General Excavation Report Worksheet
Guidance Document 3-02

Complete the worksheet below to document excavation and treatment of petroleum contaminated soil removed prior to a Site Investigation and/or during tank removals and/or upgrades. If soil is excavated as an MPCA-approved corrective action after a Site Investigation is conducted, complete Guidance Document 3-02a Corrective Action Excavation Report Worksheet. Conduct excavations in accordance with Guidance Document 3-01 Excavation of Petroleum Contaminated Soil. Please type or print clearly. Do not revise or delete text or questions from this report form.

The excavation worksheet 3-02 deadline is 10 months from the date of receipt of the MPCA “Petroleum Storage Tank Release Investigation and Corrective Action” letter. MPCA staff may establish a shorter deadline for high priority sites.

PART I: BACKGROUND

A. Site: B. Tank Owner/Operator:

MPCA Site ID#: LEAK000

Mailing Address:

Street: City, Zip:
County: Telephone:

C. Excavating Contractor: D. Consultant:

Contact: City, Zip:
Telephone: Telephone:

Tank Contractor Certification Number:

E. Others on-site during site work (e.g., fire marshal, local officials, MPCA staff, etc.):

F. Site Location Information: Attach Guidance Document 1-03a Spatial Data Reporting Form if it has not already been submitted or will not be submitted as part of Guidance Document 4-06 Investigation Report Form.

Note: If person other than tank owner and/or operator is conducting the cleanup, provide name, address, and relationship to site on a separate attached sheet.
PART II: DATES
A. Date release reported to MPCA:

B. Dates site work performed (tanks removed, piping removed, soil excavation, soil borings, etc.):

<table>
<thead>
<tr>
<th>Work Performed</th>
<th>Date</th>
</tr>
</thead>
</table>

PART III: SITE AND RELEASE INFORMATION
A. Describe the land use and pertinent geographic features within 1,000 feet of the site. (i.e. residential property, industrial, wetlands, etc.)

B. Provide the following information for all tanks removed and any remaining at the site:

Table 1.

<table>
<thead>
<tr>
<th>Tank #</th>
<th>Tank ** Material</th>
<th>UST or AST</th>
<th>Capacity (gallons)</th>
<th>Contents (product type)</th>
<th>Year installed</th>
<th>Tank Status*</th>
<th>Condition of Tank</th>
</tr>
</thead>
</table>

*Indicate: removed (date), abandoned in place (date), or currently used, upgraded tank, installation of new tank. ** F for fiberglass or S for Steel

Notes:

Piping Material (check all that apply): [ ] Steel, [ ] Fiberglass, [ ] Flexible Plastic, [ ] Copper, [ ] Other

C. Describe the location and status of the other components of the tank system(s) (i.e., transfer locations, valves, piping and dispensers) for those tanks listed above.

D. Identify the source(s) of the release or contamination encountered. Only check those options that were verified, if source is unknown check Other and describe:

[ ] Piping, [ ] Tank, [ ] Dispenser, [ ] Pump/Turbine, [ ] Delivery Problem, [ ] Other
E. Identify the cause of the release (tank and/or piping).
   Check all that apply: ☐ Corrosion, ☐ Install Problem, ☐ Spill, ☐ Unknown,
   ☐ Mechanical or Physical Damage, ☐ Other

F. Identify the method the release was detected.
   Check all that apply: ☐ Removal, ☐ Line Leak Detection, ☐ Tank Leak Detection,
   ☐ Visual/Olfactory, ☐ Site Assessment, ☐ Other

G. Identify any surface soil contamination.

H. What was the volume of the release? (if known):        gallons

I. Historic contamination present (unknown origin?): ☐ Yes, ☐ No

J. When did the release occur? (if known):

K. Describe source of on-site drinking water.

L. Has the site ever, at any point had an E-85 tank? ☐ Yes, ☐ No

PART IV: EXCAVATION INFORMATION

A. Dimensions of excavation(s): Length       Width       Depth

B. Original tank backfill material (sand, gravel, etc.), if applicable:

C. Native soil type (clay, sand, etc.):  

D. Quantity of contaminated soil removed for treatment (cubic yards):
   (Indicate on the site map where the petroleum contaminated soil was excavated)
   How many cubic yards of the removed soil was petroleum saturated?
   (Indicate on the site map where the petroleum saturated soil was excavated)

   [Note: If the volume removed is more than allowed in Guidance Document 3-01 *Excavation of Petroleum Contaminated Soil*, please document MPCA staff approval.]

E. Were new tanks and/or piping and dispensers installed?  (yes/no)  If yes, what volume of
   contaminated soil was excavated to accommodate the installation of the new tanks and piping?

F. If contaminated soil was removed to accommodate the installation of new tanks and/or piping, show
   your calculations for the amount of soil removal allowed using Table 3 in Guidance Document 3-01 *
   Excavation of Petroleum Contaminated Soil*.

G. Was ground water encountered or a suspected perched water layer or was there evidence of a
   seasonally high ground water table (i.e. mottling)?  (yes/no)  At what depth?
H. If ground water was not encountered during the excavation, what is the expected depth of ground water?

I. Additional investigation to determine the need for a Limited Site Investigation is necessary at sites with sandy or silty sandy soil, a water table within 25 feet of the ground surface, and visual or other evidence of soil remaining contamination. See Table 2 in Guidance Document 3-01 *Excavation of Petroleum Contaminated Soil*. If a soil boring is necessary, describe the soil screening and analytical results. Attach the boring logs and laboratory results to this report.

J. If no soil boring was performed, explain.

K. If ground water was encountered or if a soil boring was conducted, was there evidence of ground water contamination? (yes/no) Describe this evidence of contamination, e.g., free product (specify thickness), product sheen, ground water in contact with petroleum contaminated soil, water analytical results, etc. **Note:** If you observe free product, contact MPCA staff immediately, as outlined in Guidance Document 2-02 *Free Product: Evaluation and Recovery*.

L. Was bedrock encountered in the excavation? (☐yes/ ☐no) At what depth?

M. Were other unique conditions associated with this site? (☐yes/ ☐no) If so, explain.
**PART V: SAMPLING INFORMATION**

A. Briefly describe the field screening methods used to distinguish contaminated from uncontaminated soil:

B. List soil vapor headspace analysis results collected during excavation of tanks, lines and dispensers, valves, and transfer locations. (i.e., soils left in place when excavation is complete). Code the samples with sampling depths in parentheses as follows: sidewall samples S-1 (8 feet), S-2 (4 feet), etc.; bottom samples B-1 (13 feet), B-2 (14 feet), removed soil R-1 (4 feet), R-1 (8 feet), etc.; stockpile samples SP-1, etc; line samples L-1, L2, etc.; transfer locations T-1 (4 feet), T-1 (8 feet), etc.; dispensers D-1 (4 feet), etc. **Be sure the sample codes correspond with the site map in part VI, below.**

<table>
<thead>
<tr>
<th>Sample Code</th>
<th>Soil Type</th>
<th>Reading ppm</th>
<th>Sample Code</th>
<th>Soil Type</th>
<th>Reading ppm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
C. Was the “removed soil” placed back into the excavation basin? (□ yes/ □ no)
   If no, please complete Part VIII: Soil Treatment Information section. If yes, a Limited Site Investigation is necessary (see Guidance Document 4-01 Soil and Ground Water Assessments Performed during Site Investigations).

D. Briefly describe the soil analytical sampling and handling procedures used:

E. List below all soil sample analytical results from bottom and side wall samples collected after excavation of tanks, lines and dispensers, valves, and transfer locations (i.e., soils left in place when excavation is complete). Code the samples with sampling depths in parentheses as follows: sidewall samples S-1 (8 feet), S-2 (4 feet), etc.; bottom samples B-1 (13 feet), B-2 (14 feet), removed soil R-1 (4 feet), R-1 (8 feet), etc.; stockpile samples SP-1, etc.; line samples L-1, L2, etc.; transfer locations T-1 (4 feet), T-1 (8 feet), etc.; dispensers D-1 (4 feet), etc.; Be sure the sample codes correspond to the site map required in part VI.

<table>
<thead>
<tr>
<th>Sample Code</th>
<th>GRO/ DRO</th>
<th>Benzene mg/kg</th>
<th>Ethyl-benzene mg/kg</th>
<th>Toluene Mg/kg</th>
<th>Xylene mg/kg</th>
<th>MTBE mg/kg</th>
<th>Lead mg/kg</th>
</tr>
</thead>
</table>

Note: Attach copies of laboratory reports and chain of custody forms.

PART VI: FIGURES
Attach the following figures to this report:
   1. Site location map.
   2. Site map(s) drawn to scale illustrating the following:
      a. Location of all present and former tanks, piping, and dispensers;
      b. Location of surface soil contamination
      c. Location of other structures (buildings, canopies, etc.);
      d. Adjacent city, township, or county roadways;
      e. Dimensions of excavation(s), including contour lines (maximum 2-foot contour intervals) to represent the depths of the final excavation(s);
      f. Location of soil screening samples (e.g. R-1), soil analytical samples (e.g., S-1 or B-1), and any soil borings (e.g., SB-1). Also, attach all boring logs.
      g. North arrow, bar scale and map legend.
h. Provide location of any on-site water wells. If on-site water wells exist, please provide well logs and/or construction diagrams.

i. Locations of new tanks, piping and dispensers, if installed.

PART VII: CONCLUSIONS AND RECOMMENDATIONS
Recommendation for site:

☐ site closure
☐ additional investigation

Justify the recommendations for the site. If no further action is necessary, the MPCA staff will review this report following notification of soil treatment.

PART VIII: SOIL TREATMENT INFORMATION
A. Soil treatment method used (thermal, land application, composting, other). If you choose "other" specify treatment method:

B. Location of treatment site/facility:

C. Date MPCA approved soil treatment (if thermal treatment was used, indicate date that the MPCA-permitted thermal treatment facility agreed to accept soil):

D. Identify the location of stockpiled contaminated soil:
PART IX: CONSULTANT (OR OTHER) PREPARING THIS REPORT

By signing this document, I/we acknowledge that we are submitting this document on behalf of and as agents of the responsible person or volunteer for this leak site. I/we acknowledge that if information in this document is inaccurate or incomplete, it will delay the completion of remediation and may harm the environment and may result in reduction of reimbursement awards. In addition, I/we acknowledge on behalf of the responsible person or volunteer for this leak site that if this document is determined to contain a false material statement, representation, or certification, or if it omits material information, the responsible person or volunteer may be found to be in violation of Minn. Stat. § 115.075 (1994) or Minn. 7000.0300 (Duty of Candor), and that the responsible person or volunteer may be liable for civil penalties.

MPCA staff are instructed to reject unsigned excavation reports or if the report form has been altered.

Name and Title:  
Signature:  
Date signed:

Company and mailing address:

Telephone         Fax:

If additional investigation is not necessary, please mail this form and all necessary attachments to the MPCA project manager. If additional investigation is necessary, include this form as an appendix to Guidance Document 4-06 Investigation Report Form. MPCA staff will not review excavation reports indicating a limited site investigation is necessary unless the limited site investigation has been completed.

### Web pages and phone numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>URL/Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPCA staff</td>
<td><a href="http://pca.state.mn.us/pca/staff/index.cfm">http://pca.state.mn.us/pca/staff/index.cfm</a></td>
</tr>
<tr>
<td>MPCA toll free</td>
<td>1-800-657-3864</td>
</tr>
<tr>
<td>MPCA Infor. Request</td>
<td><a href="http://www.pca.state.mn.us/about/inforequest.html">http://www.pca.state.mn.us/about/inforequest.html</a></td>
</tr>
<tr>
<td>MPCA Petroleum Brownfields Program</td>
<td><a href="http://www.pca.state.mn.us/programs/vpic_p.html">http://www.pca.state.mn.us/programs/vpic_p.html</a></td>
</tr>
<tr>
<td>PetroFund Web Page</td>
<td><a href="http://www.state.mn.us/cgi-bin/portal/mn/jsp/content.do?id=-536881377&amp;agency=Commerce">http://www.state.mn.us/cgi-bin/portal/mn/jsp/content.do?id=-536881377&amp;agency=Commerce</a></td>
</tr>
<tr>
<td>PetroFund Phone</td>
<td>651-297-1119, or 1-800-638-0418</td>
</tr>
<tr>
<td>State Duty Officer</td>
<td>651-649-5451 or 1-800-422-0798</td>
</tr>
</tbody>
</table>

Upon request, this document can be made available in other formats, including Braille, large print and audio tape. TTY users call 651/282-5332 or 1-800-657-3864 (voice/TTY).