

**Wisconsin  
Petroleum Environmental Cleanup Fund  
(PECFA)  
Reimbursement Program**

Updated April 5, 2019

RR-107

**Usual and Customary Cost Schedule  
(UCCS) Task Reference Guide #25**

**January 2019 to June 2019**

# Table of Contents

Introduction .....	1
Task Specifications .....	5
Task 1. Groundwater Sampling .....	5
Task 2. O&M Reporting.....	6
Task 3. LNAPL Assessment .....	7
Task 4. Waste Disposal.....	7
Task 5. Closure Request .....	8
Task 6. Letter Report/Addendum .....	9
Task 7. Regulatory Correspondence .....	9
Task 8. Well Abandonment.....	10
Task 9. Investigation Workplan Preparation.....	11
Task 10. Initial Site Survey – Features and Well Elevations .....	13
Task 11. Potable Well Field Reconnaissance (PWFR05).....	14
Task 12. Direct Push .....	14
Task 13. Drilling .....	16
Task 14. Monitoring Well Installation .....	17
Task 15. Miscellaneous Drilling Activities .....	17
Task 16. Hand Auger Boring.....	18
Task 17. Surface Soil/Sediment/Water Sampling .....	19
Task 18. Vapor Screening .....	19
Task 19. Hydraulic Conductivity Testing .....	19
Task 20. Soil Boring/Monitoring Well Permits.....	19
Task 21. Access Agreements .....	19
Task 22. Soil Investigation Report.....	20
Task 23. Soil and Groundwater Investigation Report .....	20
Task 24. Limited Soil Excavation .....	21
Task 25. Remediation System Shut Down.....	22

Task 26. ~~Site Specific RCL Calculations for Direct Contact Risk~~..... 23

Task 27. Claim Submittal..... 23

Task 28. Standardized Invoice..... 24

Task 29. ~~Occurrence Classification~~..... 24

Task 30. Meeting with Regulators..... 24

Task 31. Consultant Overnight Per Diem ..... 24

Task 32. ~~Deed Restriction Preparation~~..... 25

Task 33. Schedule of Laboratory Maximums ..... 25

Task 34. Consultant Incremental Mob/Demob..... 25

Task 35. Cap Maintenance Plan ..... 25

Task 36. Change Order Request..... 25

Task 37. Vapor Point Installation & Sampling ..... 26

Standardized Invoice..... 26

# Introduction

## Statutory Authority

In accordance with Wis. Stat. § 292.63 (4) (cm), the Wisconsin Petroleum Environmental Cleanup Fund Award program (PECFA) has established a Usual and Customary Cost Schedule (UCCS) of 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 task specifications for the reimbursement schedule, as well as information on variances from the 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 task or activity at the actual costs that a claimant incurs for tasks or activities they perform or the UCCS reimbursement maximum for that task or activity, whichever is less. PECFA will however, reimburse the higher costs for a task or activity that have been submitted to and approved by the DNR prior to incurring the costs. PECFA will only reimburse for tasks and activities that appear on the schedule or that have been otherwise approved by the DNR (e.g. through a variance).

## Overages

Any unforeseen commodity cost overages on approved scopes of work (whether on the UCCS or approved as a variance), must be reported to and approved by the DNR project manager within 48 hours of work. The final amount should be reported to and approved by the DNR project manager when the consultant receives the commodity invoice.

Overages for approved contractor costs should only occur in rare instances (e.g. where weather made it impossible to continue work and extra time was required). Request for approval of an overage will be reimbursed at the Regulatory Correspondence rate, not as a Change Order.

## Borings and Abandonments

In general, when advancing boreholes (includes hand-augured holes) the borehole log must include a description of every material (this includes surface material such as grass, soil, concrete, asphalt, etc.) encountered from ground surface to the bottom of the boring. The one exception to this requirement is groundwater profile sampling (Direct Push activity DP15). Groundwater profile bore hole logs should show total depth, depth to water, and any unusual circumstances encountered during borehole advancement or groundwater sample collection. 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 borehole abandonment forms must document the material(s) used to abandon the well or borehole from the bottom of the well or borehole to ground surface. If the well abandonment procedure includes over-drilling, this must also be documented on the [DNR's Well/Drillhole/Borehole Filling and Sealing Report \(Form 3300-005\)](#) under item 5 (Material Used to Fill Well/Borehole) or item 6 (Comments). Abandonment forms must also be completed for hand-augured boreholes.

### **Mobilization/Demobilization**

Mobilization/demobilization (mob/demob) tasks and activities will be reimbursed on a per - PECFA site basis (not per occurrence). A consultant and/or commodity service primary mob/demob has been assigned to Task 1, 3, 4, 8, 12, 13a, 13b, 13c, 14, 16, 17, 19, 24 and 25. Not every task or activity has a primary mob/demob. There is also an incremental mob/demob (Task 34). This incremental mob/demob can only be applied to tasks or activities for which there is a primary mob/demob.

General usage descriptions are provided in the following two paragraphs. For specific mob/demob usage see individual task specifications.

#### **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. No variances will be given for consultant mob/demob activities.

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 Tasks 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 (Tasks 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.

Only one primary mob/demob may be declared per site per field event. Additionally, more than one consultant primary mob/demob may 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 or activity 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**

Only one primary mob/demob may be utilized per site per field event. When one task is performed at a site, then the commodity service primary mob/demob associated with that task is applicable. In addition, more than one commodity service primary mob/demob may 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 DNR's expectation that all data, reports, tables, maps, drawings, etc. generated during a PECFA project, will be saved electronically. The DNR 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.

To receive the maximum reimbursement for work plans and site investigation reports, the format and content must conform to the requirements set forth in Wis. Admin. Code § NR 716.15. Further, requests for site closure should be included with the SI report (Task 22 or 23) if, at the successful completion of the site investigation, closure is the appropriate recommendation. When the closure request is to be included with the SI report (may include, but is not limited to, sites closing under Wis. Admin. Code § NR 746.07), the cost to prepare the SI report (Task 22 or 23) is eligible, and the cost to prepare the closure request will be reimbursed under Task 5 CR25. Incremental costs for LNAPL removal reporting and Continuing Obligation packet preparation and submittal under Task 5 are eligible, but only if applicable.

## **Reimbursement Schedule Adjustments/Changes**

The UCCS will be reviewed as specified in Wis. Admin. Code § NR 747.325 (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 DNR (based on changes in the gross domestic product)
- Cost data compiled from approvals
- Cost data compiled from recent commodity bids
- UCCS Review Committee (will be comprised of PECFA staff and external stakeholders)
- Cost data compiled from UCCS exemptions (variance process)
- Annual cost and labor surveys
- RS Means Environmental Cost Data

## **Labor Rates**

Labor rates include the cost of equipment and supplies used to complete office and field tasks, which are not included on the UCCS equipment schedule. Separate costs for field and office equipment and supplies that do not appear on the UCCS 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 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. Wis. Admin. Code § NR 747.30 (1) (e) 4 applies.

The Field Professional, Staff Professional and Senior Professional labor categories include the following disciplines: Hydrogeologist, Geologist, Soil Scientist and Engineer.

# Task Specifications

## Task 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, reduction/oxidation (REDOX), dissolved oxygen (DO) and temperature.

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 activities GS10 and GS15, provide labor costs to collect and, when necessary, filter groundwater samples that require laboratory analysis for geochemical natural attenuation parameters (such as nitrate, manganese, ferrous iron, sulfate, methane and alkalinity) 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 can be applied on a per-well basis for those wells that require this special sampling. They are to be applied as an incremental amount to the sample collection (GS05) unit rate<sup>1</sup>. There is no separate mob/demob for this sampling. Therefore, these activities, when warranted, must be conducted concurrent with a groundwater sample collection event.

A separate incremental unit rate, GS06, for the sampling of wells with LNAPL, has been provided on a per-well basis to provide for the extra costs associated with a clean bailer. GS06 is not an incremental rate and should be used instead of GS05, if applicable.

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).

---

<sup>1</sup> Although DO is typically measured during every groundwater sampling event (primarily for groundwater purge stabilization evaluation) the department will only reimburse for its measurement as a natural attenuation parameter under Activity GS10 once per year. GS10 includes labor costs to measure DO and REDOX as NA parameters and for collecting and filtering samples, as appropriate, of the other recommended NA parameters (nitrate, manganese, iron, sulfate, methane and alkalinity). It also includes filter equipment and supply costs for those samples that require filtering.



Additional Notes:

- For all subtasks invoiced (GS05, GS10, GS15 or GS25), a copy of the laboratory chain of custody must be included. Summary results tables allow for a quick summation of samples taken over multiple mobilizations.
- For GS10, the chain of custody will include one or more of the following: nitrates, dissolved iron, sulfate, methane, dissolved manganese, natural attenuation indicator parameters.
- Dissolved Oxygen (DO), collected under GS10, must be conducted concurrent with a groundwater sample collection event. Cost of the meter is included in the mob/demob rate.
- If only GS20 is claimed, a copy of the summary table of results or field notes must be provided to indicate wells where water level measurements were taken but were not sampled.
- Subtask GS30-Temporary Well Abandonment must be conducted concurrently with groundwater sampling; no separate mobilization will be allowed for this subtask.

## Task 2. O&M Reporting

This task consists of labor and equipment, material and supply costs to complete the preparation and submittal of a semi-annual groundwater monitoring ([DNR Form 4400-194](#)) report as indicated in Wis. Admin. Code § NR 724.13 (3) (e) for sites with passive remediation systems. The DNR 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 (two per year). Additional costs to remedy omissions or corrections for this document are not eligible.

Additional Notes:

- A larger reimbursement maximum, OMR10, is available if LNAPL removal is conducted concurrently with groundwater sampling. This is not an incremental cost to OMR05.
- For either subtask AGMR05 or AGMR10 invoiced, a copy of the complete report, or the portion that has been completed to date, must be submitted with the claim.
- If a complete report is submitted with the claim, multiple invoices may be submitted with that claim covering the work needed to complete the report.
- If report costs are submitted in multiple claims, a copy of what has been completed in that billing period must be attached to the invoice on which the report costs are being claimed.
- If costs are claimed for OMR10, the reviewer will verify in the submitted report that Free Product Abatement (Task 3) was completed.

### Task 3. LNAPL Assessment

This task is comprised of activities LAR06 and LAR10. These activities include labor, equipment and supplies to sample LNAPL from one well per site, regardless of depth or diameter. It includes, but is not limited to, the measurement of LNAPL thickness, recording of water level, and collection of the LNAPL sample for laboratory analysis. For a more complete description of LNAPL assessment requirements see [Assessment Guidance for Sites with Residual Weathered Product, RR-787](#).

Activity LAR06 can only be utilized one time per site unless more are approved by the DNR. DNR notification and approval is required prior to commencing additional LAR06 Activities, and is also required for the collection of weathered free product for laboratory analysis of physical properties (LFPS01). The DNR prefers that this activity be performed in conjunction with a scheduled groundwater sampling activity (Task 34 – Incremental Mob/Demob can be utilized in this situation); however, should this not be possible, this activity can be conducted as a one-time independent event under Activity LAR10 (Mob/Demob).

### Task 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, contaminated groundwater or LNAPL). It includes labor and completion of appropriate forms. There are no 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 DNR review and 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 DNR approval.

**Disposal documentation (i.e. receipt, discharge permit, etc.) must be provided, especially when Activity WD17 (Landfill Environmental Fee) is utilized. Actual landfill disposal costs will not be reimbursed without proof of actual cost.**

Either a consultant or a third-party commodity service provider can complete this task.

Additional Notes:

- For all subtasks (WD05, WD10, WD15, WD20 or WD25) a copy of the disposal invoice is required.
- The cost of drums is a separate subtask (MDT21) under Task 15. If drums are claimed at the same time as the disposal and are included in a driller's invoice, a copy of that invoice is also required for this task.

### **Task 5. Closure Request**

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

Separate incremental reimbursement rates are included for Continuing Obligation packets: one for the source property (CR15) and one for each off-source property (CR20), including notifying a governmental entity of right-of-way (ROW) impacts. Only one subtask may be claimed per property or ROW, regardless of number of notices sent.

This task is limited to no more frequently than once every 12 months. If closure is sought concurrently, i.e. the final recommendation is for closure, with Task 22 (Soil Investigation Report) or Task 23 (Soil and Groundwater Investigation Report), the cost of the closure request is covered under subtask CR25.

This task will be reimbursed for a complete request only. Additional costs to remedy omissions or corrections for this document are not eligible. To receive the maximum reimbursement for this task, its format and content must conform to the requirements set forth in Wis. Stat. ch. NR 726. All closure requests must comply with Wis. Admin. Code ch. NR 712.

Additional Notes:

- For CR30: This subtask consists of activities for the review and certification of site file and draft closure packet materials by a licensed professional engineer (P.E.). This subtask includes: review of all previously completed site work, reports and lab data by the P.E.; site visit(s) (P.E. and consultant); any travel/per diems/mileage (P.E. and consultant); development of recommendations and discussion with project manager (P.E. and consultant); and any regulatory correspondence. A copy of the signed and stamped certification page must accompany the claim. This subtask may only be claimed once per site.
- For all subtasks (CR05, CR15, CR20, CR25) a copy of the complete report, or the portion that has been completed to date, must be submitted with the claim.
- If the complete report is submitted with the claim, one or multiple invoices for report preparation may be submitted.
- If report costs are submitted in multiple claims, a copy of what has been completed in that

billing period must be attached to the invoice on which the report costs are claimed.

- When claiming CR15, the DNR will verify that a fee has been paid in BRRTS.
- When claiming CR20, a copy of the property/plume map showing the property boundaries must be included to verify the number of properties involved.

### **Task 6. Letter Report/Addendum**

This task will include personnel costs to prepare and submit a letter report. For reimbursement to be approved for this activity, it must be requested by the DNR 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 Continuing Obligations packet based on newly collected data. A site investigation report must be received before a letter report/addendum can be claimed.

This task may not be used to remedy omissions or corrections for the following tasks: annual groundwater monitoring 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 submittal.

- Example of an eligible cost: Closure is not recommended for approval and the DNR project manager requests two more rounds of sampling that would result in new data.
- Example of an ineligible cost: Preparing a workplan to collect new data. The workplan would require a variance approval since only the initial site investigation workplan preparation is covered under Task 9.

This cost item is not also eligible for a regulatory correspondence.

### **Task 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 the responsible party and DNR. This reimbursement maximum is limited to 12 per 12-month period (January 1 to December 31). Unused correspondences do not carry-over to the next 12-month period.

Phone calls or brief emails are not considered regulatory correspondence. Emails about a site or specific subject matter must include all questions/clarifications within the initial correspondence. If a single subject matter is spread over multiple emails, this counts as one regulatory correspondence. Multiple one or two-line emails to gain clarification of the original subject matter will not be reimbursed as regulatory correspondence.

With prior DNR approval, this task can also be used to review files for “stalled sites”.<sup>2</sup> It can only be used once per site per consultant.

Task 7 can also be utilized in conjunction with Task 20 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 or requires annual renewal of the permit but does **not require a permit fee and does not issue a formal permit (see Task 20 for specifics)**.

Only one regulatory correspondence will be reimbursed for the submittal of all required tax forms per year.

This task may not be used to remedy omissions or corrections for the following Tasks: annual groundwater monitoring 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.

### **Task 8. Well Abandonment**

These activities must conform to the well abandonment requirements detailed in Wis. Admin. Code § NR 141.25. It is required that all wells be abandoned during an individual mobilization. Either a consultant or a third-party commodity service provider can complete this task. For all subtasks, a copy of the [DNR’s Well/Drillhole/Borehole Filling and Sealing Report \(Form 3300-005\)](#) must be attached to the invoice.

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 as appropriate WAB40, WAB45 or WAB50, and only consultant activity WAB05 can be applied.

Vapor point abandonment should be conducted concurrently with monitoring well abandonment, and mob/demob will be reimbursed under activity WAB31. WAB31 should be claimed instead of WAB30, when applicable. Labor for abandoning vapor points will be reimbursed under activity WAB32.

There are maximum reimbursement rates for two (2) inch (WAB40), four (4) inch (WAB45) and six (6) inch (WAB50) wells.

If an overnight stay is required to complete abandonment activities, then Task 31 Consultant Overnight Per Diem (COPD05) can be applied by the consultant, and Task 15 Activity MDT25 (Commodity Service Provider Per Diem) can be applied by a commodity service provider, should it be necessary to have a commodity service provider perform the abandonments. The use of Activity

---

<sup>2</sup> A “stalled” site is a PECFA eligible site that has made little to no progress towards closure for a reasonable period of time (to be determined by the department) from the last date for which active progress can be documented.

MDT25 is limited to two (2) per event. In order to be eligible for two MDT25 activities, the commodity service provider crew must be comprised of a two-person crew.

DNR notification and approval is required prior to commencing the following special abandonment activities: circumstances such as deep wells, wells that must be over-drilled or wells/sumps with diameters greater than six (6) inches.

### **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.), as well as the concurrent abandonment of vapor points. It includes preparation of appropriate forms and coordination of 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 [DNR's Well/Drillhole/Borehole Filling and Sealing Report \(Form 3300-005\)](#).

Additional Notes:

- Total well depth must be measured if claiming WAB10, WAB40, WAB45 or WAB50.
- If WAB15 is claimed, the DNR project manager will confirm the water column footage by subtracting the depth to water value from the total well depth. If greater than 30', WAB15 rate applies to the entire well.
- Task 8 was used for abandonment of temporary wells when installed prior to 5/1/2006. For temporary wells installed after 5/1/2006, the abandonment cost is included in Task 1, subtask GS30.

## **Task 9. Investigation Workplan Preparation**

This task covers document preparation costs, which includes, but is not limited to, site background review, investigation scope of services, health and safety plan, tables, diagrams, maps, and sampling protocols. 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 Wis. Admin. Code §§ NR 716.07 and 716.09<sup>3</sup>.

---

<sup>3</sup> Wis. Admin. Code § NR 716.07 Site Investigation Scoping. Prior to conducting the field component of a site investigation required under Wis. Admin. Code § NR 716.05, responsible parties shall evaluate all of the following relevant items, considering the location of the site or facility, to ensure that the scope and detail of the field investigation are appropriate to the complexity of the site or facility: (1) History of the site or facility, including industrial, commercial or other land uses that may have been associated with one or more hazardous substance discharges at

**This task can only be claimed once** and is for an activity before a site investigation starts. The intent is that this task is for preparation of a site investigation work plan under Wis. Admin. Code §§ NR 716.07 and 716.09. This is not for development of a changed work plan, scope of work for a different or later activity, or remedial work plan.

This task will be reimbursed for a complete report only. For subtask IWP05, a copy of the complete report, or the portion that has been completed to date, must be submitted with the claim.

Additional costs to remedy omissions or corrections for this document will not be eligible. In order to receive the maximum reimbursement for this Task, document format and content must conform to the requirements set forth in Wis. Admin. Code §§ NR 716.07 and 716.09.

A copy of the workplan, or the portion that has been completed to date, must be submitted with the claim:

- If the complete workplan is submitted with the claim, one or multiple invoices for workplan preparation may be submitted.
- If workplan costs are submitted in multiple claims, a copy of what has been completed in that

---

the site or facility. (2) Knowledge of the type of contamination and the amount of the contamination. (3) History of previous hazardous substance discharges or environmental pollution. (4) Environmental media affected or potentially affected by the contamination. (5) Location of the site or facility, and its proximity to other sources of contamination. (6) Need for permission from property owners to allow access to the site or facility and to adjacent or nearby properties. (7) Potential or known impacts to receptors, including public and private water supplies; buildings and other cultural features; and utilities or other subsurface improvements. This evaluation shall include mapping the location of all water supply wells within a 1,200-foot radius of the outermost edge of contamination. (8) Potential for impacts to any of the following: (b) Species, habitat or ecosystems sensitive to the contamination. (c) Wetlands, especially those in areas of special natural resource interest as designated in Wis. Admin. Code § NR 103.04. (d) Outstanding resource waters and exceptional resource waters as defined in Wis. Admin. Code §§ NR 102.10 and 102.11.

Wis. Admin. Code § NR 716.09 Site investigation work plan. (1) GENERAL. Unless otherwise directed by the department, in cases where a site investigation is required under Wis Stat NR 716.05, responsible parties shall submit a work plan to the department describing the intended scope and conduct of a field investigation if the site or facility is classified as complex under Wis. Admin. Code § NR 700.09 (2) or if the responsible party chooses to proceed with the complex site process under Wis. Admin. Code § NR 700.11 (2). (2) CONTENTS. The work plan shall include all of the following information, unless otherwise directed by the department: (a) Site name, address, and location by quarter-quarter section, township, range and county, or a more precise location description if necessary to adequately define the location of the site or facility. (b) Name and address of the responsible party or parties, and name and address of all consultants or contractors involved in the response action. (c) Site location map, consisting of the applicable portion of a 1:24,000-scale topographic quadrangle published by the United States geological survey with the name of the quadrangle indicated, and a site layout map to approximate scale depicting the layout of buildings, roads, discharge location and other relevant features of the site. (d) Information gathered during scoping of the project, including the applicable items in Wis. Admin. Code § NR 716.07. (e) Basic information on the physiographical and geological setting of the site necessary to choose sampling methods and locations, including: 1. The existing topography, including prominent topographic features. 2. The surface water drainage patterns and significant hydrologic features, such as surface waters, springs, surface water drainage basins, divides, wetlands and whether the site lies within a floodplain or floodway. 3. Texture and classification of surficial soils. 4. General nature and distribution of geologic materials, including the thickness and type of unconsolidated materials and the type and nature of bedrock. 5. General hydrogeologic information. 6. Potential hazardous substance migration pathways. (f) Sampling and analysis strategy to be used during the field investigation, including 1. A description of the investigative techniques to be used to characterize the site or facility. 2. Identification on a site layout map of the locations, both planimetric and vertical, from which samples of environmental media will be obtained. Where locations cannot be specified in advance, the work plan shall include a description of the strategy to be used for determining these locations in the field. 3. A description of sampling methods to be used, including methods for preserving and delivering samples. 4. An itemization of the parameters for which samples will be analyzed, as well as the analytical methods to be used and their method detection limits. 5. A description of quality control and quality assurance procedures to be used, including the items specified in Wis. Admin. Code § NR 716.13. 6. A description of the procedures to be used to prevent cross-contamination among samples. 7. A description of the type of investigative wastes that will be generated during the site investigation and how they will be collected, stored, transported and treated or disposed of. 8. A discussion of how the sampling and analysis results will be related to results of any previous investigations at the site or facility, and how the results will be used to determine the degree and extent of the contamination and the selection of a remedial action option including, where appropriate, natural biodegradation. (g) A description of other procedures to be used for site management, including erosion control and repair of soil or ground disturbance. (h) A schedule for conducting the field investigation and reporting the results to the department.

billing period must be attached to the invoice on which the workplan costs are claimed.

#### **Task 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 existing 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 for each site (source property) that is entering the initial site investigation phase of services. A second “Initial Site Survey” will be reimbursed for those sites that the DNR has identified as “stalled.” A “stalled” site is a PECFA-eligible site that has made little or no progress towards closure for a reasonable period (to be determined by the DNR) from the last date for which active progress can be documented.

**Written DNR approval is required prior to performing any services associated with a second site survey. Reimbursement for these services may only be awarded if the written approval documentation and the lack of active progress documentation are included in the claim for which a reimbursement request is made for a second survey.**

This reimbursement maximum is not intended for a certified survey. However, surveying to a National Geodetic Survey datum (USGS datum) is still a Wis. Admin. Code ch. NR 716 requirement. Either a consultant or a third-party commodity service provider can complete this task. All services, i.e. consultant as well as commodity, can be performed by the consultant should they elect to perform this task.

#### **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/borehole basis **for new wells or soil borings only**. If claiming IS10, data should be provided on the well construction logs for well elevation(s). Elevations can also be shown on water level summary tables.

#### **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 Wis. Admin. Code ch. NR 716 requirement. If claiming IS15, a copy of the site survey (or base map) is required. A copy of the subcontractor invoice is



required if a commodity provider completes the work. This subtask may only be reimbursed once per site.

**Task 11. Potable Well Field Reconnaissance (PWFR05)**

This task consists of the field confirmation of existing potable water supplies (wells or springs) identified in the workplan. 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. For subtask PWFR05, copies of the field notes are required.

**Task 12. Direct Push**

In general, a DNR soil borehole log should be completed for each borehole (see “Borings and Abandonments” in the Introduction for details), and a well construction and development form should be completed for each well that is installed. Either a consultant or a third-party commodity service provider can complete this Task.

**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). 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 (Wis. Admin. Code § 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 DNR 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, equipment, and supplies to perform direct push soil borings. 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 (temporary 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 (Wis. Admin. Code § 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.

#### **Additional Notes:**

- For DP05, DP10 and DP30, the boring log, including field screening data, must be provided.
- Boring logs for DP15 and DP45 should show depths where groundwater samples were collected. Cannot also claim DP20 or DP70 when claiming either of these subtasks.
- DP20, DP50 and DP70 require documentation of chain of custody.
- For reimbursement of DP20 or DP70, a groundwater sample must have been collected from the subject boring and submitted for laboratory analysis.
- DP25 and DP75 require well construction forms.
- DP45 can be used for the advancement of a temporary well borehole.
- DP55 requires chain of custody documentation and should only be claimed when groundwater

samples are collected (one for each sample). If no sample was collected, the boring log should annotate the failed attempt.

- DP60 requires abandonment forms. However, no form is required if there was less than 10' of boring and it did not intersect the water table. Indicate that borings were less than 10' on boring logs.
- For DP65, the DNR project manager will verify the surface cover as listed on the boring log. Asphalt is not considered concrete penetration.
- DP80 includes decontamination costs.

### **Task 13. Drilling**

DNR notification and approval is required prior to drilling a borehole that will exceed a depth of 75 feet below ground surface (bgs). The footage intervals referenced on the schedule are also applicable on a per-boring basis (not total footage per site, occurrence or project). Either a consultant or a third-party commodity service provider can complete this task.

#### **Consultant Services**

This task consists of labor, equipment and supplies to oversee drilling and collection of 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 under 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 under 13.d or 13.e would apply. For drill rig mobilization, see Task 15.

Additional notes:

- For 13.a. and 13.d. (DR05, DR10, DR15, and DR20) boring logs, including field screening data,

must be provided.

- For 13.b. and 13.e. (DR25, DR30) boring logs showing blind drill (no soil samples) are required.
- For 13.c. and 13.f. (DR35, DR40) boring logs are required that show auger refusal and high blow counts (if applicable).

#### **Task 14. Monitoring Well Installation**

##### **Consultant Services**

This task consists of labor, equipment and supplies to oversee installation of Wis. Admin. Code ch. NR 141 compliant monitoring wells. The cost for measurement of horizontal location of each monitoring well is also included. A DNR 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 Wis. Admin. Code ch. NR 141 compliant monitoring wells (2-inch PVC casing). A DNR 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 (MW120).

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

Additional notes:

- MW105, MW110 and MW115 require a [Monitoring Well Construction Form \(4400-113A\)](#)
- MW120 requires a [Monitoring Well Development Form \(4400-113B\)](#)
- MW125 can only be claimed with MW120 and documentation of sealing method must be submitted to verify.
- Both MW120 and MW125 must be submitted on the same invoice.

#### **Task 15. Miscellaneous Drilling Activities**

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

Activity 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 activity codes MDT10, MDT15, MDT20, MDT21, MDT35 and MDT45 includes materials and labor as appropriate.

Activity MDT25 (Commodity Service Provider - drilling and direct push - Overnight Per Diem)

includes meals and an overnight stay per person. This is limited to two (2) people and 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. To be able to utilize this activity, there must be an overnight stay. Task 12 (Direct Push) commodity service providers can also utilize this activity. 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.). DNR review and approval is required prior to conducting this activity. This is not to be used with bentonite/rainwater clean out, rethread mounting bolts, etc., which is addressed under Task 1 – Groundwater Sampling. There is no separate mob/demob. This maintenance activity is to be conducted concurrent with another Task that has a mob/demob.

Additional Notes:

- MDT05 requires a [Monitoring Well Construction Form \(4400-113A\)](#).
- If MDT10 and/or MDT15 is claimed, the DNR project manager will verify the protective cover pipe in section 2 of the [Monitoring Well Construction Form \(4400-113A\)](#).
- MDT20 is always used in conjunction with MDT15, never with MDT10.
- For MDT21, a copy of the drum vendor invoice is required.
- For MDT25, documentation must be provided that shows work was **required on the same site for 2 consecutive days** with an overnight stay (field notes). The unit charge is a per person rate including meals and overnight stay.
- Prior DNR approval is required for MDT30. A copy of the correspondence is required.
- For MDT35, abandonment forms are required for drilled boreholes only, not for wells. For well abandonment, use Task 8.
- For MDT40, boring logs are required to verify surface cover. Asphalt is not considered concrete penetration.
- For MDT41, expenses will be reimbursed at actual costs. A copy of the invoice from the private utility locate company is required.
- Only one MDT45 may be claimed per well.

#### **Task 16. Hand Auger Boring**

This task consists of labor, equipment and supplies to perform hand-augured 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. Boring logs are required for costs claimed under this task.

Abandonment labor for auger boreholes is included in the unit rate. Should Wis. Admin. Code § NR 141.25 apply (borehole greater than 10-ft or groundwater encountered), then well abandonment

activity, WAB20, can be utilized.

**Task 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 personnel costs 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. Chain of custody documentation is required.

**Task 18. ~~Vapor Screening~~ (Note: This task is obsolete. Costs for vapor screening activities should be included in a variance request.)**

**Task 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. Field notes or a results table are required.

**Task 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 to receive this reimbursement. There are two exceptions to this requirement, both of which require prior DNR approval: 1) 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; and 2) Annual permit renewal. In both cases, 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 under SBMWP10 with appropriate documentation (e.g. receipt for payment of permit fee) submitted in the claim. For both subtasks SBMWP05 and SBMWP10, a copy of the permit(s) is required.

**Task 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. DNR

review and approval is required prior to conducting additional attempts at execution. Any fee paid to the third party for the access is not reimbursable. Copy of the access agreement(s) are required. This task can be claimed for each applicable off source property, but only one attempt per property will be reimbursed. Consultants should work with the DNR project manager if access is not granted on the first attempt.

## **Task 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 DNR 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 Wis. Admin. Code § 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 no longer serves as a milestone eligible for additional claim preparation charges under Task 27.

This task will be reimbursed for a complete report only. Additional costs to remedy omissions or corrections for this document are not eligible. To receive the maximum reimbursement for this task, its format and content must conform to the requirements set forth in Wis. Admin. Code § NR 716.15.

A copy of the report, or the portion that has been completed to date, must be submitted with the claim:

- If the complete report is submitted with the claim, one or multiple invoices for report preparation may be submitted.
- If report costs are submitted in multiple claims, a copy of what has been completed in that billing period must be attached to the invoice on which the report costs are claimed.

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 submittal (includes, but is not limited to, closure form, technical rationale, etc.). In such cases, the reimbursement rate for a closure request is covered under Task 5, CR25. The incremental cost listed under Task 5 for Continuing Obligations Packet preparation and submittal (CR15 and/or CR20) may be applicable.

## **Task 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 DNR 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 Wis. Admin. Code § 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 no longer serves as a milestone eligible for additional claim preparation charges under Task 27.

This task will be reimbursed for a complete report only. Additional costs to remedy omissions or corrections for this document are not eligible. To receive the maximum reimbursement for this task, document format and content must conform to the requirements set forth in Wis. Admin. Code § NR 716.15.

A copy of the report, or the portion that has been completed to date, must be submitted with the claim:

- If the complete report is submitted with the claim, one or multiple invoices for report preparation may be submitted.
- If report costs are submitted in multiple claims, a copy of what has been completed in that billing period must be attached to the invoice on which the report costs are claimed.

When closure is recommended and sought concurrent with the preparation and submittal of this document, all aspects of the closure request must be included (includes, but is not limited to, closure form, technical rationale, etc.). In such cases, the reimbursement rate for a closure request is covered under Task 5, CR25. The incremental cost listed under Task 5 for Continuing Obligations Packet preparation and submittal (CR15 and/or CR20) may be applicable.

If Task 23 is claimed and there is no indication of any groundwater investigation, the DNR will only reimburse up to the maximum for Task 22.

#### **Task 24. Limited Soil Excavation**

This task is limited to a maximum of \$10,000 including laboratory analytical costs. It is a one-time event per occurrence. The approval under Wis. Admin. Code § NR 747.337 (2) (b) or (c) is not required.

##### **Consultant Services**

This task consists of mob/demob (LSE10) which includes travel to the site, mileage, and equipment to oversee the excavation; and consultant oversight (LSE05) which includes, but is not limited to, labor to oversee the excavation, disposal of contaminated soil and back filling with clean material, 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, costs for the excavator, transportation, landfill disposal and backfill the excavation (LSE15). It also provides for the actual cost of the landfill environmental fee (LSE16). Actual landfill disposal costs will not be reimbursed without proof of actual cost.



A brief report describing activities, disposal documentation (i.e. receipt, discharge permit, etc.), lab results, chain of custody, field notes and all subcontractor invoices are required to be submitted when claiming costs for this task.

Excavations over \$10,000 should be preapproved by the DNR through a variance, and will generally include:

- Consultant oversight – number of hours required multiplied at the Staff Professional Rate. Documentation of hours should be provided at claim time on a consultant invoice.
- LSE10 Mob/Demob
- Task 31 per diem(s), if applicable
- Consultant bid prep – number of hours required at the project manager rate (should not exceed \$1,000). Documentation of hours should be provided at claim time on a consultant invoice.
- Excavation – actual commodity costs for removal, replacement, transport, and disposal. The LSE15 rate should not be used. Subcontractor invoices and all supporting documentation must be submitted at claim time.
- LSE16 – actual landfill fee
- LSE 13 – actual lab costs
- Remedial Construction Documentation – at Task 6 letter report/addendum rate

Additional costs may be approved depending on the circumstances of the site. Cost requests should clearly state the tonnage, and approved costs are based on completion of the full scope of work. The amount approved at claim time will be based on the actual tonnage. Any unexpected overages in the field should be reported within two business days for approval by the DNR project manager.

**Costs associated with tank removals (including tanks, piping, stabilization base, etc.) are not eligible.** This includes any overages in time/costs that may be incurred by the contractor upon discovering a previously unknown tank.

## **Task 25. Remediation System Shut Down**

This task consists of labor and equipment to shut down an active remediation system, either permanently or temporarily. Field notes are required for any subtask claimed under this task.

The temporary shutdown rate (SSD10) is not incremental to the permanent shutdown rate (SSD05), does not apply during permanent shutdown and can only be performed once per year without DNR approval.

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

**Task 26. ~~Site Specific RCL Calculations for Direct Contact Risk~~ (Note: This task is obsolete. Cumulative PAH analysis using risk assessment approach should be included in a variance request.)**

**Task 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.

Three claim prep charges may be submitted per calendar year. **An additional claim prep charge may be claimed in the following circumstances:** 1) change in consultant, 2) change in responsible party, 3) change in lender, 4) termination of funding by lender and/or 5) closure/no further action.

All claims must include the following documents:

- Remedial Action Fund Application (4400-291)
- W-9 Form
- STAR Vendor Form
- U&C Invoice (or consultant invoice for variances)
- Invoices from contractors and subcontractors for work performed
- Proof of payment for all costs submitted (cancelled check or promissory note)
- Insurance certificates for consultants and subcontractors covering dates of the work

In addition, 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:

- reports (or the portion completed)
- field notes
- laboratory chain of custody
- monitoring well construction logs and abandonment forms
- borehole logs and abandonment forms
- waste disposal tickets
- weigh/landfill tickets
- well development forms
- access agreements/permits
- documented correspondence (for claimed regulatory correspondences)
- documented consultant hours on consultant invoice (for variances)

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.

Claims for reimbursement must be submitted within 180 days after incurring costs to be eligible (Wis. Stat. § 292.63 (3) (ac)).

**Task 28. Standardized Invoice**

This task is for the preparation of [DNR's standardized invoice found on the PECFA webpage under the Reimbursement tab](#). One form is to be completed for each invoice submitted in a PECFA claim where the UCCS applies. All appropriate documentation for costs claimed must be attached to each invoice.

**Task 29. Occurrence Classification (Note: This task is obsolete)**

**Task 30. Meeting with Regulators**

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

This task can also be used to review files for “stalled sites” for which a new consultant has been contracted to move the project to closure. It can only be used once per site and the review must take place in a DNR office.

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. Field notes and documentation from the respective agency is required.

**Task 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 (the benchmark is 50 miles one way from the consultant’s office to the site). Field notes or logs are required to show that work was done on the same site on two consecutive days. This task can be claimed by a consultant only and may not be claimed by a commodity provider (driller or direct push operator can claim MDT25 under Task 15.) This task includes travel to and from the place of lodging.

Per diems will only be reimbursed for nights between work days. Consultants must show good cause

if requesting per diems for night-before or night-after costs, and these must be approved in advance by the DNR project manager.

**Task 32. ~~Deed Restriction Preparation~~ (Note: This task is obsolete)**

**Task 33. Schedule of Laboratory Maximums**

This schedule presents the maximum reimbursement amounts for eligible laboratory analytes. Shipping costs are included in the rate for all parameters. Costs claimed for laboratory analysis must include chain of custody documentation. The laboratory schedule should be completed for all costs claimed. A separate charge for S22 and S24 is not allowed if they are conducted in conjunction with other contaminant analyses. 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.

**Task 34. Consultant Incremental Mob/Demob**

This task includes labor and equipment for additional fieldwork 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. Eligibility of the additional field task will be verified before this cost is paid.

**Task 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 Wis. Admin. Code ch. NR 726. This is a one-time reimbursement. This submittal reimbursement maximum does not include the Continuing Obligations Packet reimbursement maximum.

This task will be reimbursed for a complete plan only. A copy of the maintenance plan is required. Additional costs to remedy omissions or corrections for this document are not eligible. To receive the maximum reimbursement for this task, document format and content must conform to the requirements set forth in Wis. Admin. Code ch. NR 726.

**Task 36. Change Order Request**

This task consists of activities for the preparation and submittal of a change in scope of service requests **at the request of the DNR project manager**. This includes all correspondence with the DNR

project manager required to prepare the change order. If the DNR project manager is required to request additional information, Task 7 (regulatory Correspondence) cannot be claimed.

This submittal must be in a written form, reviewed, and approved by the DNR prior to commencing any of the activities detailed in the proposed scope of services. This submittal reimbursement maximum does not include the Continuing Obligations Packet reimbursement maximum. A copy of the change order request must be included. This task will be reimbursed for a complete request only. **Additional costs to remedy omissions or corrections for this document are not eligible.**

### **Task 37. Vapor Point Installation & Sampling**

This task consists of activities for installation and sampling of vapor points, **for up to five (5) points**. The task assumes one day of work and includes the following activities:

VIS05 - Installation and Sampling – This activity includes the costs for a summa canister +TO-15 VO, vapor probe, vac gauge and/or flow controller, and two hours of labor at the staff professional rate. This activity is per point.

VIS10 Primary Mob/Demob – This activity assumes one day of field time and is reimbursed once per site. This activity includes roto hammer, shop vac, supplies, helium meter, mileage, and labor for travel and equipment load/unload.

Note that vapor point abandonment should be completed concurrently with monitoring well abandonment (see Task 8).

If work will span multiple days due to complexity or size, the work should be pre-approved as a variance.

### **Standardized Invoice**

The UCCS– Standardized Invoice is available at [dnr.wi.gov/topic/Brownfields/pecfa.html](http://dnr.wi.gov/topic/Brownfields/pecfa.html) under the Reimbursement tab.

---

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.