



# Petroleum Tank Release Compensation Board

## STATE OF MONTANA

P.O. Box 200902 • Helena, MT 59620-0902 • (406) 444-9710

Website: <http://deq.mt.gov/DEQAdmin/pet>

### Standard Corrective Action Task Name Descriptions

The Board asks that these names be used to describe corrective action plan tasks:

**Equipment** – This task includes equipment purchased and rented for soil boring, monitoring well installation and remediation systems, if not included elsewhere in this document.

**Fieldwork** – This task should be utilized to describe actions performed in the field. Example: well installation oversight, excavation oversight, soil boring oversight, soil sampling and utility corridor investigations.

**Free product activities** – All activities pertaining to free product. This task may be measurement, evaluation, recovery and/or disposal.

**Laboratory analysis w/fee** - This task consists of all laboratory costs associated with a sample. Included is the Petroleum Tank Release Compensation Board (PTRCB) sampling fee of \$10.00 for the management of the sample including sample container, cooler, packing, shipping, handling, sample preservation and office related charges. This task may be for soil, groundwater and air sample analysis. Note: The sampling fee is reimbursable based on the quantity of sample numbers assigned by the laboratory. Please identify the quantity of each type of sample and anticipated costs per type of analysis.

**Lodging/per diem** - The sum of anticipated lodging and per diem expenses associated with the corrective action plan. Lodging expenses require receipts and will be reimbursed at actual costs. The per diem is the allowed meal allowance at the rates set forth in §2-18-501, MCA, for state employees traveling within the state. The computation of time for purposes of determining meal allowances is in accordance with §2-18-502, MCA.

**Miscellaneous** - This task should be utilized to describe activities that cannot be attributed to any other task description. Example: site mapping, restoration, permits, modeling, pilot tests, test pits, slug tests, high resolution studies, treatments, and vapor monitoring. This task can also include nonstandard tasks such as traffic control and supplies not included elsewhere.

**Mobilization** - This task includes all costs and mileage to transport equipment, materials, and personnel to and from the site location. Included in this task is time for loading and unloading equipment/materials and supplies. This item is on a per mile rate.

**Monitoring** - This task includes all labor, equipment, materials, and consumables for locating, monitoring, purging and collection of soil, water or air samples. Typically the equipment used for groundwater purging will consist of a pump, generator, bailers, ropes, organic vapor analyzers, and meter(s). **Recording the depth to groundwater is considered, by the State, a subtask of monitoring.**

**Project management** - This task is the process of creating, monitoring, controlling the scope of work, schedule and budget of all phases of environmental work. The project manager manages the project

team, which is composed of all project participants. The project manager acts as the focal point of communications and coordinates project team efforts, ensuring that project participants work together to accomplish the project. Task includes communications with the owner/operator and agency. Project management also includes coordination, staff oversight, scheduling, correspondence, permitting, boring locating, utility clearance investigation, and updating any health and safety plan.

**Remediation Sys Design** - This task includes labor necessary to design a remediation system. Each component of a remediation system should be described and budgeted for in a corrective action plan.

**Remediation Sys Evaluation** - This task includes the labor necessary to evaluate the remediation system design.

**Remediation Sys Install** - This task includes labor, equipment, materials, and services necessary to install a remediation system. This task includes any work necessary to connect the system to the necessary utilities. Each component of a remediation system should be described and budgeted for in the corrective action plan.

**Remediation Sys Start Up** - This task includes labor, equipment, materials, and services necessary to start up or restart a remediation system. Each component of a remediation system should be described and budgeted for in the corrective action plan. Costs should be calculated upon a per visit basis.

**Remediation Sys Monitoring** - This task includes labor, equipment, materials, and services necessary to monitor a remediation system. Costs should be calculated upon a per visit basis.

**Remediation Sys Operations & Maintenance** - This task includes labor, equipment, materials, and supplies necessary to operate and maintain a remediation system. Each component of a remediation system should be described and budgeted for in the corrective action plan. Operation and maintenance subtask costs should be calculated on a per visit basis. (Utility costs can be assigned to a miscellaneous task).

**Remediation Sys Modification & Repair** - This task includes labor, equipment, materials, and supplies necessary to modify and/or repair a remediation system.

**Remediation Sys Shut Down** - This task includes labor, equipment, materials, and supplies necessary to shut down a remediation system. Costs should be calculated upon a per event basis.

**Remediation Sys Removal** - This task includes labor, equipment, materials, and services necessary to remove a remediation system from operation. Utility disconnect should be included in this task.

**Report** - This task consists of all personnel and material costs to prepare a report requested by the Department of Environmental Quality (DEQ). The type of report requested by DEQ is normally stated in the corrective action plan request.

**Soil borings** - This task is to be used when soil borings are performed to determine the extent of contamination in the soil. This task includes borings for soil sampling and the cost is generally stated in a cost per foot of soil boring. *If the soil borings are converted to monitoring wells, the task "well installation" should be used.*

**Soil removal** - This task includes the removal, hauling, and replacement of surface covering overburden and contaminated soils. The task includes personnel and equipment necessary to remove the soil, segregation of clean and contaminated soils, backfill, compaction and resurface. The contaminated soil is normally removed to a one-time or commercial land farm or landfill.

Backfill may consist of clean soils removed and imported soils. The Petroleum Tank Cleanup (PTC) Section and PTRCB soil excavation unit cost worksheet is useful to document which costs are included or excluded in subcontractor bid costs.

**Survey** - This task consists of the labor and equipment necessary to determine the location of and record monitoring wells, utilities and other physical and geophysical features pertinent to a remediation location. Types of surveys include receptor, utility corridor investigation, well installation and well measuring point (notch) surveys.

**Water level measurements** - This task includes all costs (labor, equipment, materials and well consumables) to locate and measure groundwater depth and record information pertaining to a groundwater monitoring well, when not performed as a part of groundwater monitoring.

**Well abandonment** - This task includes labor, equipment and materials for the proper closure of all types of wells in accordance with Montana Department of Natural Resources and Conservation (DNRC) requirements. Task should include removal of the manhole and protective cover, removal or filling of well casing, and re-surface completion.

**Well Development** - This task consists of labor, equipment and materials to develop a well by surging and bailing and/or pumping until a visibly non-turbid discharge is obtained or until continued bailing produces no further improvement in water clarity.

**Well installation -**

A) This task Includes all competitively bid subcontracted labor, equipment and materials for the soil borings, well installation, and well development utilizing drilling or push-probe techniques. Consultant's staff oversight of the subcontractor is included in this task. Reimbursement will be made based on the subcontractor's invoice.

B) If the work is not subcontracted, reimbursement will include the staff time, rig, mob time, supplies and equipment used to complete this task (Example: PID and PID rental). Detailed time sheets must be submitted for staff used to complete this work.

This task normally includes drill rig and/or support vehicle mobilization to and from the site. Additional costs associated with this task might include concrete coring, drilling a nested well configuration, and disposal of drill cuttings. [The Soil Boring/Monitoring Well Installation Unit Cost Worksheet](#), available on PTRCB's website, provides the necessary components of this task. *Soil borings are a subset of well installation. **Soil Boring can be a separate task if a separate contractor is performing the activity.***

All wells are to be installed in accordance with Montana water well construction standards for monitoring wells. *Costs are based on installation using schedule 40 PVC casing and well screen.* The work typically includes soil boring activities including soil sampling at intervals of five to ten feet; decontamination procedures; sampling equipment; moving between wells; brass sleeves and associated sample collection and preservation materials; drilling consumables/bits; well installation and materials.

**Work plan** - This task includes research, labor, administrative support, printing, drafting, and distribution costs associated with the preparation of a corrective action plan requested by the Department of Environmental Quality. This task includes the time required to gather any necessary bids.