

**January 5, 2012**

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 26, 2012 for your firm to remain on the ADEC list. Please email a copy of the spreadsheets 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 next scheduled meeting of the Alabama Drycleaning Environmental Response Trust Advisory Board is February 16, 2012. 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.

Please make a note that the Board office moved in December. The new address is

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

All items for consideration by the Board must be sent to the Board office

The old phone number (334-269-9990) for the Board office is still in effect, however a Drycleaning Board specific number will be available soon.

Should you have any questions about the renewal application, please do not hesitate to call me at 334-467-0766. Please review the attached information related to Board Policies and Procedures regarding Cost Proposals, Payment Requests and management of Investigation Derived Waste.

## Information related to ADERTAB Policies and Procedures for ADECs

The Dry Cleaning Fund uses a Cost Proposal/Payment Request process. All cost must be pre-approved and covered by an approved Cost Proposal. Work completed prior to submittal of a Cost Proposal is not reimbursable.

In order to receive reimbursement for work performed, a Payment Request must be received within 1 year of the approved Cost Proposal or an extension shall be requested from the Board Engineer with rationale for delay of the work.

Only work required by the Alabama Department of Environmental Management is eligible for reimbursement through the Alabama Drycleaning Trust Fund.

The Payment Request must include actual invoices for work performed, equipment and supplies used, and evidence that the required reports have been submitted to ADEM. If the Payment Request exceeds approved cost in any particular category (i.e. personnel, field equipment, drilling, analytical) for any reason, the ADEC shall contact the Board Engineer and provide supporting documentation for the cost overruns prior to submittal of the Payment Request. The Board does not consider approval of a Cost Proposal a “total budget” and expects that the full scope of work be completed to receive payment equal to the approved costs. If the scope of work is reduced for any reason, the Board expects appropriate reductions in requests for payment. In other words, if your drilling costs is less than the approved Cost Proposal, you cannot use that amount in additional personnel costs-without prior approval and modification to the scope of work. If unforeseen circumstances arise, please contact the Board Engineer for a modification to the approved Cost Proposal prior to overrunning the approved amount.

The Board has adopted the Reasonable Rate Schedule used by ADEM for the Alabama Underground Storage Tank Trust Fund. Any proposed cost that does not have a reasonable rate shall be justified by bids or quotes from three vendors. Please contact the Board Engineer for guidance if unable to comply with this requirement.

There is a wide variability in the costs for disposal of Investigation Derived Waste. Proper management of IDW is the responsibility of the ADEC and the Board assumes no responsibility for approval of costs associated with disposal of IDW. Proposed management of IDW must be included in the workplans that must be approved by ADEM prior to approval of a cost proposal. Disposal of waste must be pre-approved by the ADEM Land Division and documentation of approval and proper disposal must be provided with any request for payment.