Excess Liability Trust Fund Cost Guidance

Office of Land Quality

Petroleum Branch

Disclaimer

This nonrule policy document (NPD) is being established by the Indiana Department of Environmental Management (IDEM) consistent with its authority under IC 13-14-1-11.5. It is intended solely to provide guidance and shall be used in conjunction with applicable rules or laws. It does not replace applicable rules and laws, and if it conflicts with these rules or laws, the rules or laws shall control. Pursuant to IC 13-14-1-11.5, this policy will be available for public inspection for at least 45 days prior to presentation to the appropriate State Environmental Board and may be put into effect by IDEM 30 days afterward. If the nonrule policy is presented to more than one board, it will be effective 30 days after presentation to the last. IDEM also will submit the policy to the Indiana Register for publication.

Contents

TASK A: Site Characterization

TASK A.1 Soil Boring Advancement & Monitoring Well Installation

TASK A.1.a: Soil Borings

Scope of Work: This task consists of all personnel time to coordinate and oversee a subsurface investigation to determine the extent of soil and/or groundwater contamination released from an aboveground/underground storage tank, utilizing soil boring advancement and sampling. **This task assumes that the soil borings will <u>not</u> be converted to groundwater monitoring or remediation wells. Please refer to TASK A.1.b for well construction activities.**

Planning and Preparation

Personnel	Activities	Total Hrs.: First or only day of field activities	Total Hrs.: Subsequent day(s) of field activities
Senior Project Manager	Acquisition of subcontractors	1	
Project Manager	Project management, coordinate waste disposal	3	0.5
Staff Project Person	Prepare for field activities	6	2
	Total Hours For Task	**10**	**2.5**

The one day, task-based reimbursement cost as of June 1, 2023 would be $1,157 and $272.50 for each subsequent day.

Activities included in total hours for above task:

- Solicit bids for contractor services (if necessary)
- Coordinate soil boring advancement
- Project management
- Coordinate disposal of soil cuttings and/or groundwater
- Coordination with regulatory agencies

Field Work

Costs for consultant drilling oversight and sampling activities will be based on a unit cost dependent upon drilling technique utilized and total feet drilled, as follows:

Direct Push Technology:

- Typical drilling conditions = $8/foot

Hollow Stem Auger Techniques:

- Typical drilling conditions = $14/foot

Additionally, a consultant labor charge of up to one-half hour for drill rig set-up time between borings, and up to one-half hour for every soil or groundwater sample submitted for laboratory analyses from each borehole may be proposed for reimbursement (at the appropriate personnel rate). **Please note that costs associated with drill rig repairs and/or weather delays are not reimbursable.**

Activities included in total cost/foot:

- Oversee advancement of soil boring(s)
- Collection of soil and/or groundwater samples for analyses
- Drill rig set-up time between boring locations
- Borehole logging and abandonment
- Consultant equipment calibration and decontamination
- Time to prepare and pack samples for delivery or shipping of samples
- Consultant coordination of traffic control vendor, if necessary (traffic plans, barricade placement and rental, etc.)

Potential activities or items that may be added to above unit cost, as necessary:

- Cost for laboratory analyses of the collected soil and/or groundwater samples
- Travel time to the site and laboratory
- Vehicle mileage

Assumes:

- One consultant staff project person on site during field activities

NOTE: Refer to Appendix D: Drilling Costs (Borings and Wells).

TASK A.1.b: Groundwater Monitoring Well Installation

Scope of Work: This task consists of all personnel time to coordinate and oversee the installation of temporary or permanent groundwater monitoring or remediation wells including soil recovery for sampling purposes and coordinating waste disposal.

Planning and Preparation

Personnel	Activities	Total Hrs.: First or only day of field activities	Total Hrs.: Subsequent day(s) of field activities
Senior Project Manager	Acquisition of subcontractors	1	
Project Manager	Project management, coordinate waste disposal	4	0.5
Staff Project Person	Prepare for field activities	7	2
	Total Hours For Task	**12**	**2.5**

The one day, task-based reimbursement cost as of June 1, 2023 would be $1,387 and $272.50 for each subsequent day.

Activities included in total hours for above task:

- Solicit and evaluate bids
- Coordinate and prepare for field activities
- Coordinate the preparation and submittal of boring log/well installation form to the Department of Natural Resources (DNR)
- Project management
- Coordinate disposal of soil cuttings and/or groundwater
- Coordination with regulatory agencies

Field Work

Costs for consultant drilling oversight and sampling activities will be based on a unit cost dependent upon drilling technique utilized and total feet drilled, as follows:

Direct Push Technology:

- Typical drilling conditions = $10/foot

Hollow Stem Auger Techniques:

- Typical drilling conditions = $16/foot

Additionally, a consultant labor charge of up to one-half hour for drill rig set-up time between borings, and up to one-half hour for every soil or groundwater sample submitted for laboratory analyses from each borehole may be proposed for reimbursement (at the appropriate personnel rate). **Please note that costs associated with drill rig repairs and/or weather delays are not reimbursable.**

Activities included in total hours for above task:

- Oversee advancement of soil boring(s) to be converted to well(s)
- Collection of soil and/or groundwater samples for analyses
- Drill rig set-up time between boring locations
- Borehole logging
- Coordinate/oversee construction/installation of well(s) – including wellheads
- Consultant equipment calibration and decontamination
- Time to prepare and pack samples for delivery or shipping of samples
- Consultant coordination of traffic control vendor, if necessary (traffic plans, barricade placement and rental, etc.)

Potential activities or items that may be added to above table, as necessary:

- Cost for laboratory analyses of the collected soil and/or groundwater samples
- Travel time to site and laboratory
- Vehicle mileage

Assumes:

- One consultant staff project person on site during field activities

NOTE: Refer to Appendix D: Drilling Costs (Borings and Wells).

TASK A.1.c: Groundwater Monitoring Well Development

Scope of Work: This task consists of all personnel time to develop groundwater monitoring or remediation wells. This assumes that well development will be performed by the consultant as opposed to the driller or other non-consultant contractors. This task may be used when a monitoring well needs to be redeveloped.

Personnel	Activities	Total Hrs.: First or only well	Total Hrs.: Each subsequent well
Project Manager	Coordinate waste disposal	1	
Field Technician	Prepare equipment & develop well(s)	3	1
	Total Hours For Task	**4**	**1**

The one well, task-based reimbursement cost as of June 1, 2023 would be $341 and $72 for each subsequent well.

Activities included in total hours for above task:

- Develop well(s)
- Coordinate disposal of development water
- Consultant coordination of traffic control plan and placement of traffic barriers (if necessary)

Potential activities or items that may be added to above table, as necessary:

- Travel time to site
- Vehicle mileage

TASK A.1.d: Monitoring Well Network Survey

Scope of Work: This task consists of all personnel time to coordinate and conduct the survey of the monitoring well network after the addition of monitoring wells. This activity should be coordinated with quarterly monitoring sampling if the site is at this phase.

Personnel	Activities	Total Hrs.
Project Manager	Planning for survey, project management	1
Staff Project Person	Conduct survey of monitoring well network	4
Staff Project Person	Conduct survey of monitoring well network	4
	Total Hours For Task	**9**

The task-based reimbursement cost as of June 1, 2023 for this task would be $965.

Activities included in total hours for above task:

- Planning of the survey event
- Conducting the survey event

Potential activities or items that may be added to above table, as necessary:

- Travel time to site
- Vehicle mileage

Assumes:

- Two consultant staff project persons on site during field activities

TASK A.2: Site Investigation Reports

TASK A.2.a: Initial Site Characterization Report Preparation

Scope of Work: This task consists of all personnel time to summarize initial site conditions and to provide the data and information specified by the IDEM PM in accordance with IC 13-23-13-1(c) and/or 40 CFR 280.63.

Personnel	Activities	Total Hrs.
Senior Project Manager	Final review, data evaluation	8
Project Manager	Data evaluation, report preparation	44
Drafting Person	Generate drawings, figures, maps, plans	22
Word Processor/Clerical	Word processing, clerical support	4
	Total Hours For Task	**78**

The task-based reimbursement cost as of June 1, 2023 for this task would be $8,211.50.

Activities included in total hours for above task:

- Preparation of the LUST ISC Report Cover Sheet and Report Format (State Form 55439)
- Preparation of the LUST ISC Checklist (State Form 55440)
- Data on the nature, site-specific location, and estimated quantity of release
- Initial response and abatement information
- Product recovery information, if applicable
- Site background information
- Site investigation information including analytical data collected
- Known or expected extent of the contamination
- Recommendations of additional site characterization activities
- Drafting (site plan, soil boring logs, contaminant plume maps, etc.)
- Coordination with regulatory agencies
- Revision to submittal, if determined to be deficient by IDEM PM
- Development of Sensitive Receptor Survey to determine the existence of sensitive receptors within a given radius from a site with groundwater contamination
    - Activities included in total hours for above task:
        - Database research
        - Records review with Department of Natural Resources (DNR) records, wetlands maps, etc., in context with outer boundary of groundwater contaminant plume

        - Report production with scaled map depicting each sensitive receptor
        - Links to information source must be provided in the document
        - Field identification of sensitive receptors, if necessary
- Preparation of two-dimensional geologic cross sections
- Development of a conceptual site model. A conceptual site model is a three-dimensional understanding of site conditions which conveys what is known or suspected about the release sources, release mechanisms, contaminant fate and transport, exposure pathways, potential receptors, and possible risks to humans and ecological receptors (e.g., birds, fish, and wildlife)
    - Activities included in total hours for above task:
        - Database research
        - Review and evaluate historic, site-specific data to be used in the conceptual site model
        - Discussion of data compiled to date, potential data gaps, evaluation of risks due to contamination present, and recommendations for additional characterization, remediation, or closure
        - Drafting (e.g., site plan, potentiometric maps, isocontour maps, soil boring logs, contaminant plume maps, cross-sections, fence diagrams)
        - Report production with all model outputs and visual interpretations

TASK A.2.b: Further Site Investigation (FSI) Report Preparation

Scope of Work: This task consists of all personnel time to summarize additional site conditions and to provide a summary of the data and information specified by the IDEM PM in accordance with 40 CFR 280.65 or similar activities relative to ASTs to determine the full extent of contamination.

In order to assist with reasonable and cost effectiveness requirements, IDEM is requesting one comprehensive FSI Report within 365 days of the request for additional investigation by IDEM.

Most site investigation reports include details regarding the site and the activities that took place. When there are previous reports already submitted for a release, much of the details in the first report can be duplicated and placed into the new report. An example is in the preparation of the FSI Report where information in the ISC Report can be duplicated.

Personnel	Activities	Total Hrs.
Senior Project Manager	Final review, data evaluation	6
Project Manager	Data evaluation, report preparation	26
Drafting Person	Revise drawings, figures, maps, plans	18
Word Processor/Clerical	Word processing, clerical support	4
	Total Hours For Task	**54**

The task-based reimbursement cost as of June 1, 2023 for this task would be $5,416.50.

Activities included in total hours for above task:

- Preparation of the LUST FSI Report Cover Sheet and Report Format (State Form 55441)
- Site investigation information including analytical data collected
- Detailed description of the monitoring well installation procedures
- Data evaluation including hydrogeologic information
- Updates to the conceptual site model
- Updates to the two-dimensional geologic cross sections
- Preliminary recommendations for remediation of soil and or groundwater
- Drafting (site plan, soil boring logs, contaminant plume maps, etc.)
- Coordination with regulatory agencies
- Revision to submittal, if determined to be deficient by IDEM PM

TASK A.3: Environmental Restrictive Covenant (ERC)

TASK A.3.a: Preparation and Recordation of an ERC

Scope of Work: This task consists of all personnel time to prepare an ERC for a property as requested by the IDEM PM. IDEM has ERC Templates that are suggested to be used for this task. Changes to the template language, affected areas or the restriction(s) that is/are required should be discussed with the IDEM PM prior to preparing the ERC to avoid resubmittals. In addition to the draft ERC, a copy of the warranty deed and the legal description for the property must be included. If an affected area is being used in the ERC, it must be clearly described in the ERC text and depicted on an attached site map. A site map must be 8.5"x11", no colors, 10 font or greater and depict only the necessary information to identify the location of the property and affected area.

Personnel	Activities	Total Hrs.
Principal	**Serve as technical expert on site**	**1**
Senior Project Manager	Project management, final review	3
Project Manager	Complete draft ERC	5
Staff Project Person	Obtaining and recording deed	3
Drafting Person	Drafting of property map	2
Word Processor/Clerical	Word processing, clerical support	1
	Total Hours For Task	**15**

The task-based reimbursement cost as of June 1, 2023 for this task would be $1,722.75.

Activities included in total hours for above task:

- Preparation of the ERC/Deed Notice Modification or Termination Request (State Form 56082)
- Coordination with regulatory agencies
- Negotiations with off-site property owners
- Revision to submittal if determined to be deficient by IDEM PM
- Completion of draft ERC for review by IDEM prior to recordation
- Drafting of property map

Potential activities or items that may be added to above table, as necessary:

- Fee for obtaining a warranty deed
- ERC recordation fee
- Travel time to recorder's office

- Vehicle mileage

TASK A.3.b: Affected Area Map Preparation

Scope of Work: This task consists of all personnel time to prepare a map of an affected area. Affected area maps are required only when an entire parcel is not being restricted in an ERC that is being utilized for site closure. Designating an affected area for an ERC must be discussed with the IDEM PM prior to inclusion in an ERC.

Personnel	Activities	Total Hrs.
Senior Project Manager	Final review	1
Project Manager	Data evaluation	3
Drafting Person	GIS formatting, drafting map	3
	Total Hours for Task	**7**

The task-based reimbursement cost as of June 1, 2023 for this task would be $707.75.

Activities included in total hours for above task:

- Data evaluation
- GIS formatting
- Coordination with IDEM PM

Potential activities or items that may be added to above table, as necessary:

- Obtain GIS data points, if needed
- Vehicle mileage
- Travel time to the site

TASK B: Groundwater Monitoring

TASK B.1: Groundwater Sampling Planning/Preparation & Field Work

Scope of Work: This task consists of all personnel time to prepare for and conduct a groundwater sampling event. The field work conducted at the site is assumed to include purging and sampling of one or more monitoring wells for analyses of dissolved petroleum hydrocarbon constituents and in-situ oxidation and bioremediation parameters. This task also includes removal of light non-aqueous phase liquid (LNAPL) from wells (e.g. hand bailing, change out of passive product absorbent socks/skimmers, etc.).

Planning and Preparation

Personnel	Activities	Total Hrs.
Senior Project Manager	Final review and signature	1
Project Manager	Project management, work plan preparation	4
Technician	Prepare field notes, loading of equipment, sampling preparation, drum disposal	4
Word Processor/Clerical	Word processing, data input, clerical support	1
	Total Hours For Task	**10**

The task-based reimbursement cost as of June 1, 2023 for this task would be $982.50.

Activities included in total hours for above task:

- Coordinating with the client and IDEM
- Coordinating with the laboratory
- Preparation of field notes package
- Organization of field supplies, including loading and unloading equipment from company vehicles

Field Work

Personnel	Activities	Total Hrs. For First or Only Well	Total Hrs. For Each Additional Well
Field Technician	Purge & sample well(s), perform LNAPL recovery	3	1
	Total Hours For Task	**3 for first or only well**	**1 for each additional well**

The one well, task-based reimbursement cost as of June 1, 2023 would be $216 and $72 for each additional well.

Activities included in total hours for above task:

- Prepare and decontaminate equipment
- Gauge static water levels
- Purge groundwater monitoring well(s) and/or removal of free product
- Recovery of groundwater stabilization data during well purging
- Recovery of groundwater samples for chemical analyses
- Recovery of groundwater oxidation and bioremediation parameter data using equipment and meters in the field (if requested by IDEM PM)
- Recovery of groundwater samples for oxidation and bioremediation parameter analyses to be performed by an analytical laboratory (if requested by IDEM PM)
- Assist with purge water/free product drum disposal including drum labeling/disposal
- Time to prepare and pack samples for delivery or shipping of samples
- Consultant coordination of traffic control vendor, if necessary (traffic plans, barricade placement and rental, etc.)

Potential activities or items that may be added to above table, as necessary:

- Travel time to the site and laboratory
- Vehicle mileage
- Additional time for specialized sampling methodologies, as necessary

TASK B.2: Quarterly Monitoring / Remediation Status Report Preparation

Scope of Work: This task consists of all personnel time to produce a status report summarizing all groundwater monitoring and sampling results and remediation activities as required by an approved CAP, if applicable. Such reports are to be prepared on a quarterly basis unless the IDEM PM requests a different schedule. The cost table below assumes a site has up to 12 monitoring wells.

Personnel	Activities	Total Hrs.
Senior Project Manager	Project oversight, final review	2
Project Manager	Report preparation	7
Staff Project Person	Data compilation	4
Drafting Person	Prepare/update drawings, figures, maps	6
Word Processor/Clerical	Word processing, clerical support	1
	Total Hours For Task	**20**

The task-based reimbursement cost as of June 1, 2023 for this task would be $2,003.

Activities included in total hours for above task:

- Preparation of the LUST QMR Cover Sheet & Report Format (State Form 56087)
- Summary of all site activities during reporting period
- Data assimilation
- Coordination with regulatory agencies
- Preparation and updating of contaminant plume maps and other figures as required by the IDEM PM
- Discussion of remediation system performance, if applicable
- Provide conclusions and recommendations
- Revision to submittal if determined to be deficient by the IDEM PM

NOTE: If the same data is submitted in another requested report such as a Further Site Investigation Report, Vapor Intrusion Report, or No Further Action Report, a Quarterly Monitoring Report (QMR) should NOT be submitted. QMR Report preparation costs for duplicative information will NOT be reimbursed.

NOTE: IDEM also realizes that a large amount of the details usually contained in a QMR are duplicated from prior reports. The location, geology, hydrogeology, and sampling protocols should not change significantly. The tables and maps need to be updated if they include new data, but no major changes are normally needed. The

appendices of the document may be from other sources (e.g., sample results from the laboratory) or duplicates (e.g., standard sampling protocol followed). Once the first QMR is prepared for a site, the subsequent reports should take less time, effort, and cost to prepare.

TASK C: Site Closure Activities

TASK C.1: No Further Action (NFA) Reports

TASK C.1.a: NFA Request with Unconditional Closure

Scope of Work: This task consists of all personnel time to produce a stand-alone report requesting a regulatory determination of no further action (NFA) when there is no known soil and/or groundwater contamination that will be left in place that exceeds screening levels.

Personnel	Activities	Total Hrs.
Senior Project Manager	Data compilation, report preparation, final review	1
Project Manager	Report preparation	4
Staff Project Person	Data compilation	4
Drafting Person	Prepare/update drawings, figures, maps	2
Word Processor/Clerical	Word processing, clerical support	1
	Total Hours For Task	**12**

The task-based reimbursement cost as of June 1, 2023 for this task would be $1,235.

Activities included in total hours for above task:

- Preparation of NFA Request Cover Sheet (State Form 56088)
- Provide a brief site history
- Compiled data supporting NFA request
- Revision to submittal if determined to be deficient by IDEM PM

TASK C.1.b: NFA Request using Lines of Evidence

Scope of Work: This task consists of all personnel time to produce a stand-alone report requesting a regulatory determination of no further action (NFA) when there is known soil and/or groundwater contamination exceeding risk-based screening levels that will be left in place. The report must discuss potential exposure risks utilizing lines of evidence. If needed, present data pursuant to calculations and modeling that verify the groundwater contaminant plume will be remediated by natural attenuation before it migrates offsite or impacts sensitive receptors. Present data demonstrating that known soil contamination will not impact groundwater.

Personnel	Activities	Total Hrs.
Senior Project Manager	Performing calculations, final review	5
Project Manager	Performing calculations, report preparation & review	9
Staff Project Person	Data compilation	6
Drafting Person	Prepare/update drawings, figures, maps	2
Word Processor/Clerical	Word processing, clerical support	2
	Total Hours for Task	**24**

The task-based reimbursement cost as of June 1, 2023 for this task would be $2,720.50.

Activities included in total hours for above task:

- Preparation of NFA Request Cover Sheet (State Form 56088)
- Summary of all site activities during life of the project to include:
  - Site history
  - Corrective action and remediation history
  - Current concentrations and extent of contamination
  - Hydrogeologic setting and conditions
  - Groundwater contaminant plume stability
  - Amount of contaminant mass and concentration reduction
  - Potential receptors in the site vicinity and possible contaminant pathways
- Provide lines of evidence for unrestricted site closure
- Calculations and modeling results (if necessary)
- Revision to submittal if determined to be deficient by the IDEM PM

TASK C.1.c: NFA Request Report with Environmental Restrictive Covenant

Scope of Work: This task consists of all personnel time to produce a stand-alone report requesting a regulatory determination of no further action (NFA) with an ERC(s). The report should summarize all historic assessment, remediation, and sampling activities into a report that requests closure using risk-based closure objectives per IC 13-25-5-8.5. The report may be requested by IDEM following submittal and review of other site closure related documents. **This task cannot be claimed in conjunction with TASK A.4 or if TASK A.4 has already been claimed.**

Personnel	Activities	Total Hrs.
Principal	Final Review	1
Senior Project Manager	Project oversight, report preparation, final review	6
Project Manager	Data assimilation, report preparation	34
Staff Project Person	ERC(s) preparation, obtain property(ies) deed(s)	8
Drafting Person	Prepare/update drawings, figures, maps	6
Word Processor/Clerical	Word processing, clerical support	2
	Total Hours For Task	**57**

The task-based reimbursement cost as of June 1, 2023 for this task would be $6,612.25.

Activities included in total hours for above task:

- Preparation of NFA Request Cover Sheet (State Form 56088)
- Coordination with regulatory agencies
- Preparation and updating of contaminant plume maps and other figures
- Summary of all site activities during life of the project to include:
  - Site history
  - Corrective action and remediation history
  - Magnitude and extent of contamination
  - Hydrogeologic setting and conditions
  - Groundwater contaminant plume stability
  - Amount of contaminant mass and concentration reduction
  - Current contaminant concentrations and distribution
  - Potential receptors in the site vicinity and possible contaminant pathways
- Obtain property deed(s), prepare ERC(s)
- Record IDEM approved ERC(s)
- Revision to submittal if determined to be deficient by IDEM PM

Potential activities or items that may be added to above table, as necessary:

- ERC recordation fee
- Travel time and mileage if deed cannot be obtained from owner, online, or by mail
- Travel time and mileage to record IDEM approved ERC

TASK C.2: Site Restoration Activities

TASK C.2.a: Remediation System Decommissioning & Site Restoration Planning/Preparation

Scope of Work: This task consists of all personnel time for planning and preparation for the decommissioning/removal of remediation system(s) and all associated equipment and site restoration activities.

Personnel	Activities	Total Hrs.
Senior Project Manager	Acquisition of subcontractors	1
Project Manager	Project management, coordinate equipment & waste disposal	5
Staff Project Person	Prepare for field activities	4
	Total Hours For Task	**10**

The task-based reimbursement cost as of June 1, 2023 for this task would be $1,197.

Activities included in total hours for above task:

- Soliciting and evaluating bids
- Coordinating field activities
- Coordination with regulatory agencies
- Coordination of equipment and waste disposal

TASK C.2.b: Permanent Well Closure Planning/Preparation and Field Oversight

Scope of Work: This task consists of all personnel time to coordinate and oversee the permanent closure of groundwater monitoring and/or remediation wells following a NFA determination from IDEM.

Planning and Preparation

Personnel	Activities	Total Hrs.
Project Manager	Project management, coordinate sub-contractors & waste disposal	2
Staff Project Person	Coordinate field activities, submit & evaluate bids (if necessary), and submit well abandonment logs to the Department of Natural Resources (DNR)	8
	Total Hour for Task	**10**

The task-based reimbursement cost as of June 1, 2023 for this task would be $1,090.

Activities included in total hours for above task:

- Soliciting and evaluating bids
- Coordinating field activities
- Coordinating site restoration (as result of well abandonment only - if necessary)
- Coordination with regulatory agencies
- Submittal of well abandonment logs to DNR
- Coordination of waste disposal

Field Work

Personnel	Activities	Total Hrs.
Staff Project Person	Oversight of well abandonment activities	8
	Total Hours For Task	**8**

The task-based reimbursement cost as of June 1, 2023 for this task would be $840.

Potential activities or items that may be added to above table, as necessary:

- Vehicle mileage
- Travel time to the site

Assumes:

- Wells abandoned in accordance with DNR Statutes and Rules

TASK D: Tank Closure and Replacement

TASK D.1: Tank Closure

TASK D.1.a: UST Decommissioning & Removal – Planning/Preparation

Scope of Work: This task consists of all personnel time to coordinate the decommissioning of underground storage tank system(s) and all associated field activities. This task assumes that field work will be performed by a sub-contractor with oversight by the consulting company.

Planning and Preparation

Personnel	Activities	Total Hrs.
Senior Project Manager	Acquisition of subcontractors	1
Project Manager	Project management, coordinate waste disposal	6
Staff Project Person	Preparation of notification form, prepare and coordinate field activities	7
	Total Hours For Task	**14**

The task-based reimbursement cost as of June 1, 2023 for this task would be $1,637.

Activities included in total hours for above task:

- Preparation and submittal of the Thirty (30) Day Notification of Intent to Close (State Form 56553)
- Evaluate bids (if necessary)
- Coordinate and prepare for field activities
- Coordination with regulatory agencies
- Coordination of waste disposal
- Revision to submittal if determined to be deficient by IDEM staff

NOTE: All costs related to the UST Decommissioning and Replacement program, including the specified costs in this NPD, will be reimbursed at 50% of the approved amount pursuant to IC 13-23-9-1.7.

TASK D.1.b: UST Closure Report Preparation

Scope of Work: This task consists of all personnel time to produce a stand-alone underground storage tank (UST) closure report for any location that has closed regulated tanks. The Underground Storage Tank Systems Closure Report (State Form 56554) should be completed and submitted with an UST Closure Report (which should include lab data, site maps, disposal documentation, etc.) in accordance with 329 IAC 9-6. Instructions and State Form 56554 can be found online at IDEM Forms: https://www.in.gov/idem/5157.htm#olq_ust. If any required portions of this form are not completed, a Notice of Deficiency indicating deficient regulatory obligations will be sent.

Personnel	Activities	Total Hrs.
Senior Project Manager	Final review, data evaluation	2
Project Manager	Data evaluation, report preparation	12
Staff Project Person	Data compilation	6
Drafting Person	Prepare/update drawings, figures, maps	6
Word Processor/Clerical	Word processing, clerical support	1
	Total Hours For Task	**27**

The task-based reimbursement cost as of June 1, 2023 for this task would be $2,838.

Activities included in total hours for above task:

- Preparation of UST Closure Report (State Form 56554)
- Data evaluation
- Drafting (site plan, extent of excavation with sample locations)
- Coordination with regulatory agencies
- Revision to submittal if determined to be deficient by IDEM staff

NOTE: All costs related to the UST Decommissioning and Replacement program, including the specified costs in this NPD, will be reimbursed at 50% of the approved amount pursuant to IC 13-23-9-1.7.

TASK D.2: Tank Installation – Planning/Preparation

Scope of Work: This task consists of all personnel time to coordinate tank installation and preparation of the notification form.

Personnel	Activities	Total Hrs.
Senior Project Manager	Acquisition of subcontractors	2
Project Manager	Project management, coordinate subcontractor work, and coordinate waste disposal (if necessary)	15
Staff Project Person	Plan and coordinate field activities, preparation of notification form	2
	Total Hour for Task	**19**

The task-based reimbursement cost as of June 1, 2023 for this task would be $2,389.

Activities included in total hours for above task:

- Preparation of the Notification for UST systems (State form 45223)
- Evaluating bids (if necessary)
- Coordinate and prepare for field activities
- Coordination with regulatory agencies
- Coordination of waste disposal (if necessary)
- Submittal of notification form to register the new tanks
- Revision to submittal if determined to be deficient by IDEM

Potential activities or items that may be added to above table, as necessary:

- Travel time to the site
- Vehicle mileage

Assumes:

- Notification form completed following the IDEM 45223 Form Instructions

NOTE: All costs related to the UST Decommissioning and Replacement program, including the specified costs in this NPD, will be reimbursed at 50% of the approved amount pursuant to IC 13-23-9-1.7

TASK E: ELTF Claim Preparation

Scope of Work: This task consists of all personnel time for the preparation and submittal of a reimbursement claim to the Excess Liability Trust Fund (ELTF). This task is limited to one submittal per quarter for an incident and assumes three pay requests within the claim.

Personnel	Activities	Total Hrs.
ELTF Claims Technician	Prepare Reimbursement Claim	7.5
	Total Hours For Task	**7.5**

The task-based reimbursement cost as of June 1, 2023 for this task would be $540.

Activities included in total hours for above task:

- Completion and submittal of all necessary forms
- Submittal of additional information if requested by ELTF
- Submittal of all backup documentation to support reimbursement of the costs

TASK F: Miscellaneous Tasks

TASK F.1: Field Work Notification

Scope of Work: This task consists of providing a Field Work Notification to advise the IDEM PM and other IDEM staff that the consultant will be conducting field work at an ELTF eligible site. The consultant must provide the notification by email at least 14 days prior to the event. IDEM staff may conduct a site visit to observe and/or split sample. If the date or start time that was provided are changed, the consultant must provide the new date and time to IDEM as soon as the change is made.

Personnel	Activities	Total Hrs.
Project Manager	Preparation of notification	0.5
	Total Hours For Task	**0.5**

The task-based reimbursement cost as of June 1, 2023 for this task would be $62.50.

Activities included in total hours for above task:

- Submittal of notification by email at least 14 days prior to the event
- Notice of any change to date and start time of field work as soon as change is made by consultant

TASK F.2: Health and Safety Plan Preparation

Scope of Work: This task consists of all personnel time necessary to produce the initial site-specific Health and Safety Plan for a site.

Personnel	Activities	Total Hrs.
Project Manager	Project management, review of document	1
Staff Project Person	Prepare Health and Safety Plan	4
Word Processor/Clerical	Word processing, clerical support	1
	Total Hours For Task	**6**

The task-based reimbursement cost as of June 1, 2023 for this task would be $587.50.

Activities included in total hours for above task:

- Preparation and review of a site-specific Health and Safety Plan

TASK F.3: Utility Clearance Coordination

Scope of Work: This task consists of all personnel time necessary to coordinate the clearance of public and/or private utilities prior to soil boring advancement, well installation, trenching activities, etc.

Personnel	Activities	Total Hrs.
Project Manager	Project management	1
Staff Project Person	Demarcate areas for clearance, coordinate utility clearances	3
	Total Hours For Task	**4**

The task-based reimbursement cost as of June 1, 2023 for this task would be $440.

Activities included in total hours for above task:

- Site reconnaissance visit to demarcate area for public and/or private utility clearances

Potential activities or items that may be added to above table, as necessary:

- Travel time to site
- Vehicle mileage

NOTE: Refer to Appendix F: Utility Locate.

TASK F.4: Access Agreements

Scope of Work: The following task consists of all personnel time to prepare and negotiate an access agreement for third party property access for each off-site property, which may be required to perform assessment and remediation activities. **Waste-0065-NPD for gaining access is available at https://www.in.gov/idem/files/nrpd_waste-0065.pdf.**

Personnel	Activities	Total Hrs.
Principal	Coordinate legal matters	1
Project Manager	Document preparation, obtain access agreement(s)	3
Word Processor/Clerical	Word processing, clerical support	1
	Total Hours For Task	**5**

The task-based reimbursement cost as of June 1, 2023 for this task would be $581.50.

Activities included in total hours for above task:

- Document preparation

Potential activities or items that may be added to above table, as necessary:

- Vehicle mileage
- Travel time
- Attorney costs may be reimbursed for fees charged that do not exceed one thousand dollars ($1,000) for access negotiation

NOTE: Failure to follow Waste-0065-NPD when attempting to obtain access to properties can lead to denial of all associated costs. If access was NOT obtained, provide properly documented attempts and denials for access per Nonrule Policy Waste-0065-NPD which must be submitted to both the IDEM PM and in the ELTF Claims submittal.

NOTE: ELTF does not reimburse for access to the property on which the tank(s) are/were installed.

TASK F.5: Meetings with Regulatory Agency Staff

Scope of Work: This task consists of all personnel time to prepare for an IDEM requested meeting. Meetings may include project status meetings, remediation system optimization meetings, or other meetings requested by the IDEM PM and deemed appropriate to help move the project towards closure. Meetings for these purposes may occur from project inception until a "No Further Action" is issued by IDEM. **This task is not for use when meetings are not requested/required by IDEM staff or are required due to facility operator noncompliance or recalcitrance.**

Personnel	Activities	Total Hrs.
Senior Project Manager	Final review, project planning and coordination	1
Project Manager	Project review, presentation development, IDEM communication	3
Word Processor/Clerical	Word processing, data input, clerical support	1
	Total Hours For Task	**5**

The task-based reimbursement cost as of June 1, 2023 for this task would be $569.50.

Activities included in total hours for above task:

- Planning and coordination
- Data assimilation
- Coordination with other affected parties
- Presentation of electronic data (e.g., PowerPoint or other)
- Copies for handouts during meeting

Potential activities or items that may be added to above table, as necessary:

- Vehicle mileage
- Travel time and meeting attendance time

Appendix A: Personnel and Labor Rates

Shown below are the professional labor rates for consultant personnel at the time this document was released. These labor rates are adjusted annually on June 1 of each year, in accordance with the product price index (PPI) percentage listed for December of the previous year. The North American Industry Classification System (NAICS) Code for Environmental Consulting Services is 541620 and is described at http://www.naics.com/naics-code-description/?code=541620. The PPI Industry data tables are available through the Bureau of Labor and Statistics (BLS) at: http://www.bls.gov/ppi/home.htm

Claims for labor must use the rate in effect on the date the work was completed. Individual companies may use different titles and descriptions for employees; however, the Personnel Classification and activity descriptions as listed in 328 IAC 1-3-5(f) show the definitions and tasks for personnel as required by the claim application.

Reimbursement will be limited to the actual value and level of the work performed, irrespective of the title of the employee. When submitting a claim for reimbursement, the applicant is required to give the personnel classification, task being performed, and the name of the individual(s) performing the task. Rates are paid based on the task performed by an employee rather than the qualifications of the employee.

Personnel Labor Rates (rates as of 6/1/23)	
Personnel Classification	**Labor Rate ($/hr.)**
Principal	$163.75
Senior Project Manager	$152.00
Project Manager	$125.00
Staff Project Person	$105.00
Field/ELTF Claims Technician	$72.00
Drafting Person	$60.25
Word Processor/Clerical Person	$42.50
Toxicologist	$187.50

Appendix B: Laboratory Analytical Costs

The following is a list of common analytical tests performed on soil, water, and air samples to test for the presence and concentration of contaminants. The invoice from the laboratory detailing what samples were analyzed, the date analyzed, and actual cost is required with payment requests. The typical laboratory costs presented below are inclusive of all containers and packaging. Please note per 328 IAC 1-3-5(b)(3), the eligible parties may seek payment from the ELTF for soil, water, and vapor sampling for petroleum and petroleum constituents only as necessary to achieve the applicable remediation objectives determined under IC 13-12-3-2.

Lab Analysis for Soil	
EPA Method	**$/sample**
TPH-8015 GRO, TPH-8015 DRO, TPH-8015 ERO	$50.00
TPH-418.1	$95.00
TRPH-HEM-1664/9071B	$60.00
VOC-8260	$130.00
SVOC-8270	$225.00
PAH-8270SIM	$130.00
PAH-8310	$150.00
PCB-8082	$110.00
Metals – 7 barium, cadmium, lead, mercury, nickel, zinc	$100.00
Individual metals	$15.00
BTEX/MTBE-8021	$60.00
BTEX/MTBE-8260	$80.00
Ignitability	$30.00
Fraction of organic carbon	$70.00

Various landfills and regulatory agencies may require tests, such as: PCBs, ignitability, corrosivity, reactivity, bioassay, and others. These tests will be considered when soils from an eligible source are destined for disposal at a permitted facility. Any additional costs incurred due to the presence of ineligible substances detected as a result of these tests are not eligible for reimbursement. These analytical results **MUST** be submitted to the IDEM PM. Reimbursement for unusual tests that may be required by a landfill will be evaluated based upon the contaminating substance, requirements of the landfill, and requirements of the regulating agency. Copies of landfill requirements must be included with the reimbursement request.

Lab Analysis for Water	
EPA Method	**$/sample**
TPH-8015 GRO, TPH-8015 DRO, TPH-8015 ERO	$50.00
TPH-8015 Methane	$80.00
TRPH-HEM-1664	$50.00
VOC-8260	$135.00
SVOC-8270	$225.00
PAH-8270SIM	$135.00
PAH-8310	$150.00
Metals – 7 barium, cadmium, lead, mercury, nickel, zinc	$100.00
Individual metals	$15.00
BTEX/MTBE-8021	$50.00
BTEX/MTBE-8260	$80.00
Metal-soluble iron	$25.00
Nitrates	$25.00
Sulfate	$25.00
Sulfide	$25.00
COD	$20.00
BOD_5	$40.00
Total Suspended Solids	$20.00

Lab Analysis for Air	
EPA Method	**$/sample**
VOC-TO-15	$400.00

At the IDEM PM's request, all quality assurance/quality control (QA/QC), including raw data and internal chain of custody necessary to validate analytical results, a 20% markup is allowed per sample. The IDEM PM must request the full QA/QC for this cost to be eligible for reimbursement.

When QA/QC samples are collected, a matrix spike/matrix spike duplicate (MS/MSD) must also be collected at the rate of one (1) MS/MSD sample for every 20 samples collected per matrix. A duplicate sample should also be provided at the rate of one (1) per every 20 water samples.

Appendix C: Equipment Rental

The costs to rent small equipment can be reimbursed by the ELTF. The costs listed below are based on a daily rental rate and is NOT an inclusive list. If the equipment will be used for multiple days, the applicant should determine if a weekly or monthly rate is more cost-effective. Please note that per 328 IAC 1-3-5(e), “Lease or rental on equipment will not be reimbursed above the purchase price.”

Equipment	**$/Day**
Field Instruments	
Photoionization detector	$90.00
Flame ionization detector	$135.00
LED/O2 meter	$60.00
pH and conductivity meter	$24.00
Dissolved oxygen meter	$36.00
Oxidation/reduction meter (REDOX)	$50.00
Multiparameter water quality meter including pH, dissolved oxygen, temperature, and conductivity	$60.00
Water level indicator	$15.00
Oil/Water interface probe	$70.00
Laser survey equipment	$90.00
Metal detector	$20.00
Geographic positioning systems (GPS) unit for site mapping to 1 foot accuracy	$120.00
Anemometer	$42.00
Carbon dioxide meter	$30.00
Field Sampling Equipment	
Hand auger sampling kit (hand auger/brass sleeves)	$42.00
Slide hammer core sampler	$42.00
Peristaltic pump	$35.00
Vacuum air sampling pump	$60.00
Bailer rental	$20.00
Generators	
Portable generator, generator ≤ 5kW	$60.00
Portable generator, generator ≤ 10kW	$120.00
Portable generator, generator >10kW	$150.00
Pumps	
2” submersible pump	$140.00
4” submersible pump	$115.00
Peristaltic pump	$35.00
Miscellaneous Equipment	
Drum vacuum	$50.00

Hammer drill	$20.00
Decontamination equipment (bucket, brushes, and detergent)	$15.00
Pressure washer	$90.00
Power auger	$60.00

Appendix D: Drilling Costs (Borings and Wells)

The investigation of potential or existing groundwater contamination is usually performed by the installation of wells or obtaining grab samples of the groundwater. Groundwater wells are the most common method used to determine aquifer characteristics and contamination. Normally, if contamination is discovered, at least three wells will be required to establish the groundwater gradient. Additional wells may be required to adequately delineate the extent of the contamination.

Direct push technology must be used when it is most appropriate to the site and cost effective. Borehole logs must include blow counts in order to be paid at the Hollow Stem Auger (HSA) rate.

Geological and drilling conditions vary throughout the state. Extra costs, due to difficult drilling conditions and/or limited site access, will be considered on a case-by-case basis. Larger, more expensive drill rigs, such as air or mud rotary, may be needed on occasion because of geologic conditions. Requests must be made to both the IDEM PM for technical approval and to the ELTF SOW Coordinator for preapproval for costs above the cost table below.

Drilling Costs	
Mobilization/Demobilization	**$/mobilization**
Includes moving contractor equipment, setup, removing equipment, per diem, hotel, mileage, material, and personnel time.	$1,200.00
Direct Push Technology:	**$/day**
Other costs pertaining to direct push technology are included in the per foot allowance specified below	$1,800.00
Hollow Stem Auger (HSA):	**$/day**
Other costs pertaining to HSA technology are included in the per foot allowance specified below	$2,000.00
Soil Boring Advancement	**$/foot**
Includes all personnel, equipment, and material costs associated with the soil boring advancement for collection of soil, gas and/or groundwater samples, and the proper abandonment of the boring. Any soil boring converted to a permanent monitoring well will be compensated at the monitoring well installation rate.	$20.00
Monitoring Well Installation	**$/foot**
Includes all personnel, equipment, and material costs associated with the installation of permanent monitoring wells, including well covers, hole cutting, and decontamination. The wells must be properly developed, all generated drill cuttings and development/purge waters must be containerized. If bedrock is expected or encountered during	$50.00 (2 inch) $60.00 (4 inch)

the installation of monitoring wells, the consultant is recommended to discuss steps to move forward with the IDEM PM.	

Appendix E: Well Abandonment

Well abandonment can be completed without the use of a drilling rig at many sites. Requests must be made to both the IDEM PM for technical approval and to the ELTF SOW coordinator for preapproval for costs above the cost table below.

Well Abandonment Costs	
Well Size: 2” or less diameter	**$/foot**
Includes all personnel, equipment, and material costs associated with the abandonment of well. Additionally, the wells must be properly abandoned in accordance with DNR statutes and rule.	$21.00
Well Size: > 2” to 6” diameter	**$/foot**
Includes all personnel, equipment, and material costs associated with the abandonment of well. Additionally, the wells must be properly abandoned in accordance with DNR statutes and rule.	$27.00

Appendix F: Utility Locate

The cost is for a qualified professional to demarcate the area for public and private utility clearance which includes the labor, materials, and equipment (magnetometer, utility line locator, etc.). The cost listed below is based on locating underground private utilities, structures, and anomalies using ground penetrating radar (GPR) or electromagnetic locating equipment prior to soil boring advancement, well installation, trenching activities, etc.

Utility Locate Cost	**$/event**
Includes locating underground utilities, structure, and anomalies.	$1,100.00