



Leaking Underground Storage Tanks P.O. Box 200901 Helena MT 59620-0901 (406) 841-5000

CAP AC-00
SAMPLE COVER LETTER for an
ABBREVIATED CORRECTIVE ACTION PLAN AND BUDGET

(Letter head: Consultant Name, Address, Phone Number, and E-Mail Address)

Date

Mr./Ms. Owner/Operator or Contact Person

Mailing Address

City, MT Zip Code

RE: Abbreviated Corrective Action Plan and Budget for [task(s)] for the Petroleum Release at (Name of Facility), (Street Address), (Town), (County), Montana; Facility ID (Number), Release (Number), Work Plan ID (Number)

Dear Mr./Ms. Owner/Operator or Contact Person:

(Consultant) is pleased to present this Abbreviated Corrective Action Plan (CAP) and Budget for (for example, groundwater monitoring and soil-vapor extraction (SVE) system exhaust sampling) as requested by the Department of Environmental Quality (DEQ) in a letter dated (date). The purpose of this task(s) is to obtain (for example, current groundwater contaminant concentrations and SVE system exhaust data to be evaluated in future decision-making processes).

Groundwater-monitoring wells (monitoring well identification/names) will be (for example, gauged and sampled from the upper 24-inches of the water column with a disposable bailer using no-purge methodology). One sample from each well will be collected into (appropriate sample container), preserved, and shipped in a cooler with a chain-of-custody form to (laboratory name) for (for example, VPH Massachusetts Method analysis). Upon receipt of the laboratory analytical report, (Consultant) will forward a copy of the laboratory report, depth-to-water level measurements, and SVE system exhaust measurements under a cover letter report (abbreviated report format) to DEQ for review.

It is a pleasure to be of service to you. If you have questions or comments, please feel free to contact me (at contact information).

Sincerely,

(Consultant project manager)
(Firm)

Enc: Task and Budget worksheet

ec & cc: DEQ Project Manager