



DIVISION OF UNDERGROUND STORAGE TANKS

REIMBURSEMENT GUIDANCE DOCUMENT (RGD) - 002

Control Number UST-G-RGD-02-041522

DISCLAIMER: This document is guidance only and does not create legal rights or obligations. Agency decisions in any particular case will be made applying applicable laws and regulations to the specific facts. Mention of trade names of commercial products does not constitute an endorsement or recommendation for use

Effective Date: April 1, 2022

I. GENERAL GUIDANCE

A. Purpose

The purpose of this Reimbursement Guidance Document (RGD) is to provide detailed descriptions and maximum costs for routine tasks associated with underground storage tank (UST) system closure, hazard management, investigation and ~~clean-up~~cleanup of petroleum contaminated sites where tank owners, tank ~~and/or~~ operators or petroleum site owners may apply for reimbursement of eligible expenses from the Petroleum Underground Storage Tank Fund (Fund). ~~–~~This document contains unit rates that the Division of Underground Storage Tanks (Division) considers to be reasonable. ~~–~~Only these rates or lower will be reimbursed unless prior written Division approval is granted. The Division will review reimbursement applications based on this guidance.

Rule 0400-18-01-.09 Petroleum Underground Storage Tank Fund can be located at <https://publications.tnsosfiles.com/rules/0400/0400-18/0400-18-01.20210615.pdf>.

T.C.A. § 68-215-111 Use of the Fund can be located at <http://www.lexisnexis.com/hottopic/tncode/>.

B. Applicability

This document replaces all previously published guidance affecting the reimbursement process.

Rule 0400-18-01-.09(3)~~(ced)~~ states “ Except as provided for in subparagraph (5)(d) of this rule, before the tank owner and/or operator or petroleum site owner will receive fund benefit, the applicable entry level deductible amount ~~to the fund~~ shall be expended as approved costs by the tank owner and/or operator or petroleum site owner. ~~The applicable entry level deductible amount is the entry level in effect on the date of the release as~~ set forth in subparagraph (6)(b) of this rule.”

Rule 0400-18-01-.09(4)(a) states: “If the Division determines that fund eligibility was not established at the time of discovery of a release, ~~the division~~ Division determines that an owner and/or operator has failed to establish fund eligibility in accordance with subparagraph (3)(a) or (b) of this rule, corrective action costs and ~~or~~ third-third-party damages associated with that release are not eligible for coverage reimbursement by the fund.”

Rule 0400-18-01-.09(4)(db) states: “If there is evidence of a suspected release or a confirmed release on or after July 1, 2004, that release shall be ineligible for

reimbursement from the fund if an Application for Fund Eligibility is not timely filed in accordance with the following:

1. An Application for Fund Eligibility shall be filed with the ~~division~~ Division within ~~ninety (90)~~ days of the discovery of evidence of a suspected release ~~which that~~ is subsequently confirmed in accordance with Rules 0400-18-01-.04 ~~and/or~~ 0400-18-01-.05. The ~~ninety (90)~~ days shall start on the day the evidence of the suspected release is discovered.
2. An Application for Fund Eligibility shall be filed with the ~~De~~ Division within ~~sixty (60)~~ days of a release ~~which that~~ was identified in any manner other than the process for confirmation of a suspected release in accordance with Rules 0400-18-01-.04 ~~and/or~~ 0400-18-01-.05, for example, during closure activities performed in accordance with Rule 0400-18-01-.07."

Rule ~~0~~400-18-01-.09(6)(c) states: "The fund shall ~~be responsible to reimburse~~ eligible ~~UST tank~~ owners ~~and/or~~ operators or petroleum site owners, ~~who qualify for fund coverage in accordance with~~ satisfy the requirements of paragraphs (10) and (11) of this rule, -for eligible corrective action costs above the ~~entry level~~ deductible to the fund in an amount not to exceed: ~~two million dollars (\$2,000,000) per site per occurrence. Likewise, the fund shall be responsible to eligible UST owners and/or operators or petroleum site owners for court awards involving third party claims above the entry level into the fund in an amount not to exceed two million dollars (\$2,000,000) per site per occurrence~~

1. \$2,000,000 per site per occurrence for sites still undergoing corrective action on July 1, 2015, or releases that occur on or after July 1, 2015;
2. \$1,000,000 per site per occurrence for site cleanups closed on or before June 30, 2015; or
- 1-3. \$1,000,000 per site per occurrence for court awards involving third-party claims."

Rule ~~0~~400-18-01-.09(8)(c) states: "The tank owner ~~and/or~~ operator or petroleum site owner fund deductible amounts as specified in subparagraph (6)(b) of this rule are not eligible for reimbursement from the fund. -Proof of payment of these initial amounts is required prior to reimbursement of any costs. The tank owner ~~and/or~~ operator or petroleum site owner fund deductible for taking corrective action cannot include any cost defined as fund ineligible in subparagraphs (a) and (b) of this paragraph."

Rule ~~0~~400-18-01-.09(9)(~~dc~~) states: "All claims against the fund are clearly obligations only of the fund and not of the State, and any amounts required to be paid under this part are subject to the availability of sufficient monies in the fund. -The full faith and

credit of the State shall not in any way be pledged or considered to be available to guarantee payment from such fund.”

Rule ~~0~~400-18-01-.09(10)(b) states: “Upon confirmation ~~and reporting~~ of a release in accordance with the requirements of paragraphs (1) through (3) of Rule 0400-18-01-.05 or after a release from the UST system is identified in any other manner, the tank owner ~~and/or~~ operator or petroleum site owner shall select a contractor from the ~~division's~~ Division's list of approved contractors if the tank owner ~~and/or~~ operator or petroleum site owner expects to apply for reimbursement from the fund ~~benefits~~. The tank owner or operator or petroleum site owner shall notify the division ~~The division~~ shall be notified in writing of such a selection within ~~thirty~~ (30) days or another time frame specified by the ~~division~~ Division. A contractual agreement shall be established between the tank owner ~~and/or~~ operator or petroleum site owner and the contractor in accordance with the requirements of T.C.A. § 68-215-129. The tank owner or operator or petroleum site owner ~~The division~~ Division shall ~~be~~ provided the Division a copy of the contractual agreement.”

Rule ~~0~~400-18-01-.09(12)(e) states: “All payments shall be subject to approval by the ~~division~~ Division. Should a site inspection or other information available to the ~~division~~ Division reveal a discrepancy between the work performed and the work addressed by a payment application, the ~~division~~ Division may deny payment or may require the fund to be reimbursed.”

Rule ~~0~~400-18-01-.09(12)(f) states: “All applications for payment of costs of cleanup shall be received by the ~~D~~ivision within one (1) year of performance of the task or tasks covered by that application in order to be eligible for payment from the fund.”

Rule ~~0~~400-18-01-.09(14)(d) states: “Contingent upon availability of funds, the ~~department~~ Division shall process all applications for payment as soon as possible upon receipt of application. If the Division determines all costs are considered to be reasonable and eligible for reimbursement, payment will be issued within ~~ninety~~ (90) days once costs have been determined to be reasonable and eligible for reimbursement. ~~—If the Division determines that~~ If certain costs are considered as not being reasonable or eligible for reimbursement, the ~~division~~ Division may issue a check for the amount of the application approved costs ~~not in question~~ and provide a forty-five (45)-day period in which the tank owner ~~and/or~~ operator or petroleum site owner or contractor may present such information as is necessary to justify the disallowed costs. ~~—~~Following review of such information, the ~~division~~ Division may agree to pay the previously disallowed costs, or any portion thereof, or may again disallow the costs for payment. ~~If the~~ division Division disallows costs upon a second review, the tank owner ~~and/or~~ operator or petroleum site owner may petition the Board for a hearing on the disallowance pursuant to Rule 0400-18-01-.11.”

Rule 0400-18-01-.09(15)(a) states: "The CAC is the person responsible for conducting and overseeing the corrective action at a petroleum underground storage tank site. There shall be only one CAC for each site."

Rule 0400-18-01-.09(15)(b)5- states in part: "-The CAC shall submit a list of CAC's employees that will be utilized by the CAC as a part of the assessment and remediation of UST sites in Tennessee."

Rule 0400-18-01-.09(15)(b)-part-5(ii) states: " The list of the employees shall be submitted with the application described in part 1 of this subparagraph and annually with a due date of April 1 of each year thereafter."

Rule 0400-18-01-.09(15)(b)-part-5(iii) states: "When a new employee begins working for a CAC, within 15 days of the first day of employment or as soon as their work time will be submitted to the Division for reimbursement, the CAC shall submit the employee information required in subpart (i) of this part to the Division."

C. Application for Fund Eligibility Determination and Reimbursement Application Format

T.C.A. 68-215-111(f)(5)(B) states: "Notwithstanding subdivision (f)(5)(A), the fund shall be responsible for up to a maximum of two million dollars (\$2,000,000) of cleanup costs for sites still undergoing corrective action on July 1, 2015, and releases that occur on or after July 1, 2015. The sum of the deductible and the maximum reimbursement shall not exceed two million dollars (\$2,000,000). The fund shall be responsible for cleanup of contamination due to releases from petroleum underground storage tanks on a per-site, per-occurrence basis."

T.C.A. 68-215-111(f)(~~67~~)(A)* states: "If there is evidence of a suspected or a confirmed release on or after July 1, 2004, in order for the tank owner, tank operator or petroleum site owner to receive reimbursement from the fund, an application for fund eligibility shall be filed:

(i) Within ninety (90) days of the discovery of evidence of a suspected release which is subsequently confirmed in accordance with the rules promulgated pursuant to this part; or

(ii) Within sixty (60) days of a release which was identified in any manner other than the process for confirmation of a suspected release stated in the rules promulgated pursuant to this part."

T.C.A. 68-215-111(f)(~~67~~)(B)* states: "The tank owner or tank operator shall send notification to the petroleum site owner by certified mail, return receipt requested, within seven (7) days of confirmation of a release. Failure to comply with the

applicable deadline of subdivision (f)(67)(A)(i) or (f)(7)(A)(ii) shall make the release ineligible for reimbursement from the fund.”

T.C.A. 68-215-111(f)(78)* states: “On or after July 1, 2004, all applications for payment of costs of cleanup shall be received by the division within one (1) year of the performance of the task or tasks covered by that application in order to be eligible for payment from the fund.”

~~T.C.A. 68-215-111(f)(5)(B) states: “Notwithstanding subdivision (f)(5)(A), the fund shall be responsible for up to a maximum of two million dollars (\$2,000,000) of cleanup costs for sites still undergoing corrective action on July 1, 2015, and releases that occur on or after July 1, 2015. The sum of the deductible and the maximum reimbursement shall not exceed two million dollars (\$2,000,000). The fund shall be responsible for cleanup of contamination due to releases from petroleum underground storage tanks on a per-site, per-occurrence basis.~~

*See Public Chapter No 794 of the Public Acts of 2008

** See Public Chapter No 292 of the Public Acts of 2015

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II. DEFINITIONS AND ACRONYMS

A. Definitions

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

~~Contamination-~~ Laboratory confirmed petroleum impact to a) drinking or surface water above Risk Based Cleanup Levels (RBCLs) and/or b) soil or groundwater above Site-Specific Cleanup Levels (SSCLs) or Initial Screening Levels (ISLs) for sites that an exposure assessment has not been completed.

~~Soil and/or ground watergroundwater analytical results with regulated petroleum constituents exceeding the Division's Initial Screening Levels (ISLs) as identified during closure activities, Phase II investigation, etc. or Division's approved Site-Specific Clean-up Levels (SSCLs).~~

~~Deductible-~~ The entry level or amount of financial responsibility that must be expended as approved costs by the responsible party prior to any reimbursement of eligible expenses. All releases that occurred on or after July 1, 2005June 15, 2021 have a deductible of \$20,000.005,000.00 00 (twenty thousand dollars) unless granted a reduced deductible. A higher deductible may apply per Rule 0400-18-.09(6)(b)7.

~~Maximum Workday-~~ The allowable maximum number of hours/day that may be claimed for any task is ten (10) hours unless written approval is obtained from the Division case-project manager in advance of conducting the work. This excludes tasks 2.4.e and any lump sum task.

Markup Allowable markup for most items is 15% not to exceed listed maximum cost/rates. However, some tasks only allow a 5% markup as stated in the applicable task description.

~~Proof of payment-~~ The acceptable evidence that the invoices included in the initial reimbursement application(s) indicates have that the deductible has been paid. The acceptable methods include either copies of canceled checks or affidavits (CAC Certification page) signed by the contractors stating they have received payment.

~~Reasonable cost-~~ The monetary amount or range, as determined by the Division, to be commensurate with a corrective action activity. The Division's determination is based on an evaluation of typical

expected costs. This evaluation considers the scope and complexity of the particular corrective action activity involved.

~~Week~~

Rental equipment is often rented on a weekly basis. A week is defined as three (3) to ~~five-seven~~ (57) consecutive days.

B. Acronyms Used in this Document and the Excel® cost task spreadsheets

AT	Alternative Technology
BTEX	Benzene, toluene, ethylbenzene, and total xylenes
BTEXMN	Benzene, toluene, ethylbenzene, total xylenes, MtBE, and Naphthalene
CAC	Corrective action contractor
CAD/GIS	Computer aided design-/ <u>Geographic information systems</u>
CAP	Corrective Action Plan
CABMR	Corrective Action Baseline Monitoring Report
CACMR	Corrective Action Closure Monitoring Report
CAMR	Corrective Action Monitoring Report
CAMR -ab	Corrective Action Monitoring Report with as-built diagrams
CAS	Corrective Action System
CASDR	Corrective Action System Down Report
CASFL	Corrective Action System Field Log
CASRL	Corrective Action System Repair Log
CFM	Cubic feet per minute
DMR	Discharge Monitoring Report
EAG	Environmental Assessment Guidelines
EDB	Ethylene Dibromide
EDC	Ethylene Dichloride
EPH	Extractable Petroleum Hydrocarbons <u>(Note that EPH has no SSCL, RBCL, or ISL as it is utilized as a "soil screening" mechanism only for the potential installation of a monitoring well for UST tank closure and site check activities)</u>
FID	Flame ionization detector
FP	Free product
FPIR	Free Product Investigation Report
FPRP	Free Product Removal Plan
GPM	Gallons per minute
HMR	Hazard Management Report
HNR	Hazard Notification Report
HRSC	High Resolution Site Characterization
IRHMR	Initial Response and Hazard Management Report
ISCR	Initial Site Characterization Report
ISL	Initial screening level
kW	Kilowatt
MCL	Maximum contaminant level

MEME	Mobile enhanced multi-phase extraction
MtBE	Methyl tertiary butyl ether
NAPHN	Naphthalene
NOD	Notice of deficiency
NOV	Notice of violation
NPDES	National pollution discharge elimination system
OSHA	Occupational Safety and Health Administration
OVD	Organic vapor detector
PID	Photoionization detector
POTW	Publicly owned treatment works
PSI	Pounds per square inch
QA/QC	Quality assurance and quality control
RBCL	Risk based cleanup level
RGD	Reimbursement G guidance D document
RMR	Risk Monitoring Report
SGS	Soil gas survey
SSCL	Site specific cleanup level
SOW	Task Reimbursement Task Scope of work
TCLP	Toxicity characteristic leaching procedure
TGD	Technical guidance document
TRBCA	Tennessee risk-based corrective action
UST	Underground storage tank

~~III. REIMBURSEMENT APPLICATION DATABASE INSTRUCTIONS~~

~~An Access® database has been developed to prepare and submit electronic applications. The database is available for download from the Division's website:~~

~~Applications, appeals, questions, comments, etc. should be submitted to:~~
~~ust.reimbursement@tn.gov~~

~~IIIV. REIMBURSEMENT APPLICATION GUIDELINES~~

~~Instructions for completing a Reimbursement Application are in Section IX.~~

In order to receive reimbursement, all reimbursement applications must be submitted within one (1) year of the date the work is performed.

A. Initial Reimbursement Application

After a new release has been suspected or confirmed, an Fund eligibility application ~~Application for Fund Eligibility~~ shall be prepared and submitted. The initial reimbursement application shall not be submitted until Fund eligibility and the

~~deductible hasve~~ been determined. If full operational compliance is verified ~~Fund eligibility is approved~~, then the Division will send a confirmation letter specifying and include the applicable deductible. ~~At this point, an initial reimbursement application may be submitted.~~ If full operational compliance is not met ~~Fund eligibility is denied~~, then the Division will notify the responsible party of the deductible with an enforcement order with a denial letter. This letter order will also include information on the appeal process. ~~If Fund eligibility is denied, then an initial application may be submitted during the Fund eligibility appeal process, but will not be reviewed by the Division. Some sites may not require corrective action that would result in the submittal of subsequent applications.~~

B. Subsequent Reimbursement Applications

Subsequent applications may be submitted at the completion of each cleanup activity major reimbursable task provided they are submitted within one (1) year from the date performed.

C. Final Reimbursement Application

The final application shall be submitted within one (1) year of contamination case closure issued by the Division.

IV. ELIGIBLE COSTS

The following processes include common tasks that are eligible for reimbursement once the applicable deductible has been met, with Division approval.

A. UST System Closure Process

1. Over-excavation of contaminated material after the first 100 cubic yards of native material has been removed
2. Sample collection after over-excavation and/or recharge of groundwater into the tank pit
3. Soil and water laboratory analysis, including routine shipping charges, after over-excavation and/or recharge of groundwater into the tank pit
4. Disposal of contaminated soil (including contaminated backfill), contaminated water, and/or free product
5. Installation and sampling of monitoring well required for risk-based closure
6. Conducting a water use survey
7. Preparation of a risk-based closure report (TRBCA Closure Report - includes monitoring well installation, groundwater sampling and water use survey, if necessary)

B. Hazard Management Process

1. Alternate water supply ~~---~~ providing bottled water, installing water taps, hookup to public water supply, filtration system, and/or drilling a new well. This also includes abandonment of public or private water supplies that are no longer in use.
2. Rental of equipment that deals with emergency response (i.e., vapor abatement)
3. Recovery of free product
4. Sample collection
5. Soil, water, and air laboratory analysis, including routine shipping charges
6. Disposal of contaminated soil, contaminated water, and/or free product
7. Preparation of required submittals

C. Release Investigation Process

1. Installation of soil borings and/or monitoring wells
2. Rental of equipment relative to the investigation of the contaminated site
3. Tank tightness tests (if used for a required investigation by the Division)
4. Sample collection
5. Soil and water laboratory analysis, including routine shipping charges
6. Disposal of contaminated soil, contaminated water, and/or free product
7. Preparation of required submittals

D. Risk Management and Corrective Action Process

1. Public notice advertisements for corrective action
2. Construction, delivery, operation, and maintenance of approved treatment systems
3. Telephone charges associated with a telemetry system (must be plainly stated on-in the reimbursement application)
4. Rental of equipment ~~that deals for use during --with~~ remediation of the contaminated site
5. Installation of recovery wells, trenches, and associated piping
6. Sample collection
7. Soil, water, and air laboratory analysis, including routine shipping charges
8. Disposal of contaminated soil, contaminated water, and/or free product
9. Preparation of required submittals
10. Preparation of required permits
11. Obtaining necessary utility connections and service

E. Final Site Closure Process

1. Public notice advertisements for termination of a corrective action plan
2. Deactivation of the treatment system
3. Well abandonment
4. Decommissioning the treatment system

5. Site rehabilitation
6. Preparation of required submittals

F. Miscellaneous

1. Annual well fees (Shelby County) (no markup)
2. ~~Color copy of topographic map (third party invoice required)~~
3. ~~Bonds required by government agencies (no markup)~~
34. Preparation of required submittals

VI. INELIGIBLE COSTS

The following processes include common tasks and specific activities or costs that are not eligible for reimbursement.

A. UST System Closure Process

1. Activities associated with preparing, removing, and disposing of the tank system, including breaking and removing concrete, removing product from tanks, de-gassing tanks, etc.
2. Replacement backfill material for the volume of the excavated tank(s)
3. Completing an Application for Permanent Closure of Underground Storage Tank Systems, Permanent Closure Report (~~non-risk-based~~ TRBCA Closure Report report), Application for Fund Eligibility, and/or the Reimbursement Application
4. Expedited or rush charges for laboratory analysis of samples without prior Division approval
5. Field screening activities for the underground storage tank backfill material and the first 100 cubic yards of stockpiled soil
6. Rental/lease charges that exceed the purchase price of the equipment
7. Removal of backfill material in the tank pit and the first 100 cubic yards of over-excavated contaminated native material
8. Replacement of asphalt or concrete
9. Replacement, repair, maintenance, removal, and retrofitting of any UST system ~~or interceptor trench~~
10. Samples required for tank closure

B. Hazard Management Process

1. Monthly water utility bills (if a public water connection was made in response to a release)
2. Utility deposits
3. Markup on utility bills and/or permits
4. Expedited or rush charges for laboratory analysis of samples without prior Division approval

5. Rental/lease charges that exceed the purchase price of the equipment
6. Replacement of asphalt or concrete (except for trenching with a corrective action system or interceptor trench)
7. Completing the Reimbursement Application

C. Release Investigation Process

1. Expedited or rush charges for laboratory analysis of samples without prior Division approval
2. Rental/lease charges that exceed the purchase price of the equipment
3. Completing the Reimbursement Application

D. Risk Management and Corrective Action Process

1. Monthly water utility bills (if a public water connection was made in response to a release)
2. Utility deposits
3. Markup on utility bills and/or permits
4. Expedited or rush charges for laboratory analysis of samples without prior Division approval
5. Rental/lease charges that exceed the purchase price of the equipment
6. Replacement of asphalt or concrete (except for trenching with a corrective action system)
7. Telephone charges not associated with a telemetry system
8. Completing the Reimbursement Application

E. Final Site Closure Process

- 5.1 Well abandonment permit (Shelby County)
- 5.2 Completing the Reimbursement Application

F. Miscellaneous

1. Any service for which the applicant will receive reimbursement from a commercial insurance carrier
2. Corrective action contractor costs
 - a. Any type of reference book, technical book, and/or guideline
 - b. Application or appeals for denied costs
 - c. Cellular ~~or portable~~ phone charges
 - d. Computer time, software, hardware, etc.
 - e. Copy machine and copies
 - f. Fax transmittals
 - g. General office supplies
 - h. Insurance
 - i. Notary services

- j. Office equipment and miscellaneous office items
- k. Overtime charges
- l. ~~Personal~~ protective equipment (chemical resistant suits, respirators, etc.)
- m. Postage or express shipping of maps, photographs, reports, etc.
- n. Property title searches
- ~~o. Rental equipment insurance~~
- ~~po.~~ Telephone charges not associated with a telemetry system
- ~~pq.~~ Video camcorder
- ~~qr.~~ ~~Mark-up~~Markup on sales tax
- ~~rs.~~ ~~Mark-up~~Markup on freight/shipping
- ~~s.~~ Markup on mobilization/demobilization
- ~~t.~~ Markup on lodging and per diem
- ~~u.~~ Markup on subcontractor reports
- 3. Durable items which are not totally expended on one site such as raincoats, tools, shovels, ~~_____~~ etc.
- 4. Installation of leak detection
- 5. Legal fees
- 6. Loss of business revenues (business interruption)
- 7. Loss of petroleum product
- 8. Monthly water utility bills where the Division paid for connection to a public water supply
- 9. Responsible Party Costs
 - a. Administration costs including management, office time, and supplies
 - b. Any type of reference book, technical book, and/or guideline
 - c. Application or appeals for denied costs
 - d. Cellular ~~or portable~~ phone charges
 - e. Change of Corrective Action Contractor (CAC) and any costs associated with initial project set-up review, site reconnaissance, etc. including file reviews
 - f. Computer time, software, hardware, etc.
 - g. Copy machine and copies
 - h. Fax transmittals
 - i. General office supplies
 - j. Insurance
 - k. Notary services
 - l. Office equipment and miscellaneous office items
 - m. Overtime charges
 - n. ~~Personnel~~ Personal protective equipment (chemical resistant suits, respirators, etc.)
 - o. Postage or express shipping of maps, photographs, reports, etc.
 - p. Property tax
 - q. Property title searches
 - ~~r.~~ ~~Rental equipment insurance~~
 - ~~rs.~~ Telephone charges not associated with a telemetry system

- ~~st.~~ Video camcorder
 - ~~tu.~~ ~~Mark-up~~Markup on sales tax
 - ~~uv.~~ ~~Mark-up~~Markup on freight/shipping
 - ~~v.~~ ~~Markup on mobilization/demobilization~~
 - ~~w.~~ ~~Markup on lodging and per diem~~
 - ~~x.~~ ~~Markup on subcontractor reports~~
10. Tank tightness tests used for routine release detection
 11. Technical Guidance Document - 013, Fund Eligibility ~~site~~Site checkCheck
 12. Travel
 - a. Any travel outside of the state of Tennessee
 - b. Mileage within Tennessee over ~~250-300~~ miles per round trip
 - c. Airfare and/or car rentals
 - d. Company car and/or truck rental
 - e. Markup on per diem ~~and lodging~~
 13. Underground locator services (~~unless service is guaranteed in writing~~) (~~unless approved by the Division in writing~~)

VII. PERSONNEL DESCRIPTIONS AND RATES

A. Staff Descriptions

Only the job titles and classifications listed below may be used for reimbursement purposes. **Any qualified professional who performs a task of a lesser-qualified person should be billed at the rate of that job task.** For example, a person who meets the experience and education of a Geologist, but performs the task of digging a trench, hand augering, bailing wells, etc. should be billed at the rate of a Technician. All onsite personnel shall have the appropriate health and safety certifications. Prior to beginning any task, the Excel® cost task ~~s and associated cost~~ spreadsheets should be consulted to ensure that the proper personnel and equipment will be used in order to be Fund reimbursable. See section IX for cost task descriptions.

CAD/GIS -Operator: This person must have the ability to develop scaled maps, engineering drawings, and contour maps using CAD computer programming software. The CAD/GIS computer operator must have a degree in information systems analysis, CAD computer programming, or possess ~~CAD~~applicable technical certification.

CAS Specialist: This person must have attended, received and maintain satisfactory certification from a Division approved manufacturer of high vacuum dual phase remediation systems. Annual recertification is required to bill this title. CAS Specialist Certificate must be submitted to: ust.reimbursement@tn.gov

~~**Construction Foreman:** This person must have completed all appropriate personal protection and safety courses, have three (3) years' experience in UST or hazardous~~

~~substance site work, field supervision experience, and be supervising a construction crew.~~

Engineer: This person must be a professional engineer licensed in the State of Tennessee.

Environmental Specialist: This person must have a ~~Bachelor of Arts (BA), B~~Bachelor of Engineering (BE) or Bachelor of Science (BS) or postgraduate degree in biology, engineering, environmental science, geology, industrial hygiene, soil science, or another science field acceptable to the Division from an accredited four (4) year college and have at least two (2) years of UST related work and/or hazardous substance remedial activities.

General Laborer: This person must have current health and safety training. ~~completed the appropriate personal health and safety courses.~~ General laborer includes surveyor helpers, construction workers, and other site workers that have not been included in other billing classifications.

Geologist: This person must be a professional geologist licensed in the State of Tennessee.

Heavy Equipment Operator: This person must be knowledgeable of the capabilities and limitations of the equipment being used and is familiar with all applicable laws and regulations governing its use. Equipment operators must have current health and safety training.

Project Manager: This person must have five (5) years full-time experience in investigation, remedial planning or design phases of environmental project management. This person must have a BE, BS or postgraduate degree in engineering, geology, or other appropriate science. This person must also have supervisory and project management experience. Postgraduate work in an appropriate science may be substituted on a year for year basis for experience for a maximum of two (2) years.

Secretary: This person must possess computer skills and carry out general clerical duties, including contract administration and payment of utility bills. Clerical support and other office workers shall be included in this category.

Senior Environmental Specialist: This person must have a BA, BE, BS or postgraduate degree in biology, engineering, environmental science, industrial hygiene, soil science, or another science field acceptable to the Division from an accredited four (4) year college and have at least five (5) years of UST related work and/or hazardous substance remedial activities.

Senior Technician: This person must have ~~completed appropriate~~current health and personal safety training, have completed appropriate and sampling courses and have

at least three (3) years of experience working in the environmental field at hazardous substance or UST sites. All technicians must be high school graduates or have passed the general equivalency diploma (GED) test.

Surveyor: This person must have the ability to take linear and angular measurements and apply the principles of geometry and trigonometry to delineate the form, extent, position, etc., of a tract of land. This person must be licensed in Tennessee as a surveyor.

Technician: This person must have current health and safety training, have completed appropriate sampling courses ~~completed appropriate personal safety and sampling courses~~ and have at least one (1) year of experience working in the environmental field at hazardous substance or UST sites. All technicians must be high school graduates or have passed the general equivalency diploma (GED) test.

Truck Driver: This person must be knowledgeable of all Tennessee motor vehicle laws and regulations as well as hold all licenses required for the type of motor vehicle operated.

DRAFT

B. Table of Reimbursable Tasks

Field Staff Description	Reimbursable Tasks
CAS Specialist	CAS startup, r Routine/non-routine O&M, CAS deactivation <u>and/or</u> and/or re-activation of a CAS
Engineer	Assessment of remedial activities, overseeing drilling and monitoring well installation with appropriate geologic experience, sampling (soil, water, etc.) through the initial investigation phase, compiling/analyzing environmental data, overseeing of MEME events <u>and soil gas survey</u>
Environmental Specialist	Assessment of remedial activities, sampling (soil, water, etc.) through the initial investigation phase, compiling/analyzing environmental data
Geologist	Assessment of remedial activities, overseeing drilling and monitoring well installation, sampling (soil, water, etc.) through the initial investigation phase, compiling/analyzing environmental data, overseeing of MEME events <u>and soil gas survey</u>
Senior Environmental Specialist	Assessment of remedial activities, sampling (soil, water, etc.) through the initial investigation phase, compiling/analyzing environmental data, overseeing of MEME events <u>and soil gas survey</u>
Senior Technician	Routine sampling (monthly, quarterly, etc. of soil, water, etc.), free product removal, monitoring well abandonment oversight, installation/maintenance of skimmer pumps, O-&-M (routine and non-routine; <u>of a non-state owned CAS</u>), CAS deactivation, <u>and/or reactivation</u> <u>and/or decommissioning of a non-state owned CAS</u>
Technician	Tilling/disking, gauging, installation/replacements of booms/pads, deactivation and/or reactivation of CAS, site restoration, <u>assist with O&M (with Division project manager approval), CAS deactivation, reactivation and/or decommissioning</u> O & M (routine and non-routine) of non-state owned CAS

C. Table of Staff Rates

Field Operations Staff	Maximum Hourly Rate
Surveyor	\$65.00 <u>75.00</u>
Construction foreman	\$50.00
Senior technician	\$55.00

	63.00
Technician	\$45.00 52.00
Heavy equipment operator, Truck driver	\$35.00 50.00
General laborer	\$30.00 40.00

Technical Staff	Maximum Hourly Rate
Project Manager	\$95.00 109.00
Engineer, Geologist, Senior Environmental Specialist	\$80.00 92.00
Environmental Specialist	\$65.00 70.00
CAS Specialist	\$65.00 75.00
CAD/GIS Operator	\$50.00 58.00

Administrative Staff	Maximum Hourly Rate
Secretary	\$30.00 40.00

VIII. REASONABLE REIMBURSEMENT RATES

A. Equipment

Construction equipment rental rates already include allowances for peripheral equipment attachments, depreciation, maintenance, field repairs, fuel, permits, lubricants, tires, OSHA equipment, insurance, equipment shelter and security, overhead, markup, and administrative costs. If the equipment size is not specified, then the lowest rate will be applied. Equipment mobilization subdivided into three categories based on size/weight.

Excavating Equipment	Per Day	Per Week
Trencher (walk behind) – mobilization charges do not apply	\$144.00	\$432.00
Trencher (ride on)	\$255.00	\$765.00
Skid steer loader (bobcat – <u>Category 1 mobilization</u>)	\$188.00 389.00	\$564.00 1,167.00
Pavement/concrete breaker for bobcat	\$200.00	\$600.00

Backhoe (all types.)- <u>Category 1 mobilization</u>	\$255.00 <u>430.00</u>	\$765.00 <u>1,290.00</u>
Pavement/concrete breaker for backhoe	\$275.00 <u>289.00</u>	\$825.00 <u>867.00</u>
<u>Trackhoe ½ yd³ Mini Excavator (Category 1 mobilization)</u>	\$575.00 <u>427.00</u>	\$1,725.00 <u>1,281.00</u>
<u>Trackhoe ¾ yd³ <50K lbs (Category 2 mobilization)</u>	\$674.00 <u>958.00</u>	\$2,022.00 <u>2,874.00</u>
<u>Trackhoe 1 yd³ ≥50K lbs (Category 3 mobilization) - Division approval required</u>	\$834.00 <u>1,220.00</u>	\$2,502.00 <u>3,660.00</u>
<u>Crawler loader 1 yd³ (Category 2 mobilization)</u>	\$470.00	\$1,410.00
<u>Dozer</u>	\$468.00	\$1,404.00
Field Tractor and attachment	\$253.00 590.00	\$759.00 1,770.00
<u>Dump Trailer (Mobilization charges do not apply)</u>	\$159.00	\$477.00
Dump truck 15 yd ³ and larger (w/o driver - <u>mobilization charges do not apply</u>)	\$78.00/hr	
Mobilization and Demobilization		Rate
<u>Category 1 Excavation equipment (cost/mile)</u> <u>Skid steer loader, backhoe, mini excavator</u> <u>(Minimum of \$125)</u>		\$1.25
Maximum (<u>250-300 miles round trip</u>)		<u>\$375.00</u>
<u>Category 2 Excavation equipment (cost/mile)</u> <u>Trackhoe <50K lbs</u> <u>(Minimum of \$270)</u>		<u>\$2.70</u>
Maximum (<u>300 miles round trip</u>)		<u>\$810.00</u>
<u>Category 3 Excavation equipment (cost/mile)</u> <u>Trackhoe ≥50K lbs</u> <u>(Minimum of \$500)</u>		<u>\$5.00</u>
Maximum (<u>300 miles round trip</u>)		<u>\$1,500.00</u>

Support Equipment	Per Day	Per Week
5 kW generator	\$87.00 <u>100.00</u>	\$261.00 <u>300.00</u>
50 kW generator	\$258.00 <u>406.00</u>	\$774.00 <u>1,218.00</u>
<u>3K PSI pressure washer</u>	\$55.00	\$165.00
Explosion proof evacuation fan (12,000 ft ³ /min air movement) (mobilization included in daily rate)	\$75.00 <u>86.00</u>	\$125.00 <u>258.00</u>

Miscellaneous Tools And Supplies	Per Day	Per Week
Air jackhammer with bit and hose	\$60.00 <u>71.00</u>	

Electric jackhammer with bit	\$75.00 90.00	
Slide hammer and vapor probe kit	\$133.00 153.00	
Hammer drill and vapor probe kit	\$195.00 224.00	
Crane (17-ton skyhook)	\$667.00 1,028.00	
Plate compactor/tamper	\$75.00 92.00	\$200.00 276.00
Utility trailer	\$25.00 29.00	
Compressor 100 CFM, gas powered	\$75.00 127.00	
Compressor 175 CFM, gas powered	\$109.00 199.00	
Concrete saw (Gas) with blade	\$90.00 131.00	
Hydrocarbon skimmer pump (self-leveling)	\$40.00 46.00	\$120.00 138.00
Submersible well development pump (electric) 2-inch diameter	\$42.00 53.00	
Self-priming centrifugal pump (trash) —— 4-inch discharge	\$65.00 81.00	
Welder/supplies/fuel	\$60.00	
Poly Tank (Tasks 4.4.a.11 and 4.4.d.8 only)	\$50.00	
500 gallons of water (Tasks 4.4.a.11 and 4.4.d.8 only)	\$25.00	

Portable Field Instruments	Per Day	Per Week
Combustible gas indicator/with oxygen meter*	\$45.00 50.00	150.00
Oxygen meter (dissolved/reduced)-water	\$40.00	
OVD -- PID or FID*	\$89.00 50.00	\$150.00
OVD -- FID	\$105.00	
Multi-gas meter (O ₂ , CO ₂ , CH ₄)*	\$68.00 50.00	\$150.00
Oil/water interface probe*	\$55.00 10.00	
Turbidity meter (approved CAP only)-water*	\$31.00 10.00	
Electronic water-level indicator*	\$25.00 10.00	

<u>Vacuum Gauge/Manometer -- air*</u>	\$25.00 <u>10.00</u>	
pH meter (approved discharge only)*	\$27.00 <u>10.00</u>	
<u>Velocity Meter - Air</u>	<u>\$10.00</u>	
<u>Digital or dial vacuum gauge</u> Velocity meter - air*	\$45.00 <u>10.00</u>	
<u>2K to 3K PSI pressure washer*</u>	\$55.00 <u>\$20.00</u>	\$165.00
Flow regulator (air samples only)	\$60.00 <u>81.00</u>	
SUMMA Canister	\$50.00 <u>69.00</u>	

* - considered tools of the trade

Equipment/Supplies	Unit Cost
Disposable bailer	\$10.00
Petroleum absorbent booms (8 inch diameter, 10 ft. sections)	\$55.00
Petroleum absorbent pads (<u>15" x 20", Light weight,</u> 100 count)	\$70.00
Petroleum absorbent pads (<u>15" x 20", Heavy weight,</u> -100 count)	\$88.00
Petroleum absorbent sweeps (18" x 100' x 3/8")	\$108.00
Reconditioned drums (17-H, 55-gallon)	\$41.00
Soil and well sampling supplies (includes, but not limited to, ice, disposal of samples, twine or string, latex gloves, and decontamination materials. These supply costs are per sampling event and not per well.)	\$20.00 <u>25.00</u>
0.45 micron water filter (PAHs and metals sampling)	\$20.00
Safety cones, barricades, caution tape	\$10.00/day
Wheat Straw bales	\$5.00
Grass seed (10 lb)	\$10.00

B. Vehicles

Reimbursement is only for mileage within Tennessee with a **maximum 300** miles round trip. If the vehicle size is not specified, the lowest rate will be applied.

Vehicle	Rate
Autos/pick-up trucks (cost/mile)	\$0.47*
Three/quarter (3/4) ton truck (cost/mile)	\$0.75
Vacuum truck/with driver cost/hour	\$138.00

*Mileage shall be reimbursed in accordance with the state of TN travel regulations in e

work was performed. Current travel regulations can be found at:

https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy8.pdf
[dfwww.tn.gov/finance/act/documents/policy8.pdf](https://www.tn.gov/finance/act/documents/policy8.pdf)

Mobilization and Demobilization	Rate
Vacuum truck with driver (cost/mile) (Minimum of \$270.00)	\$2.25 \$2.70
Maximum billing (300 miles round trip)	\$562.50 \$810.00 0

C. Disposal and Treatment of Contaminated Soil

Contaminated soil and clean soil must be segregated. **Disposal of soil with contaminant concentrations below ~~the Division's the applicable Division's Site Specific Clean-up Levels~~ cleanup level (e.g. ISL, RBCL, SSCL) will not be reimbursed.** All invoices and weight tickets shall be submitted regardless of the treatment method. **Reimbursement will be limited to actual costs plus a maximum 5% markup not to exceed the following rates (additional transportation is reimbursed costs will not be reimbursed, at actual dump truck and driver time will be reimbursed):**

Treatment	Per Ton
Land farming	\$28.00 \$39.00
Landfill	cost + 5%
Transportation (less than 50 miles one way)	\$11.00
Transportation (50 – 100 miles one way)	\$20.00
Transportation (over 100 miles one way)	\$24.50

D. Disposal and Treatment of Contaminated Water

Reimbursement is limited to water treated at a permitted water treatment facility. The Fund will not pay a per gallon rate for water treated on site. **Disposal and/or treatment of water with contaminant concentrations below the Division's ~~Initial Screening Levels~~ ISLs will not be reimbursed.** Original invoices and manifests, including the volume of water treated shall be submitted. **Reimbursement will be limited to actual costs plus a maximum 5% markup not to exceed the following rate (rate ~~already~~ includes transportation):**

Contents	Per Gallon
Water	\$0.55 0.94

E. Drum Disposal of Contaminated Soil and/or Water (includes cost of drum)

Soil and water that is drummed is not considered the most efficient way of handling contamination and will be scrutinized. **Disposal and/or treatment of soil and/or water with contaminant concentrations below the Division's Site Specific ~~Clean-up~~Cleanup Levels will not be reimbursed.** Reimbursement will be limited to actual costs plus a maximum 5% markup not to exceed the following rates (rates includes transportation):

Contents	Per Drum
Water, soil, used booms, pads, etc.	\$90.00 200.00
Soil	\$90.00
Used booms, pads, etc.	\$90.00

F. Drilling

Equipment included in mobilization/demobilization costs are: rig, support vehicles, steam cleaner, grout plant, trailers, and crew. Price per foot costs include: drill rig, set up fee, installation, ~~development~~, sand, bentonite, cement, ~~flush mount manhole~~, lock, end plug, casing, and screen. CACs should negotiate prices with drillers prior to drilling. **Reimbursement will be limited to actual costs plus a maximum 15% markup not to exceed the following rates:**

Drilling Method and Equipment	Rate
Auger rig/core rig/wash rotary rig/ air rotary rig (cost per mile) (cost/mile with a maximum of 300 miles round trip) (Minimum of \$500.00) Maximum (300 miles round trip)	\$3,005.00 \$1,500.00
Air Rotary Rig (cost/mile with a maximum of 250 miles round trip)	\$4.25
Auger drilling [cost/foot including two (2) man crew] Two (2) inch wells Four (4) inch wells	 \$36.00 \$42.00 \$45.00 \$52.00
Air rotary drilling [cost/foot including two (2) man crew] Two (2) inch wells Four (4) inch wells	 \$48.00 55.00 \$57.00 65.00
Double cased well [cost/foot to drill and install outside casing including two (2) man crew, steel casing, and grouting] Six (6) inch Eight (8) inch	 \$64.00 73.00 \$76.00

	87.00
Well abandonment (includes licensed well driller, equipment, and supplies)(cost/foot)	\$11.00 13.00
Borings (cost/foot)	\$16.00 18.00
<u>Split spoon sampling (ASTM-D1586) [cost/two (2) foot sampler]</u>	\$21.00 24.00
<u>Continuous sampling [cost/five (5) foot sampler]</u>	\$48.00 \$55.00
Decontamination of rig and tools (cost/boring includes steam cleaner rental)	\$125.00 150.00
Standby time not due to the driller (cost/day with maximum of 1 hour)	\$150.00
Third man for drilling (cost/hour)	\$30.00 40.00
Water-tight bolt down manhole (one per well - all sizes)	\$68.00 78.00
Centralizers-stainless steel (cost/per unit) Two (2) inch	\$26.00 30.00
Four (4) inch	\$28.00 32.00
Concrete penetration (cost/hole)	\$99.00 114.00
Removal of manhole cover and well pad (cost/well)	\$125.00 150.00
Recovery well vaults (2'x2'x2') (must actually be removed)	\$300.00 345.00
<u>1-ton truck with heavy trailer (cost per mile not to exceed 300 miles round trip - only applicable to days where mobilization charges do not apply)</u>	<u>\$1.25</u>
Freight charges on well installation, drilling supplies, casing, screen, bentonite, etc.	Actual cost

Direct Push Technology and Equipment	Rate
Mobilization/demobilization-(cost <u>per</u> /mile) (Minimum of \$270.00) <u>Maximum (300 miles round trip)</u>	\$2,352.70 \$810.00
Direct push [cost/day including a two (2) man crew]	\$1,640.00 1,900.00
Direct push [cost/half-day including a two (2) man crew]	\$1,240.00 1,425.00
Soil sample liners (cost/unit)	\$5.95 7.00
Soil gas survey sample train using nylon tubing (cost/sample train)	\$29.00

	<u>33.00</u>
Expendable probe points (cost/unit)	\$11.00 <u>13.00</u>
Expendable soil gas probe points (cost/unit)	\$22.00 <u>25.00</u>
Temporary well (cost/foot)	\$5.00 <u>6.00</u>
Bentonite (cost/50-lb bag)	\$15.00 <u>17.00</u>

G. Laboratory Analyses

Invoices must include the Facility ID number. -Only analytical results required by the Division will be reimbursed. NPDES, POTW, TCLP, and other required costs associated with approved Division activities will also be reimbursed. **If GRO, DRO and/or EPH are required to be sampled for permit requirements, then you must submit a copy of the discharge approval letter with the reimbursement application.**

The chain of custody for the samples should always be submitted with any analytical charges. Samples received by the laboratory above the required temperature of 4 degrees Celsius will not be reimbursed. -When sampling a drinking water supply, the detection limit shall not exceed the established MCL for that constituent. -Any sample that fails to meet minimum detection limits will not be reimbursed. -**The following analytical results will be reimbursed at actual cost plus a maximum 15% markup not to exceed the following rates:**

Soil Samples		Maximum Rate (Includes Markup)
Chemical of Concern	Method	
BTEX, MtBE, Naphthalene	Method 8260B	\$86.00
BTEX, MtBE, Naphthalene, EDB, EDC	Method 8260B	\$149.00 <u>136.00</u>
<u>Metals (Cd, Cr, Pb, Ag, Zn)</u>	<u>Method 6010/3050</u>	<u>\$110.00</u>
<u>Lead (Pb) only</u>	<u>Method 6010/3050</u>	<u>\$34.00</u>
TCLP	Method 1311	\$479.00
<u>Extractable Petroleum Hydrocarbons</u> <u>EPH</u>	<u>TN EPH</u>	<u>\$85.00</u>

Water Samples		Maximum Rate (Includes Markup)
Chemical of Concern	Method	
BTEX, MtBE, Naphthalene	Method 8260B	\$96.00
BTEX, MtBE, Naphthalene, EDB, EDC	Method 8260B	\$146.00
EDB only	Method 8011	\$86.00
PAHs	Method 8270C-SIM/8310	<u>\$202.00</u>

		<u>150.00</u>
Metals (Cd, Cr, Pb, Ag, Zn)	Method 6010	\$79.00 <u>125.00</u>
Lead (Pb) only	Method 6010	\$35.00 <u>25.00</u>
Fe, Mn for groundwater classification	<u>Method 6010NPDES</u>	\$57.00 <u>50.00</u>
Discharge Samples per Permit		
Oil & Grease	Method 1664 Revision B	\$58.00
Total suspended solids	Method 160.2	\$21.00
<u>Diesel Range Organics (DRO)</u>	<u>Method 8015</u>	<u>\$85.00</u>
<u>Gasoline Range Organics (GRO)</u>	<u>Method 8015</u>	<u>\$85.00</u>
Extractable Petroleum Hydrocarbons (EPH)	TN EPH	\$85.00
<u>Metals (Cd, Cr, Pb) only</u>	<u>Method 6010</u>	<u>\$75.00</u>
LC50 Toxicity Test	Method LC50	\$1,275.00 <u>1,175.00</u>
IC25 Toxicity Test	Method IC25	\$1,390.00 <u>1,760.00</u>

Air Samples		Maximum Rate (Includes Markup)
Chemical of Concern	Method	
BTEX, MtBE, Naphthalene, Isopropyl Alcohol	Method TO-15	\$295.00
Percent O ₂ and CO ₂ (must be analyzed concurrently from SUMMA [®] sample above)	Method ASTM 1945/1946/ D5314 or EPA Method 3C	\$243.00 <u>110.00</u>

H. Travel Expenses and Per Diem

Meals will not be reimbursed without a corresponding hotel/motel receipt. -Only one (1) day of meals will be reimbursed per overnight stay.

Professional Travel/per-diem*	Maximum Lodging Costs	Maximum Meals & Incidental Costs
Davidson (Nashville)	<u>\$122.00</u>	<u>\$66.00</u>
___ September to November	<u>\$234.00</u>	<u>\$61.00</u>
___ December to January	<u>\$187.00</u>	<u>\$61.00</u>
___ February to June	<u>\$230.00</u>	<u>\$61.00</u>
___ July to August	<u>\$207.00</u>	<u>\$61.00</u>

Shelby (Memphis)	\$ 99.00 123.00	\$61.00
Williamson (Brentwood/Franklin)	\$ 102.00 125.00	\$ 56.00 61.00
Hamilton (Chattanooga)	\$ 95.00 109.00	\$ 56.00 61.00
Knox (Knoxville)	\$ 90.00 102.00	\$56.00
All other counties	\$ 83.00 96.00	\$ 46.00 55.00

Professional Travel Time	Maximum Hours
One-way per trip based on professional staff description and rate	<u>23</u>
Round trip based on professional staff description and rate	<u>46</u>

*Lodging and per diem shall be reimbursed in accordance with the state of TN travel regulations in effect at the time that the work was performed. Current travel regulations can be found at:

https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy8.pdf
www.tn.gov/finance/act/documents/policy8.pdf

I. Other

Each task provides a maximum cost. -This cost represents the maximum the Division **may** reimburse if the work is acceptable and conducted as approved. Only actual charges, not the maximum, will be reimbursed. -For example, a task may **provide allow** a maximum of up to ten (10) hours to conduct the work but the actual work performed by contractor personnel was five (5) hours. Only five (5) hours may be requested for reimbursement.

A detailed time sheet and/or field log/book shall be kept for every UST task conducted although they may not be required to be submitted with the application. -The Division may request these to verify claim amounts. -Time reporting should be broken into fifteen (15) minute increments (i.e. 0.25 hr; 1.75 hrs; etc.). Any other time increments will not be properly calculated by the reimbursement database.

IXVIII. TASK DESCRIPTIONS

1.0 UST SYSTEM CLOSURE PROCESS

TASK 1.1 Over-excavation

1.1.a Cost for excavating soil and stockpiling during UST Closure

This SOWtask will include all necessary personnel and labor, equipment and supplies to excavate, screen, collect samples and properly stockpile contaminated soil during an UST system closure as per Closure Assessment Guidelines. Cost includes all sampling supplies. ~~This SOWtask includes personnel time to coordinate this task and to manage laboratory services (i.e. Chain of Custody, sample preparation, sample quality assurance/quality control (QA/QC), and invoice managing). Reimbursement is limited to excavation and stockpiling of contaminated soil. **Soil contamination as defined by the applicable Closure Guidelines must be documented by an approved state of Tennessee laboratory method.** Routine over-excavation shall not exceed three (3) workdays (~~maximum~~ 10-hour workday) without prior approval from the ~~appropriate Field Office~~ Division project manager.~~

~~Maximum Personnel cost is \$180.00 hourly, per hour for on-site personnel (or \$1,800.00 not to exceed \$2,429.00 per day,) and~~

~~Maximum equipment cost is \$3,009.00 \$2,283.00 per day equipment rental.~~

1.1.b Cost for mobilization and demobilization of heavy equipment

This SOWtask will include mobilization and demobilization of the trackhoe or backhoe to and from the site.

~~Maximum cost for category 1 equipment is limited to \$1.25 per mile \$375.00 (\$1.25/mile). per piece of equipment not to exceed \$312.50.~~

~~Maximum cost for category 2 equipment is \$810.00 (\$2.70/mile).~~

~~Maximum cost for category 3 equipment is \$1,500.00 (\$5.00/mile) and must obtain prior Division approval.~~

1.1.c Cost for loading stockpiled contaminated soil for disposal

This SOWtask will include all necessary personnel and labor, equipment, and supplies for loading petroleum contaminated soil for proper disposal at a permitted facility. **The volume of the contaminated material requested**

for reimbursement must agree with the volume of the contaminated area during the closure as reported in the Permanent Closure Report.

Routine loading shall not exceed one (1) workday (~~maximum~~ 10-hour workday).

Personnel cost is hourly not to exceed \$2,820.00 per day.

Maximum cost is \$180.00 per hour for on-site personnel (or \$1,800.00 per day) Maximum equipment cost is and \$1,984.00 \$3,038.00 per day equipment rental.

1.1.d Cost for laboratory services

This ~~SOW~~task will include any soil laboratory analysis not associated with a boring or monitoring well installation. These samples may include, but are not necessarily limited to, samples from a tank pit, samples of a stockpile for disposal or treatment, interceptor trench, or samples that are obtained by hand augering. The CAC must submit the laboratory invoice and completed chain of custody form with the reimbursement request. ~~Consultant CAC must attach the laboratory invoice to the reimbursement form.~~ The cost of laboratory analyses will be reimbursed at cost plus 15% not to exceed the rates listed. A markup will not be allowed if the ~~consultant~~CAC uses their own lab. Transportation costs to the laboratory should be included in this task.

Maximum costs shall not exceed the reasonable reimbursable rates as determined by the applicable laboratory method, established in Reference 1.

1.1.e Cost for replacement backfill material during any type of ~~overexcavation~~over-excavation

This ~~SOW~~task consists of the cost for replacement backfill material to properly backfill the contaminated area(s) of the tank pit and/or associated piping trench(s) with a like material. —The volume of the backfill material requested for reimbursement must agree with the volume of the contaminated area during the closure as reported in the Permanent Closure Report minus the volume of the tank void. —Backfill must be acquired/purchased locally whenever possible.

Cost plus 15% markup which includes transportation costs.

1.1.f Cost for backfilling the tank pit and/or associated piping trench(s) during ~~overexcavation~~over-excavation

This SOWtask consists of all necessary personnel and labor, equipment and materials to properly backfill the contaminated area(s) of the tank pit and/or associated piping trench(s). Routine backfilling shall not exceed one (1) workday (maximum 10-hour workday) without prior approval from the appropriate Field OfficeDivision project manager.

Personnel cost is hourly not to exceed \$2,820.00 per day.

Maximum equipment cost is ~~\$180.00 per hour for on-site personnel (or \$1,800.00 per day)~~ and ~~\$3,009.00~~ \$3,013.00 per day ~~equipment rental~~.

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1.0 UST SYSTEM CLOSURE PROCESS

Task 1.2 Ground~~Water~~/Free Product Removal

1.2.a Cost for removing contaminated ~~ground water~~groundwater and/or free product using a vacuum/pump truck

This ~~SOW~~task will include all necessary equipment (such as a vacuum or pump truck) and personnel time (such as truck driver, or technician and CAC), to monitor the removal of contaminated ~~ground water~~groundwater and/or free product from a tank excavation, pit, trench, vault, etc. **Ground~~water~~ contamination as defined by the applicable Closure Guidelines must be documented by an approved state of Tennessee laboratory method.** This ~~SOW~~task does not include the cost of laboratory analyses of samples collected. Routine ~~ground water~~groundwater/free product removal shall not exceed ~~eight~~ten (8~~10~~) hours without prior Division approval.

Maximum cost is ~~\$218.00~~ \$230.00 per hour (or ~~\$1,744.00~~ \$2,300.00 per day).

1.2.b Cost for mobilization and demobilization of vacuum/pump truck

This ~~SOW~~task will include mobilization and demobilization of the vacuum truck or pump truck to and from site for ~~ground water~~groundwater/free product removal.

**Maximum cost is ~~limited to~~\$810.00 ~~\$2.25~~ (~~\$2.70~~/per mile).
~~Total maximum cost of \$562.50.~~**

1.2.c Cost for inspecting/sampling tank pit for ~~ground water~~groundwater recharge

This ~~SOW~~task will include any personnel time and all sampling supplies to inspect and/or collect a ~~ground water~~groundwater sample for laboratory analysis from a tank pit, utility trench, or interceptor trench. This ~~SOW~~task includes personnel time to coordinate this task and to manage laboratory services (i.e. Chain of Custody, sample preparation, sample QA/QC, and invoice managing). Maximum on-site personnel time limited to two (2) hours. (Do not use the Sampling button in the cost database to enter costs for this task).

Maximum number of samples is two (2) per tank pit and/or two (2) per installation.

Maximum cost is ~~\$150.00~~ \$171.00 per event.

1.2.d Cost for laboratory services

This ~~SOW~~task will include any ~~ground-water~~groundwater laboratory analysis not associated with a boring or monitoring well installation. The CAC must submit the laboratory invoice and completed chain of custody form with the reimbursement request. ~~Consultant CAC must attach the laboratory invoice to the reimbursement form.~~ The cost of laboratory analyses will be reimbursed at cost plus 15% not to exceed the rates listed. A markup will not be allowed if the ~~consultant~~CAC uses their own lab. Transportation costs to the laboratory should be included in this task.

Maximum costs shall not exceed the reasonable reimbursable rates as determined by the applicable laboratory method established in Reference 1.

1.2.e Cost for disposal of free product and/or ~~ground-water~~groundwater contaminated with petroleum product

This ~~SOW~~task consists of disposal of free product and/or ~~ground-water~~groundwater contaminated with petroleum product removed from a tank pit, trench, etc. The volume of free product and/or ~~ground-water~~groundwater contaminated with petroleum product requested for reimbursement must agree with the volume documented in the Permanent Closure Report. Ground-water contamination as defined by the applicable Closure Guidelines must be documented by an approved state of Tennessee laboratory method. The Fund will not pay a per gallon rate for water treated on site.

Reimbursement will be limited to actual costs plus a maximum of 5% markup not to exceed ~~\$0.55~~ \$0.94 per gallon.

1.0 UST SYSTEM CLOSURE PROCESS

Task 1.3 Soil Treatment/ Disposal

Task 1.3.a Soil Treatment by Aeration

(This method of soil treatment is only allowed for gasoline impacted soil.)

1.3.a.1 Cost for mobilization and setup for treatment of contaminated soil by aeration

This SOW/task will include either on-site or off-site natural attenuation of petroleum-contaminated soil by aeration. This method of soil treatment is only allowed for gasoline impacted soil. —This SOW/task will include all necessary hauling, personnel and labor, equipment, and supplies (i.e. plastic sheeting, straw bales, etc.). The volume of the contaminated material requested for reimbursement must agree with the volume of the contaminated area during the closure as reported in the Permanent Closure Report.

Maximum cost is ~~\$2,160.00~~ \$2,790.00 per closure event and/or approved application, plus applicable equipment, mobilization/demobilization charges.

1.3.a.2 Cost for tilling and/or disking of contaminated soil

This SOW/task consists of tilling and/or disking the petroleum contaminated soil generated at underground storage tank sites. Tilling and/or disking shall be conducted at a minimum of once per month and not to exceed two (2) times a month. Routine tilling and/or disking shall not exceed four hours on site time. Cost includes personnel and equipment.

Maximum cost is ~~\$395.00~~ \$790.00.

1.3.a.3 Cost for inspecting and maintaining the integrity of the treatment cell

This SOW/task will include all personnel time and equipment necessary to inspect and maintain the integrity of the treatment cell not to exceed one (1) time per month. Routine inspecting and/or maintaining shall not exceed four (4) hours on site technician time. Cost includes all personnel time, replacement of plastic sheeting, straw bales, etc. shall be purchased as needed and receipts provided.

Maximum personnel cost is ~~\$405.00~~ \$208.00 per event.

1.3.a.4 Cost for sampling soil treated by aeration

This SOWtask will include sampling the treated soil in accordance with Technical Guidance Document (-TGD)-009 and the approved application. This SOWtask includes personnel time to coordinate this task and to manage laboratory services (i.e. Chain of Custody, sample preparation, sample QA/QC, and invoice managing). Sampling events shall be performed at a minimum, semi-annually and have prior written approval by the Division. Routine sampling shall not exceed two (2) hours on site personnel time. Cost includes all personnel time, a PID/FID, and all sampling supplies.

This is a lump sum task with a Maximum cost is cost of \$235.00 \$201.00 per event.

1.3.a.5 Cost for laboratory services

This SOWtask will include any soil laboratory analysis from a treated stockpile. ~~Consultant-The CAC must submit the laboratory invoice and completed chain of custody form with the reimbursement request. CAC must attach the laboratory invoice to the reimbursement form.~~ The cost of laboratory analyses will be reimbursed at cost plus 15% not to exceed the rates listed. A markup will not be allowed if the ~~consultant CAC~~ uses their own lab. Transportation costs to the laboratory should be included in this task.

Maximum costs shall not exceed the reasonable reimbursable rates as determined by the applicable laboratory method, established in Reference 1.

1.0 UST SYSTEM CLOSURE PROCESS

Task 1.3 Soil Treatment/ Disposal

Task 1.3.b Hauling and Soil Disposal by Landfilling

This task may also be used anytime excavated petroleum contaminated soil is disposed at a landfill.

1.3.b.1 Cost of scheduling for hauling and landfilling petroleum contaminated soil

This ~~SOW~~task will include all necessary contracting and scheduling for disposal of petroleum contaminated soil at a permitted landfill facility. Work shall not exceed two (2) hours.

~~Maximum cost is \$95.00 per hour.~~

Maximum cost is ~~\$190.00~~ \$218.00 per event.

1.3.b.2 Cost for hauling petroleum contaminated soil

~~This task will include all necessary personnel and equipment, to haul soil to a permitted his SOW will include all costs necessary for hauling (including driver) petroleum contaminated soil to a permitted landfill. Backup documentation must include original invoices and weight tickets. Trucks filled to their maximum legal capacity.~~ **Disposal of soil with contamination levels below the Division's site-specific cleanup levels will not be reimbursed.** The most cost effective alternative (including transportation) must be chosen.

Maximum cost is \$123.00 per hour for each truck and driver for a maximum of \$1,230.00 per day for each truck and driver.

1.3.b.3 Cost for disposal of petroleum contaminated soil

This ~~SOW~~task will include all costs necessary for disposal of petroleum contaminated soil at a permitted landfill. **Disposal of soil with contamination levels below the Division's site-specific cleanup levels will not be reimbursed. Reimbursement will be limited to actual costs plus a maximum 5% markup.**

1.3.b.4 Cost for disposal of petroleum contaminated soil in drums

This SOWtask will include all necessary personnel and labor, equipment and supplies to properly dispose petroleum contaminated soil in drums at a permitted disposal facility. This cost ~~is includes drum, for disposal, and transport only.~~

Maximum cost is \$~~90.00~~1200.00 per drum.

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1.0 UST SYSTEM CLOSURE PROCESS

Task 1.3 Soil Treatment/ Disposal

Task 1.3.c Soil Treatment by Landfarming

1.3.c.1 Cost of scheduling for landfarming petroleum contaminated soil

This SOWtask will include all necessary contracting and scheduling for disposal of petroleum contaminated soil at a permitted land farm facility. -Work not to exceed two (2) hours.

~~Maximum cost is \$95.00 per hour.~~

Maximum cost is ~~\$190.00~~ \$218.00 per event.

1.3.c.2 Cost for hauling petroleum contaminated soil

This SOWtask will include all necessary hauling, personnel and labor, equipment, and supplies for landfarming petroleum contaminated soil at a permitted land farm. ~~The volume of the contaminated material requested for reimbursement must agree with the volume of the contaminated area during the closure as reported in the Permanent Closure Report.~~ to haul soil to a permitted landfarming facility. Fill the trucks to their maximum legal capacity.

Maximum cost is \$123.00 per hour for each truck and driver for a maximum of \$1,230.00 per day for each truck and driver.

<u>Treatment</u>	<u>Per Ton</u>
<u>Transportation (less than 50 miles)</u>	<u>\$11.00</u>
<u>Transportation (50—100 miles)</u>	<u>\$20.00</u>
<u>Transportation (over 100 miles)</u>	<u>\$24.50</u>

1.3.c.3 Cost for landfarming of petroleum contaminated soil

This SOWtask will include all necessary personnel and labor, equipment, and supplies for landfarming petroleum contaminated soil at a permitted land farm. The volume of the contaminated material requested for reimbursement must agree with the amount of the contaminated area during the closure as reported in the Permanent Closure Report.

Maximum cost is ~~\$28.00~~ \$39.00 per ton.

1.0 UST SYSTEM CLOSURE PROCESS

Task 1.4 TRBCA Closure Process

1.4.a Cost for scheduling drilling event

This SOWtask will include all necessary contracting and scheduling for a driller to perform all phases of drilling (i.e. soil borings, installation of monitoring wells, perform well development, boring abandonment, and various other drilling tasks as needed). This SOWtask shall include the scheduling of field activities associated with the drilling event, including locating all underground utilities. This SOWtask shall also include all personnel cost necessary to acquire all well permits from the appropriate agency.

Maximum cost is ~~\$285.00~~ \$327.00.

1.4.b Cost for supervision of field work

This SOWtask shall include oversight of field activities as well as office support and coordination. This SOWtask includes one (1) field person, either a licensed professional geologist under the Tennessee Geologist Licensure Act of 2007 (T.C.A. §62-36-101 et seq.), or registered professional engineer under the Tennessee Architects, Engineers, Landscape Architects, and Interior Designers Law and Rules (T.C.A. §62-2-101 et seq.), and the necessary equipment to supervise and manage drilling activities. Cost includes all personnel time, PID/FID, water level indicator/interface probe, and all sampling supplies. Included in the SOWtask, the consultantCAC is required to complete all boring logs, well construction records, and collect all necessary soil samples including samples for soil disposal. Supervisory time should not exceed drilling time.

Maximum cost per day is ~~\$1,075.00~~ \$1,114.00.

1.4.c Cost for mobilization/demobilization of drill rig

This SOWtask will include mobilization and demobilization of the drill rig, support vehicles, steam cleaner, grout plant, trailers, and crew drill rig to and from the site. Mobilization/demobilization is not to exceed 250-300 miles round trip.

Maximum cost is limited to ~~\$3.00~~ \$5.00 per mile (\$500 minimum) not to exceed a total cost of ~~\$750.00~~ \$1,500.00 for an auger rig.

~~Maximum cost is limited to \$4.25 per mile not to exceed a total cost of \$1,062.50 for an air rotary rig.~~

1.4.d Cost for drilling

This ~~SOW~~task will include support vehicles, steam cleaner, grout plant, trailers, and crew. ~~Along with the invoice, t~~The ~~consultant~~CAC must submit the ~~drilling invoice with the reimbursement request~~~~appropriate reimbursement forms~~. All monitoring wells shall be installed and abandoned by a ~~TN~~ licensed well driller. In order to simplify and speed reimbursement, it is recommended that drilling companies itemize their invoices to reflect the reasonable rate document form format. The cost of drilling will be reimbursed at cost plus 15% markup not to exceed the reasonable rate schedule. A markup will not be allowed if the ~~consultant~~CAC uses their own driller. All wells are required to be properly developed prior to sampling. This includes surge blocking where needed.

1.4.e Cost for well development

This ~~SOW~~task will include all necessary personnel (~~TN licensed geologist, TN licensed engineer, senior environmental specialist, environmental specialist, or senior technician~~), labor, equipment and supplies to properly develop wells in accordance with the EAG twenty-four (24) hours after installation, ~~does not include drum costs~~.

Maximum cost per day is ~~\$496.00~~ \$402.00.

1.4.f Cost for ~~ground water~~groundwater sampling

~~This task includes all personnel time to collect static water level measurements, calculate purge volumes, sample wells of any depth or diameter, and sampling of purge water for disposal. This task also includes personnel time to~~This SOW includes all personnel time to purge and sample wells of any depth or diameter. ~~This SOW includes static water level measurements and purge volume calculations. This SOW includes all ground water~~groundwater sampling for primary and secondary Drinking Water Standards as required in the EAG. This SOW includes sampling of purge water for disposal. ~~This SOW includes personnel time and supplies to~~coordinate this task and to manage the laboratory services (i.e. Chain of custody, sample preparation, sample QA/QC, and invoice managing). ~~Does not include drum costs.~~Includes cost of drum.

This is a lump sum task with aM maximum cost is of ~~\$273.50~~ \$298.50 for one (1) well.

1.4.g Cost for laboratory services

This SOWtask includes laboratory costs associated with all sampling of soil and/or water. ~~Consultant~~The CAC must submit the laboratory invoice and

~~completed chain of custody form with the reimbursement request. CAC must attach submit the laboratory invoice and chain of custody to with the reimbursement request form.~~ **Only analytical test(s) required by the current Closure Assessment Guidelines will be reimbursed.** The cost of laboratory analyses will be reimbursed at cost plus 15% not to exceed the rates listed. A markup will not be allowed if the ~~consultant~~CAC uses their own lab. Transportation/~~shipping~~ costs to the laboratory should be included in this task.

Maximum cost shall not exceed the reasonable reimbursable rates as determined by the applicable laboratory method established in Reference 1.

1.4.h Cost for water use and Karst survey

This ~~SOW~~task includes preparation of a water use and Karst survey in accordance with the EAG. This ~~SOW~~task includes all field work, telephone contacts and records search. This ~~SOW~~task includes the completion of the Water Use Survey Sheets. ~~—~~**This task is not repeatable unless requested/approved by the Division.**

Maximum cost is ~~\$890.00~~ \$1,040.00.

1.4.i Cost for disposal of free product and/or ~~ground water~~groundwater contaminated with petroleum product

This ~~SOW~~task will include all necessary personnel and labor, equipment and supplies to properly dispose of free product and/or ~~ground water~~groundwater contaminated with petroleum product removed from a monitoring well. Ground-water contamination must be documented by an approved state of Tennessee laboratory method. This cost ~~includes cost of drum, is for disposal, and transport only.~~

Maximum cost is ~~\$90.00~~ \$200.00 per drum.

1.4.j Cost for disposal of petroleum contaminated soil

This ~~SOW~~task will include all costs necessary for disposal of petroleum contaminated soil at a permitted landfill. **Disposal of soil with contamination levels below the Division's site-specific cleanup levels will not be reimbursed. Reimbursement will be limited to actual costs plus a maximum 5% markup.**

1.4.k Cost for disposal of petroleum contaminated soil in drums

This SOWtask will include all necessary personnel and labor, equipment and supplies to properly dispose petroleum contaminated soil in drums at a permitted disposal facility. This cost ~~is for~~includes cost of drum, disposal, and transport only.

Maximum cost is ~~\$90.00~~ \$200.00 per drum.

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2.0 HAZARD MANAGEMENT PROCESS

Task 2.1 Interceptor/Recovery Trench Installation (with Division approval only)

2.1.a Cost for interceptor/recovery trench design and approval

This SOWtask will include all personnel time to prepare a map for the proposed interceptor/recovery trench layout, plus cross sections and details as needed for proper construction. This SOWtask will include any project coordination time including cost estimates, equipment procurement/rental, and meeting with the responsible party and state regulators.

Maximum cost is ~~\$605.00~~ \$713.00.

2.1.b Cost for mobilization and demobilization of heavy equipment

This SOWtask will include mobilization and demobilization of the trackhoe or backhoe to and from the site.

Maximum cost is limited to \$1.25 per mile for a backhoe not to exceed \$375.00 or \$2.70 per mile for a trackhoe not to e per piece of equipment not to exceed ~~\$312.50~~ \$810.00.

2.1.c Cost for interceptor/recovery trench installation

This SOWtask will include all necessary personnel and labor, equipment and supplies to excavate, properly install and collect samples from a passive interceptor/recovery trench. Cost includes location of utilities and removal of any concrete, asphalt and/or soil during installation. Cost also includes all sampling supplies, and equipment and trench supplies such as a trackhoe or backhoe, well screens, piping, and sumps. Routine installation shall not exceed one (1) workday (maximum 10-hour work dayworkday) without prior approval from the appropriate Field OfficeDivision project manager.

Personnel Maximum cost is hourly \$180.00 per hour for on-site personnel (or \$1,800.00 not to exceed \$2,320.00 per day.) and

Maximum equipment cost is\$2,494.00 \$2,594.00 per day-equipment.

2.1.d Cost for loading stockpiled contaminated soil for disposal

This SOWtask will include all necessary personnel and labor, equipment, and supplies for loading petroleum contaminated soil for proper disposal at a permitted facility. **The volume of the contaminated material requested for reimbursement must agree with the volume of the contaminated area**

during the installation as reported in the Initial Response and Hazard Management Report. Routine loading shall not exceed one (1) workday (maximum 10-hour ~~work-day~~workday).

Personnel Maximum cost is \$180.00 per hourly for on-site personnel (or \$1,800.00 not to exceed \$2,320.00 per day.) and

Maximum equipment cost is \$1,984.00 \$2,238.00 per day equipment rental.

2.1.e Cost for replacement backfill material during any type of excavation

This ~~SOW~~task consists of the cost for replacement backfill material to properly backfill the contaminated area(s) of the tank pit and/or associated piping trench(s) with a like material. **—The volume of the backfill material requested for reimbursement must agree with the volume of the contaminated area during the closure as reported in the Permanent Closure Report minus the volume of the tank void trench. Backfill must be acquired/purchased locally whenever possible.**

Cost plus 15% markup which includes transportation costs.

2.1.f Cost for repair/replacement of asphalt after interceptor/recovery trench installation

This ~~SOW~~task will include all personnel and labor, equipment and supplies to properly restore trench location to a condition comparable to the original condition.

Maximum cost is \$2.32 per square foot for asphalt cost of the bid plus 15% markup. Submit bid and applicable change orders to the Division and obtain approval in writing.

2.1.g Cost for repair/replacement of concrete after interceptor/recovery trench installation

This ~~SOW~~task will include all personnel and labor, equipment and supplies to properly restore trench location to a condition comparable to the original condition.

Maximum cost of the bid plus 15% markup. Submit bid and applicable change orders to the Division and obtain approval in writing. is \$3.75 per square foot for concrete.

2.1.h Cost for repair/replacement of landscaping after interceptor/recovery trench installation

This SOWtask will include all personnel and labor, equipment and supplies to properly restore trench location to a condition comparable to the original condition utilizing seed, mulch and straw by hand. Seed, mulch, and straw shall be purchased as needed and receipts provided.

Maximum Personnel cost is ~~\$260.00~~ hourly and not to exceed \$104.00.

2.1.i Cost for backfilling the void and/or associated trench(s) during excavation

This SOWtask consists of all necessary personnel and labor, equipment and materials to properly backfill the void area(s) and/or associated trench(s). Routine backfilling shall not exceed one (1) workday (maximum 10-hour workday) without prior approval from the appropriate Field Office Division project manager.

Personnel Maximum cost is ~~\$180.00~~ per hourly for on-site personnel (or not to exceed ~~\$1,800.00~~ \$2,820.00 per day).

Maximum equipment cost is and ~~\$3,009.00~~ \$3,043.00 per day equipment rental.

2.0 HAZARD MANAGEMENT PROCESS

Task 2.2 Ground—~~Water~~water/Free Product Removal from an Interceptor/Recovery Trench (with Division approval only)

2.2.a Cost for removing contaminated ~~ground water~~groundwater and/or free product using a vacuum/pump truck from an interceptor/recovery trench

This ~~SOW~~task will include all necessary equipment (such as a vacuum or pump truck) and personnel (such as truck driver, CAC or technician), to monitor the removal of contaminated ~~ground water~~groundwater and/or free product from an interceptor/recovery trench installation. **Ground-water contamination must be documented by an approved state of Tennessee laboratory method.**—This ~~SOW~~task does not include the cost of laboratory analyses of samples collected.

Maximum cost is ~~\$193.00~~ \$201.00 per hour (or ~~\$1,544.00~~ \$2,010.00 per day).

2.2.b Cost for mobilization and demobilization of vacuum/pump truck

This ~~SOW~~task will include mobilization and demobilization of the vacuum truck or pump truck to and from site.

Maximum cost is limited to ~~\$2.25~~ \$2.70 per mile, **with Total maximum cost of up to \$562.50** \$810.00.

2.2.c Cost for ~~ground water~~groundwater sample collected for laboratory analysis and supplies (not associated with a boring/monitoring well)

This ~~SOW~~task will include any personnel time and sampling supplies to collect a ~~ground water~~groundwater sample for laboratory analysis during interceptor/recovery trench installation. This ~~SOW~~task includes personnel time to coordinate this task and to manage laboratory services (i.e. Chain of Custody, sample preparation, sample QA/QC, and invoice managing). Maximum on-site personnel time limited to two (2) hours.

Maximum number of samples is two (2) per ~~tank-pit-trench~~ and/or two (2) per installation.

Maximum cost is ~~\$150.00~~ \$171.00 per event.

2.2.d Cost for laboratory services

This ~~SOW~~task will include any ~~ground water~~groundwater laboratory analysis collected during interceptor/recovery trench installation. The CAC must submit the laboratory invoice and completed chain of custody form with the reimbursement request. ~~CAC must submit the laboratory invoice and chain of custody with the reimbursement request.~~ ~~Consultant~~CAC must attach the ~~laboratory invoice to the reimbursement form.~~ The cost of laboratory analyses will be reimbursed at cost plus 15% not to exceed the rates listed. -A markup will not be allowed if the ~~consultant~~CAC uses their own lab. -Maximum costs shall not exceed the reasonable reimbursable rates as determined by the applicable laboratory method established in Reference 1. Transportation/~~shipping~~ costs to the laboratory should be included in this task.

Maximum number of samples is two (2) per ~~tank pit~~trench and/or two (2) per installation.

2.2.e Cost for disposal of free product and/or ~~ground water~~groundwater contaminated with petroleum product

This ~~SOW~~task consists of disposal of free product and/or ~~ground water~~groundwater contaminated with petroleum product removed from a tank pit, trench, etc. The volume of free product and/or ~~ground water~~groundwater contaminated as defined by the applicable Closure Guidelines requested for reimbursement must agree with the volume documented in the Initial Response and Hazard Management Report. Ground-water contamination must be documented by an approved state of Tennessee laboratory method. ~~This cost is for disposal only.~~ The Fund will not pay a per gallon rate for water treated on site.

Reimbursement will be limited to actual costs plus a maximum of 5% markup not to exceed ~~\$0.55~~\$0.94 per gallon.

2.2.f Cost for obtaining a temporary permit to POTW

This ~~SOW~~task will include all personnel and labor to coordinate and prepare a permit application required by local POTW for temporary discharge of contaminated petroleum ~~ground water~~groundwater.

Maximum cost is based on the actual permit fee required per municipality plus a maximum of two (2) hours personnel time (not to exceed ~~\$160.00~~\$184.00).

2.2.g Cost for obtaining a ~~ground water~~groundwater sample collected to meet POTW discharge requirements

This SOWtask will include all personnel and labor to collect a ground water/groundwater sample for laboratory analysis to meet/establish POTW discharge permit requirements. This SOWtask includes personnel time to coordinate this task and to manage laboratory services (i.e. Chain of Custody, sample preparation, sample QA/QC, and invoice managing). The sampling frequency and sampling and laboratory analytical requirements ~~requirements shall be in accordance with the approved discharge permits shall be performed according to the approved federal, state, and/or local government agency requirements.~~ Maximum number is one (1) sample per discharge.

This is a lump sum task with a mMaximum cost ~~is of \$75.00~~ \$88.00 per required sample.

2.2.h Cost for discharge to POTW

This SOWtask will include all costs associated with the discharge of ground water/groundwater/free product under the approved POTW permit. **—The amount requested for reimbursement should agree with the volume (in gallons) reported discharged in the POTW report.**

Maximum cost is based on the actual discharge fee per gallon as charged by the POTW.

2.0 HAZARD MANAGEMENT PROCESS

Task 2.3 Free Product Removal by Hand Bailing (with Division approval only)

2.3.a Cost for removing free product by hand bailing

This SOWtask will include all necessary personnel and labor, equipment (such as ~~a~~ gloves, bailers, twine, oil-water interface probe, and 55-gallon reconditioned drum) and labor (senior technician) to remove free product from a monitoring well or observation well and properly store when encountered. This SOWtask includes measurement and recording of ~~ground water~~groundwater depths and product thickness in each well. **Work is not to exceed 8 hours. -Task is limited to a maximum of two (2) events per month. Duration is not to exceed three (3) months unless otherwise directed by the Division.**

Maximum cost is ~~\$55.00 per hour (or a maximum of \$596.00 \$579.00 per event).~~

2.3.b Cost for disposal of free product

This SOWtask consists of transportation and disposal of contaminated petroleum product removed from a monitoring well or observation well. This cost ~~is for~~includes drum, -disposal, and transport only.

Maximum cost is ~~\$90.00 \$200.00~~ per drum.

2.0 HAZARD MANAGEMENT PROCESS

Task 2.4 Mobile Enhanced Multi-phase Extraction (MEME)

2.4.a Cost for initial project setup

This SOWtask will consist of review of the existing site data, and coordination and scheduling the MEME event.

Maximum cost is ~~\$160.00~~ \$184.00 per event.

2.4.b Cost for mobilization and demobilization of vacuum truck

This SOWtask will include mobilization and demobilization of the vacuum truck or pump truck to and from site. Mobilization/demobilization is not to exceed 250-300 miles round trip.

Maximum cost is limited to ~~\$2.25~~ \$2.70 per mile ~~per piece of equipment for the vacuum or pump truck. Total maximum cost, not to exceed of \$562.50~~ \$810.00.

2.4.c Cost for supervision of 8-hour MEME event field work

This SOWtask will include all personnel time for the supervision of one (1) complete 8-hour MEME event. This SOWtask includes one (1) field person to oversee MEME activities ~~and assemble the sample train for a maximum of two (2) hours onsite. This task includes, if not conducted by the MEME contractor, tabulating results (free product and groundwater measurements before and after the event plus vacuum pressure on affected wells during the event), recording the amount of product and water recovered, vacuum radius of influence, ensuring all readings by the MEME contractor is obtained, etc.~~

Maximum cost is ~~\$160.00~~ \$1,054.00.

2.4.d Cost for performing an 8-hour MEME event

This SOWtask will include the setup and performance of one (1) 8-hour MEME event according to the approved application. This SOWtask will include personnel and equipment to perform one (1) eight (8) hour MEME event. ~~This SOWtask includes tabulating results (free product and groundwater measurements before and after the event plus vacuum pressure on affected wells during the event), recording the amount of product and water recovered, vacuum radius of influence, etc.~~ Required equipment also includes instrumentation for measuring temperature, velocity, relative humidity, ~~and~~ the concentration of emissions, the amount of product and

water recovered. Cost includes two (2) hours allowed for set-up and shut down and eight (8) hours for the actual MEME event. ~~includes up to 6 hrs travel time.~~

~~Maximum cost is bid plus 15% markup. Submit as a lump sum bid and applicable change orders to the Division and obtain approval in writing. This is a lump sum task with a maximum cost is of \$3,125.50 per 8-hour event.~~

2.4.e Cost for performing a 24-hour MEME event

This SOWtask will include the setup and performance of one (1) 24-hour MEME event according to the approved application. This SOWtask will include personnel and equipment to perform one (1) twenty four hour MEME event. ~~This SOWtask includes tabulating results (free product and ground water/groundwater measurements before and after the event plus vacuum pressure on affected wells during the event), recording the amount of product and water recovered, vacuum radius of influence, etc.~~ Required equipment also includes instrumentation for measuring temperature, velocity, relative humidity, and the concentration of emissions. Cost includes ~~one (1) Eng./Geo./Sr. Env. Spec or CAS Specialist senior technician onsite for 26 hours:~~ two (2) hours allowed for set-up and shut down and 24 hours for the actual MEME event.

~~Maximum cost is bid plus 15% markup. Submit as a lump sum bid and applicable change orders to the Division and obtain approval in writing. This is a lump sum task with a maximum cost is of \$6,642.50 per 24-hour event.~~

2.4.f Cost for disposal of free product and/or ground water/groundwater contaminated with petroleum product

This SOWtask consists of disposal of free product and/or ground water/groundwater contaminated with petroleum product removed during a MEME event. The volume of free product and/or ground water/groundwater contaminated with petroleum product requested for reimbursement must agree with the volume documented in the MEME Report.

Reimbursement will be limited to actual costs plus a maximum of 5% markup not to exceed ~~\$0.55~~ \$0.94 per gallon.

2.4.g Cost for free product assessment after an 8-hour MEME event

This SOWtask includes measurement and recording of ground water/groundwater depth and product thickness of each well after a free product recovery event. The intent of this SOWtask is to determine if the free product recovery method should be continued. A recommendation shall be provided as to the status of free product in the wells and the most appropriate course of further action. Cost includes personnel and labor, equipment and supplies.

Maximum cost is ~~\$352.50~~ \$313.50 per event.

2.4.h Cost for laboratory services

This SOWtask includes laboratory costs associated with all sampling of influent groundwater. ~~ConsultantCAC must submit the laboratory invoice and chain of custody with the reimbursement request. CAC must attach the laboratory invoice to the reimbursement form.~~ The cost of laboratory analyses will be reimbursed at cost plus 15% not to exceed the rates listed. A markup will not be allowed if the consultantCAC uses their own lab. Transportation costs to the laboratory should be included in this task.

Maximum cost shall not exceed the reasonable reimbursable rates as determined by the applicable laboratory method established in Reference 1.

2.4.i Cost for supervision of 24-hour MEME event field work

This SOWtask will include all personnel time for the supervision of one (1) complete MEME event. This SOWtask includes one (1) field person to oversee 24-hour MEME activities, ~~assembly assemble of the~~ sample train and collection ~~of the~~ influent water sample for a maximum of four (4) hours.

Maximum cost is ~~\$320.00~~ \$2,104.50.

2.0 HAZARD MANAGEMENT PROCESS

Task 2.5 Free Product Recovery on Surface Water

2.5.a Cost for installation of absorbent pads and/or booms on surface water

This SOWtask will include all personnel time to install/lay booms or absorbent pads (up to 50) to recover free-floating product from impacted surface waters. Personnel time includes time for two (2) employees [one (1) senior technician and one (1) technician]. This SOWtask includes all field materials used including absorbent booms, absorbent pads, polypropylene rope, steel fence posts, and field supplies.

Maximum cost is ~~\$260.00~~ \$333.00 per event.

2.5.b Cost for boom inspection and replacement

This SOWtask will include all personnel time [for one (1) senior technician and one (1) technician] and materials to replace and/or repair absorbent booms placed on surface water to recover free product. **Task is limited to two (2) times per month. Duration is not to exceed three months unless otherwise directed by the Division.**

Maximum cost is ~~\$210.00~~ \$283.00 per event.

2.5.c Cost of drums for spent booms and/or absorbent pads

This SOWtask will include all personnel time for purchasing and delivery of required drums to store used booms and/or absorbent pads. This SOWtask does not include cost of drum. This SOWtask also includes properly sealing and labeling drums.

Maximum cost is ~~\$96.00~~ \$63.00 for initial drum and \$41.00 per additional drums.

2.5.d Cost for ~~disposal~~ of drums filled with spent booms and/or absorbent pads

This SOWtask will include all necessary personnel and labor, equipment and supplies to properly dispose of drums filled with spent booms and/or absorbent pads at a permitted disposal facility. This cost is for drum, disposal, and transport only.

Maximum cost is ~~\$90.00~~ \$200.00 per drum.

2.5.e Cost for specifying and purchasing a passive skimmer

This SOWtask will include all necessary personnel time to properly specify and purchase a passive skimmer system to remove free product from surface water. Professional hours are limited to one engineers, geologists, senior environmental specialist not to exceed two (2) hours. Prior written approval from the Division case manager/project manager required. **Cost of skimmer system is not to exceed \$1,300.00/each.**

Maximum cost is ~~\$1,460.00~~ \$1,484.00.

2.5.f Cost for installation of a passive skimmer

This SOWtask will include all necessary personnel (senior technician) and equipment to install a passive skimmer system to remove free product from surface water. **Work is not to exceed 2 hours.**

Maximum cost is ~~\$110.00~~ \$126.00.

2.5.g Cost for servicing a passive skimmer

This SOWtask will include emptying free product and properly storing recovered product from surface water. This SOWtask includes all personnel (senior technician), miscellaneous equipment, and supplies. Task is limited to a maximum of two (2) events per month. **Work is not to exceed 2 hours.**

Maximum cost is ~~\$110.00~~ \$126.00.

2.0 HAZARD MANAGEMENT PROCESS

Task 2.6 Continuous Free Product Removal (with Division approval only)

2.6.a Cost for specifying and purchasing a passive skimmer

This SOWtask will include all necessary personnel time to properly specify and purchase a passive skimmer system to remove free product from a monitoring well. Professional hours are not to exceed two (2) hours.

-Cost of skimmer system is not to exceed \$800/each.

Maximum cost is ~~\$960.00~~ \$984.00.

2.6.b Cost for installation of a passive skimmer or absorbent pad/sock

This SOWtask will include all necessary personnel (senior technician) and equipment to install a passive skimmer system or absorbent pad/sock to remove free product from a monitoring well. —This SOWtask includes measurement and recording of ground-watergroundwater depths and product thickness in each well. **-Work is not to exceed two (2) hours.**

Maximum cost is ~~\$110.00~~ \$126.00.

2.6.c Cost for servicing a passive skimmer

This SOWtask will include emptying free product and properly storing recovered product from a monitoring well. —This SOWtask includes all personnel (senior technician), miscellaneous equipment, and supplies. **-Work not to exceed two (2) hours. —Task is limited to a maximum of two (2) events per month.**

Maximum cost is ~~\$110.00~~ \$126.00.

2.0 HAZARD MANAGEMENT PROCESS

Task 2.7 Impacted Drinking Water Management

2.7.a Cost for temporary response activities

This ~~SOW~~task will consist of notifying the groundwater user of impact to their water supply and delivery of bottled water or installation of a temporary purification system.

Maximum cost is \$2,500.00 without an approved cost proposal. With an approved cost proposal, the maximum cost is equal to the cost of the bid, and change orders if applicable, submitted to the Division and approved in writing.

2.7.b Cost for permanent response activities

This ~~SOW~~task will include the ~~cost to implement the Division approved Impacted Drinking Water Supply Permanent Response – Proposal (Task 6.5.c)cost of the bid presented in the Permanent Source of Potable Water (PSPW) proposal,~~ and change order(s) if applicable, approved in writing by the Division.

Maximum cost is equal to the cost of the bid, and change orders if applicable, submitted to the Division and approved in writing.

2.0 HAZARD MANAGEMENT PROCESS

Task 2.8 Petroleum Vapor Impact Management

2.8.a Cost for temporary response activities

This ~~SOW~~task will consist of notifying the affected occupants and/or property owners of impacted buildings or utility districts of impacted utilities concerning the vapor hazard and proposed temporary actions. ~~This SOW~~task also includes ~~s~~ implementation of temporary response actions.

Maximum cost is \$2,500.00 without an approved cost proposal. With an approved cost proposal, the maximum cost is equal to the cost of the bid, and change orders if applicable, submitted to the Division and approved in writing.

2.8.b Cost for permanent response activities

~~This task will include the cost to implement the -Division approved Petroleum Vapor Impact Response - Proposal (Task 6.6.b) and change order(s) if applicable, approved in writing by the Division. This SOW will include the cost of the bid presented in the Petroleum Vapor Permanent Abatement (PVPA) System Proposal, and change order(s) if applicable, approved in writing by the Division.~~

Maximum cost is equal to the cost of the bid, and change orders if applicable, submitted to the Division and approved in writing.

2.8.c Cost for permit and/or utility service

This ~~SOW~~task includes all personnel time necessary to secure permits and/or utility connections with federal, state, and/or local government agency requirements.

~~Maximum cost is \$160.00~~ **\$184.00.**

3.0 RELEASE INVESTIGATION PROCESS

Task 3.1 Project Management

3.1.a Cost for initial project setup and review

This **SOWtask** will include all personnel time to review existing site data, including incident information, past site history, agency requirements (NOD, NOV, etc.), previous assessments and remediation (closure reports, IRHMR, ISCR, etc.). This **SOWtask** assumes client will provide **consultantCAC** with all available information plus all reimbursement documentation. **This task is not repeatable per release.**

Maximum cost is ~~\$600.00~~ \$706.00.

3.1.b Cost for site reconnaissance

This **SOWtask** will include all personnel time to locate and identify potential receptors such as water wells, surface waters, basements, public utilities, and to locate and identify all potentially affected parties, including names and addresses. This **SOWtask** will also consist of gathering information about the site so that a detailed site map and site vicinity map can be later generated from field observation (i.e. location of discharge and extent, identification of all receptors, monitoring wells, and other site features). This **SOWtask** includes project manager oversight and staff level persons (or equal) to perform field work, telephone coordination with property owners and local city and state government agencies. This **SOWtask** includes data review, evaluation and reporting (client, property owners, **appropriate Field Office Division's files, etc.**). If a previous **consultantCAC** has already completed this task, then it should not be duplicated unless requested by the Division.

Maximum cost is ~~\$845.00~~ \$977.00.

3.1.c Cost for offsite access (grant of access)

This **SOWtask** will include all personnel time to acquire a grant-of-access from adjacent and nearby property owners. Access purposes may include, but are not limited to borings and soil sampling, monitoring and recovery well installation, city or county waterline hookup, easements, etc.

Maximum cost is ~~\$320.00~~ \$368.00 per agreement.

3.1.d Cost for pre-Corrective Action Plan meeting

This **SOWtask** will include the meeting held between Division personnel, the CAC and/or the responsible party, as deemed necessary by the Division prior

to submission of a CAP. Topics for discussion shall include but not be limited to measured drawdown and radius of influence during the 24 hour MEME event, extraction rates for soil vapor and groundwater, number of extraction or recovery wells and number with free product, permit requirements (treated water, air, construction, etc.), electrical supply availability and local requirements, and site obstructions (hindrances to CAS delivery and/or placement). This may include any time for an on-site meeting. Maximum cost includes the time required for oversight by the Project Manager and a maximum of two (2) staff level persons (or equal) geologists/engineers/senior environmental specialist to schedule, plan, and attend the meeting.

Maximum cost is ~~\$1,375.00~~ \$1,581.00 per meeting.

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3.0 RELEASE INVESTIGATION PROCESS

Task 3.2 System Test

3.2.a Cost for system test

The UST system tightness testing is reimbursable for release investigations only. An approved tightness test for a release investigation will follow Rule 0400-18-01-.05(3)(a). All tightness test methods must be third party certified. **System tightness testing for system compliance is not reimbursable.**

Maximum cost is actual invoice cost from tightness tester.

DRAFT

3.0 RELEASE INVESTIGATION PROCESS

Task 3.3 Drilling

3.3.a Cost for scheduling drilling event

This SOWtask will include all necessary contracting and scheduling for a driller to perform all phases of drilling (i.e. soil borings, installation of monitoring wells, ~~vertical wells~~, remedial wells, perform well development, boring abandonment, and various other drilling tasks as needed). This SOWtask shall include the scheduling of field activities associated with the drilling event. This SOWtask shall include ~~scheduling and coordinating locating all of~~ underground utility location services. This SOWtask shall also include all personnel time necessary to acquire all well permits from the appropriate agency.

Maximum allowable cost is ~~\$285.00~~ \$327.00.

3.3.b. Cost for mobilization/demobilization of drill rig

This SOWtask will include mobilization and demobilization of the drill rig, support vehicles, steam cleaner, grout plant, trailers, and crew rig to and from the site. Mobilization/demobilization is not to exceed ~~250-300~~ miles round trip.

Direct push unit: Maximum cost is limited to ~~\$2.35~~ \$2.70 per mile not to exceed a total cost of ~~\$587.50~~ \$810.00 for a direct push technology rig.

Auger and air rotary type drilling rig: Maximum cost is limited to ~~\$3.00~~ \$5.00 per mile not to exceed a total cost of ~~\$750.00~~ \$1,500.00 for an auger rig.

~~Maximum cost is limited to \$4.25 per mile not to exceed a total cost of \$1,062.50 for an air rotary rig.~~

3.3.c Cost for supervision of field work

This SOWtask will include oversight of field activities as well as office support and coordination. This SOWtask includes one (1) field person, either a licensed professional geologist under the Tennessee Geologist Licensure Act of 2007 (T.C.A. §62-36-101 et seq.), or registered professional engineer under the Tennessee Architects, Engineers, Landscape Architects, and Interior Designers Law and Rules (T.C.A. §62-2-101 et seq.) with appropriate geologic experience, and the necessary equipment to supervise and manage drilling activities. Cost includes all personnel time, equipment and supplies. Included in the SOWtask, the consultantCAC is required to complete all boring logs, well construction records, and collect all necessary soil samples including samples for soil disposal. Supervisory time should not exceed drilling time.

Maximum allowable cost per day is ~~\$972.50~~ \$1,049.50.

3.3.d Cost for drilling

This SOWtask will include support vehicles, steam cleaner, grout plant, trailers, and crew. All monitoring wells shall be installed by a TN licensed well driller. The CAC must submit the drilling invoice with the reimbursement request. Along with the invoice, the consultantCAC must submit the appropriate reimbursement forms. In order to simplify and speed reimbursement, it is recommended that drilling companies itemize their invoices to reflect the reasonable rate document form format. The cost of drilling will be reimbursed at cost plus 15% markup not to exceed the reasonable rate schedule. A markup will not be allowed if the consultantCAC uses their own driller. All wells are required to be properly developed prior to sampling. This includes surge blocking where needed.

3.3.e Cost for well development

This SOWtask will include all necessary personnel (TN licensed geologist, TN licensed engineer, senior environmental specialist, environmental specialist, or senior technician), labor, equipment and supplies to properly develop wells in accordance with the EAG twenty-four (24) hours after installation.

Maximum cost per day is ~~\$886.00~~ \$1,138.00.

3.3.f Cost for disposal of petroleum contaminated soil in drums (includes cost of drums)

This SOWtask will include all necessary personnel, labor, equipment and supplies to properly dispose petroleum contaminated soil in drums at a permitted disposal facility. This cost is for drum, disposal, only and transport.

Maximum cost is ~~\$90.00~~ \$200.00 per drum.

3.0 RELEASE INVESTIGATION PROCESS

Task 3.4 Sampling

3.4.a Cost for ~~ground water~~groundwater sampling

~~This task includes all personnel time, equipment and sampling supplies to collect static fluid level measurements, calculate purge volumes, sample wells of any depth or diameter, and sampling of purge water for disposal. This task also includes personnel time to coordinate this task and to manage the laboratory services. This SOW includes all personnel time to purge and sample wells of any depth or diameter. This SOW includes static water level measurements and purge volume calculations. This SOW includes all ground water/groundwater sampling for primary and secondary Drinking Water Standards as required in the EAG. This SOW includes sampling of purge water for disposal. This SOW includes personnel time to coordinate this task and to manage the laboratory services (i.e. Chain of custody, sample preparation, sample QA/QC, and invoice managing). Includes cost of drum.~~

~~This is a lump sum task with a maximum cost of Maximum cost is \$273.50 \$298.50 for one (1) well and \$120.00 \$136.00 per well for each additional well sampled.~~

3.4.b Cost for water supply well sampling

This SOW/task includes all personnel and sampling supplies to purge and sample a water supply well (i.e. indoor or outdoor spigot). This SOW/task includes all necessary equipment, personnel and sampling supplies to perform well purging (by letting spigot run for an adequate time) followed by sampling. This SOW/task includes sampling of purge water for disposal. This SOW/task includes the time to coordinate this task and to manage the laboratory services (i.e. Chain of custody, sample preparation, sample QA/QC, and invoice managing).

~~This is a lump sum task with a maximum cost of Maximum cost is \$75.00 \$151.00 for one (1) well and \$55.00 \$63.00 for each additional well sampled.~~

3.4.c Cost for surface water sampling

This SOW/task includes sampling of various types of surface waters (i.e. includes ponds, streams, creeks, etc.) to verify contamination. This SOW/task includes all necessary equipment, personnel and sampling supplies to perform sampling. This SOW/task includes personnel time to coordinate this

task and to manage the laboratory services (i.e. Chain of custody, sample preparation, sample QA/QC, and invoice managing).

~~This is a lump sum task with a maximum cost of Maximum cost is \$75.00 \$151.00~~ for one (1) sample point and ~~-\$55.00 \$63.00~~ for each additional sample point.

3.4.d Cost for soil sampling (not associated with drilling activities)

This ~~SOW~~task includes various types of soil sampling not associated with drilling activities, closure activities, stockpile sampling or over-excavation sampling. (i.e. includes surface sampling, etc.) to verify contamination. This ~~SOW~~task includes all necessary equipment, personnel, and sampling supplies to perform sampling. This ~~SOW~~task includes personnel time to coordinate this task and to manage the laboratory services (i.e. Chain of custody, sample preparation, sample QA/QC, and invoice managing).

~~This is a lump sum task with a maximum cost of Maximum cost is \$180.00 \$255.50~~ for one (1) sample point by hand augering and ~~-\$55.00 \$63.00~~ for each additional sample point.

3.4.e Cost for laboratory services

This ~~SOW~~task includes laboratory costs associated with all sampling of soil and/or water. ~~—Consultant~~The CAC must submit the laboratory invoice and completed chain of custody form with the reimbursement request. ~~CAC must attach the laboratory invoice to the reimbursement form.~~—The cost of laboratory analyses will be reimbursed at cost plus 15% not to exceed the rates listed. A markup will not be allowed if the ~~consultant~~CAC uses their own lab. Transportation costs to the laboratory should be included in this task.

Maximum cost shall not exceed the reasonable reimbursable rates as determined by the applicable laboratory method established in Reference 1.

3.4.f Cost for disposal of free product and/or ~~ground water~~groundwater contaminated with petroleum product (includes cost of drum)

This ~~SOW~~task consists of disposal of free product and/or ~~ground water~~groundwater contaminated with petroleum product removed from a monitoring well. ~~—Ground-~~water contamination must be documented by an approved state of Tennessee laboratory method. This cost is for drum, disposal, and transport only.

Maximum cost is ~~\$90.00~~\$200.00 per drum.

3.4.g Cost for collection of thirty (30) day static ~~ground-water~~groundwater levels

This ~~SOW~~task includes all personnel and equipment to properly collect thirty (30) day static water level measurements in accordance with the current Environmental Assessment Guidelines as required to develop potentiometric maps in the Initial Site Characterization Report.

Maximum cost is ~~\$190.00~~\$199.00.

DRAFT

3.0 RELEASE INVESTIGATION PROCESS

Task 3.5 Receptor and Water Use Survey

3.5.a Cost for receptor survey

This SOWtask includes preparation of a receptor survey in accordance with the EAG. This SOWtask includes all fieldworkfield work, telephone contacts and records search. This SOWtask includes the completion of the Water Use Survey Sheets. **This task is not repeatable unless requested/approved by the Division.**

Maximum cost is ~~\$330.00~~ \$396.00.

3.5.b Cost for water use and Karst survey

This SOWtask includes preparation of a water use and Karst survey in accordance with the EAG. —This SOWtask includes all fieldworkfield work, telephone contacts and record searches. This SOWtask includes the completion of the Water Use Survey Sheets. **This task is not repeatable unless requested/approved by the Division.**

Maximum cost is ~~\$890.00~~ \$1,040.00.

3.0 RELEASE INVESTIGATION PROCESS

Task 3.6 Site Survey

3.6.a Cost for site survey by a licensed professional surveyor

This ~~SOW~~task will include all personnel time to coordinate and schedule field activities associated with the survey event, and equipment to collect, and record all data required to complete an acceptable monitoring well location map. This ~~SOW~~task shall include surveying the elevation of the established and documented point on the top of each well casing correlated with a mean sea level datum.

~~This is a lump sum task with a maximum cost of Maximum cost not to exceed \$745.00 \$1,007.00 for the initial four (4) wells. Maximum cost is and \$145.00 \$173.00 for each additional well.~~

DRAFT

3.0 RELEASE INVESTIGATION PROCESS

Task 3.7 Vapor Monitoring

3.7.a Cost for vapor monitoring

This ~~SOW~~task includes monitoring of various types of above-ground structures and subsurface structures (i.e. includes buildings, basements, crawl spaces, utility vaults, etc.) for petroleum vapors. -This ~~SOW~~task includes all necessary equipment and personnel to coordinate and conduct this task. This ~~SOW~~task should be performed in conjunction with any monitoring or sampling task when personnel ~~is~~are already on-site and not performed as a separate event, unless otherwise directed by the Division.

Maximum cost is ~~\$215.00~~ \$176.00 per day.

DRAFT

3.0 RELEASE INVESTIGATION PROCESS

Task 3.8 Soil Gas Survey

Task 3.8.a Soil Gas Survey Using Direct Push Technology

3.8.a.1 Cost for scheduling soil gas survey event

This SOWtask will include all necessary contracting and scheduling to perform all phases of the soil gas survey (i.e. soil borings and various other drilling tasks as needed). This SOWtask will include the scheduling of field activities associated with the soil gas survey event. This task shall include scheduling and coordinating of underground utility location services. This SOW will include locating all underground utilities.

Maximum allowable cost is ~~\$285.00~~ \$327.00.

3.8.a.2 Cost for mobilization/demobilization of direct push technology

This SOWtask will include mobilization and demobilization of the drill rig, support vehicles, steam cleaner, grout plant, trailers, and crew rig to and from the site. Mobilization/demobilization is not to exceed 250-300 miles round trip.

Maximum cost is limited to ~~\$2.35~~ \$2.70 per mile not to exceed a total cost of ~~\$587.50~~ \$810.00.

3.8.a.3 Cost for supervision of fieldworkfield work using a direct push technology (4 sample points or less samples)

This SOWtask will include oversight of field activities as well as office support and coordination. This SOWtask will include all personnel and the necessary equipment to supervise and manage drilling activities. Cost includes all personnel time, sample train, assembly and testing of sample train and sample supplies. Included in the SOWtask the CAC is required to complete all field forms and collect all necessary samples. Supervisory time should not exceed drilling time.

Maximum allowable cost per half day is ~~\$1,356.00~~ \$1,701.00 (5 hours).

3.8.a.4 Cost for supervision of fieldworkfield work using a direct push technology (5 or more sample points)

This SOWtask will include oversight of field activities as well as office support and coordination. This SOWtask will include all personnel and the necessary equipment to supervise and manage drilling activities. Cost includes all personnel time, sample train, assembly and testing of sample train and

sample supplies. Included in the SOWtask, the CAC is required to complete all field forms and collect all necessary samples. Supervisory time should not exceed drilling time.

Maximum allowable cost per full day is ~~\$2,392.00~~ \$2,985.00 (10 hours).

3.8.a.5 Cost for drilling using direct push technology (~~4 hours~~ 4 points or less)

This SOWtask will include support vehicles, steam cleaner, trailers, and a two (2) person crew. The CAC must submit the drilling invoice with the reimbursement request. Along with the invoice, the CAC must submit the appropriate reimbursement forms. In order to simplify and speed reimbursement, it is recommended that drilling companies itemize their invoices to reflect the reasonable rate document form format. **The cost of drilling will be reimbursed at cost plus 15% markup not to exceed the reasonable rate schedule. A markup will not be allowed if the consultantCAC uses their own driller.**

Maximum allowable cost per half day is ~~\$1,343.00~~ \$1,542.00 (4 hours).

3.8.a.6 Cost for drilling using direct push technology (~~8 hours~~ 4 sample points or more)

This SOWtask will include support vehicles, steam cleaner, trailers, and a two (2) person crew. The CAC must submit the drilling invoice with the reimbursement request. Along with the invoice, the CAC must submit the appropriate reimbursement forms. In order to simplify and speed reimbursement, it is recommended that drilling companies itemize their invoices to reflect the reasonable rate document form format. **The cost of drilling will be reimbursed at cost plus 15% markup not to exceed the reasonable rate schedule. A markup will not be allowed if the consultantCAC uses their own driller.**

Maximum allowable cost per full day is ~~\$1,831.00~~ \$2,117.00 (8 hours).

3.8.a.7 Cost for laboratory services

This SOWtask includes laboratory costs associated with all air or soil gas sampling. The CAC must submit the laboratory invoice and completed chain of custody form with the reimbursement request. —ConsultantCAC must attach the laboratory invoice to the reimbursement form. The cost of laboratory analyses will be reimbursed at cost plus 15% not to exceed the rates listed. A markup will not be allowed if the consultantCAC uses their own lab. Transportation costs to the laboratory should be included in this task.

Maximum cost shall not exceed the reasonable reimbursable rates as determined by the applicable laboratory method established in Reference 1.

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3.0 RELEASE INVESTIGATION PROCESS

Task 3.8 Soil Gas Survey

Task 3.8.b Soil Gas Survey Using Hammer Drill or Slide Hammer

3.8.b.1 Cost for scheduling soil gas survey event

This SOWtask will include all necessary contracting and scheduling to perform all phases of the soil gas survey (i.e. soil borings and various other drilling tasks as needed). This SOWtask will include the scheduling of field activities associated with the soil gas survey event. This SOWtask will include locating all underground utilities.

Maximum allowable cost is ~~\$285.00~~ \$327.00.

3.8.b.2 Cost for fieldworkfield work using a hammer drill or slide hammer (~~54 hours~~) (4 sample points or less)

This SOWtask will include oversight of field activities as well as office and field support and coordination. This SOWtask will include all personnel and the necessary equipment to supervise and conduct field activities. Cost includes all personnel time, sample train, assembly and testing of sample train and sample supplies. Included in the SOWtask, the consultantCAC is required to complete all field forms and collect all necessary samples.

Maximum allowable cost per half day is ~~\$1,932.00~~ \$ 2,447.00 (4 hours) plus shipping.

3.8.b.3 Cost for fieldworkfield work using a hammer drill or slide hammer (~~8 hours~~) (5 or more sample points)

This SOWtask will include oversight of field activities as well as office and field support and coordination. This SOWtask will include all personnel and the necessary equipment to supervise and conduct field activities. Cost includes all personnel time, sample train, assembly and testing of sample train and sample supplies. Included in the SOWtask, the consultantCAC is required to complete all field forms and collect all necessary samples.

Maximum allowable cost per full day is ~~\$3,226.00~~ \$4,083.00 (8 hours) plus shipping.

3.8.b.4 Cost for laboratory services

This SOW task includes laboratory costs associated with all air or soil gas sampling. ~~Consultant~~ The CAC must submit the laboratory invoice and completed chain of custody form with the reimbursement request. CAC must attach the laboratory invoice to the reimbursement form. The cost of laboratory analyses will be reimbursed at cost plus 15% not to exceed the rates listed. A markup will not be allowed if the ~~consultant~~ CAC uses their own lab. Transportation costs to the laboratory should be included in this task.

Maximum cost shall not exceed the reasonable reimbursable rates as determined by the applicable laboratory method established in Reference 1.

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3.0 RELEASE INVESTIGATION PROCESS

Task 3.9 Advanced Site Characterization

Task 3.9.a Advanced Site Characterization Technologies

3.9.a.1 Cost for scheduling approved site characterization technologies

This task will include all necessary contracting and scheduling to perform all phases of approved site characterization technologies. This task shall include the scheduling of field activities associated with the approved site characterization technologies. This task includes having the Tennessee 811 System locate all underground utilities. This task shall also include all personnel time necessary to acquire any required permits from the appropriate agency.

Maximum allowable cost is \$327.00.

3.9.a.2 Cost for private utility location

This task will include the cost equal to the cost of the approved bid and change orders if applicable, submitted to the Division and approved in writing. Three bids are required, and the lowest bid is to be chosen unless approved by the Division in writing. Only one private utility location is allowed for each release unless approved by the Division in writing.

Maximum cost is equal to the cost of the bid, and change orders if applicable, plus a 15% markup, submitted to the Division and approved in writing.

3.9.a.3 Cost for mobilization/demobilization of drill rig

This task only applies if the advanced site characterization technologies sub-contractor is not supplying the drill rig. This task will include mobilization and demobilization of an appropriate drilling rig, support vehicles, steam cleaner, grout plant, trailers, and crew required to complete the approved advanced site characterization technologies to and from the site. Mobilization/demobilization is not to exceed 300 miles round trip.

Direct push unit: maximum cost is limited to \$2.70 per mile not to exceed a total cost of \$810.00.

Auger and air rotary type drilling rig: maximum cost is limited to \$5.00 per mile not to exceed a total cost of \$1,500.00.

3.9.a.4 Cost for drilling

This task only applies if the advanced site characterization technologies sub-contractor is not supplying the drill rig. This task will include the time and equipment required to advance the advanced site characterization technologies tools and includes support vehicles, trailers, and 2-person crew. The CAC must submit the drilling invoice with the reimbursement request.

The cost of drilling will be reimbursed at cost plus 15% markup not to exceed the reasonable rate schedule. A markup will not be allowed if the CAC uses their own driller.

3.9.a.5 Cost for mobilization/demobilization of approved advanced site characterization technologies equipment

This task will include mobilization and demobilization of advanced site characterization technologies equipment to and from the site. The cost is equal to the cost of the approved bid and change orders if applicable, submitted to the Division and approved in writing.

Maximum cost is equal to the cost of the bid, and change orders if applicable, submitted to the Division and approved in writing. No markup will be reimbursed.

3.9.a.6 Cost to conduct advanced site characterization technologies

This task will include the cost to conduct approved advanced site characterization technologies.

Maximum cost is equal to the cost of the bid, and change orders if applicable, plus a 5% markup, submitted to the Division and approved in writing.

3.9.a.7 Cost for supervision of advanced site characterization technologies

This task will include oversight of field activities as well as office support and coordination. This task includes one (1) field person, either a licensed professional geologist under the Tennessee Geologist Licensure Act of 2007 (T.C.A. §62-36-101 et seq.), or registered professional engineer under the Tennessee Architects, Engineers, Landscape Architects, and Interior Designers Law and Rules (T.C.A. §62-2-101 et seq.) with appropriate geologic experience, and the necessary equipment to supervise and manage drilling activities. Supervisory time should not exceed drilling time.

Maximum allowable cost per day is \$974.50.

3.9.a.8 Cost of supervision of drilling/sampling

This task will include oversight of field activities as well as office support and coordination. This task includes one (1) field person, either a licensed professional geologist under the Tennessee Geologist Licensure Act of 2007 (T.C.A. §62-36-101 et seq.), or registered professional engineer under the Tennessee Architects, Engineers, Landscape Architects, and Interior Designers Law and Rules (T.C.A. §62-2-101 et seq.) with appropriate geologic experience, and the necessary equipment to supervise and manage drilling activities. Cost includes all personnel time, equipment and supplies. Included in the task, the CAC is required to complete all boring logs, well construction records, and collect all necessary soil samples including samples for soil disposal. Supervisory time should not exceed drilling time.

Maximum allowable cost per day is \$1,049.50.

3.9.a.9 Cost for well development

This task will include all necessary personnel (TN licensed geologist, TN licensed engineer, senior environmental specialist, environmental specialist, or senior technician), labor, equipment and supplies to properly develop wells in accordance with the EAG twenty-four (24) hours after installation.

Maximum cost per day is \$1,138.00.

3.9.a.10 Cost for groundwater sampling

This task includes all personnel time to collect static water level measurements, calculate purge volumes, sample wells of any depth or diameter, and sampling of purge water for disposal. This task also includes personnel time to coordinate this task and to manage the laboratory services (i.e. Chain of custody, sample preparation, sample QA/QC, and invoice managing). Includes cost of drum.

This is a lump sum task with a maximum cost of \$298.50 for one (1) well and \$136.00 per well for each additional well sampled.

3.9.a.11 Cost of soil/groundwater sampling laboratory services

This task includes laboratory costs associated with soil/groundwater sampling. The CAC must submit the laboratory invoice and completed chain of custody form with the reimbursement request. **The cost of laboratory analyses will be reimbursed at cost plus 15% not to exceed the rates listed. A markup**

will not be allowed if the CAC uses their own lab. Transportation costs to the laboratory should be included in this task.

Maximum cost shall not exceed the reasonable reimbursable rates as determined by the applicable laboratory method established in Reference 1.

3.9.a.12 Cost for disposal of petroleum contaminated soil/water in drums

This task will include all necessary personnel, labor, equipment and supplies to properly dispose petroleum contaminated soil/water in drums at a permitted disposal facility. This cost is for drum, disposal, and transport.

Maximum cost is \$200.00 per drum.

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4.0 RISK MANAGEMENT AND CORRECTIVE ACTION PROCESS

Task 4.1 Risk Reduction

4.1.a Cost for risk reduction implementation

This SOWtask will include the cost of the bid, and change order(s) if applicable, approved in writing by the Division.

This task will include the cost of the bid, plus 5% markup, and change order(s) if applicable, approved in writing by the Division.

Maximum cost is equal to the cost of the bid, and change orders if applicable, submitted to the Division and approved in writing.

~~**Maximum cost is equal to the cost of the bid, and change orders if applicable, submitted to the Division and approved in writing.**~~

4.1.b Cost for disconnection of private water supply well

This SOWtask will include all necessary personnel and labor, equipment and materials to properly disconnect a private water supply well. Required activities include, but are not limited to, termination and disconnection of the power supply and disconnection and capping of any associated piping from the well to the building.

Maximum cost is equal to the cost of the bid, plus 15% markup and change orders if applicable, submitted to the Division and approved in writing.

4.1.c Cost for supervision of private water supply well abandonment

This SOWtask includes all necessary personnel time to properly abandon a private water supply well in accordance with the Water Well Licensing Regulations and Well Construction Standards (~~Rule 1200400-445-09-.16~~). This SOWtask includes field activities and supervision, project scheduling and oversight.

Maximum cost is ~~\$600.00~~ \$688.00 per event.

4.1.d Cost for private water supply well abandonment

This SOWtask includes the proper abandonment of a private water supply well performed by a licensed well driller in accordance with the Water Well Licensing Regulations and Well Construction Standards (~~Rule 400-45-09-.16~~~~1200-4-9-.16~~). All private water supply wells shall be installed and abandoned by a licensed well driller. The CAC must submit the drilling invoice with the reimbursement request. Along with the invoice, the consultant CAC

~~must submit the appropriate reimbursement forms.~~—In order to simplify and speed reimbursement, it is recommended that drilling companies itemize their invoices to reflect the reasonable rate document form format.

The cost of well abandonment will be reimbursed at cost plus 15% markup not to exceed the reasonable rate schedule. A markup will not be allowed if the ~~consultant~~CAC uses their own driller.

Maximum cost is not to exceed ~~\$11.00~~ \$13.00 per foot.

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4.0 RISK MANAGEMENT AND CORRECTIVE ACTION PROCESS

Task 4.2 Institutional Controls

4.2.a Cost for institutional control implementation

This **SOWtask** will include the cost of the bid, **plus 5% markup**, and change order(s) if applicable, approved in writing by the Division.

Maximum cost is equal to the cost of the bid, and change orders if applicable, submitted to the Division and approved in writing.

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4.0 RISK MANAGEMENT AND CORRECTIVE ACTION PROCESS

Task 4.3 Engineering Controls

4.3.a Cost for engineering control implementation

This **SOWtask** will include the cost of the bid, **plus 5% markup**, and change order(s) if applicable, approved in writing by the Division.

Maximum cost is equal to the cost of the bid, and change orders if applicable, submitted to the Division and approved in writing.

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4.0 RISK MANAGEMENT AND CORRECTIVE ACTION PROCESS

Task 4.4 Corrective Action

Task 4.4.a Corrective Action System Installation

4.4.a.1 Cost for public notice advertisement

This **SOWtask** includes all personnel time and charges associated with placing public notice of impending corrective action in the newspaper, the state register, sending certified letters to property owners, and/or personal contacts.

Personnel time is limited to ~~one (1) hour~~ \$92.00.

Maximum cost is limited to the actual amount of advertisement or postage cost plus personnel time.

4.4.a.2 Cost for permit and/or utility service

This **SOWtask** includes all personnel time necessary to secure permits and/or utility connections with federal, state, and/or local government agency requirements.

Maximum cost is ~~\$160.00~~ \$184.00.

4.4.a.3 Cost for oversight of corrective action system delivery

This **SOWtask** includes all personnel time to coordinate, schedule and oversee delivery of the corrective action system. Cost includes crane rental with operator or forklift for off-loading.

Maximum cost is ~~\$1,067.00~~ \$1,488.00. Note this task includes either a crane or forklift, not both.

4.4.a.4 Cost for soil excavation and soil source removal

This **SOWtask** will include all personnel, equipment and supplies to complete soil excavation and source removal in accordance with an approved Corrective Action Plan. All costs shall be proposed and will be reimbursed in accordance with task 1.1.a.-e.

Maximum cost is equal to the cost of the proposal and any modifications made by the Division, and change orders if applicable, submitted to the Division in the CAP and approved in writing.

4.4.a.5 Cost for recovery well trench installation

This SOWtask will include all personnel, equipment and supplies to complete recovery well and contingent piping and trenching in accordance with an approved Corrective Action Plan. This includes any personnel time (not travel time or mileage) required to purchase necessary supplies.

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Maximum cost for recovery well trench installation, including piping and fittings, is ~~-\$65.00~~ \$82.00 ~~-\$78.00~~ \$94.00/ linear foot depending on the number of lines in the recovery trench.

4.4.a.6 Cost for recovery wellhead manifold, extraction vault and tubing installation

This SOWtask will include all personnel, equipment and supplies to construct and install recovery well heads and vaults for each recovery well in accordance with an approved Corrective Action Plan.

This is a lump sum task with a maximum cost ~~Maximum cost is of~~ \$1,380.00 \$1,478.00/wellhead

4.4.a.7 Cost for corrective action system inlet piping manifold

This SOWtask will include all personnel, equipment and supplies to construct and install the corrective action system inlet piping manifold in accordance with an approved Corrective Action Plan. This includes any personnel time (not travel time or mileage) required to purchase necessary supplies.

This is a lump sum task with a maximum cost ~~Maximum cost for the first one (1) recoveryextraction well inletconnection isof~~ \$330.00 \$421.00. ~~Maximum cand a maximum cost for ost for each additional recovery well inletextraction well/contingent line connection is of~~ \$117.00 \$127.00.

4.4.a.8 Cost for concrete pad and bollard installation

This SOWtask includes all personnel, equipment and supplies to properly construct and pour a ten (10) foot wide by fourteen (14) foot long by four (4) inch thick concrete pad for the corrective action system to be placed on in accordance with the current Corrective Action Plan Guidelines CAS Figure Packages. It also includes personnel, equipment and supplies to construct and install the bollards for the corrective action system (up to 12 bollards maximum). This should be performed in conjunction with concrete pad installation or any corrective action installation task when personnel is already on site and not performed as a separate event, unless otherwise directed by the Division.

~~This is a lump sum task with a maximum cost of Maximum cost is \$1,820.00~~ \$2,216.00 per pad installation.

~~Maximum cost for bollard installations is \$230.00 each up to is \$2,400.00~~ \$2,760.00 for 12. for bollards installation

4.4.a.9 Cost for mobilization/demobilization of heavy equipment

This SOWtask will include mobilization and demobilization of any heavy equipment to and from the site for excavation and corrective action system off-loading from the delivery truck.

~~Maximum cost for category 1 equipment is limited to \$1.25 per mile~~ \$375.00 (\$1.25/mile). per piece of equipment not to exceed \$312.50.

~~Maximum cost for category 2 equipment is \$810.00 (\$2.70/mile).~~

~~Maximum cost for category 3 equipment is \$1,500.00 (\$5.00/mile) and must obtain prior Division approval. is limited to \$1.25 per mile per piece of equipment not to exceed \$312.50.~~

4.4.a.10 Cost for corrective action system discharge trench installation

This SOWtask will include all personnel, equipment and supplies to complete CAS discharge piping and trenching in accordance with an approved Corrective Action Plan.

~~Maximum cost for discharge trench installation, including piping and fittings, is \$25.00~~ \$30.00/linear foot.

~~4.4.a.11~~ Cost for wet test of system

This SOWtask will include personnel, equipment, and supplies to ensure that 500 gallons of potable water are at the site so that the corrective action system may be properly wet tested after delivery and prior to start-up. These activities include, but are not limited to pre-diagnostic testing, electrical and telephone line connections, hydrating the carbon filters, and CAS troubleshooting. This is a one-time cost unless otherwise approved by the Division and includes completing the manufacturer pre-startup checklist.

~~Maximum cost is \$1,200.00~~ \$1,474.00 per wet test.

4.4.a.12 Cost for electrical service installation

This SOWtask will include the cost of the bid by the electric service provider, for a licensed electrician to make final connections, and change order(s) if applicable, approved in writing by the Division.

This task will include the cost of the bid, plus 5% markup, and change order(s) if applicable, approved in writing by the Division.
~~Maximum cost is equal to the cost of the bid, and change orders if applicable, submitted to the Division and approved in writing.~~

4.4.a.13 Cost for disposal of CAS site debris

This SOWtask will include the cost for the proper disposal of non-contaminated materials that must be removed from the site during installation of the CAS and associated trenching (4.4.a.5 through 4.4.a.8 and 4.4.a.10). This includes asphalt, concrete/rebar, scrap trench piping but does not include disposal of soils or gravel. This task should also be used for disposal costs associated with 4.4.d.9.

Maximum cost is equal to the itemized costs in other sections of RGD-002 (i.e.e.g. 1.3.b.2 transportation to a landfill and 1.3.b.3 landfill costs with maximum 5% markup costs, hauling, etc.) or the cost of the bid, and change orders if applicable, submitted to the Division and approved in writing.

4.0 CORRECTIVE ACTION PROCESS

Task 4.4 Corrective Action

Task 4.4.b Corrective Action System Operation and Maintenance

4.4.b.1 Cost for routine operation and maintenance

This ~~SOW~~task will include routine, scheduled site visits. This is limited to one (1) visit per month. If additional visits are required, a request in advance must be made and approved by the ~~case manager~~Division project manager. Onsite personnel shall perform routine and scheduled repairs during the site visit. Onsite personnel shall inspect and document system performance on Division provided field forms (CASFL) including, but ~~is not~~ limited to, ~~the tabulation of~~tabulating gauge and meter readings, inspecting for and repair~~ing~~ leaks (including removing any standing water/product/oil), noting excessive equipment heat and noise, and equipment wear. Other routine activities may include but are not necessarily limited to: adjusting the system for summer or winter operation, checking extraction wells, depth to water and/or adjusting stinger well depths to maximize free product/contaminant recovery; checking all wells (extraction and monitoring) not connected to or in use by the CAS that have contained free product in the past and removing any free product; checking down-hole pumps or air assist lines, if applicable; checking/changing filters, hoses, oil; cleaning the stripper and oil/water separator inside utilizing Rydlyme to remove sludge/fouling/mineral build-up; inspecting and cleaning the stripper aeration tubes/lid seal (gasket roll)/packing media and replacing if necessary and cleaning the stripper exterior; cleaning the AWS inside to remove sludge/fouling/mineral build-up and cleaning the exterior; cleaning the exterior of the heat exchanger; checking all transfer pumps for signs of mineral deposits and cleaning if needed; checking and cleaning the conductivity level probe rods in the AWS and sump; checking the oil sight gauge for water or cloudiness, draining if necessary, and throttling the oil to raise the temperature; cleaning the bag filter housings inside and out to remove sludge/fouling/mineral build-up; backwashing GAC vessels to remove sludge/fouling/mineral build-up and cleaning the exterior; repairing/replacing gauges; and applying lubricants as needed. All components and equipment shall be operated, maintained and cleaned in accordance with the manufacturers' O&M manual and Division requirements, which include quarterly O&M requirements, when applicable. The maximum cost includes all personnel and equipment to service and maintain the system equipment. Price does not include major repairs or extensive troubleshooting which may be covered by the manufacturer. Office coordination and scheduling time is included in the daily rate. Routine operation and maintenance shall not exceed one (1) workday (maximum 10-hour workday) without prior approval

from the ~~appropriate field office~~ Division project manager. In the month that Annual O&M is performed, monthly O&M should not be performed.

Maximum cost is ~~\$1,257.50~~ \$1,175.50 per day. All routine O&M conducted on a ~~state state~~-owned system shall be performed by a CAS Specialist. ~~or a Senior Technician may conduct routine O&M if the system is responsible party owned.~~

4.4.b.2 Cost for non-scheduled maintenance

This ~~SOW~~task will include a nonscheduled site visit as a result of a system shutdown or failure. This ~~SOW~~task includes all personnel and equipment to perform the tasks troubleshooting, ~~and~~ repairing of the system and ~~completion of~~completing the ~~Division provided field forms (CASRL and/or CASDR).~~ ~~It excludes costs for supplies, components, and equipment replacement.~~ Office coordination and scheduling time is included in the daily price rate, ~~and therefore~~ only the actual time spent onsite for the CAS Specialist time spent onsite is to be reimbursed. This task will only be reimbursed if the ~~field office~~ Division project manager is notified no later than one (1) working day after any non-routine field activity after the system shutdown or failure.

~~Maximum cost is ~~\$905.00~~ \$1,043.00 per day not including supplies, components, and equipment replacement. All non-scheduled O&M conducted on a state owned system shall be performed by a CAS Specialist.~~

~~O&M conducted on a state owned system shall be performed by a CAS Specialist or a Senior Technician if the system is responsible party owned.~~

4.4.b.3 Cost for evaluation of performance meeting

This ~~SOW~~task will include the meeting held between Division personnel, the CAC and/or the responsible party, as deemed necessary by the Division to evaluate the performance of the corrective action system. Topics for discussion shall include but not be limited to COC concentration reduction, plume dynamics, system operational performance, system repair history, and recommendations for system and/or CAP modifications to increase system performance. This may include any time for an on-site meeting. Maximum cost includes the time required for oversight by the Project Manager and a maximum of two (2) geologists/engineers to schedule, plan, and attend the meeting.

Maximum cost is ~~\$1,375.00~~ \$1,581.00 per meeting.

4.4.b.4 Cost for utilities and payment of bills

This SOWtask includes all personnel time necessary to process and pay bills associated with utility connection and corrective action system usage including electric, natural gas, telephone, sanitary sewer (POTW), and water. This task shall be billed in conjunction with 4.4.b.5.

Maximum cost is ~~\$60.00~~ \$80.00 per month.

4.4.b.5 Cost for charges for utility service

This SOWtask includes all costs for utility service necessary to operate an approved corrective action system including electric, natural gas, telephone, sanitary sewer (POTW), and water usage. This task shall be billed in conjunction with 4.4.b.4.

Maximum cost is limited to the actual amount of the utility bill.

4.4.b.6 Cost for additional technician during operation and/or maintenance

This SOWtask will include all personnel time necessary for an additional technician to assist with operation and/or maintenance as described in tasks 4.4.b.1 and 4.4.b.2. **This task must be requested in advance and approved by the ~~case manager~~ Division project manager.** Operation and/or maintenance shall not exceed one (1) workday (maximum 10-hour workday) without prior approval from the ~~appropriate field office~~ Division project manager. This is limited to one (1) visit per month. If additional visits are required, then they must be requested in advance and approved by the ~~case manager~~ Division project manager.

Maximum cost is ~~\$450.00~~ \$520.00 per day.

4.4.b.7 Cost for review of telemetry report

This SOWtask includes all personnel time necessary to review and interpret all telemetry alarms, data and reports associated with the corrective action system. This includes remotely starting the CAS, when necessary.

Maximum cost is ~~\$190.00~~ \$218.00 per month.

4.4.b.8 Cost for annual routine operation and maintenance

This SOWtask will include a routine scheduled site visit for annual operation and maintenance as outlined in the manufacturers' operating manual. This

task is limited to one (1) workday per twelve (12) month period and shall not exceed one (1) workday (maximum 10-hour workday) without prior approval from the appropriate field office Division project manager. The maximum cost includes all personnel and equipment to service and maintain the system equipment and completion of all tasks and paperwork required by the Division's CASFL. Price does not include major repairs or extensive troubleshooting which may be covered by the manufacturer. Office coordination and scheduling time is included in the daily rate. All annual routine O&M conducted on a state owned system shall be performed by a CAS Specialist and technician. A separate routine O&M event during the same month will not be reimbursed.

Maximum cost is ~~\$1,522.50~~ \$1,598.50 per day plus the cost of the annual O&M kit from the system manufacturer (~~\$2,440.00 at cost plus a includes 15% mark-up~~ mark-up) plus actual cost of and shipping).

CORRECTIVE ACTION PROCESS

Task 4.4 Corrective Action

Task 4.4.c Corrective Action Sampling

4.4.c.1 Cost for ~~ground water~~**groundwater** sampling

~~This task includes all personnel time to collect static water level measurements, calculate purge volumes, sample wells of any depth or diameter, and sampling of purge water for disposal. This task also includes personnel time to This SOW will include all personnel time and sampling supplies to purge and sample wells of any depth or diameter. This SOW includes static water level measurements, purge volume calculations, sampling of purge water for disposal, personnel time to coordinate this task and to manage the laboratory services (i.e. chain of custody, sample preparation, sample QA/QC, and invoice managing). The schedule for ~~ground water~~**groundwater** monitoring shall be performed in accordance with the schedule in the approved CAP. Wells to be sampled shall be in accordance with the approved CAP. Includes cost of drum.~~

~~This is a lump sum Task with a Mmaximum cost is of \$273.50~~ **\$298.50 for one (1) well and ~~\$120.00~~ **\$136.00** per well for each additional well sampled.**

4.4.c.2 Cost for water supply well sampling

~~This ~~SOW~~**task** includes all personnel and sampling supplies to purge and sample a water supply well ~~and sample purge water for disposal. The water supply well is to be purged by (i.e. indoor or outdoor spigot). This SOW includes all necessary equipment, personnel and sampling supplies to perform well purging (by letting running water through a spigot run for an adequate time) prior to followed by sampling. This SOW~~**task** also includes ~~sampling of purge water for disposal. This SOW includes the personnel~~ time to coordinate this task and to manage the laboratory services (i.e. Chain of custody, sample preparation, sample QA/QC, and invoice managing).~~

~~This is a lump sum Task with Mmaximum cost is of \$75.00~~ **\$88.00 for one (1) well and ~~\$55.00~~ **\$63.00** for each additional well sampled.**

4.4.c.3 Cost for surface water sampling

This ~~SOW~~**task** includes sampling of various types of surface waters (i.e. includes ponds, streams, creeks, etc.) to verify contamination. This ~~SOW~~**task** includes all necessary equipment, personnel and sampling supplies to

perform sampling. This SOWtask also includes personnel-personnel time to coordinate this task and to manage the laboratory services (i.e. Chain of custody, sample preparation, sample QA/QC, and invoice managing).

This is a lump sum Task with maximum cost of ~~Maximum cost is \$75.00~~ \$88.00 for one (1) sample point and ~~\$55.00~~ \$63.00 for each additional sample point.

4.4.c.4 Cost for soil sampling (not associated with drilling activities)

This SOWtask includes various types of soil sampling not associated with drilling activities, closure activities, stockpile sampling or over-excavation sampling. (i.e. includes surface sampling, etc.) to verify contamination. This SOWtask includes all necessary equipment, personnel, and sampling supplies to perform sampling. This SOWtask also includes personnel time to coordinate this task and to manage the laboratory services (i.e. Chain of custody, sample preparation, sample QA/QC, and invoice managing).

This is a lump sum Task with maximum cost of ~~Maximum cost is \$180.00~~ \$255.50 for one (1) sample point by hand augering and ~~\$55.00~~ \$63.00 for each additional sample point.

4.4.c.5 Cost for laboratory services

This SOWtask will include any soil laboratory analysis performed for corrective action monitoring. ConsultantThe CAC must submit the laboratory invoice and completed chain of custody form with the reimbursement request. CAC must attach the laboratory invoice to the reimbursement form. ~~The cost of laboratory analyses will be reimbursed at cost plus 15% not to exceed the rates listed. A markup will not be allowed if the consultantCAC uses their own lab. Transportation costs to the laboratory should be included in this task.~~

Maximum costs shall not exceed the reasonable reimbursable rates as determined by the applicable laboratory method established in Reference 1.

4.4.c.6 Cost for monitored natural attenuation

This SOWtask includes the collection of geochemical and/or biological samples and evaluation of parameters that support intrinsic remediation such as dissolved oxygen, nitrate, sulfate, total dissolved iron, methane, and total organic carbon. Sampling and laboratory analysis for the appropriate COCs shall also be a part of this task. This SOWtask also includes personnel time to

coordinate this task and to manage the laboratory services (i.e. Chain of custody, sample preparation, sample QA/QC, and invoice managing).

Maximum cost is equal to the cost of the bid, and change orders if applicable, submitted to the Division and approved in writing.

~~Maximum cost is \$235.00 for one (1) well (all parameters) or \$120.00 per well if more than one (1) well is sampled.~~

4.4.c.7 Cost for land and receptor monitoring

This SOWtask shall consist of monitoring for changes in land, surface, and/or ground-watergroundwater use surrounding the site. Compare receptors used during preparation of the approved Exposure Assessment to any changes observed on site or surrounding the site. This SOWtask should be performed in conjunction with any monitoring or sampling task when personnel is already on site and not performed as a separate event, unless otherwise directed by the Division.

Maximum cost is ~~\$160.00~~ \$184.00.

4.4.c.8 Cost for Publicly Owned Treatment Works (POTW) sampling

This SOWtask will include all personnel, labor time and sampling supplies required to collect corrective action system water samples for laboratory analysis to meet/establish POTW discharge permit requirements. This SOWtask includes personnel time to coordinate this task and to manage laboratory services (i.e. Chain of Custody, sample preparation, sample QA/QC, and invoice managing). The frequency and sampling requirements for discharge permits shall be performed according to the approved federal, state, and/or local government agency requirements. Maximum number is one (1) sample per influent and one (1) sample per discharge. Influent samples should be collected for the COCs approved in the SSSR. Effluent samples should be collected for the COCs approved in the permit. This SOWtask should be performed in conjunction with any monitoring or sampling task when personnel is-are already on site and not performed as a separate event, unless otherwise directed by the Division.

This is a lump sum Task with maximum cost of ~~Maximum cost is \$75.00~~ \$88.00 for the first sample and ~~\$55.00~~ \$63.00 for each additional sample collected.

4.4.c.9 Cost for National Pollutant Discharge Elimination System (NPDES) sampling

This ~~SOW~~task includes all personnel time and sampling supplies required, labor and supply costs to collect corrective action system water samples for laboratory analysis to meet/establish NPDES discharge permit requirements. This ~~SOW~~task includes personnel time to coordinate this task and to manage laboratory services (i.e. Chain of Custody, sample preparation, sample QA/QC, and invoice managing). The frequency and sampling requirements for discharge permits shall be performed according to the approved federal, state, and/or local government agency requirements. Maximum number is one (1) sample per influent and one (1) sample per discharge. Influent samples should be collected for the COCs approved in the SSSR. Effluent samples should be collected for the COCs approved in the permit. This ~~SOW~~task should be performed in conjunction with any monitoring or sampling task when personnel ~~is~~are already on site and not performed as a separate event, unless otherwise directed by the Division. This task shall also be used for automatic sampling for NPDES permits requirements (other than Task 4.4.c.10 for initial set-up and final retrieval).

This is a lump sum Task with maximum cost of ~~Maximum cost is \$75.00 \$88.00~~ for the first sample and ~~\$55.00 \$63.00~~ for each additional sample collected.

4.4.c.10 Cost for effluent toxicity sampling (NPDES)

This ~~SOW~~task includes all personnel time and sampling supplies required, labor and supply costs to conduct whole effluent toxicity sampling over a five (5) day period. Personnel are allotted a maximum of one (1) hour onsite time per day on days one (1), three (3) and five (5) to collect grab samples from the CAS effluent.

Also includes personnel time to schedule & coordinate task.

This is a lump sum Task with maximum cost of ~~Maximum cost is \$305.00 \$356.00~~ per event.

4.4.c.11 Cost for corrective action system air monitoring

This ~~SOW~~task includes all personnel time, ~~labor~~ and equipment required to monitor effluent air concentrations on site for compliance with required state or local issued permits. The frequency requirements for discharge monitoring shall be performed according to the approved federal, state, and/or local government agency requirements. This ~~SOW~~task should be performed in conjunction with any monitoring task when personnel ~~is~~are already on site and not performed as a separate event, unless otherwise directed by the Division.

Maximum cost is ~~\$205.00 \$123.00~~.

4.4.c.12 Cost for disposal of drums filled with free product or ~~ground water~~groundwater contaminated with petroleum product

This ~~SOW~~task will include all necessary personnel ~~and labor time~~, equipment and supplies required to properly dispose of drums filled with free product and/or ~~ground water~~groundwater contaminated with petroleum product removed from a monitoring well. Ground~~water~~ contamination must be documented by an approved state of Tennessee laboratory method. This cost is for drum, disposal, and transportation only~~at~~to a permitted disposal facility. **Maximum cost is ~~\$90.00~~ \$200.00 per drum.**

4.4.c.13 Cost for disposal of drums filled with petroleum contaminated soil

This ~~SOW~~task will include all necessary personnel ~~and labor time~~, equipment and supplies required to properly dispose of drums filled with petroleum contaminated soil. Soil contamination must be documented by an approved state of Tennessee laboratory method. This cost is for drum, disposal, and transportation to~~only at~~ a permitted disposal facility. **Maximum cost is ~~\$90.00~~ \$200.00 per drum.**

4.4.c.14 Cost for vacuum monitoring of CAS

This ~~SOW~~task includes all personnel time and ~~equipment required~~labor to obtain and document vacuum measurements collected during each monitoring event as required by the CASFL. All vacuum measurements shall be documented in the CASFL and submitted with the applicable report. This ~~SOW~~task should be performed in conjunction with any monitoring task when personnel ~~is~~are already on site and not performed as a separate event, unless otherwise directed by the Division. **Maximum cost is ~~\$120.00~~ \$136.00.**

4.0 CORRECTIVE ACTION PROCESS

Task 4.4 Corrective Action

Task 4.4.d Corrective Action System Closure

4.4.d.1 Cost for deactivation of corrective action system

This ~~SOW~~task includes all personnel ~~time~~ and equipment ~~required~~ to properly deactivate corrective action system in accordance with the current Division Corrective Action System Deactivation Checklist and local, state and federal laws and guidelines. Office coordination and scheduling time is included in the daily rate.

Maximum cost is ~~\$2,651.00~~ \$3,064.00.

4.4.d.2 Cost for disposal of drums filled with free product and/or petroleum contaminated wastegroundwater.

This ~~SOW~~task will include all necessary personnel ~~and labortime~~, equipment and supplies ~~required~~ to properly dispose of drums filled with free product and/or ~~ground-water~~groundwater contaminated with petroleum product removed from a monitoring well. ~~Ground-water~~ contamination must be documented by an approved state of Tennessee laboratory method. This cost is for ~~drum, disposal, and transportation to only at~~ a permitted disposal facility.

Maximum cost is ~~\$90.00~~ \$200.00 per drum.

4.4.d.3 Cost for permit and/or utility connection termination

This ~~SOW~~task includes all personnel time necessary to terminate permits and/or utility connections with federal, state, and/or local government agency requirements.

Maximum cost is ~~\$160.00~~ \$184.00 for oversight.

Maximum cost for subcontracted electrician (if required by utility district) not to exceed the cost of the bid submitted to the Division and approved in writing~~ng.~~, plus 5% markup, and change order(s) if applicable.

4.4.d.4 Cost for preparation of the corrective action system for removal from the site for refurbishment

This **SOWtask** includes all personnel **time** and equipment **required** to properly sever tie downs, piping and electrical wiring from the corrective action system, and to remove unusable power poles, exposed piping, fencing and enclosures in accordance with the current local, state and federal laws and guidelines. This cost also includes oversight during the loading of the corrective action system and associated equipment for transport to a Division approved system vendor for refurbishing.

Maximum cost not to exceed ~~\$330.00~~ \$378.00.

4.4.d.5 Cost for decommissioning a corrective action system

This **SOWtask** includes all personnel **time** and equipment **required** to properly decommission **the-of a** corrective action system including dismantling any associated ancillary equipment, removing unusable power poles, exposed piping, fencing and enclosures in accordance with the current Division Corrective Action System Decommission Checklist and local, state and federal laws and guidelines. This includes properly preparing the system for removal from the site. Office coordination and scheduling time is included in the daily rate. This **SOWtask** does not include hauling or disposal of non-state owned equipment and debris to a disposal or recycling facility. All state owned equipment pick-up will be scheduled by the Division.

Maximum cost is not to exceed ~~\$2,662.00~~ \$3,313.00. This task must be approved in writing from the Division project manager.

4.4.d.6 Cost for mobilization and demobilization of heavy equipment

This **SOWtask** will include mobilization and demobilization of the backhoe and/or skid-steer loader and concrete breaker to and from the site for decommissioning or following removal of corrective action system that is being refurbished.

Maximum cost is limited to \$1.25 per mile per piece of equipment not to exceed ~~\$312.50~~ \$375.00.

4.4.d.7 Cost for oversight of the corrective action system pick-up for refurbishment by the state contractor

This **SOWtask** includes all personnel for oversight by the state contractor of pick-up and loading of the corrective action system for transport for refurbishment. This cost also includes inspection to determine that all tie downs have been properly severed and piping and wiring have been properly disconnected and capped from the corrective action system. **This task will only be reimbursed if requested/approved by the Division.**

Maximum cost not to exceed ~~\$330.00~~ \$378.00.

4.4.d.8 Cost for reactivation of the corrective action system and oversight of performance (with Division approval)

This **SOWtask** includes all personnel **time** and equipment **required** to properly reactivate the corrective action system after Division approval and in accordance with the current Division Corrective Action System Reactivation Checklist. This task includes maximum on-site allowable personnel time up to 10 hours to make any necessary system adjustments. Office coordination and scheduling time is included in this task.

Maximum cost is ~~\$1,671.00~~ \$1,734.00.

4.4.d.9 Cost for removal of the concrete pad for a state owned corrective action system sent for refurbishment (if required by property owner)

This task is to be conducted at the request of the property owner (written documentation required) and in conjunction with Tasks 4.4.d.7 or 5.2.c (travel time, mileage, lodging and per diem costs will not be reimbursed for this task). This **SOWtask** includes all personnel **time** and equipment **required** to break up and remove the concrete pad after the corrective action system has been removed from the site for refurbishment. Office coordination and scheduling time is included. This **SOWtask** includes hauling debris to a disposal or recycling facility. This cost does not include the disposal costs. Disposal costs should be requested in task 4.4.a.13.

Maximum cost not to exceed ~~\$1,155.00~~ \$1,448.00.

NOTE: The Division will not reimburse for the hauling and/or disposal of a non-state owned CAS.

4.0 CORRECTIVE ACTION PROCESS

Task 4.4 Corrective Action

Task 4.4.e Corrective Action Material Injection/Application

4.4.e.1 Cost for scheduling corrective action material injection/application

This task will include all necessary contracting and scheduling a corrective action material injection/application event. This task shall include the scheduling of field activities associated with the remedial design characterization. This task includes having the TN 811 System locate all underground utilities. This task shall also include all personnel time necessary to acquire any required permits from the appropriate agency.

Maximum allowable cost is \$327.00.

4.4.e.2 Cost for private utility location

This task will include the cost equal to the cost of the approved bid and change orders if applicable, submitted to the Division and approved in writing. Three bids are required, and the lowest bid is to be chosen unless approved by the Division in writing. Only one private utility location is allowed for each release unless approved by the Division in writing.

Maximum cost is equal to the cost of the bid, and change orders if applicable, plus a 15% markup, submitted to the Division and approved in writing.

4.4.e.3 Cost for mobilization/demobilization of drill rig

This task only applies if the corrective action materials injection/application sub-contractor is not supplying the drill rig. This task will include mobilization and demobilization of a direct push technology rig, support vehicles, steam cleaner, trailers, and crew to and from the site. Mobilization/demobilization is not to exceed 300 miles round trip.

Maximum cost is limited to \$2.70 per mile not to exceed a total cost of \$810.00 for a direct push technology rig.

4.4.e.4 Cost for drilling

This task only applies if the corrective action materials injection/application sub-contractor is not supplying the drill rig. This task will include the time and equipment required to advance the alternative technology tools and includes support vehicles, trailers, and 2-person crew.

The CAC must submit the drilling invoice with the reimbursement request. **The cost of drilling will be reimbursed at cost plus 15% markup not to exceed the reasonable rate schedule. A markup will not be allowed if the CAC uses their own driller.**

4.4.e.5 Cost for mobilization/demobilization of corrective action materials injection/application equipment.

This task will include mobilization and demobilization of corrective action materials injection/application equipment to and from the site. The cost is equal to the cost of the approved bid and change orders if applicable, submitted to the Division and approved in writing.

Maximum cost is equal to the cost of the bid, and change orders if applicable, submitted to the Division and approved in writing. No markup will be reimbursed.

4.4.e.6 Cost to conduct corrective action materials injection/application

This task will include the cost to conduct corrective action materials injection/application. **Maximum cost is equal to the cost of the bid, and change orders if applicable, plus a 5% markup, submitted to the Division and approved in writing.**

4.4.e.7 Cost for supervision of corrective action materials injection/application

This task will include oversight of field activities as well as office support and coordination. This task includes one (1) field person, either a licensed professional geologist under the Tennessee Geologist Licensure Act of 2007 (T.C.A. §62-36-101 et seq.), or registered professional engineer under the Tennessee Architects, Engineers, Landscape Architects, and Interior Designers Law and Rules (T.C.A. §62-2-101 et seq.) with appropriate geologic experience, and the necessary equipment to supervise and manage drilling activities. Supervisory time should not exceed drilling time.

Maximum allowable cost per day is \$974.50.

4.4.e.8 Cost for groundwater sampling

This task includes all personnel time to collect static water level measurements, calculate purge volumes, sample wells of any depth or diameter, and sampling of purge water for disposal. This task also includes personnel time to coordinate this task and to manage the laboratory services (i.e. Chain of custody, sample preparation, sample QA/QC, and invoice managing).

This is a lump sum task with a maximum cost of \$298.50 for one (1) well and \$136.00 per well for each additional well sampled.

4.4.e.9 Cost of laboratory services

This task includes laboratory costs associated with groundwater sampling. CAC must attach the laboratory invoice to the reimbursement form. **The cost of laboratory analyses will be reimbursed at cost plus 15% not to exceed the rates listed. A markup will not be allowed if the CAC uses their own lab. Transportation costs to the laboratory should be included in this task.**

Maximum cost shall not exceed the reasonable reimbursable rates as determined by the applicable laboratory method established in Reference 1.

The cost of shipping samples to the supplier/manufacturer is reimbursable.

4.4.e.10 Cost for disposal of petroleum contaminated soil and/or water in drums

This task will include all necessary personnel, labor, equipment and supplies to properly dispose petroleum contaminated soil and/or water in drums at a permitted disposal facility. This cost is for drum, disposal, and transportation.

Maximum cost is \$200.00 per drum.

5.0 FINAL SITE CLOSURE PROCESS

Task 5.1 Well Abandonment

5.1.a Cost for supervision of well abandonment

This ~~SOW~~task includes all necessary personnel time to properly abandon wells in accordance with the current EAG, including preparing the Division's monitoring well abandonment checklist for the drillers. This ~~SOW~~task includes field activities and supervision, project scheduling and oversight.

Maximum cost is ~~\$380.00~~ \$436.00 per event.

5.1.b Cost for well abandonment

This ~~SOW~~task includes the proper abandonment in accordance with the current EAG and performed by a licensed well driller, including completion of the Division's monitoring well abandonment checklist and taking pictures of final well abandonment. All monitoring wells shall be abandoned by a TN licensed well driller. The CAC must submit the drilling invoice with the reimbursement request. Along with the invoice, the consultantCAC must submit the appropriate reimbursement forms. In order to simplify and speed reimbursement, it is recommended that drilling companies itemize their invoices to reflect the reasonable rate document form format. **The cost of well abandonment will be reimbursed at cost plus 15% markup not to exceed the reasonable rate schedule. A markup will not be allowed if the ~~consultant~~CAC uses their own driller.**

Maximum cost is not to exceed ~~\$11.00~~ \$13.00 per foot.

-Maximum cost for manhole covers and concrete pad removal is ~~\$125.00~~ \$150.00 per well.

Maximum cost for recovery well vault removal is ~~\$300.00~~ \$345.00 per vault.

5.1.c Cost for mobilization/demobilization of support truck

This ~~SOW~~task will include mobilization and demobilization of a support truck (equipped to properly abandon monitoring wells) to and from the site. Mobilization/demobilization is not to exceed 250-300 miles round trip.

Maximum cost is limited to \$0.75 per mile not to exceed a total cost of ~~\$187.50~~ \$225.00.

NOTE: If a drill rig is thought to be required to properly abandon the monitoring wells, then **prior written approval** must be obtained from the Division. Otherwise, the cost will not be considered to be reasonable and will not be reimbursed.

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5.0 FINAL SITE CLOSURE PROCESS

Task 5.2 Site Restoration

5.2.a Cost for scheduling for site restoration activities

This SOWtask will include all necessary contracting and scheduling for site restoration activities. Work is not to exceed two (2) hours. Maximum cost is \$~~95109~~.00 per hour.

Maximum cost is ~~\$190.00~~ \$218.00 per event.

5.2.b Cost for supervision of site restoration

This SOWtask will include oversight of field activities as well as office support and coordination. Work not to exceed two (2) hours. Maximum cost is \$~~8092~~.00 per hour.

Maximum cost is ~~\$160.00~~ \$184.00 per event.

5.2.c Site restoration

This SOWtask will include all personnel and labor, equipment and supplies to properly restore the site to a condition comparable to the original condition utilizing seed, mulch, and straw by hand. This SOWtask does not include tank(s), line(s), asphalt and/or concrete replacement.

Maximum cost is ~~\$395.00~~ \$260.00.

6.0 SUBMITTED DOCUMENTS MAXIMUM COST TABLE

The following application, proposal, report, and submittal costs are limited to these maximum reimbursable amounts. These are lump sum costs.

Task Code	Submitted Documents (Applications/Proposals/Reports/Submittals)	Maximum Cost
6.1	UST Closure	
6.1.a	TRBCA Closure Report	\$ 605.00 <u>575.00</u>
6.1.b	Soil Stockpile Sampling Report (TGD-005)	\$ 345.00 <u>385.00</u>
6.1.c	Over-excavation Report	\$ 930.00 <u>1,285.00</u>
6.1.d	Application to Treat Petroleum Contaminated Soil (TGD-009)	\$ 185.00 <u>220.00</u>
6.1.e	Soil Treatment and Disposal Report	\$ 335.00 <u>395.00</u>
6.2	Hazard Notification Report	\$ 80.00 <u>95.00</u>
6.3	Site Check Report (TGD-012)	\$ 2,690.00 <u>1,005.00</u>
6.4	Initial Response and Hazard Management Report (IRHMR)	\$ 1,715.00 <u>2,540.00</u>
6.4.a	Hazard Management Report	\$ 370.00 <u>430.00</u>
6.4.b	Health and Safety Plan (if not included with IRHMR)	\$ 320.00 <u>375.00</u>
6.5	Impacted Drinking Water Management (TGD-019)	
6.5.a	Impacted Drinking Water - Hazard Management Report (TGD-019)	\$ 415.00 <u>485.00</u>
6.5.b	Impacted Drinking Water Supply Temporary Response - Proposal (if costs anticipated to exceed \$2500.00)	\$ 365.00 <u>425.00</u>
6.5.c	Impacted Drinking Water Supply Permanent Response - Proposal	\$ 735.00 <u>860.00</u>
6.6	Petroleum Vapor Impact Management (TGD-020)	
6.6.a	Petroleum Vapor Impact - Hazard Management Report (TGD-020)	\$ 415.00 <u>485.00</u>
6.6.b	Petroleum Vapor Impact Temporary Response - Proposal (if costs anticipated to exceed \$2,500.00)	\$ 365.00 <u>425.00</u>
6.6.c	Petroleum Vapor Impact Permanent Response - Proposal	\$ 735.00 <u>860.00</u>

6.7	Mobile Enhanced Multi-phase Extraction (MEME) (TGD-016)		
	6.7.a	Application to Perform MEME	\$ 370.00 <u>430.00</u>
	6.7.b	8-hour MEME Report	\$ 370.00 <u>430.00</u>
	6.7.c	24-hour MEME Report	\$ 490.00 <u>570.00</u>

Task Code	Submitted Documents (Applications/Proposals/Reports/Submittals)		Maximum Cost
6.8	Free Product Removal		
	6.8.a	Free Product - Hazard Management Report (TGD-004)	\$ 495.00 <u>585.00</u>
	6.8.b	Free Product Investigation Proposal	\$ 760.00 <u>890.00</u>
	6.8.c	Free Product Investigation Report	\$ 1,715.00 <u>2,540.00</u>
	6.8.d	Free Product Removal Plan	\$ 5,285.00 <u>6,195.00</u>
6.9	Initial Site Characterization Report (ISCR) - (Exposure Assessment and Risk Analysis Report are integrated into Report requirements – no additional cost allowed)		\$ 4,905.00 <u>5,075.00</u>
	6.9.a	Additional Monitoring Well Installation Proposal	\$ 160.00 <u>185.00</u>
	6.9.b	Additional Monitoring Well Installation Report	\$ 370.00 <u>430.00</u>
6.10	Exposure Assessment Report (TGD-017)		\$ 1,215.00 <u>1,410.00</u>
	6.10.a	Additional Remediation and/or Risk Management Response Submittal	\$ 80.00 <u>95.00</u>
	6.10.b	Additional Remediation and/or Risk Management Evaluation – with Division approval	\$ 735.00 <u>855.00</u>
	6.10.c	Risk Analysis Report only	\$ 305.00 <u>170.00</u>
6.11	Soil Gas Survey (TGD-018)		
	6.11.a	Soil Gas Survey Application	\$ 370.00 <u>425.00</u>
	6.11.b	Soil Gas Survey Report	\$ 630.00 <u>730.00</u>
6.12	Source Removal (Over-excavation)		
	6.12.a	Source Removal Proposal	\$ 240.00 <u>280.00</u>
	6.12.b	Source Removal Report	\$ 930.00

			<u>1,285.00</u>
6.13	Risk Reduction		
	6.13.a	Risk Reduction Proposal	\$240.00 <u>280.00</u>
	6.13.b	Risk Reduction Report	\$630.00 <u>730.00</u>
6.14	Institutional Controls		
	6.14.a	Institutional Control Proposal	\$240.00 <u>280.00</u>
	6.14.b	Institutional Control Report	\$95.00 <u>110.00</u>
6.15	Engineering Controls		
	6.15.a	Engineering Control Proposal	\$240.00 <u>280.00</u>
	6.15.b	Engineering Control Report	\$225.00 <u>1,110.00</u>
6.17	Corrective Action Plan (CAP)		
	6.17.a	CAP - Soil Contamination Only	\$3,930.00 <u>4,210.00</u>
	6.17.b	CAP with Groundwater Contamination	\$5,285.00 <u>6,195.00</u>

Task Code	Submitted Documents (Applications/Proposals/Reports/Submittals)	Maximum Cost
6.18	Monitoring Reports (TGD-007)	
6.18.a	Risk Monitoring Report (RMR)	\$ 1,105.00 <u>1,285.00</u>
6.18.b	Closure Monitoring Report (CMR)	\$ 1,105.00 <u>1,285.00</u>
6.18.g	Corrective Action Baseline Monitoring Report (CABMR)	\$ 1,720.00 <u>1,995.00</u>
6.18.h	Corrective Action Monitoring Report with as-built diagrams (CAMR-ab)	\$ 2,200.00 <u>2,660.00</u>
6.18.i	Corrective Action Monitoring Report (CAMR)	\$ 1,960.00 <u>2,270.00</u>
6.18.j	Corrective Action Closure Monitoring Report (CACMR)	\$ 1,220.00 <u>1,470.00</u>
6.19	Permit Applications and Discharge Monitoring Reports	
6.19.a	NPDES Permit Application	\$ 445.00 <u>525.00</u>
6.19.b	Discharge Monitoring Report (DMR)	\$ 160.00 <u>185.00</u>
6.19.c	POTW Application	\$ 445.00 <u>525.00</u>
6.19.d	POTW Report	\$ 160.00 <u>185.00</u>
6.19.f	Air Exceedance Report	\$ 160.00 <u>185.00</u>
6.19.g	Annual Air Emissions Report	\$ 320.00 <u>380.00</u>
6.19.h	Monitoring Well Maintenance Fee	\$ 110.00 <u>135.00</u>
6.19.i	Class V Underground Injection Well Application (TGD-003)	\$ 445.00 <u>555.00</u>
6.19.j	Monitoring Well Permit – no markup	\$ 150.00 <u>180.00</u>
6.19.k	Right-of-way Bond – no markup	actual cost
<u>6.19.x</u>	<u>Other Required Permits/Renewals – no markup</u>	<u>actual cost</u>
6.20	Miscellaneous Application/Proposals/Reports/Submittals	
6.20.a	Field Work Notification	\$ 30.00 <u>40.00</u>
6.20.b	Boring Log Installation submittal	\$ 80.00 <u>95.00</u>
6.20.c	Public Notice of Corrective Action	\$ 80.00 <u>95.00</u>

	<u>6.20.d</u>	<u>Water Use and Receptor Survey Report (other than IRHMR/ISCR)</u>	<u>\$910.00</u>
	6.20.z	Other report as required by the Division (<u>actual cost as approved by Division project manager in writing</u>)	actual cost as approved by case manager in writing
6.21	Corrective Action System Deactivation <u>or Decommission</u> Report		\$80.00 <u>95.00</u>
6.22	Monitoring Well Abandonment Report (<6 wells)		\$80.00 <u>95.00</u>
6.23	Monitoring Well Abandonment Report (>6 wells)		<u>\$185.00</u>
6.24	Advanced Site Characterization		
	<u>6.24.a</u>	<u>Advanced Site Characterization Proposal</u>	<u>\$890.00</u>
	<u>6.24.b</u>	<u>Advanced Site Characterization Report from the Sub-contractor (includes a CAC site map, cover letter, and summary)</u>	<u>\$1,225.00</u>
	<u>6.24.c</u>	<u>Confirmatory Soil Sampling Report (includes tables, maps and boring logs)</u>	<u>\$430.00</u>

7.0 PER DIEM AND LODGING PROCESS

Task 7.1 Per Diem

7.1.a Cost for per diem charges

This ~~SOW~~task will include the cost of all per diem charges accrued performing site remediation tasks as requested by the Division. Date(s) and time(s) must not exceed time for being onsite plus travel. Meals will not be reimbursed without a corresponding lodging receipt. No ~~mark-up~~markup allowed. **Maximum cost** shall be reimbursed in accordance with the state of Tennessee travel regulations at the time that work was performed. Current travel regulations can be found at: https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy8.pdf.

7.0 — PER DIEM AND LODGING PROCESS

Task 7.2 Lodging

7.2.a Cost for lodging charges

This ~~SOW~~task will include the cost of all lodging charges accrued performing site remediation tasks as requested by the Division. Date(s) must not exceed time for being onsite. Hotel invoice must be submitted with reimbursement request. No ~~mark-up~~markup allowed. **Maximum cost** shall be reimbursed in accordance with the state of Tennessee travel regulations at the time that work was performed. Current travel regulations can be found at:

https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy8.pdf. ~~www.tn.gov/finance/act/documents/policy8.pdf~~

IXX. INSTRUCTIONS FOR COMPLETING REIMBURSEMENT APPLICATIONS IN THE COST DATABASE

The Division of Underground Storage Tanks (Division) has a process for reimbursement involving electronic applications. This process consists of three (3) parts: cost task descriptions, cost task spreadsheets and a cost database. The cost task descriptions provide details of commonly performed tasks at contaminated UST sites (see Section IX). The cost spreadsheets provide the breakdown of routine maximum cost for performing each task. The cost database is a Microsoft Access® program and requires you to use version Access® 2007 or higher. Different versions of Access (32 vs. 64 bit) are available. If you upgrade or change computers, you may need a different version of the cost database. Please contact the Division if you begin encountering problems after a change.

An Access® database has been developed to prepare and submit electronic applications. The database is available for download from the Division's website under Fund and Reimbursement:
<https://www.tn.gov/environment/program-areas/ust-underground-storage-tanks/ust/ust-forms-guidance.html>.

Applications, appeals, questions, comments, etc. should be submitted to:
ust.reimbursement@tn.gov.

A. ~~UST COST~~ Cost DATABASE Database INSTRUCTIONS

Before beginning any electronic invoice, it is a good idea to become familiar with the task description and associated cost spreadsheet to determine: 1) what job titles are allowed to be billed, 2) what type of equipment is reimbursable for each task and 3) whether the task is an office/field task or travel time to/from task. At first, it may not be obvious where certain tasks should be entered. It may be useful to scan through several sheets before beginning any data entry.

Always use the tab key to exit data boxes and always tab out to save information.

Once information has been entered into a field, it will automatically be saved when you exit that field.

B. ~~TO BEGIN THE INVOICE~~ o Begin The Invoice

The terms on the first page of the application database must be agreed to by clicking the box. Click on the "Start UST database" button to begin. On the next page, click on the map of the state of Tennessee in any location to open the database.

C. ~~COST~~ Cost DATABASE MAIN PAGE atabase Main Page

Click on the "ENTER NEW FACILITY ID/INVOICE NUMBER" button to begin. A pop up box will appear for the entry of the seven-digit UST facility ID number not including dash. After entry of the UST facility ID number, click ok. Another pop up box will appear for entry of the invoice number. After entry of the invoice number, click ok. The program is set up with an automatic clock and calendar function. If you do not want to use this feature, then click on the "Pop-up and Other Options" button to disable it. Also in the "Pop-up and Other Options" button you may turn on/off the auto-complete function and also set the mileage, lodging and per diem rates for the database. Additionally, there are buttons to remove duplicate records from the tblGeneralInformation table and to remove a zero numbered task in the tblReimbursement table.

D. ~~INVOICE ENTRY PAGE~~Invoice Entry Page

It is important that all information on this page be correct. The facility ID number will appear as a default on the next page. Enter the appropriate information in all fields. If any field is left blank, a pop up box will identify the field that needs to be completed. If the case number is not known, enter "Unk". It is recommended that you contact the ~~case manager~~Division project manager to obtain this number. All work that is to be entered for this invoice must be within the time period entered in "Work Start Date" to "Work End Date" or an error message will occur.

NA or Unk is acceptable in phone number box for the facility phone number only. If the site does not have a corrective action system, then leave the start-up date field blank and click "No" in the "SAVE" pop up box. If you accidentally enter a date, hit the delete key. After all fields are completed, click the "Save/Close" button. This will store all background information that can be used for any future applications for this facility.

E. ~~GENERAL INFORMATION PAGE~~General Information Page

To begin entering task information/cost, go to the UST cost database main page and click enter/edit task information after selecting a Facility ID and invoice number on the Main page.

1. Entering or deleting employee names

Click the "Enter/Delete CAC Employee Names" button. Enter all employee names and titles. After entering all employees click the "Close Employee" button. Note: employee names on the reimbursement application are to

match the employee names exactly as submitted with the annual Corrective Action Contractor (CAC) update or subsequent revisions.

2. Entering or editing detail task information

Click the "Enter/Edit Detail Task Information" button.

F. PROCESS AND TASK PAGErocess And Tasks Page

Click the "Enter New Task" button. Enter a process_task, ~~and~~ sub_task, and sub sub task by using the drop down boxes provided. The appropriate buttons applicable to the task will be enabled for data entry.

G. BUTTONSButtons

Only the buttons applicable to each process/task/sub task/sub sub task will be enabled for data entry. At this time, it is encouraged that you familiarize yourself with each task description and cost spreadsheet before beginning database entry.

Comment fields have been provided throughout the database. These fields should be used to supplement your application submittal and offer explanation when needed.

TRENCHING - Enter costs associated with recovery well trenching or discharge trenching approved by the Division not to exceed the reasonable rates in RGD-002.

PERSONNEL - Personnel hours can be billed as on-site, office, travel to or travel from time. Refer to each task cost description. **NOTE:** Travel time is a separate, billable expense and is **NOT** included in any task description. Each approved field activity is allowed a maximum of ~~two~~three (23) hours travel to the site and ~~two~~three (23) hours travel from the site.

RENTALS - A drop down menu is available of the most commonly encountered rental equipment and items. If a piece of equipment does not appear that accompanies the application, then it must be entered on the "Miscellaneous" button and an explanation attached why the piece of equipment was necessary. It is required that you obtain prior approval from the ~~case manager~~Division project manager for any rental equipment not listed in the drop down menu.

SUPPLIES - A drop down menu is available of the most commonly encountered supplies and items. If a supply does not appear that accompanies the application, then it must be entered on the "Miscellaneous" button. It is required that you obtain prior approval from the ~~case manager~~Division project manager for any supplies not listed in the drop down menu.

MILEAGE - The starting location should include, at a minimum, the name of the city and the ending location should be the name of the city where the site is located. On the return trip, the ending location should either be the CAC office or another UST site where work has been approved by the Division. If the destination is another UST site, then please enter the seven digit facility ID # and city. **NOTE:** Mileage is a separate, billable expense and is **NOT** included in any task description. Each approved field activity is allowed a maximum of ~~250~~300 miles total round trip at a rate of \$0.47/mile for automobiles and at a rate of \$0.75/mile for large (diesel) trucks. Only mileage within the state of Tennessee is reimbursable. If you are traveling from a different state, please list the nearest city in the state of Tennessee as your beginning and/or ending location.

GROUNDWATER SAMPLING - Reimbursed costs include all necessary equipment, personnel and sampling supplies. **DO NOT** itemize separately for personnel time on site. **This task is all an inclusive, lump sum task.** The first well must be entered separately and identified by location number (i.e. MW-1; One well @ ~~\$273.50~~\$323.50). Any additional wells sampled may be entered on the same page (i.e. MW-2 thru MW-6; 5 wells @ ~~\$120~~\$136.00/each).

WELL SURVEYING - Reimbursed costs include all necessary equipment, personnel and sampling supplies. **DO NOT** itemize separately for personnel time on site. **This task is all an inclusive, lump sum task.** The first four (4) wells must be entered together (i.e. MW-1 - MW-4 @ ~~\$745.00~~\$977.00). Any additional wells surveyed may be entered on the same page (i.e. MW-5 and MW-6; 2 wells @ ~~\$145~~\$168.00/each).

ANALYSIS - Reimbursed at cost plus 15% mark-up/markup not to exceed the rates listed in the RGD-002.

MEME - Enter costs associated with any mobile enhanced multi-phase extraction event that has been approved by the Division.

CAS INSTALL - Enter costs associated with wellhead vault installation, manifold installation or concrete pad installation approved by the Division not to exceed the reasonable rates in RGD-002.

WELL INSTALLATION - Enter costs associated with any drilling activity such as direct push, slide hammer, or hammer drill (soil gas survey) or augering or air rotary (monitoring well installation) event that has been approved by the Division.

WELL ABANDONMENT - Enter costs associated with any monitoring well abandonment event that has been approved by the Division.

MISCELLANEOUS - This button should be used sparingly and **only** as an exception. It cannot be used for reports. Costs entered on this tab will require justification and may be grounds for a detailed audit.

HAULING/DISPOSAL – Costs for properly disposing of contaminated soil and/or groundwater as approved by the Division not to exceed the reasonable rates in RGD-002.

REPORTS – After selection of the appropriate report, enter the date the report was submitted to the Division and the cost requested.

UTILITIES – Enter costs associated with payment of utilities when a corrective action system has been approved by the Division and is installed.

LODGING/PER DIEM – Enter costs associated with lodging and per diem for Division approved work in accordance with the state of Tennessee travel regulations in effect at the time that the work was performed.

H. **~~PREVIEWING THE INFORMATION~~ reviewing the Information (GENERAL INFORMATION PAGE General Information Page)**

The “Print Preview and Printing” button may be used any time prior to creating a file for submittal to the state for review purposes as needed. This is a useful tool and it is recommended that you review the information entered prior to creating a file for submittal to the state. In this manner, you can determine if the costs will be reimbursed as entered or if there are any disallowable costs.

I. **~~Create File For Submittal To State Of Tennessee~~ CREATE FILE FOR SUBMITTAL TO STATE OF TENNESSEE (Use Only After The ~~SE ONLY AFTER THE~~ Application Is Complete ~~APPLICATION IS COMPLETE~~)**

After all entries have been completed and the file is ready to be created, go to the General Information page and click on the button labeled “3. Create File for State Submittal”. A Browse for Folder box will appear to provide a choice of where the file is to be stored. Click on the appropriate folder for the file to be stored. After the file has been successfully saved, the message “The export file was successfully created” will appear. Click “Ok”.

J. **~~Back-up Documentation To Application~~ BACK-UP DOCUMENTATION TO APPLICATION**

Back-up documentation including invoices, receipts, time sheets, etc. should be scanned and submitted as a pdf file.

K. **~~Suggested Practices~~ UGGESTED PRACTICES**

Always make a back-up copy after each session of data entry in a secure and separate file location for problem situations that may arise. Database maintenance

should be performed occasionally as needed using the Microsoft Access® manage tool, compact and repair.

L. ~~SIGNATURE PAGES~~Certification Affidavit Pages ~~ERTIFICATION AFFIDAVIT PAGES~~

~~At this time, the Division does not have a process in place to accept electronic signatures. However, applications~~ Applications for reimbursement must be signed by both the Responsible Party and the CAC to verify the costs submitted represent actual costs accrued during the cost of cleanup. The preferred method is for the person completing the application to provide a copy of the application to the Responsible Party and attach the certification affidavit pages. After the Responsible Party has reviewed the application, it must be signed and notarized. The CAC should also complete the applicable certification affidavit page in the same manner. Both original, notarized certification affidavit pages must be submitted with the electronic submittal. ~~Electronic copies of these pages will not be accepted.~~ Applications will not be forwarded to the fiscal office for payment without both certification pages. Copies of these pages are found under Forms and can be downloaded at: ~~—~~<https://www.tn.gov/environment/program-areas/ust-underground-storage-tanks/ust/ust-forms-guidance.html>www.tn.gov/environment/ust/ (click FUND AND REIMBURSEMENT > click Blank Certification Affidavit Pages for Electronic Applications click CN-0923).

Any item/cost that is not listed in RGD-002 must be pre-approved by the ~~case manager~~Division in writing. All back-up documents (emails, letters, etc.) for approval shall be submitted with the application. Failure to obtain ~~case manager~~Division approval and/or furnish the back-up documentation will result in denial of the requested costs for that item/cost.