

# VCP Application Standard and Expedited Processes

Washington State Department of Ecology
Toxics Cleanup Program

#### **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 <u>Voluntary Cleanup Program</u> (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:
Standard VCP     ■
■ Expedited VCP

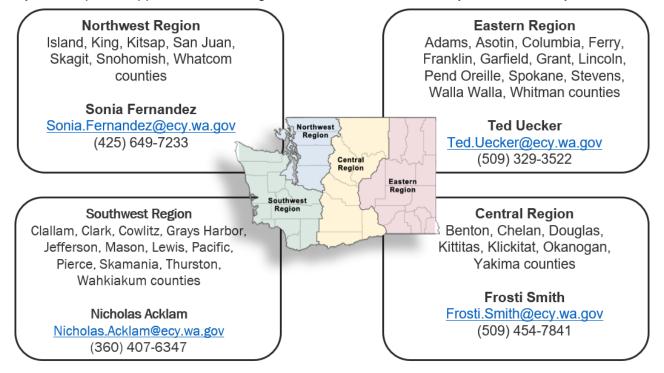
#### **Apply to the Standard VCP process**

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,<sup>2</sup> signed by applicant
- Agency determination checklist,<sup>3</sup> 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 <u>Working with the Voluntary Cleanup Program webpage</u>.<sup>4</sup>

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



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

<sup>&</sup>lt;sup>2</sup> https://fortress.wa.gov/ecy/publications/SummaryPages/ecy070324.html

<sup>&</sup>lt;sup>3</sup> http://ecyapfass/Biblio2/SummaryPages/ECY070620.html

<sup>&</sup>lt;sup>4</sup> 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 <u>Expedited VCP process webpage</u><sup>5</sup> 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 <u>remedial investigation</u> <u>checklist</u>, and other reports you want us to review (one searchable pdf file and one hard copy each)
- Electronic environmental data submitted to the <u>Environmental Information Management</u> (EIM) system,<sup>7</sup> which provides automatically generated email as confirmation
- Project schedule.

See the <u>Voluntary Cleanup Program (VCP)</u>: <u>Guidance for the Expedited VCP Process</u><sup>8</sup> for additional information.

**To submit** your **Expedited VCP** application to Ecology, upload electronic files to <u>Box.com</u>,<sup>9</sup> 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 <u>Sarah Wollwage@ecy.wa.gov</u> or (360) 407-7141 for additional information.

1.A		The applicant is the person or organization requesting services from Ecology, and is for paying Ecology's incurred costs incurred. The agreement explains the applicant's and duty.
Name o	of applicant:	
What ty	pe of entity	is the applicant?
☐ Pers	son	A <b>person</b> applicant <b>must</b> serve as the project billing contact. Identify this person and their contact information in both <b>Parts 1.B and 1.C</b> .
☐ Orga	anization	An <b>organization</b> applicant <b>must</b> identify the project manager in <b>Part 1.B</b> and the project billing contact in <b>Part 1.C</b> . The organization <b>must</b> employ both persons.

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

<sup>&</sup>lt;sup>6</sup> http://ecyapfass/Biblio2/SummaryPages/ECY070633.html

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

<sup>&</sup>lt;sup>8</sup> https://fortress.wa.gov/ecy/publications/summarypages/2009053.html

<sup>9</sup> https://account.box.com/login

What is	What is the applicant's involvement at the site? Check all that apply.						
□ property owner       □ business owner (operator)       □ agent of property owner         □ past property owner       □ mortgage holder       □ private person / organization         □ ture property owner       □ consultant       □ public agency / organization         □ property lessee       □ attorney         □ other – specify:       □							
facility		right to purchase, red	develop,	or reuse the facility. A	interest in or operate the Agents for the property		
If not th	ne current property ow	ner, is the applicant a	authorize	ed to grant property ac	ccess?		
1.B	manager must be eit	ther the applicant or	employe	ger all official correspo d by the applicant. The dicant. Enter the requi	e project manager may		
Name:		·		Title:			
Mailing	address:						
City:			State:		Zip:		
Phone:		Email:			Fax:		
1.C	billing contact must l	oe either the applicar	nt or emp	billing contact monthly bloyed by the applican ed by the applicant. Er			
Name:				Title:			
Mailing	address:						
City:			State:		Zip:		
Phone:		Email:			Fax:		
1.D	Project consultant.						
Is the a	applicant a consultant?	•	☐ ye	es 🗌 no			
If "yes"	, skip to <b>Part 1.E</b> .						
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	Do you want us to contact the project consultant?						

1.E	Property owner.						
Is the a	Is the applicant the owner of the property where independent remedial action is being conducted?						
☐ yes ☐ no	yes If "yes", enter the type of entity and skip to Part 1.F. If "no", enter below all of the required information.						
Name:	Title:						
Organiz	ration:						
Mailing	address:						
City:	State:	Zip:					
Phone:	Email:	Fax:					
What ty	pe of entity is the property owner? Check <b>one</b> .						
priv							
1.F	Request for written opinion.						
Are you	requesting a written opinion at this time?						
	, list the report(s) or plan(s) below you are requesting a written opinion for neet the requirements on our Working with the Voluntary Cleanup Program						
<b>Attach to this application</b> 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	<b>Reporting requirements.</b> Comply with the following two reporting requirements written opinions on planned or completed remedial actions.	rements when requesting					
1.G.1	<b>Professional licensing</b> . Documents submitted containing geologic, hyd engineering work <b>must</b> be stamped by of an appropriately licensed profe Chapters 18.220 and 18.43 RCW.						

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

electronic format tha EIM webpage for ins comply with these re	electronic format that meets our requirements for transfer into our <u>EIM</u> system. Refer to our <u>EIM</u> 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.					
	applications <b>only</b> , the study ID and CSV file name <b>n not</b> use spaces or hyphens in either the study ID or					
Have you submitted all the s	ite's environmental data to EIM?	s 🗌 no				
yes If "yes", ente	er the study ID and CSV file name below.					
	data need to be submitted, submit your data to EIM f nformation below.	irst, and then complete				
We will not accept your Exp	pedited VCP application unless you have satisfied to	hese requirements.				
We will not issue a no furth	er action (NFA) opinion, unless you have satisfied the	nese 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:					
Part 2 – Site description						
<b>2.A Site name.</b> 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.E	<b>Source property.</b> 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	Do you know on which property the releases occurred?							
If "y	•	to the source propert	ty when identifying	the physical addres	ss and geographic position			
		to the property addressistion below.	ssed by your clean	up when identifying	the physical address and			
2.E	3.1 Physi	cal address. Enter th	ne property's physi	cal address.				
Stre	et address:							
City	:			State:	Zip:			
2.E	3.2 Geog	raphic position. Ente	er the property's ge	eographic position.				
Cor	ordinates	Latitude:	Degrees:	Minutes:	Seconds:			
COC	ordinates	Longitude:	Degrees:	Minutes:	Seconds:			
	ation on pro	perty ase or center of parcel]						
Coll	ection meth							
Coll	ection sour							
Hor	izontal datu	m ce for coordinate system)						
Acc	uracy level							
`	al description							
TRS	S data	Township:	Range:	Section:	Quarter-quarter:			
Tax	parcels							
2.0	releas (sour	sed on the source pro	perty. For example	, a leaking UST rel	by the hazardous substances ease on one property an adjacent property			
Do	any of the	releases affect any p	roperties adjacent	to the source prope	erty?			
	yes		ou need to add mo	ore information, go t	affected by the releases on the to 2.C in the additional			
	no	If "no", skip to Part	<b>2.D</b> .					
	unknown	If "unknown", skip	to <b>Part 2.D</b> .					
	Address:							
1	Tax parce	els:						
2	Address:							
	Tax parce	els:						
3	Address:							
3	Tax parce	els:						

## Part 2 – Site description

4	Address:							
	Tax parcels:							
2.1	Public rights-of-way affected by the releases.							
If "	Do any of the releases affect a public right-of-way (e.g., roadways)?							
2.1	E Extent of the site.							
Wh	nat is the approximate areal extent of the site? Check <b>only one</b> .							
	< 5,000 square feet							
2.1	F Description of site release(s).							
2.1	F.1 Release source(s).							
	What are the source(s) of the release(s) at the site? Check <b>all that apply</b> .  area-wide lead and arsenic soil contamination (see "Area-wide soil contamination" below) non-point source (e.g., contaminated soil used as fill) point source (e.g., leaking tank) unknown other – specify:  Describe below the release source(s). If you need to add more information, go to 2.F.1 in the additional							
info	ormation pages at the end of this form.							
2.	<b>F.2</b> Release circumstances. Describe the release circumstances. If you need to add more information, go to <a href="2.F.2">2.F.2</a> in the additional information pages at the end of this form.							

Part 2 – Site description							
2.F.3	Release discover circumstances. De to add more information, go to 2.F.3 in						
2.F.4	Area-wide soil contamination. Visit the Plan for the <u>Tacoma Smelter Plume pro</u> contamination projects.					ement	
Is the s	ite in an area affected by smelter emissi	ons, such as	from the Ta	coma Smelt	er Plume are	ea?	
	☐ yes ☐ no ☐ unknown						
See if t	he site is within the mapped Tacoma Sm	nelter Plume	<u>area</u> .				
Is the s	ite located in a former fruit orchard in op	eration befor	e 1947?	☐ yes ☐	no 🗌 un	known	
Is the s	ite affected by area-wide arsenic or lead	l soil contami	nation?	☐ yes ☐	no 🗌 un	known	
2.G	Nature and extent of contamination. before cleanup.	The following	g refers to co	onditions afte	er the release	e but	
	lous substances and affected media. oil) affected by those substances to the	•					
		Check affe	cted media				
Hazard	ous substance	Soil	Ground- water	Surface water	Sediment	Air	
Ex: ben	nzene	С	S	N/A	N/A	В	

<sup>&</sup>lt;sup>11</sup> https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup/Dirt-Alert-program

<sup>&</sup>lt;sup>12</sup> https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup/Cleanup-sites/Toxic-c

## Part 2 – Site description

C = confirmed, greater than cleanup level B = confirmed, less than cleanup level	O = confirmed S = suspected		N/A = n U = unk	not suspected known		ļ
2.G.1 Drinking water.						
Does site contamination pose a three (groundwater or surface water)?	· —	al threat to a yes 🔲 no		•	· source	
If "yes", what type of drinking water	system is th	reatened by	the contam	ination? Ch	eck all that	apply.
☐ single family ☐ public						
If "public drinking water supply" is 10-year wellhead protection area?	_	s the contam yes 🗌 no	_		upstream of	a
If "yes", or help is needed, see the scall the Department of Health at (800)				(SWAP) Ma	pping Tool <sup>13</sup>	or
2.G.2 Indoor air.						
Are contaminant odors noted in any	buildings, ui	nderground (	utilities cond	uits, or other	confined sp	aces?
☐ yes ☐ no ☐ unknown						
If "yes", specify below. If you need to pages at the end of this form.	o add more	information,	go to <u>2.G.2</u>	in the addition	onal informa	tion
2.H Site maps.						
Attach to this application maps that i	dentify:					
<ul> <li>site location</li> <li>affected properties and public rig</li> <li>source(s) of release(s)</li> <li>nature and extent of contamination</li> <li>impacted human or ecological re</li> </ul>	on ceptors (e.g	•	•			
<ul> <li>site physical characteristics (e.g. water supply wells, groundwater</li> <li>adjacent properties and their use</li> </ul>	flow direction	on, and utility	rights-of-wa	iy)	urface water	bodies,

 $<sup>^{13}\</sup> https://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/SourceWater/GISMappingTool$ 

3.A	<b>Current use of source property.</b> The following refers to only the source property and <b>not</b> 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:				
Organiz	zation:							
Mailing	address:							
City:			State:		Zip:			
Phone:	Phone:							
3.A.2	Current business own source property.	ner (operator). Identify th	e curre	nt business own	er operating on the			
Name:				Title:				
Organiz	zation:							
Mailing	address:							
City:			State:		Zip:			
Phone:								
3.A.3	Current business ope	erations. Identify the curre	ent bus	iness operations	on the source property.			
l	idential 🔲 commerc	the source property? Checial industrial other – specify:	□ a <sub>0</sub>	hat apply. gricultural	☐ childcare facility			
If "yes'	☐ yes ☐ no ☐ u	Il business currently opera Inknown g table the current busine codes and specifying the	ss oper	rations using the				
NAICS	Code	Operations Description						
Ex: 447		Gasoline stations with co	nvenier	nce stores				
Is a sol	id waste handling facility	/ located on the source pr	operty?	>				
	☐ 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.								

Is a dangerous waste treatment, storage, or disposal facility located on the source property?										
│	no	unknov	vn							
If "yes", identify here	e:									
If you need to add motorm.	If you need to add more information, go to $\underline{3.A.3}$ in the additional information pages at the end of this form.									
3.A.4 Regulation	of curre	ent busir	ess oper	ations.						
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 iss	ued	
Ex: wastewater disch	narge		NPDES	permit				02/02/02	2	
Has a state or federa the release of hazard	lous sub	ostances	at the bus		notice o	f violation  yes	_		ed relat	
If "yes", specify notice	ce and y	ear issu	ea:	_						
Have business opera property?	tions re	_		spills or o				es on the s following		
Release				Date of re	elease		Sta	tus of rele	ease	
3.A.5 Storage tank been used to tanks are stil	store h	azardou	s substand	ces on the	source	property,				
Identification		I		Status an	d Closu	re			Releas	
Hazardous substance	AST or UST	Size (gal.)	Tank ID	Date installed	In use (y/n)	Date closed	Closui		Past (y/n)	Current (y/n)
Ex: diesel	UST	10,000	4	02/87	N	5/98	remo	ved	Υ	N
(*) Options = removed or	) Options = removed or closed in place.									

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:				
Organiz	Organization:							
Mailing	Mailing address:							
City:	State: Zip:							
Phone:		Fax:		Email:				
3.B.2	Past business owners (oprelease occurred.	perators). Identify the	e site bı	usiness owner (o	perator) when the			
Name:				Title:				
Organiz	zation:							
Mailing	address:							
City:			State:		Zip:			
Phone:		Fax:		Email:				
3.B.3	<b>Identification of past busi</b> source property using the N		-	•				
NAICS		Operations description						
Ex: 447	'110	Gasoline stations wit	h conve	enience stores				
3.C	Future use of source and properties.	affected properties	. The fo	ollowing refers to	both source and affected			
Will any ownership interest in the source property or affected properties be conveyed before or upon cleanup completion? yes no 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.								

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?					
If "yes", specify below the proposed land use. Check all that apply.					
☐ residential ☐ school ☐ commercial ☐ industrial ☐ childcare facility					
agricultural park 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?					
☐ yes ☐ no ☐ unknown If "yes", when?					
Has cleanup of the site, or any portion of the site, ever been managed under the <b>Standard VCP</b> or <b>Expedited VCP</b> ?					
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?					
yes no unknown If " <b>yes</b> ", specify type and docket number:					
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?					
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 <b>do not</b> plan on characterizing or investigation as part of the <b>Standard VCP</b> or <b>Expedited VCP</b> project. If you need to add more information, go to <u>5.A</u> 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. Not applicable Planned Ongoing Completed Remedial action Initial response (UST only) Interim action Remedial investigation Feasibility study Cleanup action Documentation of remedial actions. 5.C 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 <u>5.C</u> in the additional information pages at the end of this form. Submitted to Ecology Title Preparer Date date yes/no Jane Doe site: Remedial Investigation Work Ex: Freedom Consulting n/a 02/20/19 no Plan 1 2 3 4 5 6 7 8 9 10

#### Part 6 – Statement and signature

6.A	<b>Statement and signature.</b> The undersigned <b>affirms</b> that the information provided in this application is true and accurate to the best of the applicant's knowledge. Someone other than the <b>applicant</b> 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.							
	☐ applicant ☐ property owner ☐ consultant ☐ attorney					torney	
	other - specify:						
<b>Expedited VCP note:</b> While anyone may sign the <b>application form</b> , only certain types of applicants are eligible to join <b>Expedited VCP process</b> and sign the <b>Expedited VCP agreement</b> . To sign the agreement, the applicant <b>must</b> 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 <b>must</b> sign the <b>Expedited VCP</b> agreement.							

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

<sup>&</sup>lt;sup>14</sup> 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.

2.0	C Affected properties (continued)				
_	Address:				
5	Tax parcels:				
6	Address:				
	Tax parcels:				
7	Address:				
	Tax parcels:				
8	Address:				
	Tax parcels:				
9	Address:				
9	Tax parcels:				
10	Address:				
10	Tax parcels:				
<u>2.I</u>	2.D Public rights-of-way affected by the releases (continued)				
<u>2.</u> l	F.1 Release source(s) (continued)				
<u>2.</u>	F.2 Release circumstances (continued)				

2.F.3	Release discovery circumstances (continued)
	necessary encommentations (committee)
2.G.2	Indoor air (continued)
<u>3.A.3</u>	Current business operations (continued)
<u>3.C</u>	Future use of source and affected properties (continued)

<u>3.C</u>	Future use of source and affected properties (continued)
L	
<u>3.D</u>	Redevelopment plans (continued)
<u>5.A</u>	Scope of remedial actions (continued)
<u>5.C</u>	Documentation of remedial actions (continued)