



Solicitation Cover Page

1. Solicitation #: 1850000133

2. Solicitation Issue Date: 1/9/18

3. Brief Description of Requirement:

The Petroleum Storage Tank Division of the Oklahoma Corporation Commission is requesting a solicitation package to assess for any potential hydrocarbon impact at 55 Petroleum Storage Tank Division registered Temporary Out of Use facilities across the state. The PSTD has divided these 55 sites into four (4) sub-groups based on the quadrant of the state each site is located within. The four (4) quadrants are defined by Interstate I-35 transecting the state north to south and Interstate I-40 transecting the state east to west.

Solicitation Notice: Please note that on a Request for Proposal (RFP), no pricing shall be released at the time of opening. Should a public opening be requested the only information to be released will be a list of bidders without pricing.

4. Response Due Date¹: 1/30/18

Time: 3:00 PM CST/CDT

5. Issued By and **RETURN SEALED BID TO²**:

U.S. Postal Delivery Address: 5005 N. Lincoln Ste 300

Oklahoma City, OK 73105

Common Carrier Delivery Address: 5005 N. Lincoln Ste 300

Oklahoma City, OK 73105

Electronic Submission Address: N/A

6. Solicitation Type (type "X" at one below):

- ☐ Invitation to Bid
☒ Request for Proposal
☐ Request for Quote

7. Contracting Officer:

Name: **Richard Williams**

Phone: **405-522-1040**

Email: **Richard.Williams@omes.ok.gov**

¹ Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments")

² If "U.S. Postal Delivery" differs from "Carrier Delivery", use "Carrier Delivery" for courier or personal deliveries



Responding Bidder Information

*"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.*

1. RE: Solicitation # 1850000133

2. Bidder General Information:

FEI / SSN : _____ Supplier ID: _____

Company Name: _____

3. Bidder Contact Information:

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ Fax #: _____

Email: _____ Website: _____

4. Oklahoma Sales Tax Permit¹:

☐ YES – Permit #: _____

☐ NO – Exempt pursuant to Oklahoma Laws or Rules – Attach an explanation of exemption

5. Registration with the Oklahoma Secretary of State:

☐ YES - Filing Number: _____

☐ NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. Workers' Compensation Insurance Coverage:

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

☐ YES – Include with the bid a certificate of insurance.

☐ NO – Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.²

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

² For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

7. Disabled Veteran Business Enterprise Act

☐ YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.

☐ NO – Do not meet the criteria as a service-disabled veteran business.

Authorized Signature

Date

Printed Name

Title



**Certification for Competitive
Bid and/or Contract
(Non-Collusion Certification)**

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: Oklahoma Corporation Commission Agency Number: 185

Solicitation or Purchase Order #: 1850000133

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

☐ the competitive bid attached herewith and contract, if awarded to said supplier;

OR

☐ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number

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A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Addendum" means a written restatement of or modification to a Contract Document executed by the Supplier and State.
- A.1.3. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.4. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.5. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.6. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The Central

Purchasing Division must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.

- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the Central Purchasing Division.
- A.3.3. It is the bidder's responsibility to check the OMES/Central Purchasing Division website frequently for any possible amendments that may be issued. The Central Purchasing Division is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
 - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
 - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
 - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the Central Purchasing Division at 5005 N. Lincoln Blvd. Suite 300, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they

consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

Bids received by the Central Purchasing Division after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the Central Purchasing Division, shall constitute a contract.
- A.9.2. The Contract resulting from this solicitation may consist of the following documents in the following order of precedence:
 - A.9.2.1. Any Addendum to the Contract;
 - A.9.2.2. Purchase order, as amended by Change Order (if applicable);
 - A.9.2.3. Solicitation, as amended (if applicable); and
 - A.9.2.4. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.
- A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

- A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.
- A.10.2. Bidders guarantee unit prices to be correct.
- A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

- A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation, and must be prior to the closing date of the solicitation.
- A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.
- A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review

to the contracting officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

A.13 Negotiations

- A.13.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.
- A.13.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:
- A.13.3. Negotiations may be conducted in person, in writing, or by telephone.
- A.13.4. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.
- A.13.5. Terms, conditions, prices, methodology, or other features of the bidders offer may be subject to negotiations and subsequent revision. As part of the negotiations, the bidder may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.
- A.13.6. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

A.14. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 260:115-7-32.

A.15. Award of Contract

- A.15.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.
- A.15.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.15.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

A.16. Contract Modification

- A.16.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Addendum, signed by the State Purchasing Director and the supplier.
- A.16.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Central Purchasing Division in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Addendums, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.17. Delivery, Inspection and Acceptance

- A.17.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The supplier(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.17.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Central Purchasing Division.

A.18. Invoicing and Payment

- A.18.1. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services. An invoice is considered proper if sent to the proper recipient and goods or services have been received.
- A.18.2. State Acquisitions are exempt from sales taxes and federal excise taxes.
- A.18.3. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.18.4. Payment terms will be net 45. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.72.
- A.18.5. Additional terms which provide discounts for earlier payment may be evaluated when making an award. Any such additional terms shall be no less than ten (10) days increasing in five (5) day increments up to thirty (30) days. The date from which the discount time is calculated shall be the date of a proper invoice.

A.19. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.20. Audit and Records Clause

- A.20.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.
- A.20.2. The successful supplier(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.21. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for

multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.22. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.23. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.24. Termination for Cause

- A.24.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.24.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.24.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.25. Termination for Convenience

- A.25.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.
- A.25.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.26. Insurance

The successful supplier(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

A.27. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.28. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S.

§1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

A.29. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.30. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

B. SPECIAL PROVISIONS

B.1. Contract Term

- B.1.1.** This contract shall begin Date of Award through June 30, 2018. This contract may be renewed for up to two (2) additional one (1) year periods (July 1 to June 30).

B.2. Definitions

- B.2.1.** CoC - Chemicals of Concern
- B.2.2.** EPA – Environmental Protection Agency
- B.2.3.** OCC – Oklahoma Corporation Commission
- B.2.4.** OMES/CP – Office of Management & Enterprise Services/Central Purchasing, the governing procurement agency for the State of Oklahoma
- B.2.5.** PSTD - Petroleum Storage Tank Division
- B.2.6.** RFP – Request for Proposal
- B.2.7.** TOU - Temporarily Out of Use
- B.2.8.** UST – Underground Storage Tank

B.3. Indefinite Quantity Contract

- B.3.1.** This contract is for an indefinite quantity and the State may, or may not, buy the quantity mentioned in this contract.

B.4. 90 Day Extension

- B.4.1.** The State may extend the term of this contract up to ninety (90) day intervals if mutually agreed upon in writing by both parties.

B.5. Terms and Conditions

- B.5.1.** All terms and conditions herein become the contract between the OCC and the Supplier. The Supplier agrees to comply with all of these terms and conditions. Supplier understands and agrees that when any term and/or condition contained within this contract is, or becomes, applicable to the Supplier's officers and/or employees, Supplier agrees to ensure that its officers and employees, (collectively "organization") abide by the terms and/or condition applicable to organization.

B.6. Advance Payments Prohibited:

- B.6.1.** No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the OCC.
- B.6.2.** The OCC may routinely request supporting documentation to validate vendor payments.

B.7. Minor Deficiencies or Informalities

- B.7.1.** "Minor deficiency" or "minor informality" means an immaterial defect in a bid or variation in a bid from the exact requirements of a solicitation that may be corrected or waived without prejudice to other bidders. A minor deficiency or informality does not affect the price, quantity, quality, delivery or conformance to specifications and is negligible in comparison to the total cost or scope of the acquisition.
- B.7.2.** The State Purchasing Director may waive minor deficiencies or informalities in a bid if the State Purchasing Director determines the deficiencies or informalities do not prejudice the rights of other bidders, or are not a cause for bid rejection.

B.8. Hold Harmless

- B.8.1.** Proposed Supplier agrees to hold harmless OCC and its Trustees, officers, servants, employees, agents and consultants, against any claims, demands and liabilities resulting from any act or omission on the part of the Supplier and/or agents, subcontractors, servants, and employees thereof in the performance of this contract.

B.1. Mandatory and Non-Mandatory Terms

- B.1.1.** Whenever the terms "shall", "must", "will" or "is required" are used in this RFP, the specification being referred to is a mandatory specification of this RFP. Failure to meet any mandatory specification may cause rejection of the respondent's proposal.
- B.1.2.** Whenever the terms "can", "may", or "should" are used in this RFP, the specification being referred to is a desirable item and failure to provide any item so termed will not be cause for rejection.

C. SOLICITATION SPECIFICATIONS

C.1. Purpose

- C.1.1. The PSTD of the OCC is requesting a solicitation package to assess for any potential hydrocarbon impact at 55 PSTD registered TOU facilities across the state. The PSTD has divided these 55 sites into four (4) sub-groups based on the quadrant of the state each site is located within. The four (4) quadrants are defined by Interstate I-35 transecting the state north to south and Interstate I-40 transecting the state east to west.

C.2. The site assessment for each facility shall consist of the following:

- C.2.1. Installation of a series of hollow-stem auger soil borings to a depth of either five (5) feet or twenty (20) feet in areas most likely to be impacted. The number, approximate locations and respective depths of each boring is identified on individual site maps accompanied with this solicitation (Attachment 3). The diameter of the borings should be as small as possible to minimize generation of residual waste soils but should not exceed 8.25 inch in diameter.
- C.2.2. Screening of each split-spoon soil core for volatile organic vapors in 1-foot intervals using a photoionization detector (PID). Standard Soil Vapor Surveying protocol as described in the PSTD Field Guidelines document (Attachment 4) must be adhered to.
- C.2.3. Collection of two (2) soil samples per each 20-foot boring and one (1) soil sample per each 5-foot boring for laboratory analyses of designated CoC using EPA Method 8020/8015 Modified.
- C.2.3.1. Standard soil sampling protocols as described in Chapter 4 (Organic Analytes) of the EPA SW-846 Compendium (Test Methods for Evaluating Solid Waste: Physical/Chemical Methods) are to be used (Attachment 5).
- C.2.3.2. Note that all soil samples collected for analyses of gasoline constituents must be preserved in methanol.
- C.2.4. Collection of a grab water sample (where present) from each 20-foot open boring for laboratory analyses of designated CoC using EPA Method 8020/8015 Modified.
- C.2.5. Placement of all residual soils from drilling into 55-gallon drums and transportation of all drummed residual waste soils generated from each site to a centralized temporary holding location for proper disposal pending the soil laboratory analytical results for each site. Each drum shall be clearly and properly labeled as to contents of drum, date(s) of generation and the site where it was generated. Where laboratory analytical results for all soil samples collected and analyzed during drilling for a given site are below laboratory detection limits for all CoC, contents of the drums may be spread on site. Where laboratory analytical results of any single soil sample collected and analyzed during drilling for a given site are above laboratory detection limits for any CoC, contents of all soil drums for that site must be properly disposed of at a permitted landfill.

C.3. Aerial photographs of each facility have been attached to assist you (Attachment 3). The locations of each site, the number and depths of soil borings to be installed at each site as well as the CoC to be analyzed for are notated on each map. Each aerial photograph also notates the possible or confirmed locations of the UST system components (tanks, product line trenches, dispenser islands) as well as the approximate desired locations for each soil boring. The exact soil boring locations will be decided in the field prior to drilling.

C.4. The OCC PSTD will secure access to each site prior to initiation of the site assessments. The winning Supplier(s) must secure any subcontractors and provide all equipment and materials needed to complete the site assessments. Note that, to the extent possible, a PSTD Project Environmental Analyst will be present at each site the day of scheduled drilling to aid in selecting the final, best possible locations for each boring.

C.5. PSTD LUST Trust Fund Case

- C.5.1. Note: Should the site assessment for any given facility result in the activation of a PSTD LUST Trust Fund case, the winning Supplier for that site will be offered the opportunity to manage that case. Please note that upon submittal of an Indemnity Fund application online through the PSTD Portal, PSTD staff only will conduct the necessary research to determine whether a given applicant will be designated as either a Responsible Party or Impacted Party under the Indemnity Fund or whether the case meets the requirements for becoming a LUST Trust Fund case. The proper designation of any release case is solely the responsibility of the Indemnity Fund Administrator. For any case that is activated that does not meet the requirements for becoming a LUST Trust Fund case, the designated applicant to the Indemnity Fund may retain any PSTD licensed environmental consultant of their choice to manage that case.

C.6. Mandatory Requirements

- C.6.1.** All field work for every site in a given quadrant must be completed by no later than May 7, 2018.
- C.6.2.** Completed site assessment reports for every site in a given quadrant that contains all the information outlined in section E.3. of this solicitation must be submitted by no later than May 21, 2018.
- C.6.3.** All invoices must be submitted no later than June 11, 2018 (after approval of the site assessment reports by PSTD). The Site Assessment Cost Breakdown Sheet (Attachment 1) must be completed and returned as part of the bid.
- C.6.4.** All work outlined in this solicitation must be overseen and approved by a Licensed Environmental Consultant issued by the Petroleum Storage Tank Division (PSTD) of the Oklahoma Corporation Commission. Evidence of all such Licensees in good standing (copy of valid PSTD issued Environmental Consultant License) on staff of bidding company who will be overseeing/approving work for this solicitation must be provided along with bids.

C.7. Reports

Upon completion of the site assessments, a separate report for each site shall be submitted to the PSTD summarizing the results, which includes the following: (See Section C.6.2.)

- C.7.1.** Soil boring logs for each boring installed.
- C.7.2.** OWRB Multi-Purpose Completion Reports for each boring installed.
- C.7.3.** Summary table of all laboratory analytical results.
- C.7.4.** All laboratory analytical data sheets, including chain of custody documentation.
- C.7.5.** Site map for each facility showing the final location of each soil boring in relation to the various UST system components.
- C.7.6.** Disposal manifests for any soil drums removed to a permitted landfill.
- C.7.7.** Field notes.
- C.7.8.** The cover page of each final site assessment report must clearly identify the facility name and number and be titled "TOU3 Site Assessment Report in Fulfillment of Solicitation 1850000133".
- C.7.9.** Mailing address will be given upon award.

D. EVALUATION

D.1. Criteria

- D.1.1.** Lowest and Best based on:
 - D.1.1.1.** Mandatory Requirements (See Section C.6.)
 - D.1.1.2.** Lowest Price Per Quadrant (Attachment 1)
 - D.1.1.2.1.** This may result in up to four (4) separate Bidders being selected to conduct the site assessments for each quadrant of the state, but does not preclude the same Bidder from being awarded up to all four (4) quadrants should it be determined that their respective responses for each quadrant represent lowest and best.
 - D.1.1.2.2.** If a Bidder is lowest and best on multiple quadrants but cannot complete the field work for all quadrants by May 7, 2018, and submit reports by May 21, 2018, then the Bidder will be asked to identify the quadrants they can complete by the required deadlines and the remaining quadrants will be awarded to the next lowest and best bidder.

E. INSTRUCTIONS TO BIDDER

E.1. Introduction

- E.1.1.** Prospective Bidders are urged to read this solicitation carefully. Failure to do so will be at the Bidder's risk. Provisions, terms and conditions may be stated or phrased differently than in previous solicitations. Irrespective of past interpretations, practices or customs, proposals will be evaluated and any resultant contract(s) will be administered in strict accordance with the plain meaning of the contents hereof. The Bidder is cautioned that the requirements of this solicitation can be altered only by written amendment approved by OMES/CP and that verbal communications from whatever source are of no effect. In no event shall the Bidder's failure to read and understand any term or condition in this solicitation constitute grounds for a claim after contract award. Failure to do so will be at the Bidder's risk.

E.2. Should a selected Supplier violate any of the performance terms of this solicitation, including, but not necessarily limited to, incomplete field work, field work that does not meet minimum standards or not meeting outlined deadlines for submitting reports and invoices claims, then that particular Supplier will be excluded from consideration for any future OCC PSTD site assessment solicitations and will not receive payment.

E.3. Submissions/Copies

- E.3.1.** Bidder is to submit TWO (2) complete copies of their response on TWO (2) separate USB which includes the completed proposal, including the scanned images of the OMES signed forms. Must be an unprotected document. Original hard copies are not required or preferred. This overrides hard copy submittal requirements of A.2.4. Please ensure that your USBs are marked clearly with the RFP Number.
- E.3.2.** PDF is an acceptable format for solicitation responses.

E.4. Questions

- E.4.1.** All questions regarding this solicitation must be submitted in writing and are to be submitted no later than 01/17/18 at 3:00 P.M. CST. Questions are to be emailed to: Richard.Williams@omes.ok.gov. Questions received after this date will not be answered. An Amendment will be posted regarding the questions which must be signed, dated and returned with your response

F. CHECKLIST

F.1. Listed below is a checklist of items that are to be completed and returned with the proposal. This is not an all- inclusive list and it is the vendor's responsibility to ensure that they submit all required/requested documentation:

- F.1.1.** _____ Responding Bidder Information Page, Form CP-076
- F.1.2.** _____ Certification for Competitive Bid, Form CP-004
- F.1.3.** _____ Worker's Comp Insurance
- F.1.4.** _____ All Amendments (if applicable)
- F.1.5.** _____ Site Assessment Cost Breakdown Sheet (Attachment 1)
- F.1.6.** _____ Copy of valid PSTD issued Environmental Consultant License
- F.1.7.** _____ Vendor Payee Form (only required if you have not previously registered with the State of Oklahoma)

G. OTHER

G.1. Attachments:

- G.1.1.** Attachment 1 - Site Assessment Cost Breakdown Sheet
- G.1.2.** Attachment 2 - State of Oklahoma map showing the 55 sites and the respective quadrants of the state they are located
- G.1.3.** Attachment 3 - Aerial photos of each site identifying the location of the facility, the CoCs to be analyzed for, the number of TOU tanks and their respective sizes and identifying the general proposed locations of each soil boring.
- G.1.4.** Attachment 4 - PSTD Field Guidelines document
- G.1.5.** Attachment 5 - Chapter 4 (Organic Analytes) of the EPA SW-846 Compendium (Test Methods for Evaluating Solid Waste: Physical/Chemical Methods)
- G.1.6.** Attachment 6 – Vendor Payee Form

G.2. NE Quadrant (21 sites):

- G.2.1.** Chewey Store (facility #01-14049) 4 miles south of Watts on US 59, then 12 miles west on E648 Rd., Watts, OK
- G.2.2.** Heyburn Trading Post (facility #19-01853); 25751 West Highway 66, Kellyville, OK
- G.2.3.** Wilemon Oil Company (facility #19-08546); 2nd and Elm Street, Bristow, OK
- G.2.4.** Lube N Go (facility #19-10047); 210 East Taft, Sapulpa, OK
- G.2.5.** Donaldson Grocery (facility #19-12498); Hwy 16 and 2nd Street, Shamrock, OK
- G.2.6.** Galen Gates (facility #36-06005); E. Riverview Rd. & Highway 177S, Ponca City, OK
- G.2.7.** Close Country Service (facility #36-12375); 3855 West North Avenue, Ponca City, OK
- G.2.8.** Gas and Grocery (facility #41-01531); 980413 South Hwy 15 West, Wellston, OK
- G.2.9.** Country Girl #2 (facility #41-12437); 22930 E. Hwy 62, Harrah, OK
- G.2.10.** Scott's Afro (facility 42-13152); 4 miles west on old Hwy 33 from Langston, Langston, OK
- G.2.11.** Virgil E. Hood Jr. (facility #46-06511); SE Corner of Oklahoma & Broadway, Hichita, OK
- G.2.12.** Shop N Save (facility #51-00381); 2516 S. Gulick, Muskogee, OK
- G.2.13.** Stop 2 Shop (facility #51-08738); Jct. Hwy 100 & 64, Webbers Falls, OK
- G.2.14.** Steve Goad (facility #51-11328); 601 N. C Street, Muskogee, OK
- G.2.15.** Sooner Lake Store (facility #52-11457); Red Rock, OK
- G.2.16.** Haydonville Store (facility #54-13326); Route 1, Okemah, OK
- G.2.17.** Former Choctaw Propane (facility #55-11572); 16367 NE 36th Street, Choctaw, OK
- G.2.18.** Robinson Service Station (facility #55-13901); 1615 NE 23rd Street, Oklahoma City, OK
- G.2.19.** Dewar Cash & Cary (facility #56-10388); PO Box 201, Dewar, OK
- G.2.20.** Johnsons Fast Stop (facility #68-09865); Hwy 64, Vian, OK
- G.2.21.** Dons Service Station (facility #72-09450); 4902 N. Peoria, Tulsa, OK

G.3. SE Quadrant (24 sites):

- G.3.1.** Achille Grocery and Station (facility #07-02759); Hwy 78 North of Achille, Achille, OK
- G.3.2.** Bill's Bait (facility #07-20720); Leavenworth & Sterrett St., Calera, OK
- G.3.3.** General Store (facility #10-05624); Box 187, Gene Autry, OK
- G.3.4.** Nelson Country Store (facility #12-02263); Choctaw North of Soper, Soper, OK
- G.3.5.** Hiltop KM (facility #12-09758); East of Soper on Hwy 70, Soper, OK
- G.3.6.** Record Beer Spot (facility #12-11031); Hwy 271 South, Hugo, OK
- G.3.7.** Gerty Grocery (facility #32-03225); NW Corner of 4th and Elder, Gerty, OK
- G.3.8.** Bill Apco Service (facility #32-04192); PO Box 390254 Hwy 9, Dustin, OK
- G.3.9.** George Holt (facility #35-05650); NW Side of Hwy 377 & Berk Varrett Road, Pontotoc, OK
- G.3.10.** B & F Grocery and Bait Shop (facility #35-05667); Lot 43 Block B Butcher Pen Resort, Tishomingo, OK
- G.3.11.** Potter Tire (facility #39-01304); 710 Hwy 2 South, Wilburton, OK
- G.3.12.** Superior Tire/Service (facility #40-01096); 101 Dallas, Talahina, OK
- G.3.13.** Rueben Rogers Pier 14 (facility #40-10074); Hwy 9 East of Spiro, Spiro, OK
- G.3.14.** Franklin Oil Company (facility #43-10059); 101 East Main, Marrietta, OK
- G.3.15.** McDonalds Grocery (facility #45-01676); Rt. 1, Box 161, Haworth, OK
- G.3.16.** Stateline Grocery (facility #45-10568); 21 Panki Bok Road, Eagleton, OK
- G.3.17.** City of Hanna (facility #46-02582); Box 426, Hanna, OK
- G.3.18.** Cripple Creek Store (facility #50-07023); 5 Miles South of Sulphur on Hwy 177; Sulphur, OK

- G.3.19.** Fast Tracks (facility #54-04193); 123 Onieda, Weleetka, OK
- G.3.20.** Tony Davis (facility #54-05247); Rt.3, Box 127, Okemah, OK
- G.3.21.** Former BJ's One Stop Facility (facility #64-00694); Hwy 31 East, Rattan, OK
- G.3.22.** VW Coots (facility #67-05519); Rt.1, Box 87B, Seminole, OK
- G.3.23.** Konawa School Bus Barn(facility #67-07217); 701 West South St., Konawa, OK
- G.3.24.** Frisco Express (facility #67-09998); 1821 Seran Drive, Wewoka, OK

G.4. SW Quadrant (3 sites):

- G.4.1.** J&S Country Store (facility #08-00228); Hwy 281 North, Gracemont, OK
- G.4.2.** Bob Badertscher (facility #26-01393); Hwy 19 & Main, Bradley, OK
- G.4.3.** Galloway Gulf (facility #75-04811); 412 South Main, Rocky, OK

G.5. NW Quadrant (7 sites):

- G.5.1.** Byron Country Store/B&R Lunch Stop (facility #02-09558); Rt.1, Box 374, Byron, OK
- G.5.2.** The Country Store, Inc. (facility #06-07976); 217 Broadway (old location-318 N. Broadway), Geary, OK
- G.5.3.** Larry Coulson Farm (facility #20-02785); Rt.1, Box 43, Arapaho, OK
- G.5.4.** Erics Full Service (facility #23-02033); 401 South Main, Shattuck, OK
- G.5.5.** Montgomery Oil Company (facility #47-05471); 201 East Broadway, Fairview, OK
- G.5.6.** OK KS Foodmart (facility #70-11266); 101 East Highway 54, Tyrone, OK
- G.5.7.** Greensburg Station (facility #76-10234); 13138 US Highway, Carmen, OK

H. PRICE AND COST

- H.1. See Attachment 1 – Site Assessment Cost Breakdown Sheet**

Site Assessment Cost Breakdown Sheet

Note: Only price the quadrants you want to bid on. You are not required to submit pricing for all quadrants in order to qualify for the bid.

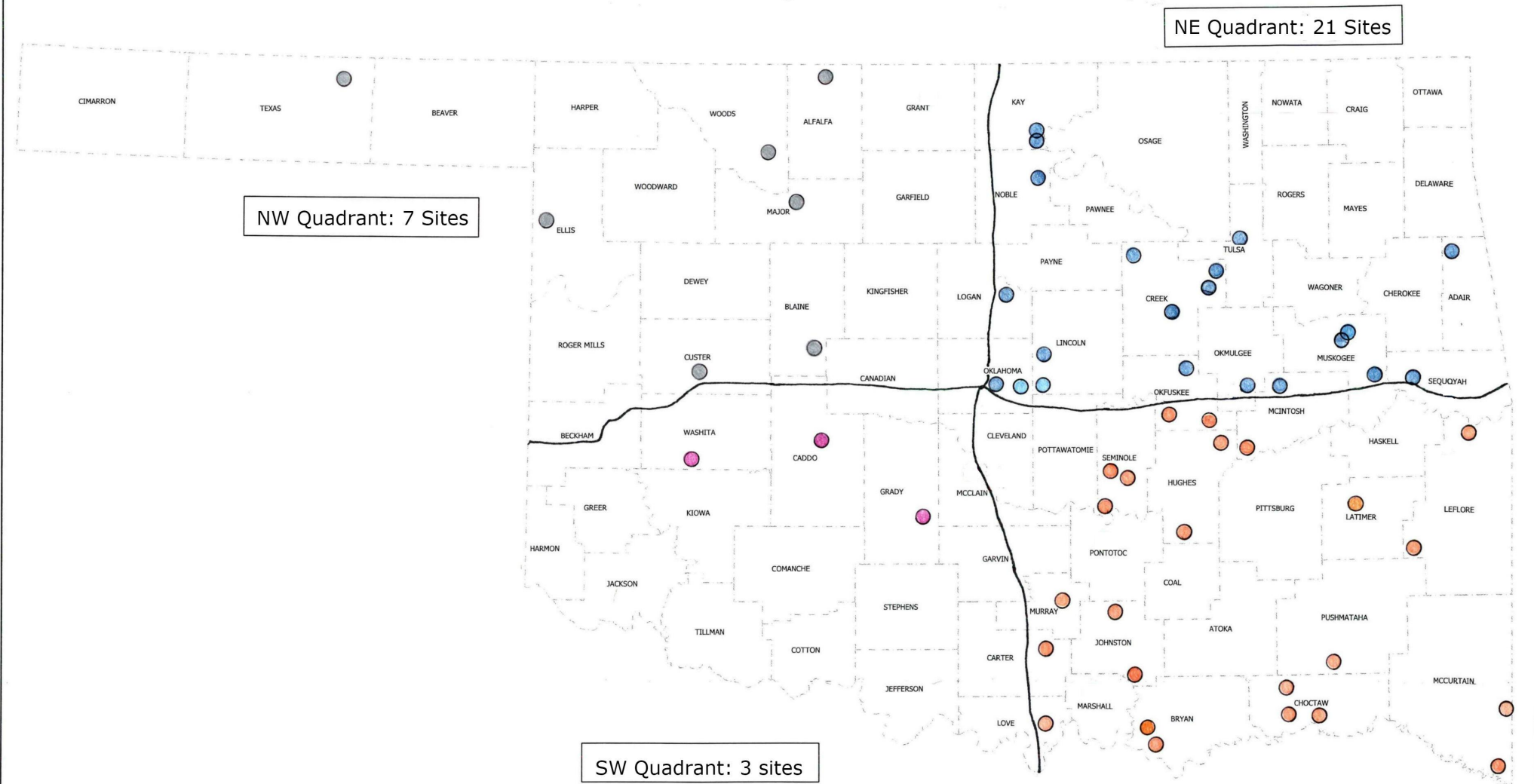
NE Quadrant	21 Sites
Sub-Scope of Work Description	Cost (\$)
Drilling costs (installation of borings, logging/screening of soil cores, collection of samples, plugging of borings after completion & all associated professional costs	
Laboratory analytical costs	
Waste disposal costs	
Reports preparation costs	
Total Cost	

SE Quadrant	24 Sites
Sub-Scope of Work Description	Cost (\$)
Drilling costs (installation of borings, logging/screening of soil cores, collection of samples, plugging of borings after completion & all associated professional costs	
Laboratory analytical costs	
Waste disposal costs	
Reports preparation costs	
Total Cost	

SW Quadrant	3 Sites
Sub-Scope of Work Description	Cost (\$)
Drilling costs (installation of borings, logging/screening of soil cores, collection of samples, plugging of borings after completion & all associated professional costs	
Laboratory analytical costs	
Waste disposal costs	
Reports preparation costs	
Total Cost	

NW Quadrant	7 Sites
Sub-Scope of Work Description	Cost (\$)
Drilling costs (installation of borings, logging/screening of soil cores, collection of samples, plugging of borings after completion & all associated professional costs	
Laboratory analytical costs	
Waste disposal costs	
Reports preparation costs	
Total Cost	

TOU Sites Quadrant Distribution Map



Attachment 3

NE Quadrant Aerial Maps (21 Maps)

Attachment 3

Watts, OK Adair Co. Chewy Store, 4 mi S of Watts on Hwy US 59, then 12 mi W on E648 Rd.

Facility # 0114049

1-2K gasoline

CONFIRMED UST location



5' SB  - 1
20' SB  - 3

COC analysis:
BTEX, TPH-GRO

Attachment 3

Kellyville, OK Creek Co. Heyburn Trading Post On Rt 66, 1mile NE of intersection with I-44
Facility # 1901853
1-1K, 1-2K gasoline
CONFIRMED UST location

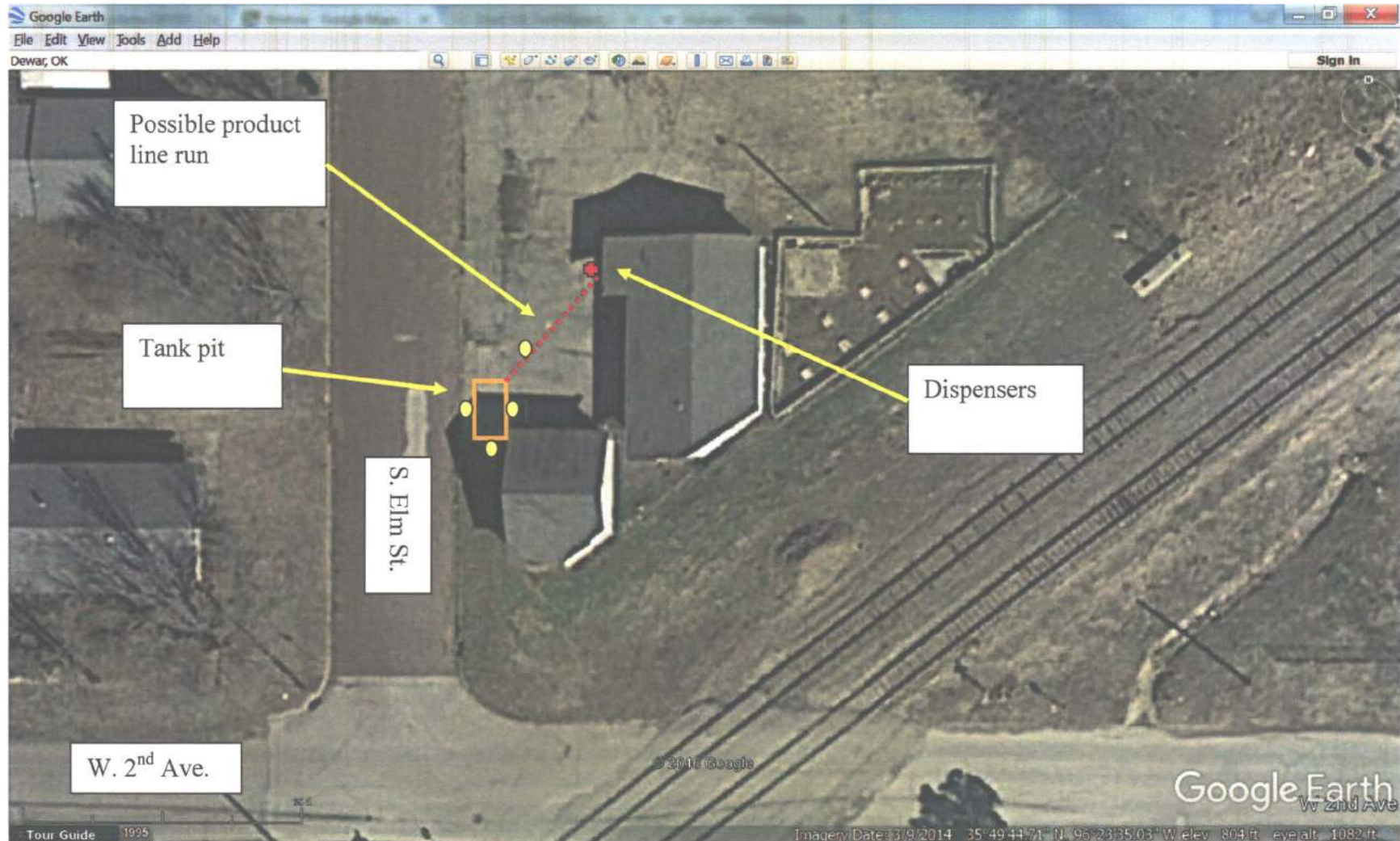


5' SB - 2
20' SB - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

Bristow, OK Creek Co. Wilemon Oil Company, 2nd & Elm St.
Facility # 1908546
1-1K gasoline, 1-1K diesel
CONFIRMED UST location



5' SB  - 1
20' SB  - 4

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Sapulpa, OK Creek Co. Lube-N-Go 210 E. Taft
Facility # 1910047
Used oil tank – size and location unknown



20' SB ● - 3

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Shamrock, OK Creek Co. Donaldson Grocery 2nd St. & Ireland
Facility # 1912498
1-8K, 1-6K gasoline, 1-4K diesel
CONFIRMED UST location



5' SB  - 2
20' SB  - 4

COC analysis:
BTEX, TPH-GRO, TPH-DRO

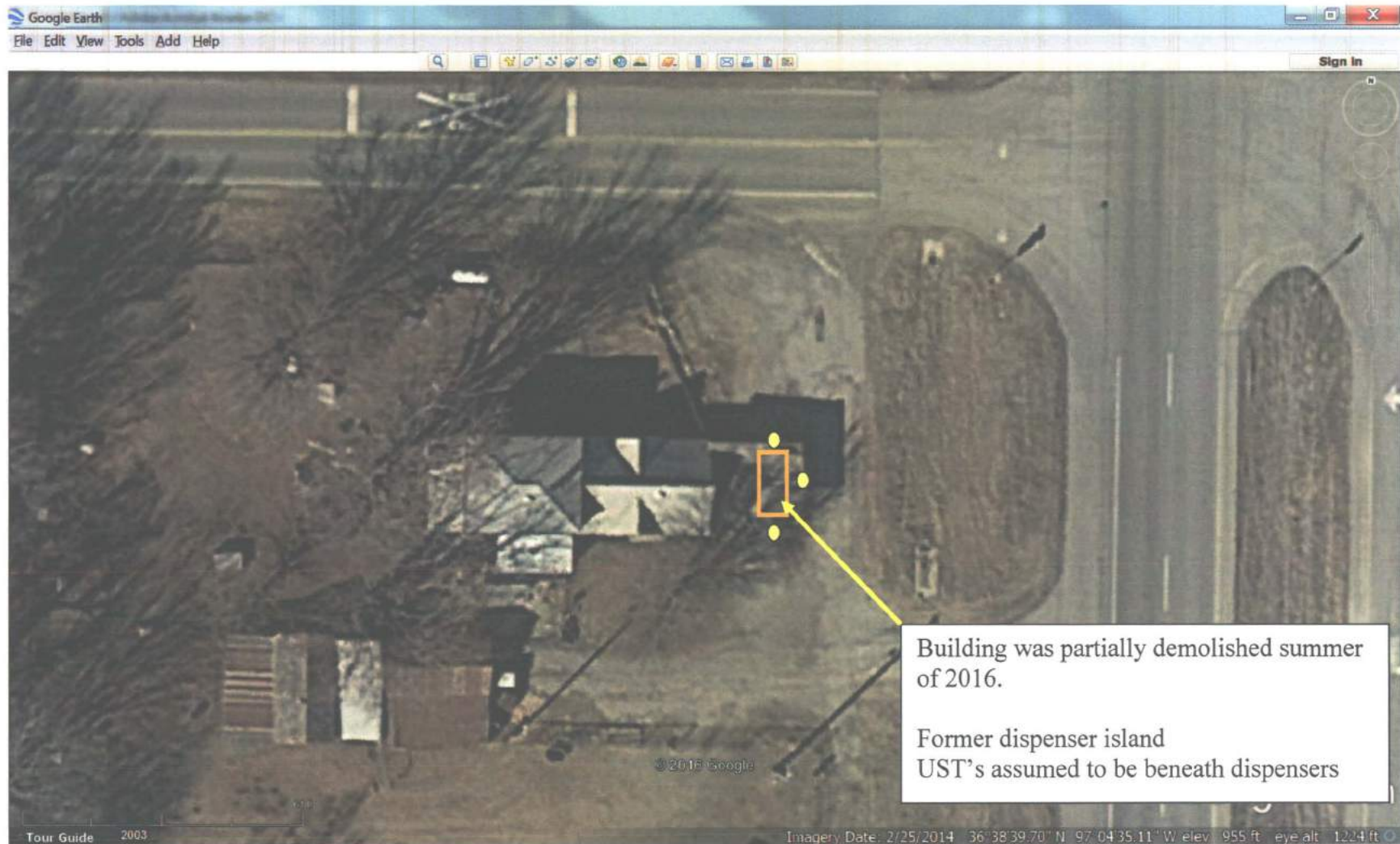
Attachment 3

Ponca City, OK Kay Co. Galen Gates, East Riverview Rd. & Hwy. 177S (2.5 mi S of HWY 60)

Facility # 3606005

1-3K & 1-6K gasoline, 1-K & 0.5K diesel

Unconfirmed UST location (possibly beneath dispenser island area)

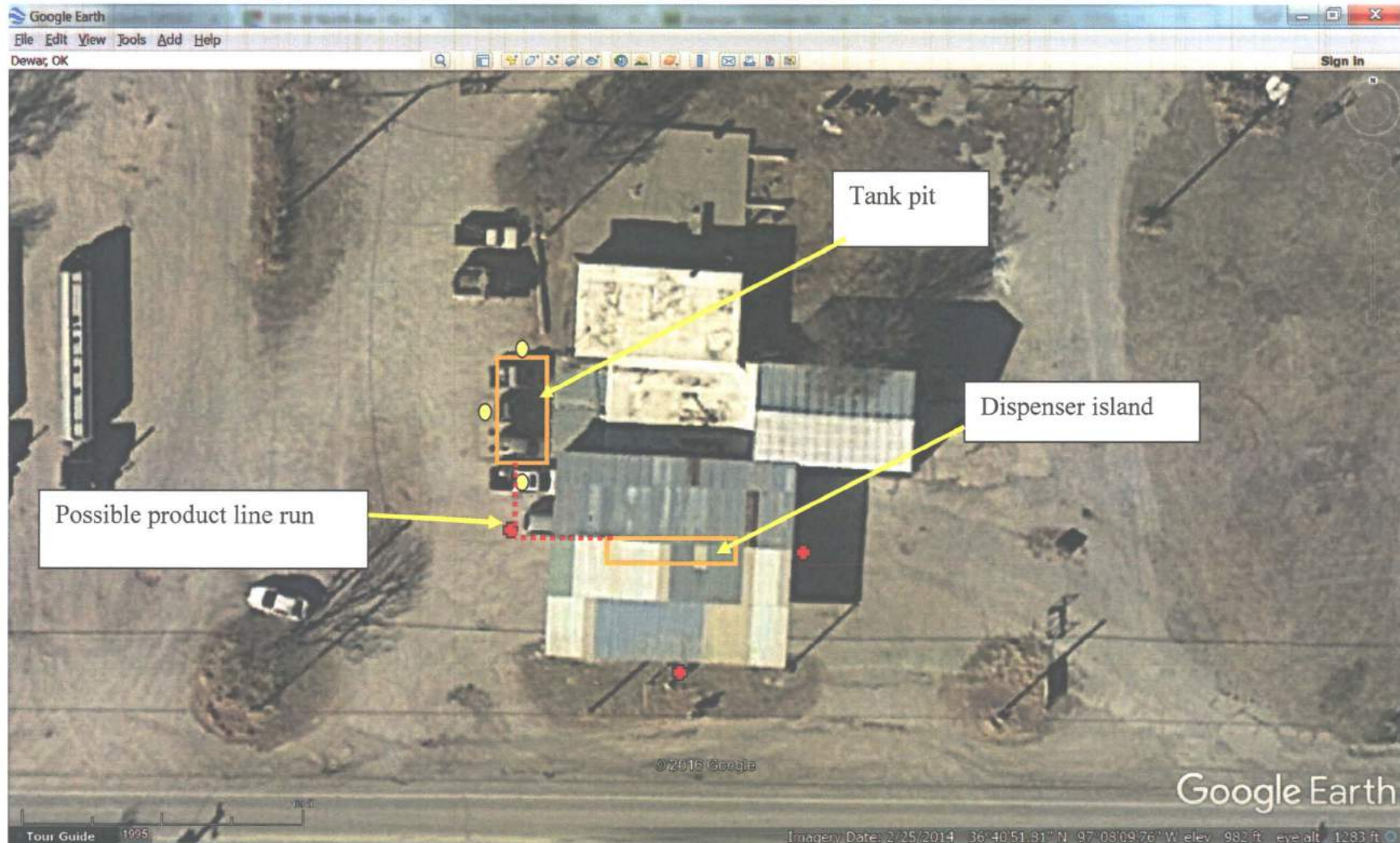


20' SB 0 - 3

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Ponca City, OK Kay Co. Close Country Service 3855 W. North Avenue
Facility # 3612375
2-4K , 1-3K gasoline
CONFIRMED UST location



5' SB + - 3
20' SB o - 3

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Wellston, OK Lincoln Co. Gas & Grocery 5.5 miles S of I-44 on Hwy 102

Facility # 4101531

2-4K gasoline

CONFIRMED UST location Dispenser island location unknown



20' SB 0 - 3

COC analysis:
BTEX, TPH-GRO

Attachment 3

Harrah, OK Lincoln Co. Country Girl #2 22930 E Hwy 62 (2.5 mi East of Harrah on Hwy 62)
Facility # 4112437
2-4K gasoline UST (reportedly removed)
Location of UST tank pit unknown



20' SB - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

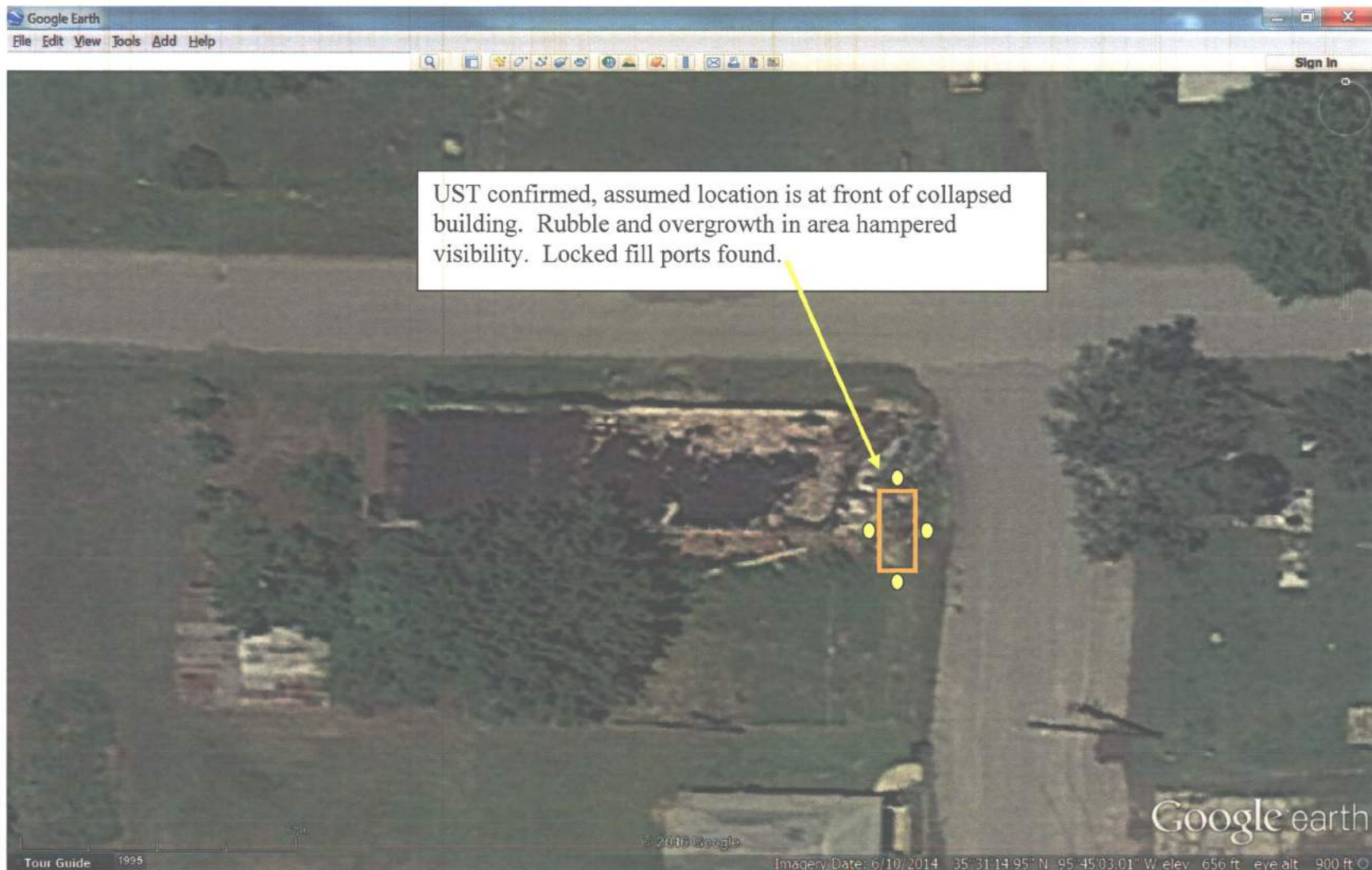
Langston OK, Logan Co. Scott's Afro W of Langston at intersection of Old State Hwy 33 & N3200 Rd
Facility # 4213152
1-4K, 1-2K gasoline
CONFIRMED UST location



COC analysis:
BTEX, TPH-GRO

Attachment 3

Hitchita, OK McIntosh County Virgil E. Hood Jr. Oklahoma & Broadway
Facility # 4606511
1-4K, 1 550 gal. (both gasoline), and 1 250 gal. (kerosene)
CONFIRMED UST, risers visible



20' SB ● - 4

COC analysis:
BTEX, TPH-GRO,
TPA-DRO

Attachment 3

Muskogee, OK Muskogee Co. Shop N Save, 2516 S. Gulick
Facility # 5100381
2-10K gasoline Steel
Unconfirmed
UST location

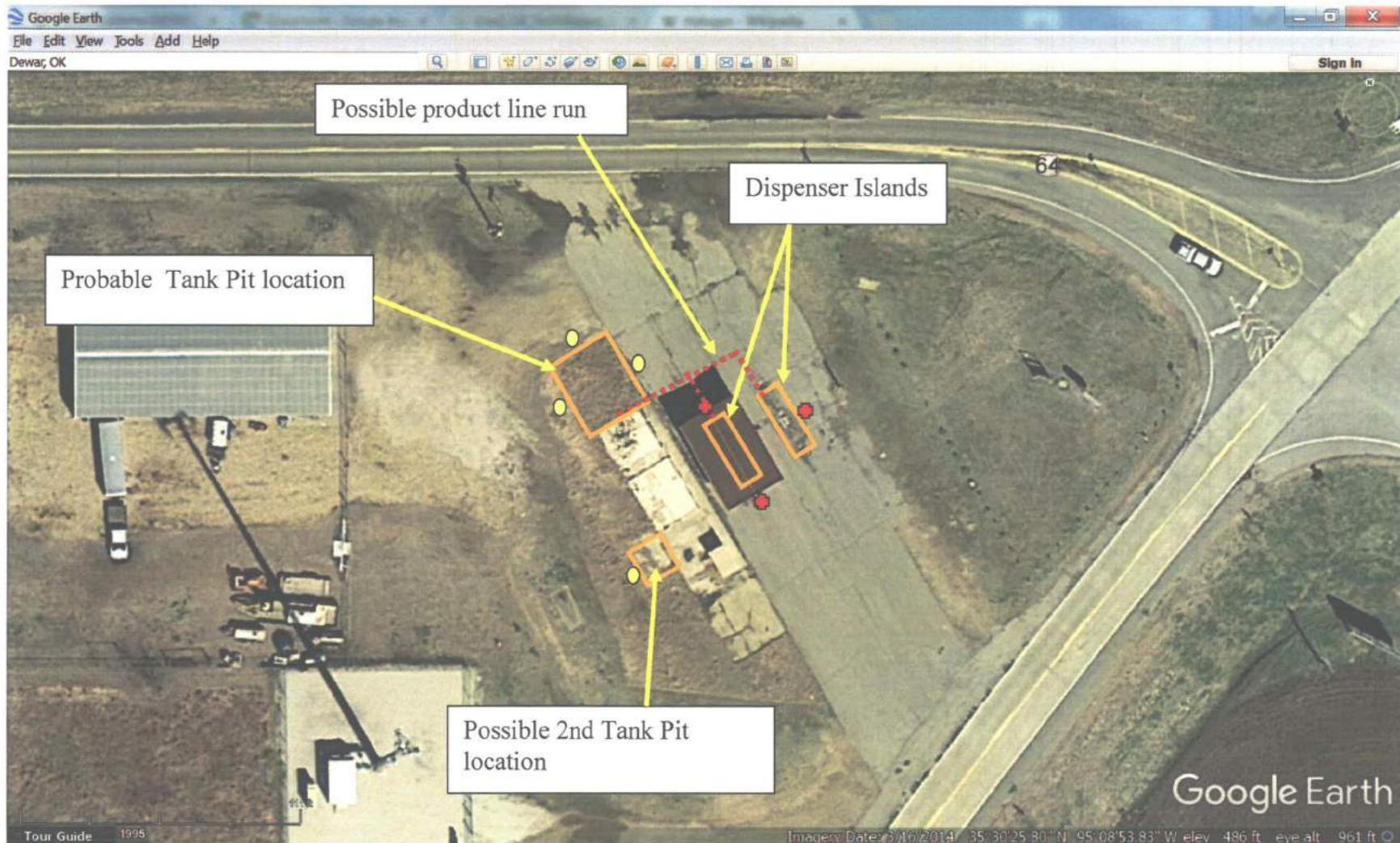


20' SB ● - 4
5' SB ■ - 2

COC analysis:
BTEX, TPH-GRO

Attachment 3

Webbers Falls, OK Muskogee Co. Stop 2 Shop, Jct. of Hwy 64 and 100 (1.7 mi. N. of I-40)
Facility # 5108738
1-10K, 1-2K gasoline, 1-4K diesel
UNCONFIRMED UST location



5' SB + - 3
20' SB ○ - 4

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

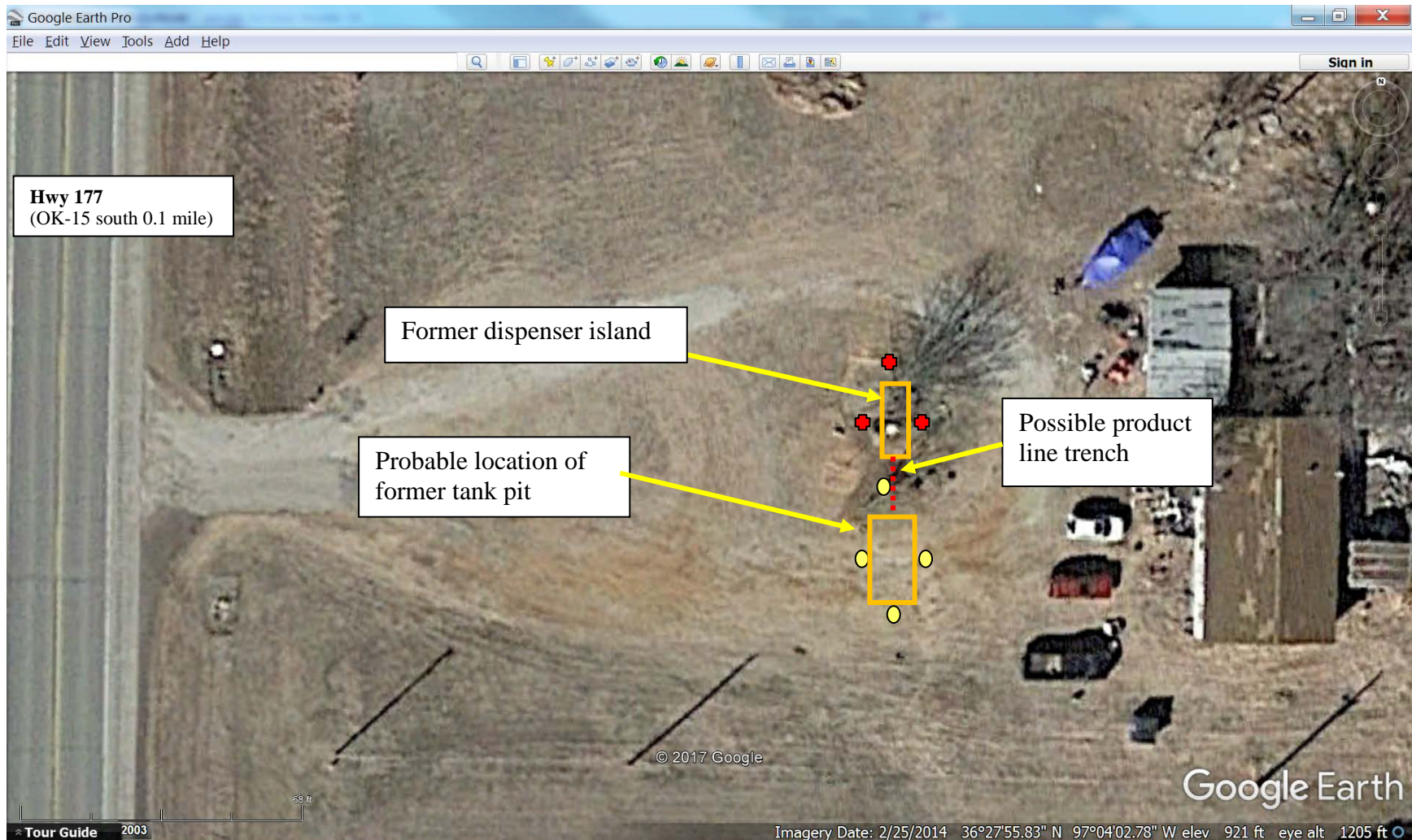
Muskogee, OK Muskogee Co. Steve Goad, 601 N. C Street
Facility # 5111328
1-12K gasoline (fiberglass), 2 POU 2-1K (steel)
Unconfirmed UST location



20' SB 0 - 3

COC analysis:
BTEX, TPH-GRO

Red Rock, OK Noble Co. Sooner Lake Store, 6 mi. E of Red Rock on OK-15 (Valley Rd), then 0.12 miles N on Hwy 177
Facility # 5211457
1-8K , 1-4K gasoline
UNCONFIRMED UST location

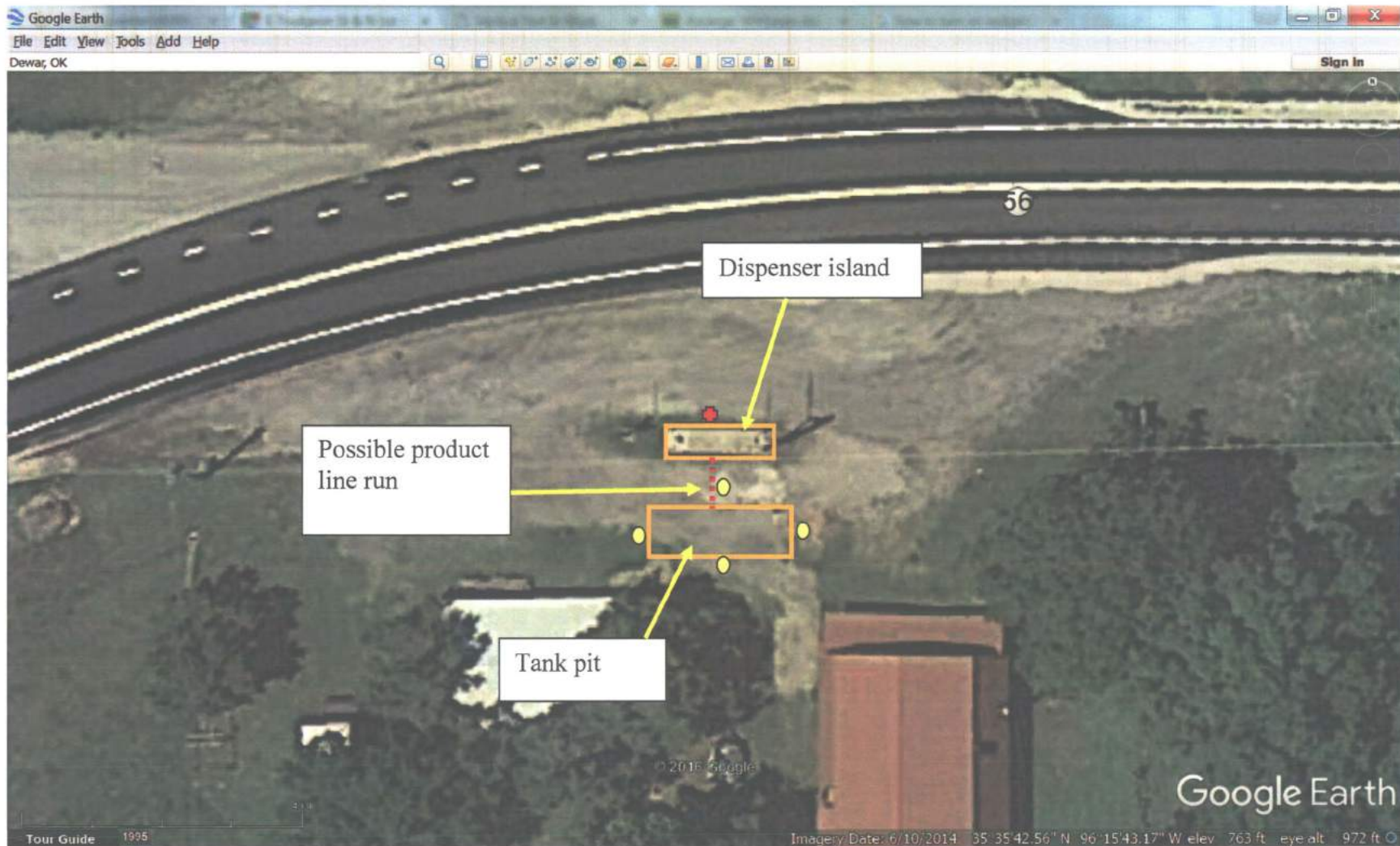


5' SB + - 3
20' SB o - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

Okemah, OK Okfuskee Co. Haydonville Store 11 miles N of Okemah at intersection of Highway 56 & E0980 Rd
Facility # 5413326
Possibly 2-550 gallon UST's
UNCONFIRMED UST location

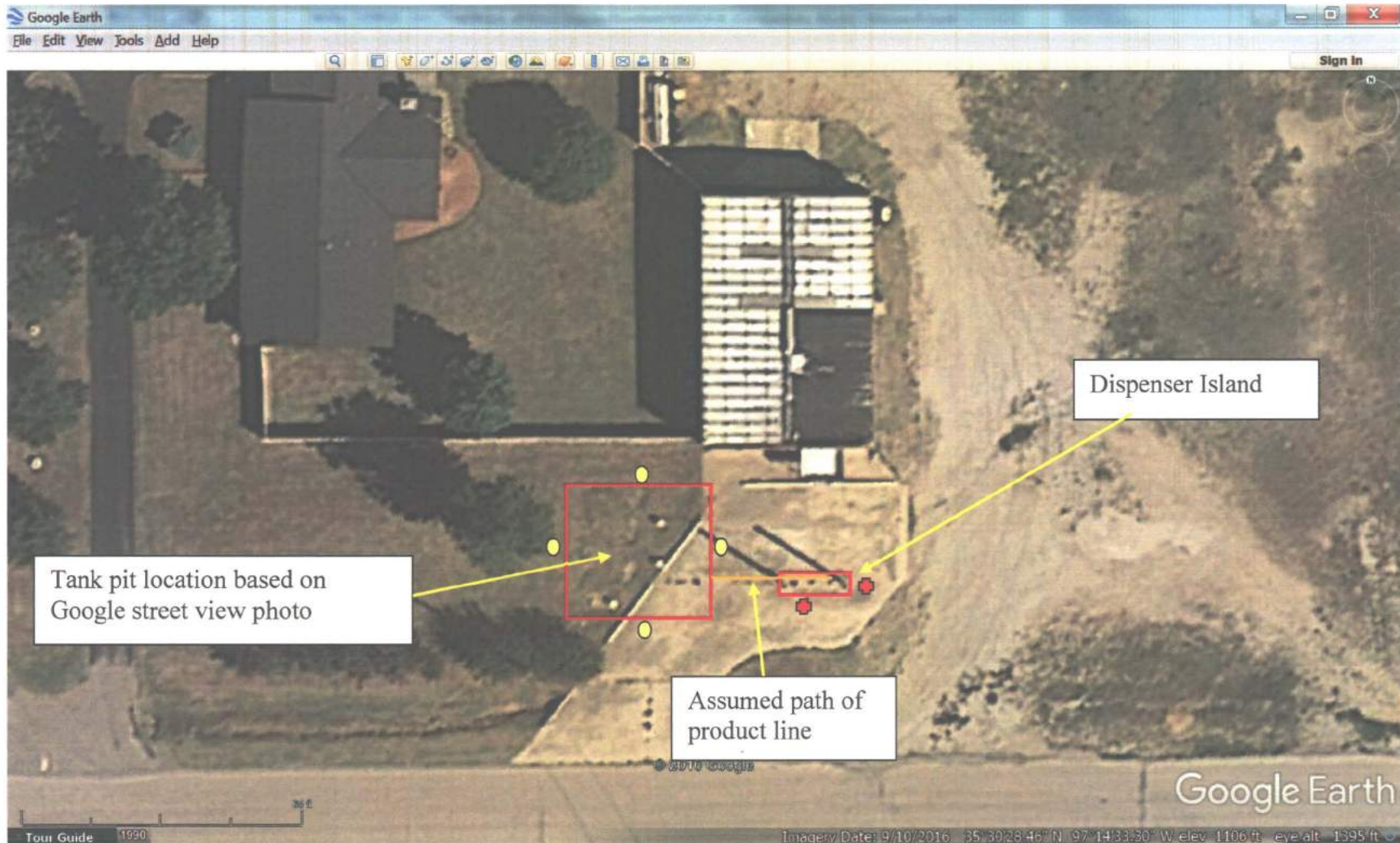


5' SB  - 1
20' SB  - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

Choctaw, OK Oklahoma Co. Former Choctaw Propane, 16367 NE 36th St.
Facility # 5511572
2-8K gasoline 2-10K and 1-4k diesel
Unconfirmed UST location



5' SB  - 2
20' SB  - 4

COC analysis:
BTEX, TPH-GRO, TPH-DRO

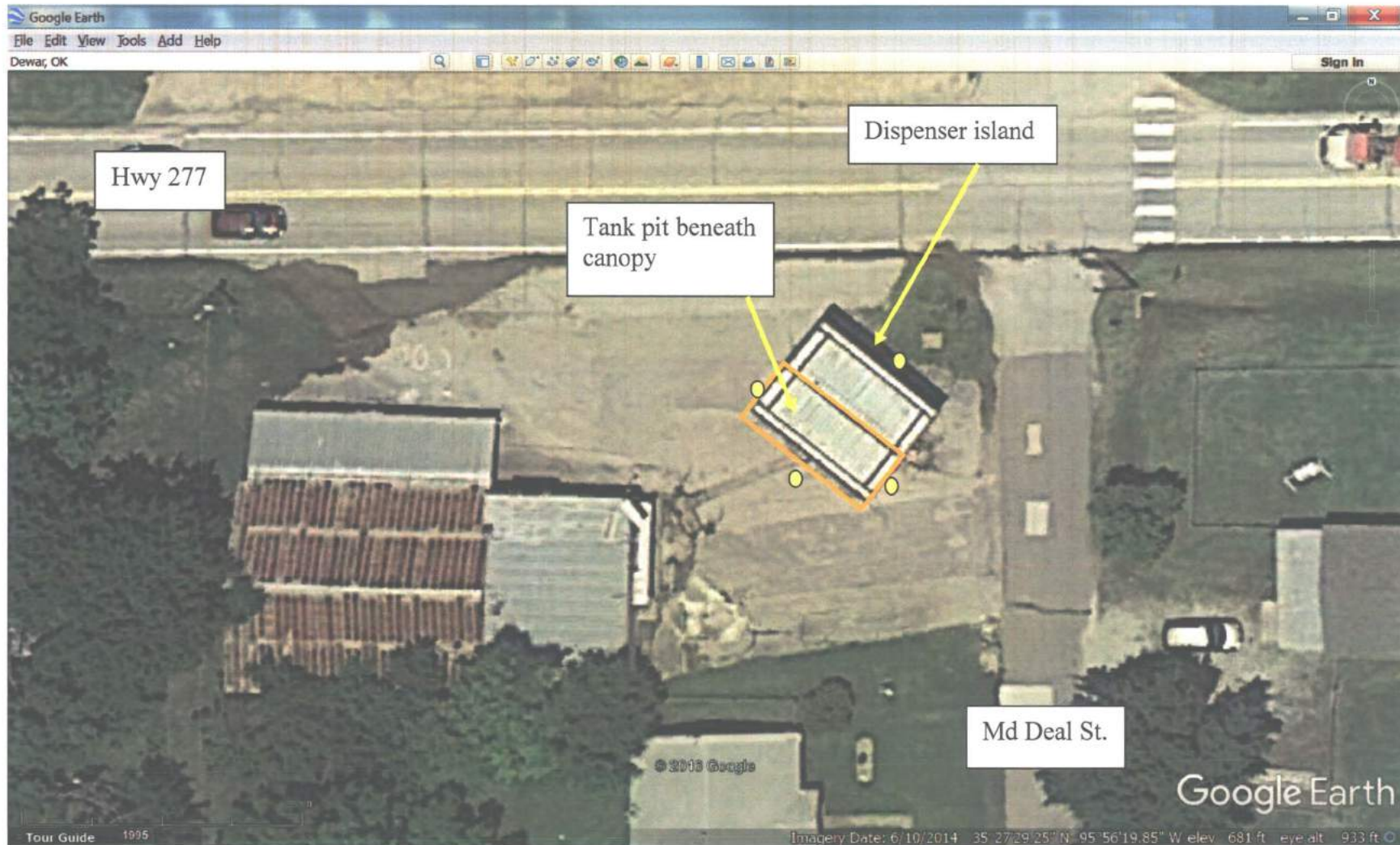
Attachment 3

Oklahoma City, OK Oklahoma Co. Robinson Service Station, 1615 NE 23rd
Facility # 5513901
3-3K gasoline
CONFIRMED UST location



Attachment 3

Dewar, OK Okmulgee Co. Dewar Cash & Carry, intersection of Hwy 266 & Md Deal St.
Facility # 5610388
1-2-K, 1-1K gasoline
CONFIRMED UST location



20' SB ● - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

Vian, OK Sequoyah Co. Johnsons Fast Stop Hwy 64 & Blackstone St.
Facility # 6809865
1-10K, 1-4K, 1-2K gasoline 1-4K diesel
CONFIRMED UST location



5' SB + - 3
20' SB o - 4

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Tulsa, OK Tulsa Co. Don's Service Station 4902 N. Peoria
Facility # 7209450
3-8K gasoline
CONFIRMED UST location



5' SB  - 3
20' SB  - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

SE Quadrant Aerial Maps (24 Maps)

Attachment 3

Achille, OK Bryan Co. Achille Gro. & Station Hwy 78 & Beech St.
Facility # 0702759
1-1K & 1-2K gasoline
CONFIRMED UST LOCATION

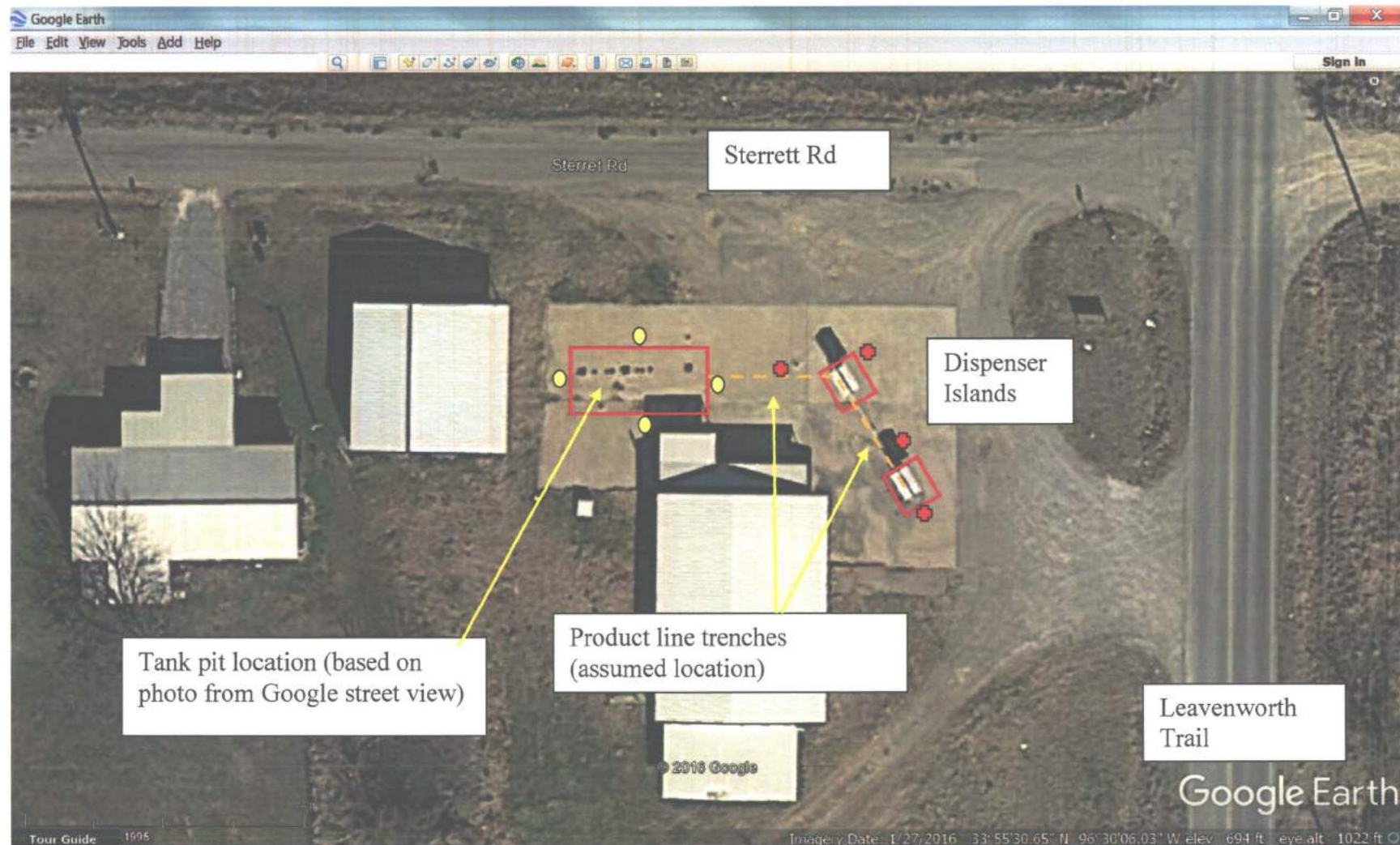


5' SB - 1
20' SB - 3

COC analysis:
BTEX, TPH-GRO

Attachment 3

Calera, OK Bryan Co. Bill's Bait, Leavenworth & Sterrett St.
Facility # 0720720
1-12K gasoline
Confirmed UST location



5' SB  - 4
20' SB  - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

Gene Autry, OK Carter County General Store, PO Box 187
Facility # 1005624
2-1K gasoline
Confirmed UST location by previous owner (beneath the cactus plant)



20' SB ● - 3

COC analysis:
BTEX, TPH-GRO

Attachment 3

Soper, OK Choctaw County Nelson Country Store 6.5 miles north of Soper on N4120 Rd
Facility # 1202263
One UST – size unknown
Confirmed UST as noted



20° SB ● - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

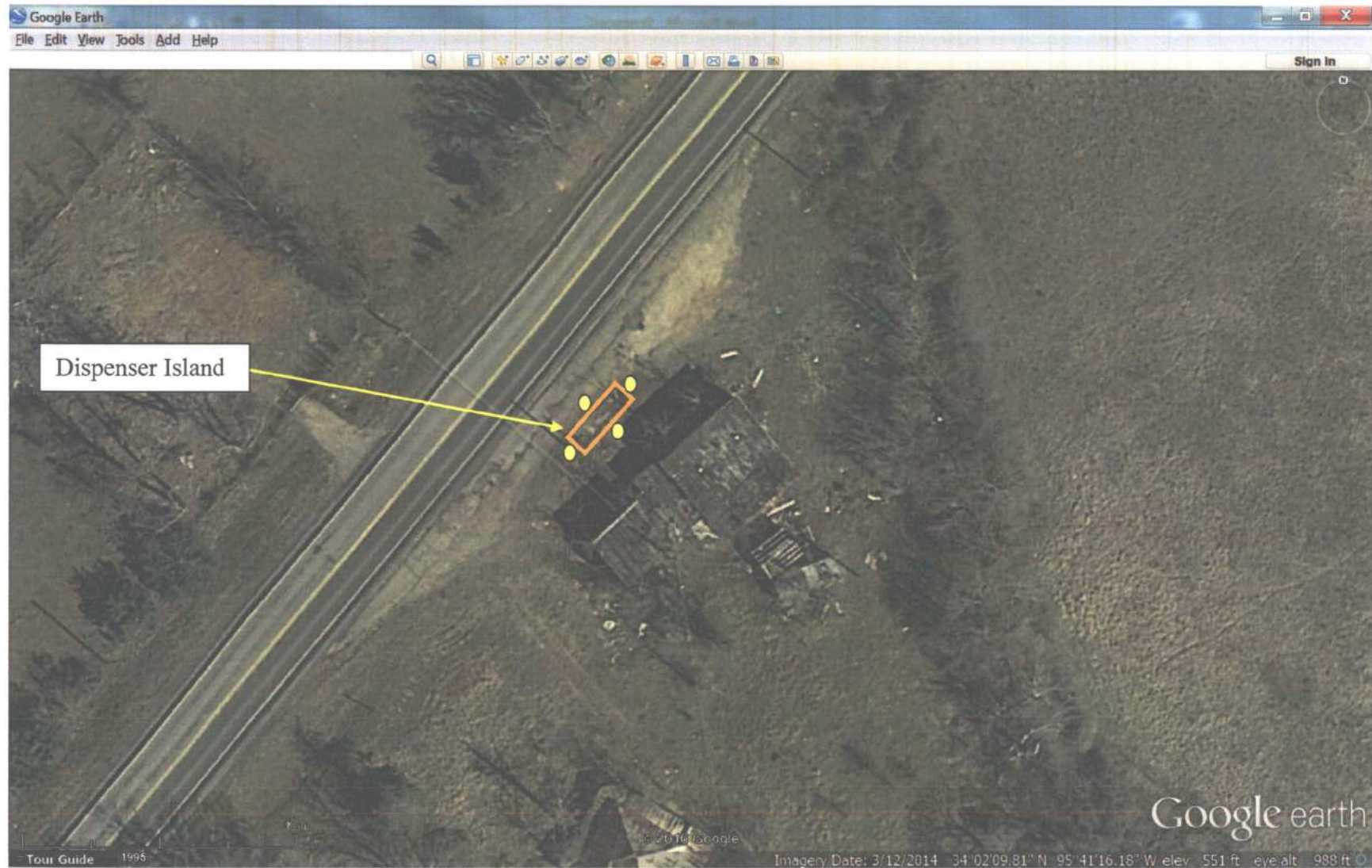
Soper, OK Choctaw Co. Hilltop KM, E. of Soper on Hwy 70

Facility # 1209758

1 gasoline, 1 diesel (capacity not known)

Location of UST's assumed to be beneath dispenser island as shown

Approx. 0.65 mi. from Main St., NE of Soper on Hwy 70



20' SB 0 - 4

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Hugo, OK Choctaw County Record Beer Spot Intersection of Hwy 271 South and West Central
Facility # 1211031
1-4K diesel, 1-6K & 1-8K gasoline
Confirmed UST as noted



20' SB ● - 4

COC analysis:
BTEX, TPH-GRO
TPH-DRO

Attachment 3

Gerty, OK Hughes Co. Gerty Groc. 4th & Elder Ave.
Facility # 3203225
1-10K, 1-2.5K, 1-4K all gasoline
UNCONFIRMED



20' SB ● - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

Dustin, Hughes Co. Bill's Apco Service Hwy 9 and S. Bond Ave.

Facility # 3204192

3 -4K diesel, 1-4K gasoline, 1-4K unlisted, 1 500 gal. Used oil

NOT CONFIRMED but appears to be on E side of bldg as shown (may be removed)

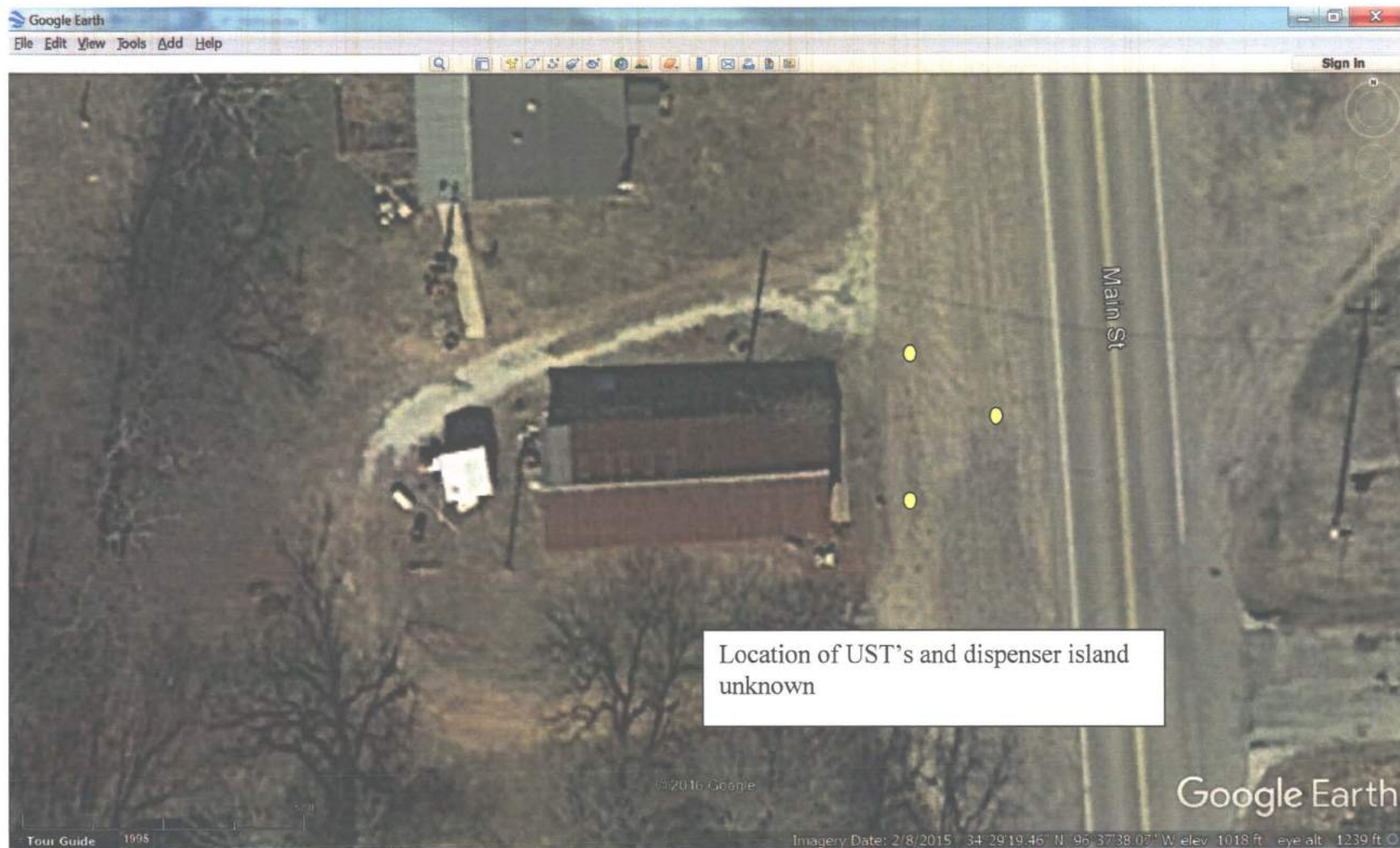


5' SB  - 3
20' SB  - 4

COC analysis:
BTEX, TPH-GRO
TPH-DRO

Attachment 3

Pontotoc, OK Johnston County George Holt (Pontotoc Groc.) NW Side of Hwy 377 & Berk Varrett Road
Facility # 3505650
2 500-gal. Gasoline
UNCONFIRMED UST location

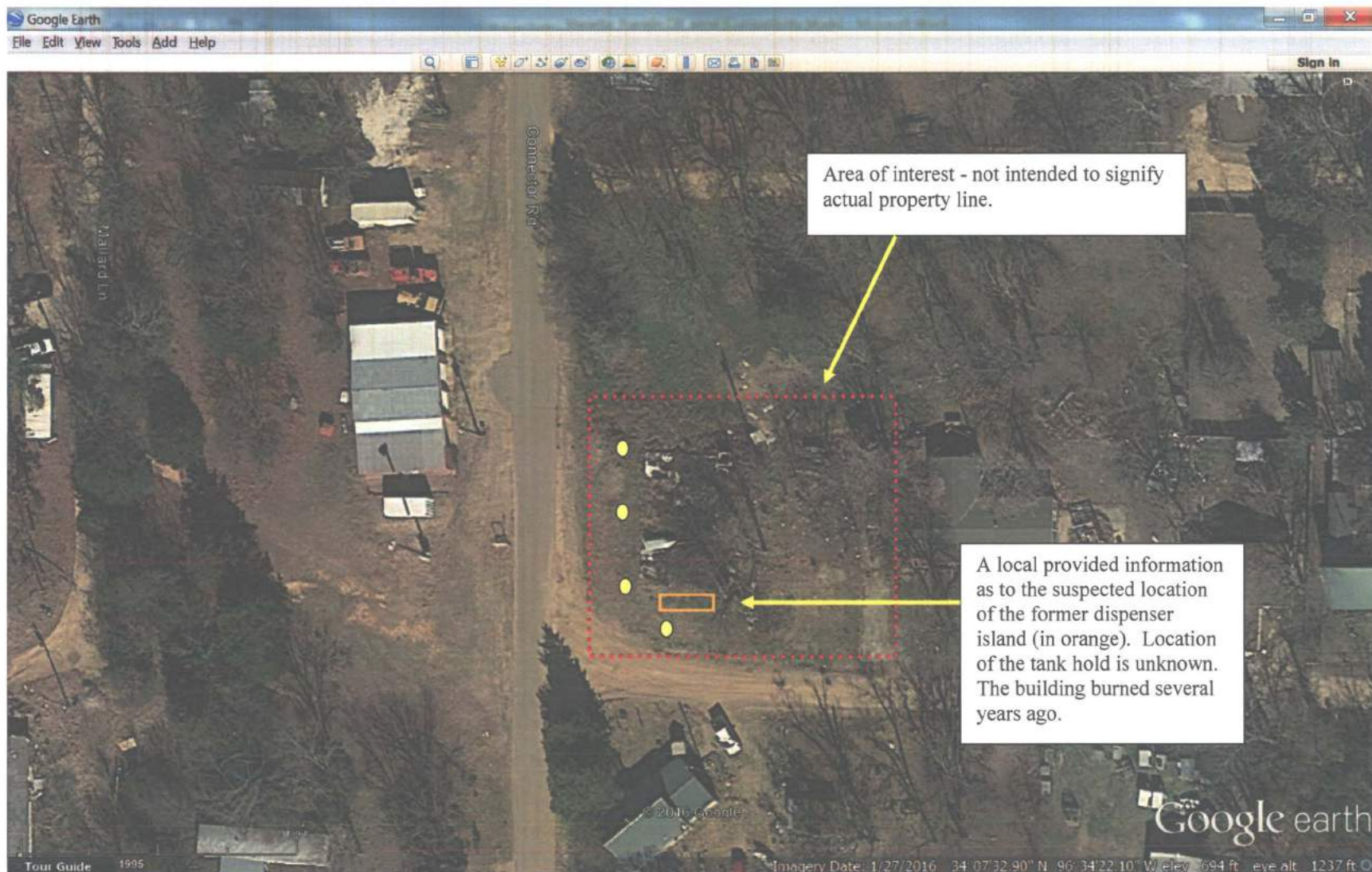


20' SB  - 3

COC analysis:
BTEX, TPH-GRO

Attachment 3

Tishomingo (Bee) , OK Johnston Co. B&F Grocery & Bait Shop, Lot 43, Blk B Butcher Pen Resort (9.5 mi SE Tishomingo)
Facility # 3505667
1-1K, 1-2K both gasoline
UNCONFIRMED UST location



Area of interest - not intended to signify actual property line.

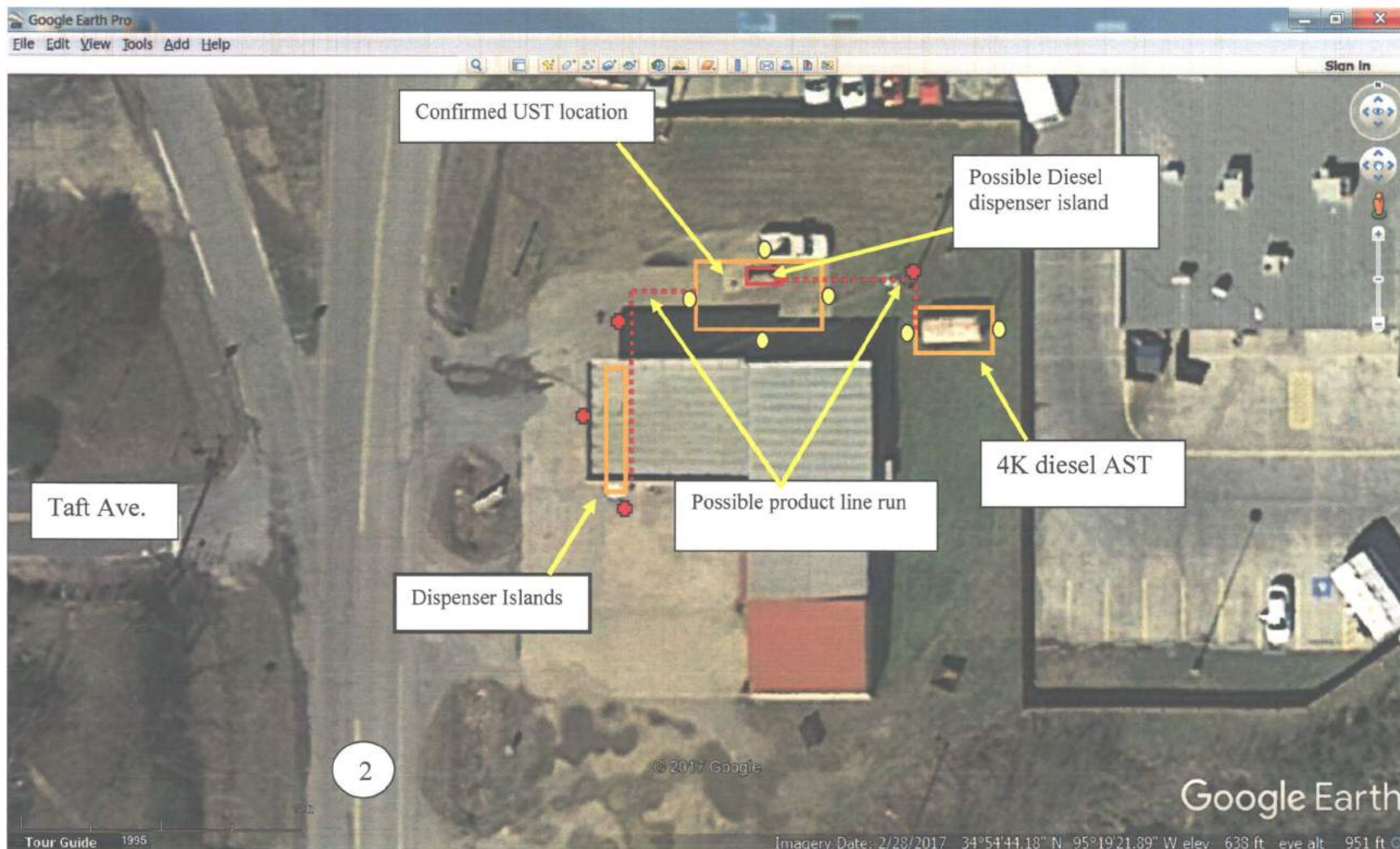
A local provided information as to the suspected location of the former dispenser island (in orange). Location of the tank hold is unknown. The building burned several years ago.

20' SB ● - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

Wilburton, OK Latimer County Potter Tire 710 Hwy 2 South
Facility # 3901304
1-8K, 1-6K, gasoline 1-4K diesel
Confirmed UST locations based Google maps



5' SB ● - 4
20' SB ● - 6

COC analysis:
BTEX, TPH-GRO,
TPH-DRO (at diesel locations)

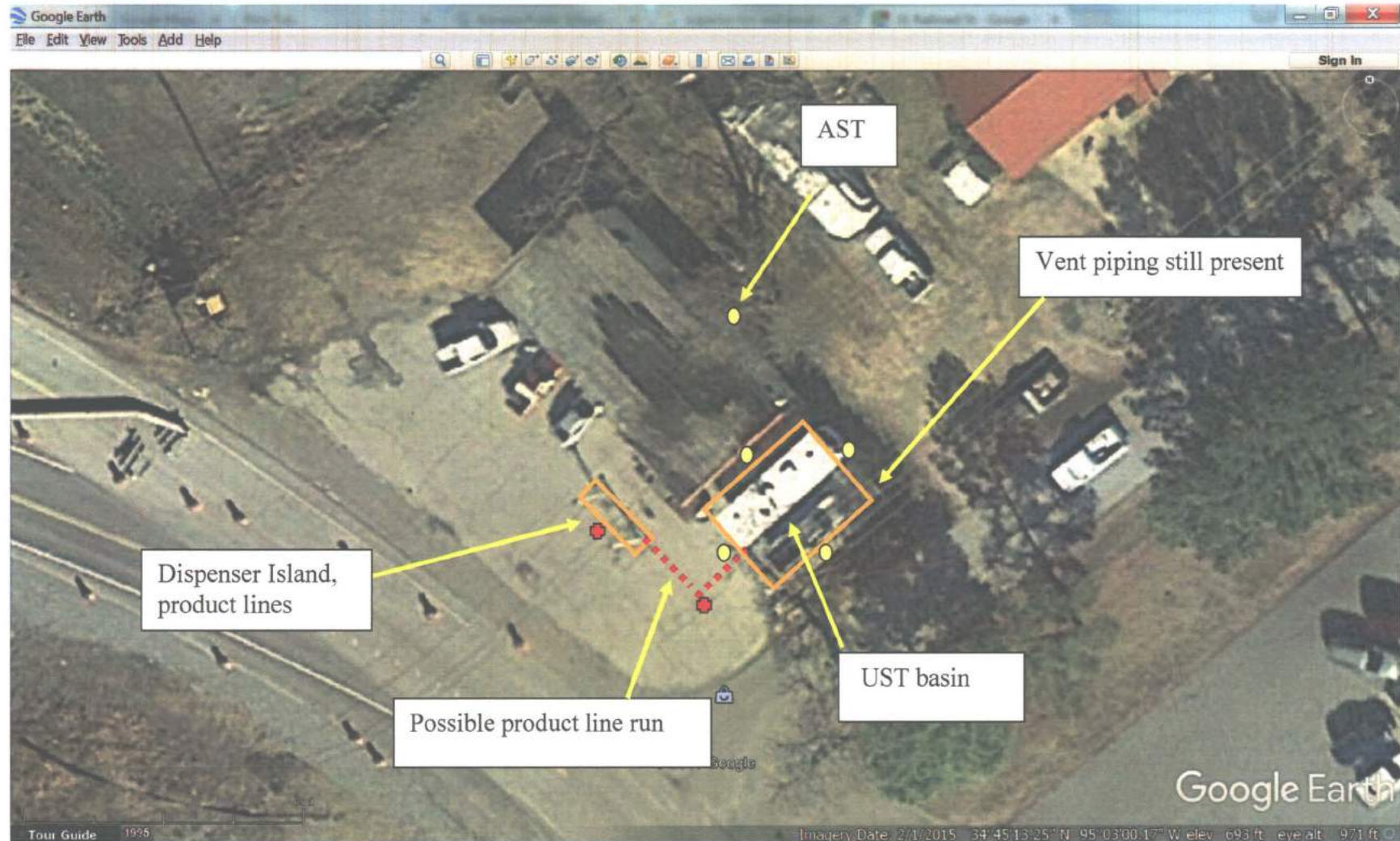
Attachment 3

Talihina, OK LeFlore Co. Superior Tire & Service, 101 Dallas

Facility # 4001096

2-2K gasoline UST, 1-1K diesel AST (removed), small AST at rear of building possibly for waste oil.

Confirmed location of UST's location of diesel UST UNCONFIRMED

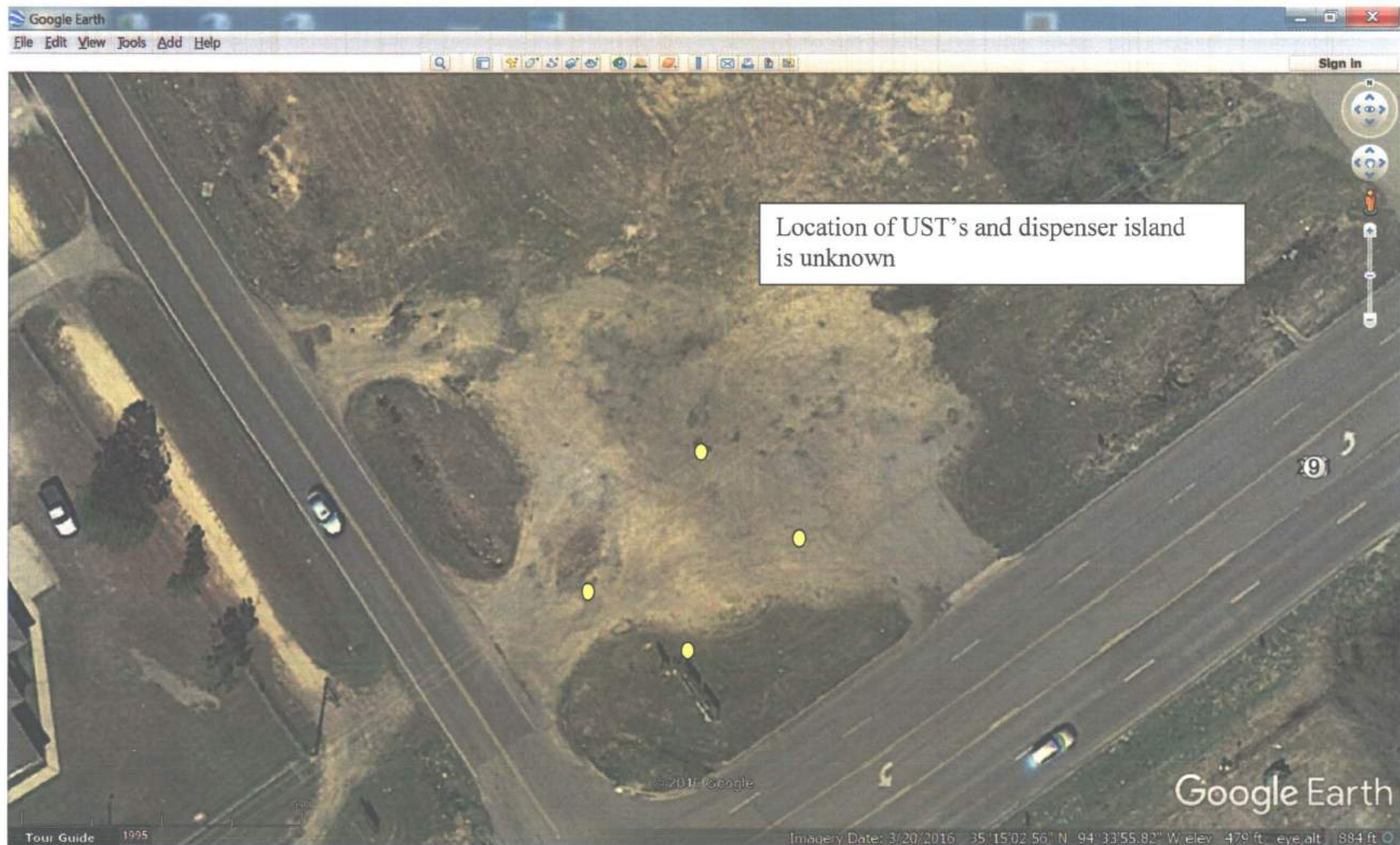


5' SB ● - 2
20' SB ● - 5

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Spiro, OK Le Flore County Rueben Rogers Pier 14 Hwy 9 East of Spiro approx. 3 miles
Facility 4010074
1-6K, 1-5K, and 1-1K all gasoline
UST location unconfirmed, no visible sign of any structure above or below ground surface



20' SB ● - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

Marietta, OK Love Co. Franklin Oil Co. 101 E. Main
Facility # 4310059
2-4K, 1-2K gasoline, 1-1K diesel
CONFIRMED UST location

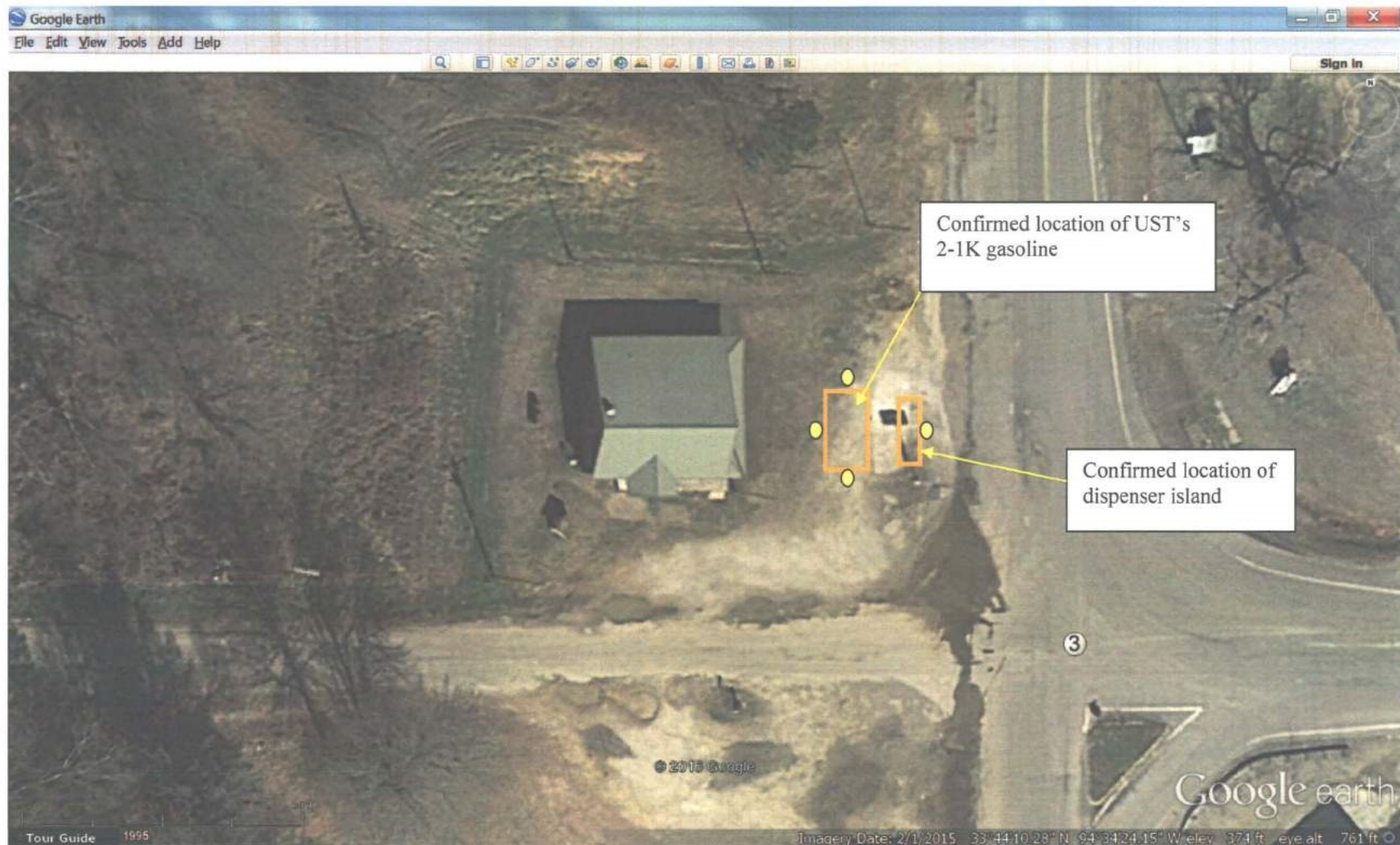


5' SB  - 3
20' SB  - 4

COC analysis:
BTEX, TPH-GRO
TPH-DRO

Attachment 3

Haworth, OK (actual location in Tom 8 mi SE of Haworth) McCurtain County McDonald's Grocery
Facility #4501676
2-1K gal. UST gasoline
Confirmed UST as noted

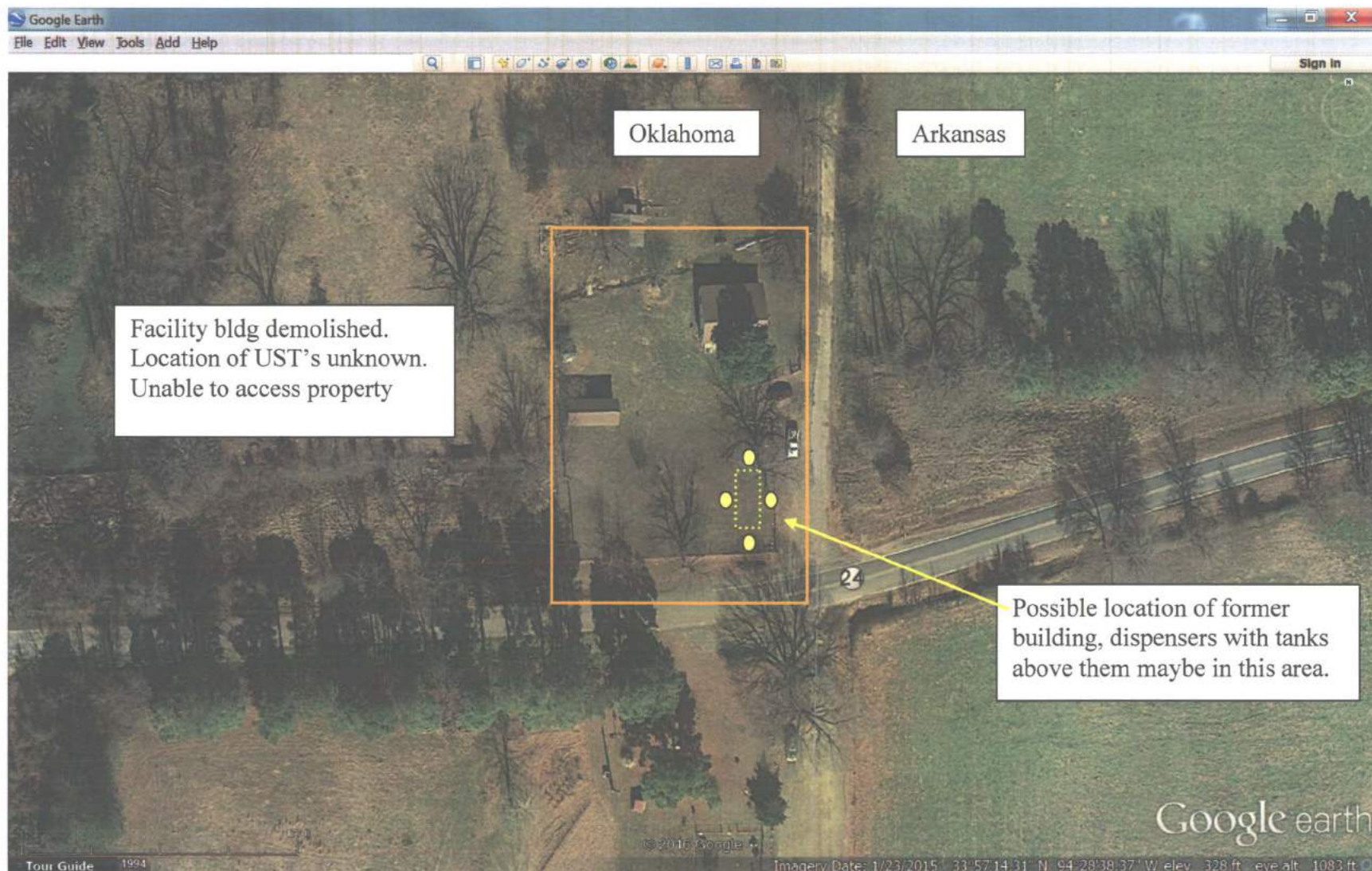


20' SB ● - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

Eagletown, OK McCurtain County Stateline Grocery 21 Panki Bok Rd. (9.5 SE of Eagletown)
Facility # 4510568
2 550-gal gasoline
UST location unconfirmed



20' SB ○ - 4

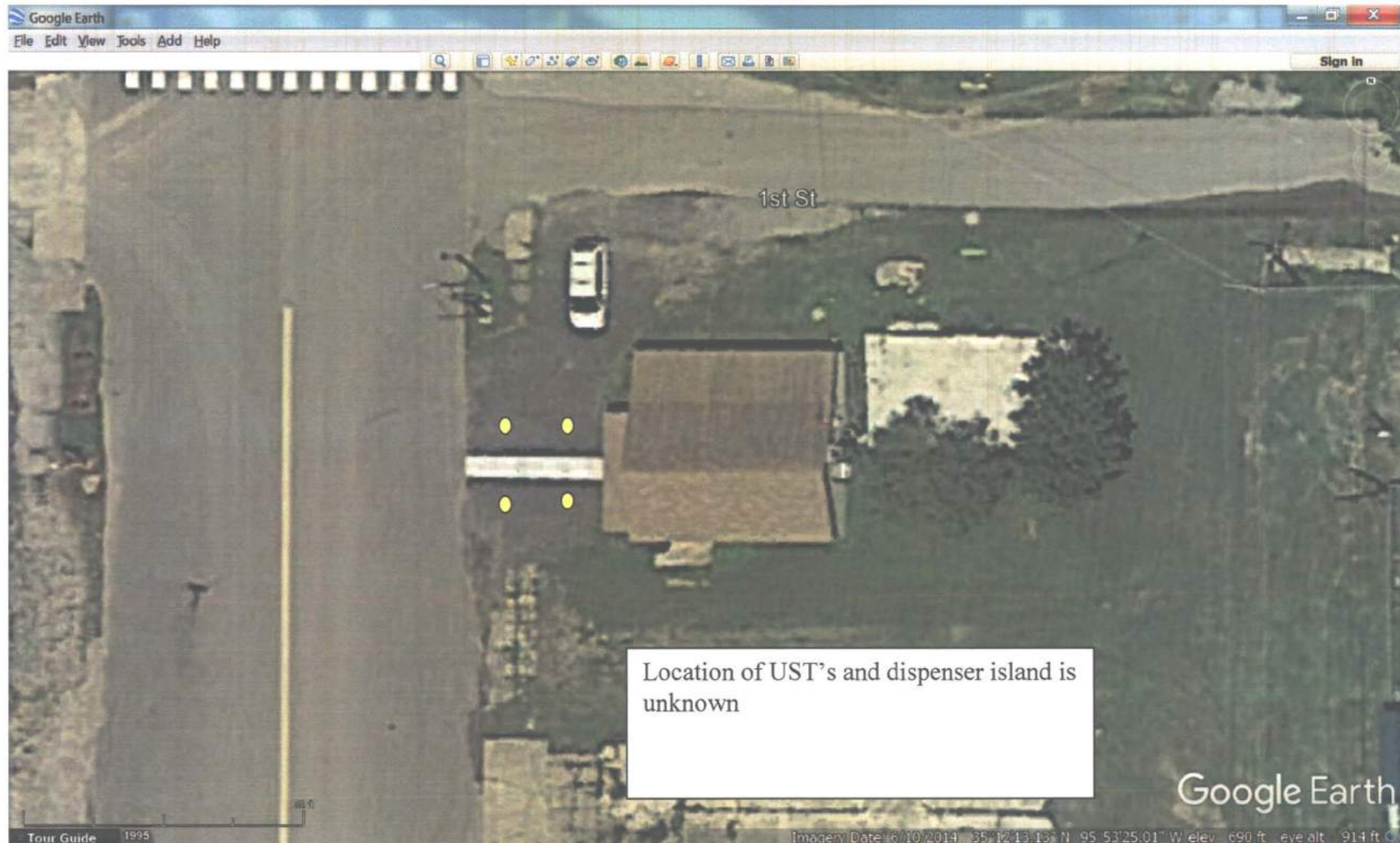
COC analysis:
BTEX, TPH-GRO

Attachment 3

Hanna, OK McIntosh Co. Wells Oil Company 1st & Broadway

Facility # 4602582

UNCONFIRMED 4 gasoline and 1 diesel UST's according to files but capacity unreported



Location of UST's and dispenser island is unknown

20' SB ○ - 4

COC analysis:
BTEX, TPH-GRO, TPH-DRO

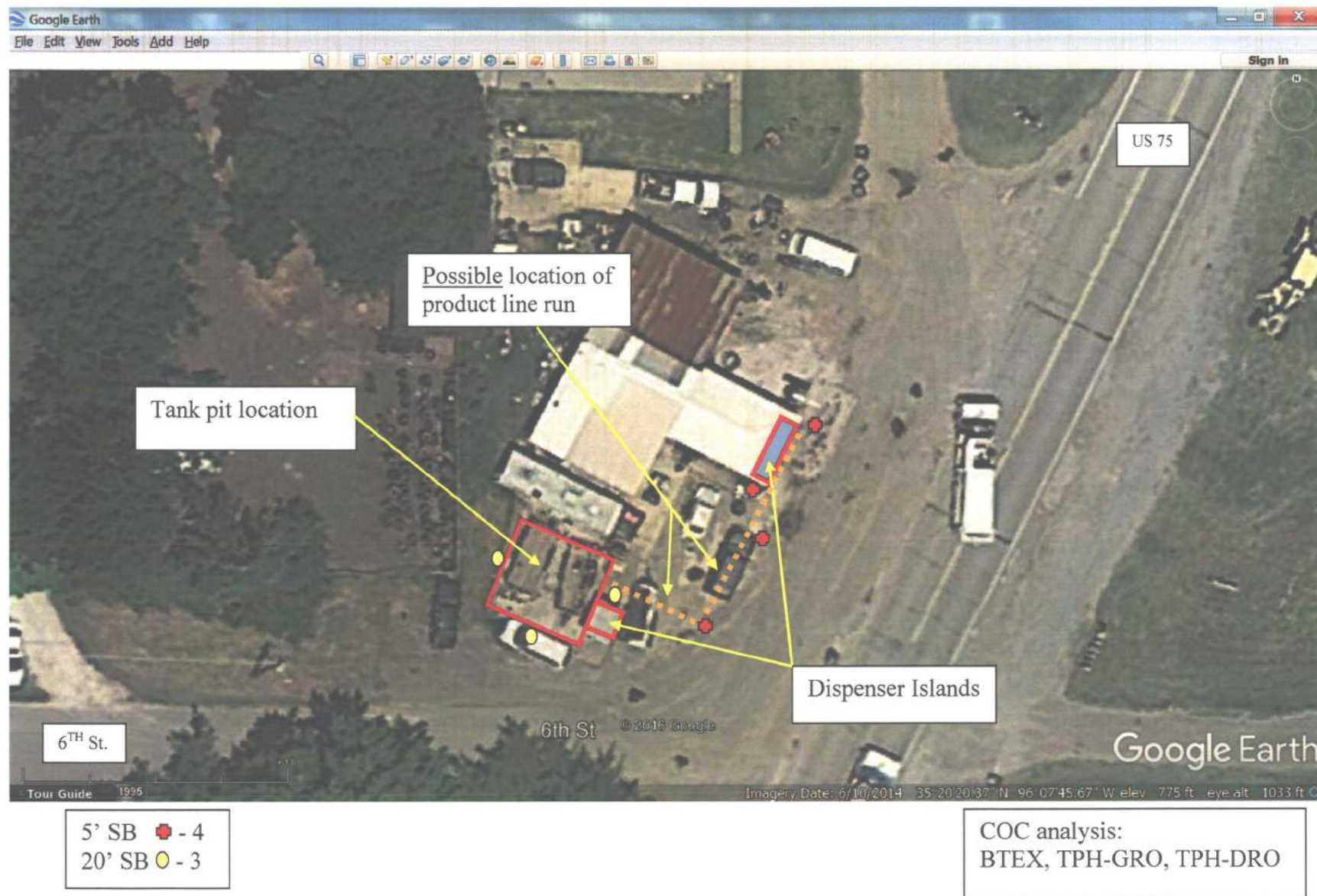
Sulphur, OK Murray County Cripple Creek Store (5 miles south of Sulphur on Hwy 177, west 1.8 miles)
Facility # 5007023
2-3K UST's – gasoline
CONFIRMED UST location



COC analysis:
BTEX, TPH-GRO

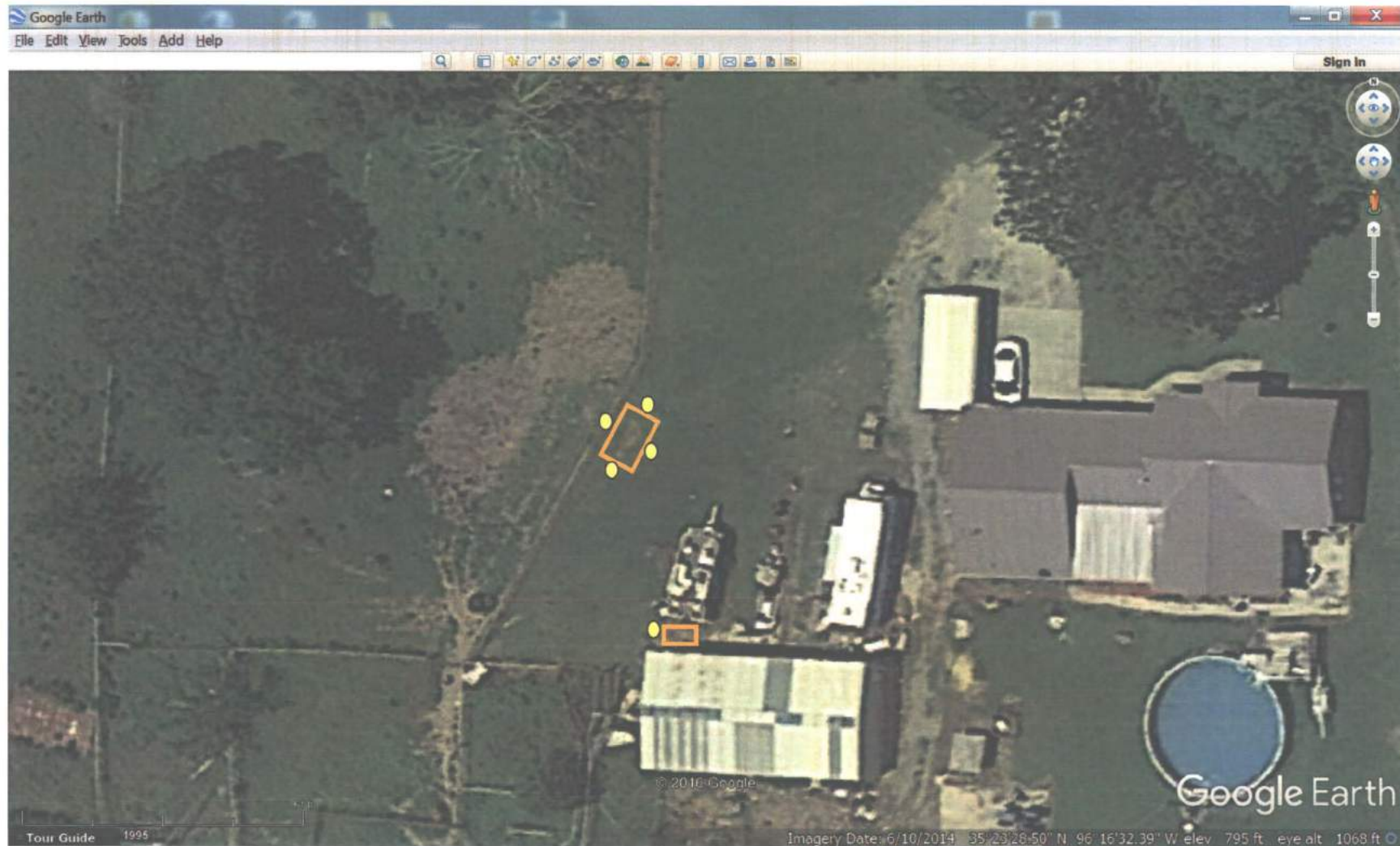
Attachment 3

Weleetka, OK Okfuskee Co. Fast Tracks, 123 Oneida
Facility # 5404193
1-6K, 1-4K both gasoline, 1-4K diesel
Confirmed UST location



Attachment 3

Okemah, OK Okfuskee County Tony Davis (new owner is Jaquetta Lee 378077 E. 1120 Rd
Facility # 5405247
Confirmed UST as noted, could not stick tank 1-2K gasoline, 2nd possible UST near shop.

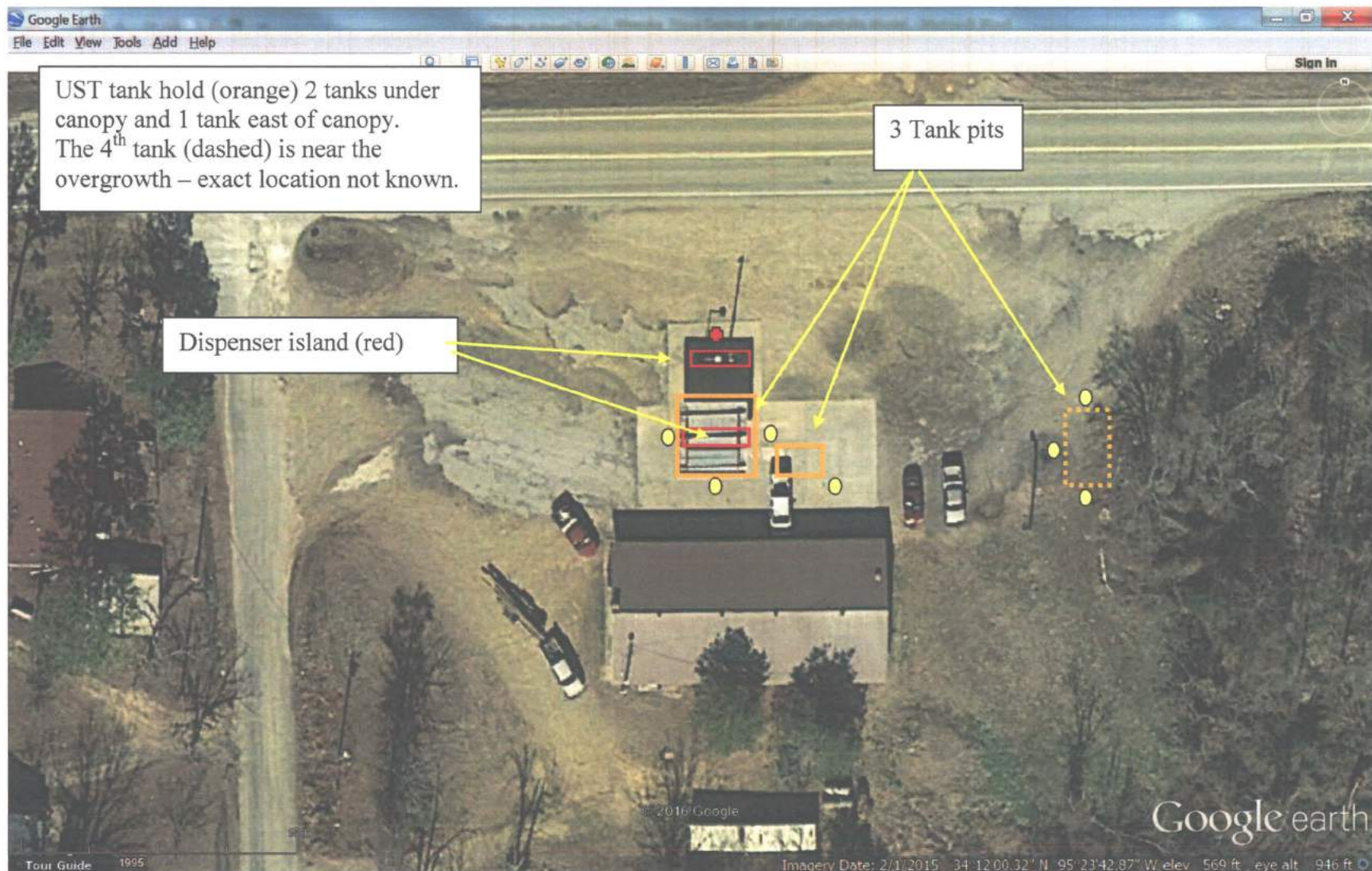


20' SB ● - 5

COC analysis:
BTEX, TPH-GRO

Attachment 3

Rattan, OK, Pushmataha Co. Former BJ's One Stop
Facility # 6400694
1-8K diesel, 2-4K gasoline, 1-8K gasoline
CONFIRMED UST locations



5' SB  - 1
20' SB  - 7

COC analysis:
BTEX, TPH-GRO
TPH-DRO

Attachment 3

Seminole, OK Seminole County VW Coots Rt. 1, Box 87B (North of Bowlegs)
Facility #6705519, ,
1-1K gal. UST, one 550 gal. UST, all gasoline
Confirmed UST as noted



5' SB + - 2
20' SB ○ - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

Konowa, OK Seminole Co. Konowa Schools Bus Barn, 701 West South St.
Facility # 6707217
1-1K & 1-3K diesel, 1-2K gasoline
UST location provided by school staff

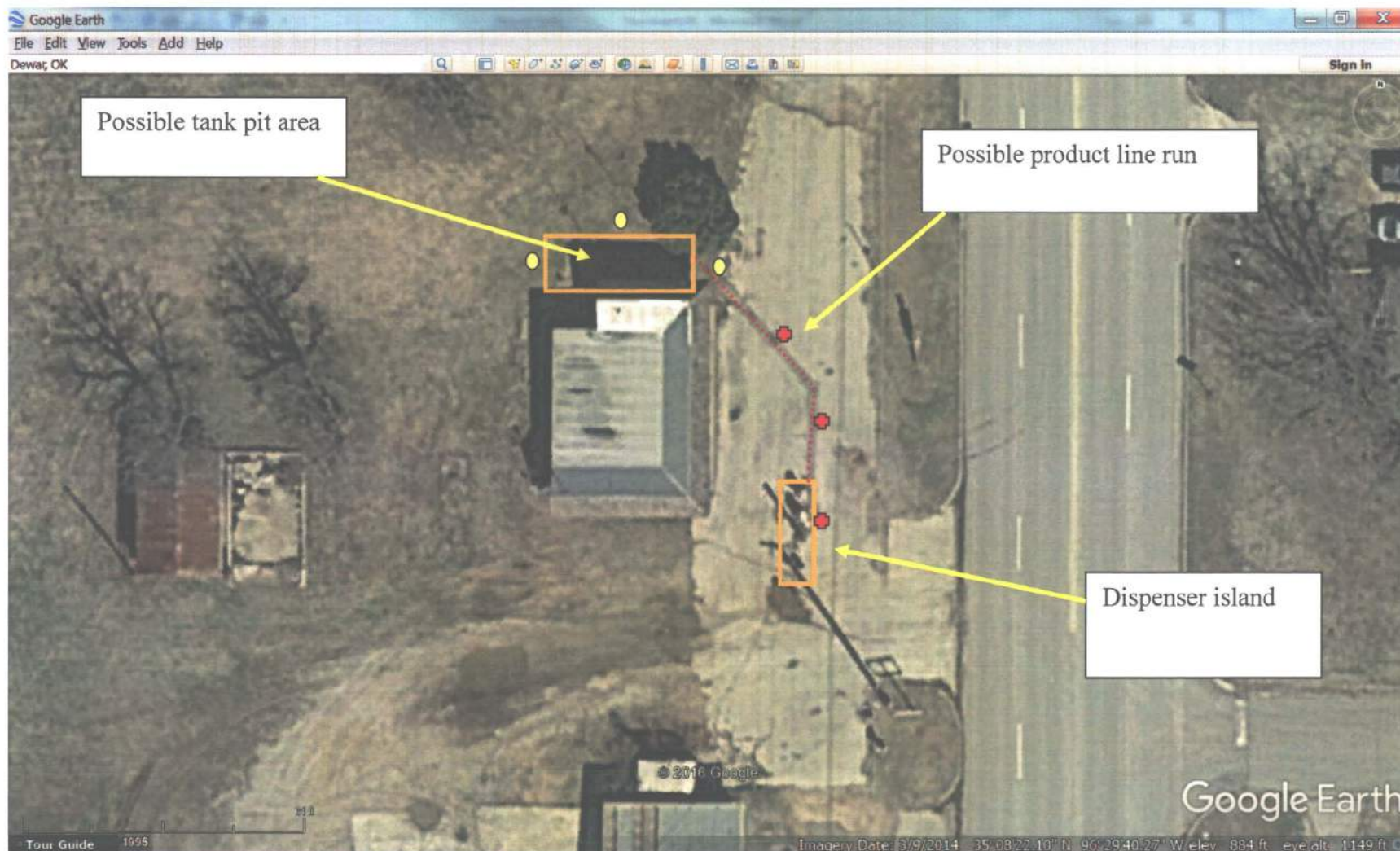


20' SB ● - 4

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Wewoka, OK Seminole Co. Frisco Express, 1821 Seran Rd
Facility # 6709998
1-8K gasoline, 1-4K diesel
UNCONFIRMED UST location



5' SB  - 3
20' SB  - 3

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

SW Quadrant Aerial Maps (3 Maps)

Attachment 3

Gracemont, Caddo Co., J & S Country Store, West side Hwy 281, Approx. 4,500 feet south of Hwy 152
Facility #08-00228
1-8K & 1-4K: Gasoline (TOU); 1-2K: Diesel (Fate unknown); 1-3K: Diesel (pulled 1990)
CONFIRMED UST location



5' SB - 2
20' SB - 4

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Bradley, Grady Co., Bob Badertscher, NE Corner Highway 19 & Main St.,
Facility # 26-01393
1-4K & 1-10K Gasoline; 1-6K Diesel (all installed 1977)
UNCONFIRMED UST location



5' SB  - 4
20' SB  - 4

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Rocky, Washita Co., Galloway Gulf Station, 412 S. Main, Rocky, OK 73661
Facility #75-04811
TOU 2-4K, 1-3K, 1-2K, 2-1K: Gasoline



5' SB  - 3
20' SB  - 3

COC analysis:
BTEX, TPH-GRO

70-foot deep domestic well at 605 South Main (OWRB Well ID #62881)

Attachment 3

NW Quadrant Aerial Maps (7 Maps)

Attachment 3

Byron, Alfalfa Co., Byron Country Store, NW Corner Main & OK Hwy 58, Byron, OK 73723
Facility #02-09558
2-10K: Gasoline; 1-10K: Diesel
CONFIRMED UST location

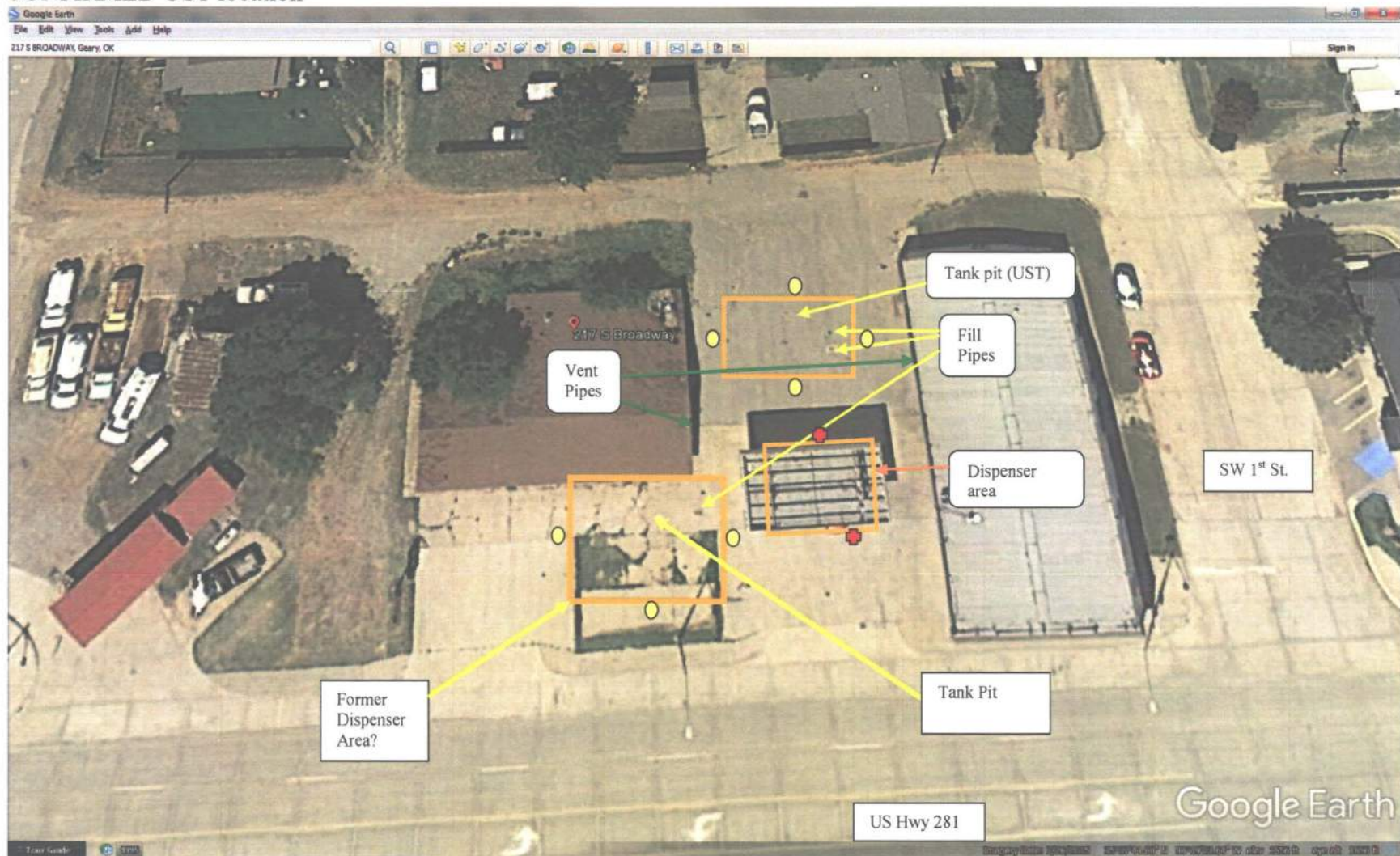


20' SB ● - 4

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Geary, Blaine Co., The Country Store, Inc., 217 S. Broadway, Geary, OK 73040
Facility #06-07976
2-10K: Gasoline; 1-4K: Diesel
CONFIRMED UST location

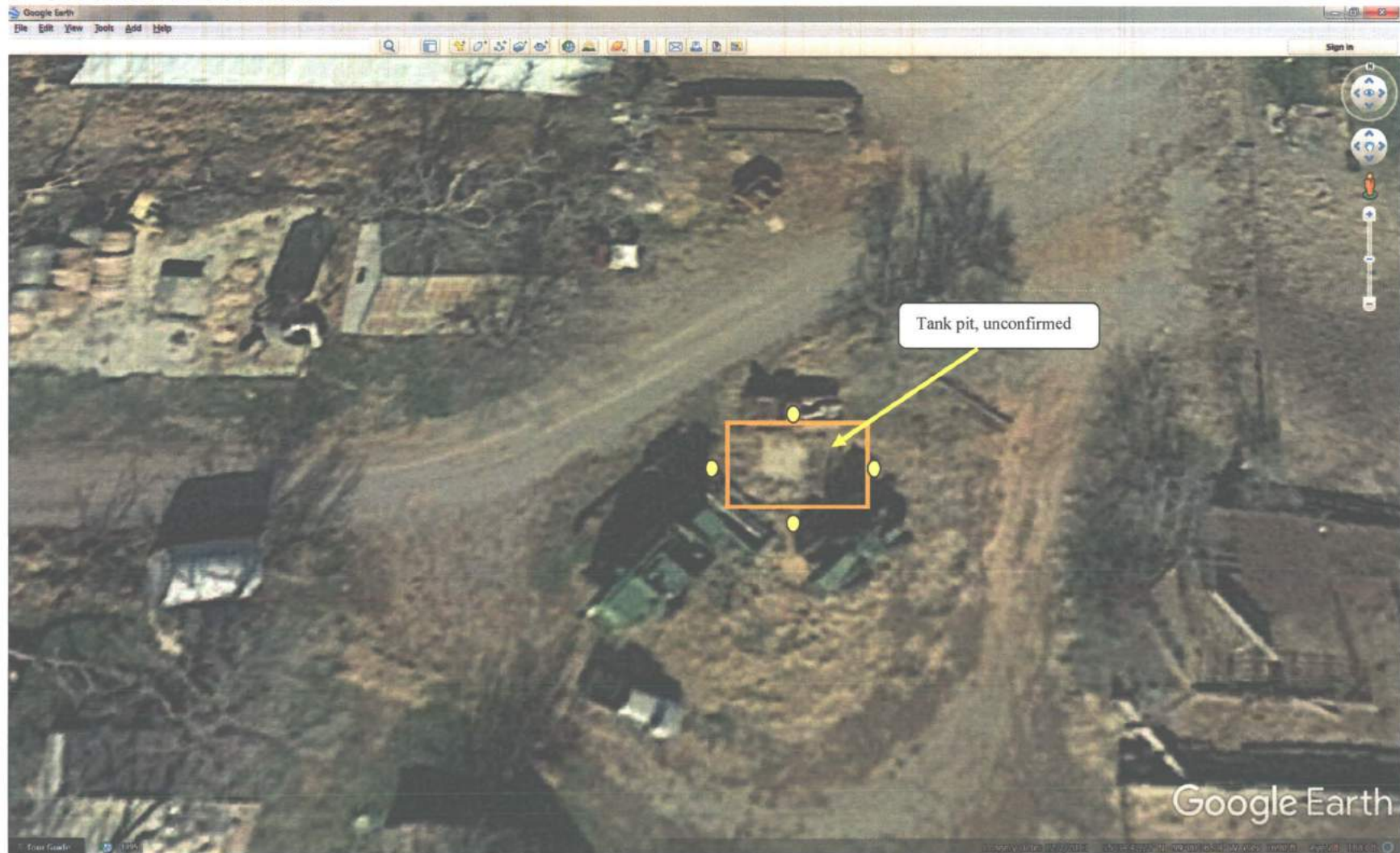


5' SB  - 2
20' SB  - 7

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Arapaho, Custer Co. Larry Coulson Farm, 2.57 miles west of US Hwy 183 on E0990 Rd,
Facility 20-02785
1 – 4K Diesel
UNCONFIRMED UST location



20' SB ● - 4

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Shattuck, Ellis Co., Eric's Full Service, 401 S. Main, Shattuck, OK 73858,

Facility #23-02033

3 TOU USTs (1-0.5K: Used Oil; 2-2K: Gasoline); A former 11.5K AST stored Diesel)

2 POU USTs, 2K: Gasoline (No record of closure or assessment)

CONFIRMED UST location

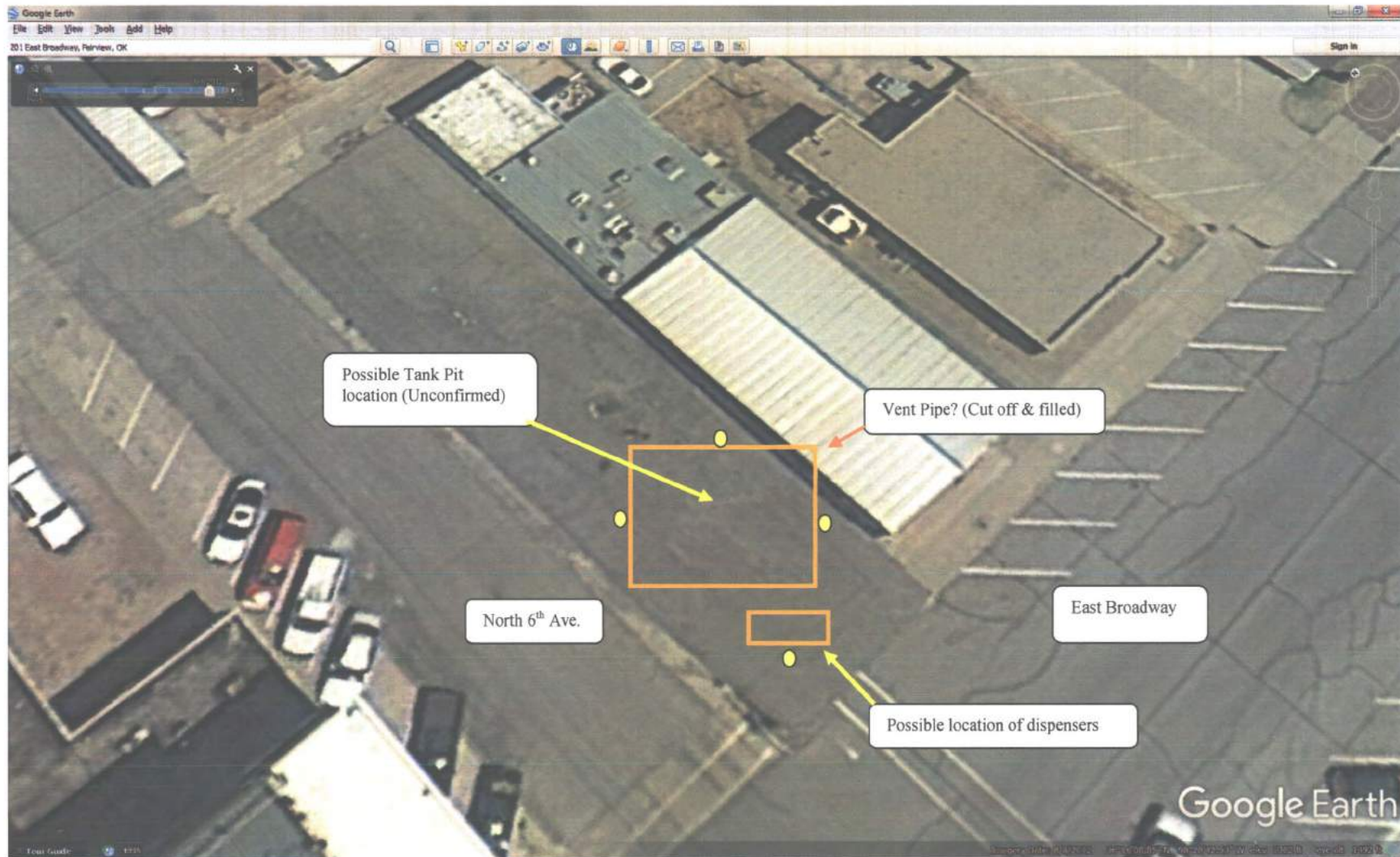


20' SB ● - 7

COC analysis:
BTEX, TPH-GRO, TPH-DRO

Attachment 3

Fairview, Major Co., Montgomery Oil Co., 201 E. Broadway, Fairview, OK 73737
Facility #47-05471
2-1K: Gasoline; 1-6K: Gasoline (One UST in separate pit)
UNCONFIRMED UST/PIPING location



20' SB ● - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

Tyrone, OK Texas Co. OK KS Foodmart 101 E. Hwy 54
Facility # 7011266
1-10K 1-8K gasoline
CONFIRMED UST location



5' SB  - 3
20' SB  - 4

COC analysis:
BTEX, TPH-GRO

Attachment 3

Carmen, Woods Co., Greensburg Station Just SE of US 281 & OK 45 (12mi. E of Waynoka)

Facility #76-10234

1 – 5K & 1 – 8K Gasoline

UNCONFIRMED UST location, no fill ports, vent lines or magnetic anomalies observed

Location Location



5' SB  - 2
20' SB  - 4

COC analysis:
BTEX, TPH-GRO

Date Revised: 06/22/2010

FIELD GUIDELINES

The following guidelines are to be used only as a guide for fieldwork activities. For detailed requirements, appropriate EPA protocol(s) should be consulted.

All guidelines end with the phrase "**Unless directed to do otherwise by the OCC**", even when it is not written.

Any variance from OCC PSTD standards must be approved, in advance, by the Project Environmental Analyst (Hydro) managing the case. If that Hydro is not available, the Project Environmental Analyst Supervisor or PSTD Technical Manager must approve the change. A letter, fax, or e-mail copy must document any change. If it is not documented, and the change is questioned, it is possible the change will not be approved or reimbursed.

OCC PSTD requirements may defer, in certain situations, to other state agency requirements regarding activities regulated by that agency. For instance, the PSTD adheres to OWRB rules and regulations for the installation and plugging of monitoring wells. The PSTD also adheres to ODEQ's jurisdiction and regulation over commercial water wells.

However, OWRB and ODEQ standards are considered minimum. The PSTD can, and sometimes does, require practices that may be more stringent than other state agencies. As an example, the PSTD requires over-drilling as the acceptable method for plugging monitoring wells while the OWRB does not. In this instance, the consultant is not only required to meet OWRB minimum standards, but in addition, PSTD requirements as well.

It is the responsibility of the contracting consultant to see that proper protocols are followed in all activities. The consultant is also responsible to see that all necessary equipment is available at the site, and that it is used correctly.

The OCC/PSTD requires 48 hours - (two working days excluding weekends and holidays) written notification prior to commencing any field activity. Notification must be made to the PSTD staff member assigned to the case, the PEA Supervisor and the PSTD Technical Manager. The most convenient way to make this notification is to e-mail the PEA and copy the PEA Supervisor and Technical Manager on that e-mail. One of the PSTD recipients will respond to your e-mail during normal business hours to acknowledge receipt. The consultant should be sure to retain a copy of the notification and acknowledgement for their records. Failure to properly notify can result in field data not being accepted and the work costs not being reimbursed.

Soil Vapor Surveying, Sampling and Description

Organic Vapor Meter (OVM) Soil-Core Surveying

Previously accepted methods of taking soil vapor readings during site soil screening, such as readings from bagged cuttings, will no longer be approved. The following procedure should be implemented when obtaining soil vapor readings from any type continuous soil core:



If the soil core is not already encased in a plastic sleeve, cover as soon as possible upon exposure to the air to minimize losses to volatilization. Use of heavy-duty aluminum foil is recommended.

- Mark the protective covering material in the middle of each foot of core (example: if core covers the 0 to 4' interval, mark it at 0.5', 1.5', 2.5' and 3.5').
- Utilizing a drill, or similar device, make a hole approximately 1-inch deep without fracturing the core. Consistency in hole size and depth is important. Cover the hole immediately with a gloved finger or rubber test tube stopper. If the core does split, attempt another hole six inches away.
- Take an OVM reading directly from the hole with an instrument protected by a hydrophobic filter. Record the reading two to three seconds after the first response is noted. It is recommended the reading be noted directly on the soil core covering then, transferred to field notes after completing the entire section.
- Clean the drill bit or boring device after each use. Allow instrument to return to background before completing the next hole.
- If denser screening data is necessary, vapor borings can be placed on six-inch spacings. Example: if the core contains only one anomalous "hot-spot" that is bracketed by three of four vapor borings registering zero, vapor data should be collected at locations six-inches on either side of the anomaly.
- Upon completion of the interval (usually 4 to 5 readings), determine whether any of the cored section of soil is missing. If so, adjust depths of readings to reflect the un-retrieved section(s) as necessary, record your data and decide whether to obtain a soil sample for laboratory analysis.

Soil Sampling for Gasoline Contamination Using Methanol Preservation

The immediate fixing of gasoline contaminated soil samples in methanol is a highly effective method to acquire much more accurate benzene and TPH concentration values. It's an efficient process to both reduce soil waste and time spent sampling. The following procedure is submitted as guidance for the collection and fixing of soil samples in methanol for laboratory analysis:

- Unless instructed otherwise, obtain from a certified DEQ analytical laboratory, at least two methanol prepared 40ml VOA vials per boring. These VOA's will have been pre-weighed by the lab and contain an exact volume of methanol (usually 10.00 ml). Each will come with a disposable HDPE coring device. Because sample weight is integral to the analysis, no additional labels should ever be added to the sample container. Transport all samples cold.
- After completing vapor screening on each separate section of core, determine whether or not sampling is warranted. If yes, take a VOA out of the cold container, place in a test tube rack or similar holder, and loosen the cap.
- At the place on the soil core you wish to sample, cut and/or peel back the protective sleeve or film encasing the core. Use a fine toothed saw (i.e., hacksaw) to cut open plastic sleeves. Scrape off a veneer of soil, 1/8" to 1/4" deep, and immediately plunge in the coring tool. Typically this will yield a 1cc to 2cc (maximum) plug of soil. Quickly lift the VOA cap, inject the plug into the methanol and close tightly (make sure no sand or silt is sticking to the sealing edge of the glass vial). Temporarily number the sample jar until all other sampling is completed.
- When all sampling of a boring has concluded, properly label all sample jars with an indelible marker, return vials to the cold carrier, fill-out a chain-of-custody and transport to the laboratory for analysis.

Monitoring Well Installation

Unless instructed otherwise by PSTD, all monitoring wells drilled for the ORBCA T1A investigation must be completed as 4-inch wells, and each well at least 20-feet deep. Any change in the diameter or depth, either shallower or deeper, must be approved by the managing Hydro.

Reasonable rates, as described in the Unit Cost Sheets, are based on all monitoring wells being 4-inches (4") in diameter. Depending on their projected use, the consultant may, at his/her discretion and risk, install two-inch (2") wells for monitoring wells other than the initial, four ORBCA wells. However, if it is subsequently determined that a 4" well would be more applicable at a specific 2" well's location, the replacement of the 2" well will be at the expense of the consultant.

- The OCC PSTD requires the installation of all monitoring wells and soil borings be conducted using hollow-stem augers with a split-spoon sampler that is a close-fit inside the hollow stem of the augers.

If, due to site-specific conditions, this method of well installation cannot be used, the consultant must contact the OCC/PSTD for instructions on how to proceed. The PSTD encourages the development of new technologies. Clear plastic sleeves for split spoons, similar to those used with Direct Push rigs, are now available. The PSTD will allow their use.

- A properly calibrated and working organic vapor-monitoring (OVM) device should be used to check all samples.

Vapor meters other than a photoionization detector (PID or HNU) must be pre-approved before use. Use of a probe other than 10.2eV must be noted on the logs.

- Monitoring wells must be drilled sufficiently deep to fully assess the site.

Well-screen lengths should be selected, if possible, to cover the entire smear-zone and water table fluctuations. In drilling a new area, it is often difficult to determine water table fluctuation. Normally, 5' above and below the smear-zone should be sufficient.

First water encountered may not be an appropriate guide when determining well-screen depth. After the first well is installed at a site, it should be possible to more accurately assess proper screen depth. Using a standardized screen length for all wells at a site should be avoided.

For most monitoring wells or soil borings, groundwater will be encountered within 20' of the surface. For sites where groundwater is deeper, refer to OCC guidelines on groundwater sampling. In cases where it appears that you will have to drill deep to find groundwater, do not drill past the pre-approved depth without first contacting the PSTD Hydro managing the case. If the Hydro cannot be reached, contact the PEA Supervisor or PSTD Technical Manager.

- Each newly installed monitoring well must have a permanent identifying number, such as MW-1, MW-2, etc., or other identifying character, placed in an assessable location on either the well protector or surface pad.

- A complete boring log with detailed lithology descriptions must be prepared for each monitoring well/soil boring.

The individual describing soil lithologies must have the proper training, experience and tools to complete the sample description and prepare the boring log. As a note, make sure that all

equipment batteries are charged, all tools are in working order and all supplies on hand before starting work. The PSTD will not reimburse costs for poorly performed work caused by faulty equipment, i.e., a lack of OVM readings because the instrument's battery would not hold a charge.

➤ In addition to sample descriptions and OVM readings, the soil-boring log should also contain the following data:

- ✓ Diameter of the borehole.
- ✓ Diameter of the casing.
- ✓ Top and bottom of the well screen.
- ✓ Method of drilling, e.g. hollow stem, solid stem etc.
- ✓ Depth to first encountered water.
- ✓ Total depth of the hole.
- ✓ Headspace vapor readings at a regular interval. The OCC PSTD recommends, at a minimum, 2'-intervals.
- ✓ Sample descriptions **must** include USCS Symbol, color, grading (sorting), moisture content, odor, and any other significant characteristic.
- ✓ Survey information for the location and elevation of the well (boring).
- ✓ Other data commonly included on a soil-boring log.

➤ While installing any monitoring well, soil boring, or push-pull probe, proper decontamination (decon) procedures must be followed.

- ✓ All drilling and sampling tools must be cleaned before arriving at the site. If auger-flights will be used repetitively, each flight must be deconned before reuse. Steam or high-pressure hot water is the preferable washing media. However, the OCC recognizes this is not always possible. Whatever method is used, the augers must be adequately deconned between uses.
- ✓ Sampling tools must be deconned prior to each use by washing in two, separate containers, each dedicated for the decontamination washing process. Wash water will contain a washing agent, such as Alconox or another environmentally safe agent, designed for that purpose. Dishwashing detergent is not acceptable. Sampling tools must then be rinsed in clear water, in a dedicated container used only for rinsing.
- ✓ The wash and rinse water must be changed between boreholes.
- ✓ All decon water should be collected, stored and disposed of in an appropriate manner (such as drummed with groundwater waste).

➤ A correctly filled-out and signed OWRB Monitoring Well Completion Report or Plugging Report for monitoring wells must be submitted after installation or plugging of any monitoring well, soil boring, or push-pull hole. A copy of this form(s) is to be included in the report generated for the installation activity.

➤ Overdrilling is required when plugging monitoring wells. Overdrilling refers to the casing in the well.

The same size auger used in the installation of the borehole shall be used to drill out the well. Using a smaller bit, or smaller diameter augers, is not acceptable.

Developing and Sampling Monitoring Wells

- All wells must be constructed according to OWRB rules.

- All wells should be developed before sampling.

The purpose of developing the well is to remove as many fines as possible from the filter pack and surrounding formation to assure that sampled groundwater is naturally occurring groundwater. The proper method of development depends on many variables but must involve surging the saturated zone. The well should be surged, and surge water removed, until produced water is reasonably clear and turbidity meter readings stabilize to less than a 10% variance between a minimum of four consecutive readings. Other groundwater parameters (temperature, pH, conductivity, DO, etc.) should have also similarly stabilized.

- Bailing or pumping three well-bore volumes is not an acceptable method of development, nor is bailing a 4"-well with a 2"-bailer.

- If doing low-flow sampling, the collection of temperature, conductivity and pH data are required for each well, and submitted in the report for each event.

- If circumstances require, well development, prior to adding the bentonite seal, will be allowed.

If it is impractical to re-deploy the drilling rig or another type of developmental rig to the site after the grout has had time to cure, it is permissible to develop the well after placement of the sand-pack. However, after such development, the top of the sand-pack MUST be re-tagged to assure its top is positioned at a proper depth.

- When recovery in a monitoring well is so slow that development might not be practical, please contact the PSTD for further help and direction.

- All wells should be purged, if possible, before groundwater samples are collected. The implementation of low-flow sampling is highly recommended for monitoring wells with low hydraulic conductivity.

Purging can be done with a clean new bailer, or it can be done with a down-hole pump. If a pump is used, it must be thoroughly decontaminated between wells. Pumping plain water through the pump is **not** proper decontamination.

- Do not use black electrical tape, duct tape, or anything similar, on down-hole equipment.

- The repetitive use of dedicated bailers is not allowed. Bailers may not be stored in a well.

Disposal

- Soil or groundwater wastes produced during corrective actions at a site must be sampled before it is removed from the site for disposal.
- ✓ Water generated by site activities may not be run through a filtration system and discharged without first being sampled and tested for levels of required chemicals of concern.
- ✓ A discharge permit from the appropriate agency must be obtained prior to any on-site discharge.
- ✓ Small volumes of soil generated during the installation of borings should be stored on-site, in approved steel drums.
- ✓ If soil wastes are to be spread on-site, pre-approval must be obtained from the PSTD.
- ✓ A completed, OCC PSTD Waste Disposal Form, including dates and original signatures, must be submitted for all disposed material. A copy of this form is available on the OCC website.
- ✓ All disposal, as well as disposal methods, must be pre-approved.

Construction Activities

Construction activities should be carried out in a safe and efficient manner. All state, federal (including OSHA) or local rules and regulations are to be followed.

The type of activity being performed, the type of site and the location of the site will determine activity requirements. As an example; if concrete is being replaced at a truck stop, requirements for replacement concrete will differ from replacement concrete at a convenience store that has, primarily, automobile traffic.

It is the consultant's responsibility to make sure all required activities are performed in a workmanlike manner. The consultant, or his/her representative, must have knowledge of site construction practices and is required to be immediately available at all times corrective action activities are taking place.

- Proper construction procedures are required at all OCC/PSTD sites.
- "Site Restoration" involves restoring a site to its original condition. Should a site owner wish to do something in conjunction with PSTD activities, those activities will be considered, and may be allowed. However, pre-approval by the PSTD is still required.
- At excavation projects, compaction of replaced soil is required. An independent company that regularly performs compaction testing on soils must conduct the testing.
- When replacing concrete, slump testing of every load is required. An independent company that regularly performs slump testing must conduct the testing. Costs incurred for slump testing will be reimbursed.
- Concrete that tests at more than a 6-inch slump should not be placed.
- After conducting the initial slump test, **absolutely no** water should be added to the load without the load being re-slumped.
- After concrete is placed and cured, the PSTD may require cores be taken for strength testing.
- ✓ If the PSTD requires coring and testing, reasonable costs for these activities will be reimbursed.
- ✓ If the consultant orders the coring and testing, costs will not be reimbursed by the OCC/PSTD unless, as the result of that coring and testing, the concrete is shown to meet requirements.

- ✓ If, as a result of testing, the concrete is found to not meet standard strength requirements, costs associated with the placement of the concrete will **not** be reimbursed, and the consultant may be required to remove and replace the concrete at their expense.

CHAPTER FOUR

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CHAPTER FOUR

ORGANIC ANALYTES

Prior to employing the methods in this chapter, analysts are advised to consult the disclaimer statement at the front of this manual and the information in Chapter Two for guidance on the allowed flexibility in the choice of apparatus, reagents, and supplies. In addition, unless specified in a regulation, the use of SW-846 methods is not mandatory in response to Federal testing requirements. The information contained in this chapter is provided by EPA as guidance to be used by the analyst and the regulated community in making judgments necessary to meet the data quality objectives (DQOs) or needs for the intended use of the data.

4.1 SAMPLING CONSIDERATIONS

4.1.1 Introduction

Following the initial and critical step of designing a sampling plan (Chapter Nine) is the implementation of that plan such that a representative sample of the solid waste (or other material) is collected. Once the sample has been collected it must be stored and preserved to maintain the chemical and physical properties that it possessed at the time of collection. The sample matrix, type of containers and their preparation, analytes of interest, preservation techniques, and sample holding times must be thoroughly examined in order to maintain the integrity of the samples. This section highlights practices relevant to maintaining sample integrity and representativeness from the time of sampling until analysis is complete. This section is, however, applicable primarily to trace analyses. Some of these considerations may be less relevant for source level samples.

4.1.2 Sample Handling and Preservation: General Considerations

This following sections deal separately with volatile organic chemicals (VOCs) and semivolatile organic chemicals (SVOCs). Refer to Chapter Two and Table 4-1 of this section for recommended sample containers, sample preservation, and holding time information. The guidelines in Table 4-1 are intended to improve chemical stability in the sample matrix between the time of sample collection and laboratory preparation/analysis by minimizing loss of the analytes of interest from the sample container and limiting biological and/or chemical degradation (e.g., hydrolysis) (Sec. 4.6 Refs 1, 3-6). Sample preservation recommendations for analysis of organic chemicals almost always include refrigeration or freezing and may also include chemical preservation (e.g., addition of pH modifier). Improper handling, preservation, and storage of samples can negatively impact the representativeness of the field sample data.

The preservation and holding time information presented in Table 4-1 does not represent EPA requirements, but rather is intended solely as guidance. Selection of preservation techniques and applicable holding times should be based on all available information, including the properties of the analytes of interest for the project, their anticipated concentration levels, the composition of the sample matrix itself, and the stated project-specific DQOs. A shorter holding time may be appropriate if the analytes of interest are reactive (e.g., 2-chloroethyl vinyl ether, acrylamide) or the sample matrix is complex (e.g., wastewater). Conversely, a longer holding time may be appropriate if it can be demonstrated that the analytes of interest are not adversely affected from preservation, storage and analyses performed outside the recommended holding times. Prior to collecting samples for analysis, the project team may consider existing information and data regarding analyte stability or conduct field screening for the samples to be collected in

order to determine how best to preserve sample integrity for the analytes of interest. The use of site-specific performance evaluation material is a high confidence mechanism to ensure reliability of project data. The references in Sec. 4.6 provide examples of study designs that may be useful for this purpose.

4.1.3 Sample Handling and Preservation for Volatile Organics

4.1.3.1 VOC Sample Containers

The containers used for collecting VOC samples are frequently volatile organics analysis (VOA) vials that are directly compatible with the equipment used for sample preparation and analysis in the laboratory. Use of these containers for sampling helps minimize loss of VOCs resulting from opening sample containers and/or transferring materials from one container to another. Certified pre-cleaned VOA vials are commonly used as sample containers for VOCs and are commercially available from a number of vendors. The vials should be absent of burrs around the caps that might prevent the vial from sealing, and septa should be lined with a polytetrafluoroethylene (PTFE) layer of sufficient thickness to limit diffusion of VOCs out of the vials during storage. PTFE thicknesses of 0.13 to 0.25 mm have been shown to be effective. See reference # 18 in Sec. 4.6 below and Sec. A.8 in Method 5035A for more detail. If they are suspected of being a source of interferences, VOA vials and unpunctured septa should be washed with soap and water and rinsed with distilled de-ionized water. After thoroughly cleaning the vials and septa, they should be placed in an oven and dried at 100 °C for approximately one hour.

NOTE: Heating the septa for extended periods of time (i.e., more than one hour) or at higher temperatures should be avoided, because the silicone begins to slowly degrade at 105 °C). Also, punctured silicone-backed PTFE-lined septa should generally not be reused, because some VOCs have high affinity for the silicone material, and puncturing the PTFE septum face exposes the gas phase vial contents to the silicone backing material, causing loss of certain VOCs depending on length of exposure time and vial temperature.

Air-tight, sealable coring devices (e.g., En Core™, Core N' One™ or equivalent) may also be useful for collection and storage of cohesive soil samples for VOC analysis. These devices are designed to limit loss of VOCs from samples during cold storage and shipping over a limited time frame and for quantitative transfer of solids and associated VOCs into VOA vials for immediate analysis or further preservation. Their use during field sampling of solids helps reduce or eliminate the need to handle solvents or chemical preservatives in the field and eliminates some shipping restrictions on field samples that may otherwise contain flammable solvents (e.g., methanol). Additional information regarding stability studies of VOCs in solid materials stored in sealable coring devices is contained in the Sec. A.7 of the appendix of Method 5035A and is described in more detail in the sources referenced therein. An American Society for Testing and Materials (ASTM) standard practice for use of the En Core™ type samplers is also included in the references in Sec. 4.6 below.

4.1.3.2 VOC Sample Collection:

When transferring samples into vials, liquids and solids should be introduced gently to minimize agitation which might drive off volatile compounds.

At least two replicate VOA vials should be collected and labeled immediately for each collected field sample. They should not be filled near a running motor or any type of exhaust system because discharged fumes and vapors may contaminate the samples. Replicate vials from a single sampling point may be sealed together in a single plastic bag, but different samples should be segregated into separate plastic bags to prevent contamination of samples with little to no VOCs from those with high concentrations. Sample containers may also become contaminated by diffusion of VOCs into the vials through the septa from the surrounding environment during shipment and storage. To monitor for this potential source of contamination, a trip blank prepared from organic-free reagent water (as defined in Chapter One) should be maintained with the samples throughout sampling, shipping, and storage. Including activated carbon in the bags containing the sample vials may help reduce concerns related to these potential sources of sample contamination.

Improper vial sealing (e.g., due to solids retained on the vial threads) and improper tightening of caps or closing of sealable coring devices are primary factors in the loss of volatiles due to sample collection activities. Sealing surfaces and any closure threads should be inspected to ensure they are free of debris prior to container closure.

Procedures should also be established for selection and appropriate use of sample collection devices (i.e., bailer, coring tool, etc.) including appropriate decontamination measures. If the sample comes in contact with the sampling device, organic free reagent water may be run through the device and tested as a field blank.

In general, liquid samples should be poured into vials without introducing any air bubbles into the samples as vials are filled. Should bubbling occur as a result of violent pouring, the sample should be poured out and the vial refilled. The vials should be completely filled at the time of sampling, so that when the septum cap is fitted and sealed and the vial is inverted, no headspace is visible. The sample should be hermetically sealed in the vial at the time of sampling, and not opened prior to analysis to preserve its integrity.

4.1.3.3 VOC Sample Preservation and Holding Times:

Samples containing analytes that can be subject to biological degradation need to be preserved as soon as possible (preferably in the field) to avoid the loss of target analytes. Refrigeration or freezing is a primary means of sample preservation, because rates of biotic and abiotic degradation decrease with decreasing temperature, and VOCs are also less volatile at lower temperature. Samples containing analytes that are most subject to biological degradation (e.g., aromatic hydrocarbons) also should be chemically preserved (e.g., by addition of acid), unless they are analyzed immediately. Chemical preservation may be inappropriate for highly reactive compounds (e.g., 2-chloroethyl vinyl ether, acrylamide, etc.), since it may accelerate loss by rapid chemical reaction. Aqueous samples containing free chlorine should also be preserved with a dechlorinating agent in order to minimize formation of trihalomethanes and other possible chemical reactions.

Although VOC samples may be held for up to 7 days unpreserved or 14 days or longer preserved, it is generally not recommended as good laboratory

practice to hold them that long. VOC samples should be run as soon as possible after receipt by the laboratory. Samples in which highly reactive compounds (e.g., 2-chloroethyl vinyl ether, acrylamide, etc.) are analytes of interest should be analyzed as soon as they are received in the laboratory.

4.1.4 Sample Handling and Preservation for Semivolatile Organics, Including Pesticides, PCBs and Herbicides

4.1.4.1 Sample Containers for Analysis of Semivolatile Organics

The containers specified for samples intended for analysis of SVOCs are typically constructed of glass with PTFE-lined threaded caps. In situations where PTFE liners are not available, solvent-rinsed aluminum foil may be used as a liner. However, acidic or basic samples may react with the aluminum foil, causing eventual contamination of the sample. Use of new, disposable pre-cleaned and certified containers reduces concerns about contamination from reusing sample containers. Plastic containers or plastic lids without PTFE liners should not be used for storage of samples due to potential contamination by phthalate esters and other hydrocarbons within the plastic or absorption of any chemicals of concern in the native sample into the container material. If sample containers are suspected of being a source of interferences, particularly for low-level analysis, they should be soap and water washed followed by rinsing with solvent(s) appropriate for the analytes of interest. (See Sec. 4.1.6 for specific instructions on glassware cleaning.). Caps may be cleaned by solvent rinsing or replaced with new ones. Monitoring for contamination introduced from sample containers should be accomplished through preparation and analysis of a method blank.

4.1.4.2 Sample Collection for SVOCs

Sample containers should be filled with care so as to prevent any portion of the collected samples from coming in contact with the sampler's gloves, potentially leading to sample contamination. Samples should not be collected or stored in the presence of exhaust fumes. If the sample comes in contact with the sampling device, run organic-free reagent water through the sampling device and test this water as a field blank.

4.1.4.3 Sample Preservation and Holding Times for SVOCs

Field samples to be analyzed for SVOCs are typically preserved by refrigeration or freezing. In order to minimize opportunities for the most labile SVOCs to degrade, these samples are typically recommended to be solvent extracted shortly after being taken, within 7-14 days for many classes of chemicals. However, some classes of SVOCs, like polychlorinated biphenyls and polychlorinated dibenzodioxins and dibenzofurans are very recalcitrant and do not readily degrade during refrigerated storage. Sample matrices to be analyzed for these SVOCs have no maximum recommended holding time. Depending on the composition of the sample matrix and the levels of concern for the target analytes, other classes of SVOCs (e.g., polycyclic aromatic hydrocarbons [PAHs]) may also be stable in refrigerated or frozen storage for longer than the maximum holding time recommended in Table 4-1 (see Reference #12 in Sec. 4.6 below). However, the composition of the sample matrix can be an important determinant of chemical stability, and minimizing the holding time between sampling and solvent extraction is generally a good practice to obtain representative data.

Solvent extracts of samples should be carefully maintained. Solvent extraction generally stabilizes SVOCs, because the chemicals are typically physically removed from the sample matrix, and some loss mechanisms are eliminated (i.e., biological degradation). Holding times of 40 days are recommended for solvent extracts for most classes of SVOCs. Many analytes of interest may be stable in solvent for a longer time period even in extracts of complex matrices, but problems maintaining small volumes of very volatile solvent extracts preclude storage of extracts indefinitely, and some SVOCs may still chemically degrade or may be slightly volatile in certain solvents.

Freezing solvent extracts particularly of complex sample matrices may cause precipitation of solids resulting from interaction of some co-extracted sample matrix components. Storing extracts at 0 to 6 °C may limit problems resulting from analyzing extracts containing precipitated solids, like contaminating or clogging the injector syringe or introducing insoluble components into the flow pathway of the mobile phase. One way to remove precipitated solids from a solvent extract is by filtration with a sub-micron particle size filter made of inert material (e.g., PTFE). As with other preparation steps, batch quality control (QC) samples should be subjected to the same filtration procedure as the field samples in order to assess the cumulative impact of all sample preparation steps on analyte recovery and evaluate the potential for contamination resulting from all reagents, and other materials that come into contact with the samples.

4.1.5 Safety

The methods listed in this chapter do not address all safety issues associated with their use. The laboratory is responsible for maintaining a safe work environment and a current awareness file of OSHA regulations regarding the safe handling of the chemicals used in these methods. A reference file of material safety data sheets (MSDSs) and/or safety data sheets (SDSs) should be available to all personnel involved in these analyses.

Safety should always be the primary consideration in the collection and analysis of samples. A thorough understanding of the waste production process, as well as all of the potential hazards of the waste itself, should be investigated whenever possible. The site should be evaluated just prior to sampling to determine whether any additional safety measures are necessary. Minimum protection of gloves and safety glasses should be worn to prevent sample contact with the skin and eyes. A respirator should be worn even when working outdoors if organic vapors are present. More hazardous sampling missions may require the use of supplied air and special clothing.

4.1.6 Cleaning of Reusable Glassware

In order to successfully analyze samples containing components in the parts per billion or lower concentration range, the preparation of scrupulously clean glassware is necessary. Failure to do so can lead to a myriad of problems interpreting data due to the presence of interferences resulting from contamination. Particular care must be taken with glassware such as Soxhlet extractors, Kuderna-Danish evaporative concentrators, sampling-train components, or any other glassware that comes into contact with an extract, particularly if the extract will be evaporated to a smaller volume. The process of concentrating the compounds of interest in this operation may similarly concentrate the contaminating substance(s), which may distort the results and complicate data interpretation.

The basic cleaning steps are:

1. Removal of surface residuals immediately after use
2. Hot soak to loosen and float most particulate material
3. Hot water rinse to flush away floated particulates
4. Soak with an oxidizing agent to destroy traces of organic compounds
5. Hot water rinse to flush away materials loosened by the deep penetrant soak
6. Distilled water rinse to remove metallic deposits from the tap water
7. Alcohol (e.g., isopropanol or methanol) rinse to flush off any final traces of organic materials and remove the water
8. Flushing the item immediately before use with some of the same solvent that will be used in the analysis

Comments regarding each of the eight fundamental steps are discussed here in the order in which they appeared above:

- Step 1: As soon as analysis is complete, the glassware (e.g., beakers, pipettes, flasks, or bottles) that came into contact with samples or standards should be flushed with water and then alcohol or other appropriate solvent before it is placed in the hot detergent soak. Otherwise, the soak bath may serve to contaminate all other glassware placed therein.
- Step 2: The hot soak consists of a bath of a suitable detergent in water at 50 °C or higher. The detergent, powder or liquid, should be entirely synthetic and not a fatty acid base. There are very few areas of the country where the water hardness is sufficiently low to avoid formation of some hard-water scum resulting from the reaction between calcium and magnesium salts with a fatty acid soap. This hard-water scum or curd would have an affinity particularly for many chlorinated compounds and, being almost wholly water-insoluble, would deposit on all glassware in the bath in a thin film.

There are many suitable detergents on the wholesale and retail market. Most of the common liquid dishwashing detergents sold at retail are satisfactory but are more expensive than other comparable products sold industrially. Alconox, in powder or tablet form, is manufactured by Alconox, Inc., New York, and is marketed by a number of laboratory supply firms. Sparkleen, another powdered product, is distributed by Fisher Scientific Company.

Step 3: No comments

Step 4: **Chromic acid should not be used to clean glassware.** Commercial, non-chromate products (e.g., Nochromix) may be used in place of chromic acid, if adequate cleaning is documented by an analytical quality assurance (QA) program. Chromic acid should also not be used with plastic bottles.

The potential hazards of using chromic-sulfuric acid mixture are great and have been well publicized. There are now commercially available substitutes that possess the advantage of safety in handling. These are biodegradable concentrates with a claimed cleaning strength equal to the chromic acid solution. They are alkaline, equivalent to roughly 0.1 N NaOH upon dilution, and are claimed to remove dried blood, silicone greases, distillation residues, insoluble organic residues, etc. They are further claimed to remove radioactive traces and will not attack glass or exert a corrosive effect on skin or clothing. One such product is "Chem Solv 2157," manufactured by Mallinckrodt and available through laboratory supply firms. Another comparable product is "Detex," a product of Borer-Chemie, Solothurn, Switzerland. Other similarly effective products are Nochromix (Godax Laboratories) and Contrad 70 (Decon Labs).

Steps 5, 6, and 7: No comments

Step 8: There is always a possibility that between the time of washing and the next use, the glassware could pick up some contamination from either the air or direct contact. To prevent this, it is good practice to flush the item immediately before use with some of the same solvent that will be used in the analysis.

The drying and storage of the cleaned glassware is of critical importance to realize the benefit of scrupulous cleaning. Pegboard drying is not recommended. It is recommended that laboratory glassware and equipment be dried at 100 °C. Under no circumstances should such small items be left in the open without protective covering. Otherwise, dust and soot in a laboratory environment can re-contaminate the clean glassware.

As an alternative to solvent rinsing, glassware may be heated to a minimum of 300 °C for sufficient time to vaporize any residual organic chemicals. Glassware should be allowed to cool fully before use. This high temperature treatment should not be used on volumetric glassware, glassware with ground glass joints, or sintered glassware.

4.1.7 High concentration samples

Cross contamination of trace concentration samples may occur when prepared in the same laboratory with high concentration samples. Ideally, if both type samples are being handled, a laboratory and glassware dedicated solely to the preparation of high concentration samples would be available for this purpose. If this is not feasible, at a minimum, disposable glassware or glassware dedicated solely to the preparation of high concentration samples should be used. Avoid cleaning glassware used for both trace and high concentration samples in the same area.

TABLE 4-1
RECOMMENDED SAMPLE CONTAINERS, PRESERVATION TECHNIQUES, AND HOLDING TIMES^a
(Note: Footnotes are located on the last page of the table.)

VOLATILE ORGANICS			
Sample Matrix	Container ¹	Preservative ²	Holding Time ³
Concentrated waste samples	Method 5035: See the method. Method 5021: See the method. Methods 5031 and 5032: See the methods.	Cool to 0 - 6 °C.	14 days
	Use PTFE-lined lids for all procedures.		
Aqueous samples with no residual chlorine present	Methods 5021, 5030, 5031, and 5032: 3 x 40-mL vials with PTFE-lined septum caps	Cool to 0 - 6°C and adjust pH to less than 2 with H ₂ SO ₄ , HCl, or solid NaHSO ₄	14 days
		If carbonaceous materials are present, or if MTBE and other fuel oxygenate ethers are present and a high temperature sample preparative method is to be used, do not acid preserve the samples.	7 days
		If compounds that readily degrade in acidified water (e.g., 2-chloroethyl vinyl ether ^b) are analytes of interest, collect a second set of samples without acid preservatives and analyze as soon as possible.	7 days

TABLE 4-1 (continued)
RECOMMENDED SAMPLE CONTAINERS, PRESERVATION TECHNIQUES, AND HOLDING TIMES^a

VOLATILE ORGANICS (continued)			
Sample Matrix	Container ¹	Preservative ²	Holding Time ³
Aqueous samples WITH residual chlorine present	Methods 5021, 5030, 5031, and 5032: 3 x 40-mL vials with PTFE-lined septum caps	Collect sample in a 125-mL container which has been pre-preserved with 4 drops of 10% sodium thiosulfate solution. Gently swirl to mix sample and transfer to a 40-mL VOA vial. Cool to 0 - 6 °C and adjust pH to less than 2 with H ₂ SO ₄ , HCl, or solid NaHSO ₄ .	14 days
		If carbonaceous materials are present, or if MTBE and other fuel oxygenate ethers are present and a high temperature sample preparative method is to be used, do not acid preserve the samples.	7 days
		If compounds that readily degrade in acidified water (e.g., 2-chloroethyl vinyl ether ^b) are analytes of interest, collect a second set of samples without acid preservatives and analyze as soon as possible.	7 days
Acrolein and Acrylonitrile	Methods 5021, 5030, 5031, and 5032:	Adjust to pH 4 - 5. Cool to 0 - 6 °C.	
Aqueous samples	3 x 40-ml vials with PTFE-lined septum caps	These compounds are highly reactive and should be analyzed as soon as possible.	7 days
Solid samples (e.g., soils, sediments, sludges, ash)	Method 5035: See the method.	See the individual methods.	14 days
	Method 5021: See the method. Methods 5031 and 5032: See the methods.	If compounds that may be reactive in acidified soils (e.g., vinyl chloride, styrene, 2-chloroethyl vinyl ether) are analytes of interest, collect a second set of samples without acid preservatives and analyze as soon as possible.	7 days

TABLE 4-1 (continued)
RECOMMENDED SAMPLE CONTAINERS, PRESERVATION TECHNIQUES, AND HOLDING TIMES^a

SEMIVOLATILE ORGANICS/ORGANOCHLORINE PESTICIDES AND HERBICIDES			
Sample Matrix	Container ¹	Preservative ²	Holding Time ³
Concentrated waste samples	125-mL wide-mouth glass with PTFE-lined lid	Cool to 0 - 6 °C.	Samples extracted within 14 days and extracts analyzed within 40 days following extraction.
Aqueous samples with no residual chlorine present	4 x 1-L amber glass container with PTFE-lined lid, or other size, as appropriate, to allow use of entire sample for analysis.	Cool to 0 - 6 °C.	Samples extracted within 7 days and extracts analyzed within 40 days following extraction.
Aqueous samples WITH residual chlorine present	4 x 1-L amber glass container with PTFE-lined lid, or other size, as appropriate, to allow use of entire sample for analysis.	Add 3 mL 10% sodium thiosulfate solution per gallon (or 0.008%). Addition of sodium thiosulfate solution to sample container may be performed in the laboratory prior to field use. Cool to 0 - 6 °C.	Samples extracted within 7 days and extracts analyzed within 40 days following extraction.
Solid samples (e.g., soils, sediments, sludges, ash)	250-mL wide-mouth glass container with PTFE-lined lid	Cool to 0 - 6 °C.	Samples extracted within 14 days and extracts analyzed within 40 days following extraction.

TABLE 4-1 (continued)
RECOMMENDED SAMPLE CONTAINERS, PRESERVATION TECHNIQUES, AND HOLDING TIMES^a

POLYCHLORINATED BIPHENYLS, POLYCHLORINATED DIBENZO- <i>p</i> -DIOXINS, AND POLYCHLORINATED DIBENZOFURANS			
Sample Matrix	Container ¹	Preservative ²	Holding Time ³
Concentrated waste samples	125-mL wide-mouth glass with PTFE-lined lid	None	None
Aqueous samples with no residual chlorine present	4 x 1-L amber glass container with PTFE-lined lid, or other size, as appropriate, to allow use of entire sample for analysis.	Cool to 0 - 6 °C.	None
Aqueous samples WITH residual chlorine present	4 x 1-L amber glass container with PTFE-lined lid, or other size, as appropriate, to allow use of entire sample for analysis.	Add 3 mL 10% sodium thiosulfate solution per gallon (or 0.008%). Addition of sodium thiosulfate solution to sample container may be performed in the laboratory prior to field use. Cool to 0 - 6 °C	None
Solid samples (e.g., soils, sediments, sludges, ash)	250-mL wide-mouth glass container with PTFE-lined lid.	Cool to 0 - 6 °C.	None

^a The information presented in this table does not represent EPA requirements, but rather it is intended solely as guidance. Selection of containers, preservation techniques and applicable holding times should be based on the stated project-specific DQOs.

^b See References 1-10 for the preservation and holding times studies for volatile organics. It is the intention of the Agency that separate unpreserved vials be collected when 2-chloroethylvinyl ether is an analyte of interest.

¹ PTFE lined caps are acceptable for all recommended container types. Additional replicate sample containers should also be collected to perform all necessary laboratory QC (e.g., duplicate, matrix spike / matrix spike duplicate QC samples).

² The exact sample, extract, and standard storage temperature should be based on project-specific requirements and/or manufacturer's recommendations for commercially available standards. Furthermore, alternative storage temperatures may be appropriate based on demonstrated analyte stability in a given matrix, provided the stated DQOs for a project-specific application are still attainable.

³ A longer holding time may be appropriate if it can be demonstrated that the reported analyte concentrations are not adversely affected from preservation, storage and analyses performed outside the recommended holding times.

4.2 SAMPLE PREPARATION METHODS

Prior to employing the methods in this chapter, analysts are advised to consult the disclaimer statement at the front of this manual and the information in Chapter Two for guidance on the allowed flexibility in the choice of apparatus, reagents, and supplies. In addition, unless specified in a regulation, the use of SW-846 methods is not mandatory in response to Federal testing requirements. The information contained in each procedure is provided by EPA as guidance to be used by the analyst and the regulated community in making judgments necessary to meet the DQOs or needs for the intended use of the data.

4.2.1 Extractions and preparations

The following methods are included in this section:

Method 3500C:	Organic Extraction and Sample Preparation
Method 3510C:	Separatory Funnel Liquid-Liquid Extraction
Method 3511:	Organic Compounds in Water by Microextraction
Method 3520C:	Continuous Liquid-Liquid Extraction
Method 3535A:	Solid-Phase Extraction (SPE)
Method 3540C:	Soxhlet Extraction
Method 3541:	Automated Soxhlet Extraction
Method 3542:	Extraction of Semivolatile Analytes Collected Using Method 0010 (Modified Method 5 Sampling Train)
Method 3545A:	Pressurized Fluid Extraction (PFE)
Method 3546:	Microwave Extraction
Method 3550C:	Ultrasonic Extraction
Method 3560:	Supercritical Fluid Extraction of Total Recoverable Petroleum Hydrocarbons
Method 3561:	Supercritical Fluid Extraction of Polynuclear Aromatic Hydrocarbons
Method 3562:	Supercritical Fluid Extraction of Polychlorinated Biphenyls (PCBs) and Organochlorine Pesticides
Method 3570:	Microscale Solvent Extraction (MSE)
Method 3571:	Extraction of Solid and Aqueous Samples for Chemical Agents
Method 3572:	Extraction of Wipe Samples for Chemical Agents
Method 3580A:	Waste Dilution
Method 3585:	Waste Dilution for Volatile Organics
Method 5000:	Sample Preparation for Volatile Organic Compounds
Method 5021A:	Volatile Organic Compounds in Soils and Other Solid Matrices Using Equilibrium Headspace Analysis
Method 5030B:	Purge-and-Trap for Aqueous Samples
Method 5031:	Volatile, Non-purgeable, Water-Soluble Compounds by Azeotropic Distillation
Method 5032:	Volatile Organic Compounds by Vacuum Distillation
Method 5035:	Closed-System Purge-and-Trap and Extraction for Volatile Organics in Soil and Waste Samples
Method 5041A:	Analysis for Desorption of Sorbent Cartridges from Volatile Organic Sampling Train (VOST)

4.2.2 Cleanup

The following methods are included in this section:

Method 3600C:	Cleanup
Method 3610B:	Alumina Cleanup
Method 3611B:	Alumina Column Cleanup and Separation of Petroleum Wastes
Method 3620C:	Florisil Cleanup
Method 3630C:	Silica Gel Cleanup
Method 3640A:	Gel-Permeation Cleanup
Method 3650B:	Acid-Base Partition Cleanup
Method 3660B:	Sulfur Cleanup
Method 3665A:	Sulfuric Acid/Permanganate Cleanup

4.3 DETERMINATION OF ORGANIC ANALYTES

Prior to employing the methods in this chapter, analysts are advised to consult the disclaimer statement at the front of this manual and the information in Chapter Two for guidance on the allowed flexibility in the choice of apparatus, reagents, and supplies. In addition, unless specified in a regulation, the use of SW-846 methods is not mandatory in response to Federal testing requirements. The information contained in each procedure is provided by EPA as guidance to be used by the analyst and the regulated community in making judgments necessary to meet the DQOs or needs for the intended use of the data.

4.3.1 Gas chromatographic methods

The following methods are included in this section:

Method 8000D:	Determinative Chromatographic Separations
Method 8011:	1,2-Dibromoethane and 1,2-Dibromo-3-chloropropane by Microextraction and Gas Chromatography
Method 8015C:	Non-halogenated Organics by Gas Chromatography
Method 8021B:	Aromatic and Halogenated Volatiles by Gas Chromatography Using Photoionization and/or Electrolytic Conductivity Detectors
Method 8031:	Acrylonitrile by Gas Chromatography
Method 8032A:	Acrylamide by Gas Chromatography
Method 8033:	Acetonitrile by Gas Chromatography with Nitrogen-Phosphorus Detection
Method 8041A:	Phenols by Gas Chromatography
Method 8061A:	Phthalate Esters by Gas Chromatography with Electron Capture Detection (GC/ECD)
Method 8070A:	Nitrosamines by Gas Chromatography
Method 8081B:	Organochlorine Pesticides by Gas Chromatography
Method 8082A:	Polychlorinated Biphenyls (PCBs) by Gas Chromatography

Method 8085:	Compound-independent Elemental Quantitation of Pesticides by Gas Chromatography with Atomic Emission Detection (GC/AED)
Method 8091:	Nitroaromatics and Cyclic Ketones by Gas Chromatography
Method 8095:	Explosives by Gas Chromatography
Method 8100:	Polynuclear Aromatic Hydrocarbons
Method 8111:	Haloethers by Gas Chromatography
Method 8121:	Chlorinated Hydrocarbons by Gas Chromatography: Capillary Column Technique
Method 8131:	Aniline and Selected Derivatives by Gas Chromatography
Method 8141B:	Organophosphorus Compounds by Gas Chromatography
Method 8151A:	Chlorinated Herbicides by GC Using Methylation or Pentafluorobenzoylation Derivatization

4.3.2 Gas chromatographic/mass spectrometric methods

Prior to employing the methods in this chapter, analysts are advised to consult the disclaimer statement at the front of this manual and the information in Chapter Two for guidance on the allowed flexibility in the choice of apparatus, reagents, and supplies. In addition, unless specified in a regulation, the use of SW-846 methods is not mandatory in response to Federal testing requirements. The information contained in each procedure is provided by EPA as guidance to be used by the analyst and the regulated community in making judgments necessary to meet the DQOs or needs for the intended use of the data.

The following methods are included in this section:

Method 8260B:	Volatile Organic Compounds by Gas Chromatography/Mass Spectrometry (GC/MS)
Method 8261:	Volatile Organic Compounds by Vacuum Distillation in Combination with Gas Chromatography/Mass Spectrometry (VD/GC/MS)
Method 8270D:	Semivolatile Organic Compounds by Gas Chromatography/Mass Spectrometry (GC/MS)
Method 8275A:	Semivolatile Organic Compounds (PAHs and PCBs) in Soils/Sludges and Solid Wastes Using Thermal Extraction/Gas Chromatography/Mass Spectrometry (TE/GC/MS)
Method 8276:	Toxaphene and Toxaphene Congeners by Gas Chromatography/Negative Ion Chemical Ionization Mass Spectrometry (GC-NICI/MS)
Method 8280B:	Polychlorinated Dibenzo- <i>p</i> -Dioxins (PCDDs) and Polychlorinated Dibenzofurans (PCDFs) by High-Resolution Gas Chromatography/Low Resolution Mass Spectrometry (HRGC/LRMS)
Method 8290A:	Polychlorinated Dibenzo- <i>p</i> -dioxins (PCDDs) and Polychlorinated Dibenzofurans (PCDFs) by High-Resolution Gas Chromatography/High-Resolution Mass Spectrometry (HRGC/HRMS)
Appendix A: Procedures for the Collection, Handling,	

Analysis and Reporting of Wipe Tests Performed within the Laboratory

4.3.3 High performance liquid chromatographic methods

Prior to employing the methods in this chapter, analysts are advised to consult the disclaimer statement at the front of this manual and the information in Chapter Two for guidance on the allowed flexibility in the choice of apparatus, reagents, and supplies. In addition, unless specified in a regulation, the use of SW-846 methods is not mandatory in response to Federal testing requirements. The information contained in each procedure is provided by EPA as guidance to be used by the analyst and the regulated community in making judgments necessary to meet the DQOs or needs for the intended use of the data.

The following methods are included in this section:

Method 8310:	Polynuclear Aromatic Hydrocarbons
Method 8315A:	Determination of Carbonyl Compounds by High Performance Liquid Chromatography (HPLC)
Appendix A:	Re-crystallization of 2,4-Dinitrophenylhydrazine (DNPH)
Method 8316:	Acrylamide, Acrylonitrile and Acrolein by High Performance Liquid Chromatography (HPLC)
Method 8318A:	N-Methylcarbamates by High Performance Liquid Chromatography (HPLC)
Method 8321B:	Solvent-Extractable Nonvolatile Compounds by High-Performance Liquid Chromatography/Thermospray/Mass Spectrometry (HPLC/TS/MS) or Ultraviolet (UV) Detection
Method 8325:	Solvent Extractable Nonvolatile Compounds by High Performance Liquid Chromatography/Particle Beam/Mass Spectrometry (HPLC/PB/MS)
Method 8330A:	Nitroaromatics and Nitramines by High Performance Liquid Chromatography (HPLC)
Method 8331:	Tetrazene by Reverse Phase High Performance Liquid Chromatography (HPLC)
Method 8332:	Nitroglycerine by High Performance Liquid Chromatography

4.3.4 Infrared methods

Prior to employing the methods in this chapter, analysts are advised to consult the disclaimer statement at the front of this manual and the information in Chapter Two for guidance on the allowed flexibility in the choice of apparatus, reagents, and supplies. In addition, unless specified in a regulation, the use of SW-846 methods is not mandatory in response to Federal testing requirements. The information contained in each procedure is provided by EPA as guidance to be used by the analyst and the regulated community in making judgments necessary to meet the DQOs or needs for the intended use of the data.

The following methods are included in this section:

Method 8410:	Gas Chromatography/Fourier Transform Infrared (GC/FT-IR) Spectrometry for Semivolatile Organics: Capillary Column
Method 8430:	Analysis of Bis(2-chloroethyl) Ether and Hydrolysis Products by Direct Aqueous Injection GC/FT-IR
Method 8440:	Total Recoverable Petroleum Hydrocarbons by Infrared Spectrophotometry

4.3.5 Miscellaneous spectrometric methods

Prior to employing the methods in this chapter, analysts are advised to consult the disclaimer statement at the front of this manual and the information in Chapter Two for guidance on the allowed flexibility in the choice of apparatus, reagents, and supplies. In addition, unless specified in a regulation, the use of SW-846 methods is not mandatory in response to Federal testing requirements. The information contained in each procedure is provided by EPA as guidance to be used by the analyst and the regulated community in making judgments necessary to meet the DQOs or needs for the intended use of the data.

The following method is included in this section:

Method 8520:	Continuous Measurement of Formaldehyde in Ambient Air
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4.4 IMMUNOASSAY METHODS

Prior to employing the methods in this chapter, analysts are advised to consult the disclaimer statement at the front of this manual and the information in Chapter Two for guidance on the allowed flexibility in the choice of apparatus, reagents, and supplies. In addition, unless specified in a regulation, the use of SW-846 methods is not mandatory in response to Federal testing requirements. The information contained in each procedure is provided by EPA as guidance to be used by the analyst and the regulated community in making judgments necessary to meet the DQOs or needs for the intended use of the data.

The following methods are included in this section:

Method 4000:	Immunoassay
Method 4010A:	Screening for Pentachlorophenol by Immunoassay
Method 4015:	Screening for 2,4-Dichlorophenoxyacetic Acid by Immunoassay
Method 4020:	Screening for Polychlorinated Biphenyls by Immunoassay
Method 4025:	Screening for Polychlorinated Dibenzodioxins and Polychlorinated Dibenzofurans (PCDD/Fs) by Immunoassay
Method 4030:	Soil Screening for Petroleum Hydrocarbons by Immunoassay
Method 4035:	Soil Screening for Polynuclear Aromatic Hydrocarbons by Immunoassay
Method 4040:	Soil Screening for Toxaphene by Immunoassay
Method 4041:	Soil Screening for Chlordane by Immunoassay
Method 4042:	Soil Screening for DDT by Immunoassay
Method 4050:	TNT Explosives in Soil by Immunoassay
Method 4051:	Hexahydro-1,3,5-trinitro-1,3,5-triazine (RDX) in Soil by

	Immunoassay
Method 4425:	Screening Extracts of Environmental Samples for Planar Organic Compounds (PAHs, PCBs, PCDDs/PCDFs) by a Reporter Gene on a Human Cell Line
Method 4430:	Screening For Polychlorinated Dibenzo-p-Dioxins And Furans (PCDD/Fs) By Aryl Hydrocarbon-Receptor PCR Assay
Method 4435:	Method For Toxic Equivalents (TEQS) Determinations For Dioxin-Like Chemical Activity with the CALUX® Bioassay
Method 4670:	Triazine Herbicides as Atrazine in Water by Quantitative Immunoassay

4.5 MISCELLANEOUS SCREENING METHODS

Prior to employing the methods in this chapter, analysts are advised to consult the disclaimer statement at the front of this manual and the information in Chapter Two for guidance on the allowed flexibility in the choice of apparatus, reagents, and supplies. In addition, unless specified in a regulation, the use of SW-846 methods is not mandatory in response to Federal testing requirements. The information contained in each procedure is provided by EPA as guidance to be used by the analyst and the regulated community in making judgments necessary to meet the DQOs or needs for the intended use of the data.

The following methods are included in this section:

Method 3815:	Screening Solid Samples for Volatile Organics
Method 3820:	Hexadecane Extraction and Screening of Purgeable Organics
Method 8510:	Colorimetric Screening Procedure for RDX and HMX in Soil
Method 8515:	Colorimetric Screening Method for Trinitrotoluene (TNT) in Soil
Method 8535:	Screening Procedure for Total Volatile Organic Halides in Water
Method 8540:	Pentachlorophenol by UV-Induced Colorimetry
Method 9074:	Turbidimetric Screening Method for Total Recoverable Petroleum Hydrocarbons in Soil
Method 9078:	Screening Test Method for Polychlorinated Biphenyls in Soil
Method 9079:	Screening Test Method for Polychlorinated Biphenyls in Transformer Oil

4.6 REFERENCES

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Appendix A:
Summary of Updates/Changes in Chapter 4

1. The document format was updated to Microsoft Word .docx format.
2. The revision number was changed to five and the date published to July 2014.
3. Various editorial corrections were made throughout Section 4.1 to 4.5 to improve clarity.
4. Table 4-1 was reformatted and updated by removing the recommendation to collect a second set of samples without adding an acid preservative and analyze in a shorter time frame if vinyl chloride and styrene are analytes of concern for aqueous samples.
5. Methods 3511 and 3572 were added to Section 4.2.1. Various Method version letters were updated to the current version.
6. Methods 4025, 4430 and 4435 were added to Section 4.4
7. A references section was added as Section 4.6.



Vendor/Payee Form

Agency: OMES Vendor Management requires the following information for all new non-registered vendors (payees) before payments may be processed. Information is used to establish the payee in the State's PeopleSoft vendor file for payment and procurement activities.

DO NOT use this form for:

- **Garnishment Payees:** Use [OMES Form GarnVendor](#)
- **State Employees:** Use [OMES FORM Employee Vendor Request](#)
- **Vendors pending contract award** to a solicitation released by the division of Central Purchasing or another Oklahoma state agency MUST first register online with the state unless exempt per statute. For additional information, please refer to [Central Purchasing Vendor Registration](#).

AGENCY SECTION (To be completed by state agency representative):

State agency should email completed and signed form to vendor.form@omes.ok.gov or fax to 405-522-3663.

VENDOR/PAYEE SECTION (To be completed by vendor/payee)

Please print legibly or type this information. Form must be completed and signed by authorized individual. Email or fax to requesting state agency.

Agency Name		Contact Name	
Phone #	Fax #	Email	
Agency Request To – Please select all applicable request types			
<input type="checkbox"/> Add New Vendor	<input type="checkbox"/> Update Existing Vendor	PeopleSoft 10-digit Vendor ID _____	
<input type="checkbox"/> Add New Address	<input type="checkbox"/> Change Address/Location	PeopleSoft Address # _____	PeopleSoft Location # _____
<input type="checkbox"/> Change Vendor Tax ID	<input type="checkbox"/> Change Vendor Name	<input type="checkbox"/> Add Alternate Payee Name	PeopleSoft Location # _____
<input type="checkbox"/> Other	Explain _____		
Vendor 1099 Reportable Status	Attention Paying Agency: Please check the Add box on the left if payments to this vendor/payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the Remove box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor:		
<input type="checkbox"/> Add:	<input type="checkbox"/> 1 - Rents	<input type="checkbox"/> 2 - Royalties	<input type="checkbox"/> 3 - Other Income
<input type="checkbox"/> Remove:	<input type="checkbox"/> 6 - Medical & Health Care	<input type="checkbox"/> 7 - Non-Employee Compensation	<input type="checkbox"/> 10 - Crop Insurance Proceeds
	<input type="checkbox"/> 14 - Gross Proceeds to an Attorney		

VENDOR/PAYEE SECTION (To be completed by vendor/payee)

Please print legibly or type this information. Form must be completed and signed by authorized individual. Email or fax to requesting state agency.

Payee Information: Please provide the requested information for the payee receiving funds from the Oklahoma state agency. All information should match U.S. Internal Revenue Service filing records for the business, individual or government entity receiving payment.			
Name		Contact Name	
Payee Legal Name for Business, Individual or Government Entity as filed with IRS		Contact Title	
DBA Name		Phone #	
Doing Business As "DBA", or Disregarded Entity Name if different than Legal Name		Fax #	
Tax Identification Number (TIN) and Type:		<input type="checkbox"/> Federal Employer ID (FEIN) <input type="checkbox"/> Social Security Number (SSN)	
Business Address -- Please provide primary business address as filed with the U.S. Internal Revenue Service			
Address		City	
State	Zip+4	Remittance Email	
Optional Addresses – Please select address type as applicable			
Type:	<input type="checkbox"/> Remitting	<input type="checkbox"/> Ordering	<input type="checkbox"/> Pricing
	<input type="checkbox"/> Returning	<input type="checkbox"/> Mailing	<input type="checkbox"/> Other:
Address		City	
State	Zip+4	Remittance Email	
Financial Registration: Please provide contact information for the Authorized Individual who can provide financial information used for ACH Electronic Funds Transfer payment processes. An email will be sent providing instructions for accessing the State of Oklahoma online registration system.			
Name		Title	Email

The information below is requested under U.S. Tax Laws. Failure to provide this information may prevent you from being able to do business with the state, or may result in the state having to deduct backup withholding amounts from future payments.

U.S. Taxpayer Identification Number (TIN)

Federal Employer Identification Number (FEIN) _____ If none, but applied for, date applied _____

U.S. Social Security Number (SSN) _____ If none, but applied for, date applied _____

Entity Filing Classification:

☐ Domestic (U.S.) Sole Proprietor or Individual ☐ Domestic (U.S.) Partnership ☐ Domestic (U.S.) Corporation Type: _____

☐ Limited Liability Company Type: _____

LLC Disregarded Entity: ☐ YES ☐ NO **Must be verified by LLC's tax division. If applicable, parent name/tax id is required.**

☐ Domestic (U.S.) Other Explain: _____

☐ Foreign (Non-U.S.) Sole Proprietor or Individual* ☐ Foreign (Non-U.S.) Partnership* ☐ Foreign (Non-U.S.) Type: _____

☐ Foreign (Non-U.S.) Other* Explain: _____

FOREIGN VENDOR INSTRUCTIONS: * ADDITIONAL DOCUMENTATION IS REQUIRED.

Please submit the proper U.S. Internal Revenue Service (IRS) Form W-8, Certificate of Foreign Status. Select form below matching the payee's entity or individual description. Please refer to IRS for additional instructions (<http://www.irs.gov/pub/irs-pdf/iw8.pdf>).

- **Form W-8BEN:** Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals). <http://www.irs.gov/pub/irs-pdf/iw8ben.pdf>
- **Form W-8BEN-E:** Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities). <http://www.irs.gov/pub/irs-pdf/iw8bene.pdf>
- **Form W-8ECI:** Certificate of Foreign Person's Claim That Income is Effectively Connected With the Conduct of a Trade or Business in the United States. <http://www.irs.gov/pub/irs-pdf/iw8eci.pdf>
- **Form W-8EXP:** Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/iw8exp.pdf>
- **Form W-8IMY:** Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/iw8imy.pdf>

This may exempt you from backup withholding. Form W-8 does not exempt you from the 30% (or lower percentage by treaty) non-resident withholding taxes. To claim this exemption, you must file IRS Form 8233 with us. For more information, refer to IRS Publication 519.

SIGNATURE - AND SUBSTITUTE IRS FORM W-9 CERTIFICATION

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signature of Vendor Representative or Individual Payee

Date

Title of individual signing form for company

Vendor/Payee (Must be the same as Payee Name from page 1)

Account Codes for 1099 Reporting - By Category (TO BE COMPLETED BY AGENCY REPRESENTATIVE)

<input type="checkbox"/> 1 - RENTS 532110 Rent of Office Space 532120 Rent of Land 532130 Rent of Other Building Space 532140 Rent of Equipment and Machinery 532150 Rent of Telecommunications Equip 532160 Rent of Electronic Data Processing Equipment 532170 Rent of Electronic Data Processing Software 532190 Other Rents	<input type="checkbox"/> 1- RENTS (continued) 532141 Rent of Motor Vehicles 532142 Lease of Motor Vehicles <input type="checkbox"/> 2 – ROYALTIES 553170 Royalties	<input type="checkbox"/> 3 – OTHER INCOME 552120 Incentive Awards – Monetary & Material 552160 Incentive Payments – Oklahoma Horse Breeders & Owners 552170 Incentive Payments – Oklahoma Film Enhancement Rebate 553165 Current/Former Employee Reportable Court Ordered or Legal Settlements 553220 Other IRS Reportable Income		
<input type="checkbox"/> 6 - MEDICAL & HEALTH CARE PAYMENTS <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> 515530 Veterinary Services 515700 Offices of Physicians (except Mental Health Specialists) 515710 Offices of Physicians, Mental Health Specialists 515720 Offices of Dentists 515730 Offices of Chiropractors 515740 Offices of Optometrists 515750 Offices of Mental Health Practitioners (except Physicians) 515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists 515770 Offices of Podiatrists 515780 Offices of all other Miscellaneous Health Practitioners 515790 Family Planning Centers 515800 Outpatient Mental Health & Substance Abuse Centers 515810 Other Outpatient Care Centers 515820 Medical and Diagnostic Laboratories </td> <td style="width: 50%; vertical-align: top;"> 515830 Home Health Care Services 515840 Ambulance Services 515850 All other Ambulatory Health Care Services 515860 General Medical & Surgical Hospitals 515870 Psychiatric & Substance Abuse Hospitals 515880 Specialty Hospitals (except Psychiatric & Substance Abuse) 515890 Nursing Care Facilities 515900 Residential Services for People with Developmental Disabilities 515910 Residential Mental Health & Substance Abuse Facilities 515920 Community Care Facilities for the Elderly 515930 Other Residential Care Facilities 537210 Laboratory Services & Supplies 551230 Medical Services to Indigents (from agencies other than DHS) 551240 Hospital Services to Indigents (from agencies other than DHS) 551250 Other Health Services to Indigents (from agencies other than DHS) </td> </tr> </table>			515530 Veterinary Services 515700 Offices of Physicians (except Mental Health Specialists) 515710 Offices of Physicians, Mental Health Specialists 515720 Offices of Dentists 515730 Offices of Chiropractors 515740 Offices of Optometrists 515750 Offices of Mental Health Practitioners (except Physicians) 515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists 515770 Offices of Podiatrists 515780 Offices of all other Miscellaneous Health Practitioners 515790 Family Planning Centers 515800 Outpatient Mental Health & Substance Abuse Centers 515810 Other Outpatient Care Centers 515820 Medical and Diagnostic Laboratories	515830 Home Health Care Services 515840 Ambulance Services 515850 All other Ambulatory Health Care Services 515860 General Medical & Surgical Hospitals 515870 Psychiatric & Substance Abuse Hospitals 515880 Specialty Hospitals (except Psychiatric & Substance Abuse) 515890 Nursing Care Facilities 515900 Residential Services for People with Developmental Disabilities 515910 Residential Mental Health & Substance Abuse Facilities 515920 Community Care Facilities for the Elderly 515930 Other Residential Care Facilities 537210 Laboratory Services & Supplies 551230 Medical Services to Indigents (from agencies other than DHS) 551240 Hospital Services to Indigents (from agencies other than DHS) 551250 Other Health Services to Indigents (from agencies other than DHS)
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<input type="checkbox"/> 7 - NON-EMPLOYEE COMPENSATION <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> 515010 Office of Lawyers 515020 Offices of Notaries 515030 Other Legal Services 515060 Accounting, Tax Preparation, Bookkeeping & Payroll Services 515210 Payments for Contract Mentor Services 515220 Architectural Services 515230 Landscape Architectural Services 515240 Engineering Services 515250 Drafting Services 515260 Building Inspection Services 515270 Geophysical Surveying & Mapping Services 515280 Surveying and Mapping (except geophysical) Services 515290 Testing Laboratories 515300 Interior Design Services 515310 Industrial Design Services 515320 Graphic Design Services 515330 Other Specialized Design Services 515350 Custom Computer Programming Services 515360 Computer Systems Design Services 515370 Computer Facilities Management Services 515380 Other Computer Related Services 515400 Administrative Management & General Management 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<input type="checkbox"/> 14 - GROSS PROCEEDS TO AN ATTORNEY 553180 Settlements – Paid To/Thru Attorney				