

# MANAGING THE PROCESS

Since you are ultimately responsible for the cleanup at your site, take the initiative to keep the consultant within the guidelines of your contract and on schedule with the cleanup.

Maintaining open communication between yourself, the consultant and Department staff may be the easiest way for you to control the cost of the cleanup. Your project can get bogged down simply because the consultant does not keep the cleanup progressing. You may wish to ask your consultant to give you a brief monthly status report with their invoices. Under **ATCP 35, Wis. Adm. Code**, you are required to have all of the invoices for your project linked to the bid or estimate amounts when you submit a reimbursement application. You should ask your consultant to link their invoiced costs to the bid amounts so that you can readily identify whether or not a bid or estimate has been exceeded.

Require the consultant to submit all work plans and reports to you in draft form for your review and comment prior to submittal to the Department. If you have questions about these documents, discuss your concerns with the consultant. If you still have questions regarding the proposed activities, call Department staff and request further clarification.

Be sure you understand what the consultant proposes to do at your site and why. For example, you should feel comfortable asking questions about sampling: why are samples being taken at certain locations, what are the results, how many contaminants have been identified, and what are the concentration levels. Becoming familiar with the "language" associated with this program will enable you to clearly communicate with the consultant and Department staff. To make this easier, we developed the Environmental Acronyms and Definitions list for your use.

It is essential that a Department approved remedial plan is implemented to reduce the contaminants identified at your site. If you will be applying for reimbursement from the ACCP fund this will ensure that cleanup activities at your site are eligible for reimbursement.