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|  | **Voluntary Cleanup Program** |
| **Washington State Department of Ecology Toxics Cleanup Program** |

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| **CHANGE OF CONTACT FORM** |

Use this form to notify the Department of Ecology (Ecology) of any changes to the designated points of contact for a project under the Voluntary Cleanup Program (VCP). Include any changes to the contact information for those persons (for example: phone number or address). Please submit only one form for each point of contact.

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| **Step 1: Identify Hazardous Waste SITE** | |
| Please identify below the hazardous waste site for which you are providing new contact information. This information may be found on the VCP Agreement. | |
| Facility/Site Name: | |
| Facility/Site Address: | |
| Facility/Site No: | VCP Project No.: |

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| **Step 2: Identify contact person** | | | | | |
| Please identify the role of the person for whom you are providing new contact information. Check all that apply.   |  |  |  |  | | --- | --- | --- | --- | |  | Project Manager |  | Project Attorney | |  | Project Billing Contact |  | Property Owner | |  | Project Consultant |  | Other – please specify: | | | | | | |
| Please provide below the new contact information for this person: | | | | | |
| Name: | | | | Title: | |
| Organization: | | | | | |
| Mailing address: | | | | | |
| City: | | State: | | | Zip code: |
| Phone: | Fax: | | E-mail: | | |
| Effective date: | | | | | |

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| **Step 3: Identify Prior Contact Person (if applicable)** | | | | | |
| Is the new contact person replacing an existing point of contact?   |  |  | | --- | --- | |  | Yes | |  | No |   ***If you answered “YES” above, please identify below the person who is being replaced:*** | | | | | |
| Name: | | | | Title: | |
| Organization: | | | | | |
| Mailing address: | | | | | |
| City: | | State: | | | Zip code: |
| Phone: | Fax: | | E-mail: | | |

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| **Step 4: submittal** |
| Please mail your completed form to the Ecology site manager assigned to your Site. If a site manager has not yet been assigned, please mail your completed form to the Ecology regional office for the County in which your Site is located.   |  |  | | --- | --- | | **Northwest Region:**  Attn: VCP Coordinator  3190 160th Ave. SE  Bellevue, WA 98008-5452 | **Central Region:**  Attn: VCP Coordinator  1250 West Alder St.  Union Gap, WA 98903-0009 | | **Southwest Region:**  Attn: VCP Coordinator  P.O. Box 47775  Olympia, WA 98504-7775 | **Eastern Region:**  Attn: VCP Coordinator  N. 4601 Monroe  Spokane WA 99205-1295 | |

If you need this publication in an alternate format, please call the Toxics Cleanup Program at 360-407-7170. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call 877-833-6341.

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