

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



**April 1, 2012**

## 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 any type of written approval such as a Field Interview Form (FIF) from the Department’s Team Leader, email from the Department’s Team Leader, or formal written approval from the Department’s Team Leader.

Because there is a limited amount of 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, as well as specific information regarding allowable and non-allowable costs, and accepted rates (Appendix B).

Time is of the essence. Releases shall be assessed and moved to remediation as soon as possible to stop the spread of the contamination. Extension requests of required submittals shall not be granted unless for valid reasons such as *Force Majeure* events (eg. hurricanes, tornados, floods, fires, etc.) or for 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 work for Trust Fund reimbursement.

For specific legal requirements and applications, consult the latest and 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, Revised Statute 30) governing the Motor Fuels Underground Storage 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.

**Date of Release** – means 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).

**Eligible Participant** – means 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** – shall be defined as all grades of gasoline including, but not limited to, gasohol, No. 1 diesel, No. 2 diesel, kerosene, and all aviation fuels. Liquid petroleum (LP) gas shall not be included in this definition of motor fuel. Effective September 6, 1991, 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.

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

**Response Action Contractor (RAC)** – means 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 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 during the first seventy-two hours following

a release) performed at its own site. Underground motor fuel storage tank owners will not be reimbursed for response actions (excluding emergency response actions performed during the first seventy-two hours following a release) performed by a response action contractor who is known to have performed actions which contributed to or resulted in the release.

Any repair work to a UST system must be performed by a worker certified in UST system installation and repair. This work is not reimbursable under the Trust Fund.

**Specialized Services** – means 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 or 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.

**Technical Services** – means 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** – means 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.

The following additional definitions are provided:

**Owner or Responsible Party (RP)** – a. the current owner of the land under which the tank is or was buried; b. any legal owner of the tank; c. any known operator of the tank; d. any lessee; e. any lessor. If one person defined as the owner complies, it shall be deemed compliance by all persons defined as owners.

**Site Investigation** – an in-depth investigation 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 Correction Action Program (RECAP).

**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 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 and reliable. 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*.

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

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

- a. For releases occurring between July 15, 1988, and July 31, 2001, refer to the statute in effect on the date of the release.
- b. Any owner of an underground motor fuels storage tank is eligible for the Trust Fund if they meet the eligibility criteria as provided in the statute at the time the release occurred.
- c. For releases occurring on or after August 1, 2001, the eligibility criteria are as follows:

- An owner of an underground storage tank has registered a newly installed or operating tank with the Department prior to the date of the release;
- An owner has paid the annual tank registration fees along with any late payment fees;
- An owner has met the financial responsibility requirements imposed by R.S. 30:2195.9 or R.S. 30:2195.10. Refer to Question 6 for specific financial responsibility deductible amounts.

**2. How soon must an eligibility determination be requested and what information should be provided to the Department?**

- a. An eligibility determination must be requested from the Trust Fund Section as soon as a motor fuels release has been confirmed by the Department and the responsible party has received a letter from the Department requesting additional investigation. 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.
- b. An Eligibility Determination Application must be submitted to the Trust Fund Section for review. The Eligibility Determination Application is available on the Department's web site at:
  - <http://www.deq.louisiana.gov/trustfund>
  - Or by requesting a hard copy from the Trust Fund Section.
- c. Eligibility determination is not considered a Department action that prevents an application from being submitted within the statutory two-year rule. The only exception will be if LDEQ does not timely process an eligibility application that is received within sixty days after receipt of the letter from LDEQ requesting further investigation of a confirmed release.
- d. A letter from the Trust Fund Management Section indicating eligibility, non-eligibility or inadequate documentation provided to allow a determination will be sent to the owner submitting the Eligibility Determination Application. A site may be determined eligible for reimbursement pending proof of payment of the deductible, full or partial, which must be provided in the first application(s) following a release at the site.
- e. 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.

**3. How can a determination of partial eligibility, ineligibility, or sites which were determined to be not fully compliant be appealed?**

- a. LDEQ will consider appeals to the initial decision on an informal basis. If informal discussions do not 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.

**4. Are any releases not covered under the Trust Fund?**

**a. Releases that are NOT covered under the Trust Fund include:**

- Releases from motor fuel (excluding new and used oil) USTs where the release occurred prior to July 15, 1988.
- Releases from new and used oil USTs where the release occurred prior to September 6, 1991.
- Releases from USTs which are owned by state or federal governmental entities.
- Releases from any UST whose capacity is 110 gallons or less.
- Releases from USTs which are part of an airport hydrant fuel distribution system.
- Releases from UST systems with field-constructed tanks.
- Releases from any USTs containing substances other than “motor fuels.” (See definition of motor fuels as provided in Section B).
- Releases from non-commercial farm or residential use USTs with capacity of 1,100 gallons or less.
- Releases from UST systems that were registered temporarily or permanently out-of-use and were never put into service.
- It should be noted that based on the language in the statute, Louisiana operates a confirmed-release Trust Fund. Site checks performed to determine whether or not a release has occurred are not Trust Fund eligible.

**5. 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 the response action contractor for work contracted for on or after August 1, 1995.

**6. 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 “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:

- **Financial Responsibility – (Standard Deductible)**

- i. If the leak occurred between July 15, 1988, and December 31, 1989, the deductible is \$10,000.
  - ii. If the leak occurred between January 1, 1990, and July 14, 1992, the deductible is \$15,000.
  - iii. If the leak occurred between July 15, 1992, and June 15, 1995, the deductible is as follows depending on the total number of tanks owned in the state of Louisiana:

◆ 0-12 tanks	\$ 5,000
◆ 13-99 tanks	\$10,000
◆ 100 or more tanks	\$15,000
  - iv. If the leak occurred on or after June 16, 1995 but before August 1, 2001, the deductible is \$5,000
  - v. If the leak occurred on or after August 1, 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.
- The deductible amounts listed above also apply to third-party claims. The Trust Fund Advisory Board reviews these amounts annually and may recommend adjustments to the Secretary of the Department.



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

- a. The maximum disbursement from the Trust Fund per occurrence is \$1,000,000.00 minus the applicable deductible per constituent released. There is a total of \$1,000,000.00 available per constituent released for all costs (ie. investigation, replacement of potable water supplies, remediation, and third party claims).
- b. The following payments represent maximum annual aggregate amounts disbursed per owner from the Trust Fund for costs incurred from July 1 to June 30 of each year:
  - For owners of 1 to 100 petroleum underground storage tanks in Louisiana, \$1,000,000.00; or
  - For owners of 101 or more petroleum underground storage tanks in Louisiana, \$2,000,000.00.
- c. The disbursed amounts listed above include third-party claims; however, a separate deductible is required from the owner.

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

- a. Whenever the Department determines that a discharge 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:
  - investigation of the contaminated site;
  - interim replacement and permanent restoration of potable water supply where the tank discharge has contaminated the supply;
  - 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; and
  - 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.

**9. How are funds disbursed from the Trust Fund?**

- 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:
  - Within the first 72 hours of an emergency situation, 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.
  - Although advanced estimates are not required before work is begun to remedy or contain immediate hazards, an owner is required to notify the Department within 24 hours that a release is suspected or confirmed. 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.
    - ii. Unusual operating conditions, such as erratic behavior of product-dispensing equipment, 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, 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.
  - All work must be carried out by a RAC with the exception of the conditions indicated in Section 9a. above.
  - 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.)

**10. What must the Corrective Action Plan (CAP) budget proposals include and when must an addendum be submitted?**

- a. If, after reviewing the Investigation/RECAP report, the Department determines that corrective action is warranted, the owner will be required to obtain at least two proposals outlining technical approaches for corrective action. The owner will review the proposals jointly with the Department to decide which proposed action is more appropriate to expedite the cleanup of the specific site and which is the more cost effective.
- b. The CAP must include costs that are within the guidelines of the most recent version of the Trust Fund Cost Control Guidance Document or be presented as a “Pay-for-Performance” agreement. CAP costs should include all costs from implementation of the CAP for a period of two years of operation and a total cost to closure, including all monitoring costs, treatment unit operation and maintenance, etc. Initial CAP costs addressing more than 500 cubic yards of excavation or more than seven vacuum extraction events require review by the Remediation Oversight Group (ROG).
- c. If the CAP costs approach the cumulative CAP budget approved by the Department, an addendum must be submitted to the Department for approval. Any request for additional CAP budget must be submitted 6 months in advance of the expiration of the existing budget to allow consideration and review by the Remediation Oversight Group. All corrective action plan (CAP) addenda requesting additional budget to continue operation of a remediation system must, at a minimum, contain the following information. At a minimum, the CAP addenda should include the following information:
  - A map of the site illustrating all well locations and the location of the latest soil confirmation samples (if applicable);
  - The soil sample results prior to implementation of the CAP;
  - A listing of the wells that are currently being used as recovery wells;
  - A table of the groundwater monitoring analytical results for the last eight quarters;

- A table addressing each well that currently exhibits COCs above the remediation standard that includes the following (see example below):
  - i. A listing of each COC;
  - ii. The RECAP or matrix cleanup standard established for each COC;
  - iii. The groundwater monitoring results for each COC prior to the implementation of the CAP (indicate the date the baseline concentrations were established);
  - iv. The most recent groundwater monitoring results for each COC; and
  - v. The percentage of cleanup achieved for each COC based on the most recent groundwater monitoring results.

MW -1 (All values in the table are to be reported in parts per million [ppm])				
Constituents Of Concern	Cleanup Standard (Established Under Matrix)	Analytical Results as of January 20, 2000 (Baseline concentrations prior to CAP Implementation)	Analytical Results from November 1, 2003 Sampling Event	Percentage of Contaminant Reduction In Relationship to the Remediation Standard
BTEX	5	30	7.5	90%

- A summary of the remediation system operations for the previous six months (monthly treatment unit run-time). If the treatment unit run-time is less than 75%, provide reasons for non-operational days.
- If COCs have not shown a significant reduction or COC reduction has recently remained at a standstill, the CAP addendum must also address proposed modifications to the treatment system or provide an explanation why modifications are not necessary.
- If soil confirmation sampling events have been performed at the site, provide the analytical results from the most recent event. Also provide the established soil cleanup standard for each COC.
- A detailed budget addressing all activities required for the next two years and the cost to bring the site to “No Further Action” status.
- A signed statement from the Responsible Party indicating concurrence with the recommendations of the RAC.

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

- a. Application requests must include, at a minimum, all invoices to the owner dated during one calendar quarter: January through March, April through June, July through September, or October through December. The invoice to the owner shall cover all personnel charges incurred and vendor invoices received in the standard fiscal calendar quarter. A single application may include invoices to the owner that cover more than one calendar quarter. All multiple quarter invoices must be dated within a single state fiscal year, July 1 through June 30. Once an application is submitted to the Department, vendor invoices and/or invoices to the owner for the period submitted or any prior period will not be accepted. In the interest of timely processing of reimbursement applications, the Trust Fund section asks cooperation from the RACs in assuring that all invoices to the owner for a quarter are sent in at the same and appropriate time.
  - Exception: 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.
- b. 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 and pay the applicable deductible. (See Section 5 regarding maximum disbursements).
- c. 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 CAP will not be reimbursed if they are not in agreement with the applicable MFTF Cost Control Guidance Document.

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

- a. Trust Fund reimbursement packages must be in the format of the application form provided by the Trust Fund Management Section. Forms are available by accessing the internet at <http://www.deq.louisiana.gov/trustfund>, or by requesting a hard copy from the Trust Fund Management Section. 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 originator.
- b. 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. Subcontractor invoices are subject to the same documentation requirements as the response action contractor when a bid process is not used.

- c. 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.
- d. Applications will be returned to the party receiving reimbursement for the following reasons:
- The release at the site has not been determined eligible by the Department;
  - 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);
  - Charges in the application exceed the cumulative Corrective Action Plan budget or Assessment/Site Investigation budget as approved by the Department, unless otherwise authorized by a Department representative.;
  - A detailed explanation of non-unit price activities is not addressed in the invoices/invoice attachments to the owner;
  - The affidavits contained in the application are incomplete or incorrectly executed;
  - The Part 1 of the application does not contain an original signature;
  - Reimbursement for rental or purchase of a treatment system is requested and a completed Part 7 or 8 is not provided in the application;
  - 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);
  - Proof of payment of the required deductible amount was not provided;
  - Applications submitted on out-of-date version of the reimbursement application;
  - A completed W-9 for the party receiving reimbursement is not included with application;
  - Necessary back-up documentation is not provided (Ex.: drillings logs, weight tickets, manifests, invoices, receipts, NPDES results for excursions);
  - The invoices to the owner in an application address a period of time that is more than a single fiscal year;
  - Unit price activities were performed but are addressed in an application as time and materials; or
  - Applications which were previously returned and all NODs were not fully addressed.

**13. 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.

**14. Is there a time limit in which an application for reimbursement may be filed?**

- a. Yes. The Statute allows the Trust Fund Section to accept only those applications submitted within two years of the date the work was performed.
- b. Exceptions to the two-year requirement are:
  - When the initial Site Investigation has not been completed within two years, the applicant will have ninety days from the completion of the initial Site Investigation to submit the reimbursement application. The Department's request for a RECAP evaluation is considered the date of completion of the Site Investigation.
  - When the applicant has not incurred costs for eligible response action activities equal to the deductible amounts within two years, the applicant will have ninety days from incurring costs equal to the deductible amount to submit the reimbursement application.
  - 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 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.
  - When the charges requested in the application are to be used towards the deductible and reimbursement from the trust fund is not requested.

- When the release occurred prior to July 1, 1999.

**15. 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.

**16. 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 made in writing via fax, e-mail, or postal mail directed to the reviewer who processed the application in question, the reviewer of a current application if applicable, or the Trust Fund Management Section Manager.

**17. 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.

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

- a. 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 DEQ, 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 on parts. Upon receipt of the bids, the Remediation Oversight Group 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.

## II. ALLOWABLE COSTS

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

- A. Clean soil and concrete to replace soil and concrete removed if associated with corrective action plans.
- B. Contaminant removal from soils, groundwater, or surface waters.
- C. Department approved treatment systems for soil, groundwater, or surface water.
- D. Drafting
- E. Equipment costs not addressed by this document based on reasonable and customary rates.
- F. Fuel for equipment
- G. Installation, sampling, maintenance, and plugging and abandonment of groundwater monitoring wells, borings, piezometers and recovery wells in accordance with La. DOTD guidelines.
- H. Necessary health and safety equipment as defined by OSHA levels A, B or C.
- I. Permits directly related to the remediation of a contaminated UST site. The Trust Fund will only reimburse for a statewide water discharge permit, unless the response action contractor can justify why a site specific permit is necessary.
- J. Preparation of reimbursement application and invoicing to the owner.
- K. Report preparation of:
  - 1. Corrective Action Plans.
  - 2. Groundwater Monitoring Reports.
  - 3. Quarterly/Semi-Annual Reports.
  - 4. Site Investigation/RECAP reports when prepared in accordance with Department's RECAP.
  - 5. Annual DMR Report
  - 6. CAP Construction and Operation Report
  - 7. Special reports relating to investigation or remediation of the site as required and approved by the LDEQ assigned team leader.
- L. Reasonable and customary demurrage charges.
- M. Removal, transportation and disposal of up to 250 tons (approximately 185 cubic yards) of motor fuel contaminated backfill/native soil may be conducted without written approval from the Department, provided:
  - 1. The backfill/native soil analytical results exceed the RECAP soil screening standard.

2. The work is performed by a RAC.
  3. The work is directed by LDEQ personnel.
- N.** Removal, transportation and disposal of greater than 250 tons (approximately 185 cubic yards) of motor fuel contaminated backfill/native soil require prior written approval from the Department.
- O.** Removal, transportation and disposal of greater than 675 tons (approximately 500 cubic yards) of motor fuel contaminated backfill/native soil requires Remediation Oversight Group (ROG) approval.
- P.** Up to 1,500 gallons of motor fuel contaminated water may be removed, transported and disposed without written approval from the Department. Removal, transportation and disposal of greater than 1,500 gallons of motor fuel contaminated water requires written approval from the Department. Motor fuel contaminated water generated from at least a 6 hour vacuum event does not require written approval from the Department provided the vacuum event has been authorized by the Department.
- Q.** Restoration/replacement of drinking water supplies.
- R.** Sampling and analysis costs associated with investigation/remediation (conducted in accordance with the Department's RECAP Guidelines)
- S.** Sampling & 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.
- T.** Surveying costs associated with boreholes, piezometers, monitoring wells and recovery wells.
- U.** Taxes paid on purchases and rentals, only when identified on the original invoice or shown on the State of Louisiana Sales Tax Return Form.
- V.** Ten percent (10%) markup to the RAC for overseeing specialized services performed by subcontractor(s) with the exception of application preparation.
- W.** Ten percent (10%) markup to the RAC for rentals and purchases, excluding overhead purchases, travel and in-house supplies.
- X.** Third-party eligible claims with final judgment.
- Y.** Those costs associated with pilot tests when written approval is granted by the Department.

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

- A.** Aesthetic improvements to facility.
- B.** Analytical charges associated with non-UST generated contamination (i.e. pesticides/herbicides).
- C.** Any work performed without Department written approval.
- D.** Any cost not covered by this document where written approval has not been granted by the Trust Fund Management Section.
- E.** Attorney fees.
- F.** Business interruptions, loss of income or a decrease in property value.
- G.** Charges for use of property for any activities associated with response actions.
- H.** Charges for use of patented processes.
- I.** Costs associated with closure activities of a UST or UST system. (see exception in Allowable Costs)
- J.** Costs associated with leasing or renting of company passenger vehicles.
- K.** Costs associated with the preparation of Eligibility Determination Application.
- L.** Conflicts of interest:
  - 1. RACs will not be reimbursed for work they may perform\* at a site which they own.
  - 2. RACs will not be reimbursed for analyses performed by their own laboratories for sites which they are working.
  - 3. RACs will not be reimbursed for work performed\* when the RAC is known to have performed action which contributed to or resulted in the release.
  - 4. Supplies/Equipment purchased by the RAC from the RP of the site.
- \* Exception: Emergency work performed during the first 72 hours following the release.
- M.** Damage to the property, utilities, or the treatment system whether through accident, theft, vandalism, acts of God.
- N.** Damage Waivers for rental equipment.
- O.** Deposits paid on rented equipment, utilities, etc.

- P.** Disposal of uncontaminated soils/backfill.
- Q.** Garbage charges
- R.** Handwritten alterations to an invoices without justification.
- S.** Initial sampling and analyses of water and soil for tank and piping closures/upgrades.
- T.** Insurance coverage for the Treatment System.
- U.** Interest / late fees on overdue accounts or loans.
- V.** Late fees or penalties for any utility expenses.
- W.** Late fees or penalties for Federal or State Permit fees.
- X.** Markups are not allowed on the following:
  - 1. Travel (hotel).
  - 2. Purchases or services invoiced directly to the RP.
  - 3. Subcontractors self imposed markups for purchases or services.
  - 4. Any RAC on work or materials subcontracted to any company affiliated with or related to the RAC.
  - 5. In-house supplies.
  - 6. Any subcontracted non-specialized service.
  - 7. Unit priced items (drums, etc.)
  - 8. Markup is not allowed on standard rental equipment the RAC is expected to own. See Table 2.
- Y.** Minor equipment necessary for daily operations (Examples: OSHA level D equipment, work gloves, traffic cones, 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.)
- Z.** Monitoring devices in the tank hold area used to satisfy the leak detection requirements.
- AA.** Occupational licenses
- BB.** Overhead costs (Example: copies, telefaxes, binders, tabs, cellular phone charges, computer usage, etc.)
- CC.** Per Diem charges that do include required backup documentation for hotel stay.
- DD.** Property transfer assessment charges.
- EE.** Repair, removal, disposal or replacement of tank, lines or dispensers.

- FF.** Relocation of residents.
- GG.** Rental space for remediation system.
- HH.** Removal, transportation & disposal of uncontaminated backfill from tank hold (excavation) areas and pipe trenching.
- II.** Any work that is subcontracted but does not meet the definition of a specialized service.
- JJ.** Surcharges by contractors because the responsible party did not proceed in a timely manner.
- KK.** Any new 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.
- LL.** Tank line tightness tests (except when lines removed during remediation excavation.)
- MM.** Taxes on labor, mileage, or property tax assessments for remedial equipment.
- NN.** Trench repairs within two years of trench installation.
- OO.** On-site well installation repairs within two years of installation.
- PP.** Excessive telephone telemetry calls per day.
- QQ.** Upgrading, retrofitting or installation of new tank systems (CAP delays related to this work).
- RR.** Utility/product line location services such as Infrared Thermograph or GPR.
- SS.** Work or research performed as a result of a responsible party changing response action contractors.
- TT.** Operation Round-up for utility bills.

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

### **A. Personnel**

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

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**

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 \$65/hour, regardless of title.

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 \$560 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 Tracking Form” (Part 7 (newly revised 10/1/2011) of the reimbursement application).
  - b. A “Purchase Agreement Form” (Part 8 (newly revised 10/1/2011) 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. 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.
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 or built by the RAC. (a system billed directly to the owner from the manufacturer does not receive a markup) 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 taxes assessed on the treatment unit, nor will insurance coverage of the unit be reimbursed.
- d. The following language supersedes any language contained in the purchase agreement forms previously submitted to the Department.
- e. 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:
  - 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.
  - 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.
  - 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. 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 70804-4303. 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 Treatment Unit Bid Preparation unit price of \$560.00 to cover the cost of bidding/showing/selling the unit.

- 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 \$1.95 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.
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.

<b>Number of Vehicles Allowed for Specific Activities</b>		
<b>Activity</b>	<b>No. of Vehicles</b>	<b>Requirements</b>
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	2 – RAC* 2 - Driller	*2 RACs vehicles all 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 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, with the exception of overhead charges, work subcontracted to any company affiliated with or related to the RAC, and the reimbursement application preparation. The RAC shall include these invoices with the reimbursement application. A ten percent (10%) markup is allowed to the RAC on costs associated with laboratory analyses.

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. Vacuum trucks/operators be considered a rental as long as total charges (truck, operator, fuel) excluding disposal, do not exceed \$200/hour. Bids will not be required for vacuum trucks during emergency response activities. 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; the exception being wherever a unit price has been established. Bidders are to be provided with a written scope of work and bidders are to provide a written bid referencing scope of work. (See page 31 for requirements) RACs are required to maintain this documentation for a period of four (4) years following reimbursement in order to allow for Department inspection. In order to ensure that the Trust Fund will continue to benefit from the bid process, the work is to be awarded to the low bidder. Offering the work to other bidders at the low bidder's price will not be allowed. The RAC is required to provide a bid summary to the Trust Fund prior to awarding the bid and the bid summary must be included with applications requesting reimbursement:

**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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Bid scope details, the solicitation for bid, and the bids and/or backup are required in the reimbursement application for bid work in addition to the bid summary, manifests and invoices verifying the volume/tonnage.

4. A unit price of \$1,680 will be paid for the RAC to prepare and process bids for treatment system installation. A unit price of \$280 will be paid for the RAC to prepare and process bids for other work greater than or equal to \$10,000.00. A unit price of \$112 will be paid for the RAC to prepare and process bids for work equal to or greater than \$2,000.00, but less than \$10,000.00. The Trust Fund will not pay the RAC to prepare and process bids for work less than \$2,000.00.
5. 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.
6. Exceptions to this bid process will only be allowed when written justification is approved by both the Team Leader and 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 following types of activities.
2. The unit prices for activities addressed in this section of the Cost Control Guidance Document supersede any of the language previously referenced in this document.
3. 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 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.

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

<b>UNIT PRICE ACTIVITIES (ALPHABETICAL ORDER)</b>		
<b>Activity</b>	<b>Rate</b>	<b>Details</b>
Bid Package Preparation	\$0.00	Work - \$0.00 - \$1,999.99
	\$112.00	Work - \$2,000.00 - \$9,999.99
	\$280.00	Work - = or >\$10,000.00
	\$1,680.00	Treatment System Installation
	\$560.00	Treatment Unit Purchase or Used Treatment System Sale
Conveyance Notice	\$900.00	Per Affected Property
Corrective Action Plan	\$6,720.00	Initial CAP Development
	\$3,920.00	CAP Addendum – Cont’d. Operation of Systems
	5%	CAP for Vacuum Event(s) Maximum - \$3,920
	10%	Cost of CAP Addendum – All Others (Max \$3,920)
	\$200.00	CAP Addendum requesting additional funds for excavation
Corrective Action Plan Construction & Operations	\$1770.00	Per Report for system installation and/or excavation
Direct Push Activities	\$60.50	Per Foot (\$2700 Minimum)
	\$200.00	Per well - Groundwater Collection using pre-packed well screen
Discharge Monitoring Report	\$200.00	Quarterly Discharge Report
	\$75.00	Report of “No Discharge”
Discharge Sampling Event	\$225.00	Single or Multiple Discharge Points
Drilling (Borings/Wells)	\$60.50	Per Foot - 2” Diameter Boring & Plugging/Abandonment
	\$66.00	Per Foot - 4” Diameter Boring & Plugging/Abandonment
	\$86.25	Per Foot - 2” Diameter Monitor Well
	\$105.00	Per Foot - 4” Diameter Monitor/Recovery Well
	\$125.00	Per Foot - 4” Diameter Horizontal Recovery/Extraction Well
	\$ -15.00	Per Foot – No Soil Samples – Deduct \$15/ft.
	\$3,360.00	Minimum for field activity that includes well install
\$4,000.00	Per Day - Non-sampled boreholes for chemical injection (includes Driller / DPT / RAC personnel, field prep, project mgmt)	
Drum disposal (other than Excavation)		Disposal of soil drums \$500 minimum \$200/1st drum; \$150 additional drums (Includes mileage, personnel, equipment, disposal and drums)
Excavation/Transportation/ Disposal of Soil	Variable with tonnage	Refer to MS Excel spreadsheet located at <a href="http://www.deq.louisiana.gov/trustfund">http://www.deq.louisiana.gov/trustfund</a>
Gauging of Wells	\$15.50	Per Well

<b>UNIT PRICE ACTIVITIES CONTINUED (ALPHABETICAL ORDER)</b>		
<b>Activity</b>	<b>Rate</b>	<b>Details</b>
Groundwater Monitoring Report (Quarterly)	\$1,680.00	<u>Without Treatment Unit</u>
	\$1,400.00	Initial
		Subsequent
		<u>With Treatment Unit</u>
	\$2,800.00	Initial w/New Wells
	\$2,520.00	Subsequent
		When a groundwater report addresses 4 quarters of site data, the Trust Fund will reimburse the applicable semi-annual report
Groundwater Monitoring Report (Semi-Annual)	\$1,960.00	<u>Without Active Treatment Unit</u>
	\$1,680.00	Initial - \$1,960.00
		Subsequent - \$1,680.00
		<u>With Active Treatment Unit</u>
	\$3,080.00	Initial w/New Wells
	\$2,800.00	Subsequent
Groundwater Sampling	\$560.00	First Well
	\$175.00	Each Additional Well
	\$4.00	Per gallon - Purge water disposal (All-Inclusive including but not limited to all mileage, personnel, equipment, manifesting, markup and disposal for onsite/offsite drum pump-outs and "milk runs.")
Remediation Oversight Group (ROG)  (RAC attendance & prep.)	\$675.00	per meeting
Mob and Demob (Direct Push, Drilling & P/A)	\$275.00	one time per event (regardless of how many rigs are required)
Offsite Access	\$395.00	Per offsite property
Operation & Maintenance  Only routine O&M will be reimbursed by the Trust Fund in the first 365 days of operation of a newly installed system.	\$337.50	<u>Active Remediation</u>
	\$675.00	Weekly Dual Media Unit*
	\$395.00	Biweekly Dual Media Unit*
	\$170.00	Biweekly Single Medium Unit
		*Additional Units
		<u>Post-Remediation –Must have operational documentation</u>
	\$337.50	Monthly Dual Media Unit
	\$560.00	Quarterly Dual Media
\$337.50	Quarterly Single Medium Unit	
\$170.00	Additional Units	
Permits	\$1,350.00	Air Exemption Permit
	\$4,500.00	Air Permit (Small Source)
	\$1,680.00	Water Permit
Plugging and Abandonment of Wells (Overdrilling & Grouting) (\$1680 Minimum)	\$62.00	Per Foot - 2" Diameter Monitoring Well
	\$84.00	Per Foot - 4" Diameter Monitoring/Recovery Well
	\$90.00	Per Foot - 4" Diameter Horizontal Recovery/Extraction Well

<b>UNIT PRICE ACTIVITIES CONTINUED (ALPHABETICAL ORDER)</b>		
<b>Activity</b>	<b>Rate</b>	<b>Details</b>
P &A of Wells (Pulling Casing/Screen & Grouting)	\$50.50	Per Foot - 2" Diameter Monitor Well
(\$1680 Minimum)	\$52.50 \$67.00	Per Foot - 4" Diameter Monitor Well/Recovery Well Per Foot - 4" Diameter Horizontal Recovery/Extraction Well
Plugging and Abandonment of Wells (Grouting Only)	\$28.00	Per Foot - 2" Diameter Monitor Well
(No minimum)	\$33.50 \$33.50	Per Foot - 4" Diameter Monitor/Recovery Well Per Foot - 4" Diameter Horizontal Recovery/Extraction Well
P&A activities	\$1,680.00	Minimum for field activity that includes well P&A
Plugging and Abandonment Report for Wells	17% - \$560 min \$1,000 max	Per report
Plugging and Abandonment Workplan for Wells	\$100	Per report
Risk Evaluation/Corrective Action Report (Appendix I)	\$6,720.00 Add \$500.00 Add \$500.00  \$500.00  \$3,360.00 \$500.00	Appendix I Only Appendix I & Gas & Diesel or Gas & Oil Appendix I & >20 borings  Add this rate to the above rates if enclosed structure issues are applicable to a site  MO-1 RECAP Response to Team Leader / ROG requested revisions
Site Investigation or Soil Confirmation Report	17%	Of cost of field work (eg. investigation, well installation, lab analysis, etc.) performed.
Site Investigation or Soil Confirmation Work plan	4%	Of cost of field work (eg. investigation, well installation, lab analysis, etc.) proposed work plan budget approved by the Department. (\$500 minimum)
Treatment System Design/Engineering/Planning and Treatment System Installation Design/Engineering/Planning	\$4,500.00	Reimbursed upon approval of the selected technology
Trust Fund Reimbursement Application/Owner Invoicing	\$50.00 \$115.00 \$280.00 \$560.00	Between \$.01 and \$249.99 Between \$250.00 and \$999.99 Between \$1,000.00 and \$29,999.99 \$30,000 and above
Vacuum Extraction Pilot Test Reporting	\$2,800.00	Per report



<b>UNIT PRICE ACTIVITIES CONTINUED (ALPHABETICAL ORDER)</b>		
<b>Activity</b>	<b>Rate</b>	<b>Details</b>
Vacuum Events and Pilot Tests	\$0.55	Per Gallon – Water disposal cost This unit rate applies to water generated during mobile vacuum events pilot tests, and aquifer tests (eg. pumping tests, slug tests, etc.)
Vacuum Event(s) Report	\$550.00	For preparation of the first event.  If multiple events are included in one report, add \$100.00 for each subsequent event.  VAC event planning \$82.50.

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

Activity	Reference Page for Details	Date of Implementation and Mandatory Use
Bid Package Preparation	35	10/01/2004
Conveyance Notice	35	10/01/2004
Corrective Action Plan Initial CAP, Continued Operation of System, CAP Addendum-All Others	36-37	10/01/2004
Corrective Action Plan Construction & Operations Report	37	10/01/2004
Direct Push Activities	38	10/01/2004
Discharge Monitoring Report (Quarterly Municipal)	39	01/01/2002
Discharge Sampling	39	01/01/2001
Drilling (Borings/Wells)	40	10/01/2004
Excavation/Transportation/Disposal of Soil	41	4/1/2012
Gauging of Wells (Wells Not Sampled or Hand bailed)	42	08/28/2002
Groundwater Monitoring Reporting (Quarterly, Semi-Annual, and Annual)	42-43	01/01/2001
Groundwater Sampling	44	01/01/2001
Handbailing (For purpose of free product recovery)	45	01/01/2002
Mob & Demob (Direct push, drilling and plugging/abandonment)	45	10/01/2004
Remediation Oversight Group (ROG) (RAC preparation and attendance)	46	10/01/2004
Offsite Access for field work	46	1/1/2006
Operation and Maintenance of Treatment Systems	47	01/01/2001
Permits (Air Exemption and Water Permit)	48	10/01/2004
Plugging and Abandonment Overdrilling/Grouting, Pulling Casing/Screen & Grouting, Grouting only	48-49	10/01/2004
Plugging and Abandonment / Closure Report for Wells	50	10/01/2004
Plugging and Abandonment Workplan for Wells		
Risk Evaluation/Correction Action Report Appendix I (Formerly Appendix K) and >20 boring and Diesel and Oil	50	01/01/2001
Site Investigation or Soil Confirmation Report	51	10/01/2004
Site Investigation or Soil Confirmation Workplan	51	10/01/2004
Treatment System Design/Engineering/Planning and Treatment System Installation Design/Engineering/Planning	52	4/1/2012
Trust Fund Reimbursement Application/Owner Invoicing	52	01/01/2002
Vacuum Extraction Pilot Test Report	53	10/01/2004

<b>Bid Package Preparation</b>
<b>Addressing work equal to or less than \$1,999.99 = \$0.00</b>
<b>Addressing work between \$2,000.00 and \$9,999.99 = \$112.00</b>
<b>Addressing work equal to or greater than \$10,000.00 = \$280.00</b>
<b>Treatment System Purchase = \$560.00</b>
<b>Used Treatment System Sale = \$560.00</b>
<b>Addressing system installation work = \$1680.00</b>

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. <u>Applications lacking this information will be returned.</u></p> <p>A RAC does not have to bid work over \$10,000 if they can perform the work.</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. For bid tasks estimated to be under \$2,000.00, phone, email, or fax bids are acceptable.</p>	<p><u>Personnel</u> – 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 - \$900.00</b>		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>A copy of the conveyance notice filed for each property must accompany the reimbursement application.</p>	<p><u>Personnel</u> – 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).</p>	<p>Mileage to Clerk of Courts to file &amp; 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.</p>

<b>Corrective Action Plans</b>		
<b>Initial CAP Development - \$6,720.00</b>		
<b>CAP Addendum – Continued Operations - \$3,920.00</b>		
<b>Vacuum Event(s) Work Plan – 5% of cost proposed (max \$3,920.00).</b>		
<b>All Other CAP Addendums – 10% Cost of CAP Addendum (max \$3,920.00)</b>		
<b>(CAP addendum to request additional system installation or excavation approval - \$200.00)</b>		
<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 corrective action plan (CAP) addenda requesting additional budget to continue system operations must, at a minimum, contain the information detailed on pages 11 - 12 of this Guidance Document. CAP addenda not addressing this information will be rejected.</p>	<p><u>Personnel</u> – 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>Vehicle mileages, two days roundtrips, or one round trip mileage per allowable vehicle with hotel/meals, which ever is lessor of two.</p>
<p><b><u>CAP Preparation Clarification</u></b></p> <p><u>General</u> – All CAPs must have been requested or authorized in writing by the team leader. The cost of preparing a CAP or a CAP addendum should not be included as part of the CAP/CAP addendum. All CAP addenda requiring approval of additional budget for a site must be reviewed by the Remediation Oversight Group. Once you have sent a CAP/CAP addendum to the Department that requires ROG review, please contact the UST Trust Fund Staff Scientist for scheduling the ROG review date.</p> <p><u>New CAP/CAP Addendum Addressing a New/Different Permanent Remedial Technology Addressing the ENTIRE site:</u> A new CAP or CAP addendum addressing a new/different permanent remedial technology is paid at a unit rate of \$6,720.00.</p> <p><u>Interim CAP (i.e., vacuum events or soil disposal &lt;500 tons)</u> – Interim CAPs will be paid at 10% of the cost of the CAP, with a maximum payment of \$3,920.00. (5% for vacuum events)</p> <p><u>CAP Addendum - (Exceptions: A new/permanent technology CAP Addendum or Continued Operation CAP addendum, CAP addenda addressing only Confirmation Soil Sampling or only well P&amp;A)</u> - CAP addenda meeting the above criteria are paid at 10% of the cost of the CAP addendum, with a maximum payment of \$3,920.00. Charges will be paid when the CAP is submitted. CAP Addendum requesting additional excavation costs - \$200.00.</p> <p><u>CAP Addendum addressing Continued System Operations-</u> (These CAPs may also address Soil Confirmation Sampling, Well P/A, &amp; Site Restoration) - \$3,920.00. Please be advised that any CAP addendum requesting approval of budget to continue operating a system must be submitted 6 months in advance of the expiration of the budget. The Department will not consider a CAP addendum addressing continued operation of the treatment system if it doesn't address the information required in Section I.C.10 of the Louisiana Motor Fuels Underground Storage Tank Trust Fund Cost Control Guidance Document (pages 10 and 11). Any CAP or CAP addenda (cumulatively with prior CAPs) addressing more than seven mobile vacuum events or more than 500 cubic yards of excavation must go before the Remediation Oversight Group. The previous limits of \$150,000 for new CAPs and \$450,000 cumulative CAP from the previous Guidance Document no longer apply.</p> <p><u>CAP Addendum Addressing Only Soil Confirmation Sampling or Only Well P/A - 4% of the cost of the work</u> - If a previously submitted CAP addendum included the soil confirmation sampling event or well P&amp;A, the Trust Fund will not reimburse for a subsequent work plan separately.</p> <p>Any CAP that was submitted prior to October 1, 2004, and revised after October 1, 2004 will be paid at time and materials, with a maximum payment as specified above.</p>		

<b>Corrective Action Plan Reports</b>		
<b>Construction and Operations Report (Treatment System or Excavation) - \$1,770.00</b>		
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
The date of the report must be identified in the trust fund reimbursement application.	<u>Personnel</u> – 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).	One vehicle roundtrip mileage.

<b>Direct Push Activities</b> <b>Installation/ Sampling/ Grouting the boreholes</b> <b>\$60.50/foot</b> <b>Subtract \$15 per foot for non-sampled borings (ie: injection, soil vapor)</b> <b>Minimum Boring Rate - \$2,700.00</b>		
<b>Note – if a work plan calls for boring <u>and</u> well installation, only the \$3,000.00 charge will be paid if the footage total does not exceed this amount.</b> <b>If pre-packed well screens are used to sample groundwater, add \$200.00 per boring.</b>		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
Boring logs and manifests are required even for non-sampled borings, if only to indicate total depth.	<p><u>Personnel</u> – 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><u>Equipment</u> – All field equipment such as but not limited to: rig, compressor, jackhammer, PID/FID, water level indicator, and interface probe.</p> <p><u>Miscellaneous</u> – 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, which ever is lessor of two. <u>Note: Out of state subs will be paid mileage from state line nearest site from their office.</u></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, drums, 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) - \$200.00 \$75.00 for Reporting “No Discharge”</b>		
<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>Applications lacking this information will be returned.</p>	<p><u>Personnel</u> – 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 - \$225.00 (For single or multiple discharge points)</b>		
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
<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><u>Personnel</u> – 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>RAC total mileage for a single vehicle or one round trip mileage per allowable vehicle with hotel/meals, which ever is lessor of two.</p> <p>Analysis, transportation and disposal of samples by lab.</p>
<p><b><u>Discharge Excursions:</u></b>                      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 4<sup>th</sup> 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, 2005. RAC conducts 4 weekly sampling events on January 27, 2005, February 3, 2005, February 10, 2005, and February 17, 2005. The RAC should sample for all parameters required by the permit in the sampling event conducted on February 17, 2005. This sampling event will also serve as the monthly sampling event).</p>		

<b>Drilling for Borings/Monitor and Recovery Wells (includes Geotechnical borings)</b>		
<b>2” or smaller Diameter Boring and Plugging/Abandonment - \$60.50/foot</b>		
<b>4” Diameter Boring and Plugging/Abandonment - \$66.00/foot</b>		
<b>2” or smaller Diameter Monitor Well- \$86.25/foot</b>		
<b>4” Diameter Monitor/Recovery Well- \$105.00/foot</b>		
<b>4” Diameter Horizontal Recovery/Extraction Well - \$125.00/foot</b>		
<b>Per Day Rate – Non-sampled boreholes for chemical injection - \$4,000.00</b>		
<b>Minimum Well Installation Rate - \$3,360.00</b>		
<b>Note – if a work plan calls for boring and well installation, only the \$3,360.00 charge will be paid if the footage total does not exceed this amount.</b>		
<b>If Soil Samples are Not Required During the Installation of a Well or Borehole – Deduct \$15.00/foot (boring log still required for geotech)</b>		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>Drilling logs / DOTD registrations and manifests are required.</p> <p>Well construction diagram is required for vapor wells if not registered.</p>	<p><b>Personnel</b> – 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 DOTD 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><b>Equipment</b> – 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><b>Miscellaneous</b> – Sampling kits, grout, temporary piezometers and all other supplies.</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, which ever is lessor 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, drums, 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>



**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, 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 clean up 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, which ever is lessor 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 \$1.95/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, transportation &amp; disposal of excessive Groundwater or accumulation of water in excavation area. These costs must have pre-approval, obtained from the ROG or the Trust Fund Advisory Board.</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 the Trust Fund Advisory Board.</p> <p>Materials for soil cover or excavation liner.</p> <p>Vacuum Truck or groundwater removal/disposal activities.</p>

<b>Gauging of Wells (When a Well is Not Handbailed or Sampled)</b>		
<b>Each Well - \$15.50</b>		
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
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><u>Personnel</u> – 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>	Total mileage for a single RAC vehicle or one round trip mileage per allowable vehicle with hotel/meals, which ever is lessor of two.

<b>Groundwater Monitoring Reports (Quarterly)</b>		
<b><u>Sites Without Treatment Systems</u></b>	<b><u>Sites With Treatment System</u></b>	
<b>Initial - \$1,680.00</b>	<b>Initial *- \$2,800.00</b>	
<b>Subsequent – \$1,400.00</b>	<b>Subsequent - \$2,520.00</b>	
	<b>*When additional wells installed in conjunction with treatment system installation.</b>	
<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>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><u>Personnel</u> – 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><u>Sites Without Treatment Units</u></b>	<b><u>Sites With Treatment Unit</u></b>	
<b>Initial - \$1,960.00</b>	<b>Initial - \$3,080.00*</b>	
<b>Subsequent - \$1,680.00</b>	<b>Subsequent - \$2,800.00</b>	
	<b>*When additional wells installed in conjunction with treatment system installation.</b>	
<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><u>Personnel</u> – 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 Sampling Events</b>		
<b>First Well - \$560.00</b>		
<b>Each Additional Well - \$175.00</b>		
<b><u>Purge water disposal \$4.00 per gallon (All-Inclusive including but not limited to all mileage, personnel, equipment, manifesting, markup and disposal for onsite/offsite drum pump-outs and "milk runs.")</u></b>		
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
<p>The identification number of each well being sampled per event 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 \$175.00/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><u>Personnel</u> – 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><u>Equipment</u> – 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><u>Transportation</u> – transportation / shipping of sample to laboratory (whichever is less).</p> <p><u>Miscellaneous</u> – sampling kit and bailer</p> <p><u>Purge Water</u> – should be run through the site's active system if one is present</p>	<p>Total mileage for a single RAC vehicle or one round trip mileage per allowable vehicle with hotel/meals, which ever is lessor of two.</p> <p>Analysis of samples by lab.</p>

<b>Hand-bailing of Wells</b>		
<b>(For the Purpose of Free Product Recovery)</b>		
<b>First Well - \$170.00</b>		
<b>Each Additional Well - \$55.00</b>		
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
<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 \$50/well rate applies to all wells hand-bailed.</p>	<p><u>Personnel</u> – 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, which ever is lessor of two.</p>

<b>Mob and Demob</b>		
<b>(Direct Push, Drilling and Plugging and Abandonment)</b>		
<b>\$275.00 (One Time Per Field Event Regardless of How Many Rigs are Required)</b>		
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
<p>The dates the direct push, drilling or p/a took place must be identified in the reimbursement application.</p>	<p><u>Personnel</u> – All personnel charges related to the loading and unloading of drilling or direct push equipment.</p>	<p>Drill rig/Direct Push vehicle mileage.</p>

<b>Remediation Oversight Group (ROG) – IF ATTENDING                      RAC Preparation AND Attendance at Meeting - \$675.00</b>		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The date of the Remediation Oversight Group meeting must be identified in the trust fund reimbursement application.	<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.	Mileage for single vehicle.

<b>Offsite Access for Field Activities                      (DPT, Well Installation, Excavation)                      \$395.00 (One-time charge per offsite property)</b>		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<b>The name and address of the offsite property owner.</b>	<u>Personnel</u> – 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).	Mileage for single vehicle.

<b>DPVE/SVE/P&amp;T Operation and Maintenance (O &amp; M) Events – Treatment Unit</b> <b>(Scheduled Routine Site Visits) All other technologies’ O&amp;Ms to be negotiated, reviewed and approved by the ROG based on proposed T&amp;M rates.</b>		
<b><u>Active Remediation</u></b> Weekly Dual Media Unit - \$337.50 Weekly Single Media - \$200.00 Biweekly Dual Media - \$675.00 Biweekly Single Medium - \$395.00 Additional Units at Site – Add \$170.00/unit		<b><u>Post-Remediation</u></b> Monthly Dual Media Unit - \$337.50 Quarterly Single Medium Unit - \$337.50 Quarterly Dual Media Unit - \$560.00 Additional Units at Site – Add \$170.00/unit
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
1) The date that the O & M events occurred must be identified in the trust fund application. Applications lacking this information will be returned.  2) Charges for treatment unit O & M events shall not exceed the frequency specified in the approved corrective action plan. The frequency of O&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&M schedule.  3) System operation will consist of gathering of appropriate system data to adequately evaluate the hydrocarbon recovery rates and optimize system operation.  4) System maintenance will be conducted per the manufacturer’s recommendations unless otherwise authorized in the approved CAP.  5) During post-CAP monitoring of a site, charges for treatment unit operation and maintenance (O & 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: <ul style="list-style-type: none"> <li>a) one routine O &amp; M event every month for dual recovery systems; and;</li> <li>b) one routine O &amp; M event every quarter for all other systems.</li> <li>c) <i>On post remediation O&amp;M, certification of system condition required for each O&amp;M</i></li> </ul>	<p><u>Personnel</u> – 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><u>Equipment</u> – 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><u>Miscellaneous</u> – muriatic acid, phosphate solution, filters, incidental pipe replacements, oil or biogrowth control supplies.</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. This stripperator cleaning can be charged out at rates for 1 environmental specialist and one laborer.</p> <p>Total mileage for a RAC single vehicle or one round trip mileage per allowable vehicle with hotel/meals, which ever is lessor of two.</p> <p>Water treatment chemicals.</p> <p>If the unit is running and requires maintenance where the parts cost is \$150 or less, Trust Fund will not reimburse for parts or labor as these are considered covered by the unit cost for the O &amp; M. If the unit is down, all time and materials charges are reimbursable with team leader approval.</p>

<b>Permits</b>		
<b>Air Exemption - \$1,350.00</b>		
<b>Air Permit (Small Source) - \$4,500.00</b>		
<b>Water - \$1,680.00</b>		
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
<p>A copy of the permit/permit exemption must accompany the reimbursement application.</p> <p>Applications lacking this information will be returned.</p>	<p><u>Personnel</u> – 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>DEQ Permit fees associated with Air exemption, Air small source permit, and Water permits.</p>

<b>Plugging and Abandonment of Monitoring and Recovery Wells by Over-drilling/Grouting</b>		
<b>2” or smaller Diameter Monitor Well - \$62.00/foot</b>		
<b>4” Diameter Monitor/Recovery Well - \$84.00/foot</b>		
<b>4” Diameter Horizontal Recovery/Extraction Well - \$90.00/foot</b>		
<b>8” Diameter Monitor/Recovery Well - \$112.50/foot</b>		
<b>Minimum for field activity that includes well P&amp;A - \$1,680.00</b>		
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
<p>Drilling logs and manifests are required.</p> <p>Trust Fund will only pay the applicable rate for the actual work performed.</p>	<p><u>Personnel</u> – 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 DOTD P&amp;A forms.</p> <p><u>Equipment</u> – All field equipment such as but not limited to: drill rig, compressor, jackhammer, bobcat, waste handling equipment, and tremie pipe.</p> <p><u>Miscellaneous</u> – 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, which ever is lessor of two.</p>



<b>Plugging and Abandonment of Monitoring and Recovery Wells by Pulling the Casing/Screen and Grouting the boreholes</b>		
<b>2" or smaller Diameter Monitor Well - \$50.50/foot</b> <b>4" Diameter Monitor/Recovery Well - \$52.50/foot</b> <b>4" Diameter Horizontal Recovery/Extraction Well - \$67.00/foot</b> <b>Minimum for field activity that includes well P&amp;A - \$1,680.00</b>		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
DOTD P&A Forms  Trust Fund will only pay the applicable rate for the actual work performed.	<p><u>Personnel</u> – 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 DOTD P&amp;A forms.</p> <p>Equipment – All field such as: drill rig, compressor, jackhammer, “bobcat”, waste handling equipment, and tremie pipe.</p> <p>Miscellaneous – Grout and all other supplies.</p>	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, which ever is lessor of two.

<b>Plugging and Abandonment of Monitoring and Recovery Wells by Grouting Only</b>		
<b>2" or smaller Diameter Monitor Well - \$28.00/foot</b> <b>4" Diameter Monitor/Recovery Well - \$33.50/foot</b> <b>4" Diameter Horizontal Recovery/Extraction Well - \$33.50/foot</b> <b>No Minimum for grouting only</b>		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
DOTD P&A Forms  Trust Fund will only pay the applicable rate for the actual work performed.	<p><u>Personnel</u> – 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 DOTD P&amp;A forms.</p> <p>Equipment – All field such as: drill rig, compressor, jackhammer, “bobcat”, waste handling equipment and tremie pipe.</p> <p>Miscellaneous – Grout and all other supplies.</p>	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, which ever is lessor of two.

<b>Plugging and Abandonment / Closure Report for Monitoring Wells/Recovery Wells (17% with minimum of \$560.00 and maximum of \$1,000.00)</b>		
<b>Plugging and Abandonment Work Plan For Monitoring Wells/Recovery Wells – \$100.00</b>		
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
<p>The date of the work plan must be identified in the trust fund reimbursement application.</p> <p>Applications lacking this information will be returned.</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 LDOTD water well P&amp;A forms, and origination and submittal of actual report.</p>	

<b>Risk Evaluation/Corrective Action Program Evaluation Report – Appendix I Only \$6,720.00</b>		
<b>For Appendix I &amp; Gas &amp; Diesel or Gas &amp; Oil add \$500.00</b>		
<b>For Appendix I &amp; &gt;20 borings add \$500.00</b>		
<b>For Sites with Enclosed Structure Concerns add \$500.00 for each enclosed structure.</b>		
<b>MO-1 Only Evaluation - \$3,360.00</b>		
<b>Input Parameters Form - \$560.00</b>		
<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. 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><u>Personnel</u> – 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>\$500.00 for response to Team Leader / ROG requested revisions.</p>

<b>Site Investigation or Soil Confirmation Report</b> <b>(Also includes DOTD Well Survey Charges and Walking Receptor Survey)</b>		
<b>17% of the cost of eligible site assessment field work to be invoiced when the report is submitted to the Department.</b>		
<b>(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.)</b>		
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><u>Personnel</u> – All associated personnel costs such as but not limited to: CAD preparation of site maps, data collection and validation, narrative preparation, DOTD 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 – DOTD list of wells</p>	<p>Personnel time to download data from a data logger.</p>

<b>Site Investigation or Soil Confirmation Work Plan</b> <b>4% of the cost of the proposed site assessment <u>field work only</u> (min \$500.00)</b>		
<b>(Example: Cost of site assessment work proposed in work plan totals \$50,000.00. The RAC will invoice the RP \$2,000.00 for preparing the work plan)</b>		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
<p>The date of the workplan(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 workplan, and the RAC prepares a full Appendix B site investigation workplan, then the RAC is only eligible for the cost of the approved limited site assessment workplan.</p> <p>Additional or less field work actually performed will not affect the work plan payment.</p>	<p><u>Personnel</u> – 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, which ever is lessor of two.</p>

<b>Treatment System Design/Engineering/Planning and Treatment System Installation Design/Engineering/Planning</b>		
<b>\$4,500.00</b>	<b>This unit price pertains to DPVE systems and Ozone Sparge Systems</b>	
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
<p><b>Upon submittal and approval of the CAP relating to this technology.</b></p> <p><b>This charge should be included in the application in which the charges for treatment system installation are submitted.</b></p>	<p>All inclusive. All personnel to plan with LDEQ and the RP; design, plan and engineer the system/system installation. No Time &amp; Material charges allowed between approval of CAP and commencement of field work to install system.</p> <p>Building permit cost, if required.</p>	<p>None.</p>

<b>Trust Fund Reimbursement Application Preparation/Owner Invoicing</b>		
<b>Application Addressing Work* Which Totals Less Than \$250.00 - \$50.00</b>		
<b>Applications Addressing Work* Which Totals Between \$250 and \$999.99 - \$115.00</b>		
<b>Applications Addressing Work* Which Totals Between \$1,000 and \$29,999.99 - \$280.00</b>		
<b>Applications Addressing Work* Which Equals or Exceeds \$30,000 - \$560.00</b>		
<b>*Work not including Application Preparation Fee</b>		
<b>Requirements</b>	<b>Includes Cost of the Following</b>	<b>Costs Not Included in Unit Price</b>
<p><b>Owner will be invoiced the application preparation fee.</b></p>	<p><u>Personnel</u> – 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>	

<b>Vacuum Extraction Pilot Test Report - \$2,800.00</b>		
<b>Vacuum Event(s) Report - \$550.00 per report for first event. Add \$`100.00 per each additional event included in report.</b>		
<b>VAC Event Project Planning, coordinating and field prep: \$82.50</b>		
<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 provided in the reimbursement application.</p>	<p><b><u>Personnel – All associated personnel charges such as but not limited to:</u></b>                      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><b><u>VAC Event Project Planning, coordinating and field prep includes:</u></b> Review/discussions of work plan, notifications to LDEQ, Scheduling with RP, Scheduling with Vac Truck Operator; and/or gathering of stingers, hoses, well heads, etc.</p>	

**APPENDIX A**

## **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**

**REASONABLE AND CUSTOMARY RATES**  
(Non-unit price activities only)

**TABLE 1**

<b>PERSONNEL</b>	
<b>TITLE</b>	<b><u>HOURLY RATES</u></b>
<b>PRINCIPAL* (Only three hours allowed per each major event: CAP implementation, and closure)</b>	<b>\$125</b>
<b>SENIOR TOXICOLOGIST*</b>	<b>\$100</b>
<b>SENIOR ENGINEER/SENIOR GEOLOGIST/PROJECT MANAGER*</b>	<b>\$100</b>
<b>ENGINEER/GEOLOGIST/TOXICOLOGIST</b>	<b>\$72</b>
<b>PROJECT COORDINATOR*</b>	<b>\$72</b>
<b>DRAFTSMAN (Includes CAD equipment)</b>	<b>\$65</b>
<b>ENVIRONMENTAL SPECIALIST</b>	<b>\$65</b>
<b>FOREMAN</b>	<b>\$65</b>
<b>OPERATOR</b>	<b>\$45</b>
<b>CLERICAL</b>	<b>\$35</b>
<b>LABORER</b>	<b>\$35</b>

**\*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	\$6.25	\$50.00	\$150.00
AIR COMPRESSOR - 250 cfm to 375 cfm	\$9.38	\$75.00	\$225.00
BACKHOE (UP TO 36" BUCKET)	\$34.37	\$275.00	\$825.00
BACKHOE (Including and OVER 36" BUCKET)	\$44.17	\$353.38	\$1,060.13
BOBCAT/SKID STEER LOADER/FRONT-END LOADER w/ BREAKER	\$22.50	\$180.00	\$540.00
BULLDOZER	\$81.88	\$655.00	\$1,965.00
COMBUSTIBLE GAS INDICATOR	\$3.75	\$30.00	\$90.00
COMPACTOR	\$28.13	\$225.00	\$675.00
CONCRETE CORE DRILL	\$6.75	\$54.00	\$162.00
CRANE TRUCK	\$45.00	\$360.00	\$1,080.00
DATA LOGGER	\$18.75	\$150.00	\$450.00
DIGITAL MANOMETER	\$1.88	\$15.00	\$45.00
DISSOLVED OXYGEN METER	\$3.13	\$25.00	\$75.00
DUMP TRUCK (7-10 YARDS)	\$30.00	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)	\$40.00		
DUMP TRUCK (OVER 20 YARDS)	\$50.00		
ELECTRIC GENERATOR	\$6.25	\$50.00	\$150.00

**TABLE 2 (CONTINUED)**

<b>RENTAL RATES FOR CONTRACTOR OWNED EQUIPMENT</b>			
<b>(Non-unit price activities only)</b>			
<b>EQUIPMENT</b>	<b>HOURLY</b>	<b>DAILY</b>	<b>WEEKLY</b>
EXCAVATORS	\$75.00	\$600.00	\$1,800.00
EXPLOSIMETER *	\$3.75	\$30.00	\$90.00
GAS DETECTOR *	\$3.13	\$25.00	\$75.00
GOOSENECK TRAILER	\$12.50	\$100.00	\$300.00
HYDROCARBON ANALYZER (FID, PID, HNU, OVA, TVA, ETC. *	\$9.38	\$75.00	\$225.00
JACKHAMMER	\$3.75	\$30.00	\$90.00
LOWBOY TRAILER (INCLUDES TRUCK)	\$22.50	\$180.00	\$540.00
OIL/WATER INTERFACE PROBE *	\$4.38	\$35.00	\$105.00
pH CONDUCTIVITY METER *	\$3.13	\$25.00	\$75.00
PORTABLE GAS CHROMATOGRAPHY	\$18.75	\$150.00	\$450.00
PUMPS (when not used in conjunction with a system)	\$3.75	\$30.00	\$90.00
TEMPERATURE PROBE *	\$1.88	\$15.00	\$45.00
THERMAL ANEMOMETER *	\$1.88	\$15.00	\$45.00
TILLER (HAND)	\$3.13	\$25.00	\$75.00
TILLER (ROTARY w/ SLIP CLUTCH)	\$9.38	\$75.00	\$225.00
TRACKHOE (UP TO & INCLUDING 200 HP)	\$63.75	\$510.00	\$1,530.00
TRACKHOE (OVER 200 HP)	\$127.50	\$1,020.00	\$3,060.00
TRACTOR WITH TRAILER, FRONT END LOADER & BOX BLADE OR HITCH	\$31.88	\$255.00	\$765.00
TRANSDUCER	\$25.00	\$200.00	\$600.00
SOIL/WATER HOLDING CONTAINER (Skid or RAC tank)	\$8.13	\$65.00	\$280.00
VACUUM TRUCK(Bobtail) – 39 HP and below	\$85.00	\$680.00	\$2,040.00
VACUUM TRUCK – 40 HP to 150 HP	\$110.00	\$880.00	\$2,640.00
VACUUM TRUCK - over 150 HP	\$153.75	\$1,230.00	\$3,690.00
WATER LEVEL INDICATOR *	\$1.88	\$15.00	\$45.00

**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.	\$1.95/mile	
Hotel rates per night excluding tax MUST BE ACCOMPANIED BY RECEIPTS WITH GUEST NAME(S) PRINTED BY THE HOTEL. 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 (can not 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>TESTS (10% markup allowed on analytical work)</b>	<b>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) 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>TESTS (10% markup allowed on analytical work)</b>	<b>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>	
<b>DESCRIPTION</b>	<b>RATE</b>
Asphalt Cutting (base rate allowed \$250.00) Not applicable to the installation of new wells because it is included in that unit price.	\$0.65 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.	\$1.05 per foot/inch
Disposal of Cuttings from Installation of Wells, Piezometers, or Boreholes when drums not used.	Invoice plus 10%
Drums (includes markup)	\$56.00 per drum
Disposal of soil drums (not associated with Excavations) Includes mileage, personnel, equipment, disposal and drums.  Primarily related to Direct Push or Drilling activities.	\$200 / 1st drum \$150 for each additional drum  \$500 minimum
Road Box (2' X 2' Lockable, waterproof, includes markup) for recovery wells	\$350.00/each
Manhole (includes markup)	\$80.00/each
Pea Gravel (for trenching only)	Invoice Plus 10%
Sand/Fill Dirt Replacement ( <u>if related to excavation, unit prices would apply</u> )	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.	\$90.00 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, 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