



# Application for Standard & Expedited VCP Processes

Washington State Department of Ecology  
Toxics Cleanup Program

Under the [Voluntary Cleanup Program](#)<sup>1</sup> (VCP), Ecology offers free site-specific, technical consultations for independent remedial actions for both the Standard VCP process and the Expedited VCP process.

Check the process you want to apply to:

☐ **Standard VCP**

☐ **Expedited VCP**

## Applying to the Standard VCP Process

There is no fee to apply to the Standard VCP Process. Submit application materials to the VCP Coordinator of the region where your site is located. Your application materials **must** include the following.

1. This **VCP application form** — completed and signed by the applicant.
2. [VCP Agreement](#)<sup>2</sup> form — signed by the applicant.
3. [Eligibility Form](#)<sup>3</sup> — completed.

See the report requirements at [Working with the Voluntary Cleanup Program](#).<sup>4</sup>

Then based on your site's county, email your completed application to the **regional contact** listed here.

### Northwest Region

Island, King, Kitsap, San Juan, Skagit,  
Snohomish, Whatcom

[VCP-NWRO@ecy.wa.gov](mailto:VCP-NWRO@ecy.wa.gov)

### Central Region

Benton, Chelan, Douglas, Kittitas,  
Klickitat, Okanogan, Yakima

[VCP-CRO@ecy.wa.gov](mailto:VCP-CRO@ecy.wa.gov)



### Southwest Region

Clallam, Clark, Cowlitz,  
Grays Harbor, Jefferson,  
Mason, Lewis, Pacific, Pierce,  
Skamania, Thurston, Wahkiakum

[VCP-SWRO@ecy.wa.gov](mailto:VCP-SWRO@ecy.wa.gov)

### Eastern Region

Adams, Asotin, Columbia,  
Ferry, Franklin, Garfield,  
Grant, Lincoln, Pend Oreille  
Spokane, Stevens, Walla Walla, Whitman

[VCP-ERO@ecy.wa.gov](mailto:VCP-ERO@ecy.wa.gov)

## Applying to the Expedited VCP Process

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We accept applications to the Expedited VCP Process during specific periods. Please contact the [Expedited VCP Planner](#)<sup>5</sup> for more information. Subscribe to the [Expedited VCP email list](#)<sup>6</sup> to be notified when we open or close application periods.

Unlike the Standard VCP Process, applying to the Expedited VCP Process requires a nonrefundable application fee. You **must pay that fee** within seven calendar days of receiving our invoice for the fee. After receiving your completed application, we will email our invoice to your project billing contact you list in [Part 1-C](#). We won't process your application until we receive payment. Send your application to [vcp-exp@ecy.wa.gov](mailto:vcp-exp@ecy.wa.gov). Your complete Expedited VCP application must contain all of the following:

1. This **VCP application form** — completed and signed by the applicant.
2. [Expedited VCP Agreement](#)<sup>7</sup> — signed by the applicant.
3. [Eligibility Form](#)<sup>8</sup> — completed.
4. A remedial investigation report that meets our [remedial investigation checklist](#)<sup>9</sup> requirements and is ready for our review.
5. Documentation of other remedial actions, investigations, or interim cleanup actions.
6. An automatically generated email as confirmation that all your site environmental data have been uploaded to our [Environmental Information Management](#)<sup>10</sup> (EIM) system.
7. A project cleanup schedule.

To send us large files, please use your preferred file transfer service to share files with [vcp-exp@ecy.wa.gov](mailto:vcp-exp@ecy.wa.gov) or contact us for assistance on using our file transfer service.

To **request an opinion** on a planned or completed remedial action, you **must** complete [Part 2-C](#). See our [Guidance for the Expedited VCP Process](#)<sup>11</sup> for more information.

## Part 1 – Administration

### 1-A Site information

**Enter** site information as noted in Ecology's [What's in My Neighborhood](#),<sup>12</sup> or suggest a name (if a new site).

**Full site name:** \_\_\_\_\_ **Ecology ERTS#, if any:** \_\_\_\_\_

**Street address or location:** \_\_\_\_\_

### 1-B Applicant

The applicant is the person or organization applying to a VCP process. The applicant is responsible for paying Ecology's incurred costs. **Enter** the applicant's name.

**Applicant's full name:** \_\_\_\_\_

**Identify** the applicant's entity type (check one). ☐ person ☐ organization

If the applicant is a **person** they **must** also be the project billing contact, as identified in both [Part 1-D](#) and [Part 1-E](#). If the applicant is an **organization**, the project manager **must** be identified in [Part 1-B](#) and the project billing contact in [Part 1-D](#). **Both** the project manager and the billing contact **must be direct employees** of the organization.

**Identify** the applicant's involvement with 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             |

The **Expedited VCP** applicant must have an ownership interest in the facility, 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** to the Expedited VCP process.

Is the applicant **authorized** to grant us property access? ☐ yes ☐ no

### 1-C 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 a hired independent contractor.

**Enter** the project manager information.

**Project manager's full name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Full mailing address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

## 1-D Project billing contact

We will send our monthly invoices to the project billing contact. The project billing contact **must** be either the applicant or employed by the applicant. The project billing contact may **not** be a hired independent contractor. **Enter** the billing contact information.

**Billing contact's full name:**

**Title:**

**Organization:**

**Full mailing address:**

**Email address:**

**Phone number:**

## 1-E Project consultant

If you have retained a consultant to conduct independent remedial action, but they aren't the applicant, **enter** the consultant's information here. Otherwise, skip to [Part 1-F](#).

**Project consultant's full name:**

**Title:**

**Organization:**

**Full mailing address:**

**Email address:**

**Phone number:**

Do you want us to contact the project consultant?

☐ yes ☐ no

## 1-F Property owner

**Check** the property owner type (check one).

- ☐ private ☐ tribal ☐ federal ☐ state ☐ county ☐ municipal  
☐ public school ☐ mixed ☐ other – specify

If the applicant is the property owner, skip to [Part 2](#). Otherwise, **enter** their information here.

**Property owner's full name:**

**Title:**

**Organization:**

**Full mailing address:**

**Email address:**

**Phone number:**

## Part 2 – Reporting requirements

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When requested, we can provide written opinions on reports sent to us with this application. However, your reports first **must** meet our [Part 2-A](#) and [Part 2-B](#) reporting requirements.

### 2-A Professional licensing

Documents submitted containing geology, hydrogeology, or engineering geology interpretation or work **must** be stamped by of an appropriately licensed geologist, hydrogeologist, or engineering geologist, respectively, as required by chapter [18.220 RCW](#).<sup>13</sup>

Documents submitted containing engineering work **must** be stamped by an appropriately licensed professional engineer, as required by chapter [18.43 RCW](#).<sup>14</sup>

### 2-B Submit environmental data to Ecology's EIM system

You must upload all site environmental sampling and analysis data to our EIM system and meet its [submittal requirements](#).<sup>15</sup> Set up an account if you don't have one. **We won't issue** a no further action opinion unless you have satisfied these requirements.

**For Expedited VCP applications only**, enter the study ID and CSV file names. **Both** must begin with "XVC".

EIM study ID (no hyphens or spaces)      CSV file name (no hyphens/spaces)

### 2-C Request a written opinion

After meeting the [Part 2-A](#) and [Part 2-B](#) reporting requirements, you can request a written opinion on reports we receive. If you want a written opinion now, list the reports below that you're sending for review. We'll base our opinion on your submitted reports and any site information in our database.

Are you requesting a written opinion at this time?      ☐ yes      ☐ no

**List all reports you want reviewed for our opinion.**

## Part 3 – Describe your site

### 3-A Source property location

The “source property” is where contaminants were released into the environment, such as from an underground storage tank (UST) that leaked. **Enter** the source property location, if known.

**Latitude:**

**Longitude:**

**List all parcel numbers of the source property:**

### 3-B Affected and adjacent properties

An “affected property” is one that is impacted by the contaminants released on a source property. Briefly describe whether and how any source property releases have impacted adjacent or other property. An example might include property affected by area-wide impacted from elevated lead and arsenic levels.

**Describe releases to affected and/or adjacent property:**

### 3-C Rights-of-way

Briefly describe if, and how, any of the releases have affected a right-of-way (e.g., roadway, sidewalk, easement).

**Describe releases to any right-of-way:**

### 3-D Area-wide smelter emissions

Is the site affected by area-wide **smelter emissions** (e.g., [Tacoma Smelter Plume area](#))?<sup>16</sup>

yes    no    unknown

### 3-E Former fruit orchards

Is the site in a **former fruit orchard** that operated before 1947?    ☐ yes    ☐ no    ☐ unknown

### 3-F Affected media

**List** known and suspected contaminants and the environmental media affected before cleanup actions.\*

Type or select contaminant	soil	groundwater	surface water/sediment	indoor air
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\*B = below cleanup level    N = not suspected    S = suspected  
C = above cleanup level    O = confirmed not present    U = unknown

## Part 4 – Site operations

### 4-A Current use of source property

The facility on the **source property** is a (check all that apply):

- ☐ waste treatment, storage, or disposal facility ☐ solid waste facility  
☐ hazardous waste generator ☐ other – specify

### 4-B Storage tank information

**Identify** all aboveground storage tanks\* and USTs that have ever stored chemicals on the source property.  
**Type or select** contaminant type. Leave blank where unknown.

Contaminant	AST/UST Tank ID	Size	In Use?	Install date	Closure date	Closure method	Releases?
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\*Removed or closed in place. AST = aboveground storage tank. UST = underground storage tank.

### 4-C Redevelopment plans as part of cleanup

Will any source or affected properties, or portions of those properties, be **redeveloped** as part of the cleanup?

- ☐ yes ☐ no ☐ unknown

If “**yes**”, check all proposed land uses that apply.

- ☐ residential ☐ school ☐ commercial ☐ industrial ☐ childcare facility  
☐ agricultural ☐ park ☐ other – specify

**Briefly describe activities proposed for the planned land use(s).**

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?                      yes                      no                      unknown

If “no”, describe in your cleanup project work scope that you **don’t** plan to characterize or investigate all site contamination as part of a Standard VCP or Expedited VCP project. **Describe** the contamination on properties, portions of a property, environmental media affected, and contaminants to be cleanup up.

**Briefly describe your cleanup project work scope.**

5-B Status of remedial actions (check all that apply)

	Planned	Ongoing	Completed	Not applicable
Remedial action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial response (UST only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remedial investigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feasibility study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanup action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5-C Independent remedial action documentation

Title	Preparer	Date	Sent to Ecology?	Date Sent
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## Part 6 – Affirmation 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:**

**Organization:**

**Full mailing address:**

**Email address:**

**Phone number:**

**Signature**



**Date**

**Identify** the signatory's involvement at the site (check all that apply).

☐ applicant ☐ consultant ☐ property owner ☐ attorney ☐ other – specify

**Expedited VCP note:** While anyone may sign the **application form**, only certain types of applicants are eligible to join the **Expedited VCP process** and sign the **Expedited VCP agreement**. To sign the agreement, the applicant **must** have an ownership interest in the facility, 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**.

Ecology commits to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act, Sections 504 and 508 of the Rehabilitation Act, and Washington State Policy #188. To request an Americans with Disabilities Act accommodation, contact Ecology at 360-407-6831 or [ecyadacoordinator@ecy.wa.gov](mailto:ecyadacoordinator@ecy.wa.gov).<sup>17</sup> For Washington Relay Service or teletypewriter (TTY), call 711 or 877-833-6341. Visit Ecology's accessibility & equity webpage for more information.

<sup>1</sup> <https://www.ecy.wa.gov/VCP>

<sup>2</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/ecy070324.html>

<sup>3</sup> <https://apps.ecology.wa.gov/publications/summarypages/ECY070689.html>

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

<sup>5</sup> [vcp-exp@ecy.wa.gov](mailto:vcp-exp@ecy.wa.gov)

<sup>6</sup> [https://public.govdelivery.com/accounts/WAECY/subscriber/new?topic\\_id=WAECY\\_88](https://public.govdelivery.com/accounts/WAECY/subscriber/new?topic_id=WAECY_88)

<sup>7</sup> <http://ecyapfaff/Biblio2/SummaryPages/ECY070633.html>

<sup>8</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070689.html>

<sup>9</sup> <https://apps.ecology.wa.gov/publications/summarypages/2009053.html>

<sup>10</sup> <https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database/EIM-submit-data>

<sup>11</sup> <https://apps.ecology.wa.gov/publications/summarypages/2009053.html>

<sup>12</sup> <https://apps.ecology.wa.gov/neighborhood/?lat=47.500000&lon=-121.000000&zoom=7&radius=false>

<sup>13</sup> <https://app.leg.wa.gov/RCW/default.aspx?cite=18.220&full=true>

<sup>14</sup> <https://app.leg.wa.gov/RCW/default.aspx?cite=18.43&full=true>

<sup>15</sup> <https://apps.ecology.wa.gov/eim/help/HelpDocuments/OpenDocument/14>

<sup>16</sup> <https://apps.ecology.wa.gov/dirtalert/>

<sup>17</sup> <mailto:ecyadacoordinator@ecy.wa.gov>