

## EIP TA REQUEST TEMPLATE

[Date]

Frank Robertson  
Ohio EPA Voluntary Action Program  
P.O. Box 1049  
Columbus, Ohio 43216-1049

District DERR/VAP Coordinator

**[Enter address for district the property is in. See <http://www.epa.state.oh.us/new/directions.html> for district mailing addresses]**

Re: Request for Technical Assistance and Consideration for the Voluntary Action Program (VAP)- Environmental Insurance Program (EIP) for **[name of project]** property located at **[physical address of property]**.

Dear Frank and District DERR/VAP Coordinator:

The purpose of this letter is to inform you of my request for VAP technical assistance to review **[name of project]** for the above mentioned property and request to enter into the Environmental Insurance Program.

The specific document reviews I am requesting under the EIP is/are for **[Phase I Assessment, Limited Phase II Assessment, Phase II Assessment, and/or Remedial Action Plan]** which accompany this request letter. If I need any other VAP technical assistance (e.g. meetings, oversight, etc.) for this project or plan to enter PAYGO or the VAP MOA Track, I will submit a separate technical assistance request at a later date.

I am aware that I will be charged an hourly rate, plus fringe and overhead for the technical assistance. Please have the technical staff member assigned this project contact me at **[telephone no.]** and follow-up with a written estimate on the cost for this assistance. Also, I am requesting Ohio EPA's assistance to obtain a discount rate on an environmental insurance policy pursuant to my EIP request. My understanding is that Ohio EPA will provide a review letter and checklist for my broker that will allow my application to be considered for a 10% premium discount by the participating insurance carriers. If there is further information needed for my this review, please contact \_\_\_\_\_ at \_\_\_\_\_ **[telephone number]**.

Any invoice for technical assistance will be under number **[your company's reference or billing number]** and should be sent to the following address: **[billing contact] [company to be billed] [mailing address] [City, State, Zip]**

Sincerely,

## Attachments

cc: Sydney Poole, EI Coordinator, CO- SABR (Ohio EPA, P.O. Box 1049 Columbus, Ohio 43216-1049)

Nancy Zikmanis, EI Coordinator, DERR-NEDO (2110 East Aurora Road, Twinsburg, Ohio, 44087)