

Instructions for the Over-Excavation Reimbursement Worksheet

General Instructions:

The following identifies the fixed cost allowed per task performed for actions directed by the cabinet. 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).

The cabinet shall complete the reimbursement worksheet for all tasks directed for over-excavation outside of the excavation zone. The estimated cost shall be identified by written directive.

The owner/operator shall complete only items 4, 5, 6, 7, 8, 9, 10, 11 and 15 on the reimbursement worksheet if the Optional Soil Removal Outside of the Excavation Zone is performed during closure activities.

The "Certification" section of the reimbursement worksheet shall be completed by the applicant. The entire reimbursement worksheet shall be submitted with the required report.

Reimbursement shall be made based on the established fixed cost as indicated on the reimbursement worksheet minus the applicable entry level amount, unless previously deducted from prior claim payments.

Reimbursement of the fixed cost is contingent upon a determination by the cabinet's technical review that the report required by written directive is complete and meets the requirements of 401 KAR Chapter 42.

The reimbursement worksheet will identify the volume of soil to be over-excavated. Upon completion of the over-excavation as directed, the area of over excavation shall be observed for evidence of residual contamination. If evidence of residual contamination (odor or staining) is confirmed by field screening, the location and depth of the area exhibiting residual contamination shall be identified in the technical report submitted to the cabinet. Upon the cabinet's review of the technical report, additional actions will be required as necessary. The actual cost reimbursed shall be adjusted, if necessary, to support the actual tonnage removed, disposed, transported and replaced and if water is encountered.

If water is encountered during over-excavation activities, laboratory analysis shall substantiate the need for removal, treatment or disposal of contaminated water pursuant to written directive from the cabinet.

Additional cost related to the repair of subsidence resulting from improper placement of fill material shall not be reimbursable.

General Information

Agency Interest Number: Type the Agency Interest number.

Completion of Reimbursement Worksheet

- 1. Mobilization and Demobilization of Heavy Equipment and Oversight Personnel to the Regulated Facility.** The cabinet shall determine the round trip mileage from the contractor's office to the regulated facility. If the per diem is applicable, only one round trip mileage from the contractor's office to the regulated facility shall be reimbursed. In this case, an additional 30 miles shall be reimbursed per day for the overnight stay in addition to the applicable per diem.

2. **Per Diem.** The cabinet's reimbursement for per diem costs shall include personnel providing supervisory oversight at a facility (one individual) and meals and lodging for that individual during the course of facility activities requiring more than 400 tons of soil being excavated and occurring at a facility greater than 65 miles (one way) from the nearest contractor's office. Per diem reimbursement for non supervisory personnel has been integrated into the unit costs established.
3. **Field Equipment.** One day of equipment costs shall be reimbursed for up to 400 tons of contaminated soil excavated. For each additional increment of up to 400 tons removed, an additional day of field equipment shall be reimbursed.

One day of Tools of the Trade costs shall be reimbursed for up to 400 tons of contaminated soil excavated. For each additional increment of up to 400 tons removed, an additional day of tools of the trade shall be reimbursed.

4. **Asphalt Removal.**
 - a. The cabinet shall enter the number of square feet based upon the cabinet's estimation of the area (square footage) to be over-excavated as determined by a review of previous sample locations and analytical results. This determination shall be the basis for the initial fixed cost included in the written directive by the cabinet. The cabinet in the initial fixed cost calculation shall assume a thickness of three inches.
 - b. Reimbursement shall be based upon the actual area (square footage) and thickness over-excavated as documented in the technical report submitted to the cabinet and supported with photographs.
5. **Concrete Removal.**
 - a. The cabinet shall enter the number of square feet based upon the cabinet's estimation of the area (square footage) to be over-excavated as determined by a review of previous sample locations and analytical results. This determination shall be the basis for the initial fixed cost included in the written directive by the cabinet. The cabinet in the initial fixed cost calculation shall assume a thickness of four inches of concrete (with rebar).
 - b. Reimbursement shall be based upon the actual area (square footage), thickness and rebar (if present) over-excavated as documented in the technical report submitted to the cabinet and supported with photographs.
6. **Transportation and Disposal of Asphalt or Concrete at a Disposal Facility.**
 - a. The cabinet shall determine the mileage from the regulated facility to the nearest disposal facility. The cabinet shall estimate the tonnage in the initial fixed cost based on the area of over-excavation as determined by a review of previous sample locations and analytical results.
 - b. Reimbursement shall be contingent upon verification of disposal through the submittal of weigh tickets from the disposal facility. Reimbursement shall be based upon the verified tonnage disposed at the nearest disposal facility. If weigh tickets are not submitted to verify tonnage, the initial fixed cost shall be adjusted to eliminate unverified disposal costs.
 - c. The applicant must submit weigh tickets from the disposal facility with the technical report to support the tonnage disposed.
7. **Excavation of Contaminated Material.**
 - a. The cabinet shall enter the number of tons based upon the cabinet's estimation of the volume (cubic yards) of material to be over-excavated as determined by a review of previous sample locations and analytical results. The volume of the excavation area (cubic yards) shall be converted to tons utilizing a conversion factor 1.5 (tons per cubic yard). This determination shall be the basis for the initial fixed cost included in the written directive by the cabinet.
 - b. Reimbursement shall be contingent upon verification of disposal through the submittal of weigh tickets if applicable. If weigh tickets are not submitted to verify tonnage, reimbursement shall be based on the actual area of over-excavation not to exceed the initial estimate identified on this Reimbursement Cost Worksheet.

8. Purchase and Transportation of Backfill.

- a. The cabinet shall enter the estimated number of tons as determined above. The cabinet shall determine the mileage from the regulated facility to the nearest quarry.
- b. Reimbursement shall be based upon weigh tickets submitted, supporting the number of tons of backfill material purchased and transported from the nearest quarry. If the backfill is from a borrow area, reimbursement shall be based on the number of tons as determined in number 7 above, unless documentation (weigh tickets) can be submitted to support actual tonnage.
- c. The applicant shall submit weigh tickets with the technical report for the backfill material if applicable.
- d. This is only allowed if the soil is disposed at a landfill. If soil is treated by thermal desorber, land farming or other method, this cost is not allowed. Transportation cost for treated backfill material is included in the “per ton” rate in item number 11 below.

9. Install, Compact, and Grade Backfill.

- a. The cabinet shall enter the estimated number of tons as determined above.
- b. Reimbursement shall be based upon weigh tickets submitted, supporting the number of tons of backfill material purchased. If the soil is from a borrow area, the total number of tons disposed shall be the basis of reimbursement unless documentation (weigh tickets) can be submitted to support the actual tonnage of backfill material from the borrow area.

10. Transportation and Disposal of Contaminated Material at a Disposal Facility.

- a. The cabinet shall determine the mileage from the regulated facility to the nearest disposal facility. The cabinet shall estimate the tonnage in the initial fixed cost based on the area of over-excavation as determined by a review of previous sample locations and analytical results.
- b. Reimbursement shall be contingent upon verification of disposal through the submittal of weigh tickets from the disposal facility. Reimbursement shall be based upon the verified tonnage disposed at the nearest disposal facility. If weigh tickets are not submitted to verify tonnage, the initial fixed cost shall be adjusted to eliminate unverified disposal costs.
- c. The applicant must submit weigh tickets from the disposal facility with the technical report to support the tonnage disposed.

11. Treatment of Contaminated Material by Thermal Desorption, Landfarming, or Other Method.

- a. The cabinet shall base the initial fixed cost on landfill disposal.
- b. If the contaminated material was treated as an alternative to landfill disposal, reimbursement shall be based on the number of tons treated and the mileage to the nearest landfill.
- c. Weigh tickets shall be provided, if available, to support the number of tons treated. If weigh tickets are not available, reimbursement shall be based on the estimated tonnage from number 7 above.

12. Pumping, Treatment and Discharge of Contaminated Water from a Mobile Unit.

- a. The cost associated with this action shall not be included in the initial fixed cost.
- b. If water is encountered during over-excavation activities and treated by a mobile treatment unit, the actual number of gallons treated (as determined by gauging instrumentation) shall be documented in the technical report.
- c. Reimbursement for mobilization shall be based on round trip mileage from the contractor’s office to the regulated facility.

13. Pumping and Transportation of Pit Water or Groundwater from an Open Pit.

- a. The cost associated with this action shall not be included in the initial fixed cost.
- b. If water is encountered during over-excavation activities and treated in a wastewater treatment plant or recycling facility, reimbursement shall be based on the number of gallons identified on waste manifests submitted with the technical report.

- 14. Disposal of Pit Water or Groundwater in a Wastewater Treatment Plant or Recycling Facility.**
- The cost associated with this action shall not be included in the initial fixed cost.
 - An invoice from the point of disposal (wastewater treatment plant or recycling facility) shall be attached to the Reimbursement Cost Worksheet.
 - Reimbursement shall be based on the actual cost at the point of disposal not to exceed \$0.45 per gallon.
- 15. Laboratory Analysis.** If laboratory analysis of soil samples collected are required by written directive from the cabinet, reimbursement shall be based on the number of samples requested and the analysis required.
- The cost associated with laboratory analysis for water samples collected (if water is encountered during over-excavation activities) shall not be included in the initial fixed cost. If water is encountered during over-excavation activities, the initial fixed cost shall be adjusted to accommodate for analytical costs.
- 16. Over-Excavation Report.** Reimbursement shall be based on the cost identified on the reimbursement cost worksheet.

Applicant

- Name of Owner/Operator.** Enter the name of the applicant that applied to the Underground Storage Tank Branch for reimbursement.
- Mailing Address.** Enter the address of the applicant.
- City, State, Zip.** Enter the city, state and zip code of the applicant.
- Name of Contact Person and Telephone Number.** Enter the name of the contact person and their telephone number, including area code.
- Applicant Signature and Date.** The Applicant or authorized personnel shall sign and date the form.
- Title of Applicant/Authorized Representative.** Print the title of applicant or authorized representative.
- Certified Contractor Signature and Number.** The Certified Contractor listed for this facility shall sign and include their certification number on the form.
- Certified Company Representative Signature and Certified Company Number.** The Certified company representative shall sign and include the company certified number on the form.

The applicant shall submit the following items with the worksheet:

- An invoice from the actual point of disposal for contaminated water if encountered during over-excavation. This should be labeled as Attachment #1.

The following shall be included in the Over-Excavation report:

- Weigh tickets from the disposal facility to support the transportation and disposal of asphalt, concrete and contaminated material.
- A waste manifest(s) from the disposal facility to support water being encountered, pumped, transported, and disposed or treated.
- A map to scale showing the area of over-excavation; include the dimensions and the depth of the pit.