



Minnesota Pollution Control Agency

May 6, 2005

Mr. Brian Borgending
North American State Bank
P.O. Box 189
Belgrade, MN 56312

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| Page # _____ | Staff _____ |
| Category _____ | |

RE: Incomplete Petroleum Tank Release Report Notification
Site: Former K-C Kwik Stop, 230 1st Street, Brooten, Minnesota 56316
Site ID#: 00014698

Dear Mr. Borgending:

The Minnesota Pollution Control Agency (MPCA) has received an annual monitoring report dated March 9, 2005, that was submitted for the above referenced site by Coteau Environmental, your environmental consultant on this project. Based on preliminary review of report content, it appears the report does not contain information necessary for MPCA staff to complete its review of this site. Please note guidance document 1-01, Leaking Petroleum Storage Tank Program General Policy, describes our risk-based policy and program's mission; guidance document 4-01, Soil and Ground Water Investigations Performed During Remedial Investigations, outlines site investigative procedures; and guidance document 4-08, Annual Monitoring Report Form, provides a stream-lined reporting format. The report we received was not the most recent MPCA report format. The report format used was the "Annual Monitoring Report," fact sheet 3.26: February 2001 and the format that should have been used was the "Annual Monitoring Report" guidance document 4-08: January 2005 or at this time, guidance document 4-08: April 2005. Project Managers are instructed to reject all reports not in the most recent format.

Please complete the most recent guidance document format for your annual monitoring report. The MPCA staff request that the work be completed by June 1, 2005. Failure to meet this deadline in a timely manner may result in reductions in Petrofund reimbursement or lead to MPCA enforcement actions. If you have any questions concerning this letter, please contact me at (218) 828-6072.

Sincerely,

Steven J. Palzkill, PG
Project Manager
Brainerd Office
Remediation Division

SJP:vms

cc: Scott Hunke, Coteau Environmental, Alexandria
Minnesota Department of Commerce, Petrofund Staff, St. Paul

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