



## Collection and Coordination Plan

1. All Data Collectors will attend state provided training on use of the GPS and "data collection business processes and standards specific to UST facilities".
2. At the state-provided training session, a comprehensive list of facilities and their locations will be provided. Facility locations will be reviewed by the Project Manager and/or the Facility Operator/Tribal Liaisons (DOWL HKM Liaisons) to ensure that each Route provided to the Data Collectors includes all facilities in that area. The locations of facilities located in high density areas will also be reviewed.
3. Task 1 sites in Yellowstone County will be the first priority. DOWL HKM Liaisons will contact an initial group of Facility Operators. Once a sufficient number of Facility Operators are contacted and a window of time to meet is established a Data Collector will make the site visits. Data will be collected as per the SOP in Appendix D of the RFP, Addendum 1, and any additional instructions presented at the Training. Since Yellowstone County is a high density UST facility area, initial data collection can be conducted quickly and the results transmitted to the State for review to make sure that the data collection is working as expected and data quality is acceptable.



4. If the initial data collection effort is deemed acceptable, DOWL HKM will continue to contact Facility Operators and Tribal Liaisons to coordinate meetings with Data Collectors. The data collection effort will be expanded to the remaining Task 1 areas, Task 2 areas, and all other areas. Data Collectors will be provided a daily listing of facilities to visit in the high density areas. If the Data Collector is going to the more remote facilities along a Route, a complete list of all facilities along the Route will be provided prior to mobilization. DOWL HKM plans to have two or more Data Collectors in the field at one time, particularly during Task 1 and Task 2 data collection efforts.
5. The following Route Summary Table is provided as a general guideline to which Routes access which Counties. The Routes are not numbered in sequence of priority.
6. Data backup will occur on a daily basis. DOWL HKM plans to transmit the data to the State after data collection is completed for a Route (or set of Routes within a geographic area) or high density area. Assuming the contract for this project will be executed by June 1, 2012, a preliminary list of dates that Data Collectors will be at State facilities to transmit data has been developed as is presented on page 13.

#### Collection and Coordination Plan - Route Summary

County	Number of Sites	Main Office	Region	Route
Carter	5	Miles City	Eastern Region	Route 1
Fallon	8	Miles City	Eastern Region	Route 1
Powder River	4	Miles City	Eastern Region	Route 1
Custer	15	Miles City	Eastern Region	Route 2
Dawson	18	Miles City	Eastern Region	Route 2
Prairie	3	Miles City	Eastern Region	Route 2
Wibaux	3	Miles City	Eastern Region	Route 2
Daniels	6	Miles City	Eastern Region	Route 3
Garfield	2	Miles City	Eastern Region	Route 3
McCone	7	Miles City	Eastern Region	Route 3
Richland	14	Miles City	Eastern Region	Route 3
Roosevelt	16	Miles City	Eastern Region	Route 3
Sheridan	13	Miles City	Eastern Region	Route 3
Valley	17	Miles City	Eastern Region	Route 3
Fort Peck Reservation	12	Miles City	Eastern Region	Route 3
Rosebud	16	Miles City	Eastern Region	Route 4
Treasure	2	Miles City	Eastern Region	Route 4
Blaine	8	Billings	Central Region	Route 5
Fergus	18	Billings	Central Region	Route 5
Golden Valley	3	Billings	Central Region	Route 5
Musselshell	4	Billings	Central Region	Route 5
Petroleum	2	Billings	Central Region	Route 5
Phillips	10	Billings	Central Region	Route 5
Wheatland	3	Billings	Central Region	Route 5



County	Number of Sites	Main Office	Region	Route
Fort Belknap Reservation	2	Billings	Central Region	Route 5
Stillwater	10	Billings	Central Region	Route 6
Sweet Grass	3	Billings	Central Region	Route 6
Carbon	15	Billings	Central Region	Route 7 and 8
Yellowstone	156	Billings	Central Region	Route 9
Big Horn	25	Billings	Central Region	Route 10
Crow Reservation	15	Billings	Central Region	Route 10
Northern Cheyenne Reservation	3	Billings	Central Region	Route 10
Park	38	Bozeman	Western Region	Route 11
Gallatin	78	Bozeman	Western Region	Route 12 and 13
Jefferson	11	Butte	Western Region	Route 14
Madison	10	Butte	Western Region	Route 14
Deer Lodge	8	Butte	Western Region	Route 15
Ravalli	24	Butte	Western Region	Route 15
Granite	5	Butte	Western Region	Route 15
Beaverhead	16	Butte	Western Region	Route 14 and 15
Silver Bow	38	Butte	Western Region	Route 14 and 15
Broadwater	3	Great Falls	Western Region	Route 21
Meagher	4	Great Falls	Western Region	Route 21
Cascade	72	Great Falls	Western Region	Route 21
Chouteau	11	Great Falls	Western Region	Route 21
Hill	18	Great Falls	Western Region	Route 21
Judith Basin	7	Great Falls	Western Region	Route 21
Liberty	5	Great Falls	Western Region	Route 21
Rocky Boy's Reservation	0	Great Falls	Western Region	Route 21
Powell	8	Helena	Western Region	Route 16 and 17
Flathead	92	Helena	Western Region	Route 18
Lincoln	36	Helena	Western Region	Route 18
Mineral	11	Helena	Western Region	Route 18
Sanders	21	Helena	Western Region	Route 18
Lake	34	Helena	Western Region	Route 19
Missoula	94	Helena	Western Region	Route 19
Flathead Reservation	39	Helena	Western Region	Route 19
Glacier	19	Helena	Western Region	Route 20
Lewis & Clark	54	Helena	Western Region	Route 20
Pondera	9	Helena	Western Region	Route 20
Teton	12	Helena	Western Region	Route 20
Toole	9	Helena	Western Region	Route 20
Blackfeet Reservation	19	Helena	Western Region	Route 20