

Instructions for the Environmental Response Team Declared Emergency Reimbursement Worksheet

General Instructions:

This reimbursement worksheet shall be completed per 401 KAR 42:250 to initiate reimbursement for actions directed by the Environmental Response Team in response to a declared emergency. The following identifies the fixed cost allowed per task performed for actions directed by the cabinet during an emergency response. Reimbursable rates include all costs associated with the actions being performed. The rates prescribed in this reimbursement worksheet shall include, but are not limited to, facility visits, scheduling, oversight personnel, labor, equipment and material needed in order to perform the listed actions, per 401 KAR 42:250 "Contractor Cost Outline" (August 2006).

Only those tasks directed by the Environmental Response Team (ERT) during a declared emergency phase shall be included on this reimbursement worksheet. A directive from the Environmental Response Team shall be provided indicating the tasks directed during the declared emergency phase.

A deduction from the submitted claim shall be made to accommodate for the entry level amount specified in this administrative regulation, unless previously deducted from prior claim payments.

If actions are directed by ERT under a declared emergency, that do not have a fixed cost listed on this reimbursement worksheet, the reimbursement of personnel rates and equipment will be based on those tasks and qualifications listed in the "Contractor Cost Outline" (August 2006).

General Information

Agency Interest Number: Enter the Agency Interest number.

Completion of Reimbursement Worksheet

1. **Mobilization and Demobilization of Heavy Equipment and Oversight Personnel to the Regulated Facility.** Round trip mileage for mobilization and demobilization of heavy equipment may be included on the reimbursement worksheet if the activities require excavation and/or trenching. Mobilization and demobilization for drilling equipment is included in #20 below.

Enter daily round trip mileage from the contractor's office to the regulated facility for oversight personnel (one individual) if there is no overnight stay. If an overnight stay for oversight personnel is necessary, enter mileage for a single round trip from the contractor's office to the regulated facility. Enter the number of overnight stays. An additional 30 miles will be allowed per day for each overnight stay required. Mobilization and demobilization of oversight personnel providing for drilling is included in #20 below.

2. **Per Diem.** Enter the number of overnight stays for personnel providing oversight and submit copies of hotel receipts with the reimbursement worksheet, if applicable. Per diem reimbursement for non supervisory personnel has been integrated into the unit costs established.

3. **Field Equipment.** Enter the number of days that field equipment was in use by contractor personnel at the regulated facility.

Enter the number of days that tools of the trade were in use by contractor personnel at the regulated facility.

4. **Asphalt Removal.** Enter the square footage removed. If the asphalt removed is over 3 inches, enter the additional inches. Provide a map to scale showing the area of asphalt removed along with photographs of the area before and after removal. Submit documentation confirming the thickness of the asphalt if over 3 inches thick with the reimbursement worksheet, if applicable.

5. **Concrete Removal.** Enter the square footage removed for the appropriate thickness with or without rebar. If the actual thickness of the concrete falls between two of those listed, utilize the greater thickness. Provide a map to scale showing the area of concrete removed along with photographs of the area before and after removal. Submit documentation confirming the thickness of the concrete with the reimbursement worksheet.
6. **Transportation and Disposal of Asphalt or Concrete at a Disposal Facility.** Enter the tonnage disposed at the nearest disposal facility. Submit weigh tickets from the disposal facility with the reimbursement worksheet to support the tonnage charged.
7. **Excavation of Contaminated Material.** Enter the tonnage excavated. This shall correspond with the amount disposed or treated. Provide a map to scale showing the area of over-excavation, including the dimensions and the depth of the pit.
8. **Purchase and Transportation of Backfill Material.** Enter the tonnage of backfill for the corresponding distance to the nearest quarry. Provide the weigh tickets to support the tonnage reported. If replacement backfill is from a borrow area and weigh tickets are not available to support the tonnage reported, the amount of replacement backfill shall not exceed the tonnage of excavated material disposed.
9. **Install, Compact, and Grade Backfill.** Enter the tonnage purchased. This shall correspond with the tonnage reported in #8 above.
10. **Transportation and Disposal of Contaminated Material at a Disposal Facility.** Enter the tonnage of contaminated material disposed for the corresponding distance to the nearest disposal facility. Weigh tickets shall be submitted to document tonnage.
11. **Treatment of Contaminated Material by Thermal Desorption, Landfarming, or Other Method.** Enter the tonnage treated for the corresponding distance to the nearest disposal facility. Weigh tickets to support the tonnage shall be submitted, if available. Provide a map to scale showing the area of over-excavation, including the dimensions and the depth of the pit.
12. **Trenching.** Enter the linear feet of the trench. Enter the depth of the trench. Provide a map to scale showing the location of the trench and its dimensions, including the depth of the trench.
13. **Pumping, Treatment and Discharge of Contaminated Water from a Mobile Unit.** Enter the number of gallons treated. Include documentation to support the number of gallons treated. Enter the round trip mileage to transport the mobile unit to the regulated facility.
14. **Pumping and Transportation of Pit Water or Groundwater from an Open Pit.** Enter the number of gallons transported for disposal. This amount shall correspond with the waste manifest provided for disposal.
15. **Disposal of Pit Water or Groundwater at a Wastewater Treatment Plant or Recycling Facility.** Enter the number of gallons disposed. Include the waste manifest from the disposal facility to support the gallons disposed. Enter the actual cost of disposal at the point of final disposal and include the invoice as an attachment. Reimbursement shall be made based upon the actual cost of disposal not to exceed the maximum allowed.
16. **Transportation of Drummed Hazardous Waste, Purged Water or Soil Cutting.** Enter the number of drums transported. This shall correspond with the number of drums included on the waste manifest submitted with the disposal costs. If purged water is being stored in a poly tank, the transportation of the stored purged water will be reimbursed as follows: divide total gallons being transported by 55 gallons to determine the number of drums to be transported. Complete #15 above for disposal costs associated with poly tank contents.

17. **Disposal of Drummed Hazardous Waste, Purged Water or Soil Cuttings.** If the drum(s) contain hazardous waste, enter the actual cost of disposal listed on the invoice. Include the invoice and waste manifest from the actual disposal facility as Attachment #17. If the drum contains purged water or soil cuttings, enter the number of drums disposed. Include the total number of drums disposed. This number shall correspond with the number of drums listed on the waste manifest.
18. **Free Product Recovery (by hand bailing, per well).** Enter the number of wells hand bailed.
19. **DPE Event (Dual Phase Extraction).** Enter the number of days the DPE system was in operation at the facility. If the event exceeds twenty-four (24) hours, enter the additional number of days. If the amount of time over twenty-four (24) hours is less than a twenty-four (24) hour period, enter the fraction of a day. For example, if the system is in operation for 32 hours, the number of days entered in the “over 24 hours” space, would be 0.25. The number of days shall be documented in the ERT Report submitted. Enter the mileage round trip from the office to the regulated facility for mobilization of the equipment and oversight personnel. Complete #15 above for the disposal of the contaminated water.
20. **Mobilization and Demobilization of Drilling Equipment and Oversight Personnel to the Regulated Facility.** A charge for mobilization and demobilization of drilling equipment may be submitted for reimbursement, if the activities require soil borings, monitoring wells or recovery wells. The mileage charged is round trip from the contractor’s or subcontractor’s office providing the drilling equipment to the regulated facility.

The mileage charged for oversight personnel (one individual) is round trip from the contractor’s office to the regulated facility, per day, if there is no overnight stay charged. If an overnight stay is necessary, only mileage for one round trip from the office to the regulated facility will be reimbursed. An additional 30 miles will be allowed per day for each overnight stay required.
21. **Installation of PVC Monitoring Well.** Enter the total number of PVC monitoring wells installed. This shall correspond with the monitoring well logs submitted in the ERT Report. If a well or wells are installed at a depth greater than 30’, enter the cumulative additional footage for all wells installed under “additional footage”. For example, if 3 wells are installed and 1 well is 30 feet deep and the other two wells are 40 feet deep, enter 20 feet under “additional footage”.
22. **Installation of PVC Monitoring Well in Bedrock.** Enter the number of bedrock monitoring wells installed. This shall correspond with the monitoring well logs submitted in the ERT Report. If a well or wells are installed at a depth greater than 30’, enter the cumulative additional footage for all wells installed under “additional footage”. For example, if 3 wells are installed and 1 well is 30 feet deep and the other two wells are 40 feet deep, enter 20 feet under “additional footage”.
23. **Installation of Recovery Well.** Enter the number of recovery wells installed. This shall correspond with the well logs submitted in the ERT Report. If a well or wells are installed at a depth greater than 30’, enter the cumulative additional footage for all wells installed under “additional footage”. For example, if 3 wells are installed and 1 well is 30 feet deep and the other two wells are 40 feet deep, enter 20 feet under “additional footage”.
24. **Soil Borings.** Enter the number of soil borings installed. This shall correspond with the soil boring logs included in the ERT Report submitted. If the written directive requires that a soil boring be converted to a monitoring well, reimbursement shall be made based on the monitoring well installation cost only.
25. **Well Decommissioning.** Enter the number of wells decommissioned. This shall correspond with the Kentucky Monitoring Well Record Form DEP8043 included in the ERT Report submitted. If a well or wells are decommissioned that have a depth greater than 30 feet, enter the additional footage. For example, if 3 wells are decommissioned and one well was installed at 30 feet deep and the other two wells are 40 feet deep, enter 20 feet under additional footage.

26. **Installation and Construction of Piezometer or Temporary Monitoring Well.** Enter the number of piezometers or temporary monitoring wells installed. This shall correspond with the well logs submitted in the ERT Report.
27. **Decommissioning of Domestic Use Well or Cistern.** Enter the actual cost to decommission the domestic use well or cistern. Include the invoice showing the actual cost as an attachment.
28. **Surveying, per Well.** Enter the number of new wells surveyed. This shall correspond with the number of new wells installed.
29. **Water Sampling and Well Gauging.** Enter the number of wells or other sampling points (i.e. streams, domestic use wells, springs, seeps) from which samples were collected as directed. If no sampling is required, enter the number of wells gauged as directed. This shall correspond with the ERT Report submitted. NOTE: If a well is to be sampled, the cost of gauging is included.
30. **Laboratory Analysis.** Enter the number of samples collected and analyzed at a laboratory. If analyses are required that are not listed above, enter the actual cost under "Other" and include the invoice that documents the actual cost as an attachment to this reimbursement worksheet. This shall correspond with the chain of custody included in the ERT Report.
31. **Tank and Line Tightness Test.** Enter the actual cost of the Tank and Line Tightness Test. Include the invoice documenting the actual cost as an attachment to this reimbursement worksheet.
32. **Other Costs.** Any other costs that do not fall within the listed task must be pre-approved in writing, following the submittal of a written cost estimate, by the cabinet prior to costs being incurred. An invoice shall be submitted for any tasks required that do not fall within one of the listed tasks. The invoice provided shall clearly show the actions completed in chronological order. Backup documentation shall be submitted to support the hours of the personnel performing the tasks and the equipment used to complete the tasks. Actions necessary as a result of mistakes, omissions, or inefficiencies occurring during the performance of corrective action shall not be reimbursed.

Overtime for individual personnel to complete actions directed by ERT that exceed 40 hours during a standard workweek shall be documented to the cabinet through the submittal of timesheets and shall be reimbursed in accordance with KRS Chapter 337.
33. **Reporting.** Enter 1 by report.