total Organic Carbon, and Total Dissolved Solids will be project specific and the requested charge is supported with a written quote from the selected laboratory. Additional compounds not listed may be added to the form.

Form “C” Cost Proposal – Drilling

Form C will contain the proposed costs associated with drilling borings/wells and abandoning wells. The Fund will reimburse for a drilling mobilization/demobilization up to 300 total miles. More than one mobilization may be allowed when a Secondary Investigation is being performed and one set of wells is installed and, after receiving the site data, it is then determined that additional wells are required. In this case, a second mobilization may be allowed and must be approved through the addendum process prior to the second mobilization. The current maximum allowable mileage rate of \$2.26/mile is a combined amount covering the drilling device and all support vehicles driven to the site.

A flat fee of \$200 is allowed for each mobilization/demobilization combined event. The Response Action Contractor enters in the proposed number of mobilization/demobilization events proposed for the scope of work. The quantity of miles is also entered in with a maximum allowable number of total miles being 300 for each mob/demob event. A mob/demob event includes all driller owned vehicles.

A direct push rig may be the drilling unit proposed or a skid steer or track mounted drilling unit may be needed due to site conditions. The maximum allowable mileage is different for these

types of vehicles than for a standard air rotary or HSA rig, but the maximum mileage is also 300 miles. A mob/demob flat fee of \$200 is also allowed for these units. Multiple mob/demob events may be proposed through the addendum process, if warranted, and the Department approves the additional charges.

Descriptions for various drilling units are included on the cost proposal and payment request Form C. Rates vary based on the size of the wellbore and the type of material being drilled.

Monitoring well/recovery well abandonment by over-drilling and subsequent tremie grouting refers to the entire length of well casing being drilled out or pulled and the entire borehole filled with grout using a tremie pipe to place the sealing material. If a driller only drilled the top 3 – 5' of the casing out and then filled the intact well casing with grout, then this action would be defined as "MW/RW Tremie Grout Abandonment" and the allowable charge would be limited to the \$10/ft unit rate.

Per diem for drillers is only allowed for an overnight stay. Requesting the overnight per diem requires the drill crew to spend the night in the town where the drilling work is located or within a close proximity such as about 10 miles. A hotel receipt for at least one member of the drill crew must be submitted documenting the overnight expenditure. The invoice must include the location of the motel/hotel. Overnight per diem is only allowed when the site is located more than 80 miles from the driller's home base. The Department may approve overnight per diem for a location between 50 and 80 miles from the firm's office, if due to the nature of the scope of work, the overnight stay would be more cost efficient and/or more appropriate from a safety perspective. Approval for an overnight stay under these circumstances requires a copy of a hotel invoice for at least one member of the crew requesting overnight per diem that indicates the overnight motel/hotel stay in or very near the release incident location.

A pass-through charge can be selected if the drilling firm is not associated with the Response Action Contractor. Either the field is left blank or you select a 5% or 10% from the drop down box in the row titled "Pass Through" to indicate a pass-through amount is requested. (See the Allowable Pass Through section of this guidance for further detail). Investigative drilling is allowed a maximum 10 % pass through; however; wells installed during the remediation phase of work are limited to a maximum 5% pass through charge.

The Air Rotary Rock Drilling per foot categories are for Type II wells. These drilling rates would be used more frequently when bedrock is very shallow and a Type III well is not required. Most drilling at depth into bedrock will involve the installation of a Type III well. Rock coring is rarely used for drilling at UST sites but is available if needed.

For drilling related items that are unusual or are not already captured on this Form, the proposed activity/item can be included in the "Other (receipts required)" section. It is anticipated that the "Other" category will be rarely utilized, but is present for an unusual situation. It is not available to add on items that are defined within the normal drilling scopes of work on Form C.

Form "D" Cost Proposal– Sub Contractors/Vendors/Utilities

Proposed scopes of work that will be performed by subcontractors, other vendors, utility bills, permit fees and some in-house construction or system installation activities are submitted on Form "D". Charges for work tasks that are not performed by personnel associated with a Response Action Contractor firm are typically allowed a pass through of 10%. However, system installation cost proposals, system purchase cost proposals, and remediation charges which are associated with CAP implementation are limited to a maximum proposed pass-through of 5% of the vendor invoice. This is because these proposals are typically implemented in less than 60 days. Details regarding pass-through issues are described in a previous section of this guidance.

MEME events should have the quotes broken out into two parts. The first charge will be for the MEME event and the firm's flat rate for their water transportation fee. The second part of the quote will be the estimated water disposal cost based on the amount of water to be produced and the proposed disposal charge at a permitted disposal facility. The total proposed dollar amount for the water disposal will be entered on the line beneath the event duration.

Fees that are listed on form D are only the fees or permit charges that the permitting agency charges to file the request or application. The labor charges to prepare the permits or applications are included on Form A. Current ADEM fees are not currently listed on the reasonable rate schedule at this time. Since these fees are subject to change, please check the ADEM Division 1 regulations for a listing of current permit application fees or contact the ADEM project manager for the release incident of concern to determine the current permit fee charges.

For soil excavation projects, the vendor quote(s) are required as well as the details regarding the proposed charges. These are to be included on Form D and G.

Example:

The scope of work proposed is the implementation of the approved corrective action plan to include the excavation of 300 tons of petroleum contaminated soil which will be removed, loaded, hauled and transported to an approved landfill. There may be as many as three different vendors involved in these activities. On the vendor quote, the price per ton/yard of soil removed should be proposed and the Response Action Contractor enters the details on Form D under the Excavation field and the Solid Waste Disposal (to include hauling/handling) field. Additional detail should be provided on Form G to serve as the basis of the vendor quote. A quote from the landfill must be provided listing the proposed disposal charge per ton. The allowed pass-through amount for each subcontractor quote would be a maximum of 5%.

Form "E" Cost Proposal– Per Diem

Form E is for listing proposed per-diem charges to be incurred by employees of the Response Action Contractor Firm for which approval for future reimbursement is being requested. The form has three areas which reflect projected time to be spent to travel to and work at the specific release incident site for which coverage is requested: for 6 – 12 hours, for more than 12 hours, and for an overnight stay. The estimated dates of requested coverage and personnel classification should be included. Estimate the hour of departure and return based on the scope of work to be performed. Form E must be submitted with the Part I and CP Part II Summary forms when per diem is requested.

Each individual day of requested per diem for each person should be listed. For the cost proposal, a projected date/month/year that the per diem will be requested for each individual personnel classification should be listed. Actual employee names are not required on the cost proposal; however, personnel categories are required. It is understood that it is unlikely that the projected date will match the actual date of fieldwork, but this information is necessary to determine eligibility for requesting per diem.

For scopes of work which require the listing of more requested daily and individual per diem requests than are available on the current form, select the tab on the left side of the worksheet titled "Additional Sheet". Selection of the additional sheet will allow space for the listing of more days and personnel requests for per diem. This may be applicable to large scopes of work where numerous field days are warranted. The extra sheet can be removed from viewing and printing by selecting the tab on the left side of the worksheet titled "Hide Additional Sheet".

Example:

A sampling event is proposed to occur over 2 days at a location 110 miles from the Response Action Contractor's office. A technician is proposed to leave the office on May 1, 2013 at 7:30 am. The sampling requires 2 days of work effort at the site and since it is more than 80 miles away from the office, an overnight stay is allowed. The technician is proposed to return to the office on May 2, 2013 at 5 pm. The amount of per diem to be claimed is \$75 per day for a total of \$150. The proposed city where the technician may spend the night should be included on the form. This information would be typed in on two separate lines on Form E one for the first day (departure) of travel and one for the second day (return).

Form "F" Cost Proposal– Other Plan/Report, Other Field Tasks, CAP Modification

Form F is provided to allow for the proposal of a scope of work that is not listed on Forms A or B. The tasks to be conducted for that scope of work are to be described in the boxes provided for each labor category. This form is also used for CAP modifications since each modification will vary in complexity from site to site.

This form can also be utilized when a Response Action Contractor does not want to charge the maximum allowable unit/scenario amount or cannot justify the unit charges. Form F can be used to enter in a lower total proposed amount for the scope of work to be performed.

Form "G" Cost Proposal– Vendor Quote Details

This form should be completed to provide details for the various charges that a subcontractor or a Response Action Contractor may provide for a scope of work to be conducted at the site. The vendor should present a detailed quote on the firm's letterhead. The Response Action Contractor will then enter in the details on Form D and Form G, as applicable.

Three vendor quotes are required for excavation, loading and transportation of soil, remediation system installation, and equipment purchases. Other scopes of work may also be required to provide three vendor quotes if directed by the Department.

If soil or other waste disposal is proposed, a quote from the selected landfill or other waste disposal firm should be included in the cost proposal. The Department may require the disposal at an alternative location, if the costs are not determined to be reasonable. MEME vendors are not required to submit multiple water disposal quotes, however, the cost for water disposal must be reasonable as determined by the Department.

Completing Payment Request Forms

The following information is provided to clarify and assist in the preparation of payment request forms. Please note that an approved cost proposal utilizing the Unit Rate Form 31 should be completed, submitted and approved by the Department prior to the initiation of the site work and prior to submittal of the payment request. Any addendums that are requested should have been approved prior to the submittal of the payment request. A copy of the Unit Rate Form 32 is included in Appendix D. Both forms 31 and 32 are combined in a workbook and are located on the ADEM website and should be downloaded for use.

Response actions performed prior to approval of an associated cost proposal may not be eligible for reimbursement. If the cost of completing eligible response actions is expected to exceed the amount of an approved cost proposal, an addendum request must be submitted and approved by the Department to allow additional funds to be obligated. This approval should occur prior to the submittal of a payment request.

Prior to completing the payment request, the Response Action Contractor should update the cost proposal section of the workbook to be sure that the ADEM approved CP costs are entered.

Part I

The payment request is made up of two major parts. Part I must be completed in full in order for the payment request to be processed. The fields that need to be completed are highlighted in yellow on the form. Most of the release incident site, owner/operator and Response Action

Contractor information is automatically populated from the cost proposal Form 31 to the payment request Form 32 and is not highlighted in yellow but is required to be completed. If information needs to be corrected, then the cost proposal form may need to be updated so that the new information is transferred to the payment request.

Be sure to select the use of macros. The forms will not function without the macros enabled.

The following is information regarding the proper completion of Part I of the Payment Request Form 32.

1.1 Payment Request Information

Payment Request Number:

- The payment request number must match the associated cost proposal number. Please enter numerals, for example: “12”; rather than “twelve”. The number will populate automatically from Part I of the cost proposal at the time it is generated.

Date of Payment Request:

- Enter in the date of the preparation of the payment request by the Response Action Contractor. It should be the same date that the Response Action Contractor signs the payment request. Enter the date in mm/dd/yy format. For example: 03/01/13.

UST or AST Incident Number:

- Enter the assigned incident number. Use dashes to separate the month, date and year. Example: UST13-10-06. The number will populate automatically from Part I of the cost proposal.

Facility I.D. Number:

- Enter the UST or AST Facility i.d. number that was valid at the time of the assignment of the release incident number. Example: 12345-123-456789. The number will populate automatically from Part I of the cost proposal.

1.2 Facility Information

Facility Name:

- Enter in the registered facility name that was in place at the time of the reporting of the release. Please do not change the name, even if the site has a different facility name today. The name will populate automatically from Part I of the cost proposal.

Facility Address:

- Enter in the address for the facility. This may be updated as addresses change through the years. Please be sure the address matches the Department's records. The address will populate automatically from Part I of the cost proposal.

1.3 Owner Information

Owner Name:

- Enter in the name of the tank owner or operator at the time of the discovery of the release. If the responsibility was changed to another owner/operator after the original notification letters were issued and the Department concurred with the change, enter in the current responsible party. The name will populate automatically from Part I of the cost proposal.

Owner Address:

- Enter in the owner or operator's mailing address. The address will populate automatically from Part I of the cost proposal.

Employer Tax Number:

- Enter in the IRS employer tax number assigned to the owner or operator. The number will populate automatically from Part I of the cost proposal.

1.4 Response Action Contractor Information

Approved Response Action Contractor Name:

- Enter in the name of the Approved Response Action Contractor who is under contract with the owner or operator to perform site activities. This firm must be a currently Approved Response Action Contractor. The name will populate automatically from Part I of the cost proposal.

Approved Response Action Contractor Address:

- Enter in the mailing address of the Approved Response Action Contractor. The mailing address must be associated with a firm's office currently listed on the Approved Response Action Contractor List. The address will populate automatically from Part I of the cost proposal.

Project Contact:

- Enter in the name of the project manager who managed the scope of work performed and is responsible for the information provided. The name will populate automatically from Part I of the cost proposal. Update this appropriately if the proposed project manager was different than the actual project manager responsible for the completed scope of work.

Project Contact phone #:

- Enter in the phone number for the project manager who managed the scope of work performed under the approved cost proposal. The number will populate automatically from Part I of the cost proposal. If the number is different than proposed on the cost proposal, please update the phone number on the cost proposal to have the correct contact phone number transfer to the payment request.

Employer Tax Number (IRS):

- Enter in the Approved Response Action Contractor employer tax number. The name will populate automatically from Part I of the cost proposal form.

I.5 Designation of Payment

When the owner/operator has not paid the Response Action Contractor for the work performed, the owner/operator and the Response Action Contractor can agree to have the reimbursement mailed directly to the Response Action Contractor. Please enter in the owner/operator's name and address or the Response Action Contractor's name and address, as appropriate. This information will direct the reimbursement to be sent to the listed entity.

I.6 Activity Information

Place an "x" in the yellow box to indicate the activities performed under the approved cost proposal and for which reimbursement is requested under the payment request. There may be several items selected. If a scope of work is not listed, it should be described in the area titled "Other Activities Conducted". The activities performed should match the activities proposed on the approved cost proposal.

Other Activities Conducted:

Describe activities that were actually conducted under the approved cost proposal which are not listed in the items listed above under section I.6.

Provide completion date for this phase of work activities:

- Enter in the completion date for work activities performed. This is typically the date of the report submitted documenting the work performed under the associated approved cost proposal.

Provide proposed completion date for all site activities:

- Enter in the projected date when all investigation and cleanup activities will be complete. This should be updated with each payment request submittal as the date becomes more definitive.

1.7 Subcontractor Information

Enter in the name and address of the firms that performed various scopes of work that are not associated with your firm. This may include drilling services, MEME vendors, system installation firms, analytical services, etc. It may also include the names of utility firms providing power, water and/or sewer services to the site for remediation.

1.8 Certification of Payment

Original signatures are required to be obtained for this section. The owner/operator selects option 1 or 2 to certify the status of the payment to the Response Action Contractor. These signatures are obtained after the scope of work has been performed and after the payment request has been prepared. Enter in the date as the date of signature.

1.9 Certification of Payment Request Information

Original signatures are required to be obtained for this section. A responsible corporate official or a person to which signature authority has been delegated to in writing must sign and date this section.

1.10 Trust Fund Obligation Information

The total amount of previously approved payment requests is to be entered into this section. If the owner/operator or the current Response Action Contractor does not know the total of the previously approved payment requests, the Department can provide this information to the owner/operator and/or Response Action Contractor upon request.

The total of payment requests paid to date plus the requested amount needs to be provided on this form. The estimated percent of completion of the entire corrective cleanup project to date should be provided.

1.11 Payment Request Amount

The payment request amount will populate when cost data are entered into Part II forms. The Response Action Contractor should verify that all cost figures have been properly added and the total amount requested is accurate. If payment request #1 is being submitted, the

owner/operator's required contribution of either \$5,000 or \$10,000 must be entered into the appropriate block.

The approved CP amount will be automatically transferred into Section I.11 from the Cost Proposal Part I Total form. If an addendum was approved, then the addendum amount must be entered into the cost proposal section of the workbook by the Response Action Contractor so that the Department's total approved cost proposal amount is properly presented. The payment request amount should be less than or equal to the cost proposal amount. If the payment request exceeds the approved Cost Proposal Amount, the PR may be denied or partially paid.

Part II

Part II of the payment request form is comprised of Forms A – G. The Response Action Contractor should select the quantity of each “unit” that was pre-approved and performed and enter the appropriate number into the fields provided. Only the actual work units that were performed should be included on the payment request.

Form “A” Payment Request- Summary of ATTF Report and Plan Preparation Scenarios

This section contains report and plan units for scopes of work that are based on actual performed scopes of work. These are Response Action Contractor labor expenditures. Only those scopes of work that were completed should be included on the payment request. The plans and report units/scenarios on Form A do not typically include field labor/tasks. Those charges can be included on Form B.

Please review the cost proposal completion section of this guidance to understand the procedures to complete Form A. In the event that a cost proposal was approved but not implemented, the Response Action Contractor can request consideration for this expenditure in the unit described as “CP Preparation”. There is only one unit for all types of cost proposal preparations.

The Response Action Contractor may have completed a scope of work that was not listed on Form A and prior approval would need to have been obtained. The “Other Plan/Report” scenario may be marked and details regarding the labor categories and hours are entered on Form F. This can also be used if a Response Action Contractor only partially completed a scope of work and is not requesting full reimbursement, or does not wish to request the full Unit amount.

Form “B” Payment Request- Summary of ATTF Field Scenarios

Drilling Activities:

Actual field labor units should be noted on Form B of the payment request. Any increases in costs should have been approved by the Department through the addendum

process. The Response Action Contractor should enter in the quantity of wells/borings installed in the appropriate footage categories as done for the cost proposal.

Other Field Activities:

Other field tasks performed by the Response Action Contractor can be entered in this section. Pre-approval for activities should have been obtained. If a licensed surveyor is hired to perform a survey, the actual invoice amount should be entered in the green box on the payment request and an invoice from the surveyor's firm should be attached to the payment request.

Field work performed but not listed as a unit may be entered on Form F. This "other" unit should have received prior approval by the Department, unless it is a situation where the Response Action Contractor performed the approved scope of work but is charging less than the unit amount. The other field work total will automatically transfer to Form B.

Analytical Samples:

The actual number of samples analyzed should be entered in the appropriate sections. The invoiced cost of the samples should be entered. A pass-through charge, if appropriate, may be selected. All analytical charges must be documented with an invoice. This includes analyses performed by the Response Action Contractor's associated laboratory. The Response Action Contractor's invoice should provide a breakdown of the analytical charges if the analyses are performed in-house. The actual cost of the analyses may be less than the maximum allowable rate, so the payment request may be less than the approved cost proposal.

Travel:

Travel charges are actual hours and miles traveled. On the payment request, the Response Action Contractor would enter in the current mileage rate which applies to the time period the travel occurred. The mileage rate is entered as a decimal amount: example – 0.565. Then, the one-way mileage from the Response Action Contractor office to the site is entered in the field to the right of the mileage rate field. The number of round trips actually made to the site is listed below the mileage. If the Response Action Contractor is combining travel with another site, then a round trip would not be appropriate, instead, actual mileage charged to the release incident would be entered in the field marked "Other Mileage".

The Department limits mileage reimbursement for one trip to 450 miles one way and 900 miles round trip. Reimbursable mileage rates vary each year but are currently set at \$0.565 per mile.

Personnel Time:

Enter in the number of hours incurred for travel to the site and to return to the home base per labor category. Where round trips were not taken to the site and back to the firm's

office, any hours for travel as part of a “circuit” trip where multiple sites are visited in a day can be included, but only for those hours traveled to the release site itself. Only actual traveled miles associated with the specific release incident site should be placed on the form for potential reimbursement. Labor charges for travel time should be limited to only those essential personnel needed to perform the required scope of work and that matches the labor rates approved on the cost proposal.

Per Diem:

To request reimbursement for per diem, Form E must be utilized. The information entered on Form E will automatically transfer to the Travel section of Form B provided the distance to the site is greater than 50 miles and the mileage is input in the Travel section of Form B. Per diem is only allowed in accordance with procedures described in a previous section of this guidance.

Equipment and Equipment Kits:

This section is for various equipment and equipment kits that were used at the site. The technical report should document the use of the various equipment and equipment kits in the description of work performed. The items that are included in each kit are detailed in the “Basis for Unit Rates” and “Maximum Allowable Rates” section of the form. Only those items used at the site during this approved scope of work may be requested for reimbursement.

For those items used at the site that the Response Action Contractor does not own, the rental price for the item(s) should be entered on Form “D” in the “Other Miscellaneous items/rentals (receipts required)” section. The shipping and handling charges are reimbursable and should be included in the requested amount on Form “D”. If the rented item(s) was used at various sites, the daily charges and the shipping/handling charges should be prorated to reflect only the daily charge(s) for the item(s) to be used at the particular release incident of concern. An invoice from the rental firm is required. If the invoice is for more than was approved on the associated cost proposal, the requested higher charge is subject to reduction.

If the Response Action Contractor does not own an FID/PID (or other equipment kit element), then the equipment kit amount that normally contains that item can still be selected. The additional cost of the rental of the FID/PID (or other equipment item contained in a “kit”) should be placed on Form “D” in the Rental Section. See the cost proposal preparation section on page 38 to see how to place the rental charges on the payment request. A receipt from the rental company is required to be submitted.

Postage and Shipping:

The Fund will allow one flat rate per cost proposal to pay for necessary copying, packaging, shipping and transportation of documents. A flat rate is allowed per scope of work.

The maximum allowable amount for sample shipping is set for most sampling scopes of work. If shipping of samples exceeds the set amount, then the actual shipping invoice must be included in the payment request and the actual amount entered instead on Form B under "Postage/Shipping (documentation required)". The Contractor cannot select both the unit amount for \$50 and a site specific shipping amount. The current allowable rates are listed on the Maximum Allowable Rates listing.

Form "C" Payment Request- Drilling

Form C will contain the requested costs associated with drilling borings/wells and abandoning wells. The Fund will reimburse for a drilling mobilization up to 300 total miles. More than one mobilization may be allowed when a Secondary Investigation is being performed and one set of wells is installed and after receiving the site data, it is then determined that additional wells are required. In this case, a second mobilization may be allowed. The second mobilization must be pre-approved prior to seeking reimbursement. If two mobilizations are requested for coverage, the Response Action Contractor would input the driller's round trip miles to the site and then enter in a "2" in the number of mobilizations. The spreadsheet will multiply the round trip mileage entered by two to produce the total mileage amount requested and add this to the flat fee mob/demob amounts.

Actual footages, units, drilling items etc, which were used at the site during this approved scope of work, are required on this form. A detailed invoice from the subcontracted drilling firm must be attached to the payment request form which documents the charges requested. If the Response Action Contractor performed any of the drilling activities, then those activities must be itemized on the Response Action Contractor's invoice.

Per diem for drillers is only allowed for an overnight stay. Requesting the overnight per diem requires the drill crew to spend the night in the town where the drilling work is located or within a close proximity such as about 10 miles. The name of the town they spent the night in must be provided on the payment request. A hotel receipt for at least one member of the drill crew must be submitted documenting the overnight expenditure. Overnight per diem is only allowed when the site is located more than 80 miles from the driller's home base. The Department may approve overnight per diem for a location between 50 and 80 miles from the driller's office, if due to the nature of the scope of work, the overnight stay would be less costly and/or more appropriate from a safety perspective. If a drill crew member does not stay overnight, then that individual's claim for overnight per diem cannot be reimbursed.

Form “D” Payment Request – Sub Contractors/Vendors/ Utilities

Scopes of work performed under the approved cost proposal by subcontractors, other vendors, utility bills, permit fees and some in-house construction activities are submitted on Form “D”. The invoiced amount of the activity that was performed should be entered in the green box as appropriate. Charges for work tasks that are not performed by personnel associated with a Response Action Contractor firm are typically allowed a pass through of 10%. However, system installation costs and system purchase costs, as well as some other items are limited to a maximum proposed pass-through of 5% of the vendor invoice. (See the guidance under the Reasonable Rates and Units for more detail.)

MEME events should have the information broken out into two parts. The first charge will be for the MEME event and the firm’s flat rate for their water transportation fee. The second part of the charge will be the actual cost for water disposal at a permitted disposal facility. The total dollar amount for the water disposal will be entered on the line beneath the event duration titled “MEME Water Disposal Amount”.

Fees that are listed on form D are only the fees or permit charges that the permitting agency charges to file the request or application. The labor charges to prepare the permits or applications are included on Form A. Documentation indicating payment of these fees is required.

Form “E” Payment Request – Per Diem

Form E is for listing of per-diem charges allowed for employees of the Response Action Contractor Firm. Per diem is only allowed in accordance with procedures described in a previous section of this guidance. The requested amounts should not exceed the amount approved on the cost proposal. If it does exceed, then the charge is subject to reduction or denial.

The form has three areas which reflect time spent traveling to and working at the specific release incident site for which coverage is requested: for 6 – 12 hours, for more than 12 hours, and for an overnight stay.

The form should be filled out completely. The actual dates of travel and fieldwork are to be included. The points of travel to and from are to be completed. Each day of travel and fieldwork should be listed on Form E . For overnight stays, the information should be included on two or more lines as needed. Each person should have their own line of information. Enter in the actual time of departure under “Hour of departure” and the actual hour of return.

Example:

Joe Technician left the office at 7:30 am. The hour of departure should state 7:30 am. Joe returned to his office at 6:30 pm. The hour of return should state 6:30 pm. If Joe were to have spent the night in Huntsville, he would have listed Huntsville in the “City of Overnight Stay” field, and the hour of return would be listed on the next line as 6:30 pm.

The amount of per diem requested for reimbursement will automatically be transferred to the Travel section on Form B. When requesting per diem, Form E is required to be submitted as part of the payment request.

For scopes of work which require the listing of more requested daily and individual per-diem requests than are available on the current form, select the tab on the left side of the worksheet titled "Additional Sheet". Selection of the additional sheet will allow space for the listing of more days and personnel requests for per diem. The extra sheet can be removed from viewing and printing by selecting the tab on the left side of the worksheet titled "Hide Additional Sheet".

Form "F" Payment Request – Other Plan/Report, Other Field Tasks, CAP Modification

Form F is provided to allow for the proposal of a scope of work that is not listed on Form A or B that was pre-approved or as described below. The tasks conducted for that scope of work are to be described in the boxes provided for each labor category. This form is also used for CAP modifications since each modification will vary in complexity from site to site.

This form can also be utilized when a Response Action Contractor does not elect to charge the maximum allowable unit/scenario amount. Form F can be used to enter in a lower total proposed amount for the scope of work actually performed.

Form "G" Payment Request– Vendor Quote Details

This form should be completed to provide details for the various charges that a subcontractor requested to be paid. The vendor should present a detailed invoice that contains the firms' name, address, date of services and itemized charges. The Fund will reimburse for actual work performed and determined to be eligible and reasonable.

For soil disposal, the landfill disposal invoice must be submitted. The Fund will reimburse for disposal of soil at the actual cost plus a maximum pass through of 5 % or 10 % (as described in the Pass Through section of this guidance) for the Response Action Contractor. The Response Action Contractor will then enter in the details of the invoices on Form G, as applicable.

DEPARTMENT REVIEW OF COST PROPOSALS

Review Timeframes

The UST Corrective Action Section staff will receive and review all cost proposals submitted. The Department should review and either approve or deny all cost proposals within 120 days of receipt. If a Response Action Contractor has not received a copy of the cost proposal approval or denial letter after 120 days, then they should contact the ADEM project manager.

Complete Cost Proposal

If the Department determines that a cost proposal is acceptable and meets the guidelines for submittal, then the Department will issue an approval letter which includes the approved amount of the cost proposal as presented. The responsible tank owner/operator receives the original approval letter and a copy of the approval is mailed to the Response Action Contractor.

Deficient Cost Proposals

If the Department determines that a cost proposal is deficient, then the CP will be denied and a revised cost proposal may be required to be submitted.

Department Adjustment of Cost Proposal

If the Department's review of the cost proposal reveals that costs submitted are not eligible, are not reasonable, or are unnecessary for the scope of work, then the Department will prepare an adjusted cost proposal to be sent back to the tank owner/operator and Response Action Contractor. This revised cost proposal form will identify the scope of work that is approved. The Response Action Contractor will need to revise their cost proposal spreadsheet to reflect the Department's adjustments so that the payment request will be properly prepared at completion of the approved scope of work.

DEPARTMENT REVIEW OF PAYMENT REQUESTS

Receipt of Payment Requests

All payment requests should be mailed to the ADEM Permits and Services Section at the address noted in a previous section of this guidance (page 29). Upon receipt, the Department ensures that an associated cost proposal was approved by the Department. If the work was not pre-approved, then the payment request may be denied. All payment requests should be submitted within eighteen (18) months of the approval date of the associated cost proposal.

Owner's Required Contribution

Payment request #1 must contain proof of payment for the owner/operator's required contribution (deductible). Reimbursement will not occur if the proof of deductible payment is not included in payment request #1. In rare cases, the contribution may be included in PR#2 if directed or allowed to do so by the Department. However, no reimbursement should be made until the proof of payment is submitted to the Department.

Auditing of the Payment Request

Upon verification that the scope of work has have been performed by the Response Action Contractor as approved and documented in a plan or report, the ADEM Permits and Services staff will review the payment request document and ensure that all charges match the approved cost proposal amounts and units. Should an item be included at a higher cost than approved, or a request for payment for an item be made that was not approved, then the payment request will be reviewed by the UST Corrective Action Section for an eligibility determination. Payments for response actions, the cost of which exceed the scope or amount of the approved cost proposal for that action, are subject to approval by the Department.

All payments shall be subject to approval by the Department. Should a site inspection or other information available to the Department reveal a discrepancy between the work performed and the work addressed by a payment application, the Department may deny payment or may require the Tank Trust Fund to be reimbursed.

Partial Payment of the Payment Request

If certain costs are considered as not being reasonable or eligible for reimbursement, the Department may issue a check for the amount of the application not in question and provide a fifteen (15) day period in which the owner or operator or Response Action Contractor may present such information as is necessary to justify the disallowed costs. Following review of such information, the Department may agree to pay the previously disallowed costs, or any portion thereof, or may again disallow the costs for payment.

Who receives the reimbursement?

Where the owner or operator has submitted a complete application for payment for response action costs but has not paid the Response Action Contractor for these activities or claims, payments will be made by a check written to the Tank Trust Fund Response Action Contractor who provided the response action services. Payments from the Tank Trust Fund will be made directly to the eligible owner or operator in cases where the owner operator submits documentation verifying the owner or operator has paid the Response Action Contractor for response actions.

RECORDKEEPING

The owner or operator shall keep and preserve detailed records demonstrating compliance with approved investigative and corrective action plans and all invoices and financial records associated with costs for which reimbursement will be requested. These records shall be kept for at least three years, or as otherwise directed by the Department, after corrective action has been completed for a site. (See ADEM Admin. Code r. 335-6-16-.10(k)).

Since Trust Fund Response Action Contractors perform the scopes of work and originate most of these invoices and financial records, the Response Action Contractor is requested to keep and preserve detailed records demonstrating compliance with approved investigative and corrective action plans and all invoices and financial records associated with costs for which reimbursement will be requested. These records shall be kept for at least three years, or as otherwise directed by the Department, after corrective action has been completed for a site.

All payments shall be subject to approval by the Department. Should a site inspection or other information available to the Department reveal a discrepancy between the work performed and the work addressed by a payment application, the Department may deny payment or may require the Tank Trust Fund to be reimbursed.

ALABAMA UNDERGROUND AND
ABOVEGROUND STORAGE TANK TRUST
FUND

REIMBURSEMENT AND REASONABLE
RATE GUIDANCE

APPENDIX A

MAXIMUM ALLOWABLE RATES

Alabama Tank Trust Fund Maximum Allowable Rates

March 2013

Project Manager	\$99.00
PE/PG	\$115.00
Staff Geologist/Engineer	\$83.00
Scientist	\$77.00
Technician	\$60.00
Draftsman	\$60.00
Clerical	\$49.00

Per Diem Daily	\$11.25
Per Diem Extended	\$30.00
Per Diem Overnight	\$75.00

Disposable Bailers	\$7.00	/ea
55 Gallon Drums	\$50.00	/ea
Expendables	\$50.00	/sow
Air Compressor	\$25.00	/day
Combustible Gas Indicator/PID/FID	\$50.00	/day
Conductivity Meter	\$10.00	/day
Digital Manometer	\$10.00	/day
Dissolved Oxygen Meter	\$10.00	/day
Gloves	\$5.00	/day
Generator (5K)	\$25.00	/day
Submersible Pump	\$30.00	/day
Pressure Transducer/data logger	\$100.00	/day
Interface Probe/Water Level	\$10.00	/day
Flow Meter (anemometer)	\$10.00	/day
Metal Detector	\$10.00	/day
Ozone Meter/Sensor	\$10.00	/day
Pump-Peristaltic or Purging (inc. tubing)	\$50.00	/day
pH/Temperature Meter	\$10.00	/day
Pressure Washer	\$25.00	/day
Redox/ORP Meter	\$10.00	/day
Multimeter	\$40.00	/day
Thermal Anemometer	\$10.00	/day
Turbidity Meter	\$10.00	/day
Concrete Saw	\$25.00	/sow
Encore Samplers	\$9.00	/sampler
O&M Expendables	\$25.00	/day
Skidsteer (750max/week)	\$250.00	day

Postage	
Postage Class I	\$85.00
Postage Class II	\$50.00
Postage Special Case	

Analytical with Methods			
		water	soil
BTEX/MTBE/Naph	8260; 8021; 602	\$65.00	\$65.00
PAH	610	\$130.00	
	8310;8270	\$130.00	\$130.00
PAH Water Supply	525.1	\$275.00	
VOC Water Supply	524.2	\$150.00	
	8260	\$65.00	
1,2 Dibromoethane (EDB)	504.1	\$65.00	
	524.2	\$150.00	
	8011	\$65.00	
1,2 Dichloroethane (EDC)	8260	\$65.00	\$65.00
	504.1	\$65.00	
	524.2	\$150.00	
Lead	239.2; 7421	\$25.00	\$25.00
	6020	\$15.00	\$15.00
TPH	5520		\$60.00
	418.1/9071		\$50.00
	8015 GRO		\$80.00
	8015 DRO		\$95.00
Oil & Grease	9071;5520	\$50.00	
Dry Bulk Density	ASTM 2473	\$20.00	
Grain Size Analysis		\$40.00	
FOM	ASTM 2974	\$40.00	
Moisture Content	ASTM 2216	\$15.00	
Specific Gravity	ASTM D854	\$20.00	
Nitrate		\$20.00	
Sulfate		\$20.00	
Iron		\$20.00	
Air Samples	8260	\$100.00	
TCLP		\$100.00	
Ethanol	8015D;8260	\$65.00	
Methanol		\$65.00	
Chloride			
Foaming Agent			
Total Organic Carbon			
Total Dissolved Solids			

Pass Through Amount	
Other than System Purchase/ Install	10.00%
System Purchase/ Install	5.00%

Alabama Tank Trust Fund Maximum Allowable Rates

March 2013

Drilling	
Mob/Demob amount	\$200.00
Mileage rate per mile (current State rate)	\$0.565
Well Completion MW	\$150.00
Well Completion RW/EW	\$600.00
RW/EW vault abandonment	\$165.00
Sparge Well Points	
2" Monitoring Well (HAS) per foot	\$43.00
4" Monitoring Well (HAS) per foot	\$45.00
Soil Boring (HAS) per foot	\$22.00
Temp Wells	\$28.00
Rock Drilling 2" Well	\$55.00
Rock Drilling 4" Well	\$60.00
Rock Coring	\$38.00
Type III Well	\$70.00
Direct Push Technologies	\$1,800.00
Direct Push Well Materials	\$5.00
MW/RW Abandonment per foot overdrill	\$25.00
MW/RW Abandonment remove top of casing	\$10.00
Shelby Tubes	\$50.00
Rolloff dumpster	
Drilling Device Driven (4 x's mileage rate)	\$2.26
Drilling Device Hauled (2 x's mileage rate)	\$1.13

Permit Application	
NPDES General Permit	
UIC Permit	
Solid Waste Profile (form 300)	

ALABAMA UNDERGROUND AND
ABOVEGROUND STORAGE TANK TRUST
FUND

REIMBURSEMENT AND REASONABLE
RATE GUIDANCE

APPENDIX B

BASIS FOR UNIT RATES

Postage & Shipping Rates

Postage/Shipping class I- All Plans and Reports to Owners and the A.D.E.M includes any and all office expenses, copies, CD's and changes	\$85
Postage/Shipping class II- samples shipped to the lab soil or water per shipment includes any and all associated expenses and shipping options	\$50
Postage Special Circumstance- documentation to be supplied	\$0

Item Name	Rate (\$)/day	Units	Groundwater		DPVE Pilot Test	
			# days	Total	# days	Total
Air Compressor	\$ 25.00	/day		\$ -		\$ -
Combustible Gas Indicator/PID/FID	\$ 50.00	/day	1	\$ 50.00	1	\$ 50.00
Conductivity Meter	\$ 10.00	/day		\$ -		\$ -
Digital Manometer	\$ 10.00	/day		\$ -	1	\$ 10.00
Dissolved Oxygen Meter	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
Generator (5Kw)	\$ 25.00	/day		\$ -		\$ -
Submersible Pump	\$ 30.00	/day		\$ -		\$ -
In-Situ Transducer	\$ 100.00	/day		\$ -		\$ -
Interface Probe/Water Level	\$ 10.00	/day	1	\$ 10.00	1	\$ 10.00
Air Flow Meter	\$ 10.00	/day		\$ -		\$ -
Multimeter	\$ 40.00	/day	1	\$ 40.00		\$ -
Ozone Meter/Sensor	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
pH/Temperature Meter	\$ 10.00	/day		\$ -		\$ -
Gloves	\$ 5.00	/day		\$ -		\$ -
Redox/ORP Meter	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
Thermal Anemometer	\$ 10.00	/day		\$ -		\$ -
Turbidity Meter	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
		/day		\$ -		\$ -

Total

\$ 100.00

\$ 70.00

Item Name	Rate (\$)/day	Units	MEME Event		DPVE, AS, SVE, P&T O&M	
			# days	Total	# days	Total
Air Compressor	\$ 25.00	/day		\$ -		\$ -
Combustible Gas Indicator/PID/FID	\$ 50.00	/day	1	\$ 50.00	1	\$ 50.00
Conductivity Meter	\$ 10.00	/day		\$ -		\$ -
Digital Manometer	\$ 10.00	/day	1	\$ 10.00	1	\$ 10.00
Dissolved Oxygen Meter	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
Generator (5Kw)	\$ 25.00	/day		\$ -		\$ -
Submersible Pump	\$ 30.00	/day		\$ -		\$ -
In-Situ Transducer	\$ 100.00	/day		\$ -		\$ -
Interface Probe/Water Level	\$ 10.00	/day	1	\$ 10.00	1	\$ 10.00
Air Flow Meter	\$ 10.00	/day		\$ -	1	\$ 10.00
Multimeter	\$ 40.00	/day		\$ -		\$ -
Ozone Meter/Sensor	\$ 10.00	/day		\$ -		\$ -
Multimeter	\$ 20.00	/day		\$ -	1	\$ 20.00
pH/Temperature Meter	\$ 10.00	/day		\$ -		\$ -
Gloves	\$ 5.00	/day		\$ -	1	\$ 5.00
Redox/ORP Meter	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
Thermal Anemometer	\$ 10.00	/day		\$ -	1	\$ 10.00
Turbidity Meter	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
		/day		\$ -		\$ -

Total

\$ 70.00

\$ 115.00

Item Name	Rate (\$)/day	Units	Ozone O&M		Free Product Bailing	
			# days	Total	# days	Total
Air Compressor	\$ 25.00	/day		\$ -		\$ -
Combustible Gas Indicator/PID/FID	\$ 50.00	/day	1	\$ 50.00	1	\$ 50.00
Conductivity Meter	\$ 10.00	/day		\$ -		\$ -
Digital Manometer	\$ 10.00	/day		\$ -		\$ -
Dissolved Oxygen Meter	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
Generator (5Kw)	\$ 25.00	/day		\$ -		\$ -
Submersible Pump	\$ 30.00	/day		\$ -		\$ -
In-Situ Transducer	\$ 100.00	/day		\$ -		\$ -
Interface Probe/Water Level	\$ 10.00	/day	1	\$ 10.00	1	\$ 10.00
Air Flow Meter	\$ 10.00	/day		\$ -		\$ -
Multimeter	\$ 40.00	/day		\$ -		\$ -
Ozone Meter/Sensor	\$ 10.00	/day	1	\$ 10.00		\$ -
		/day		\$ -		\$ -
pH/Temperature Meter	\$ 10.00	/day		\$ -		\$ -
Gloves	\$ 5.00	/day	1	\$ 5.00		\$ -
Redox/ORP Meter	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
Thermal Anemometer	\$ 10.00	/day		\$ -		\$ -
Turbidity Meter	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
		/day		\$ -		\$ -

Total

\$ 75.00

\$ 60.00

Item Name	Rate (\$)/day	Units	Initial Abatement			
			# days	Total	# days	Total
Air Compressor	\$ 25.00	/day		\$ -		\$ -
Combustible Gas Indicator/PID/FID	\$ 50.00	/day	1	\$ 50.00		\$ -
Conductivity Meter	\$ 10.00	/day		\$ -		\$ -
Digital Manometer	\$ 10.00	/day		\$ -		\$ -
Dissolved Oxygen Meter	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
Generator (5Kw)	\$ 25.00	/day		\$ -		\$ -
Submersible Pump	\$ 30.00	/day		\$ -		\$ -
In-Situ Transducer	\$ 100.00	/day		\$ -		\$ -
Interface Probe/Water Level	\$ 10.00	/day		\$ -		\$ -
Air Flow Meter	\$ 10.00	/day		\$ -		\$ -
Multimeter	\$ 40.00	/day		\$ -		\$ -
Ozone Meter/Sensor	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
pH/Temperature Meter	\$ 10.00	/day		\$ -		\$ -
Gloves	\$ 5.00	/day		\$ -		\$ -
Redox/ORP Meter	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
Thermal Anemometer	\$ 10.00	/day		\$ -		\$ -
Turbidity Meter	\$ 10.00	/day		\$ -		\$ -
		/day		\$ -		\$ -
		/day		\$ -		\$ -

\$ 50.00

UNIT RATE

INITIAL ABATEMENT REPORT (without MEME)

Project Manager:	Hire Subcontractors (Drillers, Waste Management, emergency response company, contact EMA/Fire), Contact Property owners/land owners (for drilling), Schedule internal personnel, Contact offsite property owners for drilling, Payment Request Any other incidentals/miscellaneous tasks not listed	\$99.00	7	\$693
PE/PG:	Review and Sign Report Design emergency response. Any other incidentals/miscellaneous tasks not listed	\$115.00	3	\$345
Staff Geologist/Engineer:	Interpret data, prepare report. Any other incidentals/miscellaneous tasks not listed	\$83.00	7	\$581
Draftsman:	Prepare Maps, figures, to include well diagrams, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	3	\$180
Clerical:	Copy, sort, mail documents, payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	2	\$98
Unit Rate Initial Abatement Report				\$1,897

INITIAL ABATEMENT REPORT Free Product Recovery Report

Project Manager:	Hire Subcontractors (Drillers, Waste Management, emergency response company, contact EMA/Fire), Contact Property owners/land owners (for drilling), Schedule internal personnel, Contact offsite property owners for drilling, Payment Request Any other incidentals/miscellaneous tasks not listed	\$99.00	1	\$99
PE/PG:	Review and Sign Report Design emergency response. Any other incidentals/miscellaneous tasks not listed	\$115.00	1	\$115
Staff Geologist/Engineer:	Interpret data, prepare report. Any other incidentals/miscellaneous tasks not listed	\$83.00	1	\$83
Draftsman:	Prepare Maps, figures, to include well diagrams, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	1	\$60
Clerical:	Copy, sort, mail documents, payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	2	\$98
Unit Rate Initial Abatement Report				\$455

Unit Rate for each field day over 2 days

PG/PE	0.5	\$58
Geologist	0.5	\$42
Project Manager	2	\$198
Clerical	0.5	\$25

Unit Rate Report Time for each field day over 2 days: \$322

Total Report Time to never exceed \$5,650.
Regardless of days of field work.

Field Task and Equipment

Well Installation Oversight time (Geologist and Tech)							
Porous Drilling with Development							
Geologist/Engineer	Hours	Subtotal	Technician	Hours	Subtotal	Task Total	
Porous material 0-10'							
Geologist/Engineer	2	\$166.00	Technician	0.5	\$30.00	\$196	
Porous material 0-30'							
Geologist/Engineer	3	\$249.00	Technician	1	\$60.00	\$309	
Porous material 0-50'							
Geologist/Engineer	7	\$581.00	Technician	1.5	\$90.00	\$671	
Porous material 0-70'							
Geologist/Engineer	9	\$747.00	Technician	2	\$120.00	\$867	
Porous material 0-90'							
Geologist/Engineer	11	\$913.00	Technician	2.5	\$150.00	\$1,063	
Porous material 0-110'							
Geologist/Engineer	13	\$1,079.00	Technician	3	\$180.00	\$1,259	
Bedrock Drilling							
Bedrock 0-20' air rotary							
Geologist/Engineer	3	\$249.00	Technician	1	\$60.00	\$309	
Bedrock 0-20' core							
Geologist/Engineer	4	\$332.00	Technician	1	\$60.00	\$392	
Bedrock 0-40' air rotary							
Geologist/Engineer	4	\$332.00	Technician	1.5	\$90.00	\$422	
Bedrock 0-40' core							
Geologist/Engineer	7	\$581.00	Technician	1.5	\$90.00	\$671	
Bedrock 0-60' air rotary							
Geologist/Engineer	6	\$498.00	Technician	2	\$120.00	\$618	
Bedrock 0-60' core							
Geologist/Engineer	8	\$664.00	Technician	2	\$120.00	\$784	
Bedrock 0-80' air rotary							
Geologist/Engineer	8	\$664.00	Technician	2.5	\$150.00	\$814	
Bedrock 0-80' core							
Geologist/Engineer	10	\$830.00	Technician	2.5	\$150.00	\$980	
Type III Porous material							
Total Depth 0-20'							
Geologist/Engineer	3.5	\$290.50	Technician	1	\$60.00	\$351	
Total Depth 0-40'							
Geologist/Engineer	5.5	\$456.50	Technician	1.5	\$90.00	\$547	
Total Depth 0-60'							
Geologist/Engineer	7.5	\$622.50	Technician	2	\$120.00	\$743	
Total Depth 0-80'							
Geologist/Engineer	9.5	\$788.50	Technician	2.5	\$150.00	\$939	
Total Depth 0-100'							
Geologist/Engineer	11.5	\$954.50	Technician	3	\$180.00	\$1,135	
Type III into Bedrock							
Total Depth 0-20'							
Geologist/Engineer	4	\$332.00	Technician	1	\$60.00	\$392	
Total Depth 0-40'							
Geologist/Engineer	6	\$498.00	Technician	1.5	\$90.00	\$588	
Total Depth 0-60'							
Geologist/Engineer	8	\$664.00	Technician	2	\$120.00	\$784	
Total Depth 0-80'							
Geologist/Engineer	10	\$830.00	Technician	2.5	\$150.00	\$980	
Total Depth 0-100'							
Geologist/Engineer	12	\$996.00	Technician	4	\$240.00	\$1,236	

Soil Boring					
Soil Boring porous material 0-10'					
Geologist/Engineer	1.5	\$124.50	Technician	0	\$125
Soil Boring porous material 0-30'					
Geologist/Engineer	2.5	\$207.50	Technician	0	\$208
Soil Boring porous material 0-50'					
Geologist/Engineer	3.5	\$290.50	Technician	0	\$291
Soil Boring porous material 0-70'					
Geologist/Engineer	5.5	\$456.50	Technician	0	\$457

Unit Rate Monitoring Well Pad Replacement									
Geologist	0	\$0.00	Technician	2	\$120.00	\$120			
Unit Rate Private/Public Well Inventory (up to 5 wells)									
Geologist	4	\$332.00	Technician	0	\$0.00	\$332			
Unit Rate Site Survey									
Geologist	0	\$0.00	Technician	4	\$240.00	\$240			
Unit Rate Slug Testing per well									
Geologist	2	\$166.00	Technician	2	\$120.00	\$286			
Unit Rate Well Re-development/well									
Geologist	0	\$0.00	Technician	1.5	\$90.00	\$90			
Unit Rate Well Sampling Set Up									
Geologist	0	\$0.00	Technician	2	\$120.00	\$120			
Unit Rate Well Gauging Only									
Geologist	0	\$0.00	Technician	0.25	\$15.00	\$15			
Unit Rate Well Gauging and Sampling 2" Well									
Geologist	0	\$0.00	Technician	1	\$60.00	\$60			
Unit Rate Well Gauging and Sampling 4" Well									
Geologist	0	\$0.00	Technician	1.15	\$69.00	\$69			
Unit Rate Well Gauging and Sampling 6" Well									
Geologist	0	\$0.00	Technician	1.25	\$75.00	\$75			
Unit Rate Well Sampling Public Well									
Geologist	0	\$0.00	Technician	2	\$120.00	\$120			
Unit Rate Well Sampling Private Well									
Geologist	0	\$0.00	Technician	1.5	\$90.00	\$90			
Unit Rate Well Sampling Per Stream (1-3 samples)									
Geologist	0	\$0.00	Technician	1.5	\$90.00	\$90			
Unit Rate SVE/ AS/ Ozone Pilot Test									
Geologist	9	\$747.00	Technician	0	\$0.00	\$747			
Unit Rate DPVE O&M 3 months									
Project Manager	8	\$792.00	Technician	48	\$2,880.00	\$3,672			
Unit Rate Ozone, biosparge, sve, biovent and Air Sparge O&M 3 months									
Project Manager	4	\$396.00	Technician	24	\$1,440.00	\$1,836			
Unit Rate DPVE O&M 4 months									
Project Manager	8	\$792.00	Technician	64	\$3,840.00	\$4,632			
Unit Rate Ozone, biosparge, sve, biovent and Air Sparge O&M 4 months									
Project Manager	4	\$396.00	Technician	32	\$1,920.00	\$2,316			
System Install Oversight (up to 7 days)			\$8,314.00			System Startup Oversight			\$1,584
Project Manager	16	1584	Project Manager	16	1584	PE/PG	0	0	
PE/PG	8	920	PE/PG		0	Technician		0	
Engineer/Geologist	70	5810	Technician		0				
System Install Oversight Adder (per day)			\$830.00						
Project Manager		0							
PE/PG		0							
Engineer/Geologist	10	830							

UNIT RATE

Preliminary Investigation task for Report time

Project Manager:	Hire Subcontractors (Drillers, Lab, Waste Management), contact property, contact utilities/screening owners/tank owners (for drilling), schedule internal payment request Any other incidentals/miscellaneous tasks not listed	\$99.00	10		\$990.00
PE/PG:	Review and Sign Report, Any other incidentals/miscellaneous tasks not listed	\$115.00	3		\$345.00
Staff Geologist/ Engineer	Interpret data, prepare report, Obtain Adjacent Property Owner Info Any other incidentals/miscellaneous tasks not listed	\$83.00	25		\$2,075.00
Draftsman:	Prepare maps, figures, to include well boring logs and diagrams, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	16		\$960.00
Clerical:	Copy, sort, mail documents, payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	6		\$294.00
Unit Rate Preliminary Report					\$4,664.00

Secondary Investigation Plan

Project Manager:	Total Project oversight, Cost Proposal prep Any other incidentals/miscellaneous tasks not listed	\$99.00	2		\$198.00
PE/PG:	Review Secondary Plan for technical issues, adjust as necessary, Sign Plan Any other incidentals/miscellaneous tasks not listed	\$115.00	1		\$115.00
Staff Geologist/ Engineer	Prepare Secondary Plan Any other incidentals/miscellaneous tasks not listed	\$83.00	4		\$332.00
Draftsman:	Prepare Maps and figures for Secondary Investigation Any other incidentals/miscellaneous tasks not listed	\$60.00	1		\$60.00
Clerical:	Copy, sort, mail documents, Cost Proposal prep Any other incidentals/miscellaneous tasks not listed	\$49.00	2		\$98.00
Unit Rate Secondary Investigation Plan					\$803.00

UNIT RATE

Secondary Investigation task for Report time (up to 12 wells)			
Project Manager:	Hire Subcontractors (Drillers, Waste Management), Contact Property owners/land owners (for drilling), Schedule internal personnel, Obtain offsite property access for drilling, Payment Request Any other incidentals/miscellaneous tasks not listed	\$99.00	9
			\$891
PE/PG:	Review Report for technical accuracy Additional Well Installation Plan oversight Any other incidentals/miscellaneous tasks not listed	\$115.00	5
			\$575
Staff Geologist: Engineer	Interpret data, prepare report, prepare additional well installation plan Any other incidentals/miscellaneous tasks not listed	\$83.00	32
			\$2,656
Draftsman:	Prepare Maps, figures, to include well diagrams, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	16
			\$960
Clerical:	Copy, sort, bind, mail documents, payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	6
			\$294
Unit Rate Secondary Report			\$5,376

Adder per well over twelve:	Unit Rate adder per well over 8 installed	\$143.00	
Geologist/Engineer	1 83	Draftsman	1 60

Additional Well Installation Plan (Investigative phase up to 4 wells)			
Project Manager:	Total Project oversight, Cost Proposal prep Any other incidentals/miscellaneous tasks not listed	\$99.00	1
			\$99
PE/PG:	Review Well Installation Plan for technical issues, adjust as necessary, \$ Any other incidentals/miscellaneous tasks not listed	\$115.00	1
			\$115
Staff Geologist: Engineer	Prepare Well Installation Plan Any other incidentals/miscellaneous tasks not listed	\$83.00	1
			\$83
Draftsman:	Prepare Maps and figures Any other incidentals/miscellaneous tasks not listed	\$60.00	1
			\$60
Clerical:	Copy, sort, mail documents, Cost Proposal prep Any other incidentals/miscellaneous tasks not listed	\$49.00	2
			\$98
Unit Rate Additional Well Installation Plan 1- 4 wells			\$455

Additional Well Installation Plan (Investigative phase >4 wells)(Adder to GW Report)			
Project Manager:	Total Project oversight, Cost Proposal prep Any other incidentals/miscellaneous tasks not listed	\$99.00	2
			\$198
PE/PG:	Review Well Installation Plan for technical issues, adjust as necessary, \$ Any other incidentals/miscellaneous tasks not listed	\$115.00	1
			\$115
Staff Geologist: Engineer	Prepare Well Installation Plan Any other incidentals/miscellaneous tasks not listed	\$83.00	3
			\$249
Draftsman:	Prepare Maps and figures Any other incidentals/miscellaneous tasks not listed	\$60.00	2
			\$120
Clerical:	Copy, sort, mail documents, Cost Proposal prep Any other incidentals/miscellaneous tasks not listed	\$49.00	2
			\$98
Unit Rate Additional Well Installation Plan >4 wells			\$780

Additional Well Installation Report (Investigative phase 1-4 wells) (Adder to GW Report)

Project Manager:	Hire Subcontractors (Drillers, Waste Management), Contact Property owners/land owners (for drilling), Schedule internal personnel, Contact offsite property owners for drilling, Payment Request Any other incidentals/miscellaneous tasks not listed	\$99.00	4	\$396
PE/PG:	Review Report for technical accuracy Offsite Secondary Plan oversight Any other incidentals/miscellaneous tasks not listed	\$115.00	1	\$115
Staff Geologist: Engineer	Interpret data, prepare report Any other incidentals/miscellaneous tasks not listed	\$83.00	4	\$332
Draftsman:	Prepare Maps, figures, to include well diagrams, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	2	\$120
Clerical:	Copy, sort, bind, mail documents, payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	3	\$147
Unit Rate Additional Well Install Report 1-4 wells				\$1,110

Additional Well Installation Report (Investigative phase >4 wells)

Project Manager:	Hire Subcontractors (Drillers, Waste Management), Contact Property owners/land owners (for drilling), Schedule internal personnel, Contact offsite property owners for drilling, Payment Request Any other incidentals/miscellaneous tasks not listed	\$99.00	5	\$495
PE/PG:	Review Report for technical accuracy Offsite Secondary Plan oversight Any other incidentals/miscellaneous tasks not listed	\$115.00	1	\$115
Staff Geologist: Engineer	Interpret data, prepare report Any other incidentals/miscellaneous tasks not listed	\$83.00	5	\$415
Draftsman:	Prepare Maps, figures, to include well diagrams, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	3	\$180
Clerical:	Copy, sort, bind, mail documents, payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	3	\$147
Unit Rate Additional Well Install Report >4 wells				\$1,352

Offsite Access-ALDOT			Unit Rate offsite access-ALDOT			\$1,411.00
PM	8	792	Drafting	4	240	
PE/PG	1	115	Clerical	2	98	
Geo/Eng	2	166				

Offsite Access-Commercial			Unit Rate offsite access-Commercial			\$247.50
PM	2.5	247.5	Draftsman	0		

Offsite Access-Residential			Unit Rate offsite access-Residential			\$173.25
PM	1.8	173.25	Draftsman	0		

UNIT RATE

Groundwater Monitoring Plan (CP/PR included in report amount)			
Project Manager:	Contact Property/Tank owners, schedule internal personnel, select lab, waste handling/disposal Any other incidentals/miscellaneous tasks not listed	\$99.00	\$99.00
		1	
PE/PG:	Review/Sign Plan Any other incidentals/miscellaneous tasks not listed	\$115.00	\$115.00
		1	
Staff Geologist: Engineer	Interpret data, prepare plan, data QA/QC Any other incidentals/miscellaneous tasks not listed	\$83.00	\$166.00
		2	
Draftsman:	Prepare Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	\$0.00
		0	
Clerical:	Copy, sort, mail documents, Any other incidentals/miscellaneous tasks not listed	\$49.00	\$98.00
		2	
Unit Rate GW Monitoring Plan			\$478.00

NAMR/Groundwater Monitoring Report (1-12 wells BTEX / MTBE / Naphthalene)			
Project Manager:	Contact Property/Tank owners, schedule internal personnel, prepare CP/PR, select lab, waste handling/disposal Any other incidentals/miscellaneous tasks not listed	\$99.00	\$198.00
		2	
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	\$115.00
		1	
Staff Geologist: Engineer	Interpret data, prepare report, data QA/QC Any other incidentals/miscellaneous tasks not listed	\$83.00	\$498.00
		6	
Draftsman:	Prepare Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	\$120.00
		2	
Clerical:	Copy, sort, mail documents, prepare CP/PR Any other incidentals/miscellaneous tasks not listed	\$49.00	\$196.00
		4	
Unit Rate NAMR/ GW Report no PAHs			\$1,127.00
Unit Rate adder per well over 12			\$35.75
Adder per well over twelve:			
Geologist/Engineer	0.25	20.75	Draftsman
		0.25	15

NAMR/Groundwater Monitoring Report (1-12 wells BTEX / MTBE +PAH)

Project Manager:	Contact Property/Tank owners, schedule internal personnel, prepare CP/PR, select lab, waste handling/disposal	\$99.00	2	\$198.00
PE/PG:	Any other incidentals/miscellaneous tasks not listed Review/Sign Plan and Report Any other incidentals/miscellaneous tasks not listed	\$115.00	1	\$115.00
Staff Geologist: Engineer	Interpret data, prepare plan and report, data QA/QC Any other incidentals/miscellaneous tasks not listed	\$83.00	8	\$664.00
Draftsman:	Prepare Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	3	\$180.00
Clerical:	Copy, sort, mail documents, prepare CP/PR Any other incidentals/miscellaneous tasks not listed	\$49.00	4	\$196.00
			Unit Rate NAMR/ GW Report with PAHs	\$1,353.00
Adder per well over twelve:		Unit Rate adder per well/sample over 12		\$50.05
Geologist/Engineer	0.35	29.05	Draftsman	0.35
				21

UNIT RATE

FP RECOVERY PLAN including MEME			
Project Manager:	Hire Subcontractors (MEME Vender), Waste Disposal Contact ADEM Air Division, Schedule internal personnel,	\$99.00	4
			\$396.00
PE/PG:	Any other incidentals/miscellaneous tasks not listed Review and Sign Plan	\$115.00	1
	Any other incidentals/miscellaneous tasks not listed		\$115.00
Staff Geologist/Engineer:	Develop Plan, prepare Plan	\$83.00	1
	Any other incidentals/miscellaneous tasks not listed		\$83.00
Draftsman:	Prepare appropriate Maps and figures	\$60.00	1
	Any other incidentals/miscellaneous tasks not listed		\$60.00
Clerical:	Copy, sort, mail documents, cost proposal/payment request	\$49.00	2
	Any other incidentals/miscellaneous tasks not listed		\$98.00
Unit Rate Free Product Recovery/MEME Plan			\$752.00

FREE PRODUCT RECOVERY REPORT (not MEME)			
Project Manager:	Hire Subcontractors, Waste Disposal Contact ADEM Air Division, Schedule internal personnel, Cost Proposal/Payment Request Preparation Any other incidentals/miscellaneous tasks not listed	\$99.00	4
			\$396.00
PE/PG:	Review and Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	1
	Any other incidentals/miscellaneous tasks not listed		\$115.00
Staff Geologist/Engineer:	Interpret data, prepare report.	\$83.00	2
	Any other incidentals/miscellaneous tasks not listed		\$166.00
Draftsman:	Prepare Free Product Maps Any other incidentals/miscellaneous tasks not listed	\$60.00	1
	Any other incidentals/miscellaneous tasks not listed		\$60.00
Clerical:	Copy, sort, mail documents, payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	4
			\$196.00
Unit Rate Free Product Recovery Report			\$933.00

FREE PRODUCT RECOVERY MEME REPORT			
Project Manager:	Hire Subcontractors (MEME Vender), Waste Disposal Contact ADEM Air Division, Schedule internal personnel, Cost Proposal/Payment Request Preparation Any other incidentals/miscellaneous tasks not listed	\$99.00	4
			\$396.00
PE/PG:	Review and Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	1
	Any other incidentals/miscellaneous tasks not listed		\$115.00
Staff Geologist/Engineer:	Interpret data, prepare report.	\$83.00	3
	Any other incidentals/miscellaneous tasks not listed		\$249.00
Draftsman:	Prepare Free Product Maps Any other incidentals/miscellaneous tasks not listed	\$60.00	1
	Any other incidentals/miscellaneous tasks not listed		\$60.00
Clerical:	Copy, sort, mail documents, cost proposal/ payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	4
			\$196.00
Unit Rate Free Product Removal MEME Report			\$1,016.00

UNIT RATE

ARBCA Tier I without PAHs (1-12 wells)

Project Manager:	Schedule internal personnel, prepare cost proposal/payment request, Any other incidentals/miscellaneous tasks not listed	\$99.00	5	\$495.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	6	\$690.00
Staff Geologist: Engineer	Data Input, Prepare Evaluation Any other incidentals/miscellaneous tasks not listed	\$83.00	24	\$1,992.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	7	\$420.00
Clerical:	Copy, sort, mail documents, cost proposal/payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	4	\$196.00
Unit Rate Tier I NO PAHs				\$3,793.00

ARBCA Tier I with PAHs (1-12 wells)

Project Manager:	Schedule internal personnel, prepare cost proposal/payment request, Any other incidentals/miscellaneous tasks not listed	\$99.00	5	\$495.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	6	\$690.00
Staff Geologist: Engineer	Data Input, Prepare Evaluation Any other incidentals/miscellaneous tasks not listed	\$83.00	26	\$2,158.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	8	\$480.00
Clerical:	Copy, sort, mail documents, cost proposal/payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	4	\$196.00
Unit Rate Tier I PAHs				\$4,019.00

ARBCA Tier II without PAHs (1-12 wells)

Project Manager:	Schedule internal personnel, cost proposal prepare payment request, Any other incidentals/miscellaneous tasks not listed	\$99.00	5	\$495.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	6	\$690.00
Staff Geologist: Engineer	Data Input, Prepare Evaluation Any other incidentals/miscellaneous tasks not listed	\$83.00	24	\$1,992.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	7	\$420.00
Clerical:	Copy, sort, mail documents, cost proposal payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	4	\$196.00
Unit Rate Tier II NO PAHs				\$3,793.00

ARBCA Tier II with PAHs (1-12 wells)

Project Manager:	Schedule internal personnel, cost proposal prepare payment request, Any other incidentals/miscellaneous tasks not listed	\$99.00	5	\$495.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	6	\$690.00
Staff Geologist: Engineer	Data Input, Prepare Evaluation Any other incidentals/miscellaneous tasks not listed	\$83.00	26	\$2,158.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	8	\$480.00
Clerical:	Copy, sort, mail documents, cost proposal/payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	4	\$196.00
Unit Rate Tier II PAHs				\$4,019.00

Adder per well over twelve:		Unit Rate adder per well over twelve no PAH		\$36
Geologist/Engineer	0.25	20.75	Draftsman	0.25
				15

Adder per well over twelve:		Unit Rate adder per well over twelve PAH		\$43
Geologist/Engineer	0.3	24.9	Draftsman	0.3
				18

Adder Tier II with Decay:		Unit Rate adder Tier II WITH DECAY		\$2,172
Geologist/Engineer	24	1992	Draftsman	3
				180

UNIT RATE

CAP Development- Corrective Action Evaluation			
Project Manager:	Schedule internal personnel, cost proposal Any other incidentals/miscellaneous tasks not listed Conference call/communication with ADEM	\$99.00	12
			\$1,188.00
PE/PG:	Review/Sign Plan, discuss and evaluate Corrective Action Options Any other incidentals/miscellaneous tasks not listed	\$115.00	9
			\$1,035.00
Staff Geologist: Engineer	Evaluate Corrective Action Options, compile data, history Any other incidentals/miscellaneous tasks not listed Conference call/communication with ADEM	\$83.00	8
			\$664.00
Draftsman:	Concept/minor maps	\$60.00	2
			\$120.00
Clerical:	Cost proposal/payment request	\$49.00	5
			\$245.00
Unit Rate CAP Evaluation			\$3,252.00

CAP Development-RNA			
Project Manager:	Schedule internal personnel, prepare payment request, Any other incidentals/miscellaneous tasks not listed	\$99.00	3
			\$297.00
PE/PG:	Review/Sign Plan Any other incidentals/miscellaneous tasks not listed	\$115.00	2
			\$230.00
Staff Geologist: Engineer	Prepare CAP, estimate time to completion Any other incidentals/miscellaneous tasks not listed	\$83.00	8
			\$664.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	2
			\$120.00
Clerical:	Copy, sort, mail documents, cost proposal/ payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	4
			\$196.00
Unit Rate CAP RNA			\$1,507.00

CAP Development-RNA with MEME			
Project Manager:	Schedule internal personnel, prepare payment request, Any other incidentals/miscellaneous tasks not listed	\$99.00	4
			\$396.00
PE/PG:	Review/Sign Plan Any other incidentals/miscellaneous tasks not listed	\$115.00	2
			\$230.00
Staff Geologist: Engineer	Prepare Plan Any other incidentals/miscellaneous tasks not listed	\$83.00	8
			\$664.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	2
			\$120.00
Clerical:	Copy, sort, mail documents, cost proposal /payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	4
			\$196.00
Unit Rate CAP RNA with MEME			\$1,606.00

CAP Development-Excavation (small source or under 100 yds)				
Project Manager:	Schedule internal personnel, solicit/collect bids prepare payment request, Any other incidentals/miscellaneous tasks not listed	\$99.00	7	\$693.00
PE/PG:	Review/Sign Plan Any other incidentals/miscellaneous tasks not listed	\$115.00	2	\$230.00
Staff Geologist: Engineer	Prepare Plan Any other incidentals/miscellaneous tasks not listed	\$83.00	4	\$332.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	2	\$120.00
Clerical:	Copy, sort, mail documents, cost proposal/ payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	4	\$196.00
			Unit Rate CAP Excavation	\$1,571.00

CAP Development-Surfactant Injection INSITU-liquid Chemox/BIOX				
Project Manager:	Schedule internal personnel, organize project details prepare payment request, assist in plan prep Any other incidentals/miscellaneous tasks not listed	\$99.00	16	\$1,584.00
PE/PG:	Review/Sign Plan, assist in plan prep Any other incidentals/miscellaneous tasks not listed	\$115.00	16	\$1,840.00
Staff Geologist: Engineer	Prepare Plan Any other incidentals/miscellaneous tasks not listed	\$83.00	7	\$581.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	4	\$240.00
Clerical:	Copy, sort, mail documents, cost proposal /payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	4	\$196.00
			Unit Rate Surfactant Injection	\$4,441.00

CAP Development-(Class 1)- DPVE, P&T				
Project Manager:	Schedule internal personnel, communications with utilities/ municipalities, prepare payment request, notify air division Any other incidentals/miscellaneous tasks not listed	\$99.00	16	\$1,584.00
PE/PG:	Review/Sign Plan, assist prepare plan, clean up time calculation Any other incidentals/miscellaneous tasks not listed	\$115.00	24	\$2,760.00
Staff Geologist: Engineer	Prepare Plan Any other incidentals/miscellaneous tasks not listed	\$83.00	8	\$664.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	24	\$1,440.00
Clerical:	Copy, sort, mail documents, cost proposal/payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	4	\$196.00
			Unit Rate CAP (Class I)	\$6,644.00

CAP Development- (Class 2) - Ozone/SVE, AS/SVE				
Project Manager:	Schedule internal personnel, assist in preparing plan prepare payment request, Any other incidentals/miscellaneous tasks not listed	\$99.00	16	\$1,584.00
PE/PG:	Review/Sign Plan Any other incidentals/miscellaneous tasks not listed	\$115.00	20	\$2,300.00
Staff Geologist: Engineer	Prepare Plan, assist in preparing plan Any other incidentals/miscellaneous tasks not listed	\$83.00	7	\$581.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	20	\$1,200.00
Clerical:	Copy, sort, mail documents, cost proposal/payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	4	\$196.00
			Unit Rate CAP (Class II)	\$5,861.00

CAP Development-(Class 3) - Ozone, AS, SVE				
Project Manager:	Schedule internal personnel, prepare payment request, Any other incidentals/miscellaneous tasks not listed	\$99.00	16	\$1,584.00
PE/PG:	Review/Sign Plan Any other incidentals/miscellaneous tasks not listed	\$115.00	16	\$1,840.00
Staff Geologist: Engineer	Prepare Plan Any other incidentals/miscellaneous tasks not listed	\$83.00	7	\$581.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	20	\$1,200.00
Clerical:	Copy, sort, mail documents, cost proposal/payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	4	\$196.00
			Unit Rate CAP (Class III)	\$5,401.00

CAP Development Site Visit				
Project Manager:		\$99.00		\$0.00
PE/PG:	Visit Site for specific placement details Any other incidentals/miscellaneous tasks not listed	\$115.00	8	\$920.00
Staff Geologist: Engineer		\$83.00		\$0.00
Draftsman:		\$60.00		\$0.00
Clerical:		\$49.00		\$0.00
			Unit Rate CAP Development Site Visit	\$920.00

UNIT RATE

CAP Implementation- Excavation Report (Small source or under 100yds)			
Project Manager:	Schedule internal personnel, contractors, landfill, handle manifest, prepare payment request, Any other incidentals/miscellaneous tasks not listed	\$99.00	8 \$792.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	4 \$460.00
Staff Geologist: Engineer	Data Input, Any other incidentals/miscellaneous tasks not listed	\$83.00	6 \$498.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	2 \$120.00
Clerical:	Copy, sort, mail documents, payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	2 \$98.00
Unit Rate CAP Excavation Report (small source)			\$1,968.00

CAP Implementation-Liquid Injection Report			
Project Manager:	Schedule internal personnel, contractors, vendors, drillers, prepare payment request, Any other incidentals/miscellaneous tasks not listed	\$99.00	10 \$990.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	8 \$920.00
Staff Geologist: Engineer	Produce injection report from field data Any other incidentals/miscellaneous tasks not listed	\$83.00	4 \$332.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	2 \$120.00
Clerical:	Copy, sort, mail documents, payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	3 \$147.00
Unit Rate CAP Injection Report			\$2,509.00

CA System Purchase Letter			
Project Manager:	Purchase system, solicit bids for systems prepare payment request, Any other incidentals/miscellaneous tasks not listed	\$99.00	9 \$891.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	1 \$115.00
Staff Geologist: Engineer	Data Input, Any other incidentals/miscellaneous tasks not listed	\$83.00	0 \$0.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	0 \$0.00
Clerical:	Copy, sort, mail documents, cp/pr Any other incidentals/miscellaneous tasks not listed	\$49.00	5 \$245.00
Unit Rate CA System Purchase Letter			\$1,251.00

CAP Implementation-Installation/Start Up Report

Project Manager:	Schedule internal personnel and vendors for install, prepare payment request, cost proposal Any other incidentals/miscellaneous tasks not listed	\$99.00	26	\$2,574.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	16	\$1,840.00
Staff Geologist: Engineer	Field notes logged into report, installation, start up Any other incidentals/miscellaneous tasks not listed	\$83.00	22	\$1,826.00
Draftsman:	Prepare appropriate Maps/figures (site layout), site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	8	\$480.00
Clerical:	Copy, sort, mail documents, payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	10	\$490.00
Unit Rate CAP Installation Report				\$7,210.00

SEMR Class I Report NO PAHs (up to 12 wells)

Project Manager:	Schedule internal personnel, prepare payment request, Cost Proposal Any other incidentals/miscellaneous tasks not listed	\$99.00	14	\$1,386.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	8	\$920.00
Staff Geologist: Engineer	Data Input, Any other incidentals/miscellaneous tasks not listed	\$83.00	22	\$1,826.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	3	\$180.00
Clerical:	Copy, sort, mail documents, PR/CP Any other incidentals/miscellaneous tasks not listed	\$49.00	8	\$392.00
Unit Rate CAIPR Class I subsequent reports				\$4,704.00

SEMR Class I Report WITH PAHs (up to 12 wells)

Project Manager:	Schedule internal personnel, prepare payment request, Any other incidentals/miscellaneous tasks not listed	\$99.00	14	\$1,386.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	8	\$920.00
Staff Geologist: Engineer	Data Input, Any other incidentals/miscellaneous tasks not listed	\$83.00	24	\$1,992.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	4	\$240.00
Clerical:	Copy, sort, mail documents, payment request Any other incidentals/miscellaneous tasks not listed	\$49.00	8	\$392.00
Unit Rate CAIPR Class I subsequent reports w/PAH				\$4,930.00

SEMR Class II or III Report NO PAHs (up to 12 wells)

Project Manager:	Schedule internal personnel, prepare payment request, cost proposal Any other incidentals/miscellaneous tasks not listed	\$99.00	12	\$1,188.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	8	\$920.00
Staff Geologist: Engineer	Data Input, Any other incidentals/miscellaneous tasks not listed	\$83.00	18	\$1,494.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	3	\$180.00
Clerical:	Copy, sort, mail documents, CP/PR Any other incidentals/miscellaneous tasks not listed	\$49.00	8	\$392.00
Unit Rate CAIPR Class II/III subsequent reports				\$4,174.00

SEMR Class II or III Report WITH PAHs (up to 12 wells)

Project Manager:	Schedule internal personnel, prepare payment request, cost proposal Any other incidentals/miscellaneous tasks not listed	\$99.00	12	\$1,188.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	8	\$920.00
Staff Geologist: Engineer	Data Input, Any other incidentals/miscellaneous tasks not listed	\$83.00	20	\$1,660.00
Draftsman:	Prepare appropriate Maps/figures, site maps, concentration maps, flow maps, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	4	\$240.00
Clerical:	Copy, sort, mail documents, CP/PR Any other incidentals/miscellaneous tasks not listed	\$49.00	8	\$392.00
Unit Rate CAIPR Class II/III subsequent reports w/PAH				\$4,400.00

Adder per well over twelve:		Unit Rate adder per well over twelve no PAH		\$36
Geologist/Engineer	0.25	20.75	Draftsman	0.25
				15

Adder per well over twelve:		Unit Rate adder per well over twelve PAH		\$43
Geologist/Engineer	0.3	24.9	Draftsman	0.3
				18

UNIT RATE

MW Abandonment Plan			
Project Manager:	Schedule internal personnel,	\$99.00	\$99.00
		1	
PE/PG:	Any other incidentals/miscellaneous tasks not listed		
	Review/Sign Plan	\$115.00	\$57.50
	Any other incidentals/miscellaneous tasks not listed		
Staff Geologist: Engineer	Prepare Plan	\$83.00	\$166.00
	Any other incidentals/miscellaneous tasks not listed		
Draftsman:		\$60.00	\$0.00
		0	
Clerical:	Copy, sort, mail documents, payment request	\$49.00	\$98.00
	Any other incidentals/miscellaneous tasks not listed		
		2	
Unit Rate MW Abandonment Plan			\$420.50

MW Abandonment Report			
Project Manager:	Schedule internal personnel, obtain access	\$99.00	\$396.00
	cost proposal/prepare payment request,		
	Any other incidentals/miscellaneous tasks not listed		
PE/PG:	Review/Sign Report	\$115.00	\$115.00
	Any other incidentals/miscellaneous tasks not listed		
Staff Geologist: Engineer	Prepare Report	\$83.00	\$166.00
	Any other incidentals/miscellaneous tasks not listed		
Draftsman:	associated map/diagram	\$60.00	\$60.00
		1	
Clerical:	Copy, sort, mail documents, payment request	\$49.00	\$196.00
	Any other incidentals/miscellaneous tasks not listed		
		4	
Unit Rate MW Abandonment Report			\$933.00

System Decommissioning Plan			
Project Manager:	Schedule internal personnel, solicit quotes	\$99.00	\$396.00
	cancel permits		
	Any other incidentals/miscellaneous tasks not listed		
PE/PG:	Review/Sign Plan	\$115.00	\$115.00
	Any other incidentals/miscellaneous tasks not listed		
Staff Geologist: Engineer	Prepare Plan	\$83.00	\$166.00
	Any other incidentals/miscellaneous tasks not listed		
Draftsman:	Map/Diagram	\$60.00	\$60.00
		1	
Clerical:	Copy, sort, mail documents, payment request	\$49.00	\$98.00
	Any other incidentals/miscellaneous tasks not listed		
		2	
Unit Rate System Decommissioning Plan			\$835.00

System Decommissioning Report

Project Manager:	Schedule internal personnel, subcontractors utility companies, etc., CP/PR, Any other incidentals/miscellaneous tasks not listed	\$99.00	8	\$792.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	1	\$115.00
Staff Geologist: Engineer	Prepare Report Any other incidentals/miscellaneous tasks not listed	\$83.00	6	\$498.00
Draftsman:	Map/Diagram/Photo	\$60.00	1	\$60.00
Clerical:	Copy, sort, mail documents, CP/PR Any other incidentals/miscellaneous tasks not listed	\$49.00	4	\$196.00
Unit Rate System Decommissioning Report				\$1,661.00

Field Time MW/RW Abandonment Overdrill		Field Time Oversight MW/RW Abandonment per well		\$249
Geologist/Engineer	3	249	Technician	0

Field Time MW/RW Abandonment Casing Grouted		Field Time Oversight MW/RW Abandonment per well		\$125
Geologist/Engineer	1.5	124.5	Technician	0

Field Time Recovery Vault Abandonment		Field Time Vault Abandonment Oversight per vault		\$83
Geologist/Engineer	1	83	Technician	0

Environmental Covenant

Project Manager:	Oversight	\$99.00	2	\$198.00
PE/PG:	Senior Review	\$115.00	1	\$115.00
Staff Geologist: Engineer	Prepare Covenant	\$83.00	2	\$166.00
Draftsman:		\$60.00	0	\$0.00
Clerical:	Copy, sort, mail documents, Any other incidentals/miscellaneous tasks not listed	\$49.00	1	\$49.00
Unit Rate Environmental Covenant				\$528.00

UNIT RATE

Specific Capacity Plan			
Project Manager:	Schedule internal personnel,	\$99.00	1
			\$99.00
PE/PG:	Any other incidentals/miscellaneous tasks not listed		
	Review/Sign Plan	\$115.00	1
	Any other incidentals/miscellaneous tasks not listed		\$115.00
Staff Geologist: Engineer	Prepare Plan	\$83.00	1
	Any other incidentals/miscellaneous tasks not listed		\$83.00
Draftsman:		\$60.00	0
			\$0.00
Clerical:	Copy, sort, mail documents,	\$49.00	1
	Any other incidentals/miscellaneous tasks not listed		\$49.00
Unit Rate Specific Capacity Plan			\$346.00

Specific Capacity Report			
Project Manager:	Schedule internal personnel,	\$99.00	4
	prepare payment request, and cost proposal		\$396.00
PE/PG:	Any other incidentals/miscellaneous tasks not listed		
	Review/Sign Report	\$115.00	1
	Any other incidentals/miscellaneous tasks not listed		\$115.00
Staff Geologist: Engineer	Prepare Report	\$83.00	6
	Any other incidentals/miscellaneous tasks not listed		\$498.00
Draftsman:	Prepare any figures as necessary	\$60.00	2
	Any other incidentals/miscellaneous tasks not listed		\$120.00
Clerical:	Copy, sort, mail documents, CP/PR	\$49.00	4
	Any other incidentals/miscellaneous tasks not listed		\$196.00
Unit Rate Specific Capacity Report			\$1,325.00

DPVE Pilot Test Plan			
Project Manager:	Schedule internal personnel, vendor quotes	\$99.00	5
			\$495.00
PE/PG:	Any other incidentals/miscellaneous tasks not listed		
	Review/Sign Plan, Plan input	\$115.00	1
	Any other incidentals/miscellaneous tasks not listed		\$115.00
Staff Geologist: Engineer	Prepare Plan	\$83.00	3
	Any other incidentals/miscellaneous tasks not listed		\$249.00
Draftsman:	Maps and figures as needed	\$60.00	1
			\$60.00
Clerical:	Copy, sort, mail documents,	\$49.00	2
	Any other incidentals/miscellaneous tasks not listed		\$98.00
Unit Rate Aquifer Pilot Test Plan			\$1,017.00

DPVE Pilot Test Report

Project Manager:	Schedule internal personnel and sub contractors, prepare payment request, cost proposal Any other incidentals/miscellaneous tasks not listed	\$99.00	5	\$495.00
PE/PG:	Review/Sign Report Any other incidentals/miscellaneous tasks not listed	\$115.00	2	\$230.00
Staff Geologist: Engineer	Prepare Report Any other incidentals/miscellaneous tasks not listed	\$83.00	6	\$498.00
Draftsman:	Prepare any figures, maps as necessary Any other incidentals/miscellaneous tasks not listed	\$60.00	3	\$180.00
Clerical:	Copy, sort, mail documents, CP/PR Any other incidentals/miscellaneous tasks not listed	\$49.00	4	\$196.00
Unit Rate Aquifer Pilot Test Report				\$1,599.00

UNIT RATE

Investigation Derived Waste Plan (Stand alone)			
Project Manager:	Schedule internal personnel, gather quotes, landfill contact	\$99.00	3
			\$297.00
PE/PG:	Any other incidentals/miscellaneous tasks not listed		
	Review/Sign Plan	\$115.00	1
	Any other incidentals/miscellaneous tasks not listed		\$115.00
Staff Geologist: Engineer	Prepare Plan	\$83.00	1
	Any other incidentals/miscellaneous tasks not listed		\$83.00
Draftsman:		\$60.00	0
			\$0.00
Clerical:	Copy, sort, mail document	\$49.00	1
	Any other incidentals/miscellaneous tasks not listed		\$49.00
Unit Rate IDW Plan			\$544.00

Investigation Derived Waste Report (Stand alone)			
Project Manager:	Schedule internal personnel,	\$99.00	4
	Prepare Cost Proposal, prepare payment request,		\$396.00
	Any other incidentals/miscellaneous tasks not listed		
PE/PG:	Review/Sign Report	\$115.00	1
	Any other incidentals/miscellaneous tasks not listed		\$115.00
Staff Geologist: Engineer	Prepare Report	\$83.00	2
	Any other incidentals/miscellaneous tasks not listed		\$166.00
Draftsman:		\$60.00	0
			\$0.00
Clerical:	Copy, sort, mail documents, CP/PR	\$49.00	4
	Any other incidentals/miscellaneous tasks not listed		\$196.00
Unit Rate IDW Report			\$873.00

Alternate Water Supply Plan (connect to public water)			
Project Manager:	water system contact, contact plumber	\$99.00	3
			\$297.00
PE/PG:	Any other incidentals/miscellaneous tasks not listed		
	Review/Sign Report	\$115.00	1
	Any other incidentals/miscellaneous tasks not listed		\$115.00
Staff Geologist: Engineer	develop plan	\$83.00	1
	Any other incidentals/miscellaneous tasks not listed		\$83.00
Draftsman:	Prepare appropriate Maps/figures, site maps,	\$60.00	1
			\$60.00
Clerical:	Any other incidentals/miscellaneous tasks not listed		
	Copy, sort, mail documents	\$49.00	2
	Any other incidentals/miscellaneous tasks not listed		\$98.00
Unit Rate Alternate Water Supply Plan			\$653.00

Alternate Water Supply Report (connect to public water)

Project Manager:	Schedule internal personnel, water system contact, prepare CP/PR, subcontractor contact	\$99.00	4	\$396.00
PE/PG:	Any other incidentals/miscellaneous tasks not listed Review/Sign Report	\$115.00	1	\$115.00
Staff Geologist: Engineer	Prepare Report Any other incidentals/miscellaneous tasks not listed	\$83.00	3	\$249.00
Draftsman:	appropriate map or figure	\$60.00	1	\$60.00
Clerical:	Copy, sort, mail documents, CP/PR Any other incidentals/miscellaneous tasks not listed	\$49.00	4	\$196.00
Unit Rate Alternate Water Supply Report				\$1,016.00

UIC Permit Application Preparation

Project Manager:	Review Permit	\$99.00	1	\$99.00
PE/PG:	Any other incidentals/miscellaneous tasks not listed Review/sign Permit	\$115.00	2	\$230.00
Staff Geologist: Engineer	Prepare Permit Any other incidentals/miscellaneous tasks not listed	\$83.00	8	\$664.00
Draftsman:	site map	\$60.00	1	\$60.00
Clerical:	Copy, sort, mail documents, Any other incidentals/miscellaneous tasks not listed	\$49.00	2	\$98.00
Unit Rate UIC Permit Preparation				\$1,151.00

General NPDES Permit Application

Project Manager:	Review Permit, notify local authority Any other incidentals/miscellaneous tasks not listed	\$99.00	3	\$297.00
PE/PG:	Review and sign Permit Any other incidentals/miscellaneous tasks not listed	\$115.00	1	\$115.00
Staff Geologist: Engineer	Prepare permit Any other incidentals/miscellaneous tasks not listed	\$83.00	2	\$166.00
Draftsman:	appropriate map/figure	\$60.00	1	\$60.00
Clerical:	Copies, sort, mail documents, Any other incidentals/miscellaneous tasks not listed	\$49.00	2	\$98.00
Unit Rate NPDES Permit Preparation				\$736.00

ADEM Solid Waste Profile

Project Manager:	Profile handling Any other incidentals/miscellaneous tasks not listed	\$99.00	1	\$99.00
PE/PG:		\$115.00	0	\$0.00
Staff Geologist: Engineer	Prepare Profile Any other incidentals/miscellaneous tasks not listed	\$83.00	1	\$83.00
Draftsman:		\$60.00	0	\$0.00
Clerical:	Copies, sort, mail documents Any other incidentals/miscellaneous tasks not listed	\$49.00	0.5	\$24.50
Unit Rate Solid Waste Profile Preparation				\$206.50

Adjacent Property Ownership Information (up to 12 parcels)(additional effort)

Project Manager:	Review information for accuracy Any other incidentals/miscellaneous tasks not listed	\$99.00	0.5	\$49.50
PE/PG:		\$115.00	0	\$0.00
Staff Geologist: Engineer	Visit Court house or search for records online Any other incidentals/miscellaneous tasks not listed	\$83.00	1.5	\$124.50
Draftsman:	create and label map/table, etc. Any other incidentals/miscellaneous tasks not listed	\$60.00	1	\$60.00
Clerical:	ship/mail documents to the ADEM Any other incidentals/miscellaneous tasks not listed	\$49.00	1	\$49.00
Unit Rate Adjacent Property Ownership Information				\$283.00

Municipal Sewer Application Process (ADEM or otherwise)

Project Manager:	Contact local municipalities, Any other incidentals/miscellaneous tasks not listed	\$99.00	4	\$396.00
PE/PG:		\$115.00	0	\$0.00
Staff Geologist: Engineer		\$83.00	0	\$0.00
Draftsman:		\$60.00	0	\$0.00
Clerical:	Copies, sort, mail documents Any other incidentals/miscellaneous tasks not listed	\$49.00	1	\$49.00
Unit Rate SID Application Preparation				\$445.00

ALABAMA UNDERGROUND AND
ABOVEGROUND STORAGE TANK TRUST
FUND

REIMBURSEMENT AND REASONABLE
RATE GUIDANCE

APPENDIX C

COST PROPOSAL FORM 31

**Alabama Tank Trust Fund
Cost Proposal
Part I**

I.1 Cost Proposal Information:

Cost Proposal Number:	Date of Cost Proposal (mm/dd/yy):
UST or AST Incident Number:	Facility I.D. Number:

I.2 Facility Information

Facility Name:	
Facility Address:	

I.3 Owner Information:

Owner Name:	
Owner Address:	
Employer Tax Number (IRS):	

I.4 Response Action Contractor Information:

Approved Response Action Contractor Name:
Approved Response Action Contractor Address:
Project Contact:
Project Contact phone #
Employer Tax Number (IRS):

Signatures must be provided in Sections I.7 and I.8 below for this proposal to be processed.

I.7 Certification of Unintentional release of Motor Fuel & Cost Proposal- Owner Signature:

I certify that an unintentional release has occurred from a motor fuel underground or aboveground tank system at this site and I authorize this Cost Proposal amount for corrective action activities to be conducted at this site.

1.Owner or Operator Signature:	
Typed or Printed Name and Title:	
Date:	

I.8 Cost Proposal- Contractor Signature:

2.Response Action Contractor Signature:	
Typed or Printed Name and Title:	
Date:	

I.9 Trust Fund Obligation Information:

Estimated Total Cost of all Anticipated Response Actions (To be updated overtime):	
Total of previously approved cost proposals:	
Total proposed costs to date (Approved costs plus costs proposed in this cost proposal):	
Estimate Percent Completion of entire project to date:	

I.10 Cost Proposal Amount

Proposed Costs under this Cost Proposal:		Personnel	
		Field Equipment	
Owners Required Contribution for UST Release(\$5,000): <i>Applicable for CP#1 Only</i>		Mileage	
		Per Diem	
		Drilling	
		Analytical	
Owners Required Contribution for AST Release(\$10,000): <i>Applicable for CP#1 Only</i>		Other	
Total of This Cost Proposal:			

Part II- Alabama Tank Trust Fund Itemization Form "A" Cost Proposal

Complete forms "A" through "G" as applicable to site activities and for supporting attachments to Part I.

Summary of ATTF Report and Plan Prep Scenarios

<u>Scenarios</u>	<u>Unit \$</u>	<u>Units</u>	<u>Quantity</u>	<u>Requested\$</u>
Initial Abatement Report (other than just MEME)				
1-2 days in field	\$1,897	/job		
Adder amount for every field day over 2 days(not to exceed 14 days)	\$322	/day		
Initial Abatement Free Product Recovery Report	\$455	/job		
Preliminary Investigation Report	\$4,664	/site		
Secondary Plan (on and offsite)(once per site)	\$803	/site		
Secondary Report (up to 12 wells)	\$5,376	/site		
Adder per Wells installed over 8	\$143	/well		
Off-site access-Residential	\$173	/site		
Off-site access - Commercial	\$248	/property		
Off-site access - ALDOT	\$1,411	/property		
Additional Well Installation Plan (investigation 1-4 wells)	\$455	/plan		
Additional Well Installation Plan (investigation >4 wells)	\$780	/plan		
Additional Well Installation Report (1-4 wells)(as an adder)	\$1,110	/report		
Additional Well Installation Report (>4wells)(as an adder)	\$1,352	/report		
GW Monitoring Plan	\$478	/site		
NAMR/GWM-Report				
1-12 wells, BTEX/MTBE/Naphthalene	\$1,127	/report		
1-12 wells, BTEX/MTBE+PAH	\$1,353	/report		
NAMR/GWM adder >12 wells, BTEX/MTBE/Naphthalene	\$36	/well		
NAMR/GWM adder >12 wells, BTEX/MTBE + PAH	\$50	/well		
FPR Plan -All free product recovery	\$752	/plan		
FPR Report -all free product reports (except MEME)	\$933	/report		
FPR Report-MEME	\$1,016	/report		
FPR-Report adder amount to Groundwater Monitoring	\$720	/report		
ARBCA Report Tier I/RMI				
1-12 wells, BTEX/MTBE/Naphthalene	\$3,793	/evaluation		
1-12 wells, BTEX/MTBE+PAH	\$4,019	/evaluation		
ARBCA Report Tier II/RMII				
1-12 wells, BTEX/MTBE/Naphthalene	\$3,793	/evaluation		
1-12 wells, BTEX/MTBE+PAH	\$4,019	/evaluation		
Adder for >12 wells per well, BTEX/MTBE/Naphthalene	\$36	/well		
Adder for >12 wells per well, BTEX/MTBE+PAH	\$43	/well		
Adder for Tier II WITH DECAY	\$2,172	/evaluation		
ARBCA Evaluation with Decay (stand alone evaluation)	\$3,286	/evaluation		
CAP Development - CA evaluation (once per site)	\$3,252	/site		
CAP Development - RNA	\$1,507	/cap		
CAP Development - RNA with MEME	\$1,606	/cap		
CAP Development - Excavation	\$1,571	/cap		
CAP Development - Surfactant Injection	\$4,441	/cap		
CAP Development (Class 1)- DPVE, P&T with SVE	\$6,644	/cap		
CAP Development (Class 2) - Ozone/SVE, AS/SVE, liquid Chemox/Biox	\$5,861	/cap		
CAP Development (Class 3) - Ozone, AS, SVE	\$5,401	/cap		
CAP Modification (use Form "F" for input)		/cap		

Complete forms "A" through "G" as applicable to site activities and for supporting attachments to Part I.

Summary of ATTF Report and Plan Prep Scenarios

<u>Scenarios</u>	<u>Unit \$ Units</u>	<u>Quantity Requested</u>	<u>\$</u>
CAP Implementation Report - Excavation	\$1,968 /report		
CAP Implementation Report - Injections	\$2,509 /report		
CA System Installation Report (all Classes same)	\$7,210 /report		
SEMR - DPVE, P&T Reports			
1-12 wells, BTEX/MTBE/Naphthalene	\$4,704 /report		
1-12 wells, BTEX/MTBE+PAH	\$4,930 /report		
SEMR - Ozone, AS, SVE, Chemox, Biosparge - Reports			
1-12 wells, BTEX/MTBE/Naphthalene	\$4,174 /report		
1-12 wells, BTEX/MTBE+PAH	\$4,400 /report		
SEMR adder >12 wells, BTEX/MTBE/Naph	\$36 /well		
SEMR adder >12 wells, BTEX/MTBE+PAH	\$43 /well		
IDW/Treatment Disposal Plan (stand alone)	\$544 /plan		
IDW/Treatment Disposal Report (stand alone)	\$873 /report		
DPVE Pilot Test Plan (not for Slug Test)	\$1,017 /plan		
DPVE Pilot Test Report	\$1,599 /report		
AS/SVE or Ozone Pilot Test Plan	\$1,017 /plan		
AS/SVE or Ozone Pilot Test Report	\$1,599 /report		
ISCO or Bio-Remediation Pilot Test Plan	\$1,017 /plan		
ISCO or Bio-Remediation Pilot Test Report	\$1,765 /report		
Specific Capacity Test Plan	\$346 /plan		
Specific Capacity Test Report	\$1,325 /report		
System Purchase Letter	\$1,251 /ltr		
Monitoring Well Abandonment Plan	\$421 /plan		
Monitoring Well Abandonment Report	\$933 /report		
System Decommissioning Plan	\$835 /plan		
System Decommissioning Report	\$1,661 /report		
Alt Water Supply Plan	\$653 /plan		
Alt Water Supply Report	\$1,016 /report		
Public Water Line Replacement Plan	\$950 /plan		
Public Water Line Replacement Report	\$1,412 /report		
Adjacent Property Owner Information (additional effort)	\$283 /document		
UIC Permit Application preparation	\$1,151 /permit		
General NPDES application preparation	\$736 /permit		
ADEM Solid Waste Profile preparation	\$207 /profile		
Municipal Sewer Application Process (ADEM or Others)	\$445 /profile		
Environmental Covenant preparation	\$528 /covenant		
Other Plan/Report (use Form "F" for input)			

Total Report and Plan Costs

Part II- Alabama Tank Trust Fund Itemization Form "B" Cost Proposal

Summary of ATTF Field Scenarios

<u>Scenarios</u>	<u>Unit \$</u>	<u>Unit</u>	<u>Quantity</u>	<u>Requested\$</u>
Well Installation Oversight time				
Type II Porous Media Drilling				
Porous material 0-10 feet	\$196 /well			
Porous material 0-30 feet	\$309 /well			
Porous material 0-50 feet	\$671 /well			
Porous material 0-70 feet	\$867 /well			
Porous material 0-90 feet	\$1,063 /well			
Porous material 0-110 feet	\$1,259 /well			
Type II Bedrock Drilling				
Bedrock 0-20' Air Rotary Drilling	\$309 /well			
Bedrock 0-40' Air Rotary Drilling	\$422 /well			
Bedrock 0-60' Air Rotary Drilling	\$618 /well			
Bedrock 0-80' Air Rotary Drilling	\$814 /well			
Bedrock 0-20' Core Drilling	\$392 /well			
Bedrock 0-40' Core Drilling	\$671 /well			
Bedrock 0-60' Core Drilling	\$784 /well			
Bedrock 0-80' Core Drilling	\$980 /well			
Type III Well Porous (Depth of entire well)				
Type III Well 0-20' (entire well in porous material)	\$351 /well			
Type III Well 0-40' (entire well in porous material)	\$547 /well			
Type III Well 0-60' (entire well in porous material)	\$743 /well			
Type III Well 0-80' (entire well in porous material)	\$939 /well			
Type III Well 0-100' (entire well in porous material)	\$1,135 /well			
Type III Well Bedrock (Depth of entire well)				
Type III Well 0-20' (bedrock encountered)	\$392 /well			
Type III Well 0-40' (bedrock encountered)	\$588 /well			
Type III Well 0-60' (bedrock encountered)	\$784 /well			
Type III Well 0-80' (bedrock encountered)	\$980 /well			
Type III Well 0-100' (bedrock encountered)	\$1,236 /well			
Soil Boring (no well set)/Direct Push oversight				
Soil Boring porous material 0-10 feet	\$125 /well			
Soil Boring porous material 0-30 feet	\$208 /well			
Soil Boring porous material 0-50 feet	\$291 /well			
Soil Boring porous material 0-70 feet	\$457 /well			
Direct Push (Geologist Daily Charge or 8 probe points)	\$830 /day			
Other Field Activities				
Well Re-development (initial development included in drilling oversight costs)	\$90 /well			
Slug Tests	\$286 /well			
Private/Public Water Well Inventory (up to 5 wells)	\$332 /5wells			
Site Survey during Investigation (not Licensed)	\$240 /site			
Metes and Bounds Survey (Licensed Surveyor)	/site			
Abandonment of RW vault	\$83 /vault			
MW/RW Abandonment Oversight for Overdrilling	\$249 /well			
MW/RW Abandonment Oversight for Grouting in Casing	\$125 /well			
Monitoring Well Pad/Cover Repair/ Replacement	\$120 /well			
Groundwater Sampling Set-up (2 hrs tech time)	\$120 /job			
Gauging Well (no sampling)	\$15 /well			
Groundwater Sampling and Gauging 2" Well	\$60 /well			
Groundwater Sampling and Gauging 4" Well	\$69 /well			

Part II- Alabama Tank Trust Fund Itemization Form "B" Cost Proposal

Summary of ATTF Field Scenarios

<u>Scenarios</u>	<u>Unit \$</u>	<u>Unit</u>	<u>Quantity</u>	<u>Requested\$</u>
Groundwater Sampling and Gauging 6" Well	\$75	/well		
Sample Public Well	\$120	/well		
Sample Private Well	\$90	/well		
Sample Stream (up to 3 samples)	\$90	/stream		
MEME Event/Pilot Test (hourly rate)	\$60	/hr		
DPVE Pilot Test/Aquifer Test (hourly rate)	\$143	/hr		
SVE/ AS/ Ozone Pilot Test	\$747	/test		
Site Visit by PE/PG (CAP Development,etc)	\$920	/site		
System Installation Oversight (up to 7 days in field)	\$8,314	/system		
System Installation Oversight Adder (per day over 7 doc req.)	\$830	/day		
System Startup	\$1,584	/system		
DPVE, Pump and Treat O&M 3 months	\$3,672	/quarter		
DPVE, Pump and Treat O&M 4 months	\$4,632	/triannual		
Ozone, biosparge, SVE, biovent and Air Sparge O&M 3 months	\$1,836	/quarter		
Ozone, biosparge, SVE, biovent and Air Sparge O&M 4 months	\$2,316	/triannual		
Other Field Work not listed (use Form "F" for input)	\$0			

Travel

Mileage				
Mileage (One way office to site)	mileage rate		mileage	
Number of round trips to site				
Other Mileage (enter total mileage not including office to site)				
Personnel Travel Time (entered in Hours)				
Technician(s)-travel time	\$60	/hr		
Geologist/Engineer-travel time	\$83	/hr		
PG/PE-travel time	\$115	/hr		
Project Manager-travel time	\$99	/hr		
Per Diem				
Per diem (6-12hrs)	\$11.25	/day		
Per diem (greater than 12hrs)	\$30	/ext. day		
Per diem (overnight)(invoice required)	\$75	/day		

Equipment and Equipment Kits

55-Gallon Drums	\$50	/drum		
Expendables (gloves, ice, string, jars, foil, distilled water, paper towels, etc.)	\$50	/sow		
Expendables O&M	\$25	/day		
Monitoring Well/Boring Installation	\$60	/day		
Encore Samplers	\$9	/sample		
Groundwater Monitoring	\$100	/sow		
Bailers	\$7	/bailer		
MEME Event	\$70	/sow		
Free Product Bailing	\$60	/sow		
DPVE, SVE, AS, P&T O&M	\$115	/day		
Ozone Sparge O&M	\$75	/day		
DPVE Pilot Test	\$70	/sow		
Pumping Test	\$165	/sow		
Specific Capacity	\$65	/sow		
Slug Test	\$110	/sow		
Initial Abatement	\$50	/day		
Postage / Shipping and Copying (plans reports, ADEM and owner)	\$85	/sow		
Postage / Shipping (Sample Shipping)	\$50	/samples		
Postage / Shipping (documentation required)				

Part II- Alabama Tank Trust Fund Itemization Form "C" Cost Proposal			
Drilling			
Scenarios	Unit \$	Unit	Quantity Requested\$
Mileage (drilling device driven to the site) (up to 300 total miles) ¹	\$2.26 /mile		
Number of Mobilizations (includes \$200 mob/demob amount)			
Mileage (drilling device "hauled" to the site)(up to 300 total miles) ¹ (direct push, skid steer, ATV, etc.)	\$1.13 /mile		
Number of Mobilizations (includes \$200 mob/demob amount)			
Well Completions			
Well Pad Completions for Monitoring Wells (2" and 4") ²	\$150.00 /well		
Well Pad Completions for Recovery/Extraction Wells (2'x2') ²	\$600.00 /well		
Well Screen Alternatives			
Alternate Screen for Recovery/Extraction Wells per/ft (Quotes Required) ⁴			
Unconsolidated Media Drilling			
2" Monitoring Well (HSA) ³	\$43.00 /foot		
4" Monitoring Well (HSA) ³	\$45.00 /foot		
Type III Well (HSA) ⁵	\$70.00 /foot		
Soil Boring (HSA) per ft (includes tremie grout abandonment) ⁶	\$22.00 /foot		
Temporary Well (HSA) per ft (includes tremie grout abandonment) ⁶	\$28.00 /foot		
Bedrock Drilling			
Air Rotary Rock Drilling per ft (2") ³	\$55.00 /foot		
Air Rotary Rock Drilling per ft (4") ³	\$60.00 /foot		
Type III Well ⁵	\$70.00 /foot		
Rock Coring	\$38.00 /foot		
Direct Push Technology			
Direct Push per day (includes all personnel time) ⁶	\$1,800.00 /day		
Direct Push well install materials per foot	\$5.00 /ft		
Other Drilling Related Items			
MW/RW Abandonment by Overdrilling then tremie grouted ⁶	\$25.00 /foot		
MW/RW Tremie Grout Abandonment (remove well pad and casing to at least 3' and fill remainder) ⁶	\$10.00 /foot		
Recovery Well Vault removal and backfill w/concrete (2'x2')	\$165.00 /vault		
Drums	\$50.00 /drum		
Shelby Tubes	\$50.00 /tube		
Per Diem (overnight) (man days)(hotel receipts required)	\$75.00 /day		
Other (receipts required)			
Pass Through (if appropriate) Enter "5" or "10" as appropriate			
¹ Includes any and all support vehicles, trailers, equipment and personnel travel time ¹ Mileage for any and all support vehicles, trailers and equipment ² Includes labor, concrete, forms (if needed), bolt down covers, caps, vaults, and locks ³ Includes personnel, screen, risers, bentonite, sand, silt sleeves, decon, skid steer, air compressor, saw cutting, coring, safety equipment, plastic sheeting, water, etc. ⁴ If an alternative type screen is warranted instead of typical pvc slotted screen (i.e. continuous screen, stainless steel, etc.) ⁵ Includes personnel, outer and inner casing of entire well, screen, grout, decon, skid steer, air compressor, saw cutting, coring, safety equipment, plastic sheeting, water, etc. ⁶ Includes well pad removal and surface completion as per surrounding			
Total Drilling Costs			

Part II- Alabama Tank Trust Fund Itemization Form "D" Cost Proposal

All Vendor quotes should be detailed, itemized and attached to Form "D"

Use "Quote Details" tab for guidance

Sub Contractors/ Vendors/ Utilities

	Pass Through	Quoted Amount	Requested\$
8hr MEME Event			
12hr MEME Event			
24hr MEME Event			
MEME Water Disposal Amount			
ADEM Solid Waste Profile (ADEM review fee)			
ALDOT Permit Fee			
Carbon Disposal per pound			
Carbon Recycling per pound			
Corrective Action System Decommissioning			
Corrective Action System Install			
Corrective Action System Purchase			
Corrective Action System Rental			
Oxidizer Rental			
Excavation			
Injection Events			
NPDES Permit Application (permit fee)			
Phone Costs (telemetry)			
Power Costs			
Propane Costs			
Rentals			
Roll off Dumpster (includes hauling/handling)			
Sewer Disposal Costs			
Solid Waste Soil Disposal (to include hauling/handling)			
UIC Permit Application (permit fee)			
UIC Permit Greenfield Fee (permit fee)			
Water Supply Liquid Ring Pump			
Water Treatment/Disposal (to include hauling/handling)			
Other Miscellaneous items/rentals (receipts required)			
Other Miscellaneous items/rentals (receipts required)			
Other Miscellaneous items/rentals (receipts required)			
Total Subs / Vendors / Utilities			\$0.00

Part II- Alabama Tank Trust Fund Itemization Form "F" Cost Proposal

Use this form to list hours where a Unit Rate is not available, **NOT FOR ADDING HOURS TO UNITS**
 Detailed description of activities must be entered where hours are claimed

Other Plan /Report NOT Listed

Description of Activities

Project Manager:		\$99.00	<input type="text"/>
PE/PG:		\$115.00	<input type="text"/>
Staff Geologist/ Engineer:		\$83.00	<input type="text"/>
Staff Scientist:		\$77.00	<input type="text"/>
Draftsman:		\$60.00	<input type="text"/>
Clerical:		\$49.00	<input type="text"/>

Other Plan Report

Other Field Tasks NOT Listed

Description of Activities

Project Manager:		\$99.00	<input type="text"/>
PE/PG:		\$115.00	<input type="text"/>
Staff Geologist/ Engineer:		\$83.00	<input type="text"/>
Staff Scientist:		\$77.00	<input type="text"/>
Technician:		\$60.00	<input type="text"/>

Other Field Task

Part II- Alabama Tank Trust Fund Itemization Form "F" Cost Proposal

Use this form to list hours where a Unit Rate is not available, **NOT FOR ADDING HOURS TO UNITS**
 Detailed description of activities must be entered where hours are claimed

CAP Modification		
Description of Activities		
Project Manager:		\$99.00 <input style="width: 50px;" type="text"/>
PE/PG:		\$115.00 <input style="width: 50px;" type="text"/>
Staff Geologist/ Engineer:		\$83.00 <input style="width: 50px;" type="text"/>
Staff Scientist:		\$77.00 <input style="width: 50px;" type="text"/>
Draftsman:		\$60.00 <input style="width: 50px;" type="text"/>
Clerical:		\$49.00 <input style="width: 50px;" type="text"/>
CAP Modification		

Alabama Tank Trust Fund Form "G" Cost Proposal

Each quoted item should have the appropriate detail amount listed below

Mob/Demob			
Trackhoe		PVC	
Daily		1"	
Weekly		2"	
Backhoe		4"	
Daily		T's	
Weekly		Couplings	
Backfill (driver and transport)		Elbows	
/ton		45's	
/yard		Ferrel joint	
/loaded mile		Traps	
Compaction		Cleaner/glue	
Disposal transport (includes driver)		Roll off/ drums	
/ton		Other	
/yard		Other	
/loaded mile		Other	
Equipment Operator		Other	
/Hr		Other	
/week			
Laborer			
/Hr			
/week			
Water Disposal			
/gallon			
Soil/Solid Waste Disposal fee (Name Landfill)			
/ton			
Sawcutting concrete			
base fee			
/ft			
Horizontal Trenching/Soil (ft)			
Horizontal Trenching/Concrete (ft)			
Crane			
/job			
Skid steer			
/daily			
Electrician			
/hr			
Fencing			
/ft			
/single gate			
/double gate			
Concrete			
/yd			
/bag			
Asphalt			
/yd			
/bag			
Fuel Surcharge			

ALABAMA UNDERGROUND AND
ABOVEGROUND STORAGE TANK TRUST
FUND

REIMBURSEMENT AND REASONABLE
RATE GUIDANCE

APPENDIX D

PAYMENT REQUEST FORM 32

Alabama Tank Trust Fund Payment Request Part I

I.1 Payment Request Information:

Payment Request Number:	Date of Payment Request (mm/dd/yy):
UST or AST Incident Number:	Facility I.D. Number:

I.2 Facility Information

Facility Name:	
Facility Address:	

I.3 Owner Information:

Owner Name:	
Owner Address:	
Employer Tax Number (IRS):	

I.4 Response Action Contractor Information:

Approved Response Action Contractor Name:
Approved Response Action Contractor Address:
Project Contact:
Project Contact phone #
Employer Tax Number (IRS):

I.5 Designation of Payment:

Name of Person or Firm to whom Payment is to be made:
Address:

I.8 Certification of Payment:

Signature must be provided below for this request to be processed	
<input type="radio"/>	<i>1. I certify that all costs incurred under this payment request have been paid to the contractor.</i>
Check to owner	The above certification will result in a check written to the owner or operator.
<input type="radio"/>	<i>2. I certify that all costs incurred under this payment request have <u>NOT</u> been paid to the contractor.</i>
Check to Contractor	The above certification will result in a check written to the contractor.
Typed or Printed Name and Title:	
Owner Operator Signature:	
Date:	
<p><i>The signature above is to certify that either option 1 or option 2 above applies, and I certify that an unintentional release has occurred from a motor fuel underground storage tank system or aboveground storage tank system at the site and I certify that to the best of my knowledge and belief: that the costs presented herein represents actual costs incurred in the performance of response actions at this site during the period of time indicated on this application; and that no charges are presented as part of this application that did not result from the performance of response actions which were necessary due to the release of motor fuels at this site.</i></p>	

I.9 Certification of Payment Request Information:

<p>Signature must be dated with an original signature by a responsible corporate official or a person to which signature authority has been delegated in writing. Documentation of such delegation should be maintained on record by each company, and shall be made available to the Department upon request.</p> <p><i>I certify that to the best of my knowledge and belief: that the costs presented herein represents actual costs incurred in the performance of response actions at this site during the period of time indicated on this application; and that no charges are presented as part of this application that did not result from the performance of response actions which were necessary due to the release of motor fuels at this site.</i></p> <p><i>I certify under penalty of law that I have personally examined and am familiar with the information submitted in this payment request and all attachments and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in this payment request, I believe that the information is true, accurate, complete, and that this payment request does not duplicate any request for payment for any charge previously submitted to the Department.</i></p>
Contractor's Signature:
Typed or printed name and title:
Date:

Sections I.8 and I.9 must be signed by appropriate person for Request to be processed

I.10 Trust Fund Obligation Information:

Total of previously approved Payment Requests	
Total of Payment Requests to Date (Approved Payment Requests plus amount proposed in this request)	
Estimate Percent Completion of entire project to date:	

I.11 Payment Request Amount:

	Proposed	For ADEM Use Only	
		Adjusted	Approved
Payment Request amount			
Owners Required Contribution for UST Release(\$5,000): <i>Applicable for CP#1 Only</i>			
Owners Required Contribution for AST Release(\$10,000): <i>Applicable for CP#1 Only</i>			
Total of This Payment Request:			
CP approved amount			

I.12 ADEM Approval Signatures:

Approve for Payment _____	_____	_____
	Name	Date
I, _____, certify that all costs incurred under this payment are		
_____ ADEM Director		
due and payable.		

Part II- Alabama Tank Trust Fund Itemization Form "A" Payment Request

Complete forms "A" through "G" as applicable to site activities and as supporting attachments.

Summary of ATTF Report and Plan Prep Scenarios

<u>Scenarios</u>	<u>Unit \$</u>	<u>CP</u>	<u>PR</u>	<u>Extended \$</u>
Initial Abatement Report (other than just MEME)				
1-2 days in field	\$1,897			
Adder amount for every field day over 2 days(not to exceed 14 days)	\$322			
Initial Abatement Free Product Recovery Report	\$455			
Preliminary Investigation Report	\$4,664			
Secondary Plan (on and offsite)	\$803			
Secondary Report (up to 12 wells)	\$5,376			
Adder per Wells over 8	\$143			
Off-site access-Residential	\$173			
Off-site access - Commercial	\$248			
Off-site access - ALDOT	\$1,411			
Additional Well Installation Plan (investigation 1-4 wells)	\$455			
Additional Well Installation Plan (investigation >4 wells)	\$780			
Additional Well Installation Report (1-4 wells)(as an adder)	\$1,110			
Additional Well Installation Report (>4 wells)(as an adder)	\$1,352			
GW Monitoring Plan	\$478			
NAMR/GWM-Report				
1-12 wells, BTEX/MTBE/Naphthalene	\$1,127			
1-12 wells, BTEX/MTBE+PAH	\$1,353			
NAMR/GWM adder >12 wells, BTEX/MTBE/Naphthalene	\$36			
NAMR/GWM adder >12 wells, BTEX/MTBE + PAH	\$50			
FPR Plan -All free product recovery	\$752			
FPR Report -all free product reports (except MEME)	\$933			
FPR Report-MEME	\$1,016			
FPR-Report adder amount to Groundwater Monitoring	\$720			
ARBCA Report Tier 1				
1-12 wells, BTEX/MTBE/Naphthalene	\$3,793			
1-12 wells, BTEX/MTBE+PAH	\$4,019			
ARBCA Report Tier II				
1-12 wells, BTEX/MTBE/Naphthalene	\$3,793			
1-12 wells, BTEX/MTBE+PAH	\$4,019			
Adder for >12 wells per well, BTEX/MTBE/Naph	\$36			
Adder for >12 wells per well, BTEX/MTBE+PAH	\$43			
Adder for Tier II WITH DECAY	\$2,172			
ARBCA Evaluation with Decay (stand alone evaluation)	\$3,286			
CAP Development - CA evaluation (once per site)	\$3,252			
CAP Development - RNA	\$1,507			
CAP Development - RNA with MEME	\$1,606			
CAP Development - Excavation	\$1,571			
CAP Development - Surfactant Injection	\$4,441			
CAP Development (Class 1)- DPVE, P&T, SVE	\$6,644			
CAP Development (Class 2) - Ozone/SVE, AS/SVE, liquid ChemoX/Biox	\$5,861			
CAP Development (Class 3) - Ozone, AS, SVE	\$5,401			
CAP Modification (requires detailed attachment)				

Part II- Alabama Tank Trust Fund Itemization Form "A" Payment Request

Complete forms "A" through "G" as applicable to site activities and as supporting attachments.

Summary of ATTF Report and Plan Prep Scenarios

CAP Implementation Report - Excavation	\$1,968		
CAP Implementation Report - Injections	\$2,509		
CA System Installation Report (all Classes same)	\$7,210		
SEMR Qtrly DPVE, P&T Reports			
1-12 wells, BTEX/MTBE/Naphthalene	\$4,704		
1-12 wells, BTEX/MTBE+PAH	\$4,930		
SEMR Qtrly Ozone, AS, SVE, Chemox, Biosparge - Reports			
1-12 wells, BTEX/MTBE/Naphthalene	\$4,174		
1-12 wells, BTEX/MTBE+PAH	\$4,400		
SEMR adder >12 wells, BTEX/MTBE/Naph	\$36		
SEMR adder >12 wells, BTEX/MTBE+PAH	\$43		
IDW/Treatment Disposal Plan (stand alone)	\$544		
IDW/Treatment Disposal Report (stand alone)	\$873		
DPVE Pilot Test Plan (not for Slug Test)	\$1,017		
DPVE Pilot Test Report	\$1,599		
AS/SVE or Ozone Pilot Test Plan	\$1,017		
AS/SVE or Ozone Pilot Test Report	\$1,599		
ISCO or Bio-Remediation Pilot Test Plan	\$1,017		
ISCO or Bio-Remediation Pilot Test Report	\$1,765		
Specific Capacity Test Plan	\$346		
Specific Capacity Test Report	\$1,325		
System Purchase Letter	\$1,251		
Monitoring Well Abandonment Plan	\$421		
Monitoring Well Abandonment Report	\$933		
System Decommissioning Plan	\$835		
System Decommissioning Report	\$1,661		
Alt Water Supply Plan	\$653		
Alt Water Supply Report	\$1,016		
Public Water Line Replacement Plan	\$950		
Public Water Line Replacement Report	\$1,412		
Adjacent Property Owner Information (additional effort)	\$283		
UIC Permit Application preparation	\$1,151		
General NPDES application preparation	\$736		
ADEM Solid Waste Profile preparation	\$207		
Municipal Sewer Application Process (ADEM or Others)	\$445		
Environmental Covenant preparation	\$528		
CP Preparation (CP requested by ADEM but not implemented)	\$197		
Other Plan/Report (hours and documentation required)			

Total Report and Plan Costs

Part II- Alabama Tank Trust Fund Itemization Form "B" Payment Request

Summary of ATTF Field Scenarios

Scenario	Unit \$	CP	PR	Requested
Well Installation Oversight time				
Type II Porous Media Drilling				
Porous material 0-10 feet	\$196			
Porous material 0-30 feet	\$309			
Porous material 0-50 feet	\$671			
Porous material 0-70 feet	\$867			
Porous material 0-90 feet	\$1,063			
Porous material 0-110 feet	\$1,259			
Type II Bedrock Drilling				
Bedrock 0-20' Air Rotary Drilling	\$309			
Bedrock 0-40' Air Rotary Drilling	\$422			
Bedrock 0-60' Air Rotary Drilling	\$618			
Bedrock 0-80' Air Rotary Drilling	\$814			
Bedrock 0-20' Core Drilling	\$392			
Bedrock 0-40' Core Drilling	\$671			
Bedrock 0-60' Core Drilling	\$784			
Bedrock 0-80' Core Drilling	\$980			
Type III Well Porous (Depth of entire well)				
Type III Well 0-20' (entire well in porous material)	\$351			
Type III Well 0-40' (entire well in porous material)	\$547			
Type III Well 0-60' (entire well in porous material)	\$743			
Type III Well 0-80' (entire well in porous material)	\$939			
Type III Well 0-100' (entire well in porous material)	\$1,135			
Type III Well Bedrock (Depth of entire well)				
Type III Well 0-20' (bedrock encountered)	\$392			
Type III Well 0-40' (bedrock encountered)	\$588			
Type III Well 0-60' (bedrock encountered)	\$784			
Type III Well 0-80' (bedrock encountered)	\$980			
Type III Well 0-100' (bedrock encountered)	\$1,236			
Soil Boring Only (no well installed)/Direct Push Oversight				
Soil Boring porous material 0-10 feet	\$125			
Soil Boring porous material 0-30 feet	\$208			
Soil Boring porous material 0-50 feet	\$291			
Soil Boring porous material 0-70 feet	\$457			
Direct Push (Geologist Daily Charge or 8 probe points)	\$830			
Other Field Activities				
Well Re-development (initial development included in drilling oversight costs)	\$90			
Slug Tests	\$286			
Private/Public Water Well Inventory (up to 5 wells)	\$332			
Site Survey during Investigation (not Licensed)	\$240			
Metes and Bounds Survey (Licensed Surveyor)	\$83			
Abandonment of RW vault	\$83			
MW/RW Abandonment Oversight for Overdrilling	\$249			
MW/RW Abandonment Oversight for Grouting in Casing	\$125			
Monitoring Well Pad/Cover Repair/Replacement	\$120			
Groundwater Sampling Set-up (2 hrs tech time)	\$120			
Gauging Well (no sampling)	\$15			
Groundwater Sampling and Gauging 2" Well	\$60			
Groundwater Sampling and Gauging 4" Well	\$69			
Groundwater Sampling and Gauging 6" Well	\$75			

Part II- Alabama Tank Trust Fund Itemization Form "B" Payment Request

Summary of ATTF Field Scenarios

Scenario	Unit \$	CP	PR	Requested
Sample Public Well	\$120			
Sample Private Well	\$90			
Sample Stream (up to 3 samples)	\$90			
MEME Event/Pilot Test (hourly rate)	\$60			
DPVE Pilot Test/Aquifer Test (hourly rate)	\$143			
SVE/ AS/ Ozone Pilot Test	\$747			
Site Visit by PE/PG (CAP Development,etc)	\$920			
System Installation Oversight (up to 7 days)	\$8,314			
System Installation Oversight Adder (per day over 7 doc req.)	\$830			
System Start up	\$1,584			
DPVE, Pump and Treat O&M 3 months	\$3,672			
DPVE, Pump and Treat O&M 4 months	\$4,632			
Ozone, biosparge, SVE, biovent and Air Sparge O&M 3 months	\$1,836			
Ozone, biosparge, SVE, biovent and Air Sparge O&M 4 months	\$2,316			
Other Field Work not listed (hours and documentation required)				
Travel				
Mileage				
Mileage (One way office to site)	mileage rate			
Number of round trips to site				
Other Mileage (enter total mileage not including office to site)				
Personnel Travel Time (entered in hours)				
Technician(s)-travel time	\$60 /hr			
Geologist/Engineer-travel time	\$83 /hr			
PG/PE-travel time	\$115 /hr			
Project Manager-travel time	\$99 /hr			
Per Diem				
Per diem (6-12hrs)	\$11.25 /day			
Per diem (greater than 12hrs)	\$30 /ext. day			
Per diem (overnight)(invoice required)	\$75 /day			
Equipment and Equipment Kits				
55-Gallon Drums	\$50 /drum			
Expendables (gloves, ice, string, jars,foil, distilled water, paper towels, etc.)	\$50 /sow			
Ependables O&M	\$25 /day			
Monitoring Well/ Boring Installation	\$60 /day			
Encore Samplers	\$9 /sampler			
Groundwater Monitoring	\$100 /sow			
Bailers	\$7 /bailer			
MEME Event	\$70 /sow			
Free Product Bailing	\$60 /sow			
DPVE , SVE, AS, P&T O&M	\$115 /day			
Ozone Sparge O&M	\$75 /day			
DPVE Pilot Test	\$70 /sow			
Pumping Test	\$165 /sow			
Specific Capacity	\$65 /sow			
Slug Test	\$110 /sow			
Initial Abatement	\$50 /day			
Postage / Shipping and Copying (plans reports, ADEM and owner)	\$85 /sow			
Postage / Shipping (Sample Shipping)	\$50 /samples			
Postage / Shipping (documentation required)				

Part II- Alabama Tank Trust Fund Itemization Form "B" Payment Request

Summary of ATTF Field Scenarios

Scenario		Unit \$	CP	PR	Requested	
Analytical Samples						
	method	Approved	"CP" Number of Samples	"PR" Number of Samples	Enter Actual Amount Per Sample Here	Pass Through
BTEX/MTBE/Naph (water)	8260					
BTEX/MTBE/Naph (soil)	8021					
PAH (water)	8100					
PAH (soil)	8100					
Lead (water)	239.2					
Lead (soil)	239.2					
TPH	418.1					
PAH Water Supply	525.1					
VOC Water Supply	8260					
Dibromoethane 1,2 EDB	524.2					
Dichloroethane 1,2 EDC	8260B					
tert-Butyl alcohol	8260					
Ethanol	8260					
Oil & Grease						
Air Samples						
Dry Bulk Density						
Grain Size Analysis						
FOM						
Specific Gravity						
Moisture Content						
Nitrate						
Sulfate						
Iron						
Chloride						
Foaming Agent						
Total Organic Carbon						
Total Dissolved Solids						
Other						
Other						
Other						
Total Field Costs						

Part II- Alabama Tank Trust Fund Itemization Form "C" Payment Request					
Drilling					
Scenarios	Unit \$	Unit	CP	PR	Requested
Mileage (drilling device driven to the site) (up to 300 total miles) ¹	\$2.26	/mile			
Number of Mobilizations (Includes \$200 Mob/Demob amount)					
Mileage (drilling device "hauled" to the site)(up to 300 total miles) ¹ (direct push, skid steer, atv, etc.)	\$1.13	/mile			
Number of Mobilizations (Includes \$200 Mob/Demob amount)					
Well Completions					
Well Pad Completions for Monitoring Wells (2" and 4") ²	\$150.00	/well			
Well Pad Completions for Recovery/Extraction Wells (2'x2') ²	\$600.00	/well			
Well Alternatives					
Alternate Screen for Recovery/Extraction/Injection Wells per/ft (Quote and Invoices Required) ⁴					
Unconsolidated Media Drilling					
2" Monitoring Well (HSA) ³	\$43.00	/foot			
4" Monitoring Well (HSA) ³	\$45.00	/foot			
Type III Well (HSA) ⁵	\$70.00	/foot			
Soil Boring (HSA) per ft (includes tremie grout abandonment) ⁶	\$22.00	/foot			
Temporary Well (HSA) per ft (includes tremie grout abandonment)	\$28.00	/foot			
Bedrock Drilling					
Air Rotary Rock Drilling per ft (2") ³	\$55.00	/foot			
Air Rotary Rock Drilling per ft (4") ³	\$60.00	/foot			
Type III Well ⁵	\$70.00	/foot			
Rock Coring	\$38.00	/foot			
Direct Push Technologies					
Direct Push per day (includes all personnel time) ⁶	\$1,800.00	/day			
Direct Push well install materials per foot	\$5.00	/foot			
Other Items					
MW/RW Abandonment by Overdrilling then tremie grout ⁶	\$25.00	/foot			
MW/RW Tremie Grout Abandonment (remove well pad and casing to at least 3' and fill remainder) ⁶	\$10.00	/foot			
Recovery Well Vault removal and backfill w/concrete (2'x2')	\$165.00	/vault			
Drums	\$50.00	/drum			
Shelby Tubes	\$50.00	/tube			
Per Diem (overnight) (man days)(hotel receipts required)	\$75.00	/day			
Other (receipts required)					
Other (receipts required)					
Other (receipts required)					
Other (receipts required)					
Pass Through (if appropriate) Enter "10" or "5" as appropriate					
¹ Includes any and all support vehicles, trailers, equipment and personnel travel time ¹ Mileage for any and all support vehicles, trailers and equipment ² Includes labor, concrete, forms (if needed), bolt down covers, caps, vaults, and locks ³ Includes personnel, screen, risers, bentonite, sand, silt sleeves, decon, skid steer, air compressor, saw cutting, coring, safety equipment, plastic sheeting, water, well developing, etc. ⁴ If an alternative type screen is warranted instead of typical pvc slotted screen (i.e. continuous screen, stainless steel, etc.) ⁵ Includes personnel, outer and inner casing of entire well, screen, grout, decon, skid steer, air compressor, saw cutting, coring, safety equipment, plastic sheeting, water, etc. ⁶ Includes well pad removal and surface completion as per surrounding					
Total Drilling Costs					

Part II- Alabama Tank Trust Fund Itemization Form "D" Payment Request

All Vendor quotes should be detailed, itemized and attached to Form "D"

Sub Contractors/ Vendors/ Utilities

	Cost Proposal Quoted Amount	Enter Actual Amount Here	Pass Through	Requested
8hr MEME Event				
12hr MEME Event				
24hr MEME Event				
MEME Water Disposal amount				
ADEM Solid Waste Profile (ADEM review fee)				
ALDOT Permit Fee				
Carbon Disposal per pound				
Carbon Recycling per pound				
Corrective Action System Decommissioning				
Corrective Action System Install				
Corrective Action System Purchase				
Corrective Action System Rental				
Oxidizer Rental				
Excavation				
Injection Events				
NPDES Permit Application (permit fee)				
Phone Costs (telemetry)				
Power Costs				
Propane Costs				
Rentals				
Roll Off Dumpster (includes hauling/handling)				
Sewer Disposal Costs				
Solid Waste Soil Disposal (to include hauling/handling)				
UIC Permit Application (permit fee)				
UIC Permit Greenfield Fee				
Water Supply Liquid Ring Pump				
Water Treatment/Disposal (to include hauling/handling)				
Other Miscellaneous items/rentals (receipts required)				
Other Miscellaneous items/rentals (receipts required)				
Other Miscellaneous items/rentals (receipts required)				
Total Subs / Vendors / Utilities/ Addendums				\$0.00

Part II- Alabama Tank Trust Fund Itemization Form "F" Payment Request

Use this form to list hours where a Unit Rate is not available, **NOT FOR ADDING HOURS TO UNITS**
Detailed description of activities must be entered where hours are claimed

Other Plan /Report NOT Listed

Description of Activities

Project Manager:		\$99.00	<input type="text"/>
PE/PG:		\$115.00	<input type="text"/>
Staff Geologist/ Engineer:		\$83.00	<input type="text"/>
Staff Scientist:		\$77.00	<input type="text"/>
Draftsman:		\$60.00	<input type="text"/>
Clerical:		\$49.00	<input type="text"/>

Other Plan/ Report time not already listed

Other Field Tasks NOT Listed

Description of Activities

Project Manager:		\$99.00	<input type="text"/>
PE/PG:		\$115.00	<input type="text"/>
Staff Geologist: Engineer		\$83.00	<input type="text"/>
Staff Scientist:		\$77.00	<input type="text"/>
Technician:		\$60.00	<input type="text"/>

Other Field time not already listed

Part II- Alabama Tank Trust Fund Itemization Form "F" Payment Request

Use this form to list hours where a Unit Rate is not available, **NOT FOR ADDING HOURS TO UNITS**
 Detailed description of activities must be entered where hours are claimed

CAP Modification

Description of Activities

Project Manager:		\$99.00	<input type="text"/>
PE/PG:		\$115.00	<input type="text"/>
Staff Geologist/ Engineer:		\$83.00	<input type="text"/>
Staff Scientist:		\$77.00	<input type="text"/>
Draftsman:		\$60.00	<input type="text"/>
Clerical:		\$49.00	<input type="text"/>

CAP Modification

Part II- Alabama Tank Trust Fund Quote Details Form "G" Payment Request

Each quoted item should have the appropriate detail amount listed below

Mob/Demob		PVC	
		1"	
Trackhoe		2"	
Daily		4"	
Weekly		T's	
Backhoe		Couplings	
Daily		Elbows	
Weekly		45's	
Backfill (driver and transport)		Ferrel joint	
/ton		Traps	
/yard		Cleaner/glue	
/loaded mile			
Compaction		Roll off/ drums	
Disposal transport (includes driver)			
/ton		Other	
/yard		Other	
/loaded mile		Other	
Equipment Operator		Other	
/Hr		Other	
/week			
Laborer			
/Hr			
/week			
Water Disposal			
/gallon			
Soil/Solid Waste Disposal fee (Name Landfill)			
/ton			
Sawcutting concrete			
base fee			
/ft			
Horizontal Trenching Soil (ft)			
Horizontal Trenching Concrete (ft)			
Crane			
/job			
Skid steer			
/daily			
Electrician			
/hr			
Fencing			
/ft			
/single gate			
/double gate			
Concrete			
/yd			
/bag			
Asphalt			
/yd			
/bag			
Fuel Surcharge			