

**December 10, 2014**

To: Alabama Drycleaning Environmental Consultants

From: Ashley C. Cousins, P.E.  
Alabama Drycleaning Environmental Response Advisory Board Engineer

Re: Approved Drycleaning Environmental Consultant Renewal Application

In accordance with Rule 287-1-1-.05(16), each Approved Drycleaning Environmental Consultant (ADEC) must submit an annual renewal application. Please complete and return the attached spreadsheet for the renewal application. Follow the instructions in red on the spreadsheet. The regulations can be found on the ADERTAB website at [www.drycleaningtrustfund.alabama.gov](http://www.drycleaningtrustfund.alabama.gov). Renewal applications must be submitted by January 23, 2015 for your firm to remain on the ADEC list. Please email a copy of the spreadsheet and attachments to me at [acousins@acessllc.com](mailto:acousins@acessllc.com). Your firm may only submit a renewal application for the categories that you are already approved to perform. Should you wish to be considered for different categories, you must submit a full application. (Form 200 ADEC Application).

Please review the insurance requirements in 287-1-1-.05 (15). Each ADEC should review the requirements with your insurance provider and submit a certificate that shows evidence of required coverage with the Board and the State of Alabama as Additional Insured, the waiver of subrogation, and the 30-day cancellation notice.

All ADECs that have previously been approved for Category III remediation work shall also provide a current valid general contractor's license to perform hazardous waste or hazardous substance site remediation with a monetary limitation of not less than \$500,000.

Resumes for all persons who will be working on projects under the Alabama Drycleaning Trust Fund shall be included with the renewal information.

The renewal application can be submitted by email only. You are not required to submit a hard copy in an effort to reduce your costs. Costs for preparation of the renewal application are not reimbursable expenses.

The next scheduled meeting of the Alabama Drycleaning Environmental Response Trust Advisory Board is February 19, 2015. Only ADECs with a renewal application, current and complete certificate of insurance and a valid general contractor's license (if listed for Category III) will be presented to the Board for consideration for renewal.

In September 2014, the Board began using new Cost Proposal and Payment Request forms that are available on the Board's website. The Board will no longer accept the old forms. Please be advised that forms must be received at the Board office with original notarized signatures before the cut-off date for each Board meeting in order to be considered. The Department of Revenue Account Number and the Tax Identification number on the forms must match information in the Revenue and Comptroller's database in order for the forms to be processed. Failure to provide the correct numbers may result in no action by the Board and forms will have to be resubmitted for the next Board meeting.

All Cost Proposals and Payment Requests for consideration by the Board must be sent to the Board office at the following address:

Alabama Drycleaning Environmental Response Trust Fund Advisory Board  
2777 Zelda Road  
Montgomery, AL 36106

One electronic copy should also be submitted to [acousins@acessllc.com](mailto:acousins@acessllc.com). Please note that the hard copy must be received and stamped in at the Board office before the cut-off date in order to be considered.

Please do not submit Cost Proposals for work that has not been required by ADEM. The Board will no longer hold Cost Proposals or Payment Requests for consideration at future meetings. (For example, don't submit Cost Proposals for multiple monitoring events at one time).

Information about Cost Proposals and Payment Requests, Board Policies and Procedures and guidance is posted on the Board website at <http://www.drycleaningtrustfund.alabama.gov/default.aspx>

Should you have any questions about the renewal application or Cost Proposal and Payment Request procedures, please do not hesitate to call me at 334-467-0766.

