

MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY  
UNDERGROUND STORAGE TANK BRANCH  
4/2/2008

## ENVIRONMENTAL RESPONSE ACTION CONTRACTOR (ERAC) APPLICATION PACKET

This packet is for engineers and geologists who want to perform assessments and remediation at underground storage tank (UST) sites, where the tank owner is eligible for reimbursement from the Mississippi Groundwater Protection Trust Fund (MGPTF). The MGPTF Regulations, amended on March 25, 2004, refer to engineers and geologists, who are approved to perform such work, as Environmental Response Action Contractors (ERACs). If you are interested in becoming an ERAC, please review the following attached information:

### **1. Environmental Response Action Contractor (ERAC) Application:**

The applicant must submit a completed application, along with all required documentation, to the Mississippi Department of Environmental Quality /Underground Storage Tank Branch (MDEQ/UST).

### **2. MDEQ/UST Standard Operating Procedures Manual (SOP) which incorporates the Quality Assurance/Quality Control (QA/QC) Plan:**

Requirement #2 on the application states that the applicant must have a QA/QC Plan developed in accordance with the requirements of the Department. MDEQ-UST now has a Standard Operating Procedures Manual for each ERAC to follow as their QA/QC Plan. This SOP should provide a clear, concise focus for performing UST work in Mississippi.

### **3. Mississippi Groundwater Protection Trust Fund Regulations:**

These Regulations state the minimum requirements for becoming an ERAC, and the performance standards for ERACs.

If you have any questions, please contact Martha Martin at (601) 961-5058. Please send your ERAC application to:

Martha Martin  
MS Department of Environmental Quality  
Underground Storage Tank Branch  
P.O. Box 2261  
Jackson, MS 39225-2261

# ATTACHMENT #1

# ERAC APPLICATION

## MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY - UNDERGROUND STORAGE TANK BRANCH

# ENVIRONMENTAL RESPONSE ACTION CONTRACTOR (ERAC) APPLICATION

|                           |       |          |                                     |  |  |
|---------------------------|-------|----------|-------------------------------------|--|--|
| COMPANY NAME              |       |          | PRIMARY TELEPHONE #<br><br>(    )   |  |  |
| MAILING ADDRESS           |       |          | SECONDARY TELEPHONE #<br><br>(    ) |  |  |
| CITY                      | STATE | ZIP CODE | FACSIMILE #<br><br>(    )           |  |  |
| NAME OF PRINCIPAL OFFICER |       |          | NAME OF USUAL CONTACT               |  |  |
| E-MAIL ADDRESS            |       |          |                                     |  |  |

| Mississippi Registered<br>Professional Engineer | And/Or | Mississippi Registered<br>Professional Geologist |
|---|--------|--|
| NAME  |        | NAME   |
| PE #  |        | PG #   |

### Quality Assurance/Quality Control (QA/QC) Plan

|  |            |           |
|--|------------|-----------|
| When performing work under the Mississippi Groundwater Protection Trust Fund, will you follow the <b>MDEQ/UST Standard Operating Procedure Manual dated August 5, 2004</b> ? | <b>Yes</b> | <b>No</b> |
|  |            |           |

### Certificate of Insurance for Professional Liability

|   |                   |
|---|-------------------|
| Your firm must have <b>at least one million dollars of professional liability insurance</b> . Please submit a copy of your certificate, and indicate when it expires. | <b>Expires On</b> |
|   |                   |

### Evidence of Experience

|   |            |           |
|---|------------|-----------|
| Has your firm successfully completed at least three (3) assessments and successfully implemented at least two (2) remediation activities within the last five (5) years? Please complete the attached Record of Experience forms. | <b>Yes</b> | <b>No</b> |
|   |            |           |

**I HEREBY CERTIFY THAT THE ABOVE AND ATTACHED INFORMATION FOR THE MINIMUM REQUIREMENTS #1 THROUGH #4 IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AS OF THIS DATE.**

|           |      |
|-----------|------|
| SIGNATURE | DATE |
|-----------|------|

## FOR MDEQ'S USE ONLY

|               |                     |               |               |
|---------------|---------------------|---------------|---------------|
| 1) MISS. P.E. | 2) SOP (QA/QC PLAN) | 3) INSURANCE  | 4) EXPERIENCE |
| REVIEWER      | SIGNATURE           | APPROVAL DATE |               |

## MINIMUM REQUIREMENTS

The following narrative in bold print is direct wordage from the Mississippi Groundwater Protection Trust Fund Regulations, amended March 25, 2004. Below each of the four items is the information that you must submit to provide proof that you meet those qualifications.

**ERAC's shall be responsible for the engineering and/or geologic portion of response actions related to any discharge, release, or threatened release of motor fuels. The Department shall determine when a release necessitates a response action from an ERAC.**

**To be considered for listing as an ERAC, an applicant must submit a completed application to the Department's Underground Storage Tank Branch. The application must contain, at a minimum, the following documentation:**

- 1. documentation that the ERAC applicant is a Professional Engineer or a Registered Professional Geologist or, in the case of a firm or business, employs at least one full time (40 hours per week) Professional Engineer or Registered Professional Geologist licensed to practice in Mississippi;**

The principal officer should submit a statement indicating the names of the individuals who meet the above-mentioned condition and a copy of their license.

- 2. a Quality Assurance/Quality Control (QA/QC) plan developed in accordance with the requirements of the Department;**

The QA/QC Plan is required to insure that the Department receives data that is legally defensible and to expedite the Department's review of scopes of work. The Department now has an MDEQ-UST Standard Operating Procedure Manual (SOP). The applicant must sign off on the application that their firm will follow this SOP.

- 3. a current certificate of insurance proving that the applicant holds professional liability insurance in an amount not less than one million dollars (\$1,000,000.00); and,**

Please submit a copy of your Certificate of Insurance that has the certificate holder as:

Miss. Department of Environmental Quality  
UST Branch  
P.O. Box 2261  
Jackson, MS 39225-2261

- 4. evidence of the successful completion of three (3) assessments and the successful implementation of two (2) remediation activities.**

**Such work must have been performed within five (5) years preceding the date of application.**

Please complete the attached **“RECORD OF EXPERIENCE FOR ERAC APPLICATION”** forms to provide this evidence. This experience is not required to have been acquired in Mississippi, nor must it have been at a UST site.

## MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY/ UNDERGROUND STORAGE TANK (UST) BRANCH

**RECORD OF EXPERIENCE FOR ERAC APPLICATION**

The regulations require evidence of the successful completion of 3 assessments and the successful implementation of 2 remediation activities. Complete this form for each site you will use to provide evidence of this experience.

| <b>OWNER</b>   | <b>SITE</b>                                   |
|----------------|---|
| NAME           | NAME  |
| ADDRESS        | ADDRESS                                       |
| PHONE #        | WAS THIS A UST SITE?<br>YES _____ OR NO _____ |
| CONTACT PERSON | MS FACILITY I.D.# (IF APPLICABLE)             |

| <b>ACTIVITY</b>          | <b>YES</b> | <b>NO</b> | <b>DATE</b> | <b>TYPE</b> |
|--------------------------|------------|-----------|-------------|-------------|
| Performed Assessment?    |            |           |             |             |
| Implemented Remediation? |            |           |             |             |

**PROVIDE A BRIEF DESCRIPTION OF THE WORK YOUR FIRM PERFORMED AT THIS SITE:**

## MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY/ UNDERGROUND STORAGE TANK (UST) BRANCH

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| ACTIVITY                 | YES                      | NO                       | DATE | TYPE |
|--------------------------|--------------------------|--------------------------|------|------|
| Performed Assessment?    | <input type="checkbox"/> | <input type="checkbox"/> |      |      |
| Implemented Remediation? | <input type="checkbox"/> | <input type="checkbox"/> |      |      |

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|--------------------------|--------------------------|--------------------------|------|------|
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| ACTIVITY                 | YES                      | NO                       | DATE | TYPE |
|--------------------------|--------------------------|--------------------------|------|------|
| Performed Assessment?    | <input type="checkbox"/> | <input type="checkbox"/> |      |      |
| Implemented Remediation? | <input type="checkbox"/> | <input type="checkbox"/> |      |      |

**PROVIDE A BRIEF DESCRIPTION OF THE WORK YOUR FIRM PERFORMED AT THIS SITE:**

# ATTACHMENT #2

## Standard Operating Procedure Manual (SOP)

(Incorporating the Quality Assurance/Quality Control Plan)

ATTACHMENT #3

MISSISSIPPI  
GROUNDWATER  
PROTECTION TRUST  
FUND (MGPTF)  
REGULATIONS