

**National Rapid Response
Ray Maxon
Authorization
P.O. #110000 Date:**

Responding Company

RE: Generator:

Client Name
Address
City, State, Zip code
Contact name and Phone Number

Site Address and description of release:

Address of the site
What happened and what was report to have spilled

NRRC is an environmental spill management company hired by Murphy USA to fully document and audit the spill event. For this purpose, we request the following:

1. **Communications.**
 - a. Notify Ray Maxon at 682-597-9990 of the time of departure for the site and give an estimated ETA
 - b. Notify Ray Maxon by phone when your crew arrives on scene and give an initial report
 - c. Notify Ray Maxon by phone of any changes on site
 - d. Notify Ray Maxon by phone of the time the crew leaves the site

2. **Service report (typed or hand written) including:**
 - a. description of cleanup performed
 - b. authorities on scene
 - c. type and results of sampling
 - d. photographs of scene activities and spill area (must be included)
 - e. what work, if any, is left to be performed at the site

3. **Partial invoice showing:**
 - a. labor hours (send work logs to verify)
 - b. equipment costs (include copies of receipts from rentals)
 - c. materials costs (include receipts)

4. **Cost estimate for disposal (must be at a state approved facility)**
 - a. show transportation cost per facility
 - b. offer possible disposal alternatives

Deliveries of requested documentation will expedite the payment process. Email invoice/report/pictures and manifest to Ray Maxon at raymaxon@hotmail.com Please call me if you need additional information.

The invoice must be made out to:

NRRC
425 Nathan Street
Burleson, TX 76028
682.597.9990

Signature: _____
Please sign and email back immediately