

## **Instructions for the Quarterly Monitoring Reports and System Maintenance Reimbursement Worksheet**

### **General Instructions:**

This worksheet shall be completed per 401 KAR 42:250 to initiate reimbursement for actions required by an approved corrective action plan or corrective action agreement and operation and maintenance, if necessary. The following identifies the fixed cost allowed per task performed. The rates prescribed in this reimbursement worksheet shall include 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 tasks outlined below reflect actions that may be included in a required quarterly monitoring report. Only those tasks required by an approved corrective action plan or corrective action agreement shall be included on this reimbursement worksheet and shall be submitted with the required quarterly report.

Reimbursement shall be contingent upon the cabinet's technical review and determination that the required report is complete and meets the requirements of 401 KAR Chapter 42.

The Miscellaneous Tasks Worksheet shall be completed for the cost of drum transportation and disposal or property access agreements, if required by the cabinet, if those actions are necessary subsequent to the issuance of a pre-established fixed cost directive.

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.

Actions directed by the cabinet that do not have a fixed cost listed on this reimbursement worksheet shall be included in number 8 below. The reimbursement of personnel rates and equipment shall be based on those tasks and qualifications listed in the "Contractor Cost Outline" (August 2006).

### **General Information**

Agency Interest Number: Type the Agency Interest number.

### **Completion of Reimbursement Worksheet**

- 1. Mobilization and Demobilization of Personnel to the Regulated Facility.** Enter daily round trip mileage from the contractor's office to the regulated facility for personnel performing the task.

Round trip mobilizations for operation and maintenance of remediation systems allowed per quarter: high maintenance- 9, medium maintenance - 6, low maintenance - 3.

- 2. Transportation of Drummed Purged Water.** Enter the number of drums transported. This shall correspond with the number of drums included on the waste manifest(s) submitted with the report. 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 #3 below for disposal costs associated with poly tank contents.
- 3. Disposal of Purged Water.** Enter the number of drums disposed. Include the waste manifest(s) from the actual disposal facility as an attachment. Include the number of drums disposed. This number shall correspond with the number of drums listed on the waste manifest(s).

4. **Operation and Maintenance of Remediation System.** This section of the reimbursement worksheet shall be completed on a quarterly basis if operation and maintenance on the remediation system is necessary. Enter a "1" by the agreed upon level of maintenance. Enter the utility costs for each month, if applicable, and include the invoice showing actual utility costs as an attachment to the reimbursement worksheet.
5. **Unscheduled Maintenance of Remediation System.** Enter the number of unscheduled visits and include an explanation of actions taken during each visit. If equipment is purchased for replacement, enter the cost of the equipment and include the replacement equipment invoice as an attachment.
6. **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. NOTE: If a well is to be sampled, the cost of gauging is included.
7. **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.
8. **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.
9. **Reporting.** Complete a separate reimbursement worksheet for each quarterly monitoring report. Upon approval of a corrective action plan or corrective action agreement, the initial reporting cost shall be \$1,548.50, enter a "1" in the "initial quarterly monitoring report" field. Reporting costs for subsequent quarterly monitoring reports shall be reimbursed at a rate of \$662.50 unless an amended corrective action plan or corrective action agreement is submitted and approved. These subsequent quarterly monitoring reports shall be identified in the "other reporting" field with a "1".