



VCP Application Standard and Expedited Processes

Washington State Department of Ecology
Toxics Cleanup Program

Electronic Copy

Application Form

The Department of Ecology (Ecology) may provide informal, site-specific, technical consultations to persons conducting independent remedial actions at contaminated sites under the [Voluntary Cleanup Program \(VCP\)](#).¹ Ecology may provide the consultations under either the **Standard VCP** process or the **Expedited VCP** process.

Check the box of the process you are applying for:	
<input type="checkbox"/>	Standard VCP
<input type="checkbox"/>	Expedited VCP

Apply to the Standard VCP process

To apply for the **Standard VCP** process, you **must** submit to Ecology all the following:

- VCP application form, completed and signed ← **this form**
- [VCP agreement](#) form,² signed by applicant
- [Agency determination checklist](#),³ completed.

To request an opinion on a planned or completed remedial action, you **must** complete **Part 1.F** in this form. Submit with this application one searchable pdf file and one hard copy of each report you want us to review. See our report requirements on our [Working with the Voluntary Cleanup Program webpage](#).⁴

Send your completed application to our regional contact listed, based on your site's county.

<p>Northwest Region Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom counties</p> <p>Sonia Fernandez Sonia.Fernandez@ecy.wa.gov (425) 649-7233</p>	<p>Eastern Region Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman counties</p> <p>Ted Uecker Ted.Uecker@ecy.wa.gov (509) 329-3522</p>
<p>Southwest Region Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum counties</p> <p>Nicholas Acklam Nicholas.Acklam@ecy.wa.gov (360) 407-6347</p>	<p>Central Region Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima counties</p> <p>Frosti Smith Frosti.Smith@ecy.wa.gov (509) 454-7841</p>

¹ <https://www.ecy.wa.gov/VCP>

² <https://fortress.wa.gov/ecy/publications/SummaryPages/ecy070324.html>

³ <http://ecyapfpass/Biblio2/SummaryPages/ECY070620.html>

⁴ <https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup/Voluntary-Cleanup-Program/Working-with-VCP>

Apply to the Expedited VCP process

You may apply for the **Expedited VCP** process only during periods specified by Ecology. To see when Ecology is accepting **Expedited VCP** applications, see the [Expedited VCP process webpage](#)⁵ or subscribe to our **Expedited VCP email list**.

To apply for the **Expedited VCP** process, you **must** submit to Ecology all the following:

- VCP application form, completed and signed ← **this form**
- [Voluntary Cleanup Program Expedited Process agreement](#),⁶ signed by applicant
- [Agency determination checklist](#), completed
- Remedial investigation report or equivalent, meeting the elements of our [remedial investigation checklist](#), and other reports you want us to review (one searchable pdf file and one hard copy each)
 - Electronic environmental data submitted to the [Environmental Information Management](#) (EIM) system,⁷ which provides automatically generated email as confirmation
- Project schedule.

See the [Voluntary Cleanup Program \(VCP\): Guidance for the Expedited VCP Process](#)⁸ for additional information.

To submit your **Expedited VCP** application to Ecology, upload electronic files to [Box.com](#),⁹ after creating your online account:

Sarah Wollwage, Expedited VCP Planner
Toxics Cleanup Program
Department of Ecology
PO Box 47600 Lacey, WA 98504-7600

Do not send your **Expedited VCP** application materials to an Ecology regional office.

You **must pay** the **nonrefundable application fee** within seven calendar days of receiving our invoice, or we may reject your **Expedited VCP** application. After receiving the complete application, we will send the invoice to the email listed for the project billing contact in **Part 1.C** of this form. We will not process your application until we have received payment. Contact Sarah Wollwage at Sarah.Wollwage@ecy.wa.gov or (360) 407-7141 for additional information.

Part 1 – Administration

1.A Applicant. The applicant is the person or organization requesting services from Ecology, and is responsible for paying Ecology's incurred costs incurred. The agreement explains the applicant's authority and duty.
Name of applicant:
What type of entity is the applicant?
<input type="checkbox"/> Person A person applicant must serve as the project billing contact. Identify this person and their contact information in both Parts 1.B and 1.C .
<input type="checkbox"/> Organization An organization applicant must identify the project manager in Part 1.B and the project billing contact in Part 1.C . The organization must employ both persons.

⁵ <https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup/Voluntary-Cleanup-Program/VCP-Expedited>

⁶ <http://ecyapfaff/Biblio2/SummaryPages/ECY070633.html>

⁷ <https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database/EIM-submit-data>

⁸ <https://fortress.wa.gov/ecy/publications/summarypages/2009053.html>

⁹ <https://account.box.com/login>

Part 1 – Administration

What is the applicant's involvement at the site? Check **all that apply**.

- | | | |
|---|--|--|
| <input type="checkbox"/> property owner | <input type="checkbox"/> business owner (operator) | <input type="checkbox"/> agent of property owner |
| <input type="checkbox"/> past property owner | <input type="checkbox"/> mortgage holder | <input type="checkbox"/> private person / organization |
| <input type="checkbox"/> future property owner | <input type="checkbox"/> consultant | <input type="checkbox"/> public agency / organization |
| <input type="checkbox"/> property lessee | <input type="checkbox"/> attorney | |
| <input type="checkbox"/> other – specify: _____ | | |

Expedited VCP note: The **Expedited VCP** applicant **must** have an ownership interest in or operate the facility or have a contractual right to purchase, redevelop, or reuse the facility. Agents for the property owner, such as a consultant, **may not apply** for the **Expedited VCP process**.

If not the current property owner, is the applicant authorized to grant property access? yes no

1.B Project manager. We will send the project manager all official correspondence. The project manager **must** be either the applicant or employed by the applicant. The project manager may not be an independent contractor hired by the applicant. Enter the required information.

Name:		Title:	
Mailing address:			
City:		State:	Zip:
Phone:	Email:		Fax:

1.C Project billing contact. We will send the project billing contact monthly invoices. The project billing contact **must** be either the applicant or employed by the applicant. The project billing contact may not be an independent contractor hired by the applicant. Enter the required information.

Name:		Title:	
Mailing address:			
City:		State:	Zip:
Phone:	Email:		Fax:

1.D Project consultant.

Is the applicant a consultant? yes no

If **“yes”**, skip to **Part 1.E**.

If **“no”**, **and** the applicant hired a consultant to conduct the independent remedial action, enter the required information.

Name:		Title:	
Organization:			
Mailing address:			
City:		State:	Zip:
Phone:	Email:		Fax:

Do you want us to contact the project consultant? yes no

Part 1 – Administration

1.E Property owner.			
Is the applicant the owner of the property where independent remedial action is being conducted?			
<input type="checkbox"/> yes If “ yes ”, enter the type of entity and skip to Part 1.F. <input type="checkbox"/> no If “ no ”, enter below all of the required information.			
Name:		Title:	
Organization:			
Mailing address:			
City:		State:	Zip:
Phone:	Email:		Fax:
What type of entity is the property owner? Check one . <input type="checkbox"/> private <input type="checkbox"/> tribal <input type="checkbox"/> federal <input type="checkbox"/> state <input type="checkbox"/> county <input type="checkbox"/> municipal <input type="checkbox"/> public school <input type="checkbox"/> mixed <input type="checkbox"/> other – specify: _____			
1.F Request for written opinion.			
Are you requesting a written opinion at this time? <input type="checkbox"/> yes <input type="checkbox"/> no			
If “ yes ”, list the report(s) or plan(s) below you are requesting a written opinion for. Note: Your reports must meet the requirements on our Working with the Voluntary Cleanup Program webpage . ¹⁰			
Attach to this application additional remedial action reports or plans you want us to review. We will base our opinion on the information in the site file, including information attached to this application.			
1.G Reporting requirements. Comply with the following two reporting requirements when requesting written opinions on planned or completed remedial actions.			
1.G.1 Professional licensing. Documents submitted containing geologic, hydrogeologic, or engineering work must be stamped by of an appropriately licensed professional, as required by Chapters 18.220 and 18.43 RCW.			

¹⁰ <https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup/Voluntary-Cleanup-Program/Working-with-VCP>

Part 1 – Administration

1.G.2 Data submittal to EIM. You **must** submit all site environmental sampling and analysis data in an electronic format that meets our requirements for transfer into our [EIM](#) system. Refer to our [EIM webpage](#) for instructions on how to apply for an account and submit your data. Failure to comply with these requirements may result in unnecessary delays.

For **Expedited VCP** applications **only**, the study ID and CSV file name **must** both begin with “XVC” in the title. **Do not** use spaces or hyphens in either the study ID or CSV file name.

Have you submitted all the site’s environmental data to EIM? yes no

yes If “**yes**”, enter the study ID and CSV file name below.

no If “**no**”, and data need to be submitted, submit your data to EIM first, and then complete the required information below.

We will not accept your **Expedited VCP** application unless you have satisfied these requirements.

We will not issue a no further action (NFA) opinion, unless you have satisfied these requirements.

Study ID	CSV File name	Submitted to EIM? (y/n)
Ex: XVCNW9999	Ex: XVCnw9999_June20_results.csv	yes
Study ID:	CSV File name:	
Study ID:	CSV File name:	
Study ID:	CSV File name:	
Study ID:	CSV File name:	
Study ID:	CSV File name:	
Study ID:	CSV File name:	
Study ID:	CSV File name:	
Study ID:	CSV File name:	
Study ID:	CSV File name:	

Part 2 – Site description

2.A Site name. If we have already identified the site, enter the site name we provided. Otherwise, enter a suggested name for the site. You may also include an alternative name.

Name:

Alternative name:

Part 2 – Site description

2.B Source property. The source property is the property where hazardous substances were released into the environment. For example, for an underground storage tank (UST) release, the source property is where the underground storage tank is located that caused the release.

Do you know on which property the releases occurred? yes no

If **“yes”**, refer to the source property when identifying the physical address and geographic position below.

If **“no”**, refer to the property addressed by your cleanup when identifying the physical address and geographic position below.

2.B.1 Physical address. Enter the property’s physical address.

Street address:

City:

State:

Zip:

2.B.2 Geographic position. Enter the property’s geographic position.

Coordinates	Latitude:	Degrees:	Minutes:	Seconds:
	Longitude:	Degrees:	Minutes:	Seconds:

Location on property
(e.g., point of release or center of parcel)

Collection method
(e.g., GPS or address matching)

Collection source
(i.e., map scale)

Horizontal datum
(i.e., base reference for coordinate system)

Accuracy level
(i.e., +/- feet or meters)

Legal descriptions

TRS data

Township:

Range:

Section:

Quarter-quarter:

Tax parcels

2.C Affected properties. An affected property is a property affected by the hazardous substances released on the source property. For example, a leaking UST release on one property (source property) may migrate through the soil or groundwater to an adjacent property (affected property).

Do any of the releases affect any properties adjacent to the source property?

yes If **“yes”**, identify below each property you know has been affected by the releases on the source property. If you need to add more information, go to [2.C](#) in the additional information pages at the end of this form.

no If **“no”**, skip to **Part 2.D**.

unknown If **“unknown”**, skip to **Part 2.D**.

1	Address:
	Tax parcels:
2	Address:
	Tax parcels:
3	Address:
	Tax parcels:

Part 2 – Site description

4	Address:
	Tax parcels:
2.D Public rights-of-way affected by the releases.	
Do any of the releases affect a public right-of-way (e.g., roadways)? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unknown If “ yes ”, specify below. Otherwise, skip to Part 2.E . If you need to add more information, go to 2.D in the additional information pages at the end of this form.	
2.E Extent of the site.	
What is the approximate areal extent of the site? Check only one . <input type="checkbox"/> < 5,000 square feet <input type="checkbox"/> > 5,000 square feet, < 1 acre <input type="checkbox"/> > 1 acre, < 10 acres <input type="checkbox"/> > 10 acres <input type="checkbox"/> unknown	
2.F Description of site release(s).	
2.F.1 Release source(s).	
What are the source(s) of the release(s) at the site? Check all that apply . <input type="checkbox"/> area-wide lead and arsenic soil contamination (see “Area-wide soil contamination” below) <input type="checkbox"/> non-point source (e.g., contaminated soil used as fill) <input type="checkbox"/> point source (e.g., leaking tank) <input type="checkbox"/> unknown <input type="checkbox"/> other – specify: _____	
Describe below the release source(s). If you need to add more information, go to 2.F.1 in the additional information pages at the end of this form.	
2.F.2 Release circumstances. Describe the release circumstances. If you need to add more information, go to 2.F.2 in the additional information pages at the end of this form.	

Part 2 – Site description

2.F.3 Release discover circumstances. Describe the release discovery circumstances. If you need to add more information, go to [2.F.3](#) in the additional information pages at the end of this form.

2.F.4 Area-wide soil contamination. Visit the [Dirt Alert Program webpage](#)¹¹ or see the Management Plan for the [Tacoma Smelter Plume project](#)¹² for information about the area-wide soil contamination projects.

Is the site in an area affected by smelter emissions, such as from the Tacoma Smelter Plume area?
 yes no unknown

See if the site is within the mapped [Tacoma Smelter Plume area](#).

Is the site located in a former fruit orchard in operation before 1947? yes no unknown

Is the site affected by area-wide arsenic or lead soil contamination? yes no unknown

2.G Nature and extent of contamination. The following refers to conditions after the release but before cleanup.

Hazardous substances and affected media. Identify hazardous substances released and media (e.g., soil) affected by those substances to the extent known. Use the codes at the end of the table.

Hazardous substance	Check affected media				
	Soil	Ground-water	Surface water	Sediment	Air
Ex: benzene	C	S	N/A	N/A	B

¹¹ <https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup/Dirt-Alert-program>
¹² <https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup/Cleanup-sites/Toxic-cleanup-sites/Tacoma-smelter>

Part 2 – Site description

C = confirmed, greater than cleanup level O = confirmed, not present N/A = not suspected
 B = confirmed, less than cleanup level S = suspected U = unknown

2.G.1 Drinking water.

Does site contamination pose a threat or potential threat to an existing drinking water source (groundwater or surface water)? yes no unknown

If “**yes**”, what type of drinking water system is threatened by the contamination? Check **all that apply**.
 single family public

If “**public drinking water supply**” is selected, is the contamination located within or upstream of a 10-year wellhead protection area? yes no unknown

If “**yes**”, or help is needed, see the [Source Water Assessment Program \(SWAP\) Mapping Tool](#)¹³ or call the Department of Health at (800) 521-0323 for information.

2.G.2 Indoor air.

Are contaminant odors noted in any buildings, underground utilities conduits, or other confined spaces?
 yes no unknown

If “**yes**”, specify below. If you need to add more information, go to [2.G.2](#) in the additional information pages at the end of this form.

2.H Site maps.

Attach to this application maps that identify:

- site location
- affected properties and public rights-of-way
- source(s) of release(s)
- nature and extent of contamination
- impacted human or ecological receptors (e.g., through drinking water supplies)
- site physical characteristics (e.g., property lines, building and roadway outlines, surface water bodies, water supply wells, groundwater flow direction, and utility rights-of-way)
- adjacent properties and their uses (e.g., gas station, dry cleaner, residential).

¹³ <https://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/SourceWater/GISMappingTool>

Part 3 – Operational History

3.A Current use of source property. The following refers to only the source property and **not** other properties affected by the site contamination. Add information to the best of your ability.

3.A.1 Current property owners. Identify the current owner of the source property.

Name:	Title:	
Organization:		
Mailing address:		
City:	State:	Zip:
Phone:		

3.A.2 Current business owner (operator). Identify the current business owner operating on the source property.

Name:	Title:	
Organization:		
Mailing address:		
City:	State:	Zip:
Phone:		

3.A.3 Current business operations. Identify the current business operations on the source property.

What is the current land use of the source property? Check **all that apply**.

residential
 commercial
 industrial
 agricultural
 childcare facility
 school
 park
 other – specify: Former industrial; currently vacant awaiting redevelopment

Does a commercial or industrial business currently operate on the source property?

yes no unknown

If “**yes**”, identify in the following table the current business operations using the North American Industry Classification System (NAICS) codes and specifying the operations.

NAICS Code	Operations Description
Ex: 447110	Gasoline stations with convenience stores

Is a solid waste handling facility located on the source property?

yes no unknown

If “**yes**”, identify below. If you need to add more information, go to [3.A.3](#) in the additional information at the end of this form.

Part 3 – Operational History

Is a dangerous waste treatment, storage, or disposal facility located on the source property?

yes no unknown

If “yes”, identify here: _____

If you need to add more information, go to [3.A.3](#) in the additional information pages at the end of this form.

3.A.4 Regulation of current business operations.

Does the business operate under any federal, state, or local permits (e.g., NPDES) related to the release of hazardous substances into the environment? yes no unknown

If “yes”, specify below the regulated operation, the name of the permit, and the date it was issued.

Regulated operation	Permit	Date issued
Ex: wastewater discharge	NPDES permit	02/02/02

Has a state or federal notice of enforcement action (e.g., notice of violation) ever been issued related to the release of hazardous substances at the business? yes no unknown

If “yes”, specify notice and year issued: _____

Have business operations resulted in any other spills or other unpermitted releases on the source property? yes no unknown If “yes”, list in the following table.

Release	Date of release	Status of release

3.A.5 Storage tank information. Identify all aboveground storage tanks (ASTs) and USTs that have been used to store hazardous substances on the source property, regardless of whether the tanks are still in service or in place. Enter “U” where unknown.

Identification				Status and Closure				Releases	
Hazardous substance	AST or UST	Size (gal.)	Tank ID	Date installed	In use (y/n)	Date closed	Closure method (*)	Past (y/n)	Current (y/n)
Ex: diesel	UST	10,000	4	02/87	N	5/98	removed	Y	N

(*) Options = removed or closed in place.

Part 3 – Operational History

3.B Past use of source property. The following refers to only the source property, not other properties affected by the site.			
3.B.1 Past property owners. Identify the owner of the source property when the release occurred.			
Name:		Title:	
Organization:			
Mailing address:			
City:		State:	Zip:
Phone:	Fax:	Email:	
3.B.2 Past business owners (operators). Identify the site business owner (operator) when the release occurred.			
Name:		Title:	
Organization:			
Mailing address:			
City:		State:	Zip:
Phone:	Fax:	Email:	
3.B.3 Identification of past business operations. Identify the past operations of businesses on the source property using the NAICS codes and/or specifying the operations.			
NAICS Code	Operations description		
Ex: 447110	Gasoline stations with convenience stores		
3.C Future use of source and affected properties. The following refers to both source and affected properties.			
Will any ownership interest in the source property or affected properties be conveyed before or upon cleanup completion? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unknown			
If “ yes ”, specify below. If you need to add more information, go to 3.C in the additional information pages at the end of this form.			

Part 3 – Operational History

3.D Redevelopment plans as part of cleanup.
Will any of the source or affected properties, or portions of those properties, be redeveloped as part of the cleanup? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unknown
If “ yes ”, specify below the proposed land use. Check all that apply .
<input type="checkbox"/> residential <input type="checkbox"/> school <input type="checkbox"/> commercial <input type="checkbox"/> industrial <input type="checkbox"/> childcare facility
<input type="checkbox"/> agricultural <input type="checkbox"/> park <input type="checkbox"/> other – specify:
Also, specify below the activities proposed for that land use. If you need to add more information, go to 3.D in the additional information pages at the end of this form.

Part 4 – Administrative history

Have you previously reported the release(s) of hazardous substances? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unknown If “ yes ”, when? _____
Has cleanup of the site, or any portion of the site, ever been managed under the Standard VCP or Expedited VCP ? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unknown If “ yes ”, specify Standard VCP or Expedited VCP project number: _____
Has the site cleanup, or any portion, ever been managed under a federal or state order or decree? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unknown If “ yes ”, specify type and docket number: _____ #DE 4108

Part 5 – Independent remedial actions

5.A Scope of remedial actions.
Do you plan to characterize and investigate all site contamination, including contamination on affected adjacent properties, as part of your cleanup project? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unknown
If “ no ”, describe below the scope of the cleanup project, including the contamination (properties, portions of a property, media and/or hazardous substances) that you do not plan on characterizing or investigation as part of the Standard VCP or Expedited VCP project. If you need to add more information, go to 5.A in the additional information pages at the end of this form.

Part 5 – Independent remedial actions

5.B Status of remedial actions.

What is the current status of remedial actions at the site? Check **all that apply** in table.

Remedial action	Planned	Ongoing	Completed	Not applicable
Initial response (UST only)				
Interim action				
Remedial investigation				
Feasibility study				
Cleanup action				

5.C Documentation of remedial actions.

List all known remedial action plans or reports produced for the site, including:

- title
- preparer
- date produced
- whether submitted to us
- date submitted to us

If you need to add more information, go to [5.C](#) in the additional information pages at the end of this form.

	Title	Preparer	Date	Submitted to Ecology	
				yes/no	date
Ex:	Jane Doe site: Remedial Investigation Work Plan	Freedom Consulting	02/20/19	no	n/a
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Part 6 – Statement and signature

6.A Statement and signature. The undersigned affirms that the information provided in this application is true and accurate to the best of the applicant’s knowledge. Someone other than the applicant may sign this application form.			
Name:		Title:	
Signature:			Date:
Organization:			
Mailing address:			
City:		State:	Zip:
Phone:	Email:	Fax:	
6.B Affiliation.			
What is the signatory’s involvement at the site? Check all that apply .			
<input type="checkbox"/> applicant <input type="checkbox"/> property owner <input type="checkbox"/> consultant <input type="checkbox"/> attorney <input type="checkbox"/> other - specify:			
Expedited VCP note: While anyone may sign the application form , only certain types of applicants are eligible to join Expedited VCP process and sign the Expedited VCP agreement . To sign the agreement, the applicant must have an ownership interest in or operate the facility or have a contractual right to purchase, redevelop, or reuse the facility. If the applicant is a corporation, a representative authorized to bind the corporation must sign the Expedited VCP agreement.			

If you need this publication in an alternative format, please call the Toxics Cleanup Program at 360-407-7170 or visit our [Toxics Cleanup Program webpage](https://ecology.wa.gov/About-us/Get-to-know-us/Our-Programs/Toxics-Cleanup).¹⁴ Persons with hearing impairment can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

¹⁴ <https://ecology.wa.gov/About-us/Get-to-know-us/Our-Programs/Toxics-Cleanup>

Additional Information Pages

Insert information here that does not fit into the application format above.

2.C Affected properties (continued)	
5	Address:
	Tax parcels:
6	Address:
	Tax parcels:
7	Address:
	Tax parcels:
8	Address:
	Tax parcels:
9	Address:
	Tax parcels:
10	Address:
	Tax parcels:

2.D Public rights-of-way affected by the releases (continued)	

2.F.1 Release source(s) (continued)	

2.F.2 Release circumstances (continued)	

<u>2.F.3</u> Release discovery circumstances (continued)

<u>2.G.2</u> Indoor air (continued)

<u>3.A.3</u> Current business operations (continued)

<u>3.C</u> Future use of source and affected properties (continued)

3.C Future use of source and affected properties (continued)

3.D Redevelopment plans (continued)

5.A Scope of remedial actions (continued)

5.C Documentation of remedial actions (continued)



Voluntary Cleanup Program

Washington State Department of Ecology Toxics Cleanup Program

Agency Determination Checklist

How to use this checklist

This checklist helps you determine which Washington State technical assistance program to apply for:

- **Department of Ecology** (Ecology)
 - Voluntary Cleanup Program (VCP)
- **Pollution Liability Insurance Agency** (PLIA)
 - Petroleum Technical Assistance Program (PTAP)
 - Heating Oil Technical Assistance Program (HOTAP).

Ecology will not accept VCP applications for independent cleanup projects eligible for a PLIA program. PLIA provides technical assistance for releases of petroleum or heating oil from tank systems. PLIA is a separate agency and not an Ecology program.

This determination does not guarantee acceptance into the VCP. Ecology may decide to supervise remedial action at the site under an order or decree, based on site-specific conditions.

What these programs provide

Ecology and PLIA may provide informal, site-specific, technical consultations for independent cleanup actions. Each can provide such consultations under the Model Toxics Control Act (MTCOA), chapter 70A.305 RCW, and its implementing regulations chapter 173-340 WAC and RCW 70A.330.040(9).

Applying to Ecology's VCP

You can apply for one of two VCP processes: Standard VCP process and Expedited VCP process. The eligibility requirements for the Standard VCP process and Expedited VCP process are listed on the [Standard VCP webpage](#)¹ and the [Expedited VCP webpage](#),² respectively.

1. **Standard VCP process:** Complete your Standard VCP application, which **must** include all required materials listed in the VCP application form, following its instructions. Submit your completed application to the appropriate Ecology regional office, based on your site's [county](#).³
2. **Expedited VCP process:** Complete your Expedited VCP application, which **must** include all required materials listed in the VCP application form, following its instructions. Subscribe to the Expedited VCP [email list](#) to receive notices and updates of when Ecology opens or closes its application periods.

¹ <https://ecology.wa.gov/VCP>

² <https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup/Voluntary-Cleanup-Program/VCP-Expedited>

³ <https://ecology.wa.gov/About-us/Get-to-know-us/Contact-us/Regional-contacts>

<p>Determination verification (for use by Ecology)</p> <p><input type="checkbox"/> correct</p> <p><input type="checkbox"/> incorrect</p>

Applying to PLIA's HOTAP or PTAP

Follow PLIA's application instructions on the [PLIA website](#)⁴ when applying for HOTAP or PTAP.

Part 1 - Administration

1.A. Fill in the applicant name and application submission date:

Applicant name:

Application submission date:

1.B. Final agency determination of eligibility

Complete this [Part 1.B](#), after reviewing site eligibility in **Parts 2 through 6** in this form:

- Apply for Ecology's VCP
- Apply for PLIA's PTAP or HOTAP

Part 2 – Non-heating oil petroleum tank release sites

PLIA has responsibility for some non-heating-oil petroleum tank release sites (i.e., storage tank systems that contain petroleum or a mixture of petroleum with de minimus quantities of other substances) meeting inclusionary/exclusionary factors developed jointly by Ecology and PLIA, in accordance with RCW 70A.330.040(9).

Non-heating-oil petroleum includes, but is not limited to, petroleum and petroleum-based substances comprised of a complex blend of hydrocarbons, such as motor fuels, jet fuels, distillate fuel oils, residual fuel oils, lubricants, petroleum solvents, and used/waste oils.

Non-heating-oil petroleum does **not** include propane, asphalt, or other petroleum products that are not liquid at standard conditions of temperature and pressure.

- Site is a non-heating-oil petroleum storage tank release site.

If you checked this box, move to [Part 4](#). Otherwise, **STOP**. Apply for Ecology's VCP.

Part 3 – Heating oil tank release sites

As of July 23, 2017, Ecology and PLIA policies dictate that independent remedial actions at heating oil tank release sites can best serve Washington residents, and provide greater flexibility and capacity for cleanup of contaminated sites, when conducted under PLIA's HOTAP.

Heating oil includes petroleum products used for space heating in oil-fired furnaces, heaters, and boilers, and includes stove oil, diesel fuel, or kerosene.

Heating oil does **not** include petroleum products used as fuels in motor vehicles, marine vessels, trains, buses, aircraft, or any off-highway equipment not used for space heating, or for industrial processing, or generating electrical energy.

⁴ plia.wa.gov

3.A. Heating oil tank release sites

PLIA is responsible for heating oil tank release sites, with the exception of sites that meet both requirements in [Part 3.B](#).

- This site is an abandoned, active, or decommissioned heating oil tank release site (including tanks above ground, below ground, or in a basement).

If you checked this box, move to [Part 3.B](#). Otherwise, skip to [Part 4](#).

3.B. Comingled contamination

If comingled contamination exists at your site, your site is no longer considered a heating oil tank release site, but you may apply for Ecology's VCP or PLIA's PTAP.

- Comingled contamination exists at your site.

If you checked this box, move to [Part 4](#). Otherwise, skip to [Part 3.C](#).

3.C. Heating oil tank release site exemptions

Ecology and PLIA may agree to allow Ecology to make heating oil tank release site determinations for releases that involve sites already being cleaned up under Ecology's authority.

- The heating oil tank release occurred at a site already being cleaned up under Ecology's authority.
- Ecology and PLIA have agreed that Ecology can make a heating oil tank release site determination for this site.

If you checked either box, **STOP**. Apply for Ecology's VCP.

If you did **not** check either box, **STOP**. Visit [PLIA's website](#) to apply for HOTAP.

Part 4 – Inclusionary factors

Ecology and PLIA have jointly developed inclusionary factors for non-heating-oil petroleum tank release sites. If a non-heating-oil petroleum tank release site meets any of the factors in [Parts 4.A](#) and [4.B](#), you may apply for PLIA's PTAP (depending on results from completing [Part 5](#)).

4.A. Ranking and inclusionary factors

The following inclusionary factors are based on the [Washington Ranking Method \(WARM\) Scoring Manual](#).⁵

- The site has been ranked a 3, 4, or 5, based on a WARM Site Hazard Assessment.
- The site has been ranked a 1 or 2, based on a WARM Site Hazard Assessment but does not include complete surface water or sediment contamination pathways.

If you checked either box, move to [Part 5](#).

If you did not check either box (site has not been ranked), move to [Part 4.B](#).

⁵

<https://fortress.wa.gov/ecy/publications/SummaryPages/90014.html>[https://fortress.wa.gov/ecy/publication s/SummaryPages/90014.html](https://fortress.wa.gov/ecy/publications/SummaryPages/90014.html)

4.B. Funding and site type factors

The following inclusionary factors represent applicable factors that may apply, regardless of a site's WARM ranking.

1. Funding factors – the site is:

- covered by PLIA insurance
- a recipient of a PLIA grant or loan.

2. Site type factor

- The site involves a release from non-heating-oil petroleum storage tank system(s) and does not include surface water or sediment contamination pathways.

If you checked any of these boxes, move to [Part 5](#).

If you did **not** check any of these boxes, **STOP**. Apply for Ecology's VCP.

Part 5 – Exclusionary factors

Ecology and PLIA have jointly developed exclusionary factors for non-heating-oil petroleum release tank sites. If a non-heating-oil petroleum release tank site meets any of the exclusionary factors in [Part 5](#), apply for Ecology's VCP. Your project may not be eligible for PLIA's PTAP, unless the conditions stated in [Part 5.B](#) are met.

5.A. Location, legal, funding, VCP, and site type factors

1. Location factors – the site is within the bounds of or impacting:

- a U.S. Environmental Protection Agency Superfund site
- an Ecology Nuclear Waste Program-managed site
- an Ecology Industrial Section site
- an Ecology Hazardous Waste Toxics Reduction Program Dangerous Waste site.

2. Legal factors

- A potentially liable party (PLP) dispute about liability is in progress.
- Other litigation regarding your site, such as court supervision or agreed order, is in progress.
- The site is being remediated under an active control between Ecology and the PLP.

3. Funding factors

- Site remediation is funded, with Ecology as the sole or leading funding agency.
- The applicant is a local government planning to apply for an Independent Remedial Action Grant from Ecology. For information about the grant program, including cultural resource consultation requirements, visit our [Independent remedial action grants webpage](#)⁶.

⁶ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Independent-remedial-action-grants>

- Other litigation regarding your site, such as court supervision or agreed order, is in progress.
- The site is being remediated under an active control between Ecology and the PLP.

4. Site type factors

- The site has known impacts to surface water or sediment.
- The site consists of comingled non-petroleum and non-incident contaminants not related to the operations of the site (including contaminant migration from off site).

If you checked any of these boxes, move to [Part 5.B](#).

If you did **not** check any of these boxes, **STOP**. Visit [PLIA's website](#) to apply for PTAP.

5.B. Site characterization exemption

Ecology and PLIA may jointly override other exclusionary factors, based on the results of site characterization, in accordance with MTCA.

- Exclusionary factors identified in [Part 5.A](#) have been overridden by a joint decision between Ecology and PLIA, based on the results of a site characterization, in accordance with MTCA. **If applicable, include supporting documentation.**

If you checked this box, **STOP**. Visit [PLIA's website](#) to apply for PTAP.

If you did not check this box, **STOP**. Apply for Ecology's VCP. This determination does not guarantee acceptance into the VCP. Based on site-specific information, we may decide to supervise remedial action at the site under an order or decree.

Part 6 – Check that box

After completing all the required parts of this form, go back to the top of the form, and **check** the appropriate eligibility box in [Part 1.B](#).

Accommodation Requests

If you need this publication in an alternative format, please call the Toxics Cleanup Program at (360) 407-7170 or visit our [Toxics Cleanup Program webpage](#).⁷ Persons with hearing impairment can call 711 for Washington Relay Service. Persons with a speech disability can call (877) 833-6341.

⁷ <https://ecology.wa.gov/About-us/Get-to-know-us/Our-Programs/Toxics-Cleanup>