

SAMPLE PRELIMINARY SUBSURFACE INVESTIGATION LETTER

Certified Mail No.: Z 000 000 000

January 1, 2010

**Mr. John Doe
515 East Amite Street
Jackson, MS 39201**

**RE: UNDERGROUND STORAGE TANKS (USTs)
Doe's One Stop
Jackson, MS
Trust Fund #0001**

Dear Tank Owner:

The Office of Pollution Control has received your written report of a confirmed release of regulated substance at the above referenced UST system. Considering the information that we received, we are hereby requiring that you perform a Preliminary Subsurface Investigation to determine the extent of contamination caused by the release. You must utilize the services of a Office of Pollution Control approved Environmental Response Action Contractor (ERAC). The list of ERACs from which you must choose is found in Attachment A. The ERAC that you select should be experienced in conducting environmental assessments and in designing remediation systems.

According to the information that you have submitted, you apparently meet the following eligibility requirements that allow you to be reimbursed for fair and reasonable expenses from the Mississippi Groundwater Protection Trust Fund (Trust Fund):

1. Your tank site meets the legal definition of an active site,
2. The released substance is motor fuel or aviation fuel, and,
3. You appear to be in substantial compliance with the Mississippi Underground Storage Tank Law and the UST regulations at this site.

Your next step is to read, complete, and return within 10 days upon receipt of this letter, Attachment B, "Groundwater Protection Trust Fund Application" to: Andy Dyess, UST Branch, Office of Pollution Control, P. O. Box 2261, Jackson, MS 39225.

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You can be reimbursed from the Trust Fund for the Preliminary Subsurface Investigation only after (1) we receive and approve your ERAC's completed Preliminary Subsurface Investigation report and (2) you submit Attachment C, "Certification Affidavit", along with your ERAC's itemized invoice. Reimbursement will be limited to charges identified in Attachment D, which states the maximum limits of reimbursement for the Preliminary Subsurface Investigation. Your request for reimbursement should be mailed to: Contracting Officer, UST Branch, Office of Pollution Control, P. O. Box 2261, Jackson, MS 39225.

Please have your ERAC submit to you the final Preliminary Subsurface Investigation report. After your review, please forward one copy of the report to our office on or before April 31, 2010.

During the environmental assessment, your ERAC must follow Attachment E, the "Preliminary Subsurface Investigation Report Format", and Attachment F, the "Preliminary Subsurface Investigation for Leaking Underground Storage Tank Facilities".

We appreciate your cooperation and assistance in this matter. Should you or your engineering firm have a questions or comments, please contact, Project Manager, at (601) 000-0000.

Sincerely,

Trudy Fisher
Executive Director

Enclosures

cc: Andy Dyess, OPC
Martha Martin, OPC