



**New Jersey Department of Environmental Protection
Site Remediation Program**

**PETROLEUM UNDERGROUND STORAGE TANK
REMEDiation, UPGRADE AND CLOSURE FUND**

Unregulated Leaking Tanks (Including Residential Heating Oil Tanks)

ATTACHMENT H

INSTRUCTIONS FOR PROJECT SUMMARY SHEET

Please use the Project Summary Sheets in conjunction with your required cost estimates and/ or invoices.

1. Please use this form to enter all costs being billed to the applicant.
2. When entering cost information, please only input numeric values into Column B (Quantity), Column C (Days/ Hours), Column D (Unit Price), and Column F (Subcontractor Markup).
3. Once Columns B - D have information inputted into their fields, the total will appear in Column E (Total/ Sub total). You will also see that Column F (Subcontractor Markup) now has data in the field. If this task is not a subcontracted task, please enter zero "0" into the field under Column F (Subcontractor Markup).
4. As you enter information into Column D (Unit Price) a message will appear when you enter a value that is greater than the set UST Fund Cost Guide value. If you wish to continue with the higher rate, you must select "Yes" in the message. Please note, all rates that exceed the UST Fund Cost Guide rate will be reduced to the Cost Guide rate. Please use the area at the bottom of the spreadsheet to explain all costs that exceed the cost guide rates.
5. If a task does not appear on the Project Summary Sheet, please use rows 164 to 184 to enter these tasks. You must enter the task, a brief description, and the necessary cost information. Please note, any rates/costs proposed that do not appear in the UST Fund Cost Guide will be evaluated on a case-by-case basis.
6. Once all of the cost information has been entered, the Grand Totals for the project will appear in rows 186 -188. The Grand Total in row 188 should equal the grand total of all costs from your cost estimate or invoice.
7. If you experience any problems while using the Project Summary Sheet or if you have any questions please contact the UST Fund at 609-777-0101 and speak with the Duty Officer.