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STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY  
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November 27, 2018

Matt McGraner  
Highland Capital Management  
300 Crescent Court, Ste 700  
Dallas, TX 75201

**Re: Acceptance of VCP Application for the following Contaminated Site:**

- **Site Name:** Phoenix Inn *a.k.a.* Double Tree Olympia
- **Site Address:** 415 Capitol Way N., Olympia, Thurston County, WA 98501
- **Cleanup Site ID:** 5257
- **Facility/Site ID:** 1571525
- **VCP Project ID:** SW1661

Dear Matt McGraner:

The Department of Ecology (Ecology) has accepted your Voluntary Cleanup Program (VCP) application for the Phoenix Inn a.k.a. Double Tree Olympia facility (Site). We applaud your initiative and welcome your interest in the VCP. This letter confirms your entry into the VCP and provides important information on how we will manage the VCP Cleanup Project (Project) and the Site.

## **Agreement**

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Ecology has completed and signed the VCP Agreement governing the Project on **October 15, 2018**. This is the effective date of the Agreement. **Enclosure A** includes a copy of the Agreement. Please review it carefully.

## **Identification**

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Ecology has assigned a unique name and number to the **Site**. We have also assigned a unique number to your **Project** at the Site. You can find this information in the box at the bottom of the first page of the Agreement. When contacting us, please use this information to identify your Project.

## **Designated Managers**

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Please direct communications between Ecology and NHT Olympia, LLC through the designated managers to the maximum extent possible.

- **Ecology**

We have designated the following site manager to respond to your requests:

Tim Mullin, LHG  
Department of Ecology  
Toxic Cleanup Program  
Southwest Regional Office  
300 Desmond Dr. SE  
Lacey, WA 98503  
Phone: (360) 407-6265  
E-mail: [tmul461@ecy.wa.gov](mailto:tmul461@ecy.wa.gov)

- **NHT Olympia, LLC**

The application designated you, Matt McGraner, as the project manager for NHT Olympia, LLC. We will therefore respond only to your requests. If someone replaces you as the project manager or your contact information changes, please submit a Change of Contact Form. You can download the Form from our VCP web site: [www.ecy.wa.gov/programs/tcp/vcp/vcpmain.htm](http://www.ecy.wa.gov/programs/tcp/vcp/vcpmain.htm).

## **Requests for Written Opinions**

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In your application, you requested a written opinion on the sufficiency of the applicability of Model Remedy #4 for sites with petroleum impacts to groundwater, originally requested under Voluntary Cleanup Program (VCP) Project # SW1582, and withdrawn on September 25, 2018. Ecology will review the documents you submitted and provide you a written response within about 90 days.

## Reporting Requirements

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When requesting written opinions on planned or completed remedial actions, please comply with the following reporting requirements:

- **Licensing.** You must submit documents containing geologic, hydrologic, or engineering work under the seal of an appropriately licensed professional, as required by chapters 18.43 and 18.220 RCW.
- **Data Submittal.** You must submit environmental sampling data in both a printed form and an electronic form capable of being transferred into our Environmental Information Management (EIM) system. For an overview of data submittal requirements, please refer to **Enclosure B**, which includes a copy of Toxics Cleanup Program Policy 840. For instructions on how to submit data, please refer to the following web site: [www.ecy.wa.gov/programs/tcp/data\\_submittal/data\\_requirements.htm](http://www.ecy.wa.gov/programs/tcp/data_submittal/data_requirements.htm).

Failure to comply with these requirements may result in unnecessary delays.

## Payment

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Ecology will send monthly invoices to the billing contact designated in the Application Form. If someone replaces the billing contact or their contact information changes, please submit a Change of Contact Form. You can find the Form on the VCP web site.

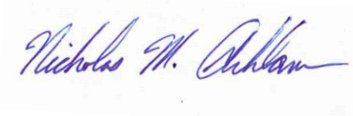
The invoice will include a summary of the costs incurred, payments received, identity of staff involved, and the amount of time spent on the Project during the previous month. Payment is due within thirty days of the invoice date. For more information on the billing system, please refer to the VCP web site.

## Contact Information

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We are committed to working with you to accomplish the prompt and effective cleanup of the Site. Again, if you have any questions about the VCP or your Project, please contact Tim Mullin, LHG at (360) 407-6265 or [tmul461@ecy.wa.gov](mailto:tmul461@ecy.wa.gov).

Sincerely,



Nicholas M. Acklam  
VCP Unit Manager  
Toxics Cleanup Program  
Southwest Regional Office

NMA: tam

Enclosures (2):   A – Copy of VCP Agreement  
                          B – Toxics Cleanup Program Policy 840: Data Submittal Requirements

By certified mail: 9489 0090 0027 6066 6790 95

cc:    Jessie R. Blair, III, NHT Olympia, LLC  
      Paul T. McCullough, Arcadis  
      Tim Mullin, LHG, Ecology  
      Ecology Fiscal Office  
      Ecology Site File

## **Enclosure A**

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**Copy of VCP Agreement**

## **Enclosure B**

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### **Toxics Cleanup Program Policy 840 Data Submittal Requirements**



January 23, 2019

Dear S L:

The following is in response to your request for proof of delivery on your item with the tracking number:  
**9489 0090 0027 6066 6790 95.**


### Item Details

**Status:** Delivered, Front Desk/Reception/Mail Room  
**Status Date / Time:** December 3, 2018, 11:42 am  
**Location:** DALLAS, TX 75201  
**Postal Product:** First-Class Mail®  
**Extra Services:** Certified Mail™  
Return Receipt Electronic  
**Recipient Name:** MATT MCGRANER

### Shipment Details

**Weight:** 2.1oz

### Recipient Signature

|                         |   |
|-------------------------|---|
| Signature of Recipient: | Signature<br>X  |
|                         | Printed Name<br>SARAH HALE  |
| Address of Recipient:   | Delivery Address<br>300 Crescent #700   |

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,  
United States Postal Service®  
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Washington, D.C. 20260-0004