

DRAFT

AC-06

ABBREVIATED CORRECTIVE ACTION PLAN and BUDGET **for LANDFARM TILLING and SAMPLING**

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY
PETROLEUM RELEASE SECTION (PRS)
STANDARD FORMAT FOR AN ABBREVIATED CORRECTIVE ACTION PLAN - COST ESTIMATE
(Revised October 24, 2003)

An outline has been developed by PRS to illustrate basic information an *Abbreviated Work Plan and Budget for Landfarm Tilling and Sampling* must contain before it will be reviewed by PRS. Abbreviated Corrective action plans and Budgets are requested by PRS when either a plethora of site information already on-file makes additional background or detailed plan information redundant, or when the tasks are routine, or when a more meaningful summary report containing background information may be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an *abbreviated corrective action plan and budget for Landfarm Tilling and Sampling* when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section. Additional tasks not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by PRS.

1.0 COVER LETTER (One Page)

- 1.1 Date
- 1.2 Responsible Party's Name and Mailing Address
- 1.3 Contact Person's Name and Mailing Address (if different from above).
- 1.4 Subject Line with the following information:
 - 1.4.1 Title (**Abbreviated Corrective action plan and Budget for Landfarm Tilling and Sampling**) for the petroleum release at (Facility Name, Street Address, Town), MT (Zip Code); DEQ Facility ID (Number) and Release (Number).
- 1.5 Introductory paragraph containing reference to PRS request for abbreviated corrective action plan and budget, and purpose of proposed landfarm tilling and sampling. Identify location of landfarm.
- 1.6 Scope paragraph specifying the area of landfarm or volume of soil to be tilled, and if applicable, the number and location of soil and samples to be collected, laboratory analysis proposed, and approximate date of field activities.
- 1.7 Number of events covered by this CAP and schedule.
- 1.8 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 BUDGET

- 2.1 Labor to prepare the subject abbreviated corrective action plan and budget
- 2.2 Tilling and sampling unit cost (preferable), or
- 2.3 Time and Materials (if requested by PRS)
 - 2.3.1 Materials
 - 2.3.2 Equipment
 - 2.3.3 Labor
 - 2.3.4 Reporting (abbreviated event summary, or standard cleanup report, whichever is required by PRS)