

**SOLID & HAZARDOUS WASTE DIVISION  
STORAGE TANK PROGRAM  
GUIDANCE DOCUMENT #15**

**SUBJECT:**           **PROJECT IMPLEMENTATION**

**SCOPE:**                 This document provides steps to be followed to complete STP remediation projects.

**INTRODUCTION:**       In an effort to expend resources in a cost-effective manner and start remediation at high priority sites timely, the following steps shall be completed.

**GUIDELINES:**

**1.       Notification from STP Manager**

The STP project manager will be notified by the STP manager that consultant selection for a project can begin. Upon notification, the project manager shall prepare the site descriptions for the project. The STP manager shall check to make sure the fees for all sites are current; and if not, shall notify the project manager. The project manager shall contact the site owner of any site where fees are not paid and discuss the benefits of paying the fees. No work will begin on a site where fees are not current. The STP manager shall contact the project manager to discuss sites where fees are not current.

**2.       Consultant Selection Process**

The consultant selection process shall be completed in accordance with STP Guidance Document #2.

**3.       Project Implementation**

A. After consultant selection, the contract shall be prepared for subsurface investigation (SSI) and design work only. The consultant shall complete work through submittal of the Final Remedial Action Plan (RAP) only. Work shall not begin on the plans and specifications until the consultant receives written approval from the project manager to begin.

B. The project manager shall review the designs and costs with the STP manager before authorizing completion of plans and specifications. The STP manager shall determine the number of sites where the proposed remedial action will be implemented and where plans, specifications, and bidding packages will be developed by the consultant. Depending on cash flow, some sites may be grouped together and moved to a separate project to be completed at a later time under a separate request for proposal. These sites may be the lower priority sites, or the project may be split based on a site's geographical location relative to other sites.

C. A construction management and operation and maintenance (O&M) amendment will not be prepared for any project until the STP project manager has met with the STP manager and a determination has been made as to which sites will progress into construction. After the number of sites to move into construction has been determined, the STP project manager shall contact the consultant to obtain the amendment request. Work will then commence on the preparation of plans and specifications for the STP-approved remedial alternatives at the sites that will progress to construction. No construction management (including bid assistance) or O&M work shall begin until after the amendment has been approved and the consultant has been notified to begin work on those Phases.

D. Contaminated sites where the proposed remedial action will be postponed until a later date will be removed from the project and placed into a separate project by the program manager. When the new project is started, a separate RFP selection process will be completed. The consultant that was awarded the original project may or may not be selected for the new project.

E. Site status will be provided to the STP compliance supervisor by the STP project manager. Owners of sites postponed for future work will not be required to pay contaminated site fees (beyond the minimum 10-year requirement) until work begins at the site.