

<Date>

<RP>

<Mailing Address>

Subject: **Request For Release/Spill Information**

Facility: <Release/Spill Address>

Facility ID: <Case No.>

**OR**

Spill Report No. <Spill Report No.>

Dear <RP>:

The Nevada Division of Environmental Protection (NDEP) received notification on <Notification Date> of a Release/Spill (Release) of contaminants at the above described property. <2-3 sentence description of release> Because this Release appears to have resulted in contamination that exceeds limits established by Nevada Administrative Code (NAC) 445A.347, you are required to provide an evaluation of the release per NAC 459.996 and NAC 459.9973. This information will be used to ensure that sound decisions are collectively made regarding the Release. Please understand that the release of contaminants can be harmful to human health and the environment and that you may be required per NAC to perform cleanup activities related to the Release.

The NDEP considers a complete evaluation report to contain the information requested below. Please provide this information within 45 days from the date of this letter, no later than <hard date>. Should you have trouble meeting this deadline, please contact the undersigned to discuss the need for additional time, as the NDEP is interested in resolving incidents such as this as efficiently and amicably as possible.

1. Description of the Release of Hazardous or Regulated Substances
  - (a) Type of material released, including any available documentation (e.g. Material Safety Data Sheets or test results)
  - (b) Estimated quantity of material released and the estimation technique utilized
  - (c) Date and time of Release or of the release discovery
  - (d) Cause of Release
  - (e) A description of measures taken to correct and prevent recurrence of this incident

- (f) Potential for a hazard related to fire, vapor or explosion
  - (g) A description of any damage known to the operator to have been caused by the release
2. Description of Site Conditions and Surrounding Areas
- (a) Township, Range and Section
  - (b) Rpill Location information:
    - i. Latitude/Longitude in decimal degrees (NAD 83)
    - ii. Estimated accuracy in feet
    - iii. Location determination method used
  - (c) Depth to groundwater and how estimated
  - (d) Soil classification (e.g. ASTM D 2487-00 Standard Practice for Classification of Soil for Engineering Purposes) of impacted, underlying, and surrounding soils
  - (e) Annual precipitation
  - (f) Description and identification and location of any threatened, endangered, or sensitive plant or animal species in the area which may have been or has the potential to be impacted by the Release, if warranted. The Nevada Natural Heritage Program can be contacted at 775-684-2900 to determine locations of recorded threatened, endangered, or sensitive species
  - (g) Names and correspondence address information for all property owners and facility owners and operators at the site of the Release
  - (h) Names and correspondence address information for all adjacent property owners and location of their property in relation to Release location
  - (i) Scaled drawing(s) depicting:
    - i. Property, adjacent properties, and current land uses
    - ii. Locations and description of underground utilities
    - iii. Drainage features and structures
    - iv. Roadways and right-of-ways
    - v. Release surface area boundaries
    - vi. Locations of structures or other impediments to subsurface investigation or cleanup
    - vii. Municipal, domestic, and irrigation supply wells within 1 mile of Release location.
3. Sample Results
- (a) All available testing results (such as laboratory or field soil and/or groundwater sample analysis) including chain of custody sheets, description of sample collection and preservation methods, analytical test methods used, laboratory result sheets with analytical detection limits, and “confirmation” sample results
  - (b) Scaled drawing depicting Release surface area boundaries, excavation boundaries, and location and depth of each soil/water sample.
4. For non-residential properties, if the specific release source (location and/or container) and timing of the release cannot be identified, then you must evaluate

past chemical use on the property by submitting a Phase 1 Environmental Site Assessment conducted by a Certified Environmental Manager, or by other method(s) approved by the Division, conducted in accordance with accepted industry standards.

5. Description of investigation or cleanup activities completed, underway, and/or proposed
  - (a) Names and contact information for contractors and consultants employed and scope of duties and responsibilities
  - (b) A description of completed abatement, containment, and/or remediation activities conducted to date and disposition of any liquid wastes or contaminated soil (include bills of lading, disposal certificates or manifest documentation) including location of soil removal activities and quantity of soil removed and source of material used for backfill
  - (c) Extent of Contamination (i.e. lateral and vertical dimensions and volume of impacted soil). If the full extent is not yet defined, then provide details and a schedule for future characterization activities.
  - (d) Description of sample collection and preservation procedures, analytical test methods, and sample location and depth for all samples collected to date and proposed
  - (e) Description of proposed additional characterization and/or remediation activities
  - (f) Scaled drawing depicting (can be included on Drawing(s) associated with 2.(i) above):
    - i. Surface area boundaries of Release incident
    - ii. Locations of abatement and remediation activities
    - iii. Future/proposed sampling locations.

You should make every effort to determine the source and location of the Release. Additionally, every effort should be made to isolate, contain and remove the source of the Release; and repair or replace equipment and revise operating, maintenance and inspection procedures necessary to prevent recurrence of this Release.

Community health and safety concerns require that you undertake rapid recovery and remediation efforts. You should make every effort to assess the site and conduct cleanup as quickly as possible. Assessment and cleanup may be conducted concurrently. Quick response minimizes contaminant migration and helps reduce cleanup costs. Please recognize that Petroleum Fund Coverage and related work scope and reimbursement concurrences are managed through separate correspondence if these are applicable to this Release.

NAC 459.9719 requires that consulting services involving response, assessment, or cleanup of a hazardous substance release that are conducted for a fee must be performed under the direction and responsible control of a Nevada Certified Environmental Manager. Information on the NDEP Certification Program can be obtained by contacting Certification Program staff at 775-687-9368 or at the Certification Program website at

<http://ndep.nv.gov/bca/certhome.htm>.

*(Optional paragraph.)*

If the applicable storage tank is registered with the State of Nevada and enrolled in the State of Nevada Petroleum Fund, you may be eligible for reimbursement of NDEP approved assessment and remediation expenses. If you have questions regarding the Petroleum Fund enrollment and reimbursement application process, or whether your storage tank may qualify for Petroleum Fund reimbursement, contact the Petroleum Fund Claims Staff at 775-687-9368 or visit the Petroleum Fund website at <http://ndep.nv.gov/bca/fundhome.htm>. You are encouraged to contact the Petroleum Fund Staff and your assigned Case Officer to discuss registration and enrollment details. Please note, however, that assessment and remediation activities shall not be delayed by applications, approval/disapproval, reimbursement, or any other aspect of the Petroleum Fund process.

If you have any questions or need further assistance, please contact me at *<phone number>* or *<e-mail address>*.

Sincerely,

*<Case Officer>*

cc: Art Gravenstein, Supervisor UST/LUST Branch, NDEP Bureau of Corrective Actions

*<CC list for city or county at P:\BCA\Program Administration\LUST CC LISTS>*

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