



GUIDANCE FOR PREPARING A TARGETED BROWNFIELD ASSESSMENT (TBA) REQUEST LETTER

A typical TBA request letter is a one-page letter, requesting the Arkansas Department of Environmental Quality (ADEQ) to perform an assessment of the environmental conditions on a specific piece of property. The assistance requested may encompass one or both of the following activities:

- a screening (Phase I) assessment, including a background and historical investigation and preliminary site inspection; and/or
- a full (Phase II) site assessment, including sampling activities to identify the types and concentrations of contaminants and the areas of contamination to be cleaned.

Listed below are some important factors to include in your TBA request:

1. a statement requesting ADEQ's assistance in performing a TBA for your organization's project, including the name(s) & location(s) of the properties;
2. specification of the type of TBA assistance you're requesting (Phase I and/or II);
3. a description of benefits of the TBA for your proposed project, your organization, and your community; and
4. contact information for questions we may have.

All requesting parties must list any information or documentation they may have regarding the environmental conditions at the property.

Non-Profit organizations must provide proof of their non-profit status (Form 501C3).

For further assistance, please contact:

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