

STATE ASSURANCE FUND
July 1, 2009 Cost Schedule

TABLE OF PHASE CODES (Tasks and Incremental Costs)

1. APPLYING PHASE CODES:

The Cost Work Sheet must be prepared using a “Phase Code” (*unless the Cost Work Sheet is submitted as part of a Direct Payment Request associated with a Preapproval Application that was approved using Activity Codes instead of Phase Codes*). The “Phase Code” is an alphanumeric code identifying the applicable Phase of Corrective Action, Task completed during the Phase, and, if applicable, an Increment necessary to complete the Task. The following table lists the Phase Codes to be used when completing the Cost Work Sheet submitted with the SAF Application or Request.

Each Phase Code includes the following: The first alpha character indicates the Phase of Corrective Action, the following numerical character is the Task and the following alpha character is the Increment. For example, the Phase Code “C1A” is used to identify:

C = Phase C - “Site Investigation”

1 = Task - “Soil Boring Drilling and Sampling”

A = Increment - “Consultant – Pre- Field Coordination and Make Ready”

To complete the Cost Work Sheet, refer to the instructions in the applicable SAF Application or Request. The Phase Code is required to be entered into the applicable “Phase Code Column.”

Phase Codes are task-based and include all associated costs for completion of the Task. Some Tasks also include Phase Codes for Increments, if an Increment is identified, please use the Phase Code for the Increment.

See Pages 9 and 10 of table for additional comments and footnotes.

2. CLAIMING COSTS:

In accordance with A.A.C. R18-12-608(C)(1)(h):

- A) To the extent practicable, all costs for a task and all incremental costs associated with the task are to be included in the same reimbursement application or direct payment request.
- B) If it is not practicable to include all costs for a task and all incremental costs in the reimbursement application or direct payment request, a rationale for the costs that have not been included shall be provided in the summary of work. (*Summary of Work Form RA-4 for a Reimbursement Application or DP-6 for a Direct Payment Request*)
- C) When the remaining costs for the task and all incremental costs are claimed, there must be a reference to the previously submitted Summary of Work that documents the rationale for not including all costs in one submittal.
- D) If the rationale explained in item B) and the reference to that rationale explained in item C) are not provided, costs will be denied.

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Tasks are identified in the “Table of Cost Schedule Item Codes” and “Table of Phase Codes.” The “Table of Cost Schedule Item Codes” has a defined “unit of measure” to describe the unit/cost relationship to task-based cost items. Additionally, the “Table of Phase Codes” includes Tasks associated with corrective action Phases that are not included in the “Table of Cost Schedule Item Codes.”

ADEQ has included in the “Table of Phase Codes” a “unit of measure” for each task identified. The “unit of measure” is to be used for claiming the total costs for the Task or any Incremental Cost associated with the Task per A.A.C. R18-12-608(C)(1)(h).

The following provides two scenarios for claiming costs per A.A.C. R18-12-608(C)(1)(h). Please note the “unit of measure” includes any pre-field planning, field time, post-field evaluation, laboratory analysis and waste disposal, etc. for the specific field activity that is related to Task.

- A. The use of the unit of measure such as “per month” should include all work performed for the claimed Task and associated Incremental Costs in a 30 day time frame. The “per month” may or may not correlate to a calendar month.

Scenario: Claiming costs for a specific month of “operation and maintenance” (Task “I1” and any associated incremental costs). All costs incurred for work performed for “operation and maintenance” of a remedial system for a 30 day time frame must be claimed on one Application or Request.

To the extent that it *is not practicable* to include all incurred costs for that “month” time frame in one Application or Request, the applicant may provide a rationale for the costs that have not been included on the Summary of Work Form in which costs for that month are initially submitted.

Example: The applicant is claiming costs for May operation and maintenance and has not received a utility billing for the month of May and cannot wait until the utility billing is received to submit the “operation and maintenance” costs for May. The applicant may provide a rationale for the exclusion of utility costs and this rationale must be provided in the Summary of Work Form submitted in the Application or Request in which costs for the May “operation and maintenance” are initially claimed.

When the utility billing for May is submitted, the applicant must identify the Application or Request in which the Summary of Work was provided that includes the “rationale for its exclusion”.

- B. The use of the unit of measure such as “per event” should include all work performed for the Task and associated Incremental Costs for a given field activity. The field activity may be initiated and completed in a single day or it may occur over multiple days.

Scenario: Claiming costs for a groundwater sampling event (Task “D1” and any associated incremental costs). All costs incurred for work performed for groundwater sampling of monitoring wells which may or may not be completed in a single day.

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To the extent that it *is not practicable* to include all incurred costs for that “groundwater sampling” event in one Application or Request, the applicant may provide a rationale for the costs that have not been included on the Summary of Work Form in which costs for that groundwater sampling event are initially submitted.

Example: The applicant is claiming costs for a July groundwater sampling event and the waste disposal invoices has not been received and the applicant cannot wait until the waste disposal invoice is received to submit the “groundwater sampling” costs for July. The applicant may provide a rationale for the exclusion of waste disposal invoice and this rationale must be provided in the Summary of Work Form submitted in the Application or Request in which costs for the July “groundwater sampling” are initially claimed.

When the costs for the associated waste disposal that were excluded are submitted, the applicant must identify the Application or Request in which the Summary of Work was provided that includes the “rationale for its exclusion.”

TABLE OF PHASE CODES (Tasks and Incremental Costs)

PHASE CODE	TASK / INCREMENTAL <i>(Unit of Measure)</i>	DESCRIPTION
<i>Phase A – Release Confirmation¹</i>		
A1	Task <i>(Per Event)</i>	Soil Boring Drilling and Sampling
A1A	Incremental	Consultant – Post-Field Evaluation and Project Management – Drilling and Sampling
A2	Task <i>(Per Event)</i>	Sample Collection – Not Associated With Drilling
A2A	Incremental	Consultant – Post-Field Evaluation and Project Management – Sample Collection Only
A3	Task <i>(Per Report)</i>	14-Day Report Form
<i>Phase B – Initial Site Characterization</i>		
B1	Task <i>(Per Report)</i>	Initial Site Characterization Report
B1A	Incremental	Site Reconnaissance and Field Receptor Survey [1/4 mile]
B1B	Incremental	Initial Site Characterization Report – Update of Existing Form
<i>Phase C – Site Investigation²</i>		
C1	Task <i>(Per Event)</i>	Soil Boring Drilling and Sampling
C1A	Incremental	Consultant – Pre-Field Coordination and Make Ready
C1B	Incremental	Consultant – Post-Field Evaluation and Project Management – Soil Boring Drilling and Sampling
C2	Task <i>(Per Event)</i>	Bedrock Drilling and Sampling
C2A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Bedrock Drilling and Sampling
C2B	Incremental	Consultant – Post-Field Evaluation and Project Management – Bedrock Drilling and Sampling
C3	Task <i>(Per Event)</i>	Direct Push Sampling
C3A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Direct Push Sampling
C3B	Incremental	Consultant – Post-Field Evaluation and Project Management – Direct Push Sampling

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PHASE CODE	TASK / INCREMENTAL <i>(Unit of Measure)</i>	DESCRIPTION
<i>Phase C – Site Investigation - Continued</i>		
C4	Task <i>(Per Event)</i>	Well Installation (includes drilling and sampling) and Well Development
C4A	Incremental	Consultant - Pre-Field Coordination and Make Ready
C4B	Incremental	Consultant - Post-Field Evaluation and Project Management – Well Installation
C5	Task <i>(Per Event)</i>	Notice of Intent (NOI) Form Preparation (A.R.S. 45-596)
C5A	Incremental	Notice of Intent (NOI) ADWR Fee (A.R.S. 45-596)
C6	Task <i>(Per Permit)</i>	Right of Way Permit Preparation
C6A	Incremental	Right of Way Permitting Fee
C7	Task <i>(Per Access)</i>	Acquiring Off-Site Access
C7A	Incremental	Off-Site Access Fee
C8	Task <i>(Per Plan)</i>	Health and Safety Plan
C8A	Incremental	Health and Safety Plan – Update
<i>Phase D – Groundwater Monitoring³</i>		
D1	Task <i>(Per Event)</i>	Groundwater Sampling
D1A	Incremental	Consultant – Pre-field Coordination and Make Ready – Groundwater Sampling
D1B	Incremental	Consultant - Post-Field Evaluation and Project Management – Groundwater Sampling
D2	Task <i>(Per Event)</i>	Measurement of Fluid Level (not associated with groundwater sampling of same wells)
D2A	Incremental	Consultant – Pre-field Coordination and Make Ready – Measurement of Fluid Level
D2B	Incremental	Consultant - Post-Field Evaluation and Project Management – Measurement of Fluid Level
D3	Task <i>(Per Event)</i>	Monitoring Natural Attenuation
D3A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Monitoring Natural Attenuation
D3B	Incremental	Consultant - Post-Field Evaluation and Project Management – Monitoring Natural Attenuation
<i>Phase E – Aquifer Characterization</i>		
E1	Task <i>(Per Test)</i>	Slug Test
E1A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Slug Test
E1B	Incremental	Consultant – Post-Field Evaluation and Project Management – Slug Test
E2	Task <i>(Per Test)</i>	Aquifer Pump Test
E2A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Aquifer Pump Test
E2B	Incremental	Consultant – Post-Field Evaluation and Project Management – Aquifer Pump Test

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PHASE CODE	TASK / INCREMENTAL <i>(Unit of Measure)</i>	DESCRIPTION
<i>Phase F – Free Product Removal</i>		
F1	Task <i>(Per Event)</i>	Free Product Removal (Includes fluid level measurement)
F1A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Free Product Removal
F1B	Incremental	Consultant – Post-Field Evaluation and Project Management – Free Product Removal
F2	Task <i>(Per Test)</i>	Bail Down Test
F2A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Bail Down Test
F2B	Incremental	Consultant – Post-Field Evaluation and Project Management – Bail Down Test
<i>Phase G – Pilot Testing</i>		
G1	Task <i>(Per Event)</i>	Consultant – Review of Potential Remedial Alternatives ⁴
G2	Task <i>(Per Event)</i>	Well Installation (includes drilling and sampling) and Well Development (also use for nested wells)
G2A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Well Installation
G2B	Incremental	Consultant – Post-Field Evaluation and Project Management – Well Installation
G3	Task <i>(Per Event)</i>	Bedrock Well Installation
G3A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Bedrock Well Installation
G3B	Incremental	Consultant – Post-Field Evaluation and Project Management – Bedrock Well Installation
G4	Task <i>(Per Test)</i>	Soil Vapor Extraction (SVE) Pilot Test
G4A	Incremental	Consultant – Pre-Field Coordination and Make Ready – SVE Pilot Test
G4B	Incremental	Consultant – Evaluation and Project Management of Pilot Test Data – SVE Pilot Test
G5	Task <i>(Per Test)</i>	Combined SVE and AS Pilot Test
G5A	Incremental	Consultant - Pre-Field Coordination and Make Ready – Combined SVE and AS Pilot Test
G5B	Incremental	Consultant - Evaluation and Project Management of Pilot Test Data – Combined SVE and AS Pilot Test
G6	Task <i>(Per Test)</i>	Multi-Phase Extraction (MPE) or Dual Phase Extraction (DPE) Pilot Test
G6A	Incremental	Consultant - Pre-Field Coordination and Make Ready – MPE or DPE Pilot Test
G6B	Incremental	Consultant - Evaluation and Project Management of Pilot Test Data – MPE or DPE Pilot Test
G7	Task <i>(Per Test)</i>	Other Pilot Test Method
G7A	Incremental	Consultant - Pre-Field Coordination and Make Ready – Other Pilot Test Method
G7B	Incremental	Consultant - Evaluation and Project Management of Pilot Test Data – Other Pilot Test Method

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PHASE CODE	TASK / INCREMENTAL <i>(Unit of Measure)</i>	DESCRIPTION
<i>Phase G – Pilot Testing – Continued</i>		
G8	Task <i>(Per Event)</i>	Notice of Intent (NOI) Form Preparation (A.R.S. 45-596)
G8A	Incremental	Notice of Intent (NOI) ADWR Fee (A.R.S. 45-596)
<i>Phase H – Remedial Response</i>		
H1	Task <i>(Per Event)</i>	Well Installation (includes drilling and sampling) and Well Development (also use for nested wells)
H1A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Well Installation
H1B	Incremental	Consultant – Post-Field Evaluation and Project Management – Well Installation
H2	Task <i>(Per Event)</i>	Bedrock Well Installation
H2A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Bedrock Well Installation
H2B	Incremental	Consultant – Post-Field Evaluation and Project Management – Bedrock Well Installation
H3	Task <i>(Per Design) – see Cost Item Code #126</i>	Consultant – Pre-Built Engineering Design for Active Remedial System
H4	Task <i>(Per System Install)</i>	Remedial System Installation* for Active Remedial System <i>(See Cost Schedule General Notes)</i>

* Time and materials detail for actual incurred costs for H4 should be claimed on the Cost Work Sheet per the following categories:

REMEDIAL SYSTEM INSTALLATION CATEGORY	UNITS	x	UNIT COST	UNIT COST DESCRIPTION
Trenching and Backfill		x		\$/LF
Piping within Trench		x		\$/LF
Resurfacing (trench area to prior condition)		x		\$/SF
Well Head Modifications		x		\$/Well
Well Electrics		x		\$/well
Well Plumbing		x		\$/Well
System Equipment Plumbing / Equipment Set up		x		T&M Required
Compound Fencing		x		\$/LF
Concrete Slab		x		\$/CY
Removal of Construction Debris		x		T&M Required
Miscellaneous (must identify)		x		T&M Required

H4A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Remedial System Installation (Active Remedial System)
H4B	Incremental	Consultant – Post-Field Evaluation and Project Management – Remedial System Installation (Active Remedial System)
H5	Task <i>(Per Start-up)</i>	Remedial System Start-up (Active Remedial System)
H5A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Remedial System Start-up (Active Remedial System)
H5B	Incremental	Consultant – Post-Field Evaluation and Project Management – Remedial System Start-up (Active Remedial System)

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PHASE CODE	TASK / INCREMENTAL <i>(Unit of Measure)</i>	DESCRIPTION
<i>Phase H – Remedial Response – Continued</i>		
H6	Task <i>(Per Design)</i>	Remedial System Engineering Design for Initial Treatment (Passive Remedial System) ⁵
H7	Task <i>(Per Treatment)</i>	Initial Treatment (Passive Remedial System) ⁵
H7A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Initial Treatment (Passive Remedial System) ⁵
H7B	Incremental	Consultant – Post-Field Evaluation and Project Management – Initial Treatment (Passive Remedial System) ⁵
H8	Task <i>(Per Event)</i>	Notice of Intent (NOI) Form Preparation (A.R.S. 45-596)
H8A	Incremental	Notice of Intent (NOI) ADWR Fee (A.R.S. 45-596)
H9	Task <i>(Per Event)</i>	Air Quality Permit Application
H9A	Incremental	Air Quality Permit Application Fee
H10	Task <i>(Per Plan)</i>	Health and Safety Plan
H10A	Incremental	Health and Safety Plan – Update
<i>Phase I – Operation and Maintenance</i>		
I1	Task <i>(Per Month)</i>	Operation and Maintenance (Active Remedial System)
I1A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Operation and Maintenance
I1B	Incremental	Consultant – Post-Field Evaluation and Project Management – Operation and Maintenance
I2	Task <i>(Per Treatment)</i>	Application of Remedial Treatment (Passive Remedial System) ⁵
I2A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Remedial Treatment (Passive Remedial System) ⁵
I2B	Incremental	Consultant – Post-Field Evaluation and Project Management – Remedial Treatment (Passive Remedial System) ⁵
I3	Task <i>(Per Fee Billing)</i>	Air Quality Permit Fees (Annual or Other)
I4	Task <i>(Per Report)</i>	Air Quality Reporting (Semi-Annual or Other)
<i>Phase J – LUST Closure and Decommissioning</i>		
J1	Task <i>(Per Event)</i>	Confirmation Soil Boring Drilling & Sampling
J1A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Drilling and Sampling
J1B	Incremental	Consultant – Post-Field Evaluation and Project Management – Drilling and Sampling
J2	Task <i>(Per Event)</i>	Well Abandonment
J2A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Well Abandonment
J2B	Incremental	Consultant – Post-Field Evaluation and Project Management – Well Abandonment

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PHASE CODE	TASK / INCREMENTAL <i>(Unit of Measure)</i>	DESCRIPTION
<i>Phase J – LUST Closure and Decommissioning - Continued</i>		
J3	Task <i>(Per Event)</i>	System / Site Decommissioning
J3A	Incremental	Consultant – Pre-Field Coordination and Make Ready – System / Site Decommissioning
J3B	Incremental	Consultant – Post-Field Evaluation and Project Management – System / Site Decommissioning
J4	Task <i>(Per Event)</i>	Notice of Intent (NOI) Form Preparation (A.R.S. 45-596)
J4A	Incremental	Notice of Intent (NOI) ADWR Fee (A.R.S. 45-596)
<i>Phase K – Remedial Excavation</i>		
K1	Task <i>(Per Excavation)</i>	Remedial Excavation
K1A	Incremental	Backfill and Compaction for Remedial Excavation
K1B	Incremental	Resurfacing (only area of excavation, only to prior condition)
K1C	Incremental	Consultant – Pre-Field Coordination and Make Ready – Remedial Excavation
K1D	Incremental	Consultant – Post-Field Evaluation and Project Management – Remedial Excavation
<i>Phase L – Tank Closure</i>		
L1	Task <i>(Per Event)</i>	Tank Closure
L1A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Tank Closure
L1B	Incremental	Consultant – Post-Field Evaluation and Project Management – Tank Closure
L1C	Incremental	Resurfacing (only area of excavation, only to prior condition)
L1D	Incremental	Backfill and Compaction for Tank Closure
L1E	Incremental	Permanent Closure Assessment Report Form
L2	Task <i>(Per Event)</i>	Over Excavation during Tank Closure (justification required) ⁶
L2A	Incremental	Consultant – Pre-Field Coordination and Make Ready – Over Excavation during Tank Closure
L2B	Incremental	Consultant – Post-Field Evaluation and Project Management – Over Excavation during Tank Closure
L2C	Incremental	Backfill and Compaction for Over Excavation
L2D	Incremental	Resurfacing (only area of excavation, only to prior condition)
L3	Task <i>(Per Event)</i>	Contractor – Off-Site Transportation of Tank(s) (disposal receipt required)
<i>Phase M – Risk-Based Evaluation</i>		
M2	Task <i>(Per Evaluation)</i>	Tier 2 Risk-Based Evaluation
		Note: If additional soil or groundwater data collection is required, the actual field activities should be claimed under this Phase Code.
M2A	Incremental	Risk Assessment Screening or Report – Tier 2 Risk-Based Evaluation

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PHASE CODE	TASK / INCREMENTAL (Unit of Measure)	DESCRIPTION
<i>Phase N - Reporting</i>		
N1	Task (Per Report)	45-Day Free Product Report
N2	Task (Per Report)	ADEQ-Approved Site Characterization Report (SCR)
N2A	Incremental	LUST Site Classification Form included with the SCR
N2B	Incremental	Risk Evaluation pursuant to A.A.C. R18-12-263.01(A)
N3	Task (Per Plan)	ADEQ-Approved Corrective Action Plan (CAP)
N3A	Incremental	LUST Site Classification Form (included with the CAP)
N4	Task (Per Form)	Notice of Remediation Form
N5	Task (Per Report)	Groundwater Monitoring Report and Remedial Progress Report
N6	Task (Per Report)	Periodic Site Status Report ⁷
N7	Task (Per Report)	Corrective Action Completion Report (previously titled "Post-Remediation Closure Report")
N8	Task (Per Report)	Other Required Regulatory Reports ⁸
<i>Phase O - Initial Abatement and / or Initial Response</i>		
O1	Task (Per Event)	Initial Vapor Monitoring or Sampling of Fire, Explosion or Vapor Hazard
O2	Task (Per Event)	Mitigation of Fire or Safety Hazard
<i>Phase P - Work Plan and SAF Application Preparation</i>		
P1	Task (Per Cost Item Code #155)	Preparation of an ADEQ-Approved Site Characterization Work Plan – Soil Only
P2	Task (Per Cost Item Code #156)	Preparation of an ADEQ-Approved Site Characterization Work Plan – Soil and Groundwater
P3	Task (Per Cost Item Code #157)	Preparation of an ADEQ-Approved SAF Work Plan to Implement an Approved Corrective Action Plan
P4	Task (Per Work Plan)	Preparation of an ADEQ-Approved SAF Work Plan to Implement Remediation without an Approved Corrective Action Plan
P5	Task (Per Cost Item Code #158)	Preparation of a ADEQ-Approved PreApproval Application
P6	Task (Per Cost Item Code #159)	Preparation of a Reimbursement or Direct Payment application with less than or equal to 2 Primary Provider Invoices
P7	Task (Per Cost Item Code #160)	Preparation of a Reimbursement or Direct Payment application with Greater than 2 Less than or Equal to 5 Primary Provider Invoices
P8	Task (Per Cost Item #161)	Preparation of a Reimbursement or Direct Payment application with 6 or More Primary Provider Invoices

Notes:

Pre-field Coordination and Make Ready = includes the project management associated with scheduling and planning the field event.

Post-Field Evaluation and Project Management = includes the evaluation of the data and the project management after the field event.

If the pre-field or post-field hours claimed can be associated with more than one phase, then split hours as appropriately as possible or footnote the hours on the worksheet of the SAF application.

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Footnote References:

¹ Phase A applies to release confirmation sampling.

² Phase C applies to investigation of the vertical and lateral extent of contamination.

³ Phase D – Groundwater Monitoring:

Task D1 applies to groundwater sampling and includes fluid level monitoring for wells that are being sampled.

Task D2 applies to collection of fluid levels when no associated groundwater sampling is conducted.

⁴ Phase Code “G1” for “Review of Remedial Alternatives” is for review of ALL remedial alternatives for the site. This correlates to researching and review of which remedial alternative(s) may be eliminated as a possible remediation method and which method(s) may be appropriate at the site.

⁵ “Passive Remedial System” applies to “O.R.C”, peroxide, nutrient injection, MNA, etc.

⁶ Phase Code “L2” applies to the over excavation of contaminated soil during UST closure.

⁷ Phase Code “N6” should be used for “status reports” pursuant to the 2002 Corrective Action Rule.

⁸ Phase Code “N8” should be used for reports (necessary for eligible UST corrective actions) prepared to satisfy permit requirements other than Air Quality. Phase Code “I4” should be used for Air Quality reporting.