



ASSESSMENT REQUEST LETTER GUIDANCE

PREPARING ASSESSMENT ASSISTANCE REQUEST LETTER

A typical Targeted Brownfield Assessment request letter is a one-page letter, requesting the Arkansas Department of Energy and Environment, Division of Environmental Quality (DEQ) to perform an assessment of the environmental conditions on a specific piece of property. The assistance requested may encompass one or a combination of the following activities:

- A screening (Phase I) assessment, including a background and historical investigation and preliminary site inspection.
- 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.
- An asbestos and/or lead-based paint survey.

INFORMATION TO PROVIDE

Listed below are some important factors to include in your Assessment Assistance Request Letter:

1. A statement requesting DEQ's assistance in performing an assessment for your organization's project, including the name(s) and location(s) of the properties.
2. Specification of the type of assistance you're requesting (e.g., Phase I and/or II).
3. A description of benefits of the assessment for the proposed project, organization, and community.
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).

PROCESS COMPLETION

Send Assessment Assistance Request Letter, completed application, and other required documents to:

Arkansas Energy & Environment, Division of Environmental Quality,
Office of Land Resources, Brownfield Program
5301 Northshore Drive, North Little Rock, AR 72118

CONTACTS

ARKANSAS BROWNFIELD PROGRAM
t: 501.682.0872
e: Brownfields@adeq.state.ar.us
www.adeq.state.ar.us/hazwaste/bf



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