

**WISCONSIN PETROLEUM ENVIRONMENTAL CLEANUP FUND
REIMBURSEMENT PROGRAM**

**USUAL AND CUSTOMARY
COST SCHEDULE
(UCCS)
#3**



**Environmental and Regulatory Services Division
Bureau of PECFA**

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ATTACHMENT 1 – SCHEDULE OF USUAL AND CUSTOMARY COSTS

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INTRODUCTION

STATUTORY AUTHORITY

In accordance with s. 101.143 (4) (cm), Stats., the Wisconsin Petroleum Environmental Cleanup Fund program (PECFA) has established a usual and customary cost schedule (reimbursement schedule) for common tasks associated with the investigation and cleanup of eligible petroleum contamination sites. The purpose of this document is to provide instructions for the use of and specifications for the reimbursement schedule.

MAXIMUM REIMBURSEMENT

The Usual and Customary Cost Schedule (UCCS) is not intended to set pricing for specific tasks or to eliminate the element of competition for the Petroleum Storage Tank cleanup industry. It does, however, reflect the maximum amount that PECFA will reimburse for the environmental tasks listed on the UCCS. PECFA will reimburse the amount invoiced to the claimant for a particular task, or the actual costs that a claimant incurs for activities they perform, or the UCCS reimbursement maximum for that task, whichever is less, except where higher costs for that task have been approved in advance by the department prior to performing the task. PECFA will only reimburse for tasks that appear on the schedule or that have been otherwise approved by the department. The UCCS does not apply to work for which a reimbursement cap has been determined through public bidding.

BORINGS AND ABANDONMENTS

In general, when advancing bore holes (includes hand-augered holes) the bore hole log must include a description of every material (this includes concrete, asphalt, etc) encountered from ground surface to the bottom of the boring. Special circumstances should also be noted on the borehole log, such as concrete penetration, refusal, water level, field ionization detector readings, sample interval collected, etc).

In general, well and bore hole abandonment forms must document the material(s) used to abandon the hole from bottom of well to ground surface. Abandonment forms must also be completed for hand-augered bore holes.

MOB/DEMOB

Mobilization/demobilization (mob/demob) tasks and activities will be reimbursed on a per-PECFA site basis (not per occurrence). There are mob/demob activities which have been assigned to specific Tasks. However, not every Task has a mob/demob. There is also an incremental mob/demob (Task 34).

General usage descriptions are provided in the following two paragraphs - Consultant and Commodity Services. For specific mob/demob usage see individual task specifications as well as the U & C cost schedule.

Consultant Services

When a field task is performed at a PECFA site, then the consultant primary mob/demob activity associated with that task is applicable. If a task has not been assigned a primary mob/demob activity, then that task must be conducted concurrently with a task that has been assigned a primary mob/demob activity.

When two or more field tasks will be performed at the same PECFA site, on the same day, a primary mob/demob from one of those tasks can be applied. The consultant incremental mob/demob (TASK 34) can be applied to any of the additional tasks so long as they have an assigned primary mob/demob, For example, if Task 16, 17 and 18 were all performed at the same site on the same day, then the following would be true:

- The larger (Task 16 mob/demob) of the two primary mob/demobs (16 and 17) could be applied, and
- The consultant incremental mob/demob (Task 34) could be applied to Task 17 since it has an assigned primary mob/demob, however, it could not be applied to Task 18 since Task 18 does not have an assigned primary mob/demob.

Additionally, more than one consultant primary mob/demob can be declared in a day when UCCS tasks are conducted at two or more PECFA sites in a day. For example, if one UCCS task is conducted at each of three PECFA sites on the same day, then three consultant primary mob/demobs could be charged, i.e., one for each site.

Commodity Services

When one task is performed at a site, then the commodity service mob/demob associated with that task is applicable. In addition, more than one commodity service mob/demob can be declared in a day when UCCS tasks are conducted at two or more PECFA sites in a day. For example, if a UCCS task is conducted at each of three PECFA sites on the same day, then three commodity service mob/demobs could be charged, i.e., one for each site.

REPORT PREPARATION

Reimbursement maximums for report preparation tasks were developed with the following expectations. In general, current word processing and computerized drafting technology make it possible to retain copies of data, reports, tables, maps, drawings, etc. It is the department's expectation that all data, reports, tables, maps, drawings, etc. generated during a PECFA project, will be saved electronically. The department expects that these electronically saved documents will be used in the development of subsequent documents, reports, tables, maps, drawings, etc. This will reduce the time, effort and cost required to generate a document.

Further, requests for site closure must be included in the SI report (Task 22 or 23) if, at the successful completion of the site investigation, closure is the appropriate recommendation. When a closure request is to be included in a SI report (may include, but is not limited to, sites closing under s. NR 746.07), only the cost to prepare the SI report (Task 22 or 23) is eligible. In such cases, the U & C cost for a closure request (Task 5) cannot also be applied. However, in addition to the SI report, incremental costs for LNAPL removal reporting and GIS packet preparation and submittal under Task 5 are eligible but only if applicable.

REIMBURSEMENT SCHEDULE ADJUSTMENTS/CHANGES

The usual & customary schedule will be reviewed as specified in s. Comm 47.325 (2). Reimbursement maximums, labor rates and hours may be adjusted and tasks added and/or deleted. Any or all of the following may be used to effect adjustments to the UCCS:

- Index approach as specified by the department (Based on changes in the gross domestic product)
- Cost data compiled from public bidding
- U & C Schedule Review Committee (will be comprised of PECFA staff and external stake holders)
- Cost data compiled from UCCS exemptions (variance process)

- Annual cost and labor surveys
- RSMMeans Environmental Cost Data

LABOR RATES

Labor rates include the cost of equipment and supplies used to complete office and field tasks and which are not included on the usual and customary equipment schedule. Separate costs for field and office equipment and supplies that do not appear on the usual and customary equipment schedule are not reimbursable.

Reimbursement is based on the maximum rate allowed for a task, not the rate of the individuals performing the work. For example, the maximum reimbursement rate for performing monitoring well sampling activities is an amount that coincides with the Field Technician labor rate. There is no restriction against an individual with a higher reimbursable rate performing the task. (In other words, any individual that qualifies to perform a given task may perform that task, however the reimbursement maximum will be based on the unit rate as established by the Field Technician labor rate for the task, not the labor rate of the individual actually performing the work.)

Owners/operators who are or have personnel qualified to perform any of the tasks defined herein, and who use their employees to perform these tasks will only be reimbursed for their cost to perform the task, i.e. s. Comm 47.30 (1) (e) 4. applies.

The FIELD PROFESSIONAL, STAFF PROFESSIONAL and SENIOR PROFESSIONAL labor categories include the following disciplines: Hydrogeologist, Geologist, Soil Scientist and Engineer.

SPECIFICATIONS

1. GROUNDWATER SAMPLING

This task consists of sampling of all monitoring wells and potable wells regardless of depth, diameter, analytical parameters, etc. It includes, but is not limited to, the measurement of static water levels, purge volume calculations and decontamination of equipment. It also includes monitoring well maintenance (e.g. bentonite/ice/soil clean-out from well vault, rethread mounting bolts, etc), project management to coordinate this task and the personnel to manage laboratory services such as: chain of custody, sample preparation, sample shipping, and QA/QC samples. It will also include the in-field measurement of the following field physical parameters: pH, conductivity, redox and temperature. Although dissolved oxygen is also collected in the field it is to be collected under activity GS10 (see below) since it is a geochemical natural attenuation parameter.

A separate unit rate, GS20, for water level elevation measurements is provided on a per-well basis for wells that are **not being sampled during a sampling event** (it is **not** to be applied as an incremental amount to the sample collection unit rate). This activity, when warranted, must be conducted concurrent with a groundwater sample collection event.

Two incremental unit rates, groundwater sample activity GS10 and GS15, provide the labor cost to collect and, when necessary, filter groundwater samples that require laboratory analysis for geochemical natural attenuation parameters (see DNR **Guidance on Natural Attenuation for Petroleum Releases - RR614** for specific NA parameters) and the metals, cadmium and lead, respectively. These activities specifically include the cost of groundwater filtering equipment (filter apparatus and filters) for those geochemical NA parameters that require filtering. , GS10 and GS15 are to be applied on a per-well basis for those wells that require this special **sampling and they are** to be applied as incremental amounts to the sample collection (GS05) unit rate. These activities, when warranted, must be conducted concurrent with a groundwater sample collection event.

A separate incremental unit rate, GS30, for the abandonment of temporary wells that are installed under TASK 12, activity DP75, has been provided on a per-well basis. A separate trip and mob/demob (GS25) to abandon these temporary wells will not be allowed. This abandonment activity is to be conducted concurrent with a groundwater sampling event (GS05) which includes the final groundwater sample-collection event for the temporary well.

This task is limited to no more frequently than once every three months (quarterly).

2. OPERATION & MAINTENANCE REPORTING

This task consists of labor and equipment, material and supply costs to complete the preparation and submittal of an annual groundwater monitoring (DNR Form 4400-194) report. The department expects this task to include all activities to create a report that documents data collection and analysis, and that draws conclusions and makes recommendations for all activities completed during that phase of work.

This task will be reimbursed for a complete report (1 per year). Additional costs to remedy omissions or corrections for this document are not eligible.

Note: A larger reimbursement maximum, OMR10, is available if LNAPL removal is conducted concurrently with groundwater sampling. This is not an incremental cost to OMR05.

3. LNAPL ASSESSMENT & REMOVAL

Activities LAR05 and LAR10 consist of labor, equipment and supplies to remove LNAPL from any well, regardless of depth or diameter. It includes, but is not limited to, the measurement of LNAPL thickness and recording of water level. It also includes project management time to coordinate this task and the personnel to manage waste. This activity is limited in frequency to once per month and only 12 events will be reimbursed per site (source property). It must be conducted concurrently with a groundwater-sampling event for months in which a groundwater-sampling event is conducted.

When LNAPL removal is conducted concurrently with groundwater sampling, then only the following activities are applicable - all groundwater sampling activities as appropriate and Task 34 – incremental mob/demob. LAR10 IS NOT applicable in this situation.

The per-well rate is only applicable if measurable LNAPL is present (i.e. measured LNAPL thickness is greater than or equal to 0.01 ft.) including results over the last two years. This does not include hydrocarbon sheen on water.

LAR06 is a one time event per site to collect LNAPL for laboratory analysis (see U & C Lab schedule LNAPL1). There is no mob/demob associated with this activity, as it is to be conducted concurrent with another field task. LAR10 (mob/demob) or TASK 34 (Incremental mob/demob) cannot be claimed if only performing LAR06.

A separate incremental reimbursement rate (TASK 5, Activity CR10) has been established for a one-time LNAPL assessment report, with departmental approval.

4. WASTE DISPOSAL

Consultant Services

This task consists of labor to coordinate the disposal of waste (contaminated soil, groundwater or LNAPL). It includes waste characterization, preparation of appropriate forms and coordination of subcontractor removal activities. The coordination activity must be contemporaneous with the commodity disposal activity. It is required that all like waste (same matrix) be disposed during an individual mobilization.

Commodity Services

This task consists of personnel and supplies for the disposal of waste (contaminated soil, groundwater or LNAPL). It includes drums¹ and appropriate forms. There are no

¹ Commerce does not expect drillers, or for that matter, any of the commodity service providers to be responsible for the cost of drums. In developing TASK 4, the department made the assumption that the RP would incur the per drum cost that is typically invoiced by drillers. After all, it is the responsibility of the claimant/responsible party (RP) to see to it that all wastes generated at their site are disposed of properly as well as promptly. We further anticipated that the RP would receive reimbursement for the cost of these drums through Task 4, only after disposal of all accumulated waste was complete.

Including the cost for drums in Task 4 is no mistake or oversight.

The intent of TASK 4 is to prevent current waste handling practices and to avoid going forward, the practice of allowing *investigative and remediation waste to accumulate at a site until after the entire investigation (or entire project) is complete*. It is the departments expectation that RP's will take advantage of Task 4 to get rid of existing stockpiles of accumulated waste at their site(s). We further expect that all future waste generating activities will include plans for the prompt disposal of those wastes. The sooner investigative and remedial waste is disposed of, the sooner the RP will receive reimbursement for the cost of the drums.

How consultants and commodity service providers invoice for and receive payment for services provided is between the RP and the respective service provider. The department is however very specific about how eligible PECFA costs are to be submitted for reimbursement. All PECFA eligible U & C project expenditures must be presented on the U & C Standardized invoice under the appropriate U & C task, and proof of expenditure and payment must be attached to the standardized invoice. For claim submittal, both the driller and waste disposal invoice will have to be included with the standardized invoice as documentation for Task 4. In addition,

mobilization frequency restrictions (see introductory mob/demob language) for this task. However, it is required that all like stored waste (same matrix) be disposed during an individual mobilization. Prior department approval is required if a different disposal method (i.e. other than drums) is to be used. For example, the disposal of a pre-existing soil stockpile requires prior department approval.

Disposal documentation (i.e. receipt, discharge permit, etc) must be provided.

5. CLOSURE REQUEST

This task consists of activities for the preparation and submittal of closure forms, closure narrative, appropriate notifications and closure justification, for requests made at the conclusion of remediation as required by ch. NR 726. This submittal reimbursement maximum does not include the GIS Packet reimbursement maximum.

A separate incremental reimbursement rate (CR10) has been established for a one-time LNAPL assessment report. It is applicable if closure is being sought when residual LNAPL is present, or as a separate reporting activity, if prior department approval is granted. This incremental reimbursement only applies once per occurrence. This includes, but is not limited to estimating the in-place residual LNAPL volume (in part, by using a quantitative determination of soil type), determining quantitative LNAPL fluid properties, reiterating the dissolved groundwater plume dynamics, summarizing LNAPL thickness measurements and recoveries to date, discussing the relative mobility of the residual LNAPL, and discussing potential remedial alternatives and costs.

Separate incremental reimbursement rates are included for GIS packets - One for the source property and one for each off-source property.

This task is limited to no more frequently than once every 12 months. If closure is sought concurrent with task 22 (Soil Investigation Report) or task 23 (Soil and Groundwater Investigation Report) this cost item is not also eligible with the exception of the incremental cost for LNAPL removal reporting and GIS packet preparation and submittal.

This task will be reimbursed for a complete request only. Additional costs to remedy omissions or corrections for this document are not eligible.

6. LETTER REPORT/ADDENDUM

This task will include personnel to prepare and submit a letter report. In order for reimbursement to be approved for this activity it must be requested by the agency(s) and the document must present new data collection results e.g. a follow-up to an initial site investigation report (SIR) or closure request that has been submitted on a previous date but not approved. This includes, but is not limited to, providing updated data tables, figures, and conclusions. This activity may also include revisions of the GIS packet based on newly collected data.

This task may not be used to remedy omissions or corrections for the following tasks: operation & maintenance report, closure request, letter report/addendum, regulatory

the sum of the per-drum waste disposal cost plus the per-drum cost charged by the driller cannot exceed the maximum reimbursable unit cost for activity WD10, WD15 or WD20.

The department encourages the use of alternative methods of waste disposal that do not involve the use of drums. Recognize that prior department approval is required.

correspondence, site investigation report, investigation work plan preparation, soils and water investigation report, cap maintenance plans, change order requests and claim submittal.

This task will be reimbursed for a complete report only. Additional costs to remedy omissions or corrections for this document are not eligible.

7. REGULATORY CORRESPONDENCE

This task includes labor to prepare and submit status reports, periodic reporting, teleconferences, requests for copies of existing documentation and general written correspondence to responsible party and regulatory agency(s). This reimbursement maximum is limited to 12 per 12-month period.

Task 7 can also be utilized when a government entity, such as a municipality, state, city, Township, county, etc, requires written notification of the installation of a soil boring or monitoring well but does **not require a permit fee and does not issue a formal permit.**

This task may not be used to remedy omissions or corrections for the following tasks: operation & maintenance report, closure request, letter report/addendum, regulatory correspondence, site investigation report, investigation work plan preparation, soils and water investigation report, cap maintenance plans, change order requests and claim submittals.

(Note: Twelve (12) regulatory correspondences are eligible for the period of time bounded by May 1, 2006 (rule effective date) to December 31, 2006. January 1 of each year will be the reference date for determining the 12-month period. For example, the next 12 month period will run from January 1, 2007 to December 31, 2007 and so on. If a project should begin (signed contract) anytime after January 31, then the number of regulatory correspondences that will be eligible will be based on the number of months remaining in that 12 month period. For example, if a project begins on July 17, 2007, then the number of eligible regulatory correspondences would be six (6).

8. WELL ABANDONMENT

These activities must conform with the well abandonment requirements detailed in s. NR 141.25. It is required that all wells be abandoned during an individual mobilization. This task allows either a consultant or a commodity service provider to complete the abandonments. If a consultant elects to complete the abandonments then only the consultant activities can be applied. If a commodity service provider is selected to complete the abandonments then commodity service provider activities, WAB35 and WAB40, and only consultant activity WAB05 can be applied.

There are maximum reimbursement rates for 2 (WAB45), 4 (WAB50) and 6 (WAB55) inch wells.

If an overnight stay is required to complete abandonment activities then Task 31 (Overnight Per Diem) can be applied. Should it be necessary to have a commodity service provider perform the abandonments and there is a two-man crew, then Task 15 - Activity MDT25 can be applied.

Special abandonment circumstances such as deep wells or wells that must be over-drilled require prior department approval.

Consultant Services

This task consists of personnel, equipment and supplies to coordinate and perform the abandonment of monitoring and remediation wells (e.g. SVE, groundwater extraction, etc). It includes preparation of appropriate forms and coordination of subcontractor abandonment activities. If a commodity service provider is selected to perform the abandonments, then the consultant can only utilize consultant activity WAB05

(coordination). In addition, the coordination activity must be contemporaneous with the commodity service abandonment activity.

Commodity Services

This task consists of labor, equipment (Task 15 items/activities are not to be used for this task with the exception noted above for per diem) and supplies to abandon monitoring and remediation wells and to complete Department of Natural Resources (WDNR) abandonment form (Form 3300-5).

9. INVESTIGATION WORKPLAN PREPARATION

This task will include document preparation costs, which will include, but is not limited to, site background review, investigation scope of services, health and safety plan, tables, diagrams, and maps, and sampling protocol. Only one work plan will be reimbursed per site (source property). This document is to contain detailed descriptions of the site and the activities that are to take place. The format and content of this report must conform to chs. NR 716.07 and 716.09.

This task will be reimbursed for a complete report only. Additional costs to remedy omissions or corrections for this document are not eligible.

10. INITIAL SITE SURVEY – FEATURES AND WELL ELEVATIONS

The purpose of this task is to conduct an initial survey to collect site feature location data and monitoring well and recovery well location and elevation data. This location and elevation data is to be used for the subsequent preparation of a report quality base map to be used in the development of maps, cross-sections and drawings for future report preparation. Only one initial site survey will be reimbursed per site (source property). This reimbursement maximum is not intended for a certified survey. However, surveying to a National Geodetic Survey datum (USGS datum) is still a ch. NR 716 requirement.

Consultant Services

Activity IS05 consists of labor to coordinate a survey for location and/or elevation of site features, monitoring wells and recovery wells.

Activity IS10 consists of labor and equipment to perform subsequent survey events. A mob/demob is not included with this event as it is expected to be conducted concurrent with another field task. It will be reimbursed on a per-well basis **for new well or soil boring installations only**.

Commodity Services

Activity IS15 consists of labor, equipment and supplies to conduct an initial survey for location and elevation (where appropriate) of site features, monitoring wells and recovery wells. The maximum reimbursement rate for this activity includes materials and mobilization/demobilization costs. This reimbursement maximum is not intended for a certified survey. However, surveying to a National Geodetic Survey datum (USGS datum) is still a ch. NR 716 requirement.

11. POTABLE WELL FIELD RECONNAISSANCE

This task consists of the field confirmation of existing potable water supplies (wells or springs) identified in the work plan. This reconnaissance activity includes, but is not limited to, acquisition of the following information: well ownership, well location, well completion data, well use, reported (not measured) depth to water, etc. Only one reconnaissance will be reimbursed per site (source property). There is no mob/demob associated with this task, as it is to be conducted concurrent with another field task.

12. **DIRECT PUSH**

For sites subject to public bidding, (estimated or actual cost, including interest, will exceed \$60,000), this task is limited to 40 feet total drilling (on a site or project basis) without prior department approval.

Consultant Services

Activities DP05 and DP10 consist of labor, equipment and supplies to oversee direct push soil boring advancement and to collect soil and/or groundwater samples. The horizontal location of each borehole is to be measured and DNR soil borehole logs must be completed by appropriate consulting firm employees and signed by the consulting firm employee that logged the borehole.

The reimbursement maximum for this task does not include the cost for soil and/or groundwater laboratory analysis (see Task 33). In order for the oversight unit rate (DP05 and DP10) to qualify, a continuous soil profile must be collected.

A separate per-sample unit rate (DP20) for the oversight and collection (grab samples) of groundwater samples during activities DP05 and/or DP10 is provided. For reimbursement of DP20 a groundwater sample must have been collected from the subject boring and submitted for laboratory analysis. Chain of custody documentation is required.

A separate per-foot unit rate (DP15) for the oversight of direct push groundwater profiling (no soil collection or sampling) is provided. This involves the collection of groundwater samples (grab samples) across a site with the express purpose of identifying the horizontal and vertical distribution of petroleum contamination in groundwater. This rate is not incremental to the unit rate for activities DP05 and DP10 and cannot be applied if a groundwater sample could have been collected using activity DP20 in conjunction with DP05 and/or DP10.

A separate per-well unit rate (DP25) for the oversight of temporary groundwater monitoring well installation (s. NR 141.29) is provided.

Abandonment costs for these temporary wells have been included as a separate activity (GS30) under TASK 1 (Groundwater Sampling). The department expects these temporary wells to be abandoned during their final groundwater sampling event. Task 8 (well abandonment) may not be applied.

Commodity Services

This task consists of commodity service labor and equipment and supplies to perform direct push soil borings. In order for the soil boring rates (DP35 and DP40) to qualify a continuous soil profile must be collected.

A separate per-foot unit rate (DP45) for direct push groundwater profiling (no soil collection or sampling) and the advancement of a borehole for activity DP75 (temp well install) is provided. This rate is not incremental to the unit rate for activities DP35 and DP40 and cannot be applied if a groundwater sample could be collected using activity DP70 in conjunction with activity DP35 and/or DP40.

A separate per-sample unit rate (DP70) for the collection (grab samples) of groundwater samples during activities DP35 and/or DP40 is provided. For reimbursement of DP70 a groundwater sample must have been collected from the subject boring and submitted for laboratory analysis. Chain of custody documentation is required.

Separate reimbursement maximums are provided for drive points, borehole abandonments and concrete penetrations, in DP55, DP60 and DP65, respectively.

A separate per-foot unit rate (DP75) for temporary groundwater monitoring well installation (s. NR 141.29) is provided. Activity DP45 can be used for the advancement of this borehole.

Reference code DP80 consists of labor, equipment and supplies to mobilize and demobilize a direct push rig to install soil borings and/or monitoring wells. This reimbursement maximum includes decontamination labor and equipment.

13. DRILLING

Drilling that will exceed a depth of 75 feet below ground surface (bgs) per boring must have prior department approval. The footage intervals referenced on the schedule are also applicable on a per-boring basis (not total footage per site or project). For sites subject to public bidding, (estimated or actual cost, including interest, will exceed \$60,000), this task is limited to 40 feet of total drilling (on a site or project basis) without prior department approval.

Consultant Services

This task consists of labor, equipment and supplies to oversee drilling and collecting split spoon soil samples (except blind drilling and bedrock drilling) every 2.5 feet regardless of borehole depth. The horizontal location of each borehole is to be measured and DNR soil borehole logs must be completed by appropriate consulting firm employees and signed by the consulting firm employee that logged the borehole.

For unconsolidated drilling, this task includes field screening, selection and preparation of soil samples for laboratory analysis, but does not include laboratory analytical costs. For bedrock drilling, this task includes field screening and descriptions of bedrock drill cuttings.

The reimbursement unit rate for bedrock drilling oversight (13.c) can only be applied within competent bedrock (i.e. at or below hollow stem auger refusal). For the shallower, unconsolidated drilled interval, the maximum reimbursement unit rates for oversight (13.a or 13.b) would apply.

Commodity Services

This task consists of labor, equipment and supplies to drill in unconsolidated soils and/or competent bedrock. For drilling in unconsolidated soils, split spoon soil samples are to be collected every 2.5 feet, regardless of boring depth (except blind drilling). The bedrock drilling maximum reimbursement unit rate (13.f) can only be applied within competent bedrock (i.e. at or below hollow stem auger refusal). For the shallower, unconsolidated drilled interval, the maximum reimbursement unit rates (13.d or 13.e) would apply.

For drill rig mobilization, see Task 15.

14. MONITORING WELL INSTALLATION

Consultant Services

This task consists of labor, equipment and supplies to oversee installation of ch. NR 141 compliant monitoring wells. The cost for measurement of horizontal location of each monitoring well is also included. A WDNR well construction form is to be completed for each well while in the field.

Commodity Services

This task consists of labor, equipment and supplies to install and develop ch. NR 141 compliant monitoring wells (2 inch PVC casing). A WDNR well development form must be completed and signed by the individual that develops the well. Either a commodity

service provider or the consultant may perform well development utilizing the well development activity (MWI20).

A separate mob/demob is available for wells that need a waiting period, under s. NR 141.21, between installation and development.

15. MISCELLANEOUS DRILLING TASKS

This task consists of miscellaneous activities, equipment, materials and supplies that may be necessary to complete soil borings or well installations.

Reference code MDT05 consists of labor, equipment and supplies to mobilize a drill rig to install soil borings and/or monitoring wells. This reimbursement maximum includes decontamination labor and equipment.

The reimbursement maximum for reference codes MDT10, MDT15, MDT20, MDT35 and MDT45 includes materials and labor.

Reference code MDT25 [commodity service provider (drilling and direct push) overnight per diem, which includes meals and overnight stay per person. Limited to 2 persons] can only be applied when the work at a site will require greater than one day to complete, and an overnight stay is more cost effective than traveling to and from the site. Note: In order to be able to utilize this activity there must be an overnight stay. This activity can also be utilized by TASK 12 commodity service providers. It cannot, however, be used for an overnight stay between jobs at different sites; mobilization/demobilization activity (MDT05 or DP80) is available for this activity.

Reference code MDT30 (Well Repair) includes labor to perform minor repairs on a well (e. g. well cover replacement, riser adjustment, etc). **Department approval is required prior to conducting this activity.** This is not to be used for well maintenance (bentonite/rainwater clean out, rethread mounting bolts, etc.), which is addressed under Task 1 – Groundwater Sampling. There is no separate mob/demob. This activity is to be conducted concurrent with another task that has a mob/demob.

16. HAND AUGER BORING

This task consists of labor, equipment and supplies to perform hand-augered soil borings to depths greater than 12 inches. The horizontal location of each borehole is to be measured and DNR soil borehole logs must be completed by appropriate consulting firm employees and signed by the consulting firm employee that logged the borehole. This task includes the field screening, selection and preparation of soil samples for laboratory analysis. It does not include laboratory analytical costs.

Abandonment labor for auger boreholes is included in the unit rate. Should s. NR 141.25 apply (borehole is > 10 ft or groundwater is encountered), then well abandonment activity, WAB20, can be utilized.

For sites subject to public bidding, (estimated or actual cost, including interest, will exceed \$60,000), this task is limited to 10 borings without prior department approval.

17. SURFACE SOIL/SEDIMENT/WATER SAMPLING

This task consists of sampling of various types of surface waters, sediments and/or soils not associated with installing a well or a soil boring. This activity includes personnel, equipment and supplies to complete the task. The cost for measurement of horizontal location of each sample point is included. It also includes project management to coordinate this task and the personnel to manage laboratory services such as chain of custody, sample preparation, sample shipping, and QA/QC samples. This task does not include the cost of laboratory analyses.

For sites subject to public bidding, (estimated or actual cost, including interest, will exceed \$60,000), prior department approval is required if the number of sample locations will exceed five.

18. VAPOR SCREENING

This task consists of labor, equipment, and supplies to screen for vapors that may have migrated from a point of release and entered into subsurface structures such as sewers, basements, utility vaults, aboveground enclosed structures, etc. Prior department approval is required if more than one screening is to be conducted per site. This task is to be conducted concurrent with another task (no separate mob/demob) with an organic vapor analyzer. **Separate responses to reported vapors or subsequent sampling events will be considered to be an emergency action.**

19. HYDRAULIC CONDUCTIVITY TESTING

This task consists of personnel, equipment, and supplies to conduct hydraulic conductivity testing in monitoring wells. It also includes project management time to coordinate this task and the labor to download the data from the data logger.

For sites subject to public bidding, (estimated or actual cost, including interest, will exceed \$60,000), this task is limited to no more than 2 wells without prior department approval.

20. SOIL BORING/MONITORING WELL PERMITS

This task consists of labor to acquire soil boring and/or monitoring well permits required by municipalities. A copy of the permit is required in order to receive this reimbursement except under the following circumstance – when a government entity, such as a municipality, state, city, township, county, etc, requires written notification of the installation of a soil boring or monitoring well but does **not require a permit fee and does not issue a formal permit.** Under this scenario the notification costs would be reimbursed under TASK 7.

Task 20, activity SBMWP05 does not include any required permit fee. If a permit fee is required, the fee amount can be reimbursed with appropriate documentation (e.g. receipt for payment of permit fee) submitted in the claim.

21. ACCESS AGREEMENTS

This task is for the preparation and execution of an agreement to gain access to an off-source-property. It includes labor to draft an access agreement and to present it to the third party. Prior department approval is required if additional attempts at execution are required. Any fee paid to the third party for the access is not reimbursable. Copy of the access agreement(s) required.

22. SOIL INVESTIGATION REPORT

This task is intended for those sites for which only soil contamination has been identified. It consists of labor and material costs required to prepare and submit one comprehensive site investigation report. The department expects this task to include, but is not limited to, the following: data reduction, data analysis, and compilation of tables and figures, etc. The format and content of this report must conform to s. NR 716.15. This task is to include labor for the preparation of the report and all reviews, modifications, revisions and re-submittals.

This task will be reimbursed for a complete report only. Additional costs to remedy omissions or corrections for this document are not eligible.

When closure is recommended or sought concurrent with the preparation and submittal of this document all aspects of the closure report must be included as part of the SI report (includes, but is not limited to, closure form, technical rationale, etc.). In such cases, the reimbursement rate for a closure request (CR05) is not available as an additional cost. However, the incremental cost listed under Task 5 for LNAPL reporting (CR10) and GIS Packet preparation and submittal (CR15 and/or CR20) may be applicable.

23. SOIL AND GROUNDWATER INVESTIGATION REPORT

This task is intended for those sites for which there is both soil and groundwater contamination. It consists of labor and material costs required to prepare and submit one comprehensive site investigation report. The department expects this task to include, but is not limited to, the following: data reduction, data analysis, and compilation of tables and figures, etc. The format and content of this report must conform to s. NR 716.15. This task is to include labor for the preparation of the report and all reviews, modifications, revisions and re-submittals.

This task will be reimbursed for a complete report only. Additional costs to remedy omissions or corrections for this document are not eligible.

When closure is recommended or sought concurrent with the preparation and submittal of this document all aspects of the closure report must be included as part of the SI report (includes, but is not limited to, closure form, technical rationale, etc.). In such cases, the reimbursement rate for a closure request (CR05) is not available as an additional cost. However, the incremental cost listed under Task 5 for LNAPL reporting (CR10) and GIS Packet preparation and submittal (CR15 and/or CR20) may be applicable.

24. LIMITED SOIL EXCAVATION

This task is limited to a maximum of \$5,000 including laboratory analytical costs. It is a one-time event per occurrence. This task is only applicable to sites not subject to public bidding under s. 101.143 (3) (cp), Stats. All sites, for which the estimated or actual total cost (including interest) will exceed \$60,000, are subject to public bidding. The approval under s. Comm 47.337 (3) (b) or (c) is not required.

Consultant Services

This task consists of labor and equipment to oversee the excavation and disposal of contaminated soil and back filling with clean material. It also includes, but is not limited to, costs for planning, permitting, coordination and sample collection.

Commodity Services

This task consists of labor and equipment to conduct a limited remedial excavation to remove and dispose of contaminated soils and backfill the excavation. It also includes, but is not limited to, costs for excavator, transportation and landfill disposal.

25. REMEDIATION SYSTEM SHUT DOWN

This task consists of labor and equipment to shut down an active remediation system, either permanently or temporarily.

The temporary shutdown rate is not incremental to the permanent shutdown rate, does not apply during permanent shutdown and can only be performed once per year without departmental approval.

Permanent shutdown includes, but is not limited to, activities to abandon and dismantle the treatment system at time of closure. Temporary shutdown could include, but is not limited to, activities such as removing water from lines and tanks as necessary (e.g. winterization).

26. SITE SPECIFIC RCL CALCULATIONS FOR DIRECT CONTACT RISK

This task consists of labor to calculate Site Specific Residual Contaminant Levels (SSRCL) for direct contact risk under s. NR 720.19 (5). This is a one-time event and prior department approval is not required. The reimbursement maximum covers the cost for all calculations, regardless of the number of contaminants of concern. If these calculations are submitted as a stand-alone document, then regulatory correspondence (Task 7) can be used for submittal; otherwise they are to be incorporated as a component of another document.

27. CLAIM SUBMITTAL

This task is for the preparation and submittal of a claim by a certified public accountant, independent contractor, or other independent preparer. Submittal events are based on milestones.

Documentation must be submitted in a claim to substantiate that the activities for which a claim is being made have, in fact, been performed and completed. This supporting documentation may be in the form of, but not limited to, commodity service invoices, field notes, laboratory chain-of-custody, monitoring well construction logs and abandonment forms, borehole logs and abandonment forms, reports, waste disposal tickets, etc. Each piece of supporting documentation should be attached to the invoice on which, are the activities that it supports.

This task will be reimbursed for a complete claim only. Additional costs to remedy omissions or corrections for this document are not eligible.

28. STANDARDIZED INVOICE

This task is for the preparation of Commerce's standardized invoice. One form is to be completed for each invoice submitted in a PECFA claim where the U & C schedule applies. Not required for bid sites.

29. OCCURRENCE CLASSIFICATION FORM

This task consists of labor for the preparation and submittal of a site classification score sheet (to be provided by the department). This will be a one-time reimbursable amount.

30. MEETING WITH REGULATORS

This task consists of labor and mileage per diem to meet with Comm and/or DNR regulatory staff at the office of the respective regulatory agency or project site. It does not include teleconferences (these are applicable under Task 7).

Prior written approval from the respective agency is required. This does not include RP/consultant, consultant/consultant, or internal consultant meetings. This is a per-visit charge regardless of the number of projects that may be discussed.

31. CONSULTANT OVERNIGHT PER DIEM

This task includes an overnight stay, which consists of lodging and a morning and evening meal at the respective State rates. This task can only be utilized by consultants on a site by site basis. It must also be shown that the effort necessary to complete a single task or multiple tasks at a site requires greater than one day to complete. In addition, it must be shown that it is more cost effective to stay overnight as opposed to traveling to and from the site each day.

32. DEED RESTRICTION PREPARATION

This task consists of personnel and materials to prepare a deed restriction required as a condition of closure. The execution of the deed restriction is not reimbursable. This task

cannot be used if the deed restriction is part of the agency closure letter. Nor can this task be used if the consultant is recommending the use of this mechanism in the closure request (TASK 5).

33. SCHEDULE OF LABORATORY MAXIMUMS

This schedule presents the maximum reimbursement amounts for eligible laboratory analytes.

Note: Trip Blanks, Field Blanks and Methanol Blanks are eligible for reimbursement: The reimbursement maximum for these QA/QC samples will coincide with the appropriate analytes provided in the schedule.

The following stipulations apply:

i) Trip blanks will not be eligible for reimbursement when VOC, GRO and PVOC compounds are not detected in any of the associated groundwater samples. WIDNR Publication, Groundwater Sampling Field Manual, PUBL-DG-038-96, Page 26 indicates that trip blank analysis is not necessary if VOC, GRO and PVOC compounds are not detected in any of the groundwater samples.

ii) Field blanks will not be reimbursable if dedicated or disposable sampling equipment is utilized.

iii) Methanol blanks will only be reimbursed when methanol preservation is used.

34. CONSULTANT INCREMENTAL MOB/DEMOB

This task includes labor and equipment for additional field work when two or more field tasks are conducted at the same PECFA site on the same day. The largest primary mob/demob, from one of the field tasks (the primary task) being performed, can be applied. The incremental mob/demob can only be applied to the additional field tasks that are conducted at the same site and on the same day as the primary task, and for which there is a consultant primary mob/demob activity.

35. CAP MAINTENANCE PLAN

This task consists of activities for the preparation and submittal of a cap maintenance plan at the conclusion of remediation as required by ch. NR 726. This submittal reimbursement maximum does not include the GIS Packet reimbursement maximum.

This task will be reimbursed for a complete plan only. Additional costs to remedy omissions or corrections for this document are not eligible.

36. CHANGE ORDER REQUEST

This task consists of activities for the preparation and submittal of change in scope of service requests. This submittal reimbursement maximum does not include the GIS Packet reimbursement maximum.

This task will be reimbursed for a complete request only. Additional costs to remedy omissions or corrections for this document are not eligible.