

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



July 1, 2025

I. INTRODUCTION

A. Background

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

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

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

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

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

B. Definitions

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

Advisory Board – Effective January 1, 2005, the board shall consist of the Secretary of the Department or his designee, four (4) members appointed by the president of the Louisiana Oil Marketers and Convenience Store Association, one (1) member appointed by the Mid-Continent Oil and Gas Association, and two (2) members appointed by the Secretary of the Department who represent the Response Action Contractor (RAC) community.

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

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

Eligible Participant – any owner of an underground storage tank who has registered a newly installed or operating tank or temporarily closed tank with the Department prior to the date of a release, has paid the annual tank registration fees along with any late payment fees, and has not been excluded from coverage, as provided in R.S. 30:2195.10.

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

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

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

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

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

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

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

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

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

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

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

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

- a. Any owner of an underground storage tank who has:
 - i. Registered a newly installed or operating or temporarily closed tank with the Department prior to the date of the release;
 - ii. Paid the annual tank registration fees along with any late payment fees;
 - iii. Has not been excluded from coverage, as provided in R.S. 30:2195.10

2. How soon may an eligibility determination be requested?

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

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

- a. An Eligibility Determination Application along with all supporting documentation as required in the application must be submitted to the Trust Fund Section for review. The Eligibility Determination Application is available on the Department's website at:
 - i. <http://www.deq.louisiana.gov/trustfund>
 - ii. Or by requesting a hard copy from the Trust Fund Section

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

- a. If a UST site is determined to have tanks that are registered and tanks that are not registered, and all tanks contributed to the release at the site, only a portion of the investigation/remediation charges will be considered eligible for reimbursement. The Responsible party is required to inform the Department of all known registered and unregistered underground storage tanks that are currently or have previously been installed at the site.

- b. LDEQ will consider written appeals to the initial decision on an informal basis via the Trust Fund review form located on the Trust Fund web page (<http://www.deq.louisiana.gov/trustfund>). If an initial review of the written appeal and justification documentation is not sufficient to resolve the issue, LDEQ will issue a Declaratory Ruling by the Secretary of the Department of Environmental Quality under LAC 33:I.1101, et. seq. A Declaratory Ruling may be appealed formally under LAC 33:I.1145 and La. R.S. 30:2050.21. A Declaratory Ruling becomes final if not appealed within thirty (30) days of receipt of the ruling.

5. Are any releases not covered under the Trust Fund?

- a. Releases that are NOT covered under the Trust Fund include:
 - i. Releases from motor fuel (excluding new and used oil) USTs where the release occurred prior to July 15, 1988.
 - ii. Releases from new and used oil USTs where the release occurred prior to September 6, 1991.
 - iii. Releases from USTs which are owned by state or federal governmental entities.
 - iv. Releases from USTs excluded or deferred from regulation as defined under LAC Title 33.XI.101.
 - v. Releases from any USTs containing substances other than “motor fuels.” (See definition of motor fuels as provided in Section B).
 - vi. Releases from non-commercial farm or residential use USTs with capacity of 1,100 gallons or less.

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

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

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

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

i. Financial Responsibility – (Standard Deductible)

1. If the release occurred between July 15, 1988 and December 31, 1989, the deductible is \$10,000.
2. If the release occurred between January 1, 1990 and July 14, 1992, the deductible is \$15,000.
3. If the release occurred between July 15, 1992 and June 15, 1995, depending on the total number of tanks owned in the state of Louisiana, the deductible is as follows:
 - a. *0-12 tanks* \$5,000
 - b. *13-99 tanks* \$10,000
 - c. *100 or more tanks* \$15,000
4. If the release occurred on or after June 16, 1995 and continuing through December 31, 2001, the deductible is \$5,000
5. If the release occurred on or after December 31, 2001, the owner's financial responsibility amount is \$5,000 if the site was in complete compliance at the time of the release. If the site was not in complete compliance at the time of the release, the owner's financial responsibility amount is \$10,000.
6. In the June 8, 2017 Motor Fuel Trust Fund Advisory Board meeting, the Board recommended to the Secretary of the Department to reduce the "in compliance" deductible from \$5,000 to zero dollars (\$0.00). Per this recommendation, the Secretary reduced the "in compliance" deductible to \$0.00 effective July 1, 2017.
7. In the June 6, 2024 Motor Fuel Trust Fund Advisory Board meeting, the Board recommended to the Secretary of the Department to reduce the "non-compliance" deductible from \$10,000 to zero dollars (\$0.00). Per this recommendation, the Secretary has determined to reduce the "non-compliance" deductible to \$0.00 for all releases occurring after the August 1, 2024 implementation date of Act 167.
8. The Trust Fund Advisory Board reviews these amounts annually and may recommend adjustments to the Secretary of the Department.

9.

8. What are the Maximum Disbursements?

- a. Effective August 1, 2024 the maximum disbursement from the Trust Fund per eligible occurrence is \$2,000,000 minus the applicable deductible per constituent released. There is a total of \$2,000,000 available per eligible occurrence for all costs (i.e. investigation, replacement of potable water supplies, remediation, and third party claims).
- b. The disbursed maximum amounts listed above include third-party claims associated with the occurrence.

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

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

10. What Activities are eligible for reimbursement?

- a. Disbursements are made from the Trust Fund as follows:
 - i. Within the first 72 hours of an emergency situation that poses an immediate threat to the public safety and where public safety officials are often required on site, owners may use any qualified person to take action to abate an immediate hazard without obtaining cost estimates in advance. These reimbursable activities may include free product recovery, vapor abatement, and the removal of highly saturated soils. After the first 72 hours, a contractor from the LDEQ approved RAC list must carry out all work. The Department will take all possible steps to oversee these actions to help avoid cost overruns.
 - ii. All work must be carried out by a RAC with the exception of the conditions indicated in section listed above.

- iii. If the owner receives notice from the Department indicating that an investigation is required to determine the extent of subsurface contamination and the owner wishes to be reimbursed by the Trust Fund, a contractor from the Department's current RAC list must be chosen. All RAC work plans and cost estimates must be approved by the Department before the investigation work begins. Final cost approval will be determined after the receipt and review of a request for reimbursement by the Trust Fund Management Section. In order to ensure maximum potential eligibility under the fund, all relevant site activities must be conducted in accordance with the regulations and the latest edition of the MFTF Cost Control Guidance Document and other guidance documents provided by the Department (i.e. "Risk Evaluation/Corrective Action Program" (RECAP) prepared by the Department, and "Construction of Geotechnical Boreholes and Groundwater Monitoring Systems Handbook" prepared by the Department and the Louisiana Department of Transportation and Development.)

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

- a. Although advanced estimates are not required before work is begun to remedy or contain immediate hazards, an owner, operator, employee, agent, contractor, or assign having knowledge of any of the conditions listed below is required to notify the Department within 24 hours that a release is suspected or confirmed, or immediately if the release causes an emergency condition. Such notification is required under any of the following conditions:
 - i. Released regulated substances are discovered at the UST site or in the surrounding area (such as presence of free product or vapors in soils; basements, sewer, and utility lines; nearby surface water; or containment sumps).
 - ii. Unusual operating conditions, such as erratic behavior of product-dispensing equipment, sudden loss of product from the UST system, or an unexplained presence of water in the tank are observed, unless system equipment is found to be defective but not leaking and is immediately repaired or replaced.
 - iii. Monitoring results from a release detection method required by the regulations indicate that a release may have occurred (and also for SIR "inconclusive" results); unless the monitoring device is found to be defective and is immediately repaired, recalibrated, or replaced, and subsequent monitoring does not confirm the initial result; or in the case of inventory control, subsequently collected data does not continue to indicate a loss.

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

- a. General Information
 - i. All CAPs and subsequent CAP addenda must be requested and approved in writing by the Team Leader.
 - ii. CAPs are divided into six (6) categories. The following CAP Categories require Remediation Oversight Group (ROG) review:
 - 1. Categories 1, 2, & 3, with the exception of the following:

- a) Seven or less enhanced fluid recovery events; or
 - b) Removal of less than 500 cubic yards (approximately 675 tons) of contaminated soil/fill material
- 2. Category 4 with costs in excess of \$100,000.00
- 3. Category 5 with costs in excess of \$100,000.00
- 4. Category 6 with costs in excess of \$100,000.00
- iii. CAP Categories 1 and 3 will be conducted as an ROG Scoping Meeting, whereas applicable CAP Categories 2, 4, 5, or 6 will be conducted as and ROG Non-Scoping Meeting.
- iv. All CAP addenda requiring approval of additional budget must be reviewed as stipulated in the categories below.
- v. The cost of preparing a CAP or CAP addendum is reimbursable but should not be included in the CAP or CAP addendum cost estimate.
- b. Corrective Action Plan (CAP) Categories
 - i. Category 1 - Initial CAP proposing a corrective action alternative for the area of investigation (AOI) as recommended in the ROG Scoping Meeting.
 - 1. Examples:
 - a. An initial release occurs at a facility that results in COC concentrations in soil and/or groundwater at levels exceeding the site-specific RECAP standards.
 - b. An initial release occurs at a facility that results in COC concentrations in soil and/or groundwater at levels exceeding the site-specific RECAP standards. Subsequently, a second release occurs at the facility resulting in an additional or expanded AOI which requires the installation or implementation of additional corrective action technologies.
 - c. A second release occurs at a facility subsequent to the first release which has completed corrective action and received an NFA letter from the Department and results in COC concentrations in soil and/or groundwater exceeding the site-specific RECAP standards.
 - 2. A Category 1 CAP will require ROG review subject to the exceptions listed under the General Information section above.
 - 3. A Category 1 CAP shall include the associated requirements listed in section 13 below, which includes a detailed cost estimate to implement, operate, and maintain the recommended technology for the first two years and estimated total cost to closure (No Further Action) for the recommended technology.
 - 4. Initial CAP budgets that do not qualify as a Category 1 but would fall under the pricing category for Category 5.

5. Charges for corrections and revisions of CAP cost estimates requested by the Trust Fund or ROG are not reimbursable. CAP modifications to the recommended technology(ies) requested by the ROG are not reimbursable; however, if the ROG requests an alternative technology other than the recommended technology, then these costs may be reimbursable under the Category 5 unit pricing.
 6. A Category 1 CAP is reimbursable at \$9,020.00.
- ii. Category 2 – CAP addenda proposing continued corrective action without modifications to existing remediation activities or with minor modifications to existing remediation activities.

1. Example:

- a. The initial technology approved in the Category 1 CAP by the ROG is approaching the limit of the approved budget; however, the site-specific RECAP standards for the site are not yet obtained which will require continued corrective action without modification to the technology (e.g. the approved technology appears to be effective in remediating the site but will require a longer time period to meet the site-specific RECAP standards).
 - b. A site with a (DPVE, Ozone, etc.) system where the RAC is proposing continued remediation utilizing the existing system but recommends either reducing and/or adding wells or other minor modifications to the system to enhance the efficiency of the technology.
2. A Category 2 CAP will require ROG review subject to the exceptions listed under the General Information section above.
 3. A Category 2 CAP shall include the associated requirements listed in section 13 below, which includes a detailed cost estimate to operate and maintain the existing technology for two additional years as well as an estimated total cost to closure (No Further Action).
 4. Charges for corrections and revisions of CAP cost estimates requested by the Trust Fund or ROG are not reimbursable. CAP modifications to the existing technology requested by the ROG are not reimbursable.

A Category 2 CAP is reimbursable at \$3,300.00.

- iii. Category 3 – CAP addenda for continued corrective action utilizing a supplemental or change in technology as recommended in the ROG Scoping Meeting.

1. Example:

- a. The initial technology approved in the Category 1 or Category 2 CAP by the ROG is approaching the limit of the approved budget; however, the technology does not appear to be effective in obtaining the site-specific RECAP standards for the site and will require a supplemental or change in technology from the initial technology (e.g. the initial technology such as In-Situ Chemical Oxidation appears to be ineffective in remediating the site and will require a change to another technology such as Dual-Phase Vacuum Extraction that will effectively meet the site-specific RECAP standards).
 2. A Category 3 CAP will require ROG review subject to the exceptions listed under the General Information section above.
 3. A Category 3 CAP includes CAPs for continuing corrective action that combine a supplemental technology to the initial technology or for the cessation of the initial technology and implementation of an alternate technology to meet the site-specific RECAP standards.
 4. A Category 3 CAP shall include the associated requirements listed in section 13 below which includes a detailed cost estimate to operate and maintain the proposed technology(ies) for two additional years as well as an estimated total cost to closure (No Further Action).
 5. Charges for corrections and revisions of CAP cost estimates requested by the Trust Fund or ROG are not reimbursable. CAP modifications to the proposed technology(ies) requested by the ROG are not reimbursable.
 6. A Category 3 CAP is reimbursable at 10% of the approved CAP addendum budget with a maximum of \$4,928.00.
- iv. Category 4 - CAP addenda for miscellaneous system modifications/repairs or minor miscellaneous activities.
1. Example:
 - a. A Category 4 CAP includes request for approval of additional funds for activities such as completing the system installation, expanding an excavation, repairs to onsite remediation systems, minor additions or modifications to existing remediation systems, etc. This includes add-on equipment for existing systems such as stripperators, descaling chemical injection equipment, etc.
 - b. A Category 4 CAP includes request for installation of free product absorbent socks or passive bailers in groundwater monitoring wells or release detection devices (RDD), request for installation of socks with a chemical oxidation compound in groundwater monitoring wells or release detection devices (RDD), re-evaluation of soil data for the 95% Upper Confidence Limit (UCL), etc.

2. A Category 4 CAP cost estimate shall include a detailed cost estimate for the requested activity.
 3. For costs less than \$7,500.00, Team Leader documented approval (e.g. email, written on LDEQ letterhead, etc.) is required for Trust Fund reimbursement of the work.
 4. For costs between \$7,500.00 and \$100,000.00, Team Leader written approval (e.g. LDEQ letterhead) is required for Trust Fund reimbursement of the work.
 5. For costs in excess of \$100,000.00, ROG approval is required for Trust Fund reimbursement of the work.
 6. Category 4 CAP unit costs are not reimbursable for repairs or modifications to treatment systems, add-on equipment, or wells that were improperly installed, improperly designed, or omitted in error.
 7. A Category 4 CAP is reimbursable at \$825.00.
- v. Category 5 – Interim CAPs.
1. Examples:
 - a. A Category 5 CAP includes interim corrective action activities that are necessary prior to the implementation of a ROG approved Categories 1, 2 or 3 CAP to prevent the further dispersion of the contamination associated with the known release (e.g. an emergency response to a release).
 - b. Could include one to seven enhanced fluid recovery events or small excavations up to 500 cubic yards (approx. 675 tons) of contaminated soil/fill material.
 - c. Could include the transportation and disposal of contaminated soil/fill from tank replacement /removal activities and potential costs associated with over-excavation of the tank hold.
 2. A Category 5 CAP requires written approval by the Team Leader.
 3. A Category 5 CAP shall include the associated requirements listed in section 13 below which includes a detailed cost estimate for the requested activity.
 4. For costs less than \$7,500.00, Team Leader documented approval (e.g. email, written on LDEQ letterhead, etc.) is required for Trust Fund reimbursement of the work.
 5. For costs between \$7,500.00 and \$100,000.00, Team Leader written approval (e.g. LDEQ letterhead) is required for Trust Fund reimbursement of the work.
 6. For costs in excess of \$100,000.00, ROG review is required for Trust Fund reimbursement of the work.
 7. A Category 5 CAP is reimbursable at 5% of the approved interim CAP budget with a maximum of \$2,464.00.

vi. Category 6 – CAP for post remediation activities._

1. Example:

- a. *A Category 6 CAP includes activities during the post remediation and monitoring period such as post groundwater sampling, soil confirmation, discharge monitoring reporting, groundwater monitoring reports, system demobilization, site restoration, well plugging and abandonment, conveyance notice filing, etc.*

2. The cost estimate shall include a detailed cost estimate for the requested activity.

3. For costs less than \$7,500.00, Team Leader documented approval (e.g. email, written on LDEQ letterhead, etc.) is required for Trust Fund reimbursement of work.

4. For costs between \$7,500.00 and \$100,000.00, Team Leader written approval (e.g. LDEQ letterhead, etc.) is required for Trust Fund reimbursement of the work.

5. For costs in excess of \$100,000.00, ROG review is required for Trust Fund reimbursement of work.

6. A Category 6 CAP is reimbursable at 5% of the approved CAP budget with a maximum of \$1,232.00.

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

a. Category 1 - Initial CAP proposing a corrective action alternative for the area of investigation (AOI) as recommended in the ROG Scoping Meeting.

i. A CAP recommending a feasible, viable, and cost-effective remediation technology with a detailed cost estimate must be submitted upon determination by the Department if a Departmental review of the Site Investigation/RECAP reports indicates the need for corrective action. All initial CAP's must be reviewed and authorized by the Remediation Oversight Group (ROG) except a CAP proposing seven or less enhanced fluid recovery events or removal of less than 500 cubic yards (675 tons) of contaminated soil/fill material.

ii. The CAP must include costs that are within the guidelines of the most recent version of the MFTF Cost Control Guidance Document or be presented as a "Pay-for-Performance" agreement. The detailed cost estimate for the recommended technology should include all costs for implementation, monitoring, and operation and maintenance for a period of two years as well as a total cost to closure (No Further Action). At a minimum, an initial CAP or CAP addendum proposing a new technology should include the following information:

1. Release Incident

- a. *Description and location of release incident. Must include all open UST incidents with confirmed releases that are associated with the site.*

- b. *Identification and brief discussion of any interim corrective action measures taken to date (e.g. repair of UST system, soil removal, mobile vacuum events, product recovery, etc.).*

2. Site History and Conditions

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

3. Site Hydrogeology

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

4. Corrective Action Standards and Media Requiring Corrective Action

- a. *Corrective action standards (RECAP or UST Matrix) applied to soil and groundwater.*
- b. *RECAP Input Parameter Form.*
- c. *RECAP Submittal Summary Form 1.*

- d. *Calculations of the RECAP standards.*
- e. *Additivity used in the calculation of RECAP standards.*
- f. *A brief discussion of the media requiring corrective action.*
- g. *Iso-concentration maps of constituents in soil and groundwater that exceed the limiting RECAP or UST matrix standards.*

5. Technology Evaluation and Recommendation

- a. *A brief evaluation and discussion of all appropriate remediation technologies for the corrective action of the COCs and the site-specific hydrogeologic conditions within the Area of Investigation (AOI).*
- b. *Two recommended remediation technologies for the corrective action of the AOI and basis for the recommendation.*
- c. *A recommendation and the rationale for the selection of one of the two recommended remediation technologies as the most appropriate for the corrective action of the AOI.*
- d. *Anticipated timeframe of remediation and basis of determination.*
- e. *A brief discussion of the hydraulic and pneumatic response to recovery operations and radius of influence (ROI) of the proposed remediation system; include information used to determine the anticipated ROI (if applicable).*
- f. *A brief discussion addressing all necessary permits and proposed wastewater discharge point (if applicable).*
- g. *A scaled site map depicting the recommended technologies (e.g. system layout, locations of recovery lines, proposed recovery/extraction wells, location of proposed treatment unit, wastewater discharge point, areas of excavation, etc.).*
- h. *System specifications, design information, and process flow diagrams (e.g. recovery/extraction well design, vacuum pump specifications, pump curves, air stripper/diffuser specifications, oil/water separator specifications, etc.) (if applicable).*
- i. *A signed statement from the owner indicating concurrence with the recommendations of the RAC.*
- j. *Note: Any maps, tables, diagrams, boring logs, well construction diagrams, technical specifications, etc., should be included as appendices in the report.*

6. Cost Estimate

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

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

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

1. Site History and Conditions

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

2. For each well (monitoring and extraction) exhibiting groundwater COC concentrations exceeding the limiting RECAP standards prior to corrective action, prepare a table indicating the percentage reduction in groundwater baseline COC concentration to the most recent groundwater analytical results. The table should indicate the date of the baseline groundwater sampling event and the most recent groundwater sampling event. Refer to Table 1 for an example of the groundwater COC concentration reduction table and calculation.

3. Technology Evaluation

- a. *A summary of the remediation system operations for the previous year. If applicable, provide a table of monthly system run-time. If the system run-time or operational parameters are less than 75%, provide reasons for non-operational days or reduced functionality.*
 - b. *If applicable, a table listing the wells used as recovery wells for each month.*
- 4. Recommendations
 - a. *Document estimated time for the COCs to be below RECAP standards utilizing the existing remediation system.*
 - b. *A signed statement from the owner indicating concurrence with the recommendations of the RAC.*
- 5. Cost Estimate
 - a. *A detailed cost estimate to continue the remediation technology for an additional two years of corrective action.*
 - b. *An estimate of total cost to reach site closure (No Further Action) for the recommended technology. The cost estimate should include site closure costs (e.g. system demobilization, site restoration, well plugging and abandonment, conveyance notice filing, etc.)*
- c. Category 3 – CAP addenda for continued corrective action utilizing a supplemental or change in technology as recommended in the ROG Scoping Meeting.
 - i. If the CAP costs approach or exceed the cumulative CAP budget approved by the Department, a CAP Addendum must be submitted to the Department for review and approval. Any request for additional CAP budget should be submitted six (6) months in advance of the expiration of the existing budget to allow consideration and review by the ROG. All CAP addenda requesting additional budget to continue operation of a remediation technology must, at a minimum, contain the following information:
 - 1. Site History and Conditions
 - a. *Description of current and future site use (and any plans for future use that may affect remediation).*
 - b. *Scaled site map(s) indicating the locations of soil borings, monitoring wells, extraction wells, remediation system layout, utilities, and underground storage tanks (active, inactive, and/or previously removed).*
 - c. *Potentiometric maps indicating groundwater flow direction during the previous four quarters of monitoring.*
 - d. *Tables of current and historical analytical results for soil and groundwater. The tables should include the limiting RECAP standards for each COC in soil and groundwater. In separate appendices, include the laboratory analytical results for the latest confirmation soil sampling event (if applicable) and if available the latest four consecutive quarters of groundwater monitoring analytical results.*

- e. *Tables of soil and groundwater COC concentrations, locations, and intervals (for soil) of COC that exceed the limiting RECAP standards. The tables should include the limiting RECAP standards for each COC in soil and groundwater.*
- f. *Tables of current and historical depth to groundwater measurements, and/or free product thickness measurements, and total well depth measurements obtained within the last 12 months.*
- g. *Graphically depict the historical COC concentrations versus time by well for each COC that exceeds the RECAP standards.*
- h. *For each well (monitoring and extraction) exhibiting groundwater COC concentrations exceeding the limiting RECAP standards prior to corrective action, prepare a table indicating the percentage reduction in groundwater baseline COC concentration to the most recent groundwater analytical results. The table should indicate the date of the baseline groundwater sampling event and the most recent groundwater sampling event. Refer to Table 1 for an example of the groundwater COC concentration reduction table and calculation.*

2. Technology Evaluation

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

3. Recommendations

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

4. Cost Estimate

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

- d. Category 4 - CAP addenda for miscellaneous system modifications/repairs or minor miscellaneous activities.
 - i. All CAP addenda requesting budget for miscellaneous system modification/repairs or minor miscellaneous activities must, at a minimum, contain the following information:
 - 1. Technology Evaluation
 - a. *A summary of the remediation system operations for the previous year. If applicable, provide a table of monthly system run-time. If the system run-time or operational parameters are less than 75%, provide reasons for non-operational days or reduced functionality.*
 - 2. Recommendations
 - a. *Justify and document what system modifications or minor miscellaneous activities are being requested.*
 - 3. Cost Estimate
 - a. *A detailed cost estimate to make the necessary modification.*
- e. Category 5 – Interim CAPs
 - i. If the Department determines that interim corrective action is warranted immediately following a release, but prior to the submittal of a Category 1 CAP, the owner will be required to submit a CAP specifying the interim remediation technology with a detailed cost estimate. This CAP can be approved by the Team Leader without Remediation Oversight Group (ROG) review and approval to expedite implementation of the interim corrective action measures. However, if requested by the Team Leader, the ROG will convene a special called meeting to review the proposed interim CAP and cost estimate.
 - ii. The Category 5 CAP must include costs that are within the guidelines of the most recent version of the MFTF Cost Control Guidance Document. The detailed cost estimate should include all costs for the abatement and interim corrective action activities to prevent the further dispersion of the contamination associated with the known release. Upon cessation of the interim corrective action activities, the need for further investigation and/or corrective action will be assessed and directed by the Department. At a minimum, the Category 5 CAP should include the following information:
 - 1. Release Incident
 - a. *Description, location, and cause of the release incident requiring interim corrective action. If applicable, must include all open UST incidents with confirmed releases that are associated with the site.*
 - b. *Identification and brief discussion of the proposed interim corrective action measures to be taken to prevent further dispersion of the contamination (e.g. repair of UST system [non Trust Fund reimbursable activity], soil removal, mobile vacuum events, product recovery, etc.).*
 - 2. Site History and Conditions

- a. *Description of current and future site use (and any plans for future use that may affect remediation).*
- b. *Regional and local site maps (including adjacent properties).*
- c. *Scaled site map(s) indicating the location of the release, locations of any soil borings, monitoring wells, utilities, and underground storage tanks (active, inactive, and/or previously removed).*

3. Technology Evaluation and Recommendation

- a. *A brief discussion of the proposed interim remediation technology to mitigate the release.*
- b. *Anticipated timeframe to complete the proposed interim remediation technology.*
- c. *A brief discussion addressing the proposed final disposition of all recovered media and wastes.*
- d. *A signed statement from the owner indicating concurrence with the recommendations of the RAC.*
- e. *Note: Any maps, tables, diagrams, boring logs, well construction diagrams, technical specifications, etc., should be included as appendices in the report.*

4. Cost Estimate

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

f. Category 6 – CAP for post remediation activities.

- i. All CAPs requesting budget for post remediation activities must, at a minimum, contain the following information:

1. Site History and Conditions

- a. *Description of current and future site use (and any plans for future use that may affect remediation).*
- b. *Scaled site map(s) indicating the locations of soil borings, monitoring wells, extraction wells, remediation system layout, utilities, and underground storage tanks (active, inactive, and/or previously removed).*

2. Recommendations

- a. *Justify and document what post remediation activities are being requested.*

3. Cost Estimate

- a. *A detailed cost estimate for the post remediation activities.*

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

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

1. TABLE 1

Example of Groundwater COC Concentration Reduction Calculation

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

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

4

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

- a. In accordance with the Environmental Quality Act, payments for eligible damages will be made to third parties who bring suit against the owner and the Secretary of the Department and obtain a final judgment. The owner must be an eligible participant in the Trust Fund. The payment of third party damages plus reimbursement for a release's investigation and corrective action activities and deductible payments cannot exceed the per release maximum amount of \$2,000,000.

15. What are the Reimbursement Application submittal requirements?

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

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

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

- a. Applications are reviewed by each reviewer in the Trust Fund Section in chronological order by the date received. When additional applications are received for a site before the processing of other applications received on an earlier date, all applications for the site will be processed at the same time.

- b. Sites that are being provided corrective action under the Pay-For-Performance program do not require a Trust Fund Application and are therefore reimbursed in a more timely manner. For every milestone payment request, an original Pay-For-Performance Payment Request Form must be completed and submitted in triplicate along with the supporting documentation to: LDEQ, Underground Storage Tanks and Remediation Division Administrator, P.O. Box 4312, Baton Rouge, Louisiana, 70821-4312. Once the LDEQ Team Leader reviews, verifies, and accepts the supporting documentation for milestone payment, the Team Leader will sign the original Pay-For-Performance Payment Request Form and forward to the LDEQ, Office of Management and Finance, Financial Services Division, Trust Fund Section for processing and payment.

17. When should a reimbursement application be submitted?

- a. Initial applications should be submitted only after the Motor Fuel Trust Fund Management Section has determined the site/incident to be eligible, the owner has been invoiced for all eligible work that occurred during the applicable calendar quarter(s), and the. The appropriate Trust Fund application and associated Guidance Document can be obtained at <http://www.deq.louisiana.gov/trustfund>.
- b. Applications should be submitted in chronological order in order to ensure the proper tracking of funds, and adherence to standard processing times.
- c. The earliest a Trust Fund application for a particular calendar quarter should be submitted is either; when the quarter has ended, or no further site work will be conducted or charged for that quarter.
- d. Is there a time limit in which an application for reimbursement may be filed?
 - i. Yes. The Louisiana Revised Statute allows the Trust Fund Section to accept and reimburse only those applications submitted within two years from when the approved work was performed.
 - ii. Exceptions to the two-year requirement are:
 - 1. When the initial Site Investigation has not been completed within two years, the applicant will have ninety (90) days from the completion of the initial Site Investigation to submit the reimbursement application. The Department's request for a RECAP evaluation or closure document is considered the date of completion of the Site Investigation. For releases reported after August 1, 2016, this exception will no longer apply.
 - 2. When the Department's actions result in the reimbursement application not being submitted within two years of the date the work was performed, the applicant will have ninety (90) days from the date the issue is resolved to submit the reimbursement application. The eligibility process is not considered a Department action that would result in the reimbursement application not being submitted within two years of the date the work was performed.

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

- a. A completed W-9 form must be submitted with the reimbursement application. This form is requested by the IRS and is necessary to set up an account with the State. The form can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>, or a hard copy can be ordered by calling the IRS at 1-800-829-3676.
- b. A W-9 must be submitted only for the party that receives reimbursement. Payments are made to the owner if the contract for the investigation/remediation of the site was signed before August 1, 1995. For contracts signed on or after August 1, 1995, payments are made to the Response Action Contractor.

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

- a. Any appeal of a reimbursement disallowance must be submitted in writing on the form provided by the Trust Fund Management Section and directed to the Trust Fund Management Section Manager. Forms are available on the internet at <http://www.deq.louisiana.gov/trustfund>. Specific amounts of disallowed charges should be listed on this form. Any additional information or necessary documentation should be included with the submittal of the form.
- b. Appeals of reimbursement disallowances must be submitted to the department within two years of the date of the disallowance of charges. The date for the disallowance of charges is defined as the date which appears on the reimbursement or denial letter signed by the departmental authority.

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

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

21. How is emergency work reimbursed?

- a. Releases that pose an immediate threat to public safety are considered emergency releases. Catastrophic releases that result in the loss of significant amounts of regulated substances may represent an emergency condition requiring an exemption from the normal bidding process in order to lessen the extent and cost of remediation. As soon as possible following release notification to the Department's Single Point of Contact (SPOC), the Responsible Party (RP), Response Action Contractor (RAC), Team Leader, Section Supervisor, Trust Fund Section Personnel, and the Remediation Oversight Group (ROG) shall meet or confer to determine if emergency conditions exist, to determine if an immediate response to the emergency conditions is warranted, and to determine an appropriate course of action for longer term remediation. The 72 hour period begins when the Department's Single Point of Contact (SPOC) is notified.

- b. If the ROG, the RAC, and the RP determine that emergency conditions exist, that installation of a permanent system is appropriate, and that an emergency request for bids is warranted, the RAC may solicit bids from all Response Action Contractors and manufacturers who are on the Department's list of bidders for remediation systems. The Response Action Contractors and manufacturers shall respond to the bid requests within 72 hours. The bid request will be for an appropriately sized remediation system that could be delivered onsite as soon as possible. The remediation system could be a new or refurbished unit in a vendor's inventory.

22. What should be included in an Excavation Construction Report?

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

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

23. What should be included in the Indoor Air Monitoring Reports for reimbursement?

- a. Brief background and description of the site.
- b. Purpose and scope of work to include:
 - i. Methodology utilized for collection of indoor air sample(s). Include type of sampling equipment, flow restrictor valve, duration of sampling period, etc.
 - ii. The number of proposed indoor air samples, ambient air samples, and QA/QC samples collected. Include site location diagram and building diagram indicating locations of samples collected.
 - iii. A list of Constituents of Concern (COC) from RECAP Table H5 to be analyzed along with the analytical methods. Indicate the laboratory analyzing the samples which must be accredited with the Louisiana Environmental Laboratory Accreditation Program (LELAP).
 - iv. A table of the COC air concentrations (Ca) from RECAP Table H5 and if necessary, adjusted for additive effects.
- c. Findings to include:
 - i. A table of each COC analytical results compared to the RECAP Table H5 Ca standards.
- d. Recommendations to include:

- i. If COC analytical results exceed the RECAP Table H5 Ca standards, provide a discussion and recommendation for future action.
- e. Appendices to include:
 - i. Initial building survey.
 - ii. Field data sheets with sampling dates, sampling time, atmospheric conditions, pre and post canister vacuum readings, etc.
 - iii. Laboratory analytical data and signed Chain-of-Custody forms.

II. ALLOWABLE COSTS

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

- 1. Clean soil and concrete to replace soil and concrete removed if associated with corrective action plans**
- 2. Removal of contaminated soils, groundwater, or surface waters**
- 3. Department approved treatment systems for soil, groundwater, or surface water**
- 4. Drafting**
- 5. Equipment costs not addressed by this document based on reasonable and customary rates**
- 6. Fuel for equipment**
- 7. Installation, sampling, maintenance, and plugging and abandonment of groundwater monitoring wells, borings, piezometers and recovery wells in accordance with La. DNR guidelines**
- 8. Necessary health and safety equipment as defined by OSHA levels A, B or C**
- 9. Permits directly related to the remediation of a contaminated UST site**
- 10. Preparation of:**
 - a. Reimbursement application and invoicing to the owner.
 - b. Reports
 - i. Corrective Action Plans and Addendums
 - ii. Groundwater Monitoring Reports
 - iii. Site Investigation/RECAP reports when prepared in accordance with Department's RECAP
 - iv. Discharge Monitoring Reports

- v. CAP Construction and Operation Report
- vi. Other reports relating to investigation or remediation of the site as required and approved by the LDEQ assigned team leader

11. Reasonable and customary demurrage charges

12. Removal, transportation, and disposal of

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

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

13. Restoration/replacement of drinking water supplies

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

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

16. Surveying costs associated with boreholes, piezometers, monitoring wells and recovery wells.

- 17. Taxes paid on purchases and rentals, only when identified on the original invoice or shown on the State of Louisiana Sales Tax Return Form**
- 18. Ten percent (10%) markup to the RAC which includes, but is not limited to, personnel for all communication with vendor (scheduling, etc.), the processing of quotes/invoices, and correspondence related to activity to be performed or item purchased. This applies to the following:**
 - a. Specialized services performed by subcontractor(s)
 - b. Rentals and purchases, excluding overhead purchases, travel and in-house supplies
- 19. Third-party eligible claims with final judgment**
- 20. Those costs associated with pilot tests when written approval is granted by the Department**

III. NON-ALLOWABLE COSTS

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

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

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

11. Damage waivers for rental equipment

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

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

14. Garbage charges

15. Handwritten alterations to an invoice without justification

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

17. Insurance coverage for the treatment system

18. Interest/late fees/penalties

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

19. Markups are not allowed on the following:

- a. Travel (hotel)
- b. Purchases or services invoiced directly to the RP
- c. Subcontractors self-imposed markups for purchases or services
- d. Work or materials subcontracted to any company affiliated with or related to the RAC
- e. In-house supplies
- f. Any subcontracted non-specialized service
- g. Unit priced items (drums, etc.) Markups will not be allowed where a subcontractor has opted to charge Trust Fund unit rates, or any combinations of unit rates.
- h. Mark up is not allowed on standard rental equipment the RAC is expected to own. See Table 2.

20. Minor equipment necessary for daily operations

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

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

22. Occupational licenses

23. Overhead costs

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

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

25. Property transfer assessment charges

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

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

28. Relocation of residents

29. Rental space for remediation system

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

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

32. Any new or purchased refurbished system repair costs (mileage, parts, labor) outside of scheduled O&M for 365 days after initial startup of the system for systems bid out on or after 4/1/2011. The warranty period does not apply to used system transfers from another Trust Fund site.

33. Tank line tightness tests (except when lines removed during remediation excavation)

34. Property tax assessments for remedial equipment or taxes on any mileage.

35. Trench repairs within two years of trench installation

- 36. On-site well installation repairs within two years of installation**
- 37. Text messaging charges and excessive telephone telemetry calls per day**
- 38. Upgrading, retrofitting or installation of new tank systems (CAP delays related to this work)**
- 39. Utility/product line location services such as Infrared Thermograph or GPR, unless prior written approval from LDEQ is obtained**
- 40. Work or research performed as a result of a responsible party changing response action contractors**
- 41. Operation Round-up and inside wire protection charges for utility bills**
- 42. Repair or maintenance costs associated with the UST system. This non-reimbursable work must be performed by a worker certified in UST system installation and repair**
- 43. Per statute, Louisiana operates a confirmed-release Trust Fund. Release confirmation sampling to determine whether or not a release has occurred is not Trust Fund eligible**

IV. REASONABLE AND CUSTOMARY COSTS

A. Personnel

1. Non-Unit Price Activities and Unit Price Activities

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

2. Non-Unit Price Activities Only

- a. Reimbursements will be made based on the actual duties performed, rather than the title that an employee holds. A personnel description sheet (Appendix A) identifies duties of each classification found on the maximum rate sheet (Appendix B). For example, if a senior geologist performs ground water sampling, his/her time is to be billed at the environmental specialist rate of \$76/hour, regardless of title.
- b. For the first 72 hours of an emergency situation, when endangerment to human health and the environment exists, overtime will be paid to personnel with the exception of principals, senior engineers/geologists and project managers. Overtime charges will be paid only when individuals work more than eight (8) hours per day at the site during the emergency situation.

B. Rentals (Non-Unit Price Activities Only)

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

C. Rental/Purchase of Treatment System

- a. After a treatment system technology has been selected for corrective action and has been approved as the method of remediation by the Department, the owner or RAC may proceed with purchase/rental of the system. A RAC or owner must provide justification for any permanent remediation systems that do not include a telemetry system with the capability of reporting the basic status/functions of the system (i.e. flow readings required by the LPDES discharge permit, system shutdown, etc.). Reimbursement of rental or purchase of the unit will be determined by the Trust Fund Management Section and will be based on the period of time the treatment system is expected to be located at the contaminated underground storage tank site and cost efficiency options. A unit price of \$720.00 will be paid for the RAC to prepare and process bids for purchase or rental of treatment systems. RACs shall be required to retain all bid documentation for a period of four years following reimbursement in order to allow for Department inspection. The rental/purchase unit (new or refurbished) must carry a one-year warranty from system startup on parts and labor. Upon receipt of the bids, the Trust Fund Management will evaluate the bids and make a recommendation for award based on the closest match to the specifications, cost, and availability of the remediation system.
1. The following must be provided with the application requesting reimbursement for treatment unit costs:
 - a. A “Treatment System Tracking Form” (Part 7 (revised 7/1/2022) of the reimbursement application).
 - b. A “Purchase Agreement Form” (Part 8 (newly revised 7/1/2022) of the reimbursement application) must be submitted for all treatment units to be located at a contaminated UST site for a period of 12 months or more. Also required is the invoice documenting the breakdown of the cost of the primary individual components.

2. Rental of Treatment System

- a. System Rental will only be allowed in situations where the Department determines that rental is the most cost-effective option based upon site specific conditions. Rental costs will be reimbursed upon submittal of a completed trust fund reimbursement application addressing the invoice and the Part 7. The Trust Fund reimbursement of the monthly rental rates will begin no sooner than one month prior to the official system start up, if the system has been delivered onsite during that time frame. (Example: the system startup date is April 1st XXXX, the Trust Fund will reimburse the rental costs of the delivered onsite system only after March 1st XXXX.
- b. RACs shall be required to retain all bid documentation for a period of four years following reimbursement in order to allow for Department inspection. Reasonable charges for operation, maintenance, mobilization, and demobilization will be allowed if accompanied by appropriate supporting documentation. If the unit is rented from an outside vendor a 10% markup will be allowed. If the RAC is providing the rented system a markup should not be requested and will not be reimbursed.

3. Purchase of Treatment System

- a. System purchase will only be allowed in situations where the Department determines that purchasing is the most cost-effective option based upon site specific conditions. Cost plus ten percent (10%) of the treatment unit will be reimbursed to the RAC if purchased by the RAC. A system built by the RAC or billed directly to the owner from the manufacturer is not eligible for a 10% markup. Reimbursement will be upon submittal of a completed trust fund reimbursement application addressing the invoice, a copy of the Part 7, and the Part 8 (Part 8 is required if the Trust Fund is reimbursing the cost of the treatment unit).
- b. When the owner is billed directly for costs associated with the purchase, shipping, or service of the unit by a non-RAC manufacturer, reimbursement for markup of these by the RAC is not allowed and should be included with the rental or purchase as a turnkey service. However, shipping costs paid by the RAC should be reflected in the application under shipping/transportation and a 10% markup is allowed. In-service costs paid by the RAC (one person for a single day for start-up) may be submitted as a sub-contractor cost in the application and a 10% markup is allowed.
- c. The Trust Fund will not reimburse any parish/local property taxes assessed on the treatment unit, nor will insurance coverage of the unit be reimbursed. The following guidance/language supersedes any language contained in the purchase agreement forms previously submitted to the Department.
 - i. Within 120 days of written authorization to remove the system or issuance of a No Further Action letter by the Department (whichever comes first), any treatment system reimbursed by the Trust Fund must be handled as follows:
 1. Determine if the system owner will allow the system to be utilized at another Trust Fund site. If so, contact the Trust Fund Manager or DCL-B to determine if there is another Trust Fund site at which the system could be utilized. A written response will be given by the Trust Fund.

2. Utilized at Another Trust Fund Site – If the original system owner provides documentation relinquishing the system for further use by the Fund, then the system can be transferred to another Trust Fund eligible site. Whenever a treatment system is utilized at another Trust Fund site, a Completed Part 7 must be provided. When the unit is relocated to another Trust Fund site, the Trust Fund will only reimburse those costs associated with transferring a system from one trust fund site to another trust fund site, mobilization, demobilization, maintenance, and upgrades. The transfer and/or any refurbishment cost associated with relocating the system to another Trust Fund site are to be associated with the system's new Trust fund eligible site location.
3. If the system owner wishes to retain ownership of the system, the Trust Fund will reimburse reasonable costs for the removal and transportation of the system, contingent upon Trust Manager prior approval.

D. Other Purchases (Non-Unit Price Activities only)

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

E. Taxes (Non-Unit Price Activities only)

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

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

1. RACs should either commute to the site or stay overnight at a nearby hotel, whichever is more cost effective. Markup for travel is not allowed by the RAC or any subcontractors.
2. Mileage – Vehicle rental charges are not reimbursable. Use of personal or company vehicles and personnel travel time are reimbursed at a rate of \$2.30 per mile. Mileage to a site will be paid from either the nearest workplace, the nearest state line (for out-of-state contractors), or the airport, whichever is shortest. The nearest workplace will be the office location closest to the UST site(s) visited. No additional mileage will be allowed. Airfares, tolls and taxi charges are not reimbursable.
 - a. Legible vehicle logs showing beginning and ending odometer readings for each site visited must be kept on file for at least four years following reimbursement by the RAC for auditing purposes by the Department. The logs should document the subject vehicles' total mileage. Trust Fund trips should not be documented on a separate log.

3. Hotel/Meals- Overnight charges (hotel or meals) are allowed for any activities when it is more cost effective than commuting. Hotel and meal charges are allowed at the State Trust Fund rates (See Appendix B, Table 3). Hotel charges must be accompanied by itemized bill/invoices with the guest name(s) printed by the hotel. Meals are only reimbursable when overnight stay is required. One meal charge is allowed for each night of hotel stay.
4. Multiple Trust Fund (TF) Site Visits - When conducting multiple TF site visits, the total amount of each charge (mileage, hotel, and meals) must be divided by the number of TF sites visited. If TF benefits from visiting non-TF sites during multiple site visits, this is allowed.
5. The following chart lists the number of vehicles allowed based upon specific site activities.

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

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

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

2. Subcontractors must also abide by the rate sheets found in Appendix B. In the event that a bid is not obtained, it is the responsibility of the RAC to ensure that subcontractors adhere to the rates and the subcontractor's invoice contains the same level of detail as the response action contractor's invoice. Markup is not allowed to any RAC on work subcontracted to any company affiliated with or related to the RAC. As of July 1, 2007, vacuum trucks (inclusive of operators) will be paid at rates charged by the outside companies, as they will no longer be considered subcontractors. As timeliness is a factor in ensuring public safety, the obtaining of bids will not be required for vacuum trucks during emergency response activities. Charges relating to RAC owned equipment and RAC personnel (operators) must adhere to Guidance Document pricing.
3. Whenever the cost of any specialized service, equipment, equipment repair, or chemical is equal to or greater than \$10,000.00, the RAC is required to obtain a minimum of three (3) bids from subcontractors; except when a unit price has been established. In unique circumstances, where trademark, unit specific vendor, etc. issues are applicable, the RAC can request an exemption to the three bid requirement from the Trust Fund Manager, prior to work activity. The detailed RAC requirements related to the bid preparation and submittal process is listed below:
 - a. Bidders are to be provided with a written bid specification and/or scope of work and are required to provide a written bid referencing specifications and/or scope of work along with their bid pricing.
 - i. Upon distribution to the potential bidders, a single copy of any bid package submitted to the bidders should be sent to the DEQ MFTF section, at the address listed below. The list of the companies from whom the RAC solicited bids should accompany the copy of the associated bid package. Electronic bids and supporting document versions of this bid information may be submitted to MFTF@la.gov.
 - b. Bidders are required to submit a sealed copy of their bid to the RAC and to the Department at the address below prior to the bid opening date. Electronic bids and supporting documents may be submitted to MFTF@la.gov.

Louisiana Department of Environmental Quality
Attn: Motor Fuel Trust Fund Section –Bid Submittal
P.O. Box 4303
Baton Rouge, LA, 70821-4303
 - c. Bids will remain sealed at the RACs place of business and the DEQ until the bid opening date.
 - d. Upon the bid opening, the site's RAC will submit the (3) low bids to the MFTF Manager for department approval of the low bidder. Upon approval the RAC will be instructed to inform the low bidder.

4. RACs are required to maintain all bid documentation for a period of four (4) years following reimbursement in order to allow for purposes of Department inspection. All bid work is to be awarded to the lowest bidder in order to ensure Trust Fund expenditures are cost efficient and reasonable. Offering the work to other bidders at the low bidder's price will not be allowed. In any bid process where the site's RAC submits a bid for work, the allowable 10% markup of the other bidders should be excluded when determining the lowest bidder.

EXAMPLE:

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

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

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

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

H. Unit Price Activities

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

2. Summary tables of Unit Prices shown below (See Unit Price Implementation and Referential pages for available surcharges added to the rates below):

UNIT PRICE ACTIVITIES (ALPHABETICAL ORDER)		
Activity	Rate	Details
Aquifer Testing Events (Slug Test method)	\$1,375.00 \$385.00	First well Each additional well
Bid Package Preparation	\$0.00 \$145.00 \$370.00 \$2,156.00 \$720.00	Work - \$0.00 - \$1,999.99 Work - \$2,000.00 - \$9,999.99 Work - ≥\$10,000.00 Treatment System Installation Treatment Unit Purchase or Chemical Injection Events
Conveyance Notice	\$1,478.00	Per Affected Property
Corrective Action Plan	\$9,020.00 \$3,300.00 10% of approved budget \$825.00 5% of approved budget 5% of approved budget	Category 1 CAP Category 2 CAP Addendum Category 3 CAP Addendum – Maximum \$4,928.00 Category 4 CAP Addendum Category 5 CAP - Maximum \$2,464.00 Category 6 CAP - Maximum \$1,232.00
Construction & Operations Reports	\$2,267.00 \$961.00 \$3,696.00 \$2,218.00	Per Report - System installation (Dual/single phase extractions, Ozone, etc.) Per Report – Without system installation (e.g. Chemical Injection, etc.) Per Report - Excavations greater than or equal to 675 tons Per Report - Excavations less than 675 tons
Direct Push Activities	\$80.00 -\$15.00 \$256.00 \$2,553.00	Per Foot (\$3,544 Minimum) Deduct Per Foot - for Non-Soil Sampled Borings (ie. Injection, soil vapor, etc) Per Screen - Groundwater collection using pre-packed well screen HRSC Direct Push Operator and Equipment Daily Rate
Discharge Monitoring Report	\$275.00 \$96.00	Per Report - Quarterly LPDES Discharge Monitoring Report (DMR) Per Report - LPDES DMR of “No Discharge”
Discharge Sampling Event	\$289.00	Single or Multiple Discharge Points
Drilling (Borings/Wells)	\$80.00 \$87.00 \$116.00 \$141.00 \$168.00 \$85.00 \$-15.00 \$4,501.00 \$5,125.00	Per Foot - 2” Diameter Boring including Plugging/Abandonment Per Foot - 4” Diameter Boring including Plugging/Abandonment Per Foot - 2” or smaller Diameter Monitor Well Per Foot - 4” Diameter Monitor/Recovery Well Per Foot - 4” Diameter Horizontal Recovery/Extraction Well Per Foot – 2” or smaller Ozone injection well Deduct Per Foot – Non-Soil Sampled wells Minimum for field activity that includes well installation activities Per Day - Non-sampled boreholes and injection activities associated with chemical injection events

UNIT PRICE ACTIVITIES CONTINUED (ALPHABETICAL ORDER)			
Activity	Rate	Details	
Drum disposal (other than Excavation)	\$338.00 \$254.00 \$845.00	Disposal of drums (Includes mileage, personnel, equipment, disposal and drums) Per Drum – 1st Drum Per Drum – each additional drums Minimum rate per event	
Excavation/Transportation/ Disposal of Soil	Variable with tonnage -\$45.00 -\$30.00	Refer to MS Excel spreadsheet located at http://www.deq.louisiana.gov/trustfund Per Ton – Non-impacted soil that is excavated and returned to the excavation. Subtracted from spreadsheet determined per ton rate. Per Ton – Impacted soil that is excavated, treated onsite, and returned to the excavation. Subtracted from spreadsheet determined per ton rate.	
Gauging of Wells	\$28.00	Per Well	
Groundwater Monitoring Report (Semi-Annual)	\$2,514.00 \$2,156.00 \$3,949.00 \$3,592.00	<u>Without Active Treatment Unit</u> Initial Subsequent <u>With Active Treatment Unit</u> Initial with New Wells Subsequent	
Groundwater Monitoring Report (Quarterly)	\$2,156.00 \$1,793.00 \$3,592.00 \$3,227.00	<u>Without Treatment Unit</u> Initial Subsequent <u>With Treatment Unit</u> Initial with New Wells Subsequent	When a groundwater report addresses 4 quarters of site data, the Trust Fund will reimburse the applicable semi-annual report
Groundwater Sampling	\$720.00 \$224.00 \$62.00 \$5.15	First Well Each Additional Well Per Surface Water (Stream) sample collected Per Gallon - Purge water disposal (All-inclusive including but not limited to all mileage, personnel, equipment, drums, manifesting, markup and disposal for onsite/offsite drum pump-outs, a maximum of 15 gallons of decontamination water, and “milk runs.”)	
Hand-bailing of Wells	\$218.00 \$72.00	Per Well – 1st well bailed Per Well - Each additional well bailed	
High Resolution Site Characterization (HRSC)	\$659.00 \$8,070.00 \$4,757.00 \$6,403.00 \$3,757.00 \$5,000.00	RAC HRSC Event Planning (0 to 2 day events) - Full Daily Rate (0 to 2 day events) – Half Day Rate (Greater than 2 day events) - Full Daily Rate (Greater than 2 day events) – Half Day Rate HRSC Vendor Generated – Integrated Site Visualization Report	

UNIT PRICE ACTIVITIES CONTINUED (ALPHABETICAL ORDER)		
Activity	Rate	Details
Indoor Air Monitoring Report	\$1,100.00 \$275.00	Per Report Add-on cost if 5 or more air samples are collected.
Mob and Demob (Direct Push, Drilling & P/A)	\$352.00	One time per event (regardless of how many rigs are required)
Offsite Access	\$505.00	Per Offsite Property
Oil Change Out for Oil Seal Pump Treatment Systems	\$3,450.00 \$616.00	Cost for Oil Change Out for Treatment Units 40 hp or less Add-on for Treatment units larger than 40 hp
<u>Operation & Maintenance</u> The Trust Fund will reimburse only the routine O&M of a new system or used refurbished system during the warranty period (365 days). <u>Treatment Units Defined:</u> <u>Treatment Unit – 1</u> <i>Includes DPVE, groundwater pump & treat, Ozone Sparge combined with SVE, Air Sparge combined with SVE, and other groundwater extraction technologies</i> <u>Treatment Unit – 2</u> <i>Includes SVE only and other soil vapor extraction only technologies</i> <u>Treatment Unit – 3</u> <i>Includes Ozone and Air Sparging technologies only</i>	\$462.00 \$284.00 \$308.00 \$924.00 \$566.00 \$616.00 \$246.00 \$462.00 \$284.00 \$308.00 \$770.00 \$474.00 \$512.00 \$246.00	<u>Active Remediation</u> Weekly Treatment Unit - 1 Weekly Treatment Unit - 2 Weekly Treatment Unit - 3 Biweekly Treatment Unit - 1 Biweekly Treatment Unit - 2 Biweekly Treatment Unit - 3 Additional or Secondary Operating Treatment Units at the site <u>Post-Remediation</u> Monthly Treatment Unit - 1 Monthly Treatment Unit - 2 Monthly Treatment Unit - 3 Quarterly Treatment Unit - 1 Quarterly Treatment Unit - 2 Quarterly Treatment Unit - 3 Additional or Secondary Treatment Units at the site
Permits	\$1,731.00 \$5,766.00 \$2,156.00	Air Exemption Permit Air Permit (Small Source) Water Permit
P&A of Wells (Overdrilling & Grouting) (\$2,156.00 Minimum)	\$79.00 \$108.00 \$116.00 \$144.00	Per Foot - 2” or Smaller Diameter Monitoring Well Per Foot - 4” Diameter Monitoring/Recovery Well Per Foot - 4” Diameter Horizontal Recovery/Extraction Well Per Foot - 8” Diameter Monitor/Recovery Well
P&A of Wells (Pulling Casing/Screen & Grouting) (\$2,156.00 Minimum)	\$65.00 \$67.00 \$86.00	Per Foot - 2” or Smaller Diameter Monitor Well Per Foot - 4” Diameter Monitor Well/Recovery Well Per Foot - 4” Diameter Horizontal Recovery/Extraction Well
P&A of Wells (Grouting Only) (No minimum)	\$36.00 \$43.00 \$43.00	Per Foot - 2” or Smaller Diameter Monitor Well Per Foot - 4” Diameter Monitor/Recovery Well Per Foot - 4” Diameter Horizontal Recovery/Extraction Well
Plugging and Abandonment Report for Wells	\$924.00	Per Report
Plugging and Abandonment Workplan for Wells	\$128.00	Per Report - (if requested by the Team Leader)
RAC Attendance & Preparation. for Remediation Oversight Group (ROG) Meeting	\$865.00	Per Meeting

UNIT PRICE ACTIVITIES CONTINUED (ALPHABETICAL ORDER)		
Activity	Rate	Details
Risk Evaluation/Corrective Action Report (Appendix I)	\$9,020.00 Add \$640.00 Add \$640.00 \$4,312.00 \$880.00 \$880.00 \$640.00	Appendix I Only Appendix I & Gas & Diesel or Gas & Oil Appendix I & >20 borings MO-1 RECAP Response to Team Leader / ROG requested revisions Input Parameters Form Per Enclosed Structure - For Sites with Enclosed Structure Concerns
Site Investigation or Soil Confirmation Report	17% \$12,320.00 max	Of cost of field work (eg. investigation, well installation, lab analysis, etc.) performed. Maximum reimbursable amount for this category is \$12,320.00 per site within a 24-month period <i>These rates would apply whether for an individual report or combined with the RECAP document.</i>
Site Investigation or Soil Confirmation Work plan	4% \$640.00 min \$1,232.00 max	Of cost of field work (eg. investigation, well installation, lab analysis, etc.) proposed work plan budget approved by the Department.
Stacked Stripperator Cleaning	\$1,109.00	Per Event
Treatment System Design/Engineering/Planning and Treatment System Installation Design/Engineering/Planning	\$5,766.00	Reimbursed in the application in which charges for the treatment unit installation are included.
Trust Fund Reimbursement Application/Owner Invoicing	\$440.00 \$220.00	Applications addressing both field activities and reports charges. Applications addressing reporting charges only
Waste Water Disposal Not Associated With Groundwater Sampling	Invoice + 10% (Maximum of \$0.63 per gallon)	This activity will be reimbursed at invoice plus 10% markup not to exceed \$0.63 per gallon. Invoice documentation must be provided for reimbursement. This activity applies to waste water generated during mobile vacuum events, pilot tests, aquifer pumping tests, equipment decontamination (if greater than 15 gallons), and system cleanouts. Documentation must be provided verifying the water was disposed at an approved facility. The activity applies to all facility disposal costs. It may be charged in conjunction with the maximum allowable rate for vacuum trucks (truck, operator, fuel) of \$256.00/hour, and the mileage rate of \$2.30/mile.
Mobile Dual Phase Vacuum Extraction Events Reporting – Free Product Recovery Only (No Calculations)	\$811.00 \$233.00	Per Report - For preparation of the first completed planned event. Per Report – For subsequent multiple events, for each additional completed planned event. –Includes Report preparation and event planning to schedule, arrange, manage, coordinate, and complete field preparation.

UNIT PRICE ACTIVITIES CONTINUED (ALPHABETICAL ORDER)		
Activity	Rate	Details
Mobile Dual Phase Vacuum Extraction Reporting Events - Calculations Included	\$2,156.00	Per Report - For preparation of the first completed planned event.
	\$924.00	Per Report – For subsequent multiple events, for each additional completed planned event. Includes Report preparation and event planning to schedule, arrange, manage, coordinate, and complete field preparation
Mobile Dual Phase Vacuum Extraction Pilot Test Reporting	\$4,018.00	Per Report Includes Report preparation and event planning to schedule, arrange, manage, coordinate, and complete field preparation

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

Activity	Reference Page for Details	Date of Implementation and Mandatory Use
Aquifer Test Events	48	07/01/2017
Bid Package Preparation	49	10/01/2004
Conveyance Notice	50	10/01/2004
Corrective Action Plan	50	10/01/2004
Construction & Operations Report	51	10/01/2004
Direct Push Activities	52	10/01/2004
Discharge Monitoring Report (Quarterly Municipal)	53	01/01/2002
Discharge Sampling	53	01/01/2001
Drilling (Borings/Wells)	54	10/01/2004
Excavation/Transportation/Disposal of Soil	55	04/01/2012
Gauging of Wells (Wells Not Sampled or Hand bailed)	56	08/28/2002
Groundwater Monitoring Reporting (Quarterly, Semi-Annual, and Annual)	56-57	01/01/2001
Groundwater Sampling	58	01/01/2001
Handbailing (for purpose of free product recovery)	59	01/01/2002
High Resolution Site Characterization (HRSC)	60	07/01/2024
High Resolution Site Characterization (HRSC) Integrated Site Visualization report with 3D modeling	61	07/01/2024
Indoor Air Monitoring Report	61	07/01/2022
Mob & Demob (direct push, drilling and plugging/abandonment)	62	10/01/2004
Mobile Dual Phase Vacuum Extraction (MDPVE) Event Planning and Reporting	62-63	07/01/2017
Mobile Dual Phase Vacuum Extraction Pilot Test Planning and Reporting	64	10/01/2004
Offsite Access for field work	65	01/01/2006
Oil Change-outs for Oil Seal Treatment Systems	65	07/01/2017
Operation and Maintenance of Treatment Systems	66	01/01/2001
Permits (Air Exemption and Water Permit)	67	10/01/2004
Plugging and Abandonment Overdrilling/Grouting, Pulling Casing/Screen & Grouting, Grouting only	67-68	10/01/2004
Plugging and Abandonment / Closure Report for Wells Plugging and Abandonment Workplan for Wells	69	10/01/2004
Remediation Oversight Group (ROG) (RAC preparation and attendance)	69	10/01/2004
Risk Evaluation/Correction Action Report Appendix I (formerly Appendix K) and >20 boring and Diesel and Oil	70	01/01/2001
Site Investigation or Soil Confirmation Report	71	10/01/2004
Site Investigation or Soil Confirmation Workplan	72	10/01/2004
Stripperator Cleaning	72	07/01/2017
Treatment System Design/Engineering/Planning and Treatment System Installation Design/Engineering/Planning	73	04/01/2012
Trust Fund Reimbursement Application/Owner Invoicing	73	01/01/2002

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

First Well - \$1,375.00

Each Additional Well - \$385.00

Purge water disposal \$5.15 per gallon (All-Inclusive including but not limited to all mileage, personnel, equipment, drums, manifesting)

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The identification number of each well the aquifer testing is being conducted. Purge water volumes must be reported in actual gallons recovered or charges will be denied.	Personnel – All associated personnel charges related to an aquifer testing event such as but not limited to scheduling of sampling event, field preparation activities, all field activities associated with the event, scheduling of disposal of wastewater, office time necessary for downloading data logger and modeling software evaluation, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal). Equipment –field equipment associated with aquifer testing prorated for the time used (Ex: oil/water interface probe, water level indicator, data logger, etc.). Shipment of data logger equipment from and back to the equipment rental vendor. Miscellaneous – sampling kit and bailer Purge water – should be processed through the site’s active groundwater treatment system, if present.	Total mileage for a single RAC vehicle or one round trip mileage per allowable vehicle with hotel/meals, whichever is the lesser of the two. Purge water – If an active system is not at the site, the purge water should be charged at the \$5.15 per gallon rate.

Bid Package Preparation

Addressing work equal to or less than \$1,999.99 - \$0.00

Addressing work between \$2,000.00 and \$9,999.99 - \$145.00

Addressing work equal to or greater than \$10,000.00 - \$370.00

Treatment System Purchase/rental or Chemical Injection events - \$720.00

Addressing system installation work - \$2,156.00

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The charge will be reimbursed at the time work that was bid out is reimbursed. A copy of the bid summary with a copy of the bid acceptance e-mail from the Trust Fund management must be provided with the reimbursement application. Applications lacking this information will be returned. Bidders are to be provided with a written scope of work and bidders are to provide a written bid referencing scope of work. Bidders are required to submit a sealed copy of their bid to the RAC and to the Department at the address below prior to the bid opening date. Electronic bids and supporting information may be submitted to MFTF@la.gov. Bids will remain sealed until the bid opening date. Department of Environmental Quality Attn: Motor Fuel Trust Fund Section – Bid Submittal P.O. Box 4303 Baton Rouge, LA 70821-4303 RFP's for new or refurbished treatment systems must carry a one-year warranty from system startup on parts and labor. Upon receipt of the bids, the Trust Fund Management will evaluate the bids and make a recommendation for award based on the closest match to the specifications, cost, and availability of the remediation system. A RAC is not required to bid work equals or exceeds \$10,000, if they are able to perform the work utilizing current TF unit rates. If a RAC chooses to seek bids and is awarded the project, the bid package preparation rate will not be allowed. For any bid task equal to or greater than \$2,000, sealed or electronic bids shall be requested with a date, time, and place set for public opening of the bids. For bid tasks estimated to be under \$2,000, phone, email, or fax bids are acceptable.	Personnel – All associated personnel charges related to preparation and processing of bids.	The mileage costs for a single trip to meet with potential bidders.

Conveyance Notice per Affected Property - \$1,478.00		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
A copy of the conveyance notice filed for each property must accompany the reimbursement application. A single certified copy of the conveyance notice for each property will be reimbursed.	Personnel – All associated personnel costs such as but not limited to: preparation and submittal of notice, project oversight and review, all clerical work, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal).	Mileage to the Clerk of Courts to file & filing fee(s). Charges associated with having the document notarized plus a 10% markup.

Corrective Action Plans *Category 1 CAP - \$9,020.00 Category 2 Addendum - \$3,300.00 *Category 3 Addendum = 10% Approved CAP budget with a Maximum = \$4,928.00 Category 4 Addendum = \$825.00 Category 5 CAP/CAP Addendum = 5% of Approved CAP budget with a Maximum = \$2,464.00 Category 6 Addendum = 5% of the approved CAP budget with a Maximum = \$1,232.00 *40% of CAP cost reimbursable at completion of ROG Scoping meeting and the remaining 60% reimbursable upon approval of CAP		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The date of the report must be identified in the Trust Fund reimbursement application. All CAP descriptions and requirements are listed above in #13 of Section I.C - Responses to Questions Regarding the Motor Fuels Underground Storage Tank Trust Fund, of the Guidance document Request for reimbursement for these costs should be included in the quarter's application the CAP is deemed complete by the Team Leader.	Personnel – All associated personnel costs such as but not limited to: preparation and submittal of the request letter, CAD preparation of site maps, technology research and product design, site visits, project oversight and review, research/response to NODs from LDEQ resulting from errors and/or omissions by the RAC (except NOD that requires new technology for remediation), and all clerical work, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal). ROG requested revisions to address CAP discrepancies are included in this rate since such revisions would be considered deficiencies in the CAP submission rather than newly required information.	Vehicle mileages, one vehicle roundtrip. CAP adjustments due to ROG requests for new technologies - \$825.00

Construction and Operations Reports		
System Installation (Dual/Single Phase Extractions, Ozone, etc.) \$2,267.00 per report Without System Installation (e.g. Chemical Injection, etc.) \$961.00 per report**		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The date of the report must be identified in the Trust Fund reimbursement application. ** Reporting requirements will be assessed on a case by case basis and are subject to Team Leader requests.	Personnel – All associated personnel costs such as but not limited to: review of system as designed, CAD preparation of site maps, origination and submittal of actual report, as-built diagrams, factory recommended maintenance list/log, system owner’s manual, project review and oversight, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical work, and all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal).	
Excavations greater than or equal to 675 tons (approximately 500 cubic yards) - \$3,696.00 per report Excavations less than 675 tons (approximately 500 cubic yards) - \$2,218.00 per report		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The date of the report must be identified in the Trust Fund reimbursement application and include the following: all report requirements are listed above in #22 of Section I.C - Responses to Questions Regarding the Motor Fuels Underground Storage Tank Trust Fund, of the Guidance document	Personnel – All associated personnel costs such as but not limited to: review of system as designed, CAD preparation of site maps, origination and submittal of actual report, as-built diagrams, factory recommended maintenance list/log, system owner’s manual, project review and oversight, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical work, and all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal).	

Direct Push Activities

Installation/ Sampling/ Grouting the boreholes

\$80.00/foot

Subtract \$15 per foot for non-soil sampled borings (ie: injection, soil vapor, non-sampled footage to reach specific sample depth, etc.)

Minimum Boring Rate - \$3,544.00

Note – if a work plan calls for boring and well installation, only the \$4,501.00 charge will be reimbursed if the footage total does not exceed this amount.

If pre-packed well screens are used to sample groundwater, add \$256.00 per screen.

HRSC Direct Push Operator and Equipment Daily Rate - \$2,553.00

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

Discharge Monitoring Report (Quarterly) - \$275.00 “No Discharge” Reporting - \$96.00		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The date of the report must be identified in the Trust Fund reimbursement application. Reimbursement will not be made for sites where the system has been removed for the reporting period. Sites with an inactive system will be eligible for the “No discharge” rate, only if the system is capable of operation during the Permit’s Fiscal Year.	Personnel – All associated personnel charges such as but not limited to: all CAD work, review and submittal of Discharge Monitoring Report, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, all faxes/ phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal), preparation and shipment of a SPOC or exceedance report.	

Discharge Sampling Event - \$289.00 (For single or multiple discharge points)		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The dates that the discharge sampling events occur must be identified on the Trust Fund reimbursement application. The LPDES sampling event must be performed in conjunction with routine O&M events or the groundwater sampling event. (Exception: Any time the discharge permit requires site visits at a frequency greater than the O&M or groundwater sampling frequency specified in the CAP). Additional LPDES discharge events due to an exceedance will be reimbursed if the application includes analytical data documentation showing the limit and result of the parameter that exceeded. The pH readings should be performed in the field.	Personnel – All associated personnel charges such as but not limited to: travel time, scheduling of sampling event, field preparation activities, all field activities associated with sampling, review of analytical data & preparation of excursion letter to LDEQ, review, and research/ response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal). Equipment – all field equipment prorated for the time used such as but not limited to: pH meter, interface probe, conductivity meter, dissolved oxygen meter, water level indicator. Transportation – transportation of sample to laboratory. Miscellaneous – sampling kit	When an exceedance has occurred the Trust Fund will reimburse the lesser of mileage for a single vehicle or one round trip mileage per allowable vehicle with hotel/meals. Analysis, transportation and disposal of samples by the lab.
Discharge Excursions: The Team Leader should be notified for every excursion within 48 hours of obtaining the lab results confirming the exceedance in order to receive reimbursement for the four subsequent weeks of required sampling. In addition, the Trust Fund Section has been notified by the Permits Division that when an excursion occurs and the 4th weekly sampling event takes place in the next month, the 4th sampling event can also serve as the monthly sampling event provided all parameters required by the permit are analyzed. (Ex: Excursion of lead occurs January 13, 2022. RAC conducts 4 weekly sampling events on January 27, 2022, February 3, 2022, February 10, 2022, and February 17, 2022. The RAC should sample for all parameters required by the permit in the sampling event conducted on February 17, 2022. This sampling event will also serve as the monthly sampling event).		

Drilling for Borings/Monitor and Recovery Wells

(includes geotechnical borings)

2" or smaller Diameter Boring and Plugging/Abandonment - \$80.00/foot

4" Diameter Boring and Plugging/Abandonment - \$87.00/foot

2" or smaller Diameter Monitor Well - \$116.00/foot

** 2" or smaller Ozone Injection well - \$85.00/foot

4" Diameter Monitor/Recovery Well- \$141.00/foot

4" Diameter Horizontal Recovery/Extraction Well - \$168.00/foot

Minimum Well Installation Rate - \$4,501.00

Note – if a work plan calls for boring and well installation, only the \$4,501.00 charge will be paid if the footage total does not exceed this amount.

*** Non-sampled boreholes for chemical injection - \$5,125.00/day

If Soil Samples are not required during the installation of a well or

Borehole – Deduct \$15.00/foot (boring log still required for geotech)

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

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

For current excavation rates refer to the most recent “Excavation Cost Evaluation Spreadsheet” at <http://www.deq.louisiana.gov/trustfund>

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

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

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
Associated manifests, weight tickets, and dimensions of excavated area. If costs are anticipated to exceed unit prices due to extenuating circumstances, pre-approval must be obtained from the ROG or the Trust Fund Advisory Board. These costs include but are not limited to demolition/replacement/repair, select backfill, shoring, sloping, water accumulation removal, excess thickness of cover.	Personnel - All associated RAC and Subcontractor Personnel costs such as but not limited to: • Project Planning, permitting, environmental oversight, meetings, waste manifesting, & landfill profiling activities. • Soil and/or Surface Cover (up to 6”) Demolition, Removal, Transportation & Disposal activities within 150 mile round trip from site. • Concrete/Asphalt Saw Cutting activities. • Soil Excavation & Loading activities. • Non-Select Backfill Material, Placement, & Compaction activities. • Replacement of Surface Cover (up to 6”): includes cost of material (concrete/asphalt/rock/sod), transportation of such material, and all necessary labor & material to complete resurfacing activities. Equipment: All necessary Equipment (including excavators, track hoes, backhoes, bobcats, tractors, bulldozers, street sweepers/brooms, concrete saws, gooseneck trailers, lowboys, roll-off boxes, jackhammers, & miscellaneous tools) to excavate, stockpile, load, cover, transport, dispose, backfill, compact, and cleanup site. Includes Mob/Demob of equipment listed above.	The lesser of RAC and subcontractor total mileage for allowable vehicle/s or one round trip mileage per allowable vehicle with hotel/meals. Soil or Groundwater Analyses & Method 5035 Samplers Mileage for transportation of Soil and/or Surface Cover for disposal greater than 150 mile round trip from site (additional mileage for transportation to include \$2.30 per mile for each mile over 150 miles round trip). Any costs associated with demolition / replacement / repair of canopy or store building, electrical, underground utilities, cathodic protection wiring / anodes, and UST product piping /equipment. Cost associated with select backfill, shoring, sloping, transportation & disposal of excessive Groundwater or accumulation of water in excavation area. These costs must have pre-approval, from the ROG or LDEQ Executive Authority per the recommendation of the Trust Fund Advisory Board. Materials for soil cover, excavation liner, or poly-vinyl sheeting. Vacuum Truck or groundwater removal/disposal activities. Concrete material in excess of six inches (6”) in thickness and rebar. These costs must have pre-approval, from the ROG or LDEQ Executive Authority per the recommendation of the Trust Fund Advisory Board. If the RAC provides adequate documentation to show the costs associated with the excavations are in excess of the current per ton unit rate, Trust Fund will reimburse the difference. Documentation should include excavation, transportation, disposal invoices and other pertinent information to verify the overall costs.

Gauging of Wells (when a well is not hand-bailed or sampled)

Each Well - \$28.00

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

Groundwater Monitoring Reports (Quarterly)

Sites Without Treatment Systems Initial - \$2,156.00 Subsequent – \$1,793.00		Sites With Treatment System Initial *- \$3,592.00 Subsequent - \$3,227.00 *When additional wells are installed in conjunction with a treatment system installation and start-up
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The reporting period must be identified in the Trust Fund reimbursement application. For sites on the schedule of four quarterly monitoring reports per year, potentiometric maps for the last 4 groundwater sampling events must be included in the last report for the year. The fourth quarter report may be charged at the applicable Semi-Annual rate. The date/time for each system shutdown and restart related to sampling events or other maintenance operations, must be provided in the report. System shutdowns less than 24 hours for routine maintenance are not required to be reported. A “site with a treatment system” is one where the system is operating for active remediation (not post-remediation) for any part of the reporting period. Should include all information as defined in the RECAP site investigation requirements along with an electronic version of all collected data in the department’s Electronic Data Deliverable (EDD) format. The EDD document format is located at http://www.deq.louisiana.gov/leadms	Personnel – All associated personnel charges such as but not limited to: gathering of all data needed to prepare report, review of all analytical data associated with sampling events, review of reports related to the operation of the treatment unit, origination of actual report, all CAD work, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal), and oversight/review work by supervisors.	

Groundwater Monitoring Reports (Semi-Annually or Annually)		
Sites Without Treatment Units	Sites With Treatment Unit	
Initial - \$2,514.00 Subsequent - \$2,156.00	Initial - \$3,949.00* Subsequent - \$3,592.00 *When additional wells are installed in conjunction with a treatment system installation and start-up.	
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The reporting period must be identified in the Trust Fund reimbursement application. The date/time for each system shutdown and restart related to sampling events or other maintenance operations, must be provided in the report. System shutdowns less than 24 hours for routine maintenance are not required to be reported. A “site with a treatment system” is one where the system is operating for active remediation (not post-remediation) for any part of the reporting period Should include all information as defined in the RECAP site investigation requirements along with an electronic version of all collected data in the department’s Electronic Data Deliverable (EDD) format. The EDD document format is located at http://www.deq.louisiana.gov/leadms.	Personnel – All associated personnel charges such as but not limited to: gathering of all data needed to prepare report, review of all analytical data associated with sampling events, review of reports related to the operation of the treatment unit, origination of actual report, all CAD work, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal), and oversight/review work by supervisors.	

Groundwater Sampling Events

First Well - \$720.00

Each Additional Well - \$224.00

Surface Water Sampling (from surface water body) - \$62.00 per sample location

Purge water disposal \$5.15 per gallon (All-Inclusive including but not limited to all mileage, personnel, equipment, drums, manifesting, markup and disposal for onsite/offsite drum pump-outs, a maximum of 15 gallons of equipment decontamination water, and “milk runs.”)

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The identification number of each sampled well per event and an appropriate chain of custody, and a field log that includes the purge water volumes for each well must be included in the application for reimbursement. Sites With Treatment Units and Sites Utilizing Passive Remediation As the Method of Corrective Action - When a well has exhibited constituents of concern below the department's approved remediation standard for a period of four consecutive quarters, the Trust Fund will only reimburse for annual groundwater sampling of the well unless the LDEQ Team Leader has directed otherwise in writing. The RAC should coordinate the sample events with the owner to ensure ability to access all wells to be sampled. When the number of wells at a site or well recharge warrant that the sampling event occur over multiple days, the Trust Fund will pay \$224.00/per well, plus travel for subsequent days of sampling. In order to obtain representative groundwater samples, the remediation unit at a site must be shut down for at least 48-hours prior to performing a groundwater sampling event. For sites that do not have telemetry systems, the shutdown of the system should be performed in conjunction with an O&M event. Purge water volumes must be reported in actual gallons recovered or charges will be denied Quarterly sampling events must be separated by 60 days per RECAP section B2.5.11.	Personnel – All associated personnel charges related to a sampling event such as but not limited to scheduling of sampling event, field preparation activities, all field activities associated with sampling, scheduling of disposal of wastewater, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal), preparation and review of related reports/waste water disposal manifests. Equipment – all field equipment associated with routine groundwater sampling prorated for the time used (Ex: oil/water interface probe, pH meter, conductivity meter, pump, generator, temperature probe, dissolved oxygen meter, water level indicator, etc.) Transportation – transportation/shipping of sample to the laboratory (whichever is less). Miscellaneous – sampling kit and bailer Purge water – should be run through the site's active wastewater treatment system, if one is present. pH parameter analysis	The lesser of total mileage for a single RAC vehicle or one round trip mileage per allowable vehicle with hotel/meals. Analysis of samples by lab. Purge water – If an active system is not at the site, the purge water should be charged at the \$5.15 per gallon rate.

Hand-Bailing of Wells
(For the Purpose of Free Product Recovery)

First Well - \$218.00
Each Additional Well - \$72.00

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The identification number of each well-being hand-bailed per event and a field log that includes the purge volumes of PSH must be included in the application for reimbursement. When possible, hand-bailing should be performed in conjunction with groundwater sampling. When hand-bailing is performed on the same date as sampling of other wells, the \$72.00/well rate applies to all wells hand-bailed.	Personnel – All associated personnel costs such as but not limited to: scheduling of hand-bailing event, field preparation activities, all field activities associated with hand-bailing, scheduling of disposal of wastewater, all clerical tasks, all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal), and preparation and review of related reports/waste disposal manifests. Equipment – all field equipment prorated for the time used such as but not limited to oil/water interface probe. Miscellaneous – bailing kit	Transportation and disposal of purged water from wells Total mileage for a single RAC vehicle or one round trip mileage per allowable vehicle with hotel/meals, whichever is lesser of the two.

High Resolution Site Characterization (HRSC)

RAC HRSC Event Planning - \$659.00

HRSC Daily rate for (0 to 2 day events) (Full Day*) - \$8,070.00

HRSC Daily rate for (greater than 2 day events) (Full Day* -) - \$6,403.00

Daily HRSC Operator and Equipment Rate (1/2 day) **

[(0 to 2 day event) - \$4,757.00, (Greater than 2 day event) - \$3,757.00]

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
HRSC subcontractor must: - Complete and provide daily progress summaries, field logs, and maintain quality control data and facilitate daily project management calls. - Provide trained and experienced field scientists to operate HRSC equipment and provide field activity oversight. Qualifications should include a minimum of 1-2 weeks of appropriate certified manufacturer training and 2-3 months onsite experience with the various HRSC technologies implemented at site. - Provide an experienced Professional Geologist (PG) or scientist to monitor the data virtually for assessment and consultation. Vendor will provide staff resumes and certifications upon request. - HRSC equipment should be quality tested before and after each logged boring location, per manufacturer SOPs. Upon completion of event the subcontractor will provide a comprehensive report, including a map of boring locations, raw data collected, individual boring logs displaying collected information vs depth, log summary table including various detector responses, overlays and cross sections, contour maps (project dependent), waveform analysis (where applicable), identify multiple NAPLs, note and define naturally occurring false positives, QA/QC information, Soil/GW sample correlations (as applicable), HRSC subcontractor data interpretations, descriptions of utilized technology. RAC must provide daily field logs for oversight personnel as well as subcontractor invoices indicating the number of days associated with the event. Activity and HRSC technology utilized will require written approval by a team leader and geologist supervisor. * Normal and expected Full Day is 10 hours. ** When contractor is onsite and operating less than 5 hours on the day of operations.	Personnel – All associated RAC and HRSC subcontractor personnel costs such as but not limited to: scheduling of event, field equipment preparation activities, all HRSC logging activities, event oversight and daily reviews, preparation and submittal of boring logs, real time and daily uploads of data to secure location, GPS boring location determinations, preparation and participation with daily summary reports and project management meetings, data review and development of comprehensive HRSC report, all clerical work, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal). Equipment – all field equipment as well as backup/replacement components necessary to perform HRSC activities [including but not limited to HRSC vehicle equipped with 2+ sets of various HRSC equipment, tooling, probes, thermocouples, HPT modules, chemical standards, GC, rod rack with tooling for depths of at least 75 foot, Power source generator, GPS (minimum of sub-meter accuracy), etc.]. Sub-contractor Mob/Demob activities, mileages, motel, and per diems.	The lesser of total mileage for a single RAC vehicle or one round trip mileage per allowable vehicle with hotel/meals.

**High Resolution Site Characterization (HRSC)
Integrated Site Visualization report with 3D modeling**

HRSC Vendor Generated - Integrated Site Visualization Report - \$5,000.00

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
Integrated site visualization report should include at a minimum, an overview of methodology, tables, forms, scaled maps/figures, the raw data and pdf's of color logs of each boring displaying pertinent information, QA/QC data (INF file, pre/post test data, accurate GPS (xyz) location data, analysis/preprocessing of data, modeling summary, identification of the soil permeability pathways and their geospatial relationship to LNAPL as well as the installed monitoring wells, data interpretations with scaled logs with signal, pressure, lifetime vs. depth, and color callout waveforms with cluster plot diagrams (where applicable), 2D contouring maps of detector/instrument responses, 3D modeling and visualization of the relevant modeled parameters including the LNAPL distribution, 3D static depictions of plume and site hydro stratigraphy, vertical & horizontal slice views, and cross sections across the work area, discussion section interpreting the collected data and with recommendations of further action. HRSC vendor generated report shall be completed and stamped by an experienced PG or PE.	Personnel – All associated personnel charges such as but not limited to: review of data, performance of calculations, and preparation of report and review of report, research/response to any and all NODs from LDEQ resulting from errors and/or omissions, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal)	

Indoor Air Monitoring Report

\$1,100.00 per report (maximum of one report reimbursed every two years)

\$275.00 (add-on for 5 or more air samples collected and shown in the report)

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The identification number of each well where air samples were collected.	Personnel – All associated personnel charges such as but not limited to: review of data, performance of calculations, and preparation of report and review of report. Research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, CAD preparation of site maps, determination of groundwater classification, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal)	

Mob and Demob (Direct Push, Drilling, and Plugging and Abandonment) \$352.00 (one time per field event regardless of how many rigs are required)		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The dates the direct push, drilling, or P&A took place must be identified in the reimbursement application.	Personnel – All associated personnel charges related to the loading and unloading of drilling or direct push equipment.	Drill rig/direct push vehicle mileage.

Mobile Dual Phase Vacuum Extraction (MDPVE) Event Planning and Reporting – Free Product Recovery Only (no calculations) MDPVE Event(s) Report - \$811.00 for first completed planned event, add \$233.00 per each additional completed planned event. Vacuum trucks with operators shall be considered a rental provided the total charges (truck, operator, fuel) excluding disposal, do not exceed \$256.00 per hour.		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The date of the report must be provided in the reimbursement application. This report includes documentation of wells/points in which fluids were recovered; gauging data of fluid/product levels prior and post event; documentation of time recovery event was conducted at each extraction point; and a summarization of volume of product and total fluids recovered during the specified event.	Personnel – All associated personnel charges such as but not limited to: CAD preparation of site maps, origination and submittal of the report, review and oversight of project, all necessary calculations, all clerical tasks, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, and all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal). VAC Event Project Planning, coordinating and field prep includes: review/discussions of work plan, notifications to LDEQ, scheduling with RP, scheduling with VAC truck contractor; and/or gathering of stingers, hoses, well heads, etc.	

**Mobile Dual Phase Vacuum Extraction Event Planning and Reporting –
Calculations Included**

MDPVE Event(s) Planning/Report - \$2,156.00 for first completed planned event, add \$924.00 per each additional completed planned event.

Vacuum trucks with operators shall be considered a rental provided the total charges (truck, operator, fuel) excluding disposal, do not exceed \$256.00 per hour.

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

Mobile Dual Phase Vacuum Extraction Pilot Test Planning and Reporting

Pilot Test Planning, Coordinating, Field prep, and Report - \$4,018.00

Vacuum trucks with operators shall be considered a rental provided the total charges (truck, operator, fuel) excluding disposal, do not exceed \$256.00 per hour.

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

Offsite Access for Field Activities (DPT, Well Installation, Excavation, P&A) \$505.00 (One-time charge per offsite property)		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The name and address of the offsite property owner. Written permission containing an original signature of the property owner must accompany the reimbursement application.	Personnel – All associated personnel charges and correspondence, all clerical tasks, and all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal).	Mileage for a single vehicle.

Oil Change Out for Oil Seal Pump Treatment Systems Cost for Oil Change Out for Treatment Units 40 hp or less: \$3,450.00 Add-on for Treatment units larger than 40 hp: \$616.00		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
Activity documented on the existing system O&M activity log form in the comment section and should document the amount of oil used.	Personnel – All associated personnel costs such as: planning of activity, project oversight, preparation and proposal of activity with LDEQ, all associated oil and filters included in an oil change out kit, all labor for an oil change out; All associated oil and parts included in a standard oil seal liquid ring pump oil change out kit: Air/Oil separator, inlet filter, dilution filter, mechanical seal for transfer pump (2), gasket for transfer pump (2), descaler solution, gasket for stripperator lid (25'), transfer hose, and freight and handling.	Mileage for single vehicle.

Operation and Maintenance (O&M) Events

All other technologies' O&Ms to be negotiated, reviewed, and approved by the ROG based on proposed time and materials rates.

<u>Treatment Units:</u>	Active Remediation	Post-Remediation
<u>Treatment Unit – 1</u> Includes DPVE, groundwater pump & treat, Ozone Sparge combined with SVE, Air Sparge combined with SVE, and other groundwater extraction technologies <u>Treatment Unit – 2</u> Includes SVE only and other soil vapor extraction only technologies <u>Treatment Unit – 3</u> Includes Ozone and Air Sparging technologies only	Weekly Treatment Unit – 1: \$462 Weekly Treatment Unit – 2: \$284 Weekly Treatment Unit – 3: \$308 Biweekly Treatment Unit – 1: \$924 Biweekly Treatment Unit – 2: \$566 Biweekly Treatment Unit – 3: \$616 Additional or secondary operating treatment units at site – Add \$246/unit	Monthly Treatment Unit – 1: \$462 Monthly Treatment Unit – 2: \$284 Monthly Treatment Unit – 3: \$308 Quarterly Treatment Unit – 1: \$770 Quarterly Treatment Unit – 2: \$474 Quarterly Treatment Unit – 3: \$512 Additional or secondary treatment Units at Site – Add \$246/unit
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
1) The date that the O & M events occurred must be identified in the Trust Fund application. Applicable and current O&M log form must be completed for each event. 2) Charges for treatment unit O & M events shall not exceed the frequency specified in the approved corrective action plan. The frequency of O&M visits and the requirements for data collection and system maintenance should be clearly indicated in the approved CAP. If this information is not provided in the CAP, an addendum will be necessary to justify the O&M schedule. 3) System operation will consist of gathering of appropriate system data to adequately evaluate the hydrocarbon recovery rates and optimize system operation. 4) System maintenance will be conducted per the manufacturer's recommendations unless otherwise authorized in the approved CAP. 5) During post-CAP monitoring of a site, charges for treatment unit operation and maintenance (O & M) events shall be no more than the frequency specified in the approved corrective action plan; however, the Trust Fund will pay for no more than: - One routine O & M event every <u>month</u> for Treatment Unit 1 systems and one routine O & M event every <u>quarter</u> for all other systems. - One post remediation O&M, certification of system condition required for each O&M	Personnel – All associated personnel charges such but not limited to: as the scheduling of O & M event, field preparation activities, ordering/purchasing supplies and minor repair items, all field activities associated with O & M, scheduling of disposal of wastewater and preparation of waste manifests, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, all faxes/phone calls/meetings/ letters/e-mails and any related communications (written, electronic or verbal), review of related reports, and system shutdown prior to a groundwater sampling event for sites which do not have telemetry systems. Equipment – all field equipment prorated for the time used such as but not limited to: interface probe, temperature probe, explosimeter, safety equipment, hydrocarbon analyzer, high pressure water sprayer, pH meter, manometer, anemometer, vacuum pump, steam cleaner, wet/dry vacuum. Miscellaneous – muriatic acid, phosphate solution, oil filters, incidental pipe replacements, oil or bio growth control supplies. Typically weekly O&Ms occur during the system startup period. Weekly O&Ms beyond that period require Team Leader approval along with Trust Fund Manager concurrence. These weekly O&M rates could be subject to review and modification based upon site specific criteria, if necessary	Periodic vacuum truck for system clean-out, utilities charges, and transportation and disposal of wastewater from the treatment system. Actual cost oil/water separator elements (coalescing media) are excluded from the unit price; however, labor is included as it should be performed during routine O & M visits. Time and material costs for pump or motor repair/replacement and carbon drum replacement. Time and material costs for dismantling and cleaning an air stripper with a flow rate equal or greater than 30 gpm. The lesser of total mileage for a RAC single vehicle or one round trip mileage per allowable vehicle with hotel/meals. Water treatment chemicals. If the unit is running and requires maintenance where the part's cost is \$370 or less excluding tax and shipping costs, Trust Fund will not reimburse for parts or labor as these are considered covered by the unit cost for the O & M. If the unit is inoperable due to extensive maintenance needs, time and materials charges may be allowed with documented approval from the Team Leader.

Permit Application Development and Submittal. Air Exemption - \$1,731.00 Air Permit (Small Source) - \$5,766.00 Water - \$2,156.00		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
A copy of the permit/permit exemption must accompany the reimbursement application. The owner or operator of a source which is not required to obtain an air permit per LAC 33:III.501.B.2.d shall provide a letter along with an LDEQ Application for Approval of Miscellaneous Permitting Actions(Section 2, check "Letter of Response/Letter of No Objection and Section 6 must be completed) to the Air Permits Division stating the calculations demonstrate that the potential criteria pollutant emissions are less than 5 tons per year individually and 15 tons per year in the aggregate and that potential toxic air pollutant emissions are less than the applicable minimum emission rate (MER) set forth in Tables 51.1 and 51.3 of LAC 33:III.5112. For purposes of this exemption, potential emissions shall mean the emissions the source is capable of emitting, considering all control measures are in place, utilized, and properly maintained. Emission calculations should be based on generally accepted engineering principles, test methods, and/or emission factors and provided in sufficient detail to allow for the verification of their appropriateness and accuracy.	Personnel – All associated personnel costs such as but not limited to: preparation and submittal of permit application, project oversight and review, all clerical work, and all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic, or verbal). E-check amounts for on-line payments.	LDEQ Permit <u>application and annual fees</u> associated with Air exemption, Air small source permit, and Water permits plus a 10% markup.

Plugging and Abandonment of Monitoring and Recovery Wells by Over-Drilling/Grouting **2" or Smaller Diameter Monitor Well - \$79.00 per foot 4" Diameter Monitor/Recovery Well - \$108.00 per foot 4" Diameter Horizontal Recovery/Extraction Well - \$116.00 per foot 8" Diameter Monitor/Recovery Well - \$144.00 per foot Minimum for field activity that includes well P&A - \$2,156.00		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
Drilling logs are required. Waste disposal reimbursement requires submittal of manifests/service orders and weight tickets Trust Fund will only pay the applicable rate for the actual work performed. ** - Does not include soil gas only wells.	Personnel – All associated RAC and subcontractor personnel costs such as but not limited to: scheduling of event, field equipment preparation activities, all field activities, oversight/review, waste profiling, arranging for transportation and disposal of wastes and materials, all clerical work, all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic or verbal), preparation and submittal of DENR P&A forms. Equipment – All field equipment such as but not limited to: drill rig, compressor, jackhammer, "bobcat", waste handling equipment, and tremie pipe. Miscellaneous – All other supplies.	Subcontractor mob/demob, drums, transportation and disposal of wastes and materials. The lesser of RAC and subcontractor total mileage for allowable vehicle(s) or one round trip mileage per allowable vehicle with hotel/meals.

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

****2" or Smaller Diameter Monitor Well - \$65.00 per foot**
4" Diameter Monitor/Recovery Well - \$67.00 per foot
4" Diameter Horizontal Recovery/Extraction Well - \$86.00 per foot
Minimum for field activity that includes well P&A - \$2,156.00

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

Plugging and Abandonment of Monitoring and Recovery Wells by Grouting Only

****2" or Smaller Diameter Monitor Well - \$36.00 per foot**
4" Diameter Monitor/Recovery Well - \$43.00 per foot
4" Diameter Horizontal Recovery/Extraction Well - \$43.00 per foot

No Minimum for grouting only

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

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

\$924.00 per report

Plugging and Abandonment Work Plan For Monitoring Wells/Recovery Wells (if requested by the Team Leader) – \$128.00

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

Remediation Oversight Group (ROG) Review– For RAC Attendance

RAC Preparation and Attendance at Meeting - \$865.00

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

Risk Evaluation/Corrective Action Program Evaluation Report

Appendix I Only \$9,020.00

For Appendix I & Gas & Diesel or Gas & Oil add \$640.00

For Appendix I & >20 borings add \$640.00

For Sites with Enclosed Structure Concerns add \$640.00 for each enclosed structure.

MO-1 Only Evaluation - \$4,312.00

Input Parameters Form - \$880.00

**Team Leader requested addendum to a previously approved report - \$880.00

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The date of the report must be identified in the Trust Fund reimbursement application. The Trust Fund is requiring that before any RECAP document is submitted to the Department, that the RAC first provide a RECAP work plan that includes the input parameters for the RECAP and the deadline for submittal of the RECAP. The initial Input Parameter Form and RECAP will be reimbursed at the rates listed above. ** If subsequent data dictates, the Team Leader may request a RECAP addendum which will be reimbursed at \$880.00.	Personnel – All associated personnel charges such as but not limited to: review of data, performance of calculations, preparation of report, and review of report. Research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, CAD preparation of site maps, determination of groundwater classification, all clerical tasks, and all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic, or verbal). All requested RECAP or Input Parameter form revisions/corrections by the Team Leader or ROG.	

Site Investigation/Soil Confirmation Report

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

17% (maximum \$12,320.00) of the cost of eligible site assessment field work, in accordance with an approved work plan and should be invoiced when the report is submitted to the Department.

The \$12,320.00 maximum reimbursable amount applies to a single report or the total for multiple reports per site within a 24-month period.

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

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

Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
If the charges for assessment work are not in accordance with Cost Control Guidance Document or if the charges for assessment work are not approved by the Team Leader for the site, then the Trust Fund will adjust the payment for the site assessment report. Inclusive of any interim reports as well as the full site investigation Appendix B report. The date of the submittal of the report to the Department. Costs associated with HRSC events are covered under separate unit rates and should not be included in the final investigation cost total utilized in determining the site investigation report rate. If the Site Investigation report is combined with a HRSC report, provided by the HRSC contractor, then the 17% unit rate will only apply to the Team Leader approved non-HRSC site investigation activities (such as quantitative soil borings, groundwater sampling, etc.). Should include all information as defined in the RECAP site investigation requirements along with an electronic version of all collected data in the department's Electronic Data Deliverable (EDD) format. The EDD document format is located at http://www.deq.louisiana.gov/leadms.	Personnel – All associated personnel costs such as but not limited to: CAD preparation of site maps, data collection and validation, narrative preparation, DENR well survey, walking receptor survey, site history research, aquifer test reporting, project oversight and review, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, and all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic, or verbal). Miscellaneous – DENR list of wells	Personnel time to download data from a data logger. Not to exceed one hour.

Site Investigation or Soil Confirmation Work Plan 4% of the cost of the approved site assessment field work only (min \$640.00 and max \$1,232.00) (Example: Cost of site assessment work approved in work plan totals \$50,000.00. The RAC will invoice the RP \$1,232.00 for preparing the work plan)		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The date of the work plan(s) must be provided in the reimbursement application. If the team leader has requested that a RAC submit a limited site investigation work plan, and the RAC prepares a full Appendix B site investigation work plan, then the RAC is only eligible for the cost of the approved requested limited site assessment work plan. Additional or less field work actually performed will not affect the work plan reimbursement. Costs associated with HRSC events are covered under separate unit rates and should not be included in the approved budget utilized in determining the work plan rate. Request for reimbursement should coincide with the Team Leader's approval of the investigation work plan. Work plan request to extend the depths of previously approved borings or wells are not reimbursable at the 4% rate.	Personnel – All associated personnel costs such as but not limited to: site history review, CAD preparation of site maps, preparation and submittal of plan proposal, project oversight and review, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, and all faxes/phone calls/meetings/letters/e-mails and any related communications (written, electronic, or verbal).	The lesser of RAC total mileage for allowable vehicle/s or one round trip mileage per allowable vehicle with hotel/meals.

Stacked Stripperator Cleaning - \$1,109.00 (not associated with a normal system clean out)		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
The date that the cleaning events occurred must be identified in the Trust Fund application and on the O&M activity log sheet. Charges for treatment unit cleaning events shall not exceed the frequency specified in the approved corrective action plan. The frequency of cleaning visits should be clearly indicated in the approved CAP. If this information is not provided in the CAP, an addendum will be necessary to justify the cleaning schedule.	Personnel – All associated personnel charges such as but not limited to: as the scheduling of cleaning event, field preparation activities, ordering/purchasing supplies and minor repair items, all field activities associated with the cleaning event. Equipment – all field equipment prorated for the time used such as but not limited to: high pressure water sprayer, steam cleaner, and wet/dry vacuum.	The lesser of total mileage for a single RAC vehicle or one round trip mileage per allowable vehicle with hotel/meals. Disposal of associated waste. Waste exceeding two drums requires the Team Leader approval and all waste manifests should reference the activity type.

Treatment System Design/Engineering/Planning and Treatment System Installation Design/Engineering/Planning		
\$5,766.00 This unit price pertains to DPVE, SVE, Air Sparge, Pump & Treat and Ozone Sparge Systems		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
Upon submittal and approval of the CAP relating to this technology. This charge should be included in the application in which the charges for treatment system installation are submitted.	Personnel – All associated personnel to plan with LDEQ and the RP; design, plan and engineer the system/system installation. All site visits and meetings with property owners, sub-contractors, utility companies, etc., including, but not limited to, site visits to confirm the location of the system and the system piping layout, system design meetings, etc. Includes all RAC charges associated with system design subsequent to the approval of the CAP and prior to the installation activities. Coordination of and costs associated with building permits for construction, zoning, or other reasons, if required. The planning and design of any system modifications, to increase efficiency or to address system failures, within the first year of operation. No time & material charges are allowed between the approval of CAP and the commencement of system installation field work. This milestone is defined as the date the system and system installation bids are approved by the Trust Fund Manager or Senior Scientist <u>unless the activity meets the criteria listed in the 1st four paragraphs of this section.</u>	None.

Trust Fund Reimbursement Application Preparation		
Application Addressing Field Work: \$440.00 Application Addressing Reports Only: \$220.00 No markups allowed for application preparation costs.		
Requirements	Includes Cost of the Following	Costs Not Included in Unit Price
Owner will be invoiced the application preparation fee. Reimbursement will be reduced by 50% if the Trust Fund staff is required to spend significant time and resources revising the application or seeking additional documentation and/or explanations of charges in the application. Examples: Charges that are requested in the incorrect category. Applications that lack documentation of approval for work performed that is not included in an approved budget. Trust Fund personnel will provide training to application preparers upon request to assist with Trust Fund application preparation.	Personnel – All associated personnel charges such as but not limited to: responding to Trust Fund inquiries and invoices to the owners. Also, includes all oversight and review of invoice/application, research/response to any and all NODs from LDEQ resulting from errors and/or omissions by the RAC, all clerical tasks, and all faxes/phone calls/meetings/ letters/ e-mails and any related communications (written, electronic or verbal).	

APPENDIX A

PERSONNEL DUTIES

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

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

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

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

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

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

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

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

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

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

OPERATOR Operates heavy equipment at a site.

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

LABORER Performs routine labor tasks, including running errands.

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

APPENDIX B

REASONABLE AND CUSTOMARY RATES

(Non-unit price activities only)

TABLE 1

PERSONNEL*	
TITLE	HOURLY RATES
PRINCIPAL** (Only three hours allowed per each major event – CAP implementation and closure)	\$161.00
SENIOR TOXICOLOGIST**	\$128.00
SENIOR ENGINEER/SENIOR GEOLOGIST/PROJECT MANAGER**	\$128.00
ENGINEER/GEOLOGIST/TOXICOLOGIST	\$92.00
PROJECT COORDINATOR**	\$92.00
DRAFTSMAN (Includes CAD equipment)	\$84.00
ENVIRONMENTAL SPECIALIST	\$84.00
FOREMAN	\$84.00
OPERATOR	\$58.00
CLERICAL	\$45.00
LABORER	\$45.00

*Personnel requests for reimbursement require submittal of daily work logs (documenting site name, site location, site DEQ Agency Interest #, activity date/time, personnel name, and activity description).

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

TABLE 2

RENTAL RATES FOR CONTRACTOR OWNED EQUIPMENT (NON-UNIT PRICE ACTIVITIES ONLY)			
In-house rental rates for major equipment not addressed in this table must be approved by the Trust Fund Management Section. Weekly rate goes into effect when equipment is used at a site for more than three days in a week. A week is Monday – Sunday. All prices include maintenance expenses. Prices do not include fuel costs. *Denotes equipment items that each Response Action Contractor is expected to own. The Trust Fund will only reimburse the rental rate pro-rated for time. No markup will be reimbursed on these items even if the equipment must be rented from an outside source. The Trust Fund will not reimburse for damage waivers in any form on any rental equipment item.			
EQUIPMENT	SHORT-TERM RATE		
	HOURLY	DAILY	WEEKLY
AIR COMPRESSOR - 100 cfm to 249 cfm	\$8.00	\$64.00	\$192.20
AIR COMPRESSOR - 250 cfm to 375 cfm	\$12.00	\$96.10	\$288.30
BACKHOE (UP TO 36" BUCKET)	\$44.00	\$352.30	\$1057.10
BACKHOE (Including and OVER 36" BUCKET)	\$56.70	\$452.80	\$1,358.30
BOBCAT/SKID STEER LOADER/FRONT-END LOADER w/ BREAKER	\$28.80	\$230.70	\$691.90
BULLDOZER	\$104.90	\$839.20	\$2,517.70
COMBUSTIBLE GAS INDICATOR	\$4.80	\$38.40	\$115.30
COMPACTOR	\$36.10	\$288.30	\$864.80
CONCRETE CORE DRILL	\$8.60	\$69.20	\$207.60
CRANE TRUCK	\$57.60	\$461.20	\$1,383.80
DATA LOGGER	\$24.00	\$192.20	\$576.60
DIGITAL MANOMETER	\$2.40	\$19.30	\$57.60
DISSOLVED OXYGEN METER	\$4.10	\$32.00	\$96.10
DUMP TRUCK (7-10 YARDS)	\$38.40	If not bid out - the Trust Fund will reimburse dump trucks at an hourly rate, provided trucks are filled to their allowable capacity.	
DUMP TRUCK (11-20 YARDS)	\$51.30		
DUMP TRUCK (OVER 20 YARDS)	\$64.00		
ELECTRIC GENERATOR	\$8.00	\$64.00	\$192.20

TABLE 2 (CONTINUED)

RENTAL RATES FOR CONTRACTOR OWNED EQUIPMENT (non-unit price activities only)			
EQUIPMENT	HOURLY	DAILY	WEEKLY
EXCAVATORS	\$96.10	\$768.80	\$2,306.30
EXPLOSIMETER *	\$4.80	\$38.40	\$115.30
GAS DETECTOR *	\$4.10	\$32.00	\$96.10
GOOSENECK TRAILER	\$16.10	\$128.20	\$384.30
HYDROCARBON ANALYZER (FID, PID, HNU, OVA, TVA, ETC. *)	\$12.00	\$96.10	\$288.30
JACKHAMMER	\$4.80	\$38.40	\$115.30
LOWBOY TRAILER (INCLUDES TRUCK)	\$28.80	\$230.70	\$691.90
OIL/WATER INTERFACE PROBE *	\$5.60	\$44.90	\$134.50
pH CONDUCTIVITY METER *	\$4.10	\$32.00	\$96.10
PORTABLE GAS CHROMATOGRAPHY	\$24.00	\$192.20	\$576.60
PUMPS (when not used in conjunction with a system)	\$4.80	\$38.40	\$115.30
TEMPERATURE PROBE *	\$2.40	\$19.30	\$57.60
THERMAL ANEMOMETER *	\$2.40	\$19.30	\$57.60
TILLER (HAND)	\$4.10	\$32.00	\$96.10
TILLER (ROTARY w/ SLIP CLUTCH)	\$12.00	\$96.10	\$288.30
TRACKHOE (UP TO & INCLUDING 200 HP)	\$81.70	\$653.40	\$1960.30
TRACKHOE (OVER 200 HP)	\$163.40	\$1,306.90	\$3,920.70
TRACTOR WITH TRAILER, FRONT END LOADER & BOX BLADE OR HITCH	\$40.80	\$326.70	\$980.20
TRANSDUCER	\$32.00	\$256.30	\$768.80
SOIL/WATER HOLDING CONTAINER (Skid or RAC tank)	\$10.50	\$83.30	\$358.70
VACUUM TRUCK(Bobtail) – 39 HP and below	\$108.90	\$871.30	\$2,613.80
VACUUM TRUCK – 40 HP to 150 HP	\$140.90	\$1,127.50	\$3,382.60
VACUUM TRUCK - over 150 HP	\$197.00	\$1,576.00	\$4,727.90
WATER LEVEL INDICATOR *	\$2.40	\$19.30	\$57.60

TABLE 3

TRAVEL		
DESCRIPTION	RATE	
Personal or company-owned vehicle mileage and employees' travel time RAC mark-ups are not allowed for sub-contractor mileage.	\$2.30/mile	
Hotel rates per night excluding tax MUST BE ACCOMPANIED BY ITEMIZED BILL/INVOICES WITH GUEST NAME(S) PRINTED BY THE HOTEL. Third party receipts/invoices/booking summaries/etc. from travel brokers (Expedia, Hotels.com, etc.) are not considered sufficient documentation without documentation (itemized bill/invoice with printed guest name(s)) from the hotel verifying the specific personnel checked in/out. TF reimburses actual cost up to the maximum rate.	Statewide (MAX) Gretna/Kenner/Metairie/New Orleans (MAX)	\$110.00 \$165.00
MEALS Meals will only be paid to the person(s) whose name(s) appear on the hotel bill (cannot be handwritten) at the following rates per each night's hotel stay (i.e. one night hotel stay qualifies for meal allowance)	Statewide \$50.00/day	New Orleans/ Gretna/Kenner/Metairie/ \$55.00/day

TABLE 4-A

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

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

TABLE 4-B

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

TABLE 5

MISCELLANEOUS CHARGES	
DESCRIPTION	RATE
Asphalt Cutting (Minimum - \$308.00) Not applicable to the installation of new wells because it is included in that unit price.	\$0.84 per foot/inch
Blowers, pumps, and air compressor replacement	Invoice plus 10%
Concrete Replacement (associated with the CAP)	Invoice plus 10%
Concrete Cutting (Minimum - \$308.00) Not applicable to the installation of new wells because it is included in that unit price. (Includes personnel and equipment, excludes saw blades and mileage)	\$1.34 per foot/inch
Disposal of Cuttings from the Installation of Wells, Piezometers, or Boreholes when drums not used.	Invoice plus 10%
Drums (includes markup) (for drums not associated with Soil drum disposal or Groundwater sampling purge water disposal)	\$94.00 per drum
Disposal of soil drums (not associated with Excavations) Includes mileage, personnel, equipment, disposal and drums. Manifest/service orders and weight tickets are required for reimbursement. Requests for over 25 drums will require approval by the Team Leader or Trust Fund Manager. Primarily related to Direct Push, Drilling, or Well P&A activities.	\$338.00 for the 1st drum \$254.00 for each additional drum \$845.00 minimum
Road Box for recovery wells - (2' X 2' Lockable, waterproof) (includes markup)	\$761.00/each
Manhole (includes markup)	\$145.00/each
Pea Gravel (Trenching only)	Invoice plus 10%
Sand/Fill Dirt Replacement (if associated with excavation unit prices would apply)	Invoice plus 10%
Soil/Water Disposal Charges (Up to 250 tons / cubic yards contaminated soil & 1,500 gallons of contaminated water, excluding at least 6-hour vacuum events.) Additional amounts of soil and water must have documented approval from the LDEQ	Unit Prices Apply
Surveying (RAC staff, regardless of crew size) – If the invoice cost exceeds \$1,848.00 for the initial surveying, justification and Team Leader approval must be provided for the additional cost. If the cost exceeds \$924.00 for subsequent surveying, justification and Team Leader approval must be provided for the additional costs. Does not include mileage.	\$115.00 per hour
Transportation Costs (non-unit price activities only)	Invoice plus 10% if subcontracted and bid out
Preserved Vial Sampling Kits (includes markup) If additional vials are required to perform 8260 and/or TPH-G fractions (VPH), an additional \$5.00 can be charged. No more than \$20 per interval can be charged.	\$16.50 per kit
EnCore™ Sampler/Equivalent Sampling Device (includes markup) – (3 maximum En Core Samplers per sample)	\$16.50 per sampler (1-250 samplers) \$13.75 per sampler (251+ samplers)