

**SOUTH DAKOTA  
PETROLEUM RELEASE COMPENSATION FUND**

**Internal Cost Screening Guidelines for Determining Reasonable Environmental Consultant Expenses**

**The determination of reasonable expenses is based on reports and letters that document the actual work completed. Lump sum charges for professional consultant time are not eligible for PRCF reimbursement. Professional consultant charges must be for actual time.**

**Vehicle Preparation and Loading/Unloading** *(This is a per-event not per-day allowance, and does not include mileage and travel time. It provides for equipment preparation, loading, and unloading.)*

* Preparation and loading – Drilling Crew (risk assessment)	\$250.00/trip
* Preparation and loading – Environmental Professional (risk assessment)	\$140.00/trip
* Preparation and loading – Environmental Technician (validation sampling)	\$70.00/trip

**Tank Removal and Excavation Observations** *(Excluding mileage, per diem, lab fees, and report writing. Actual time on site must be documented.)*

- \* \$1,100.00/day for full days
- \* \$550.00/day for half days

**Tank Purging and Decommissioning** *(Using carbon dioxide gas.)*

- \* \$5.57/100 gallon tank capacity

**Tank Cutting** - *(Includes cutting expenses necessary for safe decommissioning only which includes the use of explosivity meter, use of cutting or sawing equipment, and labor to remove each end of the tank)*

* Under 4000 gallons nominal capacity	\$370.00
* Above 4001 gallons nominal capacity	\$450.00

If remote tank cutter is used, add \$415.00/tank to decommissioning allowance for additional equipment rental and labor, including explosivity meter.

**Source, Pathway, & Receptor Identification** *(Includes office and field time to obtain information on hydrogeology, current and former on-site and adjacent off-site potential sources, potential pathways, and receptors prior to conducting assessment activities.) Allowance will be made based on the complexity and completeness of the source, pathway, and receptor identification.*

- \* Up to \$1,700.00 per site

**Risk Based Assessment Work Plan & Site Conceptual Model** *(Includes: Site description and history; Information on potential sources, pathways, and receptors; Site figures and a preliminary Site Conceptual Model showing the potential sources, pathways and receptor to be assessed; Assessment methods proposed to evaluate the potential for completed pathways and risk to include assessment locations, depths, and parameters to be analyzed. Actual time must be documented.) Allowance will be made based on the complexity and completeness of work the Risk Based Assessment Work Plan & Site Conceptual Model.*

- \* Up to \$1,350.00 per site

**Initial Site Review/Utility Check** *(Actual time must be documented on consultant invoice.)* Up to \$350.00

**Subsequent Utility Check** *(Actual time must be documented on consultant invoice.)* Up to \$155.00

**Site Assessment – Auger Soil Borings** *(This includes those borings completed as monitoring wells. It also includes the costs for site selection, drill rig set-up, equipment down-time, preparing field soil logs, field testing for petroleum vapors, and plugging boring holes, if appropriate. For funding purposes, soil sampling is considered continuous if a minimum of one soil sample is taken for each 2 1/2 foot interval from the soil boring)*

\* Depth of penetration with **continuous soil sampling** *(incremental amount)*

0 - 15 ft:	\$28.00/ft
15 - 25 ft:	\$31.00/ft
25 - 35 ft:	\$35.00/ft
35 + ft:	\$38.00/ft

\* Depth of penetration with **non-continuous soil sampling** *(incremental amount)*

0 - 15 ft:	\$16.50/ft
15 - 25 ft:	\$21.50/ft
25 - 35 ft:	\$25.50/ft
35 + ft:	\$29.00/ft

\* Cutting holes in concrete *(For auger drilling up to 12 inch diameter.)* - \$100.00/hole

\* Decontamination & equipment cleaning *(For auger drilling, based on number of feet drilled.)*  
\$4.50/ft (Minimum allowance of \$160.00)

**Expedited Site Assessment** *(Includes the use of a push probe and Membrane Interface Probe or Laser Induced Fluorescence instruments and operators, and environmental professional. Also includes the costs for site selection, set-up, equipment, down-time, preparing logs, field testing for petroleum vapors, and plugging boring holes.)*

* MIP	\$20.00/ft
* LIF	\$16.00/ft

**Monitoring Wells - Installation** *(This includes labor for completing a soil boring as a monitoring well, surveying, and well development. Add to cost of soil borings and materials.)*

* Up to 25 ft deep	\$280.00/well
* Up to 35 ft deep	\$340.00/well
* Over 35 ft deep	\$430.00/well

**Monitoring Well Sampling** *(This includes on-site labor for site preparation & decontamination, well development and sampling or collecting groundwater samples with passive diffusion bag. It also includes the cost for disposable equipment such as bailers, ropes, gloves, passive diffusion bag. Lab analysis, reporting, mileage, per diem, and travel time is separate. The allowance for the measurement of free product is for wells with more than 1/16 of an inch of product – as per the DENR handbook. Actual hours must be itemized on the invoice.)*

* Sample Well	\$75.00/well
* Check /record water levels, add	\$100.00/site visit plus \$14.00/well over five wells
* Measure Free Product	\$7.00/well (\$20.00 min.)
* Bail free phase product	\$35.00/well

**Water & Soil Sample Handling**

* Containers, Preparation, packaging & postage	\$40.00/event
* Allowance per site sample sent to lab	\$35.00/sample <i>(Max. - \$700.00 per assessment event)</i> <i>(Includes sample containers, time to label containers and complete chain-of- custody forms, and mark-up of lab costs.)</i>

**Vapor Screening and Sampling**

- \* For initial screening of utilities or other possibly impacted structures. \$350.00
- \* Verification screening of utilities and structures with field instrumentation. \$65.00  
*(Allowance made for each location for required. This includes equipment and time to obtain access to structures and utilities)*
- \* Collection of samples to confirm vapor impacts. \$75.00  
*(Allowance made for each location for required. Does not include consumable items such as Tedlar bags and Sensidyne tubes; a separate allowance will be made for these items.)*
- \* Screen SVE/AS systems with field instrumentation. \$20.00  
*(Allowance made for each necessary sampling point for screening.)*

**Soil Vapor Extraction/Air Sparging Pilot Studies**

- \* Conduct Soil Vapor Extraction Pilot Study \$2,350.00  
*(Includes site time, materials and equipment - except blower rental.)*
- \* Conduct Air Sparging Pilot Study \$2,550.00  
*(Including air sparging alone and air sparging in conjunction with soil vapor extraction - except compressor rental.)*
- \* Blower \$210.00/necessary day *(Max. - \$650.00/test).*  
Blower rental and shipping costs must be supported by invoice. If electrical work or a generator is required actual electrical subcontractor or rental invoices will be used to provide an invoice allowance.
- \* Compressor \$70.00/necessary day *(Max. - \$550.00/test).*  
Compressor rental and shipping costs must be supported by invoice. If electrical work or a generator is required actual electrical subcontractor or rental invoices will be used to provide an invoice allowance.

**Reporting & Evaluation - Tank Removal/Excavation** *(This includes literature review/research, data evaluation and recommendations, report writing, drafting, tables and graphs preparation, site-characterization, computer modeling, and principal review. This does not include remedial design work. Reports must be complete and technically correct in order to be considered for full reimbursement. The incremental increase in reporting allowance assumes that a greater amount of information is obtained, evaluated and reported with an increase in the number of tanks or cubic yards of soil removed.)*

- \* Report on tank removal(s): \$1,000.00 for the first tank bed.  
\$390.00 for each additional tank bed; up to three tank beds per site *(tanks with centerlines located within 15 feet are considered one "tank bed")*.
- \* Report on remedial excavation outside of the tank basin or other remedial excavation: For reporting purposes here, the volume ranges include both clean and contaminated soils excavated outside of a tank basin. Volume is calculated as loose cubic yards. Reporting of soils removed within a tank basin is included under tank removal.

Add \$500.00 to the following reporting allowance if no tanks are removed.

For up to 400 cubic yards	\$400.00
For 401 - 800 cubic yards	\$475.00
For 801 - 1,500 cubic yards	\$580.00
For 1,501 - 3000 cubic yards	\$670.00
For 3000 - 5000 cubic yards	\$900.00
For 5001 + cubic yards	\$1,050.00

**Reporting & Evaluation - Tank Removal/Excavation (cont.)**

The above excavation reporting allowances assume that the items listed below will be sufficiently addressed in the reports. If the items are not sufficiently addressed in the report, the allowance will be reduced accordingly. The percentages of reductions are provided below.

- Less: Up to 25 % if tank and excavation locations, dimensions, sizes, condition and contents are not included in the report (*site map required*).
- Less: Up to 25% if specific screening and analytical sample results, locations and depths are not presented and discussed in the report (*site map required*)
- Less: Up to 25% if description of excavation process is not included in the report. This information includes date and time consultant was on site, description of the soil profile observed in the excavation, clean and contaminated soil volumes including methods used to determine clean from contaminated soil and how volumes were determined, and disposal method and location.

**Reporting and Evaluation - Assessments:** (*Reports must be complete and technically correct in order to be considered for full reimbursement. Allowances for remedial design are not considered in this allowance and are considered elsewhere.*)

\* Data Presentation – Borings & Wells (*This includes drafting boring and wells logs, presenting PID, groundwater elevation data, and analytical data in tables, plotting boring and well locations on site maps, and plotting groundwater elevation data; an allowance is made for each boring and an allowance is made for each well.*) \$85.00/boring and well (\*Minimum allowance of \$675.00)

\* Rapid Site Assessment \$280.00

\* Risk Evaluation

Site Map with Receptors Identified \$250.00

(*Update of Risk Based Assessment Work Plan site maps with new receptor information*)

Evaluate Potential Risk Up to \$850.00

\* If modeling necessary to establish SSTLs add: Up to \$850.00

**Allowance for Risk Evaluation will be made based on the complexity and completeness of the risk assessment.**

**Reporting and Evaluation - Verification Groundwater Monitoring, SVE System Monitoring and Air Monitoring** (*Reporting of Initial Sampling is included in "Reporting and Evaluation - Assessments". Allowances are based on data presentation, evaluation and recommendations for number of wells sampled. Allowances for verification SVE monitoring include presentation of flow, effluent concentration, vacuum, removal rates and estimated time to asymptotic removal rates. Allowances for air monitoring will be made for samples collected for laboratory analysis, when required.*)

Allowance for first monitoring report:	Add \$275 to the following allowance
1 – 2 Monitoring points	\$600.00
3 Monitoring points	\$700.00
4 Monitoring points	\$850.00
5 Monitoring points	\$900.00
6 Monitoring points	\$960.00
7 Monitoring points	\$1,020.00
8 Monitoring points	\$1,085.00
9 Monitoring points	\$1,125.00
10 Monitoring points	\$1200.00

**Full allowances will be made only for complete and accurate data presentation and appropriate evaluation and recommendations.**

**Reporting and Evaluation - Verification Air Screening with Field Instrumentation** *(For reporting on samples analyzed by field instrumentation. Reported with other verification monitoring report. An allowance will be made for each sample type. Multiple screenings at one location by a single instrument constitute a single sample. Samples analyzed at one location by different instruments constitute multiple samples.)*

1 to 3 Samples	\$90.00
4 to 6 Samples	\$135.00
7 to 10 Samples	\$170.00
11 to 20+ Samples	\$250.00
21 +	\$320.00

**Reporting and Evaluation - Soil Vapor Extraction/Air Sparging Pilot Studies** *(The allowances assume that the items listed below will be performed and sufficiently addressed in the reports. If the items are not sufficiently addressed in the report, the allowance will be reduced or not made until the report is corrected.)*

* Soil Vapor Extraction	\$2,100.00
* Soil Vapor Extraction with Air Sparging	\$2,950.00
* Calculation and reporting of estimated removal rates, expected contaminant reduction factor and estimated time to reach the contaminant reduction factor.	\$665.00
* Graphs depicting influence vs. distance and pilot information presented in tabular form	\$500.00

- Less: Up to 20% if consideration is not given to the effects different geologic strata *(if present)* may have on the remediation system.
- Less: Up to 20% if recommendations with conceptual remediation system *(if applicable)* are not included.

**Reporting and Evaluation - Soil Vapor Extraction/Air Sparging System Installation and Start-up** *(Includes reporting on system installation, bore logs, startup, as-built drawings and reporting of any required system monitoring and maintenance activities up to the first quarterly monitoring event. Allowance will be based upon the total number of vapor extraction and sparge points.)*

1 to 2 points	\$1,700.00
3 to 6 points	\$2,450.00
7 + points	\$3,200.00

**Document Preparation and Distribution** *(This includes labor and materials for copying, assembly and postage for up to six copies.)*

\$0.65/page x no. of essential pages \_\_\_\_\_ x no. of copies \_\_\_\_\_ (Min. = \$45.00)

**Project Management** *(This includes general administration, correspondence with the DENR and PRCF, and principal review. It is based on a percentage of the above subtotal)*

10% of the sum of the previous amounts *(Min. allowance of \$225.00)*

**Special Allowances for Project Management** *(This includes the activities listed below. Consideration will only be given when prior approval has been obtained for each task and documentation is presented to substantiate that these tasks have actually taken place and charges for them are itemized on the invoice. Copies of all right-of-way permits and right-of-entry permits must be included with the assessment report for that activity.)*

- \* Obtaining right-of-way permits from cities, counties and SDDOT.
- \* Obtaining right-of-entry agreements to off-site properties for the purpose of advancing borings/wells *(No allowances are made for access fees or legal expenses).*
- \* Assisting responsible party in making arrangements for disposal of petroleum contaminated soils where landfills/landfarms are not currently available. This may include reviewing locations for land application sites or alternative treatment/disposal methods, but does not include time to research landfarm rules or assist in permitting a landfarm.

**Monitoring Wells (2” dia. wells) - Materials** *(add to cost of soil borings)*

* Well casing & screen <i>(include riser):</i>	\$5.10/ft
* Filter pack, annular seal, and surface seal:	\$5.10/ft
* Well covers:	\$125.00/cover
* Bumper posts <i>(materials and installation)</i>	
Steel posts:	\$20.00/post
Cement filled steel tubes	\$145.00/post

**Monitoring Wells - Abandonment** *(This includes labor and material for abandoning a monitoring well. An allowance of 1/4 the round-trip mileage and time for a technician, plus per-diem, will be made for well abandonment.)*

* Abandonment	\$150.00/well
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**Mileage** *(This includes round-trip mileage up to, but not to exceed 500 miles.)*

* Auto	\$0.70/mile
* Pickup/truck	\$1.00/mile
* Truck-mounted drill rig:	\$1.85/mile
* Trailer <i>(trailer only)</i>	\$0.45/mile

**Per Diem** *(Includes food and lodging.)*

* Day trip:	\$32.00/day x no. of man-days
* Overnight trip:	\$120.00/day x no. of man-days
* If supported with lodging invoices up to:	\$155.00/day x no. of man-days

**Travel Time** *(Reasonable travel time for up to 500 miles round-trip for necessary personnel only.)*

* 2-man drill crew:	\$145.00 x no. of travel hours
* Other travel: Contract hourly rate: \$_____ /hr x _____ man-hours	

**Procuring Competitive Quotes** *(Quotes will typically be required for excavations larger than 1000 cubic yards. For excavations smaller than 1000 cubic yards, quotes are encouraged but not required. For excavation less than 1000 cubic yards the quote allowance will be made if it can be shown there was a benefit to obtaining quotes.)*

Up to \$800.00

The above allowance assumes that, at a minimum, the items listed below will be completed.

1. Three quotes have been obtained. To obtain three quotes, six or more quote packages may have to be sent. A copy of all requests and responses must be supplied to the PRCF.
2. The quote packages have been sent to contractors in the community where the release occurred and other local area contractors.
3. The quote packages use the PRCF form to specify the quantity and type of work to be completed.
4. Quotes are on a unit basis. Lump sum quotes are not acceptable.
5. The quote package includes a brief description of the project and a site sketch.
6. Quotes are reviewed for consistency and accuracy.

**Laboratory Services (Allowances made for actual costs. Laboratory Invoice Required for All Samples)**

- \* Maximum laboratory allowance for soil or water analysis:
  - TPH-G plus BTEX & MTBE screen: Up to \$75.00/sample
  - TPH-FO plus Naphthalene screen: Up to \$75.00/sample

**At a minimum, itemized hours and billing rates are required on all invoices for all activities related to the following:**

- \* **Project Management**
- \* **Reporting**
- \* **Tank Removal Observations**
- \* **On-site Time for Environmental Professionals**
- \* **On-site Time for Monitoring Well Sampling**
- \* **Procuring Competitive Quotes for Excavation**

**The unit costs cited in this document are guidelines to be used by the PRCF in reviewing eligible expenses incurred by a covered party for corrective action of a petroleum release. These guidelines are an average from several sources. They do not take into account special conditions associated with any particular project which would increase or decrease the amount reasonably necessary to do the task. These figures are exemplary only and may be adjusted on a case-by-case basis to reflect actual project conditions. These guidelines are not intended to establish the costs incurred in any particular project.**