

## 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.

### Applying to the Standard VCP Process

There is no fee to apply to the Standard VCP Process. Submit your application materials to the VCP Coordinator of the region where your site is located. Your application materials **must include this VCP application form, a VCP Agreement**<sup>2</sup> form, and a completed **Eligibility Form**.<sup>3</sup>

Then based on your site's county, email your completed application to the regional email address listed here:



**Northwest Region**<sup>4</sup> – Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom

**Southwest Region**<sup>5</sup> – Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum

**Central Region**<sup>6</sup> – Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima

**Eastern Region**<sup>7</sup> – Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman

### Applying to the Expedited VCP Process

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** the following:

1. **This VCP application form.**
2. **Expedited VCP Agreement**.<sup>8</sup>
3. **Completed Eligibility Form**.<sup>9</sup>
4. A remedial investigation report that meets our **remedial investigation checklist**<sup>10</sup> requirements and is ready for our review. See the report requirements at **Working with the Voluntary Cleanup Program**.<sup>11</sup>
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>12</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**.



## Part 1 – Administration

### 1-A SITE INFORMATION

Enter site information as noted in Ecology’s **What’s in My Neighborhood**,<sup>13</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.

**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"/> property lessee	<input type="checkbox"/> consultant	<input type="checkbox"/> private person/organization
<input type="checkbox"/> past property owner	<input type="checkbox"/> business owner/operator	<input type="checkbox"/> attorney	<input type="checkbox"/> public agency/organization
<input type="checkbox"/> future property owner	<input type="checkbox"/> mortgage holder	<input type="checkbox"/> agent of property owner	<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.

**Project manager’s full name:**

**Title:**

**Organization:**

**Mailing address:**

**City:**

**State:**

**Zip:**

**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.

**Billing contact’s full name:**

**Title:**

**Organization:**

**Mailing address:**

**City:**

**State:**

**Zip:**

**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:**

**Mailing address:**

**City:**

**State:**

**Zip:**

**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:**

**Mailing address:**

**City:**

**State:**

**Zip:**

**Email address:**

**Phone number:**

## 1-G STATE FUNDING (FOR LOCAL GOVERNMENTS ONLY)

State funding may be available to cover cleanup costs through an **Independent Remedial Action Grant (IRAG)**<sup>14</sup> to help cover cleanup costs. If you qualify and plan to apply for such funding, Ecology requires a cultural resources review before any ground disturbance activities. Ecology leads this review in partnership with **Department of Archaeology and Historic Preservation**<sup>15</sup> (DAHP) and potential affected Tribes.

Do you want Ecology to start a cultural resources review?

- yes    To initiate a review, complete the **Cultural Resources Review Form**<sup>16</sup> when applying to the VCP and submit it to [tcpulturalresources@ecy.wa.gov](mailto:tcpulturalresources@ecy.wa.gov). For more information, visit our **Cultural resource review**<sup>17</sup> webpage.
- no    By not requesting a cultural resources review now; you understand that any work conducted prior to a review will *not* be eligible for state funding. If you decide to apply for state funding at a later phase, only work conducted after the required review will be eligible.

## Part 2 – Reporting requirements

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>18</sup>

Documents submitted containing engineering work must be stamped by an appropriately licensed professional engineer, as required by chapter **18.43 RCW**.<sup>19</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>20</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.

## 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

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### 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.

**Physical address:**

**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>21</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.\*

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 SYSTEM INFORMATION

Identify all aboveground storage tanks (ASTs)\* and USTs that have ever stored chemicals on the source property.

List contaminant type. Leave blank where unknown.

Contaminant	UST/AST	Tank ID	Nominal size (gal)	Tank in use?	Install date	Closure date	Closure method	Releases?
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### 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 cleaned 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				
Initial response (UST only)				
Interim action				
Remedial investigation				
Feasibility study				
Cleanup action				

**5-C INDEPENDENT REMEDIAL ACTION DOCUMENTATION**

Title	Preparer	Document date	Sent to Ecology?	Date sent
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## Part 6 – Affirmation and signature

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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:**

**Mailing address:**

**City:**

**State:**

**Zip:**

**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 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). For Washington Relay Service or teletypewriter (TTY), call 711 or (877) 833-6341. Visit Ecology's accessibility & equity webpage.<sup>22</sup>

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<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> <mailto:VCP-NWRO@ecy.wa.gov>

<sup>5</sup> <mailto:VCP-SWRO@ecy.wa.gov>

<sup>6</sup> <mailto:VCP-CRO@ecy.wa.gov>

<sup>7</sup> <mailto:VCP-ERO@ecy.wa.gov>

<sup>8</sup> <http://ecyapfpass/Biblio2/SummaryPages/ECY070633.html>

<sup>9</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070689.html>

<sup>10</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/1609006.html>

<sup>11</sup> <https://ecology.wa.gov/spills-cleanup/contamination-cleanup/voluntary-cleanup-program/working-with-vcp>

<sup>12</sup> <https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database/EIM-submit-data>

<sup>13</sup> <https://apps.ecology.wa.gov/neighborhood/?lat=47.500000&lon=-121.000000&zoom=7&radius=false>

<sup>14</sup> <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Independent-remedial-action-grants>

<sup>15</sup> <https://dahp.wa.gov/>

<sup>16</sup> <https://apps.ecology.wa.gov/publications/documents/ecy070537.pdf>

<sup>17</sup> <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Area-wide-groundwater-investigation-grants/Cultural-resources-review>

<sup>18</sup> <https://app.leg.wa.gov/RCW/default.aspx?cite=18.220&full=true>

<sup>19</sup> <https://app.leg.wa.gov/RCW/default.aspx?cite=18.43&full=true>

<sup>20</sup> <https://apps.ecology.wa.gov/eim/help/HelpDocuments/OpenDocument/14>

<sup>21</sup> <https://apps.ecology.wa.gov/dirtalert/>

<sup>22</sup> <https://ecology.wa.gov/about-us/accessibility-equity>

