




Alabama Department of Environmental Management
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July 16, 2015

MEMORANDUM

TO: ALABAMA TANK TRUST FUND RESPONSE ACTION CONTRACTORS

FROM: Dorothy S. Malaier, Chief 
UST Corrective Action Section

RE: **Current and Future Revisions to Trust Fund Guidance, CP & PR Forms
ADEM/Trust Fund Contractor Workgroup**

The Department is currently revising the Alabama Underground and Aboveground Storage Tank Trust Fund Reimbursement and Reasonable Rate Guidance and associated cost proposal and payment request forms. These changes will be implemented into "draft" forms in the near future. In the mean time, the Department is notifying all response action contractors of the changes below, and how to apply them immediately to the current unit rate forms.

Also, the Department will be conducting quarterly to bi-yearly "workgroup" meetings between the Department and Trust Fund Contractors to discuss issues or questions that may arise periodically. All consultants who wish may participate in these "workgroup" meetings, the first of which is to be held **July 29, 2015, at 9:30 am**, in the Hearing Room at the ADEM building located at 1400 Coliseum Boulevard, Montgomery, AL.

The procedural changes to the current Unit Rate process are as follows:

1) **Addendums:**

- If an addendum is to be prepared where the additional amount involved is straight forward, such as additional well footage, and was not the result of an oversight or consultant error, 1hr of PM time at \$99 may be charged as a "Tier I Addendum". This can be entered on Form "F" under "Other Plan/Report NOT Listed" until the forms are adjusted to allow for an "Addendum Adder".
- If an addendum must be prepared that involves considerable effort and was not the result of an oversight or consultant error, 1hr of PE/PG time and 2hrs of PM time, a total of \$313, may be charged as a "Tier II Addendum". This can be entered on Form "F", under "Other Plan/Report NOT Listed" until the forms are adjusted to allow for an "Addendum Adder".
- As per the "2013 Reimbursement and Reasonable Rate Guidance", **items such as additional water disposal costs or higher than projected utility expenses, do not require an addendum**, therefore addendum preparation costs will not be approved.

2) **MEME Events "Additional Adder":**

- If more than 3 MEME events are to be performed in any given quarter, an "Additional Adder" amount can be entered on Form "F" as 1hr of Staff Engineer/Geologist time and 2hrs for a PM, for a total of \$281 for report preparation.

3) **Soil Sampling "Set Up":**

- A new unit has been established for a Soil Sampling "Set Up" that may be used when drilling borings/installing wells. This can be entered on Form "F", "Other Field Tasks NOT Listed", as 2hrs of Staff Eng/Geo time for a total of \$166 for the first four wells, and an additional 1hr of Staff Eng/Geo time of \$83, for each additional group of 4 wells. (i.e. 5-8, 9-12, etc.)



4) **Remediation System Decommissioning Oversight:**

- For a system that is to be decommissioned that requires extensive effort, a “Daily System Decommissioning Oversight” amount can be entered on Form “F”, “Other Field Tasks NOT Listed” as .5hrs of PE/PG time, 1hr of PM time, and 10hrs Staff Eng/Geo time for a total of \$986.50. **This is contingent upon receiving a detailed description (in the work plan) of the estimated time period required for completion of each significant task, and is subject to approval by the Department.**

5) **Well Development Kit:**

- A new unit has been established for an Equipment Kit for Well Development. \$75/day may be charged to cover an interface probe, bailers, twine, well pump, and tubing. This may currently be requested on Form “D” by entering \$75 dollars in the “Other Miscellaneous” category. Please state in the “Other Activities Conducted” section of “CP Part I Page 2”, that \$75 is added to Form “D” for well development, until this “kit” is added to the forms.

6) **Well Abandonment Kit:**

- A new unit has been established for an Equipment Kit for Well Abandonment. A unit amount of \$60/day has been established and may be entered in the unit rate for “MW/boring installation” until the forms are adjusted to include the “Well Abandonment Kit”.

7) **Remediation System Installation Oversight (for over 7 days in the field):**

- For System Installation oversight time for over 7 days in the field, 1hr PM time of \$99/per additional day in the field can be added to the existing unit. This may be entered as 1hr PM time on Form “F”, “Other Field Tasks NOT Listed”, until this adjustment is made on the forms.

This memorandum is also being placed on the ADEM website.

It is anticipated that these changes will be incorporated into new “Draft” Unit Rate Cost Proposal and Payment Request forms that will be available on the ADEM website in the future. You will be notified by email once these changes are made, and the new “Draft” forms are available.

If there are any questions or concerns regarding these changes, please contact John Dean at (334)271-7846 or Dorothy Malaier at (334)270-5613 for further clarification.