



February 10, 2015

Mr. Joseph Newsham
Director of Facilities
Black Horse Pike Regional Board of Education
580 Erial Road
Blackwood, NJ 08012

**RE: New Jersey 2014 RTK Survey Update
Proposal 021015-01**

Dear Mr. Newsham:

Thank you for considering **Epic Environmental Services, LLC** for your district's environmental compliance requirements. We are pleased to submit the following proposal for the preparation of **Black Horse Pike Regional Board of Education's** (District) New Jersey 2014 RTK Survey Update.

Scope of Work - Survey Update Preparation

The New Jersey 2014 RTK Survey is an **update** and will **NOT** be a complete survey. Complete RTK surveys are required every five years, and 2013 was a complete survey year. Updates, including NEW products containing hazardous chemicals or major changes in amount (small quantity to large quantity) of existing chemical products, will be reported. The following tasks will be provided to ensure the District's compliance with these requirements.

- Perform physical inventory of each facility (3) using 2013 chemical inventories performed by Epic Environmental as a base, noting new products and major changes to the existing inventories.
- Research & obtain SDSs for all new products identified during the inventory.
- The 2014 RTK Survey Update for each facility will be completed using the New Jersey Department of Health on-line system. Hard copies of the Survey Updates will be submitted to other required recipients via Certified Mail or hand delivery, and two (2) copies of each update will be provided to the District.
- Provide SDSs for all new chemical products identified during the inventory.

Project Cost..... \$ 3,200

*This pricing shall be valid for **45 days** from the date of this proposal; thereafter it would need to be re-evaluated.*

Invoicing

The invoicing for this project will be split. Epic Environmental Services will issue an invoice for 50% of the Project Cost following the completion of the Physical Inventory. Fifty percent (50%) of the Project Cost will be invoiced following the completion & delivery of the Surveys and SDSs to the District.

All work and payments will be completed in accordance with the provisions of Epic's Standard Terms & Conditions. You may indicate your acceptance of this proposal and authorize Epic Environmental Services, LLC to begin work by signing the enclosed authorization form and returning it to me. If possible, please give two to three weeks advance notice for scheduling.

Epic Environmental Services, LLC would be pleased to manage your RTK and HazCom programs, and we are confident that our presence will ensure your district's full compliance with the NJDHSS regulations. Please feel free to call me at 856-205-1077 should you have any questions.

Regards,



James Eberts
President
Epic Environmental Services, LLC



Project Authorization

The **Black Horse Pike Regional Board of Education** accepts:

Epic Proposal Number: **021015-01**

Dated: **February 10, 2015**

and hereby authorizes Epic Environmental Services, LLC to provide the services described therein.

Please fax to 856-205-0413

Authorized Signature _____

Title _____

Date _____