

Appendix P. Sample Response Reimbursement Letter for Responsible Party

[Your LEPC or Department Letterhead]

[Date]

[LEPC Chair Name]

[LEPC Address]

[Responsible Party]

[Responsible Address]

Re: Invoice for Hazardous Materials Response Date of Incident:

Please consider this letter an invoice for reimbursement in response to the above referenced hazardous materials incident.

The National Contingency Plan (40 CFR Part 300.700, "Activities by Other Persons") makes it clear that

1. Responsible parties shall be liable for all response costs incurred by the United States government or a state or an Indian tribe not inconsistent with the NCP.... and
2. Responsible parties shall be liable for necessary costs of response actions to releases of hazardous substances incurred by any other person consistent with the NCP....

The costs relating to the incident are as follows:

1. Personnel Overtime Costs	\$
2. Medical Monitoring / Treatment	\$
3. Vehicles and Apparatus	\$
4. Disposal Material / Supplies	\$
5. Decontamination / Disposal	\$
6. Miscellaneous / Technical / Lab Costs	\$
Total:	\$

I hereby certify all the costs represented above were incurred as a result of response to this incident, and the response was carried out consistent with the National Contingency Plan and were necessary to help protect public health or the environment.

I certify the personnel costs are for overtime pay and recalled personnel. These costs would not have been incurred had the incident not occurred.

Sincerely,

LEPC or TEPC Chair or
Highest Ranking Elected Official