



New Jersey Department of Environmental Protection
 Site Remediation and Waste Management Program

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

Unregulated Leaking Tanks (Including Residential Heating Oil Tank)

Date Stamp
 (For Department use only)

SECTION 1. APPLICATION INFORMATION

SECTION A. APPLICANT

TOTAL AMOUNT REQUESTED \$

Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Work Phone: _____
 Cell Phone: _____ Fax: _____
 Email: _____

- 1) I am the owner of the leaking UST..... Yes No
 If "Yes," go to 3) and 4), if "No," go to 2).
- 2) I am not the owner, but an operator, such as a renter with primary responsibility for the tank. Yes No
 If "Yes," go to 3), if "No," go to 4).
- 3) The location of the leaking UST is/was at my primary residence
 secondary residence/investment property (see Fact Sheet "Eligible Applicants" regarding these properties)
- 4) I am a business, tax-exempt non-profit organization with less than 100 paid employees, or duly incorporated volunteer fire, ambulance, first aid, emergency or rescue companies. (see Fact Sheet "Eligible and Ineligible costs" regarding these applicant types). Yes No

SECTION B. UST LOCATION (All fields must be completed)

Address: _____
 City: _____ State: _____ Zip Code: _____
 County: _____ Block: _____ Lot: _____
 Incident Number: _____

SECTION C. CONTACT PERSON Check if same as applicant

Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Work Phone: _____
 Cell Phone: _____ Fax: _____
 Email: _____

SECTION D. CONTRACTOR INFORMATION

Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____
 Email: _____

SECTION E OTHER FINANCIAL ASSISTANCE RECEIVED

Please list any grants or other types of financial assistance received from other sources for remedial costs associated with the underground storage tank discharge. Describe the type(s) of assistance received and dollar amount(s). Examples would include, but not be limited to, assistance received from the Hazardous Discharge Site Remediation Fund (HDSRF) grant and loan program or the Spill Fund Claim Program.

SECTION F. OUTSTANDING FEES, PENALTIES OR ENFORCEMENT ACTIONS

Please list and describe in detail, any outstanding fees or penalties that you as the applicant are responsible for, owed to the NJDEP, for the property that is the subject of this application or any other property owned or operated by you in the State of New Jersey. Please also list and describe in detail, any enforcement actions being taken against you by the NJDEP at the time of this application.

Include the following:

- Attachment A – General UST Fund Certification
- Attachment B – UST Fund Grant Certification
- Attachment C – Non-Profit Organization Certification (only for a non-profit organization)

SECTION 2. CONFIRMATION OF A LEAKING UNREGULATED UST

Complete Attachment D, Contractor Leaking Tank Certification, and include with the application.

SECTION 3. INSURANCE POLICY AND SERVICE AGREEMENT CLAIMS

A claim has been filed and the insurance company's name and claim numbers are included below.

Name of insurance company(s): _____

Claim date: _____ Claim #: _____ Years insured: _____

Name of insurance company(s): _____

Claim date: _____ Claim #: _____ Years insured: _____

Please attach copy(s) of your claim(s)/correspondence.

Do you have a tank service agreement?..... Yes No

If "Yes," please list company (e.g. STEP Program, ProGuard, etc.) and provide a copy of the agreement with the application: _____

Please attach copy(s) of your claim(s)/correspondence.

A claim cannot be filed as I have never had an insurance policy or service agreement on the subject site and I have provided an affidavit attesting to that fact.

Include the following:

- Attachment E – Insurance/Tank Service Documentation Checklist
- Attachment F – Applicant's Notarized Affidavit of No Insurance

SECTION 4. CONTRACTOR and COST INFORMATION

Prime contractor cost information, whether in a proposal or in invoices, must show rates for labor and equipment, as well as broken out in a time and materials format. All must list labor categories, hourly rates, hours billed, as well as equipment rates and hours, subcontracted services and purchased material costs. These labor categories and hours, equipment rates and material and service costs and levels will be reviewed against the UST Fund Cost Guide, and those not in conformance with the Cost Guide may be reduced or denied. The NJDEP recommends the completion of the Project Summary Form (Attachment H) to facilitate the review of the invoices and cost estimate.

Subcontractor services are reimbursed at actual invoiced cost plus a markup not to exceed 15%. Examples: disposal of contaminated soil, laboratory analyses. Material costs and rental items are reimbursed at actual invoiced cost plus a markup not to exceed 15%. Examples: clean backfill, topsoil, equipment not owned by the contractor.

Has the consultant been paid in full, or in part, by the applicant?..... Yes No

If "Yes," the applicant must indicate specifically what work has been completed and paid for, and provide proof of payment for all completed work via copies of canceled checks, credit card receipts, invoices marked by consultant as paid, etc., which total the amount of work that has been completed and paid for.

Include the following:

Attachment H Project Summary Form to facilitate the review of the invoices and cost estimate.



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 Tank)

ATTACHMENT A

GENERAL UST FUND CERTIFICATION

THIS CERTIFICATION IS REQUIRED FOR ALL UST FUND APPLICANTS

This certification shall be signed as follows:

- for a corporation, by a principal executive officer, at least the level of vice president;
- for a partnership, by a general partner;
- for a sole proprietorship, by the proprietor;
- for other than above (i.e. homeowner), the person with legal responsibility for the site.

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil penalties for knowingly submitting false, inaccurate or incomplete information and that I am committing a crime of the fourth degree if I make a written false statement that I do not believe to be true. I am aware that if I knowingly direct or authorize the violation of any statute, I am personally liable for the penalties.

Signature

Print Name/Title

Company

Sworn to and Subscribed Before Me

On this date of _____ 20_____

Notary Public or Attorney at Law

My commission expires: _____



ATTACHMENT B
UST FUND GRANT CERTIFICATION

THIS CERTIFICATION IS REQUIRED FOR ALL UST FUND APPLICANTS

This certification shall be signed as follows:

- for a corporation, by a principal executive officer, at least the level of vice president;
- for a partnership, by a general partner;
- for a sole proprietorship, by the proprietor;
- for other than above (i.e. homeowner), the person with legal responsibility for the site.

I hereby certify that:

- (1) in the case of a regulated tank, if requesting tank closure funding, the applicant has owned or operated the subject petroleum underground storage tank as of December 1, 2002 and continually thereafter or inherited the property from a person who owned the tank as of that date;*
- (2) in the case of a regulated or unregulated tank (i.e., leaking home heating oil tank), if requesting remediation funding, the applicant owned or operated the tank at the time of tank closure;*
- (3) the applicant's Federal IRS taxable income is no more than \$ 250,000 (for a business this means net operating income before taxes);*
- (4) the applicant's net worth is no more than \$500,000 (exclusive of primary residence and pension);*
- (5) the applicant has filed a notice of claim with their insurance carrier(s) listing the UST Fund as a beneficiary to the extent any award of financial assistance is made from the UST Fund, and agrees to diligently pursue any such claim filed; and*
- (6) if recovery is obtained against any person or third party for any damages that were the subject of this application, the applicant agrees to reimburse the UST Fund up to the amount of any payments made by the fund.*

Signature

Print Name/Title

Company

Sworn to and Subscribed Before Me

On this date of _____ 20_____

Notary Public or Attorney at Law

My commission expires: _____



ATTACHMENT C

NON-PROFIT ORGANIZATION CERTIFICATION

THIS CERTIFICATION IS REQUIRED FOR ALL NON-PROFIT UST FUND APPLICANTS

This certification shall be signed by a principal executive officer, at least the level of vice president.

I hereby certify that:

- (1) *this organization is a nonprofit organization, corporation, or association with less than 100 paid individuals; and*
- (2) *is qualified for exemption from federal taxation pursuant to section 501(c)(3) of the federal Internal Revenue Co 1 de, 26 U.S.C.s.501(c)(3) (proof attached).*

I certify under penalty of law that the information attached herein with attesting to our organization as a non-profit is true, accurate and complete. I am aware that there are significant civil penalties for knowingly submitting false, inaccurate or incomplete information and that I am committing a crime of the fourth degree if I make a written false statement that I do not believe to be true. I am aware that if I knowingly direct or authorize the violation of any statute, I am personally liable for the penalties.

Signature

Print Name/Title

Company

Sworn to and Subscribed Before Me

On this date of _____ 20 _____

Notary Public or Attorney at Law

My commission expires: _____

Attachment: Proof of 501c(3) federal tax exemption



ATTACHMENT D

CONTRACTOR LEAKING TANK CERTIFICATION FORM

THIS CERTIFICATION IS REQUIRED TO BE ELIGIBLE FOR THE UST FUND PROGRAM

(contractor) _____ hereby certifies, to the best of their knowledge, the following regarding the underground storage tank(s) removed/closed on (date) _____ at (address) _____ on property owned by (Applicant) _____ and related to NJDEP Incident No. _____ .

(1) The underground storage tank had holes, corrosion, cracks or scaling in the tank that has changed the integrity of the tank and caused it to leak;

or

(2) The underground storage tank piping has breaks, loose fittings or holes used in connection with the tank, which has changed the integrity of the piping and caused it to leak;

and

(3) The UST firm certifying that the tank is leaking has been certified by the New Jersey Department of Environmental Protection as a certified contractor for the removal and/or closure of petroleum underground storage tanks and is currently listed on the NJDEP's website as such;

The undersigned hereby certifies the above statements are true and complete and understands this certification is being relied upon to determine the eligibility of the applicant for financing assistance for the removal /closure, and remediation of a leaking underground storage tank pursuant to the Underground Storage Tank Finance Act, N.J.S.A. 58:10A-37.1 et seq. as amended.

NJDEP Certification Number: _____

Certification Type: Closure Subsurface Evaluation UHOT

Signature: _____ Date: _____

Name: _____

Title: _____

Enclosure: Photos: Yes No



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ATTACHMENT E

INSURANCE/TANK SERVICE DOCUMENTATION

THIS CHECKLIST ENSURES COMPLIANCE WITH THE NJDEP'S DOCUMENTATION REQUIREMENTS ON HOMEOWNER INSURANCE POLICY AND SERVICE AGREEMENT CLAIMS.

- (1) **FILING AN INSURANCE CLAIM:** Applicants to the Petroleum Underground Storage Tank Remediation, Upgrade & Closure Fund (UST Fund) must file a claim with their present, as well as any past, insurance companies that have insured the property in question. **The Notice of Claim must be filed in writing, and must list the UST Fund, State of New Jersey, as a beneficiary to the claim to the extent any award is made from the UST Fund.** If you have already submitted a claim to your insurance company(s), but failed to include the language noted above, you must resubmit your claim to all applicable insurance companies with the language included. This is required by law.
 Copies of insurance claims and notice claims included
- (2) **PROOF NOTICE OF CLAIM WAS FILED:** Applicants must submit proof with their application that the Notice of Claim was received by the insurance company(s). Such proof can be in the form of a certified mail receipt (green post card) or a letter from the insurance company indicating that the Notice of Claim was received. Please note that the insurance company must respond to the Notice of Claim and provide proof of receipt, not an insurance broker or other third party. Responses from a broker or other third party are not acceptable.
 Copy of certified mail receipt and/or letter from insurance company
- (3) **INSURANCE DETERMINATIONS:** Applicants must submit copies of all correspondence received from their insurance company(s) related to their claim(s), such as letters of denial of coverage, or letters indicating partial coverage. Letters of denial from insurance companies must detail the reason(s) for denial of the applicant's claim(s), and should include a copy of the applicable insurance policy, or at a minimum, excerpts from the policy indicating the basis for denial. If the applicant obtains partial insurance coverage, documentation from the insurance company indicating the exact amount of coverage, or percentage of coverage, must be submitted with the application. **Please note that the processing of an UST Fund application can move forward without a final insurance determination, but once such a determination is received, the documentation describing that determination must be forwarded to the UST Fund office.** The UST Fund reserves the right to require the applicant to seek clarification of any coverage denials.
 Copy of insurance determinations
- (4) **LACK OF INSURANCE:** If the applicant never held any insurance policies on the property in question, a notarized affidavit attesting to that fact must be submitted with the application. (Attachment F)
 Notarized affidavit included
- (5) **TANK SERVICE AGREEMENTS:** If the applicant has a tank service agreement such as ProGuard, CARE, Step Program, etc., the applicant must submit a copy of the service agreement, copies of invoices for any deductible paid, documentation of any remedial costs incurred not covered by the tank service agreement, and invoices or other documentation indicating the actual costs expended by the tank service agreement company in the performance of the remediation.
 Copies of documentation indicated above



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ATTACHMENT F
NOTARIZED AFFIDAVIT

THIS AFFIDAVIT IS REQUIRED FOR ALL UST FUND APPLICANTS WHO NEVER HAD ANY LIABILITY INSURANCE COVERAGE FOR THEIR HOME

This certification shall be signed by the owner, or owners, of the property in question.

I certify under penalty of law that I never had any liability insurance coverage for the property, located at

I am aware that there are significant civil penalties for knowingly submitting false, inaccurate or incomplete information and that I am committing a crime of the fourth degree if I make a written false statement that I do not believe to be true. I am aware that if I knowingly direct or authorize the violation of any statute, I am personally liable for the penalties.

Signature

Print Name/Title

Company

Sworn to and Subscribed Before Me

On this date of _____ 20_____

Notary Public or Attorney at Law

My commission expires: _____



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ATTACHMENT G

UST FUND COST GUIDE

Do not enclose this page or Attachment G when you submit your application.

Please retain this page and Attachment G for your own records.



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION
Site Remediation Program
Bureau of Contract and Fund Management
401 East State Street, P.O. Box 413
Trenton, NJ 08625-0413
Fax: (609) 292-4401

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

BOB MARTIN
Acting Commissioner

January 1, 2010

Dear UST Fund Applicant or Consultant:

Enclosed you will find an updated version of the Department of Environmental Protection (NJDEP) Petroleum Underground Storage Tank Remediation, Upgrade & Closure Fund (UST Fund) Cost Guide. The latest version of the UST Fund Cost Guide is now utilized by the NJDEP and the NJEDA in accordance with N.J.S.A. 58:10A-37.5b. The UST Fund Cost Guide will be used for the reimbursement of costs associated with regulated and unregulated leaking tanks as well as non-leaking residential heating oil tanks. Versions of this Cost Guide may now be found on the web at www.nj.gov/dep/srp/finance/ustfund.

This Cost Guide will become effective with the following conditions:

- All new applications that have been submitted to the NJDEP prior to and after January 1, 2010, and have not yet been forwarded to the New Jersey Economic Development Authority (NJEDA) for approval will be reviewed utilizing the 2010 Cost Guide.
- All previously approved applications (applications where the NJEDA has approved funding) will have costs submitted and reviewed (e.g. invoices and subcontractor invoices) utilizing the Cost Guide in effect at that time of their approval. All applications that have already been submitted to the NJDEP may not be withdrawn for the purpose of revising the cost proposals.
- The cost proposals submitted with applications to the UST Fund are estimates. Disbursements will be made after the work is performed and sufficient documentation of actual costs incurred is submitted to the NJDEP or NJEDA. This would include, but is not limited to, direct subcontractor invoices and receipts representing actual service, material and equipment costs, and proof of payment such as cancelled checks or invoices marked "paid". It is important that applicants advise their consultants/contractors that this documentation is necessary for the applicant to receive the maximum reimbursement possible from the UST Fund. It is recommended that the applicant make this a requirement in the contract with their consultant/contractor.
- If proposed rates and/or costs related to UST Fund Applications for leaking tanks exceed the UST Fund Cost Guide they must be justified to the satisfaction of the NJDEP. Such justification may include an explanation of specific site conditions that warrant additional effort, specific specialized site needs, etc. It is the responsibility of the applicant to provide such justification. Any costs in excess of those found in the UST Fund Cost Guide that can not be adequately justified may be capped at the UST Fund Cost Guide rates/costs or denied.
- All services, and/or materials that are subcontracted, rented or purchased by the applicant's prime consultant/contractor will be reimbursed at actual cost plus a prime consultant/contractor mark-up not to exceed 15%. The exception to this is if the subcontracted, rented or purchased items are substantiated by quantity documentation only, with no specific unit cost documentation being provided. In these instances, the NJDEP will review and consider the appropriate reimbursement on a case by case basis. All such costs must be verified, as discussed above, by the direct subcontractor invoices or material receipts. For example, for soil disposal or waste oil/ wastewater disposal, costs must be verified by receipt of the disposal facility invoice indicating cost per unit and amount (weight or volume) disposed of. For materials that are purchased in bulk by consultants/contractors for use at various sites, a copy of a recent invoice indicating the bulk purchase price would satisfy the documentation requirement.
- The NJDEP will review the proposed scope of work and costs to determine if the level of effort is appropriate for the work proposed. This level of effort review evaluates the amount of time it takes to perform the tasks proposed, as well as the level of personnel necessary to perform these tasks. Any questions about the proposed level of effort will be directed to the applicant and their consultant/contractor. Any level of effort that is found to be in excess of what the NJDEP deems necessary to perform the work proposed will not be approved for funding.

- For regulated UST applications and regulated UST supplemental funding requests, please note that the NJDEP instructs the NJEDA to make a 50% disbursement upon approval of the application, and subsequent to the closing of the grant, and/or loan.
- The UST Fund Cost Guide was developed by evaluating current construction, and/or remediation cost references, other State of New Jersey contracts for similar services or items, the solicitation of quotes from rental companies, and the general experience of NJDEP staff. The UST Fund Cost Guide was not intended to be all-inclusive; encompassing every possible cost associated with underground storage tank closure, replacement and/ or remediation. Any rates/costs proposed that do not appear in the UST Fund Cost Guide will be evaluated on a case-by-case basis using a similar process.
- Any costs not approved by the NJDEP or the NJEDA are the sole responsibility of the applicant.
- Applicants should note the ineligible costs listed on Page 5 of the UST Fund Cost Guide.
- Any questions regarding the attached UST Fund Cost Guide can be directed to the Bureau of Contract & Fund Management, NJDEP @ (609) 777-0101.

IMPORTANT NOTE: In compliance with N.J.S.A. 58:10A-37.5b, the Department of Environmental Protection (Department) has developed and published a cost guidance document that establishes the maximum cost to be paid for the eligible project costs of the closure or replacement of a petroleum underground storage tank used to store heating oil for onsite consumption in a residential building or a petroleum underground storage tank with a capacity of 2,000 gallons or less used to store heating oil for onsite consumption in a nonresidential building. The Department and the New Jersey Economic Development Authority (NJEDA) will use the following Cost Guide to determine costs that are eligible under the UST Fund. A copy of the Cost Guide and other UST Fund information is available on the Department's web site at www.nj.gov/dep/srp/finance/ustfund. Be advised that as of October 3, 2006, due to the enactment of P.L. 2006, c.58, all contractors performing work on non-regulated underground storage tanks, including homeowner heating oil tanks, where work is being funded by the Petroleum Underground Storage Tank Remediation, Upgrade & Closure Fund, must be certified in accordance with N.J.A.C. 7:14B-13.

Respectfully,



Frank Pinto, Chief
NJDEP
Bureau of Contract & Fund Management
P.O. Box 413
401 East State Street
Trenton, NJ 08625

Attachment G – UST Fund Cost Guide

Underground Storage Tank Removal/ Closure (Unregulated & Regulated) (All prices include excavation, cutting, cleaning, removal, & disposal)	Flat Rate
550 gallons or less	\$1,500
1000 gallons	\$2,100
1500 gallons	\$2,500
2000 gallons	\$2,600
3000 gallons	\$3,500

Above Ground Storage Tank (AST) Installation (Unregulated Tanks, includes tank & labor)	Flat Rate
120 gallons	\$1,700
165 gallons	\$1,800
240 gallons	\$1,950
275 gallons	\$2,000
330 gallons	\$2,400
400 gallons	\$2,600

Underground Storage Tank Installation (Unregulated only) (Will only be reimbursed when AST Installations are not feasible)	Flat Rate
290 - 550 gallons	\$3,000
1000 gallons	\$4,200

Municipal Services (Not subject to a subcontractor markup)	Daily Rate
Permits	At Cost
Police oversight	At Cost

Heavy Equipment	Daily Rate
Mobilization/demobilization - one time allowable per site per machine	\$500
Loader/backhoe w/operator (Mobilization/Demobilization applies)	\$950
Small Trackhoe w/operator (J Deere 200LC or equivalent) (Mobilization/Demobilization applies)	\$1,400
Large Trackhoe w/operator (Cat 325 or equivalent) (Mobilization/Demobilization applies)	\$1,700
Skid Steer Loader w/operator (Mobilization/Demobilization applies)	\$700
Field Vehicle with reusable tools	\$110
Dump Truck w/operator (approx. 12 yd ³)	\$400
Dump Truck, Tandem - Triaxle w/operator (25 yd ³)	\$900
Rolloff Box (20 yd ³)	\$600
Vacuum Truck w/operator	\$800/day or \$100/hr
Geoprobe w/ Operator	\$1,800/ day or \$1,000/half day
GPR/Electrometer Survey	\$1,200

Attachment G – UST Fund Cost Guide

Labor/Personnel	Hourly Rate
Laborer	\$50
Equipment Operator	\$60
CADD Operator	\$60
Foreman	\$65
Environmental Technician	\$70
Staff Engineer/Scientist/Subsurface Evaluator	\$80
Geologist/Hydrogeologist	\$85
Sr. Hydrogeologist/Professional Engineer	\$105
Project Manager*	\$110
Senior Project Manager*	\$125
Associate*	\$150
Principal*	\$175
<p>* Total project management labor will be capped at the following percentages based on the total project cost:</p> <p style="padding-left: 20px;">20% allowable for jobs up to \$10,000</p> <p style="padding-left: 20px;">15% allowable for jobs between \$10,001 - \$25,000</p> <p style="padding-left: 20px;">10% allowable for jobs \$25,001 and higher</p>	

Material Disposal (Does not include transportation) (Tasks in this section can be subject to subcontractor markup)	Per Unit
Non-Hazardous Petroleum Contaminated Soil	\$50/ton
Disposal of Petroleum/Oil Contaminated Water	\$0.85/gallon
Disposal of Gasoline Contaminated Water	\$1.00/gallon

Backfill (Tasks in this section can be subject to subcontractor markup)	Per Unit
Recycled Concrete Aggregate	\$15/ton
Fill Material	\$20/ton
Top Soil	\$25/cy

Reports Regulated Applications/ Licensed Site Remediation Program	Flat Rate
Closure Report without contamination	\$2,000
Closure Report with contamination	\$4,000
Preliminary Assessment Report	\$1,500
Site Investigation	\$2,000
Receptor Evaluation Report - Unregulated (Non-UHOT Cases)/Regulated/ LSRP	\$1,200
IEC Response Action Report (Potable Well/Vapor Intrusion)	\$2,000
Remedial Investigation Report	\$3,000
Remedial Action Workplan	\$2,000
Remedial Action Report /Response Action Outcome	\$3,000

Attachment G – UST Fund Cost Guide

Reports Regulated Applications/ Licensed Site Remediation Program (Con'd)	Flat Rate
Structural Support Certification and plan (for cases that require structural support)	\$1,500
Facility Questionnaire and UST Registration	\$200
Groundwater Sampling Data Management	\$500/event
Baseline Ecological Evaluation	\$1,200
Site Access Letters	\$250/event
Open Public Records Request (File review) (not subject to markup)	Actual invoice cost by OPRA
Note: Report costs include all work associated with report, including, but not limited to, the preparation of all maps, tables, drawings, photocopies, postage, and all clerical and administrative support.	

Reports Unregulated Applications/Unregulated Heating Oil Tank Program	Flat Rate
Site Investigation/Remedial Investigation Report - (Non-UHOT Cases)	\$2,000
Receptor Evaluation Report - (Non-UHOT Cases)	\$1,200
Baseline Ecological Evaluation	\$1,200
Remedial Action Workplan - (Non-UHOT Cases)	\$2,000
Remedial Action Report	\$2,000
UHOT List Preparation (Not applicable for case that require direct NJDEP oversight)	\$500
Structural Support Certification and plan (for cases that require structural support)	\$1,500
Groundwater Sampling Data Management	\$500/event
Potable Well Report	\$100/event
Site Access Letters	\$250/event
Open Public Records Request (File review) (not subject to markup)	Actual invoice cost by OPRA
Note: Report costs include all work associated with report, including, but not limited to, the preparation of all maps, tables, drawings, photocopies, postage, and all clerical and administrative support.	

Vapor Intrusion (Includes labor, equipment, sampling and reporting) (Rates have been estimated for a total of four sites per task)	Flat Rate
Vapor Intrusion Remedial Investigation Workplan	\$2,000
Vapor Intrusion Indoor Air Building Survey	\$670
Vapor Intrusion Indoor Air Building Survey Update	\$250
Sub-slab Sampling	\$1,160
Indoor Air Sampling	\$1,900
Vapor Intrusion Report	\$2,000

Public Notification Regulated/ Licensed Site Remediation Program Cases only	Flat Rate
Signage or letters	\$100
Fact sheet preparation	\$360
Newspaper Publishing	As invoiced (No markup will be allowed)

Attachment G – UST Fund Cost Guide

Health and Safety	
Health and Safety Plan	\$250.00

Equipment/Instrumentation (Tasks in this section can be subject to subcontractor markup)	Per Day/ Per Week
PID	\$75/day or \$200/week
FID	\$85/day or \$250/week
Four Gas Meter	\$100/day or \$300/week
Remediation Product Skimming Pump	\$75/day or \$225/week
Pump-Bladder QED SampPro 1.75, Controller QED MP10, & Compressor 3020 12V DC	\$150/day or \$450/week
Grundfos Pump w/controller	\$95/day or \$290/week
Generator	\$45/day or \$135/week
Oil/Water Probe	\$45/day or \$140/week
Data Logger (Hermit 3000 or equivalent)	\$125/day or \$375/week
Transducer	\$35/day or \$105/week
Water Quality Meter	\$100/day or \$300/week
Air Temp/Barometric Pressure Meter	\$75.00/day or \$200/week
Jack Hammer w/compressor	\$150/day or \$400/week
Welding Equipment	\$75/day or \$200/week
Concrete Mixer	\$50/day or \$150/week
Mechanical Auger	400/day
Bailer 1' or 3'	\$5/each
Plastic Sheeting	\$75/roll
Low Density Polyethylene Tubing .17x1/4" (used with QED Bladder Pump)	\$.60/foot
Vibratory Plate Compactor / Tamper	\$55/day or \$200/week
Poly Bladder Kit Includes: poly bladder, set of o-rings, & SS Grab Plate used with QED Bladder Pump	\$22/each
3/8" Polyvinyl or Polyurethane Tubing 100'	\$25/roll
3/8" Polyvinyl or Polyurethane Tubing 500'	\$125/roll
Single Whale Pump for 3/8" tubing	\$10/day
Double Whale Pump for 3/8" tubing	\$15/day
Car battery for whale pump	\$5/day
Hand Auger w/12' extension	\$12/day
55-Gallon Drums	\$45/each

Well Survey (This task can be subject to subcontractor markup)	\$1,500/day
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Well Installation (Includes labor) (Tasks in this section can be subject to subcontractor markup)	Flat Rate
Shallow Unconsolidated (approx. 20ft. deep)	\$2,500
Shallow Bedrock (approx. 20ft. deep)	\$4,000

Attachment G – UST Fund Cost Guide

Well Installation (Includes labor) (Con'd) (Tasks in this section can be subject to subcontractor markup)	Flat Rate
Deep Wells	Site Specific
Temporary Geoprobe Well Point	\$600

Well Abandonment/Sealing (This task can be subject to subcontractor markup)	\$600
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Laboratory Analytical Fee Schedule (Tasks in this section can be subject to subcontractor markup)	Per Sample
Diesel Range Organics (DRO)	\$120
VOCs+10	\$140
BN+15	\$170
PAH	\$125
PP Metals	\$125
Lead	\$30
Electronic Data Deliverables (Only if required by the NJDEP)	\$20/diskette
Methanol or Encore sampler	\$10/each
Scale for methanol only	\$10/day

Waste Classification (Tasks in this section can be subject to subcontractor markup)	Per Sample
Full TCLP & ID27	\$800
ID27(Full TCLP+RCRA+others)	\$1,100

Attachment G – UST Fund Cost Guide

Site Restoration

Site Restoration costs are limited to damage caused by the remediation of leaking USTs. No restoration costs due contractor negligence will be considered. Eligible costs for certain site restoration categories are capped at \$5,000 each. These categories include landscaping, hardscaping, costs associated with deck removal and or replacement, and costs associated with swimming pool removal or replacement. These categories are described further as follows:

- 1) **Landscaping** – This category includes lawn restoration, bushes, shrubs, trees, flower beds, edging, mulch, etc. Note that replacement of plantings will not necessarily be with mature plants.
- 2) **Hardscaping** – This category includes paver, brick or cement walkways, patios, and decorative walls of any construction, and loose stone used for decorative purposes.
- 3) **Decking costs** – This category includes the need to dismantle, remove, and replace a portion or the entirety of a wooden or composite deck in order to effectuate a remediation.
- 4) **Pool costs** – This category includes the need to dismantle, remove and replace a portion or the entirety of a swimming pool in order to effectuate remediation.

The UST Fund also has the right to cap other categories of restoration costs that are not directly related to the structural integrity of the home in question. In addition, for restoration costs that are eligible, the UST Fund will only reimburse for replacement of what existed prior to the remediation up to the cap amount. Applicant is responsible for obtaining a minimum of three (3) price quotes for any restoration work. Before and after photos are strongly recommended.

Ineligible UST Fund Costs

- NJDEP Oversight Costs/ Fixed Fees
- Performance Guarantees
- Preparation of UST Fund application
- Administration and management of funds.
- Repair of damages caused by subcontractor/consultant due to negligence.
- Costs associated with ASTs (ie. AST tubs, roofs or housing) (except replacement for leaking UST).
- Items not totally expended at one site (i.e., hand tools, temporary fencing, rain gear, etc.).
- Rush turnaround times for sampling (unless required by the NJDEP)
- Temporary relocation of residency (Displacement due to Remediation)
- Meals and lodging.
- Tank tightness/leak detection testing.
- Subcontractor cost markup exceeding 15%.
- Legal fees, except as determined necessary for remediation by NJDEP (i.e., offsite access).
- State NJDEP permit fees (local permit fees are reimbursable).
- Costs for preparation of appeal letters for denied costs.
- Office administration costs including but not limited to faxes, copying, postage/FedEx, etc.
- Fuel surcharge & More than one field vehicle
- Work completed by uncertified firm



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

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

Unregulated Leaking Tanks (Including Residential Heating Oil Tank)

ATTACHMENT H

PROJECT SUMMARY SHEET

For a copy of the Project Summary sheet, please download the Microsoft Excel Spreadsheet.

The Project Summary Sheet is optional. Contractors must still submit their actual cost proposal and/ or final invoices.



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

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

Unregulated Leaking Tanks (Including Residential Heating Oil Tank)

ATTACHMENT I

LSRP RETENTION & DISMISSAL FORM

A copy of this form must be included with the application and the original must be sent to the Bureau of Case Assignment & Initial Notice.

Completed forms should be sent to:

Bureau of Case Assignment & Initial Notice
New Jersey Department of Environmental Protection
Site Remediation Program
401 East State Street, PO Box 434
Trenton, NJ 08625

SECTION I. LICENSED SITE REMEDIATION PROFESSIONAL INFORMATION AND STATEMENT

LSRP ID Number: _____
First Name: _____ Last Name: _____
Phone Numbers: _____ Ext.: _____ Fax: _____
Mailing Address: _____
Municipality: _____ State: _____ Zip Code: _____
Email Address: _____

This statement shall be signed by the LSRP who is submitting this notification in accordance with N.J.S.A. 58:10C-14, and N.J.S.A. 58:10B-1.3b(1) and (2).

- (1) *I certify, as a Licensed Site Remediation Professional authorized pursuant to N.J.S.A. 58:10C-1 et seq. to conduct business in New Jersey, that for the remediation described in this submission, and all attachments included in this submission, I personally: Managed, supervised, or performed the remediation conducted at this site that is described in this submission, and all attachments included in this submission; and/or periodically reviewed and evaluated the work performed by other persons that forms the basis for the information in this submission; and/or completed the work of another site remediation professional, licensed or not, after having: (1) reviewed all available documentation on which I relied; (2) conducted a site visit and observed the then-current conditions and verified the status of as much of the work as was reasonably observable; and (3) concluded, in the exercise of my independent professional judgment, that there was sufficient information upon which to complete any additional phase of remediation and prepare workplans and reports related thereto.*
- (2) *I certify:*
- *That I have read this submission and all attachments to this submission;*
 - *That in performing the professional services as the licensed site remediation professional for the entire site or each area of concern, I adhered to the professional conduct standards and requirements governing licensed site remediation professionals provided in N.J.S.A. 58:10C-16;*
 - *That the remediation conducted at the entire site or each area of concern, that is described in this submission and all attachments to this submission, was conducted pursuant to and in compliance with the remediation requirements in N.J.S.A. 58:10C-14.c;*
 - *That the remediation described in this submission, and all attachments to this submission, was conducted pursuant to and in compliance with the regulations of the Site Remediation Professional Licensing Board at N.J.A.C. 7:26I; and*
 - *That the information contained in this submission and all attachments to this submission is true, accurate, and complete.*
- (3) *I certify, when this submission includes a response action outcome, that the entire site or each area of concern has been remediated in compliance with all applicable statutes, rules, and regulations and is protective of public health and safety and the environment.*
- (4) *I certify that no other person is authorized or able to use any password, encryption method, or electronic signature that the Board or the Department have provided to me.*
- (5) *I certify that I understand and acknowledge that:*
- *If I knowingly make a false statement, representation, or certification in any document or information I submit to the Department I may be subject to civil and administrative enforcement pursuant to N.J.S.A. 58:10C-17.a.1(a)through (f) by the Board, including but not limited to license suspension, revocation, or denial of renewal; and*
 - *If I purposely, knowingly, or recklessly make a false statement, representation, or certification in any application, form, record, document or other information submitted to the Department or required to be maintained pursuant to the Site Remediation Reform Act, I shall be guilty, upon conviction, of a crime of the third degree and shall, notwithstanding the provisions of subsection b. of N.J.S.2C:43-3, be subject to a fine of not less than \$5,000 nor more than \$75,000 per day of violation, or by imprisonment, or both.*
- (6) *I certify that I have read this certification prior to signing, certifying, and making this submission.*

LSRP Signature: _____ Date: _____
LSRP Name: _____
Company Name: _____