



CAP AC-07
ABBREVIATED
CORRECTIVE ACTION PLAN AND BUDGET FORMAT
for Specific Remedial Investigation or Corrective Action Activities

(This format may be appropriate for Soil Borings, Monitoring Well Installation, Test Pits, Groundwater Sampling, Monitored Natural Attenuation, Soil Removal, Well Abandonment, System Removal, and Free-Product Recovery)

The Department of Environmental Quality (DEQ) developed the outline below to illustrate basic information an *Abbreviated Corrective Action Plan (CAP) and Budget* must contain before it will be reviewed by DEQ. Abbreviated CAP 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 in-depth CAP 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 CAP and Budget* for various remedial investigation or corrective action related tasks 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 [specify tasks] 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 (specific tasks to be conducted) event.
- 1.6 Scope and schedule paragraph specifying the task(s) to be conducted, and if applicable, the number and location of environmental samples to be collected, 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 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 event summary, or standard report, whichever is required by DEQ)