

**LOUISIANA MOTOR FUELS  
UNDERGROUND STORAGE TANK TRUST FUND  
COST CONTROL GUIDANCE DOCUMENT**



**July 1, 2019**

# I. INTRODUCTION

## A. Background

The Motor Fuels Underground Storage Tank Trust Fund (hereinafter referred to as “the Trust Fund”) was established by Act 767 on July 15, 1988, as a means of helping underground storage tank (hereinafter referred to as “UST”) owners, operators, or responsible parties (hereinafter referred to as “owners/owner”) meet the financial responsibility requirements set forth by the Environmental Protection Agency. The Trust Fund was initially financed through a per-tank fee of \$100 set up by the Act. On July 26, 1990, Act 1014 was passed, changing the fee structure from a per-tank rate to a rate based on the number of gallons delivered to a UST. On June 16, 1995, Act 336 of the 1995 Regular Session of the Legislature was passed increasing the fee from \$27.00 to \$72.00 for each delivery of 9,000 gallons of fuel to a UST. This fee is collected by bulk operators and remitted to the Department of Environmental Quality (hereinafter referred to a “the Department”) on a monthly basis.

The Trust Fund is managed by the Department’s Financial Services Division, Trust Fund Management Section, and is designed to reimburse costs incurred during the rehabilitation and remediation of affected soils, groundwater and surface waters at motor fuel contaminated UST sites, provided these costs are necessary and appropriate. The Trust Fund will reimburse only those costs which return the site to the use and occupancy in effect at the time the release occurred. It is the mission of the staff involved in processing the reimbursement requests to ensure that the integrity of the Trust Fund is not jeopardized by the incorporation of inappropriate and excessive expenditures. Pre-approval of costs are required by statute (R.S. 30:2195.4.A.1). For work to be reimbursable by the Trust Fund, written approval must be documented in the application or in the Department’s Electronic Data Management System (EDMS). The Trust Fund will accept written approval from the Department’s Team Leader in the following forms: a Field Interview Form (FIF), an email, or a formal letter of approval.

Because there are limited funds available to perform cleanups, it is necessary to control costs for investigation and remediation activities. The purpose of this guidance document is to provide members of the regulated community, and those involved in providing services to them, with general information concerning the Trust Fund, specific information regarding allowable and non-allowable costs, and acceptable rates (Appendix B).

Releases shall be assessed and referred to remediation in an expedited manner in order to inhibit the spreading of contamination. Extension requests of required submittals shall not be granted without valid reason, such as Force Majeure events (eg. hurricanes, tornados, floods, fires, etc.) or the Department’s requests for further investigation and/or data evaluation. Failure to meet submittal deadlines may result in increased costs incurred by the Trust Fund and diminish the cost effectiveness of corrective action. Therefore, failure to timely submit the required reports may result in enforcement action and/or a determination by the Department to disallow the report preparation fee for Trust Fund reimbursement.

For specific legal requirements and applications, consult the latest, full version of the Underground Storage Tank Regulations, and Louisiana Revised Statutes 30:2194, et. seq. and 2195, et. seq.

## B. Definitions

The terms defined below are in accordance with the most recent version of the statute (Louisiana Environmental Quality Act, Louisiana Revised Statute Subtitle II of Title 30) governing the Motor Fuels Underground Storage Tank Trust Fund.

**Advisory Board** – Effective January 1, 2005, the board shall consist of the Secretary of the Department, or his designee, four members appointed by the president of the Louisiana Oil Marketers and Convenience Store Association, one member appointed by the Mid-Continent Oil and Gas Association, and two members appointed by the Secretary of the Department who represent the Response Action Contractor (RAC) community.

**Corrective Action Plan (CAP)** – a plan submitted to the Department for rehabilitation and remediation of sites contaminated by a UST release into the soils, groundwater, and/or surface waters. This plan must address the cleanup of any affected soils, groundwater, and surface waters. The plan must utilize cost effective methods that are technologically feasible. Furthermore, the plan shall ensure adequate protection of the public health, safety, and welfare, and minimize environmental damage, in accordance with the site selection and cleanup criteria established by the Department. All costs addressed in this plan must be in accordance with the most recent version of the Louisiana Motor Fuels Underground Storage Tank Trust Fund Cost Control Guidance Document.

**Date of Release** – the specific date in which evidence indicates that a release (leak) is occurring or has occurred. If a tank is taken out-of-service, the date of release is the last date of operation (ie. last date tank held fuel). If no specific date is determined, the "date of release" is the date the release is reported to the department.

**Eligible Participant** – any owner of an underground storage tank who has registered a newly installed or operating tank with the Department prior to the date of a release, has paid the annual tank registration fees along with any late payment fees, has met the financial responsibility requirements imposed by R.S. 30:2195.9 and has met the noncompliance financial responsibility amounts imposed by R.S. 30:2195.10

**Motor Fuels** – all grades of gasoline including, but not limited to, gasohol, No. 1 diesel, No. 2 diesel, kerosene, and all aviation fuels. This term shall include new and used motor oil that is used for lubricating engines of motor vehicles. If, however, used oil is determined to be a hazardous waste by the United States Environmental Protection Agency, used oil shall no longer be included in this term. "Motor fuels" may include, as determined by the secretary, any product, petroleum or petroleum blend, biofuel or any new fuel that may emerge for the propulsion of motor vehicles. However, liquid petroleum (LP) gas, compressed natural gas (CNG), and liquefied natural gas (LNG) shall not be included in this definition of motor fuels.

**Operating Tank** – a tank that is actively receiving and dispensing motor fuels, including a tank which actively receives used motor oil.

**Owner** – each of the following shall qualify: the current owner of the land under which the tank is or was buried, any legal owner of the tank, any known operator of the tank, any lessee, any lessor. If one person defined as the owner complies, it shall be deemed compliance by all persons defined as owners.

**Response Action Contractor (RAC)** – a person who has been approved by the Department and is carrying out any response action excluding a person retained or hired by such person to provide specialized services relating to a response action. When emergency conditions exist that pose an immediate threat to the public safety as a result of a release from a motor fuel underground storage tank, this term shall also include any qualified person performing department-approved emergency response actions during the first seventy-two hours following the release.

*Clarifications for Response Action Contractor:* In accordance with Act 336 of the 1995 Regular Session of the Legislature, a motor fuel underground storage tank owner who is an eligible participant and a response action contractor will not be reimbursed for response actions (excluding emergency response actions) performed at its own site. Underground motor fuel storage tank owners will not be reimbursed for response actions (excluding emergency response actions) performed by a response action contractor who is known to have performed actions which contributed to the release.

**Specialized Services** –activities associated with the preparation of a reimbursement application, laboratory analysis, or any construction activity, construction of trenches, excavations, installing monitoring wells, conducting borings, heavy equipment work, surveying, plumbing, and electrical work which is carried out by a response action contractor or subcontractor hired or retained by a response action contractor in response to a discharge, release, or threatened release of motor fuels into the groundwater, surface waters, or subsurface soils.

*Clarifications of Specialized Services:* Includes landfill and transportation charges, drafting, and plugging and abandonment of monitoring wells and borings. A written request must be submitted to and approved by the Trust Fund Management Section in order to clarify if a specific activity, other than those listed above, is considered a specialized service.

**Site Investigation** – an in-depth assessment for the purposes of defining site characteristics, determining the nature, horizontal and vertical extent of contamination, predicting fate and transport of contaminants, identifying potential exposure pathways and receptors, and determining the need for corrective action. A human health and/or ecological risk evaluation of the results of the remedial investigation will be required in all cases in accordance with the Department’s Risk Evaluation Corrective Action Program (RECAP).

**Technical Services** –activities performed by a response action contractor, including but not limited to oversight of all assessment field activities, all reporting, planning, development of correction action plans design of remedial activities; performance of groundwater; discharge monitoring; performance of operation and maintenance of remedial systems; and oversight of specialized services performed by a subcontractor.

**Third Party Claim** –any civil action brought or asserted by any person against the Secretary of the Department and any owner of any underground storage tank for damages to person or property when damages are the direct result of the contamination of groundwater, surface waters or soils by motor fuels released during operation of storage tanks as provided for in R.S. 30:2194 through 2195.11. The term “damages to person” shall be limited to: damages arising directly out of the ingestion or inhalation of petroleum constituents from water well contamination or inhalation of petroleum constituents seeping into homes or buildings and the term “damages to property” shall be limited to: the unreimbursed costs of response action and the amount by which real property is proven to be permanently devalued as a result of the release.

## **C. Responses to Frequently Asked Questions Regarding the Motor Fuels Underground Storage Tank Trust Fund**

### **1. Who is an eligible participant in the Trust Fund?**

- a. Any owner of an underground storage tank who has:
  - i. Registered a newly installed or operating tank with the Department prior to the date of the release;
  - ii. Paid the annual tank registration fees along with any late payment fees;
  - iii. Met the financial responsibility requirements imposed by R.S. 30:2195.9 and has met the noncompliance financial responsibility amounts imposed by R.S. 30:2195.10.

### **2. How soon may an eligibility determination be requested?**

- a. An eligibility determination may be requested from the Trust Fund Section:
  - i. After a release from the UST system has been reported to Department.
  - ii. The Department has confirmed that a release has occurred.
  - iii. The Department has requested additional investigation or determined that further investigation is required.
- b. Exceptions to this requirement may be granted by the Trust Fund Manager in cases where a determination needs to be made regarding whether the release is new or resulting from a historical release.

### **3. What information should be provided to the Department for an eligibility determination?**

- a. An Eligibility Determination Application along with all supporting documentation as required in the application must be submitted to the Trust Fund Section for review. The Eligibility Determination Application is available on the Department’s website at:

- i. <http://www.deq.louisiana.gov/trustfund>
  - ii. Or by requesting a hard copy from the Trust Fund Section
4. **How can a determination of partial eligibility, ineligibility, or sites which were determined to be not fully compliant be appealed?**
  - a. If a UST site is determined to have tanks that are registered and tanks that are not registered, and all tanks contributed to the release at the site, only a portion of the investigation/remediation charges will be considered eligible for reimbursement. The Responsible party is required to inform the Department of all known registered and unregistered underground storage tanks that are currently or have previously been installed at the site.
  - b. LDEQ will consider written appeals to the initial decision on an informal basis via the Trust Fund review form located on the Trust Fund web page (<http://www.deq.louisiana.gov/trustfund>). If an initial review of the written appeal and justification documentation is not sufficient to resolve the issue, LDEQ will issue a Declaratory Ruling by the Secretary of the Department of Environmental Quality under LAC 33:I.1101, et. seq. A Declaratory Ruling may be appealed formally under LAC 33:I.1145 and La. R.S. 30:2050.21. A Declaratory Ruling becomes final if not appealed within thirty (30) days of receipt of the ruling.
5. **Are any releases not covered under the Trust Fund?**
  - a. Releases that are NOT covered under the Trust Fund include:
    - i. Releases from motor fuel (excluding new and used oil) USTs where the release occurred prior to July 15, 1988.
    - ii. Releases from new and used oil USTs where the release occurred prior to September 6, 1991.
    - iii. Releases from USTs which are owned by state or federal governmental entities.
    - iv. Releases from USTs excluded or deferred from regulation as defined under LAC Title 33.XI.101.
    - v. Releases from any USTs containing substances other than “motor fuels.” (See definition of motor fuels as provided in Section B).
    - vi. Releases from non-commercial farm or residential use USTs with capacity of 1,100 gallons or less.

**6. Who will receive payment from the Trust Fund for work performed?**

- a. The owner of the UST will receive payment for eligible work contracted prior to August 1, 1995. Act 336 of the 1995 Regular Session of the Legislature requires the Department to pay or reimburse the RAC for work contracted for on or after August 1, 1995.
- b. No disbursements from the Motor Fuels Underground Storage Tank Trust Fund may be made until it is verified that the owner applicant is an eligible participant.

**7. Does being a participant in the Trust Fund fulfill the financial responsibility requirements specified in the Underground Storage Tank Regulations?**

- a. As a participant in the Trust Fund, a UST owner has fulfilled the financial requirements of the regulations except for the amounts that are not covered by the Trust Fund. These amounts include any non-allowable costs and the owner financial responsibility amount (deductible). The deductible for each release is taken from eligible costs and is similar to those amounts specified in some insurance policies. The deductible must be paid by the Trust Fund participant before any monies are disbursed from the Trust Fund. The participant may use any of the other mechanisms provided for in the regulations to demonstrate financial responsibility. The deductible amounts which must be paid by the owner for each occurrence before funds are disbursed from the Trust Fund are as follows:

- i. Financial Responsibility – (Standard Deductible)

- 1. If the release occurred between July 15, 1988 and December 31, 1989, the deductible is \$10,000.
- 2. If the release occurred between January 1, 1990 and July 14, 1992, the deductible is \$15,000.
- 3. If the release occurred between July 15, 1992 and June 15, 1995, depending on the total number of tanks owned in the state of Louisiana, the deductible is as follows:
  - a. *0-12 tanks*            \$5,000
  - b. *13-99 tanks*            \$10,000
  - c. *100 or more tanks* \$15,000
- 4. If the release occurred on or after June 16, 1995 and continuing through December 31, 2001, the deductible is \$5,000
- 5. If the release occurred on or after December 31, 2001, the owner's financial responsibility amount is \$5,000 if the site was in complete compliance at the time of the release. If the site was not in complete compliance at the time of the release, the owner's financial responsibility amount is \$10,000.

6. In the June 8, 2017 Motor Fuel Trust Fund Advisory Board meeting, the Board recommended to the Secretary of the Department to reduce the “in compliance” deductible from \$5,000 to zero dollars (\$0.00). Per this recommendation, the Secretary reduced the “in compliance” deductible to \$0.00 effective July 1, 2017. The “out of compliance” deductible remains at \$10,000.
  - a. The Trust Fund Advisory Board reviews these amounts annually and may recommend adjustments to the Secretary of the Department.

**8. What are the Maximum Disbursements?**

- a. The maximum disbursement from the Trust Fund per occurrence is \$1,500,000.00 minus the applicable deductible per constituent released. There is a total of \$1,500,000.00 available per constituent released for all costs (i.e. investigation, replacement of potable water supplies, remediation, and third party claims).
- b. The disbursed maximum amounts listed above include third-party claims associated with the occurrence.

**9. How may the Trust Fund be used to reimburse costs for response actions?**

- a. Whenever the Department determines that a release from a motor fuels underground storage tank owned by an eligible Trust Fund participant has contaminated soils, groundwater, or surface waters to an extent that threatens the environment or public health, safety, or welfare, the Department will obligate funds from the Trust Fund to provide for:
  - i. investigation of the contaminated site;
  - ii. interim replacement and permanent restoration of potable water supply where the tank discharge has contaminated the supply;
  - iii. rehabilitation and remediation of contaminated UST sites to the extent necessary to return the site to the use and occupancy in effect at the time the release occurred;
  - iv. payment of third-party claims that result in a final judgment against the tank owner and the Secretary of the Department for eligible damages caused by a release.

**10. What Activities are eligible for reimbursement?**

- a. Funds are disbursed from the Trust Fund only after the owner has paid applicable deductible amounts. Disbursements are made from the Trust Fund as follows:



- i. Within the first 72 hours of an emergency situation that poses an immediate threat to the public safety and where public safety officials are often required on site, owners may use any qualified person to take action to abate an immediate hazard without obtaining cost estimates in advance. These reimbursable activities may include free product recovery, vapor abatement, and the removal of highly saturated soils. After the first 72 hours, a contractor from the LDEQ approved RAC list must carry out all work. The Department will take all possible steps to oversee these actions to help avoid cost overruns.
- ii. All work must be carried out by a RAC with the exception of the conditions indicated in section listed above.
- iii. If the owner receives notice from the Department indicating that an investigation is required to determine the extent of subsurface contamination and the owner wishes to be reimbursed by the Trust Fund, a contractor from the Department's current RAC list must be chosen. All RAC work plans and cost estimates must be approved by the Department before the investigation work begins. Final cost approval will be determined after the receipt and review of a request for reimbursement by the Trust Fund Management Section. In order to ensure maximum potential eligibility under the fund, all relevant site activities must be conducted in accordance with the regulations and the latest edition of the MFTF Cost Control Guidance Document and other guidance documents provided by the Department (i.e. "Risk Evaluation/Corrective Action Program" (RECAP) prepared by the Department, and "Construction of Geotechnical Boreholes and Groundwater Monitoring Systems Handbook" prepared by the Department and the Louisiana Department of Transportation and Development.)

**11. What are the release reporting requirements as it relates to motor fuel underground storage tanks?**

- a. Although advanced estimates are not required before work is begun to remedy or contain immediate hazards, an owner, operator, employee, agent, contractor, or assign having knowledge of any of the conditions listed below is required to notify the Department within 24 hours that a release is suspected or confirmed, or immediately if the release causes an emergency condition. Such notification is required under any of the following conditions:
  - i. Released regulated substances are discovered at the UST site or in the surrounding area (such as presence of free product or vapors in soils; basements, sewer, and utility lines; nearby surface water; or containment sumps).
  - ii. Unusual operating conditions, such as erratic behavior of product-dispensing equipment, sudden loss of product from the UST system, or an unexplained presence of water in the tank are observed, unless system equipment is found to be defective but not leaking and is immediately repaired or replaced.

- iii. Monitoring results from a release detection method required by the regulations indicate that a release may have occurred (and also for SIR “inconclusive” results); unless the monitoring device is found to be defective and is immediately repaired, recalibrated, or replaced, and subsequent monitoring does not confirm the initial result; or in the case of inventory control, subsequently collected data does not continue to indicate a loss.

## **12. What criteria define the various types of Corrective Action Plans (CAP)?**

### **a. General Information**

- i. All CAPs and subsequent CAP addenda must be requested and approved in writing by the Team Leader.
- ii. CAPs are divided into six (6) categories. The following CAP Categories require Remediation Oversight Group (ROG) review:
  - 1. Categories 1, 2, & 3, with the exception of the following:
    - a) Seven or less enhanced fluid recovery events; or
    - b) Removal of less than 500 cubic yards (approximately 675 tons) of contaminated soil/fill material
  - 2. Category 4 with costs in excess of \$50,000.00
- iii. CAP Categories 1 and 3 will be conducted as an ROG Scoping Meeting, whereas applicable CAP Categories 2, 4, 5, or 6 will be conducted as and ROG Non-Scoping Meeting.
- iv. All CAP addenda requiring approval of additional budget must be reviewed as stipulated in the categories below.
- v. The cost of preparing a CAP/CAP addendum is reimbursable but should not be included in the CAP/CAP addendum cost estimate.

### **b. Corrective Action Plan (CAP) Categories**

- i. Category 1 - Initial CAP proposing a corrective action alternative for the area of investigation (AOI) as recommended in the ROG Scoping Meeting.
  - 1. Examples:
    - a. An initial release occurs at a facility that results in Constituent-of-Concern (COC) concentrations in soil and/or groundwater at levels exceeding the site-specific RECAP standards.

- b. An initial release occurs at a facility that results in Constituent-of-Concern (COC) concentrations in soil and/or groundwater at levels exceeding the site-specific RECAP standards. Subsequently, a second release occurs at the facility resulting in an additional or expanded AOI which requires the installation or implementation of additional corrective action technologies.
    - c. A second release occurs at a facility subsequent to the first release which has completed corrective action and received an NFA letter from the Department and results in Constituent-of-Concern (COC) concentrations in soil and/or groundwater exceeding the site-specific RECAP standards.
  2. A Category 1 CAP will require ROG review subject to the exceptions listed under the General Information section above.
  3. A Category 1 CAP shall include the associated requirements listed in section 13 below, which includes a detailed cost estimate to implement, operate, and maintain the recommended technology for the first two years and estimated total cost to closure (No Further Action) for the recommended technology.
  4. Initial CAP budgets that do not qualify as a Category 1 but would fall under the pricing category for Category 5.
  5. Charges for corrections and revisions of CAP cost estimates requested by the Trust Fund or ROG are not reimbursable. CAP modifications to the recommended technology(ies) requested by the ROG are not reimbursable; however, if the ROG requests an alternative technology other than the recommended technology, then these costs may be reimbursable under the Category 5 unit pricing.
  6. A Category 1 CAP is reimbursable at \$7,000.00.
- ii. Category 2 – CAP addenda proposing continued corrective action without modifications to existing remediation activities or with minor modifications to existing remediation activities.
  1. Example:
    - a. The initial technology approved in the Category 1 CAP by the ROG is approaching the limit of the approved budget; however, the site-specific RECAP standards for the site are not yet obtained which will require continued corrective action without modification to the technology (e.g. the approved technology appears to be effective in remediating the site but will require a longer time period to meet the site-specific RECAP standards).
    - b. A site with a (DPVE, Ozone, etc.) system where the RAC is proposing continued remediation utilizing the existing system but recommends either reducing and/or adding wells or other minor modifications to the system to enhance the efficiency of the technology.

2. A Category 2 CAP will require ROG review subject to the exceptions listed under the General Information section above.
  3. A Category 2 CAP include the associated requirements listed in section 13 below, which includes a detailed cost estimate to operate and maintain the existing technology for two additional years as well as an estimated total cost to closure (No Further Action).
  4. Charges for corrections and revisions of CAP cost estimates requested by the Trust Fund or ROG are not reimbursable. CAP modifications to the existing technology requested by the ROG are not reimbursable.
  5. A Category 2 CAP is reimbursable at \$ 2,000.00.
- iii. Category 3 – CAP addenda for continued corrective action utilizing a supplemental or different technology as recommended in the ROG Scoping Meeting.
1. Example:
    - a. The initial technology approved in the Category 1 or Category 2 CAP by the ROG is approaching the limit of the approved budget; however, the technology does not appear to be effective in obtaining the site-specific RECAP standards for the site and will require a supplemental or change in technology from the initial technology (e.g. the initial technology such as In-Situ Chemical Oxidation appears to be ineffective in remediating the site and will require a change to another technology such as Dual-Phase Vacuum Extraction that will effectively meet the site-specific RECAP standards).
  2. A Category 3 CAP will require ROG review subject to the exceptions listed under the General Information section above.
  3. A Category 3 CAP includes CAPs for continuing corrective action that combine a supplemental technology to the initial technology or for the cessation of the initial technology and implementation of an alternate technology to meet the site-specific RECAP standards.
  4. A Category 3 CAP shall include the associated requirements listed in section 13 below which includes a detailed cost estimate to operate and maintain the proposed technology(ies) for two additional years as well as an estimated total cost to closure (No Further Action).
  5. Charges for corrections and revisions of CAP cost estimates requested by the Trust Fund or ROG are not reimbursable. CAP modifications to the proposed technology(ies) requested by the ROG are not reimbursable.
  6. A Category 3 CAP is reimbursable at 10% of the approved CAP addendum budget with a maximum of \$4,000.00.
- iv. Category 4 - CAP addenda for miscellaneous system modifications, site closure activities, or short term interim activities.

1. Example:
  - a. A Category 4 CAP includes request for approval of additional funds for activities such as completing the system installation, expanding an excavation, repairs to onsite remediation systems, minor additions or modifications to existing remediation systems, etc. This includes add-on equipment for existing systems such as stripperators, descaling chemical injection equipment, etc.
  - b. Site closure activities, could include continued operations during the post remediation and monitoring period such as groundwater monitoring, soil confirmation, system demobilization, site restoration, discharge monitoring reporting, well plugging and abandoning, conveyance notice filing, etc.
  - c. Short term corrective action interim activities to include request of additional funds for costs incurred with past, ongoing, or future activities upon the depletion of a previously approved CAP budget while a CAP Addendum is being prepared for submittal to the Department. The short term interim budget request for ongoing or future activities shall not exceed nine months.
2. A Category 4 CAP will require ROG approval for costs in excess of \$50,000.00.
3. A Category 4 CAP for costs between \$1,000.00 and \$50,000.00 requires written approval by the Team Leader.
4. A Category 4 CAP is not required for costs less than \$1,000.00 but will require documented (e.g. email, written, etc.) approval by the Team Leader for Trust Fund reimbursement of the work.
5. A Category 4 CAP shall include the associated requirements listed in section 13 below which includes a detailed cost estimate for the requested activity.
6. Category 4 CAP unit costs are not reimbursable for repairs or modifications to treatment systems, add-on equipment, or wells that were improperly installed, improperly designed, or omitted in error.
7. A Category 4 CAP is reimbursable at \$500.00.
- v. Category 5 –Interim CAPs.
  1. Examples:
    - a. A Category 5 CAP includes interim corrective action activities that are necessary prior to the implementation of a ROG approved Categories 1, 2 or 3 CAP to prevent the further dispersion of the contamination associated with the known release (e.g. an emergency response to a release).

- b. Could include one to seven enhanced fluid recovery events or small excavations up to 500 cubic yards (approx. 675 tons) of contaminated soil/fill material.
    - c. Could include the transportation and disposal of contaminated soil/fill from tank replacement /removal activities and potential costs associated with over-excavation of the tank hold.
  - 2. A Category 5 CAP requires written approval by the Team Leader.
  - 3. A Category 5 CAP shall include the associated requirements listed in section 13 below which includes a detailed cost estimate for the requested activity.
  - 4. A Category 5 CAP is reimbursable at 5% of the approved interim CAP budget with a maximum of \$2,000.00.
- vi. Category 6 – Other CAP Addenda
  - 1. Example:
    - a. A Category 6 CAP includes all other CAP’s not defined by the other CAP categories.
  - 2. A Category 6 CAP requires written approval by the Team Leader.
  - 3. A Category 6 CAP is reimbursable at 5% of the approved CAP budget with a maximum of \$1,000.00.

**13. What must the Corrective Action Plan (CAP) and CAP Addenda include and when must they be submitted?**

- a. Category 1 - Initial CAP proposing a corrective action alternative for the area of investigation (AOI) as recommended in the ROG Scoping Meeting.
  - i. A CAP recommending a feasible, viable, and cost effective remediation technology with a detailed cost estimate must be submitted upon determination by the Department if a Departmental review of the Site Investigation/RECAP reports indicates the need for corrective action. All initial CAP’s must be reviewed and authorized by the Remediation Oversight Group (ROG) except a CAP proposing seven or less enhanced fluid recovery events or removal of less than 500 cubic yards (675 tons) of contaminated soil/fill material.
  - ii. The CAP must include costs that are within the guidelines of the most recent version of the MFTF Cost Control Guidance Document or be presented as a “Pay-for-Performance” agreement. The detailed cost estimate for the recommended technology should include all costs for implementation, monitoring, and operation and maintenance for a period of two years as well as a total cost to closure (No Further Action). At a minimum, an initial CAP or CAP addendum proposing a new technology should include the following information:

## 1. Release Incident

- a. *Description and location of release incident. Must include all open UST incidents with confirmed releases that are associated with the site.*
- b. *Identification and brief discussion of any interim corrective action measures taken to date (e.g. repair of UST system, soil removal, mobile vacuum events, product recovery, etc.).*

## 2. Site History and Conditions

- a. *Description of current and future site use (and any plans for future use that may affect remediation).*
- b. *Regional and local site maps (including adjacent properties).*
- c. *Scaled site map(s) indicating the locations of soil borings, monitoring wells, utilities, and underground storage tanks (active, inactive, and/or previously removed).*
- d. *Tables of current and historical analytical results for soil and groundwater (do not include laboratory analysis sheets). The tables should include the limiting RECAP standards for each COC in soil and groundwater. The current soil data should have been collected and analyzed with the past three (3) years. The current groundwater data should have been collected and analyzed within the previous four consecutive quarters (if available).*
- e. *Tables of soil and groundwater COC concentrations, locations, and intervals (for soil) of COC that exceed the limiting RECAP standards. The tables should include the limiting RECAP standards for each COC in soil and groundwater.*
- f. *Tables of current and historical depth to groundwater measurements, and/or free product thickness measurements, and total well depth measurements.*

## 3. Site Hydrogeology

- a. *Discussion of site geology and groundwater conditions, including groundwater classification (GW-1, GW-2, or GW-3DW or NDW) and supporting documentation for classification.*
- b. *Any available potentiometric maps indicating groundwater flow direction during previous four consecutive quarters of monitoring.*
- c. *Geologic cross-section.*
- d. *Soil boring logs.*
- e. *Monitoring well construction diagrams.*
- f. *Geotechnical data (if available).*
- g. *DNR water well survey (if available).*

4. **Corrective Action Standards and Media Requiring Corrective Action**
  - a. *Corrective action standards (RECAP or UST Matrix) applied to soil and groundwater.*
  - b. *RECAP Input Parameter Form.*
  - c. *RECAP Submittal Summary Form 1.*
  - d. *Calculations of the RECAP standards.*
  - e. *Additivity used in the calculation of RECAP standards.*
  - f. *A brief discussion of the media requiring corrective action.*
  - g. *Isoconcentration maps of constituents in soil and groundwater that exceed the limiting RECAP or UST matrix standards.*
  
5. **Technology Evaluation and Recommendation**
  - a. *A brief evaluation and discussion of all appropriate remediation technologies for the corrective action of the Constituents of Concern (COC) and the site-specific hydrogeologic conditions within the Area of Investigation (AOI).*
  - b. *Two recommended remediation technologies for the corrective action of the AOI and basis for the recommendation.*
  - c. *A recommendation and the rationale for the selection of one of the two recommended remediation technologies as the most appropriate for the corrective action of the AOI.*
  - d. *Anticipated timeframe of remediation and basis of determination.*
  - e. *A brief discussion of the hydraulic and pneumatic response to recovery operations and radius of influence (ROI) of the proposed remediation system; include information used to determine the anticipated ROI (if applicable).*
  - f. *A brief discussion addressing all necessary permits and proposed wastewater discharge point (if applicable).*
  - g. *A scaled site map depicting the recommended technologies (e.g. system layout, locations of recovery lines, proposed recovery/extraction wells, location of proposed treatment unit, wastewater discharge point, areas of excavation, etc.).*
  - h. *System specifications, design information, and process flow diagrams (e.g. recovery/extraction well design, vacuum pump specifications, pump curves, air stripper/diffuser specifications, oil/water separator specifications, etc.) (if applicable).*
  - i. *A signed statement from the owner indicating concurrence with the recommendations of the RAC.*



- j. *Note: Any maps, tables, diagrams, boring logs, well construction diagrams, technical specifications, etc., should be included as appendices in the report.*

6. Cost Estimate

- a. *A detailed cost estimate to implement, operate, and maintain the recommended technology for the first two (2) years of corrective action (if applicable).*
- b. *An estimate of total cost of corrective action to reach site closure (No Further Action) for the recommended technologies. The cost estimate should include site closure costs (e.g. system demobilization, site restoration, well plugging and abandonment, conveyance notice filing, etc.)*

b. Category 2 – CAP addenda proposing continued corrective action without modifications to existing remediation activities.

- i. If the CAP costs approach or exceed the cumulative CAP budget approved by the Department, a CAP Addendum must be submitted to the Department for review and approval. Any request for additional CAP budget should be submitted six (6) months in advance of the expiration of the existing budget to allow consideration and review by the ROG. All CAP addenda requesting additional budget to continue operation of a remediation technology must, at a minimum, contain the following information:

1. Site History and Conditions

- a. *Description of current and future site use (and any plans for future use that may affect remediation).*
- b. *Scaled site map(s) indicating the locations of soil borings, monitoring wells, extraction wells, remediation system layout, utilities, and underground storage tanks (active, inactive, and/or previously removed).*
- c. *Potentiometric maps indicating groundwater flow direction during the previous four quarters of monitoring.*
- d. *Tables of current and historical analytical results for soil and groundwater. The tables should include the limiting RECAP standards for each COC in soil and groundwater. In separate appendices, include the laboratory analytical results for the latest confirmation soil sampling event (if applicable) and if available the latest four consecutive quarters of groundwater monitoring analytical results.*
- e. *Tables of soil and groundwater COC concentrations, locations, and intervals (for soil) of COC that exceed the limiting RECAP standards. The tables should include the limiting RECAP standards for each COC in soil and groundwater.*
- f. *Tables of current and historical depth to groundwater measurements, and/or free product thickness measurements, and total well depth measurements obtained within the last 12 months.*

- g. *Graphically depict the historical COC concentrations versus time by well for each COC that exceeds the RECAP standards.*
2. For each well (monitoring and extraction) exhibiting groundwater COC concentrations exceeding the limiting RECAP standards prior to corrective action, prepare a table indicating the percentage reduction in groundwater baseline COC concentration to the most recent groundwater analytical results. The table should indicate the date of the baseline groundwater sampling event and the most recent groundwater sampling event. Refer to Table 1 for an example of the groundwater COC concentration reduction table and calculation.
  3. Technology Evaluation
    - a. *A summary of the remediation system operations for the previous year. If applicable, provide a table of monthly system run-time. If the system run-time or operational parameters are less than 75%, provide reasons for non-operational days or reduced functionality.*
    - b. *If applicable, a table listing the wells used as recovery wells for each month.*
  4. Recommendations
    - a. *Document estimated time for the COC's to be below RECAP standards utilizing the existing remediation system.*
    - b. *A signed statement from the owner indicating concurrence with the recommendations of the RAC.*
  5. Cost Estimate
    - a. *A detailed cost estimate to continue the remediation technology for an additional two years of corrective action.*
    - b. *An estimate of total cost to reach site closure (No Further Action) for the recommended technology. The cost estimate should include site closure costs (e.g. system demobilization, site restoration, well plugging and abandonment, conveyance notice filing, etc.)*
- c. Category 3 – CAP addenda for continued corrective action utilizing a supplemental or change in technology as recommended in the ROG Scoping Meeting.
- i. If the CAP costs approach or exceed the cumulative CAP budget approved by the Department, a CAP Addendum must be submitted to the Department for review and approval. Any request for additional CAP budget should be submitted six (6) months in advance of the expiration of the existing budget to allow consideration and review by the ROG. All CAP addenda requesting additional budget to continue operation of a remediation technology must, at a minimum, contain the following information:
    1. Site History and Conditions

- a. *Description of current and future site use (and any plans for future use that may affect remediation).*
- b. *Scaled site map(s) indicating the locations of soil borings, monitoring wells, extraction wells, remediation system layout, utilities, and underground storage tanks (active, inactive, and/or previously removed).*
- c. *Potentiometric maps indicating groundwater flow direction during the previous four quarters of monitoring.*
- d. *Tables of current and historical analytical results for soil and groundwater. The tables should include the limiting RECAP standards for each COC in soil and groundwater. In separate appendices, include the laboratory analytical results for the latest confirmation soil sampling event (if applicable) and if available the latest four consecutive quarters of groundwater monitoring analytical results.*
- e. *Tables of soil and groundwater COC concentrations, locations, and intervals (for soil) of COC that exceed the limiting RECAP standards. The tables should include the limiting RECAP standards for each COC in soil and groundwater.*
- f. *Tables of current and historical depth to groundwater measurements, and/or free product thickness measurements, and total well depth measurements obtained within the last 12 months.*
- g. *Graphically depict the historical COC concentrations versus time by well for each COC that exceeds the RECAP standards.*
- h. *For each well (monitoring and extraction) exhibiting groundwater COC concentrations exceeding the limiting RECAP standards prior to corrective action, prepare a table indicating the percentage reduction in groundwater baseline COC concentration to the most recent groundwater analytical results. The table should indicate the date of the baseline groundwater sampling event and the most recent groundwater sampling event. Refer to Table 1 for an example of the groundwater COC concentration reduction table and calculation.*

## 2. Technology Evaluation

- a. *A summary of the remediation system operations for the previous year. If applicable, provide a table of monthly system run-time. If the system run-time or operational parameters are less than 75%, provide reasons for non-operational days or reduced functionality.*
- b. *If applicable, a table listing the wells used as recovery wells for each month.*

## 3. Recommendations

- a. *If COCs have not shown a significant reduction since the implementation of corrective action or COC reduction has reached a plateau, the CAP addendum must also recommend any proposed modifications to the current remediation system or provide an explanation as to why modifications are not necessary.*
- b. *If the current remediation system does not appear to be effective at reducing the COC concentrations to the limiting RECAP standard, the RAC should recommend a minimum of one alternate remediation technology designed to reduce the COC concentrations to the limiting RECAP standards.*
- c. *A signed statement from the owner indicating concurrence with the recommendations of the RAC Cost Estimate*

4. Cost Estimate

- a. *A detailed cost estimate to implement, maintain, and operate the proposed alternate remediation technology for an additional two years of corrective action.*
- b. *An estimate of total cost to reach site closure (No Further Action) for the recommended technology. The cost estimate should include site closure costs (e.g. system demobilization, site restoration, well plugging and abandonment, conveyance notice filing, etc.)*

d. Category 4 - CAP addenda for miscellaneous system modifications.

- i. All CAP addenda requesting budget for miscellaneous system modification activities must, at a minimum, contain the following information:
  - 1. Technology Evaluation
    - a. *A summary of the remediation system operations for the previous year. If applicable, provide a table of monthly system run-time. If the system run-time or operational parameters are less than 75%, provide reasons for non-operational days or reduced functionality.*
  - 2. Recommendations
    - a. *Justify and document what system modifications are being requested.*
  - 3. Cost Estimate
    - a. *A detailed cost estimate to make the necessary modifications.*
- ii. All CAP addenda requesting budget for site closure activities must, at a minimum, contain the following information.
  - 1. Site History and Conditions
    - a. *A brief description of historical, current, and future site use.*

- b. *A brief discussion of historical and current soil and/or groundwater conditions.*
- c. *A scaled site map(s) indicating the locations of soil borings, monitoring wells, extraction wells, remediation system layout, utilities, and underground storage tanks (active, inactive, and/or previously removed).*
- d. *Potentiometric maps indicating groundwater flow direction during the previous four quarters of monitoring (if applicable).*
- e. *Tables of the most current analytical results for soil and/or groundwater. The tables should include the limiting RECAP standards applied for each Constituent of Concern (COC) in soil and groundwater (if applicable).*

2. Technology Evaluation (if applicable)

- a. *A brief discussion of the remediation system(s) utilized for corrective action and the effectiveness of the remediation system(s).*

3. Recommendations

- a. *A brief discussion of the recommendations for current and future site operations and activities to achieve site closure (No Further Action).*

4. Cost Estimate

- a. *A detailed cost estimate to continue operations/monitoring and total cost to reach site closure (No Further Action). The cost estimate should include site closure costs (e.g. post groundwater sampling, discharge monitoring reporting, groundwater monitoring reports, system demobilization, site restoration, well plugging and abandonment, conveyance notice filing, etc.).*

e. Category 5 – Interim CAPs

- i. If the Department determines that interim corrective action is warranted immediately following a release, but prior to the submittal of a Category 1 CAP, the owner will be required to submit a CAP specifying the interim remediation technology with a detailed cost estimate. This CAP can be approved by the Team Leader without Remediation Oversight Group (ROG) review and approval to expedite implementation of the interim corrective action measures. However, if requested by the Team Leader, the ROG will convene a special called meeting to review the proposed interim CAP and cost estimate.

- ii. The Category 5 CAP must include costs that are within the guidelines of the most recent version of the MFTF Cost Control Guidance Document. The detailed cost estimate should include all costs for the abatement and interim corrective action activities to prevent the further dispersion of the contamination associated with the known release. Upon cessation of the interim corrective action activities, the need for further investigation and/or corrective action will be assessed and directed by the Department. At a minimum, the Category 5 CAP should include the following information:
1. Release Incident
    - a. *Description, location, and cause of the release incident requiring interim corrective action. If applicable, must include all open UST incidents with confirmed releases that are associated with the site.*
    - b. *Identification and brief discussion of the proposed interim corrective action measures to be taken to prevent further dispersion of the contamination (e.g. repair of UST system [non Trust Fund reimbursable activity], soil removal, mobile vacuum events, product recovery, etc.).*
  2. Site History and Conditions
    - a. *Description of current and future site use (and any plans for future use that may affect remediation).*
    - b. *Regional and local site maps (including adjacent properties).*
    - c. *Scaled site map(s) indicating the location of the release, locations of any soil borings, monitoring wells, utilities, and underground storage tanks (active, inactive, and/or previously removed).*
  3. Technology Evaluation and Recommendation
    - a. *A brief discussion of the proposed interim remediation technology to mitigate the release.*
    - b. *Anticipated timeframe to complete the proposed interim remediation technology.*
    - c. *A brief discussion addressing the proposed final disposition of all recovered media and wastes.*
    - d. *A signed statement from the owner indicating concurrence with the recommendations of the RAC.*
    - e. *Note: Any maps, tables, diagrams, boring logs, well construction diagrams, technical specifications, etc., should be included as appendices in the report.*

4. Cost Estimate

- a. *A detailed cost estimate for the abatement and interim corrective action activities to prevent the further dispersion of the contamination associated with the known release.*

f. Category 6 – Site Closure CAP and Other Addenda

- i. If the CAP costs approach or exceed the cumulative CAP budget approved by the Department, a CAP Addendum must be submitted to the Department for review and approval. Any request for additional CAP budget should be submitted six (6) months in advance of the expiration of the existing budget to allow consideration and review by the ROG.

- ii. All CAP addenda requesting additional budget to continue operations during the post remediation and monitoring time period or any other CAP required but not defined in the other CAP categories, must at a minimum, contain the following information:

1. Site History and Conditions

- a. *Description of current and future site use (and any plans for future use that may affect remediation).*
- b. *Scaled site map(s) indicating the locations of soil borings, monitoring wells, extraction wells, remediation system layout, utilities, and underground storage tanks (active, inactive, and/or previously removed).*
- c. *Potentiometric maps indicating groundwater flow direction during the previous four quarters of monitoring.*
- d. *Tables of current and historical analytical results for soil and groundwater. The tables should include the limiting RECAP standards for each COC in soil and groundwater. In separate appendices, include the laboratory analytical results for the latest confirmation soil sampling event (if applicable) and if available the latest four consecutive quarters of groundwater monitoring analytical results.*
- e. *Tables of soil and groundwater COC concentrations, locations, and intervals (for soil) of COC that exceed the limiting RECAP standards. The tables should include the limiting RECAP standards for each COC in soil and groundwater.*
- f. *Tables of current and historical depth to groundwater measurements, and/or free product thickness measurements, and total well depth measurements obtained within the last 12 months.*





The following formula shall be used to calculate the percent reduction in groundwater COC concentration:

Total baseline COC concentrations above site-specific limiting RECAP standards minus total COC concentrations from subsequent sampling above the site-specific limiting RECAP standards divided by the total baseline COC concentrations above the site-specific limiting RECAP standards.

1. TABLE 1

Example of Groundwater COC Concentration Reduction Calculation

Well	COC	RECAP Standard (RS)	Concentration Units <sup>3</sup>	Baseline sample date	Baseline Concentration	Baseline > RS	Subsequent Sample Date	Subsequent Concentration	Subsequent > RS	Total Baseline Concentration > RS	Total Subsequent Concentration > RS
		A			B	B - A		C	C - A	D <sup>4</sup>	E <sup>5</sup>
MW-1	Benzene	43.94	mg/l	6/1/2013	100	56.06	3/12/2015	65	21	96	21
MW-1	Toluene	530	mg/l	6/1/2013	550	20.00	3/12/2015	9	-		
MW-1	Ethylbenzene	170	mg/l	6/1/2013	180	10.00	3/12/2015	170	-		
MW-1	Xylene	160	mg/l	6/1/2013	170	10.00	3/12/2015	100	-		
MW-1	TPH-G	250	mg/l	6/1/2013	100	-	3/12/2015	100	-		
MW-3	Benzene	43.94	mg/l	6/1/2013	50	6	3/12/2015	32	-	46	0
MW-3	Toluene	530	mg/l	6/1/2013	550	20	3/12/2015	400	-		
MW-3	Ethylbenzene	170	mg/l	6/1/2013	180	10	3/12/2015	120	-		
MW-3	Xylene	160	mg/l	6/1/2013	170	10	3/12/2015	100	-		
MW-3	TPH-G	250	mg/l	6/1/2013	100	-	3/12/2015	65	-		
MW-4	Benzene	43.94	mg/l	6/1/2013	40	-	3/12/2015	20	-	0	0
MW-4	Toluene	530	mg/l	6/1/2013	500	-	3/12/2015	10	-		
MW-4	Ethylbenzene	170	mg/l	6/1/2013	100	-	3/12/2015	3	-		
MW-4	Xylene	160	mg/l	6/1/2013	100	-	3/12/2015	4	-		
MW-4	TPH-G	250	mg/l	6/1/2013	100	-	3/12/2015	5	-		
<b>Total:</b>										<b>142</b>	<b>21</b>
<b>COC REDUCTION = [(D - E)/D] x 100% :</b>										<b>85.18%</b>	

Notes:

1. If subsequent sampling indicates a COC concentrations at or below the site-specific RECAP Standard (RS) or the COC concentration is reported as BDL and the detection level is at or below the RS, then the value entered for the contaminant reduction calculation shall be 0.
2. If subsequent sampling reports a COC concentration as BDL, but, the reporting limit is above the RS, then the value entered for contaminant reduction calculations shall be the analytical reporting limit.
3. All concentrations should be reported in like units.
4. Sum of (B - A) or Sum of (Baseline>RS)
5. Sum of (C - A) or Sum of (Subsequent > RS)

**14. Are third party claims covered by the Trust Fund?**

- a. In accordance with the Environmental Quality Act, payments for eligible damages will be made to third parties who bring suit against the owner and the Secretary of the Department and obtain a final judgment. The owner must be an eligible participant in the Trust Fund.

**15. What are the Reimbursement Application submittal requirements?**

- a. Trust Fund reimbursement packages must be submitted on the current reimbursement application form as provided by the Trust Fund Management Section. Forms are available by accessing the internet at <http://www.deq.louisiana.gov/trustfund>. The goal of the Trust Fund Management Section is to process applications as quickly and as efficiently as possible. Incorrect formatting slows down the process and will not be accepted. Alternate formats will be returned to the application preparer.
- b. Application requests must include, at a minimum, all invoices to the owner dated within a single calendar quarter: January through March, April through June, July through September, or October through December. All RAC-generated charges must be invoiced to the owner, and included in the calendar quarter application covering the unique time period [work dates] in which the work was done. All sub-contractor invoices should be included in the application covering the time period in which they are received. Applications may cover a single quarter or multiple quarters provided the invoices are dated within a single state fiscal year, July 1 through June 30.
  - i. When the RAC is changed during a quarter, a separate application must be submitted for work performed by each RAC. In this case, the application preparation fee will be prorated.
- c. All invoices must be detailed and have accompanying support documentation. This documentation must be legible and must correspond with the amount specified on the invoice. Altered or adjusted invoices will not be reimbursed, with the exception of hand written adjustments to the original invoice which reflect non-Trust Fund eligible items or eligible items charged at higher than Trust Fund Guidance document unit rates. Subcontractor invoices are subject to the same documentation requirements as the RAC when a bid process is not used.
- d. Any and all reimbursement costs must be in accordance with the edition of Cost Control Guidance Document in effect at the time the work was performed. Costs shown in a departmental-approved budget will not be reimbursed if they are not in agreement with the applicable MFTF Cost Control Guidance Document.
- e. Personnel timesheets and/or field/office activity logs must be retained by RACs to document start and stop times of work performed for each site. Travel logs retained by RACs must document start and stop mileage for each site visited.

- f. Applications may be returned to the party receiving reimbursement for the following reasons:
- i. The release at the site has not been determined eligible by the Department;
  - ii. The charges in the application are not identified in the correct event category (emergency/initial work, investigation work, monitoring/interim work, corrective action plan work, and report preparation work);
  - iii. Charges in the application exceed the cumulative CAP budget or Assessment/Site Investigation budget as approved by the Department, unless otherwise authorized by a Department representative;
  - iv. A detailed explanation of non-unit price activities is not addressed in the invoices/invoice attachments to the owner;
  - v. The affidavits contained in the application are incomplete or incorrectly executed;
  - vi. The Part 1 of the application does not contain an original signature;
  - vii. Reimbursement for rental or purchase of a treatment system is requested and a completed Part 7 or 8 is not provided in the application;
  - viii. A subcontractor's invoice does not contain a detailed breakdown of the costs at the same level of detail required by the response action contractor (ex: surveying invoice must address dates work performed and the number of hours charged);
  - ix. Proof of payment of the required deductible amount was not provided;
  - x. Applications submitted on out-of-date version of the reimbursement application;
  - xi. A completed W-9 for the party receiving reimbursement is not included with application;
  - xii. Necessary back-up documentation is not provided (ex: drilling logs, weight tickets, manifests, invoices, receipts, NPDES results for excursions);
  - xiii. The invoices to the owner in an application address a period of time that is more than a single fiscal year;
  - xiv. Unit price activities were performed but are addressed in an application as time and materials;
  - xv. Applications which were previously returned and all NODs were not fully addressed.

**16. In what order are applications reviewed by the Trust Fund Section?**

- a. Applications are reviewed by each reviewer in the Trust Fund Section in chronological order by the date received. When additional applications are received for a site before the processing of other applications received on an earlier date, all applications for the site will be processed at the same time.
- b. Sites that are being provided corrective action under the Pay-For-Performance program do not require a Trust Fund Application and are therefore reimbursed in a more timely manner. For every milestone payment request, an original Pay-For-Performance Payment Request Form must be completed and submitted in triplicate along with the supporting documentation to: LDEQ, Underground Storage Tanks and Remediation Division Administrator, P.O. Box 4312, Baton Rouge, Louisiana, 70821-4312. Once the LDEQ Team Leader reviews, verifies, and accepts the supporting documentation for milestone payment, the Team Leader will sign the original Pay-For-Performance Payment Request Form and forward to the LDEQ, Office of Management and Finance, Financial Services Division, Trust Fund Section for processing and payment.

**17. When should a reimbursement application be submitted?**

- a. Initial applications should be submitted only after the Motor Fuel Trust Fund Management Section has determined the site/incident to be eligible, the owner has been invoiced for all eligible work that occurred during the applicable calendar quarter(s), and the appropriate deductible has been paid by the owner to the RAC. The appropriate Trust Fund application and associated Guidance Document can be obtained at <http://www.deq.louisiana.gov/trustfund> .
- b. Applications should be submitted in chronological order in order to ensure the proper tracking of funds, and adherence to standard processing times.
- c. The earliest a Trust Fund application for a particular calendar quarter should be submitted is either; when the quarter has ended, or no further site work will be conducted or charged for that quarter.
- d. Is there a time limit in which an application for reimbursement may be filed?
  - i. Yes. The Louisiana Legislative Statute allows the Trust Fund Section to accept and reimburse only those applications submitted within two years from when the approved work was performed.

- ii. Exceptions to the two-year requirement are:
  - 1. When the initial Site Investigation has not been completed within two years, the applicant will have ninety (90) days from the completion of the initial Site Investigation to submit the reimbursement application. The Department's request for a RECAP evaluation or closure document is considered the date of completion of the Site Investigation. For releases reported after August 1, 2016, this exception will no longer apply.
  - 2. When the Department's actions result in the reimbursement application not being submitted within two years of the date the work was performed, the applicant will have ninety (90) days from the date the issue is resolved to submit the reimbursement application. The eligibility process is not considered a Department action that would result in the reimbursement application not being submitted within two years of the date the work was performed.
  - 3. Eligible charges requested in the application older than two years from the date of application submittal can only be applied towards the deductible.
- iii. Beginning August 1, 2016, initial assessments shall be initiated within two years from the receipt of a request for assessment made by the secretary to be eligible for disbursement from the Tank Trust Fund.
  - 1. The Department considers investigation activities to be initiated upon approval of the investigation work plan. Therefore, if an investigation work plan has not been approved by the Department within two years of the Owner/Operator's receipt of the Department's letter requesting an investigation work plan, the release will not be eligible for disbursement from the Louisiana MFUSTTF. The Department approval process necessitates the submittal of a work plan no later than thirty (30) days prior to the end of the two year period to ensure the approved plan is initiated within the two year period.

**18. Where can the W-9 form required by the Internal Revenue Service be found?**

- a. A completed W-9 form must be submitted with the reimbursement application. This form is requested by the IRS and is necessary to set up an account with the State. The form can be attained by contacting the IRS at 1-800-829-3676 or by accessing the internet at [http://www.access.gpo.gov/su\\_docs](http://www.access.gpo.gov/su_docs).
- b. A W-9 must be submitted only for the party that receives reimbursement. Payments are made to the owner if the contract for the investigation/remediation of the site was signed before August 1, 1995. For contracts signed on or after August 1, 1995, payments are made to the Response Action Contractor.

**19. How can denied charges in a Reimbursement Application be appealed to the Trust Fund Section for reconsideration?**

- a. Any appeal of a reimbursement denial decision must be submitted in writing on the form provided by the Trust Fund management section and directed to the Trust Fund Reviewer who processed the application in question or the Trust Fund Management Section Manager. Forms are available on the internet at <http://www.deq.louisiana.gov/trustfund>.

**20. How are sites reimbursed when there are multiple releases and more than one RP (and possibly more than one RAC)?**

- a. See Title 33, Part XI of the Louisiana Environmental Regulatory Code, Section 1121D.3 and 4.

**21. How is emergency work reimbursed?**

- a. Releases that pose an immediate threat to public safety are considered emergency releases. Catastrophic releases that result in the loss of significant amounts of regulated substances may represent an emergency condition requiring an exemption from the normal bidding process in order to lessen the extent and cost of remediation. As soon as possible following release notification to the Department's Single Point of Contact (SPOC), the Responsible Party (RP), Response Action Contractor (RAC), Team Leader, Section Supervisor, Trust Fund Section Personnel, and the Remediation Oversight Group (ROG) shall meet or confer to determine if emergency conditions exist, to determine if an immediate response to the emergency conditions is warranted, and to determine an appropriate course of action for longer term remediation. The 72 hour period begins when the Department's Single Point of Contact (SPOC) is notified.
- b. If the ROG, the RAC, and the RP determine that emergency conditions exist, that installation of a permanent system is appropriate, and that an emergency request for bids is warranted, the RAC may solicit bids from all Response Action Contractors and manufacturers who are on the Department's list of bidders for remediation systems. The Response Action Contractors and manufacturers shall respond to the bid requests within 72 hours. The bid request will be for an appropriately sized remediation system that could be delivered onsite as soon as possible. The remediation system could be a new or refurbished unit in a vendor's inventory, or a unit that was bought in the Trust Fund used system bid process and refurbished. The unit (new or refurbished) must carry a one-year warranty from system startup on parts. Upon receipt of the bids, the ROG will evaluate the bids and make a recommendation for award based on the closest match to the specifications, cost, and availability of the remediation system.

## **22. What should be included in an Excavation Construction Report**

- a. Purpose and Scope of Work
  - i. Site Description
  - ii. Description of historical, current, and future site use.
- b. Site Conditions
  - i. Discussion of source of release and product released.
  - ii. Discussion of media (e.g. soil and/or groundwater) impacted by the release.
  - iii. Discussion of Constituents of Concern (COC) and distribution in the impacted media that exceeds site-specific RECAP standards.
- c. Site-Specific Geology and Hydrogeology
  - i. Discussion of site geology and groundwater conditions, including groundwater classification (GW-1, GW-2, or GW-3DW or NDW)
- d. Excavation Activities, at a minimum include the following:
  - i. Identify excavation subcontractors and equipment used.
  - ii. Discussion of any required permits to conduct the excavation.
  - iii. Discussion of surface cover over the excavation area including thickness of concrete cover, if applicable.
  - iv. Identify and discuss methodology for the plugging and abandonment of any monitoring wells or for the re-installation of any monitoring wells.
  - v. Discussion of type of shoring or sloping, if applicable.
  - vi. Discussion of any unusual circumstances necessary to conduct the excavation (e.g. utility or product piping removal/relocation, canopy removal, etc.)
  - vii. Discussion of soil conditions within the area excavation (e.g. presence of product, discoloration, odor, etc.).
  - viii. Discussion of any groundwater or surface water entering the area of excavation including volume of fluids removed, transportation subcontractor, and disposal facility.
  - ix. Discussion of volume of soil excavated and/or volume of soil utilized for reuse.
  - x. Identify the number, location, and depth of soil samples collected.
  - xi. Discuss methodology of soil screening and the collection of confirmation soil samples.
  - xii. Discussion of any chemical compounds added to the excavation prior to backfilling, if applicable.
  - xiii. Identify the landfill and transportation company utilized for waste disposal.
  - xiv. Identify the source and type of backfill material or special backfill requirements.
  - xv. Discussion of the backfilling activities (e.g. volume of backfill, method of compaction, compaction testing, etc.).
  - xvi. Discussion of resurfacing and site restoration activities (e.g. asphalt, concrete, or sod cover, thickness of cover, etc.).
- e. Data Evaluation, at a minimum include the following:
  - i. Discuss and present in tabular format the sample number, location, depth, and laboratory analysis results of soil samples in comparison with the respective limiting RECAP Standards. If SPLP analysis was conducted on any soil sample, also provide the SPLP analytical results in comparison with the appropriate SPLP standard in the tabular format.
  - ii. If applicable, discuss the results of any 95% UCL-AM calculations and any possible revisions to the RECAP standards.

- f. Conclusions and Recommendations.
  - i. Discuss conclusions of the excavation and provide recommendations for future actions (e.g. NFA, CAP, etc.).
- g. Diagrams, at a minimum include the following:
  - i. Site location diagram
  - ii. Scaled site diagram indicating well/boring locations, utilities, structures, excavated area, soil sample locations, and soil analytical results.
  - iii. Cross-sectional diagram of the site indicating the excavated area and soil sample locations.
  - iv. Scaled site diagram indicating areas of possible impacted soil remaining subsequent to the excavation.
- h. Tables, at a minimum include the following:
  - i. Soil limiting RECAP Standards for the site.
  - ii. Soil analytical summary prior to and subsequent to excavation for each impacted AOI.
- i. Appendices, at a minimum include the following:
  - i. Soil boring logs, if applicable.
  - ii. Completed DNR Well Registration Forms for any newly installed wells, if applicable.
  - iii. Monitoring Well Construction Logs for any newly installed wells, if applicable.
  - iv. Completed DNR Well P&A Forms for any wells plugged and abandoned, if applicable.
  - v. Laboratory Analytical Reports.
  - vi. Any waste manifests, scale tickets, waste water disposal manifests, etc.
  - vii. Data sets and ProUCL outputs used in 95% UCL-AM calculations.
  - viii. Copies of any permits required for the excavation.

## II. ALLOWABLE COSTS

*\*All work done must be in accordance with the Department's directives\**

1. **Clean soil and concrete to replace soil and concrete removed if associated with corrective action plans.**
2. **Removal of contaminated soils, groundwater, or surface waters.**
3. **Department approved treatment systems for soil, groundwater, or surface water.**
4. **Drafting**
5. **Equipment costs not addressed by this document based on reasonable and customary rates.**
6. **Fuel for equipment**



**7. Installation, sampling, maintenance, and plugging and abandonment of groundwater monitoring wells, borings, piezometers and recovery wells in accordance with La. DNR guidelines.**

**8. Necessary health and safety equipment as defined by OSHA levels A, B or C.**

**9. Permits directly related to the remediation of a contaminated UST site.**

**10. Preparation of:**

a. reimbursement application and invoicing to the owner.

b. reports

i. Corrective Action Plans and Addendums

ii. Groundwater Monitoring Reports

iii. Site Investigation/RECAP reports when prepared in accordance with Department's RECAP

iv. Discharge Monitoring Reports

v. CAP Construction and Operation Report

vi. Other reports relating to investigation or remediation of the site as required and approved by the LDEQ assigned team leader

**11. Reasonable and customary demurrage charges**

**12. Removal, transportation, and disposal of**

a. Up to 675 tons (approximately 500 cubic yards) of motor fuel contaminated backfill/native soil may be conducted, provided:

i. The backfill/native soil analytical results (as determined from a minimum of three discrete samples or a number of samples in concurrence with LDEQ UST Division personnel) exceed the site specific determined soil RECAP standard or, if one is not available, the RECAP Industrial Screening Standard (SOILSSI).

ii. The release is reported to LDEQ's Single Point of Contact (SPOC).

iii. The release has been determined to be Trust Fund eligible.

iv. The activity is performed by a RAC and is overseen or directed by LDEQ UST Division personnel.

- v. For backfill and soils associated with tank holds or line trenches during UST System closure, repair, or replacement activities, only transportation, disposal, and replacement non-select soil backfill (e.g. pea gravel, topsoil, etc.) costs are reimbursable.
  - vi. The activity is requested in writing and written approval (e.g. email or letter) is granted by LDEQ UST Division personnel prior to the work's implementation. Analytical documentation should accompany the written request.
- b. Greater than 675 tons (approximately 500 cubic yards) of motor fuel contaminated backfill/native soil, provided:
- i. Same as (i-v) in Section 12.a above.
  - ii. Requires prior written approval from the LDEQ Remediation Oversight Group (ROG).
- c. Up to 2,500 gallons of free product and/or motor fuel contaminated water associated with an excavation activity, provided:
- i. The presence of free product is confirmed by LDEQ UST Division personnel.
  - ii. The motor fuel contaminated water is documented with analytical to exceed the effluent limitations as stated in Section B of the LDEQ General Discharge Permit (LAG300000).
    - 1. Waste water analytical sampling costs for determining contamination levels are not reimbursable by the Trust Fund.
  - iii. The associated LDEQ confirmed UST motor fuel release has been determined to be Trust Fund eligible.
  - iv. The activity is performed by a RAC and is overseen or directed by LDEQ UST Division personnel.
  - v. The activity is requested in writing and written approval (e.g. email or letter) is granted by LDEQ UST Division personnel prior to the work's implementation. Justification and documentation should accompany the written request.
- d. Greater than 2,500 gallons of free product and/or motor fuel contaminated water associated with an excavation activity, provided:
- i. Same as (i-iv) in Section 12.c above.
  - ii. The activity is requested in writing and written approval (e.g. email or letter) is granted by LDEQ UST Division Management personnel, prior to the work's implementation. Justification and documentation should accompany the written request.

- e. Up to 2,500 gallons of free product and/or motor fuel contaminated water associated with either a UST System line repair or UST System closure, repair, or replacement activities provided:
  - i. Same as (i-iv) in Section 12.c above.
  - ii. Free product and/or motor fuel contaminated water associated with a UST System closure, repair, or replacement.
    - 1. Transportation and disposal costs are reimbursable.
    - 2. Removal costs are reimbursable only if performed by a VAC truck and operator within 24 hours of fluid disposal.
    - 3. RAC planning and oversight time and materials related to this activity are not reimbursable.
  - iii. Transportation and disposal costs for wash water or any other liquids associated with the typical UST System closure, repair, or replacement are not reimbursable.
  - iv. The activity is requested in writing and written approval (e.g. email or letter) is granted by LDEQ UST Division personnel prior to the work's implementation. Justification and documentation should accompany the written request.
- f. Greater than 2,500 gallons of free product and/or motor fuel contaminated water associated with either a UST System line repair or UST System closure, repair, or replacement activities, provided:
  - i. Same as (i-v) in Section 12.e above.
  - ii. The activity is requested in writing and written approval (e.g. email or letter) is granted by LDEQ UST Division Management personnel prior to the work's implementation. Justification and documentation should accompany the written request.
- g. Free product and/or motor fuel contaminated water generated from a single vacuum event lasting up to 8-hours does not require additional written approval from the Department provided the vacuum event has been authorized by the LDEQ UST Division personnel.

**13. Restoration/replacement of drinking water supplies**

**14. Sampling and analysis costs associated with investigation/remediation (conducted in accordance with the Department's RECAP Guidelines)**

**15. Sampling and analysis of LPDES final discharge point only, unless the CAP approves specific sampling/analysis of upstream points. In the event of an exceedance, discharge sampling analysis will only be reimbursed for parameter(s) exceeded.**

- 16. Surveying costs associated with boreholes, piezometers, monitoring wells and recovery wells.**
- 17. Taxes paid on purchases and rentals, only when identified on the original invoice or shown on the State of Louisiana Sales Tax Return Form.**
- 18. Ten percent (10%) markup to the RAC for**
  - a. specialized services performed by subcontractor(s) (allows for RAC oversight)
  - b. rentals and purchases, excluding overhead purchases, travel and in-house supplies
- 19. Third-party eligible claims with final judgment**
- 20. Those costs associated with pilot tests when written approval is granted by the Department.**

### **III. NON-ALLOWABLE COSTS**

- 1. Aesthetic improvements to facility**
- 2. Analytical charges associated with non-UST generated contamination (i.e. pesticides/herbicides)**
- 3. Attorney fees**
- 4. Business interruptions, loss of income, or a decrease in property value or charges for use of property for any activities associated with response actions including rental space for remediation system**
- 5. Add-on charges for use of patented processes**
- 6. Costs associated with closure activities of a UST or UST system. (see exception in Allowable Costs)**
- 7. Costs associated with leasing or renting of company passenger vehicles**
- 8. Costs associated with the preparation of an Eligibility Determination Application**
- 9. Conflicts of interest:**
  - i. RACs will not be reimbursed for work they perform\* at a site which they own.
  - ii. RACs will not be reimbursed for analyses performed by their own laboratories for sites which they are working.

iii. RACs will not be reimbursed for work performed\* when the RAC is known to have performed actions which contributed to or resulted in the release.

iv. Supplies/Equipment purchased by the RAC from the RP of the site.

\* Exception: Emergency work performed during the first 72 hours following the release.

**10. Damage to the property, utilities, or the treatment system whether through accident, theft, vandalism, acts of God**

**11. Damage Waivers for rental equipment**

**12. Deposits paid on rented equipment, utilities, etc.**

**13. Removal, transportation & disposal of uncontaminated soils/backfill from tank hold (excavation) areas and pipe trenching**

**14. Garbage charges**

**15. Handwritten alterations to an invoice without justification**

**16. Initial sampling and analyses of water and soil for tank and piping closures/upgrades**

**17. Insurance coverage for the Treatment System**

**18. Interest / late fees / penalties**

- a. on overdue accounts or loans
- b. for any utility expenses
- c. for Federal or State Permit fees

**19. Markups are not allowed on the following:**

- a. Travel (hotel)
- b. Purchases or services invoiced directly to the RP
- c. Subcontractors self-imposed markups for purchases or services
- d. Work or materials subcontracted to any company affiliated with or related to the RAC

- e. In-house supplies
- f. Any subcontracted non-specialized service
- g. Unit priced items (drums, etc.)
- h. Mark up is not allowed on standard rental equipment the RAC is expected to own. See Table 2.

**20. Minor equipment necessary for daily operations**

- a. Examples: OSHA level D equipment, work gloves, traffic control equipment, barrier tape, shovels, posthole diggers, hoes, garden hoses, nozzles, insect repellent, hand cleaning supplies, tools, weed killers, extension cords, garbage cans/bags, plastic totes, brushes, weed eaters, hand augers, reusable bailers, etc.

**21. Monitoring devices in the tank hold area used to satisfy the leak detection requirements**

**22. Occupational licenses**

**23. Overhead costs**

- a. Example: copies, telefaxes, binders, tabs, cellular phone charges, computer usage, etc.

**24. Per Diem charges without required backup documentation for hotel stay**

**25. Property transfer assessment charges**

**26. Maintenance to wells that were improperly designed due to a disregard of known information or the non-collection of critical data within the first 12 months of installation**

**27. Repair, removal, disposal or replacement of tank, lines or dispensers**

**28. Relocation of residents**

**29. Rental space for remediation system**

**30. Any work that is subcontracted but does not meet the definition of a specialized service**

**31. Surcharges by contractors because the responsible party did not proceed in a timely manner**

- 32. Any new or purchased refurbished system repair costs (mileage, parts, labor) outside of scheduled O&M for 365 days after initial startup of the system for systems bid out on or after 4/1/2011. The warranty period does not apply to used system transfers from another Trust Fund site.**
- 33. Tank line tightness tests (except when lines removed during remediation excavation)**
- 34. Taxes on labor, mileage, or property tax assessments for remedial equipment**
- 35. Trench repairs within two years of trench installation**
- 36. On-site well installation repairs within two years of installation**
- 37. Excessive telephone telemetry calls per day**
- 38. Upgrading, retrofitting or installation of new tank systems (CAP delays related to this work)**
- 39. Utility/product line location services such as Infrared Thermograph or GPR, unless written approval from LDEQ is obtained**
- 40. Work or research performed as a result of a responsible party changing response action contractors**
- 41. Operation Round-up for utility bills**
- 42. Repair or maintenance costs associated with the UST system. This non-reimbursable work must be performed by a worker certified in UST system installation and repair**
- 43. Per statute, Louisiana operates a confirmed-release Trust Fund. Release confirmation sampling to determine whether or not a release has occurred are not Trust Fund eligible**

## **IV. REASONABLE AND CUSTOMARY COSTS**

### **A. Personnel**

#### **1. Non-unit Price Activities and Unit Price Activities**

- a. Daily time sheets and/or field logs listing detailed description of work start/stop times for each task performed by personnel and mileage logs from site to site are to be kept on file by the RAC for a period of four years following reimbursement. These records are to be readily available to Department authorized personnel for inspection purposes.

#### **2. Non-unit Price Activities Only**

- a. Reimbursements will be made based on the actual duties performed, rather than the title that an employee holds. A personnel description sheet (Appendix A) identifies duties of each classification found on the maximum rate sheet (Appendix B). For example, if a senior geologist performs ground water sampling, his/her time is to be billed at the environmental specialist rate of \$68/hour, regardless of title.
- b. For the first 72 hours of an emergency situation, when endangerment to human health and the environment exists, overtime will be paid to personnel with the exception of principals, senior engineers/geologists and project managers. Overtime charges will be paid only when individuals work more than eight (8) hours per day at the site during the emergency situation.

### **B. Rentals (Non-unit Price Activities Only)**

1. Contractor-Owned Equipment – Acceptable rental rates for contractor-owned (RAC and subcontractor) equipment are listed on the rate sheet (Appendix B). These rates include the maintenance costs of the equipment. The rates do not include fuel charges. The amount of time the rental equipment is actually used must be shown in order to utilize the adjustable rates. An in-house rate sheet for claims for rental equipment not included in the document must be maintained on file for a period of four years following reimbursement for inspection purposes. Appendix B, Table 2 also denotes equipment (explosimeter, gas detector, hydrocarbon analyzer, oil/water interface probe, pH conductivity meter and thermal anemometer) that each RAC is expected to own. If a RAC chooses to rent equipment from an outside rental company, the Trust Fund will only reimburse the equipment based on the rental rates in Appendix B, Table 2 pro-rated for time the equipment is used.
2. Rental Equipment - Rental equipment costs will be reimbursed at the invoice amount plus 10% markup.



### C. Rental/Purchase of Treatment System

1. After a treatment system has been selected for corrective action and has been approved as the method of remediation by the Department, the owner or RAC may proceed with purchase of the system. A RAC or owner must provide justification for any permanent remediation systems that do not include a telemetry system with the capability of reporting the basic status/functions of the system (i.e. flow readings required by the LPDES discharge permit, system shutdown, etc.). Reimbursement of rental or purchase of the unit will be determined by the Trust Fund Management Section and will be based on the period of time the treatment system is expected to be located at the contaminated underground storage tank site. A unit price of \$585 will be paid for the RAC to prepare and process bids for purchase of treatment systems. RACs shall be required to retain all bid documentation for a period of four years following reimbursement in order to allow for Department inspection. The following must be provided with the application requesting reimbursement for treatment unit costs:
  - a. A “Treatment System Tracking Form” (Part 7 (newly revised 4/11/2014) of the reimbursement application).
  - b. A “Purchase Agreement Form” (Part 8 (newly revised 4/11/2014) of the reimbursement application) must be submitted for all treatment units to be located at a contaminated UST site for a period of 12 months or more. Also required is the invoice documenting the breakdown of the cost of the primary individual components.
2. Rental of Treatment System
  - a. The rental cost of the treatment unit will be reimbursed by the Trust Fund for any treatment system to be located at a site for a period of less than 12 months. These rental costs will be reimbursed upon submittal of a completed trust fund reimbursement application addressing the invoice and the Part 7.
  - b. Maximum monthly rental rates for the systems will be set at five percent (5%) of the purchase price of the system. Reasonable charges for operation, maintenance, mobilization and demobilization will be allowed if accompanied by appropriate support documentation. The Trust Fund will reimburse rental up to but no more than the cost of the treatment system, regardless of whether it is moved to another trust fund eligible site. If the unit is rented from an outside vendor a 10 % markup will be allowed, however if the RAC is providing the rented system a markup not allowed.

### 3. Purchase of Treatment System

- a. The purchase cost of the treatment unit will be reimbursed by the Trust Fund for any treatment system to be located at a site for a period of 12 months or more. Cost plus ten percent (10%) of the treatment unit will be reimbursed to the RAC if purchased by the RAC. A system built by the RAC or billed directly to the owner from the manufacturer does not receive a 10% markup. Reimbursement will be upon submittal of a completed trust fund reimbursement application addressing the invoice, a copy of the Part 7, and the Part 8 (Part 8 is required if the Trust Fund is reimbursing the cost of the treatment unit).
- b. When the owner is billed directly for costs associated with the purchase, shipping, or service of the unit by a non-RAC manufacturer, reimbursement for markup of these by the RAC is not allowed. Shipping costs paid by the RAC should be reflected in the application under shipping/transportation and a 10% markup is allowed. In-service costs paid by the RAC (one person for a single day for start-up) may be submitted as a sub-contractor cost in the application and a 10% markup is allowed.
- c. The Trust Fund will not reimburse for any parish/local property taxes assessed on the treatment unit, nor will insurance coverage of the unit be reimbursed.
- d. The following guidance/language supersedes any language contained in the purchase agreement forms previously submitted to the Department.
  - i. Within 120 days of written authorization to remove the system or issuance of a No Further Action letter by the Department (whichever comes first), any treatment system reimbursed by the Trust Fund must be handled as follows:
    1. Contact Trust Fund to determine if there is another Trust Fund site at which the system could be utilized. A written response will be given by the Trust Fund.
    2. Utilized at Another Trust Fund Site - Whenever a treatment system is utilized at another Trust Fund site, a Completed Part 7 must be provided. When the purchased unit is relocated to another Trust Fund site, the Trust Fund will only reimburse those costs associated with transferring a system from one trust fund site to another trust fund site, mobilization, demobilization, maintenance, and upgrades. The transfer and/or any refurbishment cost associated with relocating the system to another Trust Fund site are to be associated with the system's new Trust fund eligible site location.

3. Treatment Systems to be Sold - Whenever a treatment system is not able to be utilized at another Louisiana Trust Fund site, the RAC must notify the Trust Fund Section. The Trust Fund Section will also require that the RAC notify all contractors on the LDEQ RAC/interested parties list of the availability of the system and solicit bids for the system on an as-is, where-is basis. The system will be sold to the highest bidder with all proceeds to be reimbursed to the Trust Fund. The buyer must pay for the system prior to or at the time of pickup. The RAC may seek reimbursement of the bids associated with the sale at the Treatment Unit Bid Preparation unit price to cover the cost of bidding/showing/selling the unit. The proceeds from the sale of the used unit will be applied to the remaining eligibility for the site the unit was most recently operated.
  4. Persons wishing to be placed on this list should send a letter to the attention of the Trust Fund Section Manager, Financial Services Division, Trust Fund Section, P. O. Box 4303, Baton Rouge, LA 70821-4303.
- ii. Discarded Treatment Systems – A RAC must solicit bids as described above before discarding a system, unless the Team Leader and the Trust Fund have determined that the treatment system is unsuitable for re-use/re-sale. Whenever a treatment system is deemed unsuitable for re-use or resale due to wear and use, the RAC shall submit correspondence to the Trust Fund Management Section stating this with a detailed description of the system. For any treatment system sold for scrap metal, all proceeds are to be reimbursed to the Trust Fund.

#### **D. Other Purchases (Non-Unit price activities only)**

1. Vendor receipts for purchases must be included in the reimbursement application for these charges to be considered. Receipts which do not specify the line items purchased are not acceptable as receipts for backup. Cost plus ten percent (10%) will be reimbursed for items excluding overhead and ineligible costs (see Non-Allowable Costs) and in-house supplies.

#### **E. Taxes (Non-Unit price activities only)**

1. Sales tax is reimbursable from the Trust Fund only when identified on the original invoice or the State of Louisiana Sales Tax Return Form and paid by the RAC on purchases or rentals. Labor and mileage are not considered taxable items; therefore, tax charges on these items are not reimbursable.

## **F. Travel – Mileage and Hotel/Meals (Unit Price and Non-Unit Price Activities)**

1. RACs should either stay overnight or commute, whichever is more cost effective. Markups for travel are not allowed by the RAC.
2. Mileage – Claims for leasing or renting of vehicles are not reimbursable. Use of personal or company vehicles and the employees' travel time are reimbursed at a rate of \$2.00 per mile. Mileage to a site will be paid from either the nearest workplace, the nearest state line (for out-of state contractors), or the airport, whichever is shortest. The nearest workplace will be the office location closest to the UST site(s) visited. No additional mileage will be allowed. Airfares, tolls and taxi charges are not reimbursable. Markup is not allowed on subcontractor mileage charges.
  - a. Legible vehicle logs showing beginning and ending odometer readings for each site visited must be kept on file for at least four years following reimbursement by the RAC for auditing purposes by the Department. The logs should document the subject vehicles' total mileage. Trust fund trips should not be segregated on a separate log.
3. Hotel/Meals- Overnight charges (hotel or meals) are allowed for any activities when it is more cost effective than commuting. Hotel and meal charges are allowed at the State rates (See Appendix B, Table 3). Claims for hotel charges must be accompanied by legible receipts. Per diem charges are not reimbursable. The name of each person staying in a hotel room must be identified on the receipt and may not be handwritten. One daily meal charge is allowed for each night of hotel stay.
4. Multiple Trust Fund (TF) Site Visits - When conducting multiple TF site visits, the total amount of each charge (mileage, hotel, meals) must be divided by the number of TF sites visited. If TF benefits from visiting non-TF sites during multiple site visits, this is allowed.

5. The following chart lists the number of vehicles allowed based upon specific site activities.

Number of Vehicles Allowed for Specific Activities		
Activity	No. of Vehicles	Requirements
Groundwater Sampling & Free Product Recovery	1 – RAC	These activities should be performed at same time, whenever possible
O & M	1 – RAC	NPDES Sampling should be performed in conjunction w/ O & M
Discharge Sampling	0 - RAC (Normal Circumstances)  1 – RAC*	Under normal circumstance, this activity can be performed in conjunction with O & M's or Groundwater Sampling.  *One vehicle will be allowed when discharge sampling cannot be performed with other activities. (Ex: Discharge exceedance requires sampling at weekly frequencies when O & M's performed biweekly)
Excavation	2 – RAC 2 – Subcontractor	
System Installation, Major Renovation, & Major Repair	2 – RAC	
Site Investigation & Soil Confirmation Sampling or  Well Installation, Boring work	2 – RAC* 2 – Driller	*2 RACs vehicles are allowed when continuous Method 5035 soil sampling is performed, otherwise only 1 vehicle is allowed.
Plugging & Abandonment of Wells	1 - RAC 2 – Driller	

**G. Subcontractors Hired for Specialized Services (Non-Unit Price Activities)**

1. In order for non-emergency work performed on a site to be Trust Fund eligible, it must be carried out by a Response Action Contractor (RAC). RACs can only subcontract UST work which meets the definition of specialized services relating to a particular UST site. If the RAC chooses to subcontract work requiring specialized services relating to response actions, a markup of up to ten percent (10%) may be allowed to the RAC. The RAC shall include these invoices with the reimbursement application.

2. Subcontractors must also abide by the rate sheets found in Appendix B. In the event that a bid is not obtained, it is the responsibility of the RAC to ensure that subcontractors adhere to the rates and the subcontractor's invoice contains the same level of detail as the response action contractors. Markup is not allowed to any RAC on work subcontracted to any company affiliated with or related to the RAC. As of July 1, 2007, vacuum trucks (inclusive of operators) will be paid at rates charged by the outside companies, as they will no longer be considered subcontractors. As timeliness is a factor in ensuring public safety, the obtaining of Bids will not be required for vacuum trucks during emergency response activities. Charges relating to RAC owned equipment and RAC personnel (operators) must adhere to Guidance Document pricing.
3. Whenever the cost of any specialized service, equipment, equipment repair, or chemical is equal to or greater than \$10,000.00, the RAC is required to obtain a minimum of three (3) bids from subcontractors; except when a unit price has been established. The detailed RAC requirements related to the bid preparation and submittal process is listed below:
  - a. Bidders are to be provided with a written bid specification and/or scope of work and are required to provide a written bid referencing specifications and/or scope of work along with their bid pricing.
    - i. Upon distribution to the potential bidders, a single copy of any bid package submitted to the bidders should be sent to the DEQ MFTF section, at the address listed below. The list of the companies from whom the RAC solicited bids should accompany the copy of the associated bid package. Electronic versions of this bid information may be submitted to [MFTF@la.gov](mailto:MFTF@la.gov).
  - b. Bidders are required to submit a sealed copy of their bid to the RAC and to the Department of Environmental Quality, P.O. Box 4303, Baton Rouge, LA, 70821-4303, Attn, Motor Fuel Trust Fund Section –Bid Submittal, prior to the bid opening date. Electronic bids and supporting information may be submitted to [MFTF@la.gov](mailto:MFTF@la.gov).
  - c. Bids will remain sealed at the RAC's place of business and the DEQ until the bid opening date.
  - d. Upon the bid opening, the site's RAC will submit the (3) low bids to the MFTF Manager for department approval of the low bidder. Upon approval the RAC will be instructed to inform the low bidder.
3. RACs are required to maintain all bid documentation for a period of four (4) years following reimbursement in order to allow for purposes of Department inspection. All bid work is to be awarded to the lowest bidder in order to ensure Trust Fund expenditures are cost efficient and reasonable. Offering the work to other bidders at the low bidder's price will not be allowed. In any bid process where the site's RAC submits a bid for work, the allowable 10% markup of the other bidders should be excluded when determining the lowest bidder.

EXAMPLE:

BID SUMMARY FOR WORK AT ABC QWIK STOP, AI # 911119, GRAND POINT, ST. JAMES PARISH, LA

Smith Company	Address of Sub	\$25,000.00
XYZ Company	Address of Sub	\$27,500.00
FlybyKnight Co.	Address of Sub	\$29,000.00

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4. Whenever the cost of any specialized service is LESS than \$10,000.00, the RAC has the option to either: obtain a minimum of three (3) bids from subcontractors or submit subcontractor invoices containing the same level of detail as the response action contractor (personnel names and titles, dates and hours worked, work performed, dates and time equipment used, mileage, etc.). For non-bid work, it is the responsibility of the RAC to ensure that the rates charged by the subcontractors are no greater than the rates allowed in Appendix B.

\* Exceptions to this bid process will only be allowed when written justification is approved by the Trust Fund manager prior to the actual commencement of the work in question.

## **H. Unit Price Activities**

1. This section of the Cost Control Guidance Document addresses unit prices for the various types of activities. Charges for work outside the scope of unit price activities must be fully identified on the response action contractor's invoice with a detailed explanation along with any necessary departmental approval in order for the work to be considered for reimbursement. Any questions regarding items related to unit pricing activities should be forwarded to the Financial Services Division, Motor Fuels Trust Fund Section, prior to the submittal of the trust fund application.

**2. Summary tables of unit prices shown below:**

<b>UNIT PRICE ACTIVITIES (ALPHABETICAL ORDER)</b>		
<b>Activity</b>	<b>Rate</b>	<b>Details</b>
Aquifer Testing Events (Slug Test method)	\$1,100.00 \$300.00	First well Each additional well
Bid Package Preparation	\$0.00 \$118.00 \$300.00 \$1,750.00  \$585.00 \$585.00	Work - \$0.00 - \$1,999.99 Work - \$2,000.00 - \$9,999.99 Work - = or >\$10,000.00 Treatment System Installation  Treatment Unit Purchase or Chemical Injection events Used Treatment System Sale
Conveyance Notice	\$1,200.00	Per Affected Property
Corrective Action Plan	\$7,000.00  \$2,000.00  10% of approved budget  \$500.00  5% of approved budget  5% of approved budget	Category 1 CAP  Category 2 CAP Addendum  Category 3 CAP Addendum – Maximum \$4,000  Category 4 CAP Addendum  Category 5 CAP - Maximum \$2,000  Category 6 CAP - Maximum \$1,000
Construction & Operations Reports	\$1,840.00  \$780.00 \$3,000.00 \$1,800.00	Per Report - System installation (Dual/single phase extractions, Ozone, etc.) Per Report – Without system installation (e.g. Chemical injection, etc.) Per Report - Excavations greater than or equal to 675 tons Per Report - Excavations less than 675 tons
Direct Push Activities	\$63.00 -\$15.00  \$208.00	Per Foot (\$2800 Minimum) Deduct Per Foot - for non-soil sampled borings (ie. Injection, soil vapor, etc)  Per screen - Groundwater Collection using pre-packed well screen
Discharge Monitoring Report	\$208.00 \$78.00	Per Report - Quarterly LPDES Discharge Monitoring Report (DMR) Per Report - LPDES DMR of “No Discharge”
Discharge Sampling Event	\$235.00	Single or Multiple Discharge Points
Drilling (Borings/Wells)	\$63.00 \$69.00 \$90.00 \$110.00 \$130.00 \$ -15.00 \$66.00  \$3,495.00 \$4,160.00	Per Foot - 2” Diameter Boring including Plugging/Abandonment Per Foot - 4” Diameter Boring including Plugging/Abandonment Per Foot - 2” or smaller Diameter Monitor Well Per Foot - 4” Diameter Monitor/Recovery Well Per Foot - 4” Diameter Horizontal Recovery/Extraction Well Deduct Per Foot – Non-Soil Sampled wells Per Foot – 2” or smaller Ozone injection well  Minimum for field activity that includes well installation activities Per Day - Non-sampled boreholes and injection activities associated with chemical injection events



**UNIT PRICE ACTIVITIES CONTINUED (ALPHABETICAL ORDER)**

Activity	Rate	Details
Drum disposal (other than Excavation)	\$208.00 \$156.00 \$520.00	Disposal of drums (Includes mileage, personnel, equipment, disposal and drums) Per drum – 1st Drum Per drum – each additional drums Minimum rate per event
Excavation/Transportation/ Disposal of Soil	Variable with tonnage  -\$45.00  -\$30.00	Refer to MS Excel spreadsheet located at <a href="http://www.deq.louisiana.gov/trustfund">http://www.deq.louisiana.gov/trustfund</a>  Per ton – Non-impacted soil that is excavated and returned to the excavation. Subtracted from spreadsheet determined per ton rate.  Per ton – Impacted soil that is excavated and treated onsite and returned to the excavation. Subtracted from spreadsheet determined per ton rate.
Gauging of Wells	\$16.00	Per Well
Groundwater Monitoring Report (Semi-Annual)	\$2,040.00 \$1,750.00  \$3,205.00 \$2,915.00	<u>Without Active Treatment Unit</u> Initial Subsequent  <u>With Active Treatment Unit</u> Initial w/New Wells Subsequent
Groundwater Monitoring Report (Quarterly)	\$1,750.00 \$1,455.00  \$2,915.00 \$2,620.00	<u>Without Treatment Unit</u> Initial Subsequent  <u>With Treatment Unit</u> Initial w/New Wells Subsequent
		When a groundwater report addresses 4 quarters of site data, the Trust Fund will reimburse the applicable semi-annual report
Groundwater Sampling	\$585.00 \$182.00  \$4.20	First Well Each Additional Well  Per gallon - Purge water disposal (All-Inclusive including but not limited to all mileage, personnel, equipment, drums, manifesting, markup and disposal for onsite/offsite drum pump-outs, a maximum of 15 gallons of decontamination water, and “milk runs.”)
Hand-bailing of Wells	\$177.00 \$58.00	Per well – 1st Well bailed Per well - Each additional well bailed
Mob and Demob (Direct Push, Drilling & P/A)	\$286.00	one time per event (regardless of how many rigs are required)
Offsite Access	\$410.00	Per offsite property
Oil Change Out for Oil Seal Pump Treatment Systems	\$2,800.00 \$500.00	Cost for Oil Change Out for Treatment Units 40 hp or less  Add-on for Treatment units larger than 40 hp

**UNIT PRICE ACTIVITIES CONTINUED (ALPHABETICAL ORDER)**

Activity	Rate	Details
<b><u>Operation &amp; Maintenance</u></b>		<b><u>Active Remediation</u></b>
The Trust Fund will reimburse only routine O&M of a new system or used refurbished system during the warranty period (365 days).	\$375.00 \$230.00 \$250.00 \$750.00 \$460.00 \$500.00	Weekly Treatment Unit - 1 Weekly Treatment Unit - 2 Weekly Treatment Unit - 3 Biweekly Treatment Unit - 1 Biweekly Treatment Unit - 2 Biweekly Treatment Unit - 3
<b><u>Treatment Units defined:</u></b>		
<b><u>Treatment Unit – 1</u></b> <i>Includes DPVE, groundwater pump &amp; treat, Ozone Sparge combined with SVE, Air Sparge combined with SVE, and other groundwater extraction technologies</i>	\$200.00 \$375.00 \$230.00 \$250.00	Additional or Secondary Operating Treatment Units at the site  <b><u>Post-Remediation</u></b> Monthly Treatment Unit - 1 Monthly Treatment Unit - 2 Monthly Treatment Unit - 3
<b><u>Treatment Unit – 2</u></b> <i>Includes SVE only and other soil vapor extraction only technologies</i>	\$625.00 \$385.00 \$415.00	Quarterly Treatment Unit - 1 Quarterly Treatment Unit - 2 Quarterly Treatment Unit - 3
<b><u>Treatment Unit – 3</u></b> <i>Includes Ozone and Air Sparging technologies only</i>	\$200.00	Additional or Secondary Treatment Units at the site
Permits	\$1,405.00 \$4,680.00 \$1,750.00	Air Exemption Permit Air Permit (Small Source) Water Permit
P&A of Wells (Overdrilling & Grouting) (\$1750 Minimum)	\$64.50 \$87.50 \$94.00 \$117.00	Per Foot - 2” or Smaller Diameter Monitoring Well Per Foot - 4” Diameter Monitoring/Recovery Well Per Foot - 4” Diameter Horizontal Recovery/Extraction Well Per Foot - 8” Diameter Monitor/Recovery Well
P&A of Wells (Pulling Casing/Screen & Grouting) (\$1750 Minimum)	\$52.50 \$54.50 \$70.00	Per Foot - 2” or Smaller Diameter Monitor Well Per Foot - 4” Diameter Monitor Well/Recovery Well Per Foot - 4” Diameter Horizontal Recovery/Extraction Well
P&A of Wells (Grouting Only) (No minimum)	\$29.00 \$35.00 \$35.00	Per Foot - 2” or Smaller Diameter Monitor Well Per Foot - 4” Diameter Monitor/Recovery Well Per Foot - 4” Diameter Horizontal Recovery/Extraction Well
Plugging and Abandonment Report for Wells	\$750.00	Per report
Plugging and Abandonment Workplan for Wells	\$104	Per report - (if requested by the Team Leader)
RAC attendance & prep. for Remediation Oversight Group (ROG) meeting	\$702.00	per meeting

**UNIT PRICE ACTIVITIES CONTINUED (ALPHABETICAL ORDER)**

Activity	Rate	Details
Risk Evaluation/Corrective Action Report (Appendix I)	\$7,000.00 Add \$520.00 Add \$520.00  \$3,500.00 \$520.00 \$585.00  \$520.00	Appendix I Only Appendix I & Gas & Diesel or Gas & Oil Appendix I & >20 borings  MO-1 RECAP Response to Team Leader / ROG requested revisions Input Parameters Form  Per enclosed structure - For Sites with Enclosed Structure Concerns
Site Investigation or Soil Confirmation Report	17%  \$10,000 max	Of cost of field work (eg. investigation, well installation, lab analysis, etc.) performed. Maximum reimbursable amount for this category is \$10,000 per site within a 24-month period <i>These rates would apply whether an individual report or combined with the RECAP document.</i>
Site Investigation or Soil Confirmation Work plan	4% \$520 min \$1000 max	Of cost of field work (eg. investigation, well installation, lab analysis, etc.) proposed work plan budget approved by the Department.
Stripperator Cleaning	\$900.00	Per Event
Treatment System Design/Engineering/Planning and Treatment System Installation Design/Engineering/Planning	\$4,680.00	Reimbursed in the application in which charges for the treatment unit installation are included.
Trust Fund Reimbursement Application/Owner Invoicing	\$333.00  \$125.00	Applications addressing field activities and reports are included.  Applications addressing reporting charges only
Waste Water disposal not associated with groundwater sampling	Invoice + 10%  (Maximum of \$0.57 per gallon)	This activity will be reimbursed at Invoice plus 10% markup not to exceed \$0.57 per gallon. Invoice documentation must be provided for reimbursement.  This activity applies to waste water generated during mobile vacuum events, pilot tests, aquifer pumping tests, equipment decontamination (if greater than 15 gallons), and system cleanouts. Documentation must be provided verifying the water was disposed at an approved facility.  The activity applies to all facility disposal costs. It may be charged in conjunction with the maximum allowable rate for vacuum trucks (truck, operator, fuel) of \$208.00/hour, and the mileage rate of \$2.00/mile.
Mobile Dual Phase Vacuum Extraction Events Reporting – Free Product Recovery Only (no calculations)	\$572.00 \$104.00  \$86.00	Per Report - For preparation of the first completed planned event. Per Report – For subsequent multiple events, for each additional completed planned event.  Per Report - Event planning to schedule, arrange, manage, coordinate, and complete field preparation.

**UNIT PRICE ACTIVITIES CONTINUED (ALPHABETICAL ORDER)**

Activity	Rate	Details
Mobile Dual Phase Vacuum Extraction Reporting Events - Calculations included	\$1,500.00	Per Report - For preparation of the first completed planned event.
	\$500.00	Per Report – For subsequent multiple events, for each additional completed planned event.
	\$250.00	Per Report - Event planning to schedule, arrange, manage, coordinate, and complete field preparation.
Mobile Dual Phase Vacuum Extraction Pilot Test Reporting	\$2,912.00	Per Report
	\$350.00	Per Report - Event planning to schedule, arrange, manage, coordinate, and complete field preparation.

**3. Tables listing Unit Price Implementation and referential page listed below.**

Activity	Reference Page for Details	Date of Implementation and Mandatory Use
Aquifer Test Events	54	07/01/2017
Bid Package Preparation	55	10/01/2004
Conveyance Notice	56	10/01/2004
Corrective Action Plan	56	10/01/2004
Construction & Operations Report	57	10/01/2004
Direct Push Activities	58	10/01/2004
Discharge Monitoring Report (Quarterly Municipal)	59	01/01/2002
Discharge Sampling	59	01/01/2001
Drilling (Borings/Wells)	60	10/01/2004
Excavation/Transportation/Disposal of Soil	61	04/01/2012
Gauging of Wells (Wells Not Sampled or Hand bailed)	62	08/28/2002
Groundwater Monitoring Reporting (Quarterly, Semi-Annual, and Annual)	62-63	01/01/2001
Groundwater Sampling	64	01/01/2001
Handbailing (For purpose of free product recovery)	65	01/01/2002
Mob & Demob (Direct push, drilling and plugging/abandonment)	65	10/01/2004
Offsite Access for field work	66	01/01/2006
Oil Change-outs for Oil Seal Treatment Systems	66	07/01/2017
Operation and Maintenance of Treatment Systems	67	01/01/2001
Permits (Air Exemption and Water Permit)	68	10/01/2004
Plugging and Abandonment Overdrilling/Grouting, Pulling Casing/Screen & Grouting, Grouting only	68-69	10/01/2004
Plugging and Abandonment / Closure Report for Wells Plugging and Abandonment Workplan for Wells	70	10/01/2004
Remediation Oversight Group (ROG) (RAC preparation and attendance)	70	10/01/2004
Risk Evaluation/Correction Action Report Appendix I (Formerly Appendix K) and >20 boring and Diesel and Oil	71	01/01/2001
Site Investigation or Soil Confirmation Report	72	10/01/2004
Site Investigation or Soil Confirmation Workplan	73	10/01/2004
Stripperator Cleaning	73	07/01/2017
Treatment System Design/Engineering/Planning and Treatment System Installation Design/Engineering/Planning	74	04/01/2012
Trust Fund Reimbursement Application/Owner Invoicing	74	01/01/2002
Vacuum Event Reporting	75-76	07/01/2017
Vacuum Extraction Pilot Test Report	77	10/01/2004

**Aquifer Testing Events  
(Slug Test method)**

First Well - \$1,100.00  
Each Additional Well - \$300.00

Purge water disposal \$4.20 per gallon (All-Inclusive including but not limited to all mileage, personnel, equipment, drums, manifesting)

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The identification number of each well the aquifer testing is being conducted. Applications lacking this information will be returned.</p> <p>Purge water volumes must be reported in actual gallons recovered or charges will be denied.</p>	<p>Personnel – All personnel charges related to an aquifer testing event such as but not limited to scheduling of sampling event, field preparation activities, all field activities associated with the event, scheduling of disposal of wastewater, office time necessary for downloading data logger and modeling software evaluation, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal).</p> <p>Equipment –field equipment associated with aquifer testing prorated for the time used (Ex: oil/water interface probe, water level indicator, data logger, etc.).</p> <p>Shipment of data logger equipment from and back to the equipment rental vendor.</p> <p>Miscellaneous – sampling kit and bailer</p> <p>Purge Water – should be processed through the site’s active groundwater treatment system, if present.</p>	<p>Total mileage for a single RAC vehicle or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two.</p> <p>Purge water – If an active system is not at the site, the purge water should be billed per \$4.20 per gallon rate.</p>

**Bid Package Preparation**

Addressing work equal to or less than \$1,999.99 = \$0.00  
 Addressing work between \$2,000.00 and \$9,999.99 = \$118.00  
 Addressing work equal to or greater than \$10,000.00 = \$300.00

Treatment System Purchase or Chemical Injection events = \$585.00  
 Used Treatment System Sale = \$585.00  
 Addressing system installation work = \$1750.00

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The charge will be reimbursed at the time work that was bid out is reimbursed. A copy of the bid summary must be provided with the reimbursement application. Applications lacking this information will be returned.</p> <p>Bidders are to be provided with a written scope of work and bidders are to provide a written bid referencing scope of work.</p> <p>Bidders are required to submit a sealed copy of their bid to the RAC and Department of Environmental Quality, P.O. Box 4303, Baton Rouge, LA, 70821-4303, Attn, Motor Fuel Trust Fund Section –Bid Submittal, prior to the bid opening date. Electronic versions can be submitted to DEQ by the bidder to email address <a href="mailto:MFTF@la.gov">MFTF@la.gov</a>. Bids will remain sealed until the bid opening date.</p> <p>A RAC does not have to bid work over \$10,000 if they can perform the work. If a RAC is awarded the project request, bid package prep will not be allowed.</p> <p>For any bid task equal to or greater than \$2,000.00, sealed bids shall be requested with a date, time, and place set for public opening of the bids.</p> <p>For bid tasks estimated to be under \$2,000.00, phone, email, or fax bids are acceptable.</p>	<p>Personnel – All personnel charges related to preparation and processing of bids.</p>	<p>The mileage costs for a single trip to meet with potential bidders.</p>

<b>Conveyance Notice per Affected Property - \$1,200.00</b>		
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
A copy of the conveyance notice filed for each property must accompany the reimbursement application.	Personnel – All associated personnel costs such as but not limited to: preparation and submittal of notice, project oversight and review, all clerical work, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal).	Mileage to Clerk of Courts to file & filing fee(s). A single certified copy of the conveyance notice for each property will be reimbursed. Charges associated with having the document notarized plus a 10% markup.

<b>Corrective Action Plans</b>		
<p><b>*Category 1 CAP - \$7,000</b></p> <p><b>Category 2 Addendum - \$2,000</b></p> <p><b>*Category 3 Addendum = 10% Approved CAP budget with a Maximum = \$4,000</b></p> <p><b>Category 4 Addendum - \$500</b></p> <p><b>Category 5 CAP/CAP Addendum = 5% of Approved CAP budget with a Maximum = \$2,000</b></p> <p><b>Category 6 Addendum = 5% of the approved CAP budget with a Maximum = \$1,000.00</b></p> <p><b>*40% of CAP cost reimbursable at completion of Scoping meeting and remaining 60% reimbursable upon approval of CAP</b></p>		
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
<p>The date of the report must be identified in the trust fund reimbursement application.</p> <p>All CAP descriptions and requirements are listed above in #13 of Section I.C - Responses to Questions Regarding the Motor Fuels Underground Storage Tank Trust Fund, of the Guidance document</p> <p>Request for reimbursement for these costs should be included in the quarter's application the CAP is deemed complete by the Team Leader.</p>	<p>Personnel – All associated personnel costs such as but not limited to: preparation and submittal of the request letter, CAD preparation of site maps, technology research and product design, site visits, project oversight and review, research/response to NODs from LDEQ resulting from errors and/or omissions by the RAC (except NOD that requires new technology for remediation), all clerical work, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal).</p> <p>ROG requested revisions to address CAP discrepancies are included in this rate since such revisions would be considered deficiencies in the CAP submission rather than newly required information.</p>	<p>Vehicle mileages, one vehicle roundtrip.</p> <p>CAP adjustments due to ROG requests for new technologies - \$500 per technology</p>



**Construction and Operations Reports**

System Installation (Dual/Single Phase Extractions, Ozone, etc.) \$1,840.00 per report  
 Without System Installation (e.g Chemical Injection, etc) \$780 per report\*\*

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The date of the report must be identified in the trust fund reimbursement application.</p> <p>** Reporting requirements will be assessed on a case by case basis and are subject to Team Leader requests.</p>	<p>Personnel – All associated personnel costs such as but not limited to: review of system as designed, CAD preparation of site maps, origination and submittal of actual report, as-built diagrams, factory recommended maintenance list/log, system owner’s manual, project review and oversight, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical work, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal).</p>	
<p align="center">Excavations greater than or equal to 675 tons (approximately 500 cubic yards) - \$3000 per report                      Excavations less than 675 tons (approximately 500 cubic yards) - \$1800 per report</p>		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The date of the report must be identified in the trust fund reimbursement application and include the following:</p> <p>All report requirements are listed above in #22 of Section I.C - Responses to Questions Regarding the Motor Fuels Underground Storage Tank Trust Fund, of the Guidance document</p>	<p>Personnel – All associated personnel costs such as but not limited to: review of system as designed, CAD preparation of site maps, origination and submittal of actual report, as-built diagrams, factory recommended maintenance list/log, system owner’s manual, project review and oversight, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical work, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal).</p>	

**Direct Push Activities**

Installation/ Sampling/ Grouting the boreholes

\$63.00/foot

Subtract \$15 per foot for non-soil sampled borings (ie: injection, soil vapor)

Minimum Boring Rate - \$2,800.00

Note – if a work plan calls for boring and well installation, only the \$3,495.00 charge will be paid if the footage total does not exceed this amount.

If pre-packed well screens are used to sample groundwater, add \$208.00 per screen.

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>Boring logs and manifests are required even for non-sampled borings, if only to indicate total depth.</p>	<p>Personnel – All associated RAC and subcontractor personnel costs such as but not limited to: scheduling of event, field equipment preparation activities, all field activities, concrete coring, oversight/review, labor and materials to set/sample/pull/grout temporary wells or piezometers and P&amp;A borehole, all clerical work, waste profiling, preparing manifests, arranging for transportation and disposal of all materials and wastes, sample shipment, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal), preparation and submittal of boring logs. Preferably, logging of borings is performed by a geologist with appropriate experience.</p> <p>Equipment – All field equipment such as but not limited to: rig, compressor, jackhammer, PID/FID, water level indicator, and interface probe.</p> <p>Miscellaneous – Sampling kits, grout, temporary piezometer materials, and all other supplies.</p>	<p>Direct push operator mob/demob.</p> <p>RAC and subcontractor total mileage for vehicle/s or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two. Note: Out of state subs will be paid mileage from state line nearest site from their office.</p> <p>No more than two RAC vehicles and two direct push operator’s vehicles may be charged outside the unit price. One RAC vehicle allowed when continuous sampling not performed.</p> <p>Method 5035 samplers, waste drum disposal, actual transportation and disposal of materials and wastes, and analytical charges.</p> <p>Note: The Trust Fund will not pay for co-located borings; only the initial boring will be reimbursed.</p> <p>A boring converted to a monitor well without waiting for analytical results is paid at the rate of a sampled well installation.</p> <p>24 hour turn-around cost for sample shipments, if requested by a Team Leader.</p>

<b>Discharge Monitoring Report (Quarterly) - \$208.00 \$78.00 for Reporting "No Discharge"</b>		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The date of the report must be identified in the trust fund reimbursement application.</p> <p>Applications lacking this information will be returned.</p>	<p>Personnel – All associated personnel charges such as but not limited to: all CAD work, review and submittal of Discharge Monitoring Report, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, all faxes/ phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal).</p>	

<b>Discharge Sampling Event - \$235.00 (For single or multiple discharge points)</b>		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The dates that the discharge sampling events occur must be identified on the trust fund reimbursement application. Applications lacking this information will be returned.</p> <p>The LPDES sampling event must be performed in conjunction with routine operation and maintenance events or the groundwater sampling event. (Exception: Any time the discharge permit requires site visits at a frequency greater than the O &amp; M or groundwater sampling frequency specified in the CAP).</p> <p>If a LPDES exceedance occurs, reimbursement for additional LPDES discharge events will be paid when the application includes a copy of the analytical data documenting the exceedance.</p> <p>The pH readings should be performed in the field.</p>	<p>Personnel – All personnel charges such as but not limited to: travel time, scheduling of sampling event, field preparation activities, all field activities associated with sampling, review of analytical data &amp; preparation of excursion letter to LDEQ, review, and research/ response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal).</p> <p>Equipment – all field equipment prorated for the time used such as but not limited to: pH meter, interface probe, conductivity meter, dissolved oxygen meter, water level indicator.</p> <p>Transportation – transportation of sample to laboratory.</p> <p>Miscellaneous – sampling kit</p>	<p>When an exceedance has occurred the Trust Fund will reimburse mileage for a single vehicle or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two.</p> <p>Analysis, transportation and disposal of samples by lab.</p>

Discharge Excursions:  
The Team Leader should to be notified for every excursion within 48 hours of obtaining the lab results confirming the exceedance in order to receive reimbursement for the four subsequent weeks of required sampling. In addition, the Trust Fund Section has been notified by the Permits Division that when an excursion occurs and the 4th weekly sampling event takes place in the next month, the 4th sampling event can also serve as the monthly sampling event provided all parameters required by the permit are analyzed. (Ex: Excursion of lead occurs January 13, 2015. RAC conducts 4 weekly sampling events on January 27, 2015, February 3, 2015, February 10, 2015, and February 17, 2015. The RAC should sample for all parameters required by the permit in the sampling event conducted on February 17, 2015. This sampling event will also serve as the monthly sampling event).

**Drilling for Borings/Monitor and Recovery Wells**

(includes Geotechnical borings)

2” or smaller Diameter Boring and Plugging/Abandonment - \$63.00/foot

4” Diameter Boring and Plugging/Abandonment - \$69.00/foot

2” or smaller Diameter Monitor Well - \$90.00/foot

\*\* 2” or smaller Ozone Injection well - \$66.00/foot

4” Diameter Monitor/Recovery Well- \$110.00/foot

4” Diameter Horizontal Recovery/Extraction Well - \$130.00/foot

Minimum Well Installation Rate - \$3,495.00

Note – if a work plan calls for boring and well installation, only the \$3,495.00 charge will be paid if the footage total does not exceed this amount.

\*\*\* Non-sampled boreholes for chemical injection - \$4,160.00/day

If Soil Samples are Not Required During the Installation of a Well or Borehole – Deduct \$15.00/foot (boring log still required for geotech)

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>Drilling logs / LDNR registrations and manifests are required.</p> <p>Well construction diagram is required for vapor wells if not registered.</p>	<p>Personnel – All associated RAC and subcontractor personnel costs such as but not limited to: scheduling, field equipment preparation, all field activities, concrete coring, oversight/review of event, all clerical work, scheduling and preparation of waste manifests, preparation of boring logs/well diagrams, labor and materials to set/sample/pull/grout temporary wells or piezometers and P&amp;A borehole, well development, submittal of LDNR well registrations, review of related reports, monitoring well ID tags, surface completion, waste profiling, sample shipment, arranging for transportation and disposal of all materials and wastes, all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal). Preferably, preparation of boring logs is performed by geologist with appropriate experience.</p> <p>Equipment – All field equipment such as but not limited to: PID/FID, drill rig, compressor, water level indicator, concrete cutter/corer, interface probe, bobcat, waste handling, and jackhammer.</p> <p>Miscellaneous – Sampling kits, grout, temporary piezometers and all other supplies.</p> <p>*** Includes all RAC and subcontractor personnel for oversight, scheduling, coordination, field prep, and performance of chemical injection activities, and any associated equipment.</p>	<p>Driller Mob. / Demob.</p> <p>RAC and subcontractor total mileage for vehicle/s or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two.</p> <p>Note: Out of state subs will be paid mileage from state line nearest site from their office.</p> <p>Note: Two RAC vehicles (if continuous Method 5035 soil sampling performed) and two driller’s vehicles may be charged outside the unit price.</p> <p>Note: One RAC vehicle allowed, when continuous sampling not performed.</p> <p>Method 5035 samplers, waste disposal drum, RAC personnel/ mileage to meet disposal subcontractor onsite, actual transportation and disposal of materials and wastes, road-boxes for recovery wells, manholes for monitoring wells, and analytical charges.</p> <p>24 hour turn-around cost for sample shipments, if requested by a Team Leader</p> <p>** Well completion materials associated with Ozone injection wells.</p> <p>*** Injection chemicals</p>

## Excavation / Transportation / Disposal of Soil, Backfill & Resurface Activities

For current Excavation Rates see MS Excel spreadsheet located at  
<http://www.deq.louisiana.gov/trustfund>

For non-impacted soil that is excavated and returned to the excavation, the rate is the excavation unit rate less \$45/ton.

For impacted soil that is excavated, treated onsite, and returned to the excavation, the rate is the excavation unit rate less \$30/ton.

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>Associated manifests, weight tickets, and dimensions of excavated area.</p> <p>If costs are anticipated to exceed unit prices due to extenuating circumstances, pre-approval must be obtained from the ROG or the Trust Fund Advisory Board. These costs include but are not limited to demolition/replacement/repair, select backfill, shoring, sloping, water accumulation removal, excess thickness of cover.</p>	<p>All associated RAC and Subcontractor Personnel costs such as but not limited to:</p> <ul style="list-style-type: none"> <li>• Project Planning, permitting, environmental oversight, meetings, waste manifesting, &amp; landfill profiling activities.</li> <li>• Soil &amp;/or Surface Cover (up to 6") Demolition, Removal, Transportation &amp; Disposal activities within 150 mile round trip from site.</li> <li>• Concrete/Asphalt Saw Cutting activities.</li> <li>• Soil Excavation &amp; Loading activities.</li> <li>• Non-Select Backfill Material, Placement, &amp; Compaction activities.</li> <li>• Replacement of Surface Cover (up to 6"): includes cost of material (concrete/asphalt/rock/sod), transportation of such material, and all necessary labor &amp; material to complete resurfacing activities.</li> </ul> <p>All necessary Equipment (including excavators, trackhoes, backhoes, bobcats, tractors, bulldozers, street sweepers/brooms, concrete saws, gooseneck trailers, lowboys, roll-off boxes, jackhammers, &amp; miscellaneous tools) to excavate, stockpile, load, cover, transport, dispose, backfill, compact, and cleanup site.</p> <p>Includes Mob/Demob of equipment listed above.</p>	<p>RAC and subcontractor total mileage for allowable vehicle/s or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two.</p> <p>Soil or Groundwater Analyses &amp; Method 5035 Samplers</p> <p>Mileage for transportation of Soil and/or Surface Cover for disposal greater than 150 mile round trip from site (additional mileage for transportation to include \$2.00/mile for each mile over 150 miles round trip).</p> <p>Any costs associated with demolition / replacement / repair of canopy or store building, electrical, underground utilities, cathodic protection wiring / anodes, and UST product piping /equipment.</p> <p>Cost associated with select backfill, shoring, sloping, transportation &amp; disposal of excessive Groundwater or accumulation of water in excavation area. These costs must have pre-approval, obtained from the ROG or LDEQ Executive Authority per the recommendation of the Trust Fund Advisory Board.</p> <p>Materials for soil cover, excavation liner, or poly-vinyl sheeting.</p> <p>Vacuum Truck or groundwater removal/disposal activities.</p> <p>Concrete material in excess of six inches (6") in thickness and rebar. These costs must have pre-approval, obtained from the ROG or LDEQ Executive Authority per the recommendation of the Trust Fund Advisory Board.</p>

**Gauging of Wells (When a Well is Not Hand-bailed or Sampled)**

Each Well - \$16.00

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The identification number of each well gauged per event must be included in the application for reimbursement. Applications lacking this information will be returned.</p>	<p>Personnel – All associated personnel costs such as but not limited to: scheduling of gauging of wells, field preparation activities, all field activities associated with gauging, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal), preparation and review of related reports/waste disposal manifests.</p> <p>Equipment – all field equipment prorated for the time used such as but not limited to oil/water interface probe.</p>	<p>Total mileage for a single RAC vehicle or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two.</p>

**Groundwater Monitoring Reports (Quarterly)**

<p align="center"><b>Sites Without Treatment Systems</b></p> <p align="center">Initial - \$1,750.00</p> <p align="center">Subsequent – \$1,455.00</p>	<p align="center"><b>Sites With Treatment System</b></p> <p align="center">Initial *- \$2,915.00</p> <p align="center">Subsequent - \$2,620.00</p> <p align="center">*When additional wells installed in conjunction with treatment system installation.</p>	
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The reporting period must be identified in the trust fund reimbursement application. Applications lacking this information will be returned.</p> <p>For sites on the schedule of four quarterly monitoring reports per year, in the last report for the year the last potentiometric maps for the last 4 groundwater sampling events must be included in the report. The fourth quarter report may be charged at the applicable Semi-Annual rate.</p> <p>The date/time of the system shutdown for each sampling event must be provided in the report.</p> <p>A “site with a treatment system” is one where the system is being used for active remediation (not Post-Remediation) for any part of the reporting period.</p> <p>Should include all information as defined in the RECAP site investigation requirements along with an electronic version of all collected data in the department’s Electronic Data Deliverable (EDD) format. The EDD document format is located at <a href="http://www.deq.louisiana.gov/leadms">http://www.deq.louisiana.gov/leadms</a></p>	<p>Personnel – All associated personnel charges such as but not limited to: gathering of all data needed to prepare report, review of all analytical data associated with sampling events, review of reports related to the operation of the treatment unit, origination of actual report, all CAD work, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal), and oversight/review work by supervisors.</p>	

<b>Groundwater Monitoring Reports (Semi-Annually or Annually)</b>		
<b>Sites Without Treatment Units</b> Initial - \$2,040.00 Subsequent - \$1,750.00	<b>Sites With Treatment Unit</b> Initial - \$3,205.00* Subsequent - \$2,915.00  *When additional wells installed in conjunction with treatment system installation.	
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
<p>The reporting period must be identified in the trust fund reimbursement application. Applications lacking this information will be returned.</p> <p>The date/time of the system shutdown for each sampling event must be provided in the report.</p> <p>A “site with a treatment system” is one where the system is being used for active remediation (not Post-Remediation) for any part of the reporting period</p> <p>Should include all information as defined in the RECAP site investigation requirements along with an electronic version of all collected data in the department’s Electronic Data Deliverable (EDD) format. The EDD document format is located at <a href="http://www.deq.louisiana.gov/leadms">http://www.deq.louisiana.gov/leadms</a>.</p>	<p>Personnel – All associated personnel charges such as but not limited to: gathering of all data needed to prepare report, review of all analytical data associated with sampling events, review of reports related to the operation of the treatment unit, origination of actual report, all CAD work, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal), and oversight/review work by supervisors.</p>	

**Groundwater Sampling Events**

First Well - \$585.00

Each Additional Well - \$182.00

Purge water disposal \$4.20 per gallon (All-Inclusive including but not limited to all mileage, personnel, equipment, drums, manifesting, markup and disposal for onsite/offsite drum pump-outs, a maximum of 15 gallons of decontamination water, and “milk runs.”)

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The identification number of each sampled well per event and an appropriate chain of custody must be included in the application for reimbursement. Applications lacking this information will be returned.</p> <p>Sites With Treatment Units and Sites Utilizing Passive Remediation As the Method of Corrective Action - When a well has exhibited constituents of concern below the department’s approved remediation standard for a period of four consecutive quarters, the Trust Fund will only reimburse for annual groundwater sampling of the well unless the LDEQ team leader has directed otherwise in writing.</p> <p>The RAC should coordinate the sample events with the owner to insure ability to access all wells to be sampled.</p> <p>When the number of wells at a site or well recharge warrant that the sampling event occur over multiple days, the trust fund will pay \$182.00/per well, plus travel for subsequent days of sampling.</p> <p>In order to obtain representative groundwater samples, the remediation unit at a site must be shut down for at least 48-hours prior to performing a groundwater sampling event. For sites that do not have telemetry systems, the shutdown of the system should be performed in conjunction with an O &amp; M event.</p> <p>Purge water volumes must be reported in actual gallons recovered or charges will be denied</p>	<p>Personnel – All personnel charges related to a sampling event such as but not limited to scheduling of sampling event, field preparation activities, all field activities associated with sampling, scheduling of disposal of wastewater, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal), preparation and review of related reports/waste water disposal manifests.</p> <p>Equipment – all field equipment associated with routine groundwater sampling prorated for the time used (Ex: oil/water interface probe, pH meter, conductivity meter, pump, generator, temperature probe, dissolved oxygen meter, water level indicator, etc.)</p> <p>Transportation – transportation / shipping of sample to laboratory (whichever is less).</p> <p>Miscellaneous – sampling kit and bailer</p> <p>Purge Water – should be run through the site’s active system if one is present.</p> <p>pH parameter analysis</p>	<p>Total mileage for a single RAC vehicle or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two.</p> <p>Analysis of samples by lab.</p> <p>Purge water – If an active system is not at the site, the purge water should be billed per \$4.20 per gallon rate.</p>



<p align="center"><b>Hand-bailing of Wells</b>            (For the Purpose of Free Product Recovery)</p> <p align="center">First Well - \$177.00            Each Additional Well - \$58.00</p>		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The identification number of each well-being hand-bailed per event must be included in the application for reimbursement. Applications lacking this information will be returned.</p> <p>When possible, hand-bailing should be performed in conjunction with groundwater sampling.</p> <p>When hand-bailing is performed on the same date as sampling of other wells, the \$57/well rate applies to all wells hand-bailed.</p>	<p>Personnel – All associated personnel costs such as but not limited to: scheduling of hand-bailing event, field preparation activities, all field activities associated with hand-bailing, scheduling of disposal of wastewater, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal), preparation and review of related reports/waste disposal manifests.</p> <p>Equipment – all field equipment prorated for the time used such as but not limited to oil/water interface probe.</p> <p>Miscellaneous – bailing kit</p>	<p>Transportation and disposal of purged water from wells</p> <p>Total mileage for a single RAC vehicle or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two.</p>

<p align="center"><b>Mob and Demob</b>            (Direct Push, Drilling and Plugging and Abandonment)</p> <p align="center">\$286.00 (One Time Per Field Event Regardless of How Many Rigs are Required)</p>		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The dates the direct push, drilling or p/a took place must be identified in the reimbursement application.</p>	<p>Personnel – All personnel charges related to the loading and unloading of drilling or direct push equipment.</p>	<p>Drill rig/Direct Push vehicle mileage.</p>

**Offsite Access for Field Activities**  
(DPT, Well Installation, Excavation, P & A)

\$410.00 (One-time charge per offsite property)

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The name and address of the offsite property owner.</p> <p>Written permission containing an original signature of the property owner must accompany the reimbursement application.</p>	<p>Personnel – All personnel charges and correspondence, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal).</p>	<p>Mileage for single vehicle.</p>

**Oil Change Out for  
Oil Seal Pump Treatment Systems**

Cost for Oil Change Out for Treatment Units 40 hp or less: \$2,800  
Add-on for Treatment units larger than 40 hp: \$500

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>Activity documented on the O&amp;M activity log forms.</p>	<p>Personnel – All associated personnel costs such as: planning of activity, project oversight, preparation and proposal of activity with LDEQ, all associated oil and filters included in an oil change out kit, all labor for oil change out;</p> <p>All associated oil and parts included in a standard oil seal liquid ring pump oil change out kit: Air/Oil separator, inlet filter, dilution filter, mechanical seal for transfer pump (2), gasket for transfer pump (2), descaler solution, gasket for stripperator lid (25'), transfer hose, freight and handling.</p>	<p>Mileage for single vehicle.</p>

## Operation and Maintenance (O & M) Events

All other technologies' O&Ms to be negotiated, reviewed and approved by the ROG based on proposed T&M rates.

<u>Treatment Units:</u>	<b>Active Remediation</b>	<b>Post-Remediation</b>
<p><u>Treatment Unit – 1</u> <i>Includes DPVE, groundwater pump &amp; treat, Ozone Sparge combined with SVE, Air Sparge combined with SVE, and other groundwater extraction technologies</i></p> <p><u>Treatment Unit – 2</u> <i>Includes SVE only and other soil vapor extraction only technologies</i></p> <p><u>Treatment Unit – 3</u> <i>Includes Ozone and Air Sparging technologies only</i></p>	<p>Weekly Treatment Unit – 1: \$375 Weekly Treatment Unit – 2: \$230 Weekly Treatment Unit – 3: \$250</p> <p>Biweekly Treatment Unit – 1: \$750 Biweekly Treatment Unit – 2: \$460 Biweekly Treatment Unit – 3: \$500</p> <p>Additional or Secondary Operating Treatment Units at Site – Add \$200/unit</p>	<p>Monthly Treatment Unit – 1: \$375 Monthly Treatment Unit – 2: \$230 Monthly Treatment Unit – 3: \$250</p> <p>Quarterly Treatment Unit – 1: \$625 Quarterly Treatment Unit – 2: \$385 Quarterly Treatment Unit – 3: \$415</p> <p>Additional or Secondary Treatment Units at Site – Add \$200/unit</p>
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>1) The date that the O &amp; M events occurred must be identified in the trust fund application. Applicable O &amp; M log form must be completed for each event. Applications lacking this information will be returned.</p> <p>2) Charges for treatment unit O &amp; M events shall not exceed the frequency specified in the approved corrective action plan. The frequency of O&amp;M visits and the requirements for data collection and system maintenance should be clearly indicated in the approved CAP. If this information is not provided in the CAP, an addendum will be necessary to justify the O&amp;M schedule.</p> <p>3) System operation will consist of gathering of appropriate system data to adequately evaluate the hydrocarbon recovery rates and optimize system operation.</p> <p>4) System maintenance will be conducted per the manufacturer's recommendations unless otherwise authorized in the approved CAP.</p> <p>5) During post-CAP monitoring of a site, charges for treatment unit operation and maintenance (O &amp; M) events shall be no more than the frequency specified in the approved corrective action plan; however, the Trust Fund will pay for no more than:</p> <ul style="list-style-type: none"> <li>• One routine O &amp; M event every <u>month</u> for Treatment Unit 1 systems and one routine O &amp; M event every <u>quarter</u> for all other systems.</li> <li>• On post remediation O&amp;M, certification of system condition required for each O&amp;M</li> </ul>	<p>Personnel – All associated personnel charges such but not limited to: as the scheduling of O &amp; M event, field preparation activities, ordering/purchasing supplies and minor repair items, all field activities associated with O &amp; M, scheduling of disposal of wastewater and preparation of waste manifests, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal), review of related reports, and system shutdown prior to a groundwater sampling event for sites which do not have telemetry systems.</p> <p>Equipment – all field equipment prorated for the time used such as but not limited to: interface probe, temperature probe, explosimeter, safety equipment, hydrocarbon analyzer, high pressure water sprayer, pH meter, manometer, anemometer, vacuum pump, steam cleaner, wet/dry vacuum.</p> <p>Miscellaneous – muriatic acid, phosphate solution, oil filters, incidental pipe replacements, oil or biogrowth control supplies.</p> <p>Typically weekly O&amp;M's occur during the system startup period. Weekly O&amp;M's beyond that period require Team Leader approval along with Trust Fund Manager concurrence. These weekly O&amp;M rates could be subject to review and modification based upon site specific criteria, if necessary.</p>	<p>Periodic vacuum truck for system clean-out, utilities charges, and transportation and disposal of wastewater from treatment system.</p> <p>Actual cost oil/water separator elements (coalescing media) are excluded from the unit price; however, labor is included as it should be performed during routine O &amp; M visits.</p> <p>Time and material costs for pump or motor repair/replacement and carbon drum replacement/disposal are not included in the unit price.</p> <p>Time and material costs for dismantling and cleaning an air stripper with a flow rate equal or more than 30 gpm are not included in the unit price.</p> <p>Total mileage for a RAC single vehicle or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two.</p> <p>Water treatment chemicals.</p> <p>If the unit is running and requires maintenance where the parts cost is \$300 or less excluding tax and shipping costs, Trust Fund will not reimburse for parts or labor as these are considered covered by the unit cost for the O &amp; M.</p> <p>If the unit is inoperable due to extensive maintenance needs, time and materials charges may be allowed with documented approval from the Team Leader.</p>

**Permit Application Development and Submittal.**

Air Exemption - \$1,405.00

Air Permit (Small Source) - \$4,680.00

Water - \$1,750.00

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>A copy of the permit/permit exemption must accompany the reimbursement application.</p> <p>The owner or operator of a source which is not required to obtain an air permit per LAC 33:III.501.B.2.d shall provide a letter along with an LDEQ Application for Approval of Miscellaneous Permitting Actions(Section 2, check "Letter of Response/Letter of No Objection and Section 6 must be completed) to the Air Permits Division stating the calculations demonstrate that the potential criteria pollutant emissions are less than 5 tons per year individually and 15 tons per year in the aggregate and that potential toxic air pollutant emissions are less than the applicable minimum emission rate (MER) set forth in Tables 51.1 and 51.3 of LAC 33:III.5112. For purposes of this exemption, potential emissions shall mean the emissions the source is capable of emitting considering all control measures in place, utilized, and properly maintained. Emission calculations should be based on generally accepted engineering principles, test methods, and/or emission factors and provided in sufficient detail to allow for the verification of their appropriateness and accuracy.</p> <p>Applications lacking this information will be returned.</p>	<p>Personnel – All associated personnel costs such as but not limited to: preparation and submittal of permit application, project oversight and review, all clerical work, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal).</p>	<p>LDEQ Permit application and <u>annual fees</u> associated with Air exemption, Air small source permit, and Water permits plus a 10% markup.</p>

**Plugging and Abandonment of Monitoring and Recovery Wells by Over-drilling/Grouting**

\*\*2" or smaller Diameter Monitor Well - \$64.50/foot

4" Diameter Monitor/Recovery Well - \$87.50/foot

4" Diameter Horizontal Recovery/Extraction Well - \$94.00/foot

8" Diameter Monitor/Recovery Well - \$117.00/foot

Minimum for field activity that includes well P&A - \$1,750.00

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>Drilling logs and manifests are required.</p> <p>Trust Fund will only pay the applicable rate for the actual work performed.</p> <p>** - Does not include soil gas only wells.</p>	<p>Personnel – All associated RAC and subcontractor personnel costs such as but not limited to: scheduling of event, field equipment preparation activities, all field activities, oversight/review, waste profiling, arranging for transportation and disposal of wastes and materials, all clerical work, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal), preparation and submittal of LDNR P&amp;A forms.</p> <p>Equipment – All field equipment such as but not limited to: drill rig, compressor, jackhammer," bobcat", waste handling equipment, and tremie pipe.</p> <p>Miscellaneous – All other supplies.</p>	<p>Subcontractor mob/demob, drums, transportation and disposal of wastes and materials.</p> <p>RAC and subcontractor total mileage for allowable vehicle/s or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two.</p>

**Plugging and Abandonment of Monitoring and Recovery Wells by Pulling the Casing/Screen and Grouting the boreholes**

**\*\*2" or smaller Diameter Monitor Well - \$52.50/foot**  
**4" Diameter Monitor/Recovery Well - \$54.50/foot**  
**4" Diameter Horizontal Recovery/Extraction Well - \$70.00/foot**  
**Minimum for field activity that includes well P&A - \$1,750.00**

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
LDNR P&A Forms  Trust Fund will only pay the applicable rate for the actual work performed.  ** - Does not include soil gas only wells.	Personnel – All associated RAC and subcontractor personnel costs such as but not limited to: scheduling of event, field equipment preparation activities, all field activities, oversight/review, waste profiling, arranging for transportation and disposal of wastes and materials, all clerical work, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal), preparation and submittal of LDNR P&A forms.  Equipment – All field such as: drill rig, compressor, jackhammer, “bobcat”, waste handling equipment, and tremie pipe.  Miscellaneous – Grout and all other supplies.	Mob /Demob., transportation and disposal of wastes and materials.  RAC and subcontractor total mileage for vehicle/s or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two.

**Plugging and Abandonment of Monitoring and Recovery Wells by Grouting Only**

**\*\*2" or smaller Diameter Monitor Well - \$29.00/foot**  
**4" Diameter Monitor/Recovery Well - \$35.00/foot**  
**4" Diameter Horizontal Recovery/Extraction Well - \$35.00/foot**  
  
**No Minimum for grouting only**

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
LDNR P&A Forms  Trust Fund will only pay the applicable rate for the actual work performed.  ** - Does not include soil gas only wells.	Personnel – All associated RAC and subcontractor personnel costs such as but not limited to: scheduling of event, field equipment preparation activities, all field activities, oversight/review, waste profiling, arranging for transportation and disposal of wastes and materials, all clerical work, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal), preparation and submittal of LDNR P&A forms.  Equipment – All field such as: drill rig, compressor, jackhammer, “bobcat”, waste handling equipment and tremie pipe.  Miscellaneous – Grout and all other supplies.	Mob. /Demob., transportation and disposal of wastes and materials.  RAC and subcontractor total mileage for allowable vehicle/s or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two.

**Plugging and Abandonment / Closure Report for Monitoring Wells/Recovery Wells**

\$750 per report

Plugging and Abandonment Work Plan For Monitoring Wells/Recovery Wells (if requested by the Team Leader) – \$104.00

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The date of the report must be identified in the trust fund reimbursement application.</p> <p>Applications lacking this information will be returned.</p> <p>.</p>	<p>Personnel – All associated RAC and subcontractor personnel costs such as but not limited to: preparation and submittal of plan proposal, all CAD work, coordination with subcontractors, project oversight and review, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, and all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal), completion and distribution of LDNR water well P&amp;A forms, and origination and submittal of actual report.</p>	

**Remediation Oversight Group (ROG) Review–  
For RAC attendance  
RAC Preparation AND Attendance at Meeting - \$702.00**

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The date of the Remediation Oversight Group meeting must be identified in the trust fund reimbursement application.</p> <p>RAC personnel attendance is required. Attendance via teleconference is sufficient to meet the requirements for reimbursement of this unit rate.</p>	<p><u>Personnel</u> – All associated personnel costs such as but not limited to: review of system as designed, project review, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical work, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal), attendance of the ROG meeting.</p>	<p>Mileage for single vehicle.</p>

**Risk Evaluation/Corrective Action Program Evaluation Report**  
Appendix I Only \$7,000.00

For Appendix I & Gas & Diesel or Gas & Oil add \$520.00

For Appendix I & >20 borings add \$520.00

For Sites with Enclosed Structure Concerns add \$520.00 for each enclosed structure.

MO-1 Only Evaluation - \$3,500.00

Input Parameters Form - \$585.00

\*\*Team Leader requested addendum to a previously approved report - \$520.00

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The date of the report must be identified in the trust fund reimbursement application. Applications lacking this information will be returned.</p> <p>The Trust Fund is requiring that before any RECAP document is submitted to the Department, that the RAC first provide a RECAP work plan that includes the input parameters for the RECAP and the deadline for submittal of the RECAP.</p> <p>The initial Input Parameter Form and RECAP will be reimbursed at the rates listed above.</p> <p>** If subsequent data dictates, the Team Leader may request a RECAP addendum which will be reimbursed at \$500.</p>	<p>Personnel – All personnel charges such as but not limited to: review of data, performance of calculations, preparation of report and review of report. Research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, CAD preparation of site maps, determination of groundwater classification, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal).</p> <p>All requested RECAP or input parameter form revisions/corrections by the Team Leader or ROG.</p>	

### Site Investigation/Soil Confirmation Report

(Also includes LDNR Water Well Database Survey Charges and Walking Receptor Survey)

17% (maximum \$10,000) of the cost of eligible site assessment field work,  
in accordance with an approved work plan and should be invoiced when the report is submitted to the  
Department.

The \$10,000 maximum reimbursable amount applies to a single report or the total for multiple reports per site  
within a 24-month period

The above listed rates would apply whether an individual report or combined with the RECAP document.

(Example: The assessment work performed at a site during a single quarter totals \$50,000.00. The RAC will  
invoice the RP \$8,500.00 for the Site Assessment Report the quarter that the report is submitted to the DEQ.)

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>If the charges for assessment work are not in accordance with Cost Control Guidance Document or if the charges for assessment work are not approved by the Team Leader for the site, then the Trust Fund will adjust the payment for the site assessment report.</p> <p>Inclusive of any interim reports as well as the full site investigation Appendix B report.</p> <p>The date of submittal of the report to the Department.</p> <p>Should include all information as defined in the RECAP site investigation requirements along with an electronic version of all collected data in the department's Electronic Data Deliverable (EDD) format. The EDD document format is located at <a href="http://www.deq.louisiana.gov/leadms">http://www.deq.louisiana.gov/leadms</a>.</p>	<p>Personnel – All associated personnel costs such as but not limited to: CAD preparation of site maps, data collection and validation, narrative preparation, LDNR well survey, walking receptor survey, site history research, aquifer test reporting, project oversight and review, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, and all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal).</p> <p>Miscellaneous – LDNR list of wells</p>	<p>Personnel time to download data from a data logger. Not to exceed one hour.</p>



**Site Investigation or Soil Confirmation Work Plan**

4% of the cost of the approved site assessment field work only (min \$520.00 and max \$1,000.00)

(Example: Cost of site assessment work approved in work plan totals \$50,000.00. The RAC will invoice the RP \$1,000.00 for preparing the work plan)

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The date of the work plan(s) must be provided in the reimbursement application.</p> <p>Applications lacking this information will be returned.</p> <p>If the team leader has requested that a RAC submit a limited site investigation work plan, and the RAC prepares a full Appendix B site investigation work plan, then the RAC is only eligible for the cost of the approved requested limited site assessment work plan. Additional or less field work actually performed will not affect the work plan payment.</p>	<p>Personnel – All associated personnel costs such as but not limited to: site history review, CAD preparation of site maps, preparation and submittal of plan proposal, project oversight and review, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, and all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal).</p>	<p>RAC total mileage for allowable vehicle/s or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two.</p>

**Stripperator Cleaning - \$900.00**

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The date that the cleaning events occurred must be identified in the trust fund application and on the O&amp;M activity log sheet. Applications lacking this information will be returned.</p> <p>Charges for treatment unit cleaning events shall not exceed the frequency specified in the approved corrective action plan. The frequency of cleaning visits should be clearly indicated in the approved CAP. If this information is not provided in the CAP, an addendum will be necessary to justify the cleaning schedule.</p>	<p>Personnel – All associated personnel charges such as but not limited to: as the scheduling of cleaning event, field preparation activities, ordering/purchasing supplies and minor repair items, all field activities associated with the cleaning event.</p> <p>Equipment – all field equipment prorated for the time used such as but not limited to: high pressure water sprayer, steam cleaner, wet/dry vacuum.</p>	<p>Total mileage for a RAC single vehicle or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of two.</p>

**Treatment System Design/Engineering/Planning and Treatment System Installation  
Design/Engineering/Planning**

\$4,680.00

This unit price pertains to DPVE, SVE, Air Sparge, Pump & Treat and Ozone Sparge Systems

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>Upon submittal and approval of the CAP relating to this technology.</p> <p>This charge should be included in the application in which the charges for treatment system installation are submitted.</p>	<p>All inclusive. All personnel to plan with LDEQ and the RP; design, plan and engineer the system/system installation. All site visits and meetings with property owners, utility companies, etc., including site visits to confirm the location of the system and the system piping layout.</p> <p>Includes all RAC charges associated with System Design subsequent to the approval of the CAP and prior to the installation activities.</p> <p>No Time &amp; Material charges are allowed between approval of CAP and commencement of field work to install system. This milestone is defined as the date the system and system installation bids are approved by the Trust Fund Manager or Senior Scientist.</p> <p>Coordination of and costs associated with building permits for construction, zoning, or other reasons, if required.</p> <p>The planning and design of any system modifications, to increase efficiency or to address system failures, within the first year of operation.</p>	<p>None.</p>

**Trust Fund Reimbursement Application Preparation**

Application Addressing Field Work: \$333

Application Addressing Reports Only: \$125

No markups allowed for application preparation costs.

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>Owner will be invoiced the application preparation fee.</p>	<p>Personnel – All associated personnel charges such as but not limited to: responding to trust fund inquiries and invoices to the owners. Also, includes all oversight and review of invoice/application, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, all faxes/phone calls/meetings/ letters/ e-mails and any related communications (written, electronic or verbal).</p>	

**Mobile Dual Phase Vacuum Extraction (MDPVE) Event Reporting –  
Free Product Recovery Only (no calculations)**

MDPVE Event(s) Report - \$572.00 for first completed planned event, add \$104.00 per each additional completed planned event.

MDPVE Event Project Planning, coordinating and field prep: \$86.00

Vacuum trucks with operators shall be considered a rental provided the total charges (truck, operator, fuel) excluding disposal, do not exceed \$208/hour.

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The date of the report must be provided in the reimbursement application.</p> <p>This report includes documentation of wells/points in which fluids were recovered; gauging data of fluid/product levels prior and post event; documentation of time recovery event was conducted at each extraction point; and a summarization of volume of product and total fluids recovered during the specified event.</p>	<p>Personnel – All associated personnel charges such as but not limited to: CAD preparation of site maps, origination and submittal of the report, Review and oversight of project, all necessary calculations, all clerical tasks, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC and all Faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal).</p> <p>VAC Event Project Planning, coordinating and field prep includes; Review/discussions of work plan, notifications to LDEQ, Scheduling with RP, Scheduling with Vac Truck contractor ; and/or gathering of stingers, hoses, well heads, etc.</p>	

**Mobile Dual Phase Vacuum Extraction Event Reporting –  
Calculations included**

MDPVE Event(s) Report - \$1,500.00 for first completed planned event, add \$500.00 per each additional completed planned event.

MDPVE Event Project Planning, coordinating and field prep: \$250.00

Vacuum trucks with operators shall be considered a rental provided the total charges (truck, operator, fuel) excluding disposal, do not exceed \$208/hour.

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The date of the report must be provided in the reimbursement application.</p> <p>This report includes documentation of wells/points in which fluids were recovered; gauging data of fluid/product levels prior and post event in both extraction wells and observation wells; documentation of time recovery event was conducted at each extraction point; and a summarization of volume of product and total fluids recovered during the specified event.</p>	<p>Personnel – All associated personnel charges such as but not limited to: CAD preparation of site maps, origination and submittal of the report, Review and oversight of project, all necessary calculations, all clerical tasks, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC and all Faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal).</p> <p>Costs associated with this event include the calculation of mass hydrocarbon removal in vapor form, calculations of equivalent gallons of fuel removed in vapor form, calculations of airflow rates from direct read instruments or calculations of airflow from vacuum measurements.</p> <p>VAC Event Project Planning, coordinating and field prep includes; Review/discussions of work plan, notifications to LDEQ, Scheduling with RP, Scheduling with Vac Truck contractor; and/or gathering of stingers, hoses, well heads, etc.</p>	

**Mobile Dual Phase Vacuum Extraction Pilot Test Reporting**

Pilot Test Report - \$2,912.00

MDPVE Pilot Test Event Project Planning, coordinating and field prep: \$350.00

Vacuum trucks with operators shall be considered a rental provided the total charges (truck, operator, fuel) excluding disposal, do not exceed \$208/hour.

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The date of the report must be provided in the reimbursement application.</p> <p>This report includes documentation of wells/points in which fluids were recovered; gauging data of fluid/product levels prior and post event in both extraction wells and observation wells; documentation of time recovery event was conducted at each extraction point; and a summarization of volume of product and total fluids recovered during the specified event.</p>	<p>Personnel – All associated personnel charges such as but not limited to:                      CAD preparation of site maps, origination and submittal of the report, Review and oversight of project, all necessary calculations, all clerical tasks, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC and all Faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal).</p> <p>Costs associated with this event include the calculation of mass hydrocarbon removal in vapor form, calculations of equivalent gallons of fuel removed in vapor form, calculations of air flow rates from direct read instruments or calculations of air flow from vacuum measurements, and includes calculations of saturated and unsaturated Radii of Influence (if applicable from observation wells/points).</p> <p>VAC Event Project Planning, coordinating and field prep includes; Review/discussions of work plan, notifications to LDEQ, Scheduling with RP, Scheduling with Vac Truck contractor; and/or gathering of stingers, hoses, well heads, etc.</p>	

## **APPENDIX A**

## V. PERSONNEL DUTIES

**PRINCIPAL\*** Administrative and/or professional head of organization with authority and responsibility for: conceiving and executing plans and functions of the organization; providing professional expertise not available from other staff members; normally having financial interest in the company as partial owner, investor, or stockholder; and charging a very limited number of hours per site, as in an overview of the project documents as a principal.

**SENIOR TOXICOLOGIST\*** Serves as senior technical leader for ecological and toxicological activities. Conducts studies in toxicological exposure in accordance with the Risk Evaluation Corrective Action Program (RECAP).

**SENIOR ENGINEER/SENIOR GEOLOGIST\*** Serves as senior technical leader for environmental investigation or remediation projects; supervises or directs the work activities of lower level personnel; performs very limited field work; performs detailed review of reports; develops strategies; attends client and/or agency meetings; and is responsible for approving designs, reports, plans, and specifications before submittal to clients or a regulatory agency, and may conduct hydrological site characterizations; supervises hydraulic tests; and performs very limited field work.

**PROJECT MANAGER\*** Typically supervises all activities involved with site investigation and remedial actions at a site; supervises the development of environmental programs, plans and specifications for site remediation activities; responsible for managing projects of varying complexities; identifies options; supervises the development of approaches and prepares plans to remedy contamination problems using various techniques; serves as on-site technical expert on projects; analyzes and interprets data; and supervises the preparation of the site investigation reports.

**PROJECT COORDINATOR\*** Works closely with the project manager to coordinate all aspects of the project; responsible for gathering field data; is competent at data analysis; performs quality assurance on sampling and analysis; supervises hydraulic tests; and supervises and provides technical assistance to field and staff personnel.

**ENGINEER/GEOLOGIST** Works under supervision of a professional either to perform specific routine tasks related to environmental investigation and remediation system design or general geological and field tasks; gathers basic technical information; supervises environmental specialist and provides on-site technical support; installs monitoring wells; aids in geological mapping; records field observations and basic geological analysis. Primarily responsible for writing reports.

**TOXICOLOGIST** Works under supervision of senior toxicologist for ecological and toxicological activities and assists senior toxicologist in conducting studies in toxicological exposure in accordance with the Risk Evaluation Corrective Action Program (RECAP).

**ENVIRONMENTAL SPECIALIST** Typical duties include field work: performs operation and maintenance on treatment systems and maintains records logs; collects soil and water samples and maintains all necessary records; assists in report preparation; conducts hydraulic tests, works under supervision to evaluate, select and apply routine techniques, procedures, and criteria related to site investigation and remediation projects. Also includes in-house and subcontracted electricians, plumbers, welders, and mechanics.

**DRAFTSMAN** Responsible for generating specialized drawings and maps utilizing Computer Aided Design (CAD); working with senior management staff on large scale projects; providing limited technical support for project work.

**FOREMAN** Responsible for general on-site supervision of tasks related to installation, maintenance, and repair of machinery and equipment.

**OPERATOR** Operates heavy equipment at a site.

**CLERICAL** Responsible for general office work, typing, filing, bookkeeping, administrative assistance, and word processing for technical reports.

**LABORER** Performs routine labor tasks, including running errands.

*\*THERE CAN ONLY BE ONE PERSON WITHIN THIS DESIGNATED JOB TITLE PERFORMING AN ACTIVITY IN A CATEGORY AT ANY GIVEN TIME. IF TWO OR MORE PERSONNEL CHARGE THIS RATE WITHIN THE SAME DAY, TIME SHEETS MUST BE PROVIDED THAT DOCUMENT THE SEPARATE TIMES. (IE. EMERGENCY, INVESTIGATION, CORRECTIVE ACTION).*



## **APPENDIX B**

## VI. REASONABLE AND CUSTOMARY RATES

(Non-unit price activities only)

**TABLE 1**

<b>PERSONNEL</b>	
TITLE	HOURLY RATES
PRINCIPAL* (Only three hours allowed per each major event: CAP implementation, and closure)	\$130
SENIOR TOXICOLOGIST*	\$104
SENIOR ENGINEER/SENIOR GEOLOGIST/PROJECT MANAGER*	\$104
ENGINEER/GEOLOGIST/TOXICOLOGIST	\$75
PROJECT COORDINATOR*	\$75
DRAFTSMAN (Includes CAD equipment)	\$68
ENVIRONMENTAL SPECIALIST	\$68
FOREMAN	\$68
OPERATOR	\$47
CLERICAL	\$36.5
LABORER	\$36.5

\*THERE CAN ONLY BE ONE PERSON WITHIN A DESIGNATED JOB TITLE PERFORMING AN ACTIVITY IN A CATEGORY AT ANY GIVEN TIME (IE. EMERGENCY, INVESTIGATION, CORRECTIVE ACTION).

**TABLE 2**

**RENTAL RATES FOR CONTRACTOR OWNED EQUIPMENT  
(NON-UNIT PRICE ACTIVITIES ONLY)**

In-house rental rates for major equipment not addressed in this table must be approved by the Trust Fund Management Section. Weekly rate goes into effect when equipment is used at a site for more than three days in a week. A week is Monday – Sunday. All prices include maintenance expenses. Prices do not include fuel costs.

\*Denotes equipment items that each Response Action Contractor is expected to own. The Trust Fund will only reimburse the rental rate pro-rated for time. No markup will be reimbursed on these items even if the equipment must be rented from an outside source.

The Trust Fund will not reimburse for damage waivers in any form on any rental equipment item.

EQUIPMENT	SHORT-TERM RATE		
	HOURLY	DAILY	WEEKLY
AIR COMPRESSOR - 100 cfm to 249 cfm	\$6.50	\$52.00	\$156.00
AIR COMPRESSOR - 250 cfm to 375 cfm	\$9.75	\$78.00	\$234.00
BACKHOE (UP TO 36" BUCKET)	\$35.75	\$286.00	\$858.00
BACKHOE (Including and OVER 36" BUCKET)	\$45.94	\$367.50	\$1,102.50
BOBCAT/SKID STEER LOADER/FRONT-END LOADER w/ BREAKER	\$23.40	\$187.20	\$561.6
BULLDOZER	\$85.16	\$681.20	\$2,043.60
COMBUSTIBLE GAS INDICATOR	\$3.90	\$31.20	\$93.60
COMPACTOR	\$29.26	\$234.00	\$702.00
CONCRETE CORE DRILL	\$7.00	\$56.16	\$168.50
CRANE TRUCK	\$46.8	\$374.4	\$1,123.20
DATA LOGGER	\$19.50	\$156.00	\$468.00
DIGITAL MANOMETER	\$1.96	\$15.60	\$46.80
DISSOLVED OXYGEN METER	\$3.26	\$26.00	\$78.00
DUMP TRUCK (7-10 YARDS)	\$31.20	If not bid out - the Trust Fund will reimburse dumps trucks at an hourly rate, provided trucks are filled to their allowable capacity.	
DUMP TRUCK (11-20 YARDS)	\$41.60		
DUMP TRUCK (OVER 20 YARDS)	\$52.00		
ELECTRIC GENERATOR	\$6.50	\$52.00	\$156.00

**TABLE 2 (CONTINUED)**

<b>RENTAL RATES FOR CONTRACTOR OWNED EQUIPMENT</b> (Non-unit price activities only)			
EQUIPMENT	HOURLY	DAILY	WEEKLY
EXCAVATORS	\$78.00	\$624.00	\$1,872.00
EXPLOSIMETER *	\$3.90	\$31.20	\$93.60
GAS DETECTOR *	\$3.26	\$26.00	\$78.00
GOOSENECK TRAILER	\$13.00	\$104.00	\$312.00
HYDROCARBON ANALYZER (FID, PID, HNU, OVA, TVA, ETC. *	\$9.76	\$78.00	\$234.00
JACKHAMMER	\$3.90	\$31.20	\$93.60
LOWBOY TRAILER (INCLUDES TRUCK)	\$23.40	\$187.20	\$561.60
OIL/WATER INTERFACE PROBE *	\$4.56	\$36.40	\$109.20
pH CONDUCTIVITY METER *	\$3.26	\$26.00	\$78.00
PORTABLE GAS CHROMATOGRAPHY	\$19.50	\$156.00	\$468.00
PUMPS (when not used in conjunction with a system)	\$3.90	\$31.20	\$93.60
TEMPERATURE PROBE *	\$1.96	\$15.60	\$46.80
THERMAL ANEMOMETER *	\$1.96	\$15.60	\$46.80
TILLER (HAND)	\$3.26	\$26.00	\$78.00
TILLER (ROTARY w/ SLIP CLUTCH)	\$9.76	\$78.00	\$234.00
TRACKHOE (UP TO & INCLUDING 200 HP)	\$66.30	\$530.40	\$1,591.20
TRACKHOE (OVER 200 HP)	\$132.60	\$1,060.80	\$3,182.4
TRACTOR WITH TRAILER, FRONT END LOADER & BOX BLADE OR HITCH	\$33.16	\$265.20	\$795.60
TRANSDUCER	\$26.00	\$208.00	\$624.00
SOIL/WATER HOLDING CONTAINER (Skid or RAC tank)	\$8.46	\$67.60	\$291.20
VACUUM TRUCK(Bobtail) – 39 HP and below	\$88.40	\$707.20	\$2,121.6
VACUUM TRUCK – 40 HP to 150 HP	\$114.40	\$915.20	\$2,745.60
VACUUM TRUCK - over 150 HP	\$159.90	\$1,279.20	\$3,837.60
WATER LEVEL INDICATOR *	\$1.96	\$15.60	\$46.80

**TABLE 3**

<b>TRAVEL</b>		
<b>DESCRIPTION</b>	<b>RATE</b>	
Personal or company-owned vehicle mileage and employees' travel time  RAC mark-ups are not allowed for sub-contractor mileage.	\$2.00/mile	
Hotel rates per night excluding tax  <b>MUST BE ACCOMPANIED BY ITEMIZED BILL/INVOICES WITH GUEST NAME(S) PRINTED BY THE HOTEL.</b>  Third party receipts/invoices/booking summaries/etc. from travel brokers (Expedia, Hotels.com, etc.) are not considered sufficient documentation without documentation (itemized bill/invoice with printed guest name(s)) from the Hotel verifying the specific personnel checked in/out.  TF reimburses actual cost up to the maximum rate.	Statewide (MAX)	\$100.00
	Gretna/Kenner/Metairie/New Orleans (MAX)	\$150.00
<b>MEALS</b> Meals will only be paid to the person(s) whose name(s) appear on the hotel bill (cannot be handwritten) at the following rates per each night's hotel stay (i.e. one night motel stay qualifies for meal allowance)	In-State (excludes New Orleans) \$30.00/day	New Orleans \$35.00/day

**TABLE 4-A**

<b>ANALYSIS/SAMPLE EXTRUSION/DISPOSAL OF VIALS</b> (Invoices from laboratory must indicate the type of analysis performed and the methodology. If blank samples were analyzed, the type of blank sample must be identified on the invoice from the laboratory. Analysis must be performed by an LDEQ-accredited laboratory. The analysis rates as shown in this table include the cost for the laboratory to dispose of analyzed samples as well as the cost of any jars provided by the laboratory.)	
<b>ANALYTICAL TESTS WILL BE REIMBURSED AT INVOICED RATE NOT TO EXCEED THE MAXIMUM ALLOWABLE RATE</b> (10% markup allowed on analytical work)	<b>Maximum Allowable RATE</b>
SHIPMENT of SAMPLES to LABORATORIES (Non-unit pricing activities only) Prior approval required from team leader.	Invoice plus 10%
Laboratory Method 5035 ENCORE EXTRUSION per sampler (Mark-up allowed)	\$ 4.00
Disposal of Methanol/ Sodium Bisulfate Preserved Vials per unanalyzed vial	\$ 1.60
BTEX (8021 B), 602, 624 When BTEX 8021B is run in conjunction with TPH-G – 8015 for the same sample, the maximum amount to be paid for both tests is \$70.00. BTEX analysis using 8021(B) will only be reimbursed when MTBE analysis is not required.	\$55.00
MTBE alone and MTBE/BTEX (Method 8260 B) – When BTEX and MTBE are both required at a site, the Trust Fund will only reimburse BTEX/MTBE analysis utilizing Method 8260 at a rate of \$84.	\$84.00
TPH-G (Method 8015) When BTEX –8021B is run in conjunction with TPH-G 8015 for the same sample, the maximum amount to be paid for both tests is \$70.00	\$45.00
TPH-D (Method 8015)	\$65.00
TPH-O (Method 8015)	\$65.00
TOC (Method 415.1 or 415.2)	\$30.00
Lead (Method 6010B or 200.7) Includes cost of Acid Digestion.	\$27.00
RCRA Metals (Method 6010)	\$135.00
TCLP – (Method 1311) Includes cost for extraction only. Parameters will be in addition to this cost.	\$40.00
PAH (Method 8310)	\$135.00
PAH (Method 8270) – Prior approval required from team leader.	\$200.00
VPH Analysis	\$135.00
EPH Analysis	\$160.00
SPLP Analysis (Method 1312) Includes cost for extraction only. Parameters will be in addition to this cost.	\$40.00

Rush charges by the laboratory to analyze a sample may be paid when required by the Department and approval is granted by the Team Leader. Methods used to analyze samples which are deemed unacceptable to the Department will not be reimbursed. The Department will only reimburse QA/QC as required by the Risk Evaluation/Corrective Action Program (1 rinsate sample per 20 field samples, 1 field blank per day, 1 trip blank per ice chest of sample for VOA analysis, 1 field duplicate sample per 20 field samples per medium and 1 matrix spike/matrix spike duplicate from the site per 20 field samples.)

**TABLE 4-B**

<b>GEOTECHNICAL ANALYSIS AND SOIL CHARACTERIZATION</b> (Invoices from laboratory must indicate the type of analysis performed and the methodology. If blank samples were analyzed, the type of blank sample must be identified on the invoice from the laboratory. (Analysis must be performed by an LDEQ-accredited laboratory.)	
<b>ANALYTICAL TESTS WILL BE REIMBURSED AT INVOICED RATE NOT TO EXCEED THE MAXIMUM ALLOWABLE RATE (10% markup allowed on analytical work)</b>	<b>Maximum Allowable RATE</b>
Organic matter/Fractional Organic Carbon (ASTM D2974)	\$45.00
Unified Soil Classification System (ASTM D2487)	\$45.00
Atterberg Limits (LL, PL, PI) (ASTM D4318)	\$56.00
Particle Size Analysis – Sieve (ASTM 422)	\$56.00
Particle Size Analysis – Hydrometer (ASTM 422)	\$106.50
Hydraulic Conductivity (ASTM D2434) Constant Head	\$168.00
Hydraulic Conductivity/Triaxial Permeability (ASTM D5084) Falling Head	\$313.50
Soil pH (ASTM D4972)	\$28.00
Dry Density-Calculated/Unit Weight Determination	\$22.50
Moisture Content/Volumetric Content (ASTM D2216)	\$ 8.00
Specific Gravity (ASTM D854)	\$100.00
Total Porosity-Calculated	\$62.00

**TABLE 5**

<b>MISCELLANEOUS CHARGES</b>	
DESCRIPTION	RATE
Asphalt Cutting (base rate allowed \$250.00) Not applicable to the installation of new wells because it is included in that unit price.	\$0.68 per foot/inch
Blowers, pumps, and air compressor replacement	Invoice plus 10%
Concrete Replacement (associated with the CAP)	Invoice plus 10%
Concrete Cutting (base rate allowed \$250.00) Not applicable to the installation of new wells because it is included in that unit price. (Includes personnel and equipment, excludes saw blades and mileage)	\$1.09 per foot/inch
Disposal of Cuttings from Installation of Wells, Piezometers, or Boreholes when drums not used.	Invoice plus 10%
Drums (includes markup) (for drums not associated with Soil drum disposal or Groundwater sampling purge water disposal)	\$58.00 per drum
Disposal of soil drums (not associated with Excavations) Includes mileage, personnel, equipment, disposal and drums. Manifest/service orders and weight tickets are required for reimbursement.	\$208 / 1st drum \$156 for each additional drum
Primarily related to Direct Push, Drilling, or Well P&A activities.	\$520 minimum
Road Box (2' X 2' Lockable, waterproof, includes markup) for recovery wells	\$364.00/each
Manhole (includes markup)	\$83.20/each
Pea Gravel (for trenching only)	Invoice Plus 10%
Sand/Fill Dirt Replacement (if related to excavation, unit prices would apply)	Invoice plus 10%
Soil/Water Disposal Charges (Up to 250 tons / cubic yards contaminated soil & 1,500 gallons of contaminated water, excluding at least 6-hour vacuum events.) Additional amounts of soil and water must have documented approval from the Department DEQ	Unit Prices Apply
Surveying (regardless of crew size) – If the invoice cost exceeds \$1,500 for the initial surveying, justification and Team Leader approval must be provided for the additional cost. If the cost exceeds \$750 for subsequent surveying, justification and Team Leader approval must be provided for the additional costs. Does not include mileage.	\$93.60 per hour
Transportation Costs (Non-unit price activities only)	Invoice plus 10% if subcontracted and Bid Out
Preserved Vial Sampling Kits (includes markup) If additional vials are required to perform 8260 and TPH-G fractions (VPH), an additional \$5.00 can be charged. No more than \$20 per interval can be charged.	\$15.00 per kit
En Core™ Sampler/Equivalent Sampling Device (includes markup) – (3 maximum En Core Samplers per sample)	\$11.00 per sampler