



# ENVIRONMENTAL CONSULTANT EXPENSES WORKSHEET

NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY

PETROLEUM TANK RELEASE COMPENSATION FUND (PTRCF)

SFN 18731 (4-2025)

Use this form when requesting bid proposals and when submitting your reimbursement request to the North Dakota Department of Environmental Quality.

Date	Work Completed: (Beginning and Ending Dates)	Claim Number	
Tank Owner		Telephone Number	
Street Address	City	State	ZIP Code
Environmental Consultant		Telephone Number	
Street Address	City	State	ZIP Code

DESCRIPTION OF SERVICES				PROPOSAL	ACTUAL EXPENSES
SOIL BORINGS - Number of borings					
Cost per foot of borings					
Depth of each boring					
Cost to close each boring					
MONITORING WELLS - Number of wells					
Cost of each well					
Depth of each well					
WATER TEST - Number and type of test					
Cost of each test					
SOIL TEST - Number and type of test					
Cost of each test					
NATURAL ATTENUATION TEST - Number and type of test					
Cost of each test					
	PICKUP	CAR	RIG		
Travel time					
Number of miles					
Cost per mile					
Mobilization cost					

## LABOR - MOBILIZATION TECHNICAL/PROFESSIONAL

TITLE	NAME	NUMBER OF HRS		HOURLY RATE	PROPOSAL	ACTUAL EXPENSES
		On Site	Off Site			
REPORT COST: (Sampling, Quarterly, Annual, Summary)						
Other Expenses: (Itemize - Example: surveying, on-site equipment, hotel, per diem, etc.)						
<b>TOTAL</b>						

(Please Read Reverse Side)

Include all individual receipts and copies of canceled checks with this worksheet when requesting reimbursement from the Petroleum Tank Release Compensation Fund. If you are including 'other expenses' that were not part of the original proposal, fully explain these expenses below.

**RETURN FORM TO:**

North Dakota Department of Environmental Quality  
4201 Normandy St.  
Bismarck, ND 58503-1324  
Telephone (701) 328-5150  
Fax (701) 328-5200  
Email: [deqptrcf@nd.gov](mailto:deqptrcf@nd.gov)  
<https://deq.nd.gov/Director/PTRCF/>