

**GENERAL INFORMATION FOR THE LOCAL
GOVERNMENT REIMBURSEMENT PROCESS**

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1.1 GENERAL STATUTE

G.S. 130A-310.6 (f)

A unit of local government that voluntarily undertakes assessment or remediation of a pre-1983 landfill may request that the Department reimburse the costs of assessment of the pre-1983 landfill and implementation of measures necessary to remediate the site to eliminate an imminent hazard. The Department shall provide reimbursement under this subsection if the Department finds all of the following:

- (1) The unit of local government undertakes assessment and remediation under a plan approved by the Department.*
- (2) The unit of local government provides a certified accounting of costs incurred for assessment and remediation.*
- (3) Each contract for assessment and remediation complies with the requirements of Articles 3D and 8 of Chapter 143 of the General Statutes.*
- (4) Remedial action is limited to measures necessary to abate the imminent hazard.*

2.0 LETTER OF INTEREST/REIMBURSEMENT ELIGIBILITY

To establish eligibility, the unit of local government submits to the NC Division of Waste Management Pre-Regulatory Landfill Unit (Unit) a “Letter of Interest” to voluntarily conduct an environmental assessment of a qualified Pre-1983 landfill. The “Letter of Interest” should include the Pre-1983 Landfill ID#, Landfill Name, Landfill Address, including the City and County the Landfill is located in. Mail the “Letters of Interest” to:

Cheryl Marks
Pre-Regulatory Landfill Unit Supervisor
1646 Mail Service Center
Raleigh, NC 27699-1646

Prior to submittal of the initial work plan, the unit of local government must provide a signed statement to the Unit that its consultant contract complies with Articles 3D (Procurement of Architectural, Engineering, and Surveying Services) and 8 ((Public Contracts) of Chapter 143 of the North Carolina General Statutes to be eligible for reimbursement. A Certification of Contracting Procedures form is provided in Appendix A to be completed to meet this requirement. In addition, the local government is required to provide, on official letterhead, its vendor and federal identification number so an account for reimbursement can be established with this program.

Once the completed Certification of Contracting Procedures has been received and the reimbursement account has been established, the Unit will contact the local government to arrange a meeting with the local government and its consulting firm to provide guidance on the work plan before one is proposed.

In general, the local government project will be eligible for reimbursement under Section 14.(c), G.S. 130A-310.6 (f) for the costs of voluntary assessment for a Pre-1983 landfill (aka Pre-Regulatory Landfill) as long as the work is completed in compliance with the G.S. 130A-310.6 (f). All assessment work plans and cost proposals require review and pre-approval by the Unit. Reimbursement is subject to availability of funds and the Divisions review of the local government certified accounting of costs to ensure they are fair and consistent with standard investigative costs. To ensure reimbursement, the local government unit should closely monitor costs.

3.0 WORK PLAN PREPARATION

3.1 Work Plan

The scope of work approved by the Unit will be eligible for reimbursement as long as the work is conducted in compliance with state requirements.

Work Plans should include: an in-depth description of the proposed scope of work and methodologies that will be utilized, a proposed schedule, and a cost proposal for completing the scope of work.

The Guidelines for Addressing Pre-Regulatory Landfills & Dumps provide assessment guidelines for the Pre-Regulatory Landfill sites and are a supplement to the Inactive Hazardous Sites Program Guidelines for Assessment and Cleanup. These Guidance documents can be found on the Inactive Hazardous Site web page located at the following link: [NCDENR - WM - Superfund - IHS - Guidance](#). The local government contracted consultant should refer to the guidance documents during preparation of a work plan. The field procedures outlined in the work plan should comply with the most current version of the US Environmental Protection Agency Region IV Science and Ecosystem Support Division “Field Branches Quality System and Technical Procedures”.

Due to the wide range of conditions encountered at Pre-Regulatory Landfills, these Guidance documents will not address every conceivable situation. The local government contracted consultant may need to consider proposing additional analyses and sample collection based on existing site-specific conditions and future land use.

3.2 Cost Proposal

A cost proposal outlining the costs for completing the scope of work presented in the work plan is attached to each work plan for review and approval by the Unit. All costs not approved by the Unit will not be eligible for reimbursement by the Program.

Cost proposals are required to be prepared on a time and materials basis and should be broken out per task as outlined in the associated work plan. Labor costs per personnel level unit rates, subcontractor costs (i.e. driller, analytical, etc.), and expense detail (i.e. mileage, instruments, etc.) should be provided for each task. Use the Personnel Qualifications and Task Descriptions reference included in Appendix B in preparing a summary of proposed labor costs for approval.

4.0 REIMBURSEMENT

The local government must pay the consultant under their contract and then provide a certified accounting of costs with the consultant invoice(s) to the Unit for reimbursement.

APPENDIX A

CERTIFICATION OF CONTRACTING PROCEDURES FORM

APPENDIX B

PERSONNEL QUALIFICATIONS AND TASK DESCRIPTIONS

PERSONNEL QUALIFICATIONS AND TASK DESCRIPTIONS

The following qualifications and task descriptions are for those personnel who will be involved in activities for the Pre-Regulatory Landfill Unit.

PERSONNEL AND QUALIFICATIONS	TASK DESCRIPTIONS
<p>Principal Engineer/Geologist/Hydrogeologist/Scientist Administrative and/or professional head of the organization or primary contract. Responsible for conceiving and executing business functions of the organization. Directs the professional staff. Normally has a financial interest in the company as partial owner, major investor or stockholder, or officer. Charges an extremely limited number of hours per site as the Principal. This position should never bill field or field supervision hours.</p>	<ul style="list-style-type: none"> - Expert testimony - Legal strategies - Depositions - Contract oversight (limited)
<p>Senior Engineer/Geologist/Hydrogeologist/Scientist Typically requires professional registration when applicable to task, 8 years of experience in technical or managerial roles, and regulatory compliance. Serves as senior technical leader, provides contract oversight for environmental remediation projects of medium to large scope and /or complexity and has developed substantial expertise in their field of practice. Generally supervises Project Managers and oversees several projects. Duties typically include reviewing reports, developing strategies, and attending client and/or associated project meetings. Responsible for approving designs, reports, plans, and specifications before submittal to the Pre-Regulatory Landfill Unit. If significantly involved in a highly technical project, should have substantial technical expertise directly related to the project. Ensures compliance of field service operations with OSHA safety standards. Addresses public health concerns.</p>	<ul style="list-style-type: none"> - Expert testimony - Site strategy and planning - Contract oversight - Reviews technical reports - Reviews corrective action plans - Reviews engineering/remedial system design - Health and safety coordinator - Reviews site safety plans
<p>Project Engineer/Geologist/Hydrogeologist/Scientist Typically possesses at a minimum, a bachelor of science degree in engineering, geology, hydrogeology, or a directly related field. Serves as manager for entire project and has at least 5 years of experience in the environmental field. Duties typically include preparing proposals, reviewing reports, developing strategies, and attending client and/or associated project meetings. Under general supervision, prepares environmental design and plan specifications for site remedial activities. Leads and supervises teams of staff and technician level personnel, but would have a limited number of hours charged to each site, and only a small percentage of total field hours. Serves as site technical expert or supervisor for hydrogeological site characterizations and remediation activities and tests, and assembly of reports, plans, and specifications.</p>	<ul style="list-style-type: none"> - Project management - Site strategy and planning - Develop site health and safety plans - Engineering/remedial system design - Data review and analysis - Report review - Site meetings and reconnaissance - On-site supervision (periodic) - Work plan preparation/review - Site investigation planning/review - Field work planning/review - Site inspection (periodic)
<p>Staff Engineer/Geologist/Hydrogeologist/Scientist Requires at a minimum, a bachelor's degree in engineering, geology, hydrogeology, or related science and 1 to 5 years of experience in the environmental field. Works under supervision of the project manager to perform routine tasks related to environmental investigation and remediation projects. Is the primary person responsible for gathering field data and is competent at data analysis. Must be able to conduct investigation and remedial activities including directing drilling and monitoring well installation, sampling, conducting site and geologic mapping, documenting field activities, and compiling data. Must have knowledge of QA/QC procedures and protocol. This position will normally be highest in the number of hours billed for on-site work. However, technicians (see below) would conduct routine or on-going monitoring.</p>	<ul style="list-style-type: none"> - Report preparation - Field work preparation/planning - Supervises site investigation and remediation activities - Site reconnaissance and mapping - Engineering/remedial system design and installation - Limited data review and analysis - On-site health and safety supervisor
<p>Technician Typically requires a high school diploma, certified or licensed trades-person, or an associate's degree at a minimum. Responsible for general supervision of the installation, maintenance, and repair of on-site equipment. Conducting routine monitoring, collecting samples, and preparing equipment maintenance/operating logs.</p>	<ul style="list-style-type: none"> - Field work preparation - Operation and maintenance of equipment - Well developing and sampling - Soil sampling - Handling of investigation and remediation derived wastes - Remedial system installation, operation, and maintenance - Monitoring activities
<p>Draftsperson/CAD Typically requires a high school diploma. Requires 2 to 8 years of experience or 2 years of related college and more than 1 year of experience. Generally requires a Technical Drawing Certificate, and advanced drafting skills such as Computer Aided Drafting (CAD) & Design (CADD) operations.</p>	<ul style="list-style-type: none"> - Drafting - CAD/CADD work - Cartography - Plotting of GPS and standard survey data
<p>Word Processor/Clerical Operates computer for work processing, spreadsheets, and statistical typing, correspondence report generation, general office work, typing, and filing.</p>	<ul style="list-style-type: none"> - Spreadsheets - Report generation - Word processing - Typing - Filing - General secretarial - Document reproduction