

## **SAMPLE IDEAS FOR DISCUSSION**

Presented to USTCF Task Force

November 3, 2009

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**General Ideas Formulated But Not Expanded Yet  
Implementation and Impacts Need To Be Explored**

**Goal: Help to standardized invoices while allowing a method of  
tracking costs per scopes**

### **SAMPLE 1**

#### **STANDARDIZED INVOICE SUMMARY SHEET**

### **SAMPLE 2**

#### **ADD CATEGORIES TO PAGE 1 CLAIMANT FORM**

**Expand the size of the claimant form to 11x17**

**Add Category Subtotals to bottom of page 1**

**Track site lifetime expenditures by category**

**Add appropriate instructions to RR examples**

# STANDARD INVOICE SUMMARY SHEET

Please complete a separate form for each invoice

## Payee Information

Payee	Consultant
Invoice Number	55555
Invoice Date	xx/xx/xx
Invoice Total	\$717.00

## Category Allocations for Charges on This Invoice

Scope Category	Description	Total on Invoice
<b>Project Management</b>	Scheduling, oversight, supervision, coordination	\$211.00
<b>Site Assessment</b>	Sampling & Analysis	
	Boring/Well installation	
	Soil Gas Survey	
	Workplan/Reporting	
	Other:	
<b>Groundwater Monitoring</b>	Sampling & Analysis	\$506.00
	Reporting	
	Other:	
<b>Interim Remedial Action</b>	Excavation	
	Product Removal	
	Extraction (SVE, GWPT, DPE)	
	Disposal	
	Workplan/Reporting	
	Energy	
	Other:	
<b>Remedy Selection</b>	Alternative Screening	
	Bench or Pilot Test	
	Feasibility Study/CAP	
	Workplan/Reporting	
	Other:	
<b>Remedial Implementation</b>	Design/Specs/Bidding	
	Permitting	
	Well Installation/Construction	
	Disposal	
	Workplan/Reporting	
	Other:	
<b>Remedial System O&amp;M</b>	System Monitoring	
	Repairs	
	Disposal	
	Energy	
	Reporting	
	Other:	
<b>Closure</b>	Data Evaluation/Risk Assessment	
	Vapor Intrusion Study	
	Well Abandonment & Site Restoration	
	Reporting	
	Other:	
<b>Invoice Total</b>		<b>\$717.00</b>

Claimant Sheet

Claimant: Client  
 Claim No: 5555  
 Request No: 3  
 Region:

Payment Verification

#	Payee	Purpose	Invoice No.	Invoice Date	Invoice Amount	Amount Requested	Ineligible \$	Eligible Third Party	Check No.	Check Date	Check Amount	USTCF Spreadsheet Comments
1	Consultant	Cont Asmnt/Feas Test/M&S	149024	12/11/06	\$12,600.83	\$12,600.83			0000xxxxx	01/18/07	\$12,600.83	
2	Consultant	Feas Test/M&S	150987	01/09/07	\$48,742.52	\$48,742.52			0000xxxxx	02/16/07	\$48,742.52	
3	Consultant	Feas Test/M&S	153600	02/23/07	\$9,824.05	\$9,824.05			0000xxxxx	03/20/07	\$9,824.05	
4	Consultant	Feas Test/M&S	153601	02/23/07	\$1,187.33	\$1,187.33			0000xxxxx	03/20/07	\$1,187.33	
5	Consultant	Feas Test/M&S	155352	03/06/07	\$3,637.29	\$3,637.29			0000xxxxx	04/19/07	\$3,637.29	
6	Consultant	Feas Test/M&S	158102	04/03/07	\$3,247.75	\$3,247.75			0000xxxxx	05/09/07	\$3,247.75	
7	Consultant	Feas Test/M&S	160456	04/30/07	\$4,308.13	\$4,308.13			0000xxxxx	06/14/07	\$4,308.13	
8	Consultant	Feas Test/M&S	163198	05/31/07	\$1,648.31	\$1,648.31			0000xxxxx	07/13/07	\$1,648.31	
9	Consultant	Feas Test/M&S	165436	06/22/07	\$1,508.15	\$1,508.15			0000xxxxx	07/20/07	\$1,508.15	
10												
11												
12												
13												
14												
15												
<b>Subtotal Sheet 1</b>					<b>86,704.36</b>	<b>86,704.36</b>	<b>0.00</b>	<b>0.00</b>			<b>86,704.36</b>	

Category	Previous Total (last Reimbursement)	Current Request (from this Reimbursement Request)	Total To Date	Comments
1 Project Management	\$2,373.10	\$525.00	\$2,898.10	
2 Site Assessment	\$76,730.07		\$76,730.07	Initial Site Assessment (CPT); Additional Site Assessment (MW-1 thru MW-4); Continued Site Assessment (MW-5 & MW-6)
3 Groundwater Monitoring	\$2,565.00	\$2,325.00	\$4,890.00	Quarterly Montioring, Sampling & Reporting
4 Interim Remedial Action			\$0.00	
5 Remedy Selection		\$83,854.36	\$83,854.36	Well Installation (VE-1 thru VE-4, and SP-1); SVE Test; AS Test; Report
6 Remediation Implementation			\$0.00	
7 System O&M			\$0.00	
8 Closure			\$0.00	
	<b>\$81,668.17</b>	<b>\$86,704.36</b>	<b>\$168,372.53</b>	

(This Summary on Page 1 Only)

**UNDERGROUND STORAGE TANK CLEANUP FUND**  
**RECOMMENDED MINIMUM INVOICE COST BREAKDOWN**

- I. Personnel
- a. Name or initials of staff performing work.
  - b. Job classification or title and hourly rate.
  - c. Date and description of work performed.
    1. The reasons for meeting with government invoice.
  - d. Hours charged for each task per day.

- II. Contractor-owned Equipment
- a. Description of equipment and purpose of use.
  - b. Hourly/daily rate plus mobilization costs.
  - c. Dates of use and number of hours/days charged.
  - d. Purchase price if bought specifically for the purchase over rental/lease.

- III. Travel
- a. Vehicle use.
    1. Rate per vehicle mile.
    2. Number of vehicle miles.
  - b. Name of individual(s) plus per-diem and other expenses.
  - c. Date and purpose of travel.

- IV. Materials
- a. Major items such as well installation materials to be listed by cost per item.
  - b. Minor items which are bulked together in a separate category.

- V. Subcontractors, Rentals or Services Purchased by Contractor
- a. Name and type of business.
  - b. Tasks performed and purpose of task.
  - c. Equipment used.
  - d. Subcontractor, rental or purchase invoice.
  - e. Surcharges should be explained if any.

Note: For drilling work, the invoice should show the subcontractor name, mobilization costs, and either the hourly or per foot rate. For other work, show mobilization costs and hourly rates for equipment and materials. Include name, location, and landfill fees if disposed of at a landfill. For sampling, include the number of samples, type of analyses, and cost per sample/analysis. All invoices should show date work performed.

- VI. Permits
- a. Type and date of permit.
  - b. Actual cost charged by regulatory agency.
  - c. Personnel time used to obtain permit (broken down as in (I.) above).
  - d. Total cost as charged to claimant.

(rev. 05/02)

**Example Update instruction:**

All invoices must present the charges allocated to the appropriate following categories under the appropriate heading:

- Project Management
- Site Assessment
- Groundwater Monitoring
- Interim Remedial Action
- Remedy Selection
- Remediation Implementation
- System O&M
- Closure

**Example:**

*Task 1 Project Management*

Comment: Coordination and Scheduling of 4QM&S Event including notifications as required by SCDEH and quarterly encroachment permit coordination.

Joe Consultant, Project Geologist  
 2 hrs \$95.00 10/10/09 \$190.00

Joan Assistant, PMA  
 .50 hrs \$42.00 10/10/09 \$21.00

*Task 1 Project Management Total \$211.00*

*Task 2 Groundwater Monitoring*

Comment: 4QM&S Field Event

John Technician, Field Technician  
 6 hrs \$55.00 10/11/09 \$330.00

Joan Assistant, PMA  
 .50 hrs \$42.00 10/10/09 \$21.00

Truck Usage  
 1 day @ \$55.00 \$55.00

Water Level Indicator  
 1 day @ \$20.00 \$20.00

Disposal Bailers  
 8 each @ \$10.00 \$80.00

*Task 2 Groundwater Monitoring Total \$506.00*

UNDERGROUND STORAGE TANK CLEANUP FUND  
**EXAMPLE OF AN INVOICE THAT MATCHES WORK PERFORMED**

**Invoice Period:** March 30, 1993 to April 30, 1993

**Labor Billing Rates**

<u>Name</u>	<u>Title</u>	<u>Rate</u>
P. Gonzales, PE	Principal Engineer	\$95.00/hr
R. Gibbs	Staff Geologist	\$60.00/hr
K. Yan	Technician	\$39.00/hr

**TASK 1 – SUBSURFACE INVESTIGATION:** Work during this period included writing a workplan, preparing permits for MW4, installing one-55' groundwater well (MW4), analyzing 7 soil samples from MW4 for TPHg/BTEX, sampling and analyzing groundwater samples from MW1-MW4 for TPHg/BTEX, surveying well head elevations, measuring depths to groundwater and preparing a final report of subsurface investigation activities.

**Task 1 Labor:**

<u>Quantity</u>	<u>Date</u>	<u>Description</u>	
		Principal Engineer	
1.2	3/29	Review and correct final report	
Subtotal – 1.2 hrs x \$95.00/hr =			\$114.00

**Task 1 Expenses:**

<u>Type</u>	<u>Item</u>	<u>Cost</u>
Fee	City Well Permit for 1 monitoring well	\$225.00

**TOTAL – TASK 1** \$339.00

**TASK 2 – FREE PRODUCT RECOVERY:** Work during this period included selecting equipment and designing a free product recovery system, installing a product recovery pump and product separator tank, starting and adjusting product recovery system and transporting/disposing of 247 gallons of free product to UseAgain Recycling, Inc.

**Task 2 Labor:**

<u>Quantity</u>	<u>Date</u>	<u>Description</u>	
		Technician	
5.4	3/13	Install separator and shutoff switch	
Subtotal – 5.4 hrs x \$39.00/hr =			\$210.60

**Task 2 Expenses:**

<u>Type</u>	<u>Item</u>	<u>Cost</u>
Sub	UseAgain Recycling, Inc.	\$271.70

**TOTAL – TASK 2** \$482.30

**TASK 3 – AQUIFER PUMPING TEST:** Work during this period included renting and temporarily installing pumping test equipment, conducting variable rate and constant rate pumping tests, analyzing pumping test data to determine aquifer coefficients and maximum sustainable pumping rate.

**Task 3 Labor:**

<u>Quantity</u>	<u>Date</u>	<u>Description</u>	
		Staff Geologist	
6.7	3/20	Record variable rate pumping test data	
Subtotal – 6.7 hrs x \$60.00/hr=\$			\$402.00

**Task 3 Expenses:**

<u>Type</u>	<u>Item</u>	<u>Cost</u>
Exp	Mileage (72 mi x \$0.40/mi)	\$28.80

**TOTAL - TASK 3** \$430.80

(rev. 05/02)