

3-2-1. STANDARD INFORMATION REQUIRED

Each Invoice should include the following information, at minimum:

- (a) Vendor name, address, telephone number, and consultant registration number (if applicable).
- (b) Invoice date and number.
- (c) Vendor's job number (if applicable).
- (d) Client's (Fund applicant's) name and address.
- (e) Site (facility) name, address, and Oil Inspection Section facility Identification number (if known).
- (f) Beginning and ending dates of work covered by invoice.
- (g) Phase of work. Use the phase of work codes in the following table.

Note: Revision adopted 9/4/98 by Petroleum Storage Tank Committee applies to all invoices dated November 1, 1998 forward, regardless of when the work was actually performed.

PHASE OF WORK CODES (PWC)			
INITIAL ABATEMENT/EMERGENCY RESPONSE			
1A	Contaminated soil excavation oversight & sampling	1C	Free product/contaminated groundwater removal
1B	Emergency response oversight & sampling		
SITE ASSESSMENT			
2A	Drilling & direct push	2C	ISCR report preparation
2B	Groundwater monitoring (well sampling & groundwater measurement)	2D	Additional data collection (survey, soil samples, etc.)
CORRECTIVE ACTION			
3A	Pilot tests & pumping/slug tests	3E	Remediation system installation & startup & <u>implementation report</u>
3B	Remediation system design	3F	Remediation system operation & maintenance
3C	CAP report preparation	3G	Monitoring plan implementation & report preparation
3D	Remediation system <u>equipment installation/excavation</u>	3H	Remediation system decommissioning

(h) Activity codes. Use the activity codes in the following table.

ACTIVITY CODES <u>ACTIVITY CODES (AC)</u>			
a	Pilot and/or aquifer test	h	System decommissioning
b	System design	i	Data review & reporting
c	CAP preparation	j	Direct push
d	System installation	k	Drilling
e	System startup	l	Excavation
f	System O & M	m	Trenching
g	Monitoring plan implementation	n	System enclosure

(i) Task codes. Use the task codes in the following table.

TASK AND LABOR CODES (TLC)			
Direct Push Technology			
1.1	Direct push	1.4	Permanent well installation
1.2	Equipment mileage	1.5	Well abandonment
1.3	Temporary well installation	1.99	Other

Drilling			
2.1	Drilling	2.5	Well abandonment
2.2	Mobilization/demobilization	<u>2.6</u>	<u>Remedial well completion</u>
2.3	Soil sampling (> 5-foot intervals)	2.99	Other
2.4	Completion of borehole as monitoring well		

Excavation, Transportation and Disposal of Contaminated Soil			
3.2	Mileage (over 40 miles one way)	3.8	Concrete/asphalt removal & disposal
3.4	Excavation & loading	<u>3.9</u>	<u>Concrete/asphalt replacement</u>
3.5	Transportation of contaminated soil	<u>3.10</u>	<u>Asphalt replacement</u>
3.6	Disposal of contaminated soil	<u>3.11</u>	<u>Concrete replacement</u>
3.7	Backfill & compaction	3.99	Other

Groundwater Sampling			
4.1	Sample wells		

Labor (see Article 4, Part 5 for list of activities associated with each labor category)			
5.1	Principal	5.6	Senior technician
5.2	Senior engineer/scientist	5.7	Draftsperson
5.3	Project manager	5.8	Staff technician
5.4	Project engineer/scientist	5.9	Clerical & courier
5.5	Staff engineer/scientist		

Laboratory Analysis			
6.1	BTEX	6.19	TCLP (8 RCRA metals)
6.2	TVPH	6.20	___ Extraction
6.3	TEPH	6.21	___ Filtration
6.4	TRPH	6.22	Ignitability/flashpoint
6.5	MTBE (separate test)	6.23	Corrosivity
6.6	Oil & grease	6.24	Paint filter test
6.7	BTEX/TVPH	6.25	Reactivity - sulfide
6.8	BTEX/MTBE	6.26	Reactivity - cyanide
6.9	BTEX I /MTBE F /TVPH	6.27	WET test (acute test)
6.10	PCB screen	6.28	BTEX (vapor)
6.11	VOA	6.29	VOA (vapor)
6.12	Semi-VOA (PAHs)	6.30	Semi-VOA (16 priority PAHs)
6.13	Total lead	6.31	Microbe/Plate Count
6.14	TCLP Pb (includes extraction)	6.32	Field test kits
6.15	TCLP Pb & Cr (includes extraction)	6.33	Sample shipping
6.16	TCLP VOA	6-98	Rush charges (seldom reimbursed)
6.17	___ Zero headspace extraction	6-99	Laboratory - not listed above
6.18	___ Filtration (liquid)		

Subcontractor			
8.1	Surveyor	8.8	Remediation system subcontractors
8.2	Electrical	8.9	Traffic control subcontractors
8.3	Excavator (not dig & haul)	8.10	Vacuum truck subcontractor
8.4	Spill response	8.11	Drafting/CADD subcontractor
8.5	Mechanical	8.12	Horizontal boring subcontractor
8.6	Plumbing	8.99	Other subcontractors
8.7	Private property utility locates		

Travel			
9.1	Airline Travel	9.3	Meals
9.2	Lodging	9.4	Mileage

Project-Related Office Expenses - On-Site Utilities - Permits			
10.1	Photocopies	10.6	On-site utilities
10.2	Long distance telephone & fax	10.9	Permits
10.3	Courier	10.10	Aerial photographs
10.4	Postage	10.99	Miscellaneous office supplies
10.5	Monthly telemetry charge		

Investigation/Remediation-Derived Waste			
11.1	Soil disposal (not dig & haul)	11.6	Water treatment (onsite treatment)
11.3	Soil treatment	11.7	Waste transport
11.4	Free product disposal	11.99	Other
11.5	Water disposal (offsite facility)		

Field Instrumentation (a=daily rental, b=weekly rental, c=monthly rental)				
12.1	a	b	c	Miscellaneous field supplies
12.2	a	b	c	Water level indicator
12.3	a	b	c	Interface probe
12.4	a	b	c	Organic vapor meter
12.5	a	b	c	Explosimeter
12.6	a	b	c	Dissolved Oxygen meter
12.7	a	b	c	pH & conductivity meter
12.8	a	b	c	Data logger
12.9	a	b	c	Air velocity meter
12.10	a	b	c	Air sampling pump
12.99	a	b	c	Other field instrumentation

Equipment (a=daily rental, b=weekly rental, c=monthly rental)				
13.1	a	b	c	Pump
13.2	a	b	c	Air stripper
13.3	a	b	c	Storage Tank
13.4	a	b	c	Air compressor
13.5	a	b	c	Telemetry
13.6	a	b	c	Bailer (non-disposable)
13.7	a	b	c	Blower
13.8	a	b	c	Off-gas treatment
13.9	a	b	c	Fence
13.10	a	b	c	Shed
13.11	a	b	c	Oil water separator
13.12	a	b	c	Pressure/vacuum gauges/valves
13.13	a	b	c	Product skimmer pump
13.14	a	b	c	Control panel
13.15	a	b	c	Hand auger
13.16	a	b	c	Generator
13.17	a	b	c	Survey equipment
13.18	a	b	c	Concrete saw
13.19	a	b	c	Barricades, traffic control
13.20	a	b	c	O ₂ diffuser
13.21	a	b	c	Knock-out tank
13.22	a	b	c	Heavy equipment
13.23	a	b	c	Mobile remediation unit (i.e. AS/SVE skid)
13.24	a	b	c	Consultant vacuum truck
13.25	a	b	c	Stationary LEL sensor
13.26	a	b	c	Flow meters
13.27	a	b	c	Remediation vaults
13.28	a	b	c	Tamper
13.29	a	b	c	Jack hammer
13.30	a	b	c	Heater
13.99	a	b	c	Other equipment

Materials			
14.1	Lumber	14.12	Carbon canister
14.2	Hardware	14.13	Oxygen enhancement
14.3	Absorbent booms	14.14	Nutrient enhancement
14.4	Drums	14.15	Microbe enhancement
14.5	Bailer (disposable)	14.16	Plastic sheeting
14.6	Piping	14.17	O ₂ tank
14.7	Sand	14.18	Tubing
14.8	Trench backfill materials	14.19	Filters
14.10	Concrete	14.20	Chemical oxidation products
14.11	Asphalt	14.99	Other materials
Other			
99.1	Costs not addressed above		