



CAP AC-03
ABBREVIATED
SOIL BORING and MONITORING WELL INSTALLATION
CORRECTIVE ACTION PLAN and BUDGET FORMAT

The Department of Environmental Quality (DEQ) developed the outline below to illustrate basic information an *Abbreviated Soil Boring and Monitoring Well Installation Corrective Action Plan (CAP) and Budget* must contain before it will be reviewed by DEQ. Abbreviated Corrective Action Plans and Budgets are requested by DEQ 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 in-depth corrective action plan and budget containing detailed background and proposed investigation or corrective action 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 Soil Boring and Monitoring Well Installation CAP and Budget* when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by DEQ, specifically not requested in this context is a title page, table of contents, executive summary, site history or background narrative, site map, groundwater or plume maps, detailed descriptions of purpose/procedures/methods/or scopes of work, tabular presentation of historic data or results, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or fax transmittal) by DEQ.

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 Soil Boring and Monitoring Well Installation CAP and Budget**) for the petroleum release at (Facility Name, Street Address, Town, County, Montana); DEQ Facility ID (Number), Release (Number), and Work Plan ID (Number).
- 1.5 Introductory paragraph containing reference to DEQ request for abbreviated corrective action plan and budget, and purpose of proposed (drilling, ground probing, monitoring well installation) event.
- 1.6 Scope and schedule paragraph specifying the borings that are to be completed, and if applicable, the number of soil and groundwater samples to be collected, locations of soil samples, groundwater sample collection method proposed (purge, no-purge, hand bail, peristaltic pump, collected from upper 24-inches of water column, etc.), laboratory analysis proposed, and approximate date of field activities.
- 1.7 Disposal of investigation derived waste plan.
- 1.8 Consultant's Name, Address, Phone Number, and E-mail Address (if not on letterhead).

2.0 BUDGET

- 2.1 Labor to prepare the subject abbreviated corrective action plan and budget
- 2.2 Soil Boring and Monitoring Well Installation Unit-Cost Worksheet (preferable), or
- 2.3 Time and Materials (if requested by DEQ)
 - 2.3.1 Materials
 - 2.3.2 Equipment
 - 2.3.3 Labor
 - 2.3.4 Reporting (abbreviated or standard report, whichever is required by DEQ)