THE ALABAMA DRYCLEANING ENVIRONMENTAL RESPONSE TRUST FUND BOARD

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December 2, 2018

To: Alabama Drycleaning Environmental Consultants

From: Ashley C. Cousins, P.E.
Alabama Drycleaning Environmental Response Advisory Board Engineer

Re: Approved Drycleaning Environmental Consultant Renewal Application

In accordance with Rule 287-1-1-.05(16), each Approved Drycleaning Environmental Consultant (ADEC) must submit an annual renewal application. Please complete and return the attached spreadsheet for the renewal application. Follow the instructions in red on the spreadsheet. The regulations can be found on the ADERTAB website at www.drycleaningtrustfund.alabama.gov. Renewal applications must be submitted by February 1, 2019 for your firm to remain on the ADEC list. Please email a copy of the spreadsheet and attachments to me at acousins@acessllc.com. Your firm may only submit a renewal application for the categories that you are already approved to perform. Should you wish to be considered for different categories, you must submit a full application. (Form 200 ADEC Application).

All ADECs must submit updated budget information for each project that you are working on. Please submit the attached budget worksheet under the Budget Worksheet tab for each project and be sure that the information on Section 11 of the Cost Proposal and Payment Request form match the information submitted on the worksheet. This worksheet should be updated as needed throughout the project.

Please review the insurance requirements in 287-1-1-.05 (15). Each ADEC should review the requirements with your insurance provider and submit a certificate that shows evidence of required coverage with the Board and the State of Alabama as Additional Insured, the waiver of subrogation, and the 30-day cancellation notice.

All ADECs that have previously been approved for Category III remediation work shall also provide a current valid general contractor's license to perform hazardous waste or hazardous substance site remediation with a monetary limitation of not less than $500,000.

Resumes for all persons who will be working on projects under the Alabama Drycleaning Trust Fund shall be included with the renewal information. Resumes must describe experience associated with drycleaning facilities or other chlorinated solvent plumes. Each ADEC must show evidence of an Alabama Registered Professional Engineer and Professional Geologist as part of your project team.

The renewal application must be submitted by email only. You are not required to submit a hard copy in an effort to reduce your costs. Costs for preparation of the renewal application are not reimbursable expenses.

The next scheduled meeting of the Alabama Drycleaning Environmental Response Trust Advisory Board is February 28, 2019. Only ADECs with a renewal application, current and complete certificate of insurance and a valid general contractor's license (if listed for Category III) will be presented to the Board for consideration for renewal.

Information about Cost Proposals and Payment Requests, Board Policies and Procedures and guidance is posted on the Board website at http://www.drycleaningtrustfund.alabama.gov. Revised Cost Proposal and Payment Request forms (November 2018) are available on the website.
Two copies with original notarized signatures of all CPs and PRs for consideration by the Board must be sent to the Board office at the following address:

Alabama Drycleaning Environmental Response Trust Fund Advisory Board
2777 Zelda Road
Montgomery, AL 36106

One electronic copy should also be submitted to acousins@acessllc.com. Please note that the hard copies must be received and stamped in at the Board office before the cut-off date for each quarterly Board meeting ~~in order to~~to be considered. CPs and PRs with missing signatures, notary certification or accurate backup will not be considered.

A copy of the Board's Policies and Procedures has been provided to each ADEC with the Renewal Application package. The application spreadsheet contains a new tab for the required certification and an acknowledgement that the ADEC has reviewed the Policies and Procedures.

Should you have any questions about the renewal application, Cost Proposal and Payment Request procedures, or the Board Policy and Procedures, please do not hesitate to call me at 334-467-0766.