



INSTRUCTIONS FOR COMPLETING A COMPANY APPLICATION FOR THE LISTED CONSULTANT PROGRAM

The following information must be provided.

- Complete the Listed Consultant Program Company Form (Article 2, Part 2) that is available [here](#).
- Include a generic Health and Safety Plan (HASP) related to Petroleum Storage Tank work in Colorado. At a minimum, the HASP must include the following:
 - Project team organization;
 - Training and medical monitoring requirements;
 - PPE and environmental monitoring requirements; and
 - Nearby hospital information including directions from the site to the hospital and a map.
- Include company standard operating procedures (SOPs; CDPHE Work Practices not accepted) for activities typically required for petroleum related investigations in Colorado. The following SOPs must be included.
 - Utility Locates
 - Geoprobe Drilling
 - Auger Drilling
 - Field Screening
 - Soil Sampling (Rig, Backhoe, Hand Auger)
 - Monitoring Well Installation/Soil Vapor Probe Installation
 - Monitoring Well Development
 - Water Level Measurements
 - Groundwater Sampling
 - Soil Vapor Sampling
 - Equipment Calibration
 - Field Verification Samples
 - Documentation – Geologic Logs, Well Completion Logs, Field Notebook
 - Decontamination – Equipment and Rigs
 - Aquifer Testing
 - Surveying
 - Sample Handling, Shipping and Chain of Custody (COC)
 - Waste Handling and Disposal
 - Mechanical Remediation System Operation and Maintenance (specify system)
- Send one hard copy of the completed Listed Consultant Program Company Form, the HASP and the SOPs to the address listed on the Company Form.

By becoming listed, an environmental consulting company certifies its agreement to perform the following to the best of its ability.

- Abide by federal, Colorado, and local statutes, ordinances, regulations, guidelines, standards, practices, policies and other requirements pertaining to assessing and remediating petroleum contamination in soil and water from petroleum storage tank systems.
- Comply with Colorado's Reasonable Cost Guidelines, including providing to any client who may seek reimbursement from the Fund a copy of the Guidelines.
 - The environmental consultant should ensure the client has been advised that:
 - Any otherwise allowable costs billed at rates exceeding those in the Guidelines may not be reimbursed at the higher rate unless considered justified by the Petroleum Storage Tank Committee; and
 - The environmental consulting company will submit invoices that are compatible with the format established in the Guidelines and will not mark-up materials or services provided by any company or person with whom the company has a financial interest.
- Ensure that all activities billed at labor rates for a principal, senior engineer/scientist, project manager or project engineer/manager will be conducted by a listed environmental scientist.
- Ensure that all activities associated with site characterization and corrective action activities related to releases from petroleum storage tank systems are completed in a timely fashion and within approved timeframes.
- Notify OPS within 30 days of any change in information provided on the listing application form(s).