Memorandum

TO: Petroleum Restoration Program
THROUGH: Austin Hofmeister, Program Administrator
FROM: Timothy Foster, Environmental Consultant, Team Four
SUBJECT: Transportation and Disposal of Additional Soil
DATE: September 13, 2017

In addition to the normal process for requesting costs related to the transportation and disposal of additional soil via Request for Change (RFC), it is understood that there are situations when overages may not be discernable until receipt of weight tickets. Therefore, it is the policy of the Petroleum Restoration Program that a request for approval of payment for additional Transportation and Disposal of soil identified via weight tickets is timely and may be authorized via RFC provided that the following criteria is met:

1) The RFC must be received by the site manager within two working days of the date the additional soil (overage) was transported from the site.
2) The volume of soil requested in the RFC does not exceed 20% of the total volume authorized in the Purchase Order.

cc: Ken Busen, Environmental Administrator
     Susan Fields, Environmental Administrator
     Natasha Lampkin, Environmental Administrator
     Matthew Ingham, Environmental Administrator
Memorandum

TO: F. Joseph Ullo, Jr., P.E.
     Director, Division of Waste Management

FROM: Austin Hofmeister
       Program Administrator, Petroleum Restoration Program

SUBJECT: Delegation of Authority

DATE: September 13, 2017

I, Austin Hofmeister, hereby delegate the authority to carry out the duties and responsibilities appropriate to the Petroleum Restoration Program as detailed below:

<table>
<thead>
<tr>
<th>Delegate</th>
<th>Delegation Begin</th>
<th>Delegation End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Fields</td>
<td>9/13/2017</td>
<td>9/13/2017</td>
</tr>
<tr>
<td>Ken Busen</td>
<td>9/14/2017</td>
<td>9/23/2017</td>
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<tr>
<td>Natasha Lampkin</td>
<td>9/24/2017</td>
<td>9/30/2017</td>
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<tr>
<td>Ken Busen</td>
<td>10/01/2017</td>
<td>10/07/2017</td>
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<tr>
<td>Susan Fields</td>
<td>10/08/2017</td>
<td>10/14/2017</td>
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</tbody>
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This delegation is needed while I am executing the duties and responsibilities of Alternate Emergency Coordinating Officer for DEP’s Emergency Support Function 10 (ESF-10) - State Emergency Response Team, at the State Emergency Operations Center.

ALH/JB

Ecc Tim Bahr
Ken Busen
Susan Fields
Natasha Lampkin
Matthew Ingham