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Standard Guide for Estimating Monetary Costs and Liabilities for Environmental Matters¹

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1. Scope

1.1 *Purpose*—The purpose of this document is to provide a standard guide for estimating *costs and liabilities* for environmental matters.² Many possible uses for estimates of *costs and liabilities* for environmental matters exist, including but not limited to business decision making, communications and negotiations involving change of property ownership, regulatory requirements, third-party lawsuits, insurance premium calculation and claim settlement, change of property use, revitalization, compliance planning, construction, analysis of remedial alternatives, budgeting, strategic planning, financing, and investment analysis by shareholders. The use of estimated *costs and liabilities* developed in accordance with this standard may be subject to other standards applicable to the matter involved. For example, it is not intended to supersede accounting and actuarial standards including those by the Financial Accounting Standards Board and the U.S. Security and Exchange Commission. This standard does not address the establishment of reserves or disclosure requirements.

1.2 *Objectives*—The objective of this standard is to provide guidance on approaches for estimating *costs and liabilities* for environmental matters.

2. Referenced Documents^{3,4}

2.1 ASTM Standards:

E1527 Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process

E1739 Guide for Risk-Based Corrective Action Applied at Petroleum Release Sites

¹ This guide is under the jurisdiction of ASTM Committee E50 on Environmental Assessment, Risk Management and Corrective Action and is the direct responsibility of Subcommittee E50.05 on Environmental Risk Management.

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² For the purposes of this standard, costs and values are defined as monetary estimates.

³ Appendix X1 includes citations for additional relevant documents and requirements from other organizations including FASB, SEC, and AICPA.

⁴ For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

E2081 Guide for Risk-Based Corrective Action

E2091 Guide for Use of Activity and Use Limitations, Including Institutional and Engineering Controls

E2205 Guide for Risk-Based Corrective Action for Protection of Ecological Resources

E2345 Practice for Investigating Electrical Incidents (Withdrawn 2013)⁵

2.2 Other Document:

EPA OSWER Directive 9610.17 Concerning Use of Risk-Based Decision Making, 1995⁶

3. Terminology

3.1 Definitions:

3.1.1 *activity and use limitations (AULs)*—legal or physical restrictions or limitations on the use of, or access to, a site or facility to eliminate or minimize potential exposures to chemicals of concern, or to prevent activities that could interfere with the effectiveness of a response action, to ensure maintenance of a condition of “acceptable risk” or “no significant risk” to human health and the environment. These legal or physical restrictions are intended to prevent adverse impacts to individuals or populations that may be exposed to chemicals of concern.

3.1.2 *allocation or allocated share*—the portion of cost or liability for which a party is responsible for payment or reimbursement.

3.1.3 *asset retirement obligation*—legal obligations associated with the retirement of a tangible long-lived asset that result from the acquisition, construction, development, or normal operation of a tangible long-lived asset.

3.1.4 *costs and liabilities*—economic expenses, accrued liabilities, *asset retirement obligations*, and loss contingencies.

3.1.5 *environmental compliance*—operations, permits, equipment, facilities, products, records, documentation, reports, training, procedures, inspections, certifications, monitoring, controls, or other conditions or activities that must conform to environmental statutes including, but not limited to,

⁵ The last approved version of this historical standard is referenced on www.astm.org.

⁶ Available from U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW Washington, DC 20460.

CAA, CWA, OPA, RCRA, CERCLA, TSCA, FIFRA, SDWA, and state and local laws, as well as any international jurisdictional requirements.

3.1.6 *estimator*—an individual or entity that prepares and analyzes *costs and liabilities*.

3.1.7 *event*—a condition or incident which occurred, or may occur, with respect to an environmental condition and/or *environmental compliance* issue, that affects or leads to potential *costs and liabilities*. Examples of events include: a new requirement for air emission controls (for example, NO_x), a hazardous waste site that requires remediation, a claim for personal injury related to an alleged environmental incident, or the need to comply with NPDES standards as a result of a process change.

3.1.8 *fair value*—an estimate of the price that could be received for an asset or paid to settle a liability in a current transaction between marketplace participants that are unrelated, knowledgeable about factors relevant to the liability and the transaction, able, and willing to transact in the reference market for the liability.

3.1.9 *liability*—an actual or potential obligation that may or may not be accrued.

3.1.10 *orphan share*—liability assigned to a PRP that cannot be located or that is insolvent, or the liability associated with pollutants which cannot be attributed to a PRP.

3.1.11 *potentially responsible party (PRP)*—any individual, legal entity, or government—including owners, operators, transporters, or generators—potentially responsible for, or contributing to, the environmental impacts at an event.

3.1.12 *studies*—investigations such as regulatory interpretations and applicability studies, compliance analysis, operating scenarios study, engineering design and analysis, cost estimation, process hazard analysis, modeling, communication plans, preliminary investigation, sampling and analysis, site assessment, site characterization, Phase I and II studies, remedial action plan, remedial investigation, contamination assessment report, feasibility study, risk assessment, treatability study, ecological impact assessment, environmental impact report, work plans, ASTM Risk-Based Corrective Action (RBCA) analysis, RCRA facility investigation, RCRA facility assessment, report of waste discharge, corrective measures study, corrective action report, health and safety plan, quality assurance plan, and other studies.

3.2 *Acronyms:*

3.2.1 *AICPA*—American Institute of Certified Public Accountants.

3.2.2 *AULs*—Activity and Use Limitations.

3.2.3 *CAA*—Clean Air Act.

3.2.4 *CERCLA*—Comprehensive Environmental Response, Compensation and Liability Act of 1980 (as amended, 42 USC Section 9601 et seq.).

3.2.5 *CWA*—Clean Water Act.

3.2.6 *EPA*—United States Environmental Protection Agency.

3.2.7 *EV*—expected value; an estimate of the weighted mean value of an unknown quantity that represents a probability-weighted average over the range of all possible values.

3.2.8 *FASB*—Financial Accounting Standards Board.

3.2.9 *FIFRA*—Federal Insecticide, Fungicide and Rodenticide Act.

3.2.10 *MLV*—most likely value.

3.2.11 *NPDES*—national pollutant discharge elimination system.

3.2.12 *OPA*—Oil Pollution Act.

3.2.13 *PRP*—potentially responsible party.

3.2.14 *RBCA*—Risk-based corrective action.

3.2.15 *RCRA*—Resource Conservation and Recovery Act (as amended 42 USC Section 6901 et seq.).

3.2.16 *SDWA*—Safe Drinking Water Act.

3.2.17 *SEC*—Securities and Exchange Commission.

3.2.18 *TSCA*—Toxic Substances Control Act.

4. Significance and Use

4.1 *Use*—The standard is intended for use on a voluntary basis by an estimator of *costs and liabilities* for environmental matters. The user may elect to apply this standard for any or all uses outlined in the Purpose. Application of this standard for one use does not compel application of the standard for all or any other use.

4.2 *Principles*—The following principles are an integral part of this standard and should be used to resolve ambiguity or dispute regarding the interpretation of estimated *costs and liabilities* for environmental matters.

4.2.1 *Uncertainty Not Eliminated*—Even though an estimate of *costs and liabilities* for environmental matters is prepared in accordance with this standard, uncertainty remains with regard to, among other things, the resolution of contractual, technological, regulatory, legislative, and judicial issues, which could affect the *costs and liabilities*.

4.2.2 *Periodic Review of Assumptions and Estimates*—Assumptions underlying these estimates should be reviewed periodically for the purpose of incorporating additional information that may become available. For example, changes in regulatory requirements, technology, property use, inflation, or other issues may affect the basis for the estimates, therefore necessitating revisions.

4.2.3 *Comparison with Subsequent Estimates*—Subsequent estimates based on additional information should not be construed as indicating the prior estimates of *costs and liabilities* for environmental matters were unreasonable at the time they were made. Estimates should be evaluated on the reasonableness of analyses and judgments made at the time and under the circumstances in which they were made. Subsequent improvements in estimates should be made as more information becomes available, but these improved estimates should not be considered valid standards on which to measure the reasonableness of a prior estimate based on hindsight, new information, use of developing analytical techniques, or other

factors. However, information on trends in estimates over time may be of value to a user of financial statements or other users of the cost and liability estimates. Any comparison should recognize the reasons the estimates were performed, whether they were accomplished under the standard and any differences in technique in the application of the standard.

4.2.4 *Not Exhaustive*—Estimation of *costs and liabilities* for environmental matters does not necessarily require an exhaustive evaluation of all possible outcomes. A point exists at which the cost of obtaining information or the time required to gather it outweighs improvement in the quality of the estimate.

4.2.5 *Assessment of Risk*—The actual or potential risk to human health and the environment should be considered in assessing environmental matters. The degree of risk should be a factor in developing the cost and liability estimates associated with those matters.

4.2.6 *Estimator Selection*—An appropriate estimator or group of estimators will consist of those individuals or groups who possess sufficient knowledge, training, and experience to develop appropriate estimates for the *costs and liabilities* being estimated. It is the responsibility of the entity sponsoring the cost and liability estimates to select an estimator with the appropriate level of knowledge, training, and experience for the parts of the estimation effort for which that estimator is responsible.

5. Procedures for Estimating Costs and Liabilities for Environmental Matters

5.1 Determination of Relevant Information and Types of Costs and Liabilities:

5.1.1 There are many types of *costs and liabilities* for environmental matters, including, but not limited to:

- 5.1.1.1 Studies,
- 5.1.1.2 Response action under CERCLA and state or local statutes as well as any international jurisdictional requirements,
- 5.1.1.3 *Environmental compliance*, (for example, Financial Assurance under RCRA Subpart H requires an annual update of estimated closure costs),
- 5.1.1.4 Defense and legal fees,
- 5.1.1.5 Fines and penalties,
- 5.1.1.6 Reimbursement of agency oversight, or
- 5.1.1.7 Damages arising from resource damages, ecological damages, property damage, business interruption, bodily injury, or tort claims such as nuisance and negligence claims.

5.1.2 After identifying the conditions giving rise to potential *costs and liabilities* for environmental matters, existing relevant information should be considered to estimate *costs and liabilities* identified in 5.1.1, including, but not limited to:

- 5.1.2.1 Event type (for example, new EPA air emission control requirements, leaking landfill, site PRP notice, worker exposure, compliance audit findings),
- 5.1.2.2 Number and location of affected operations/facilities,
- 5.1.2.3 Use of surrounding property,
- 5.1.2.4 Past, current, and potential future site uses, and constraints imposed upon those future uses by AULs, including institutional controls and/or engineering controls,
- 5.1.2.5 Studies,

- 5.1.2.6 Environmental risks posed by the event,⁷
- 5.1.2.7 Bodily injury or other claims related to the event,
- 5.1.2.8 Relevant state or other regulatory requirements and alternatives,
- 5.1.2.9 State or federal agency involvement,
- 5.1.2.10 Public involvement,
- 5.1.2.11 Planned or completed remedial activities,
- 5.1.2.12 Decision documents (for example, Records of Decision),
- 5.1.2.13 Litigation activities related to the event (for example, claims, suits, actions, demands, requests for payment, notices),
- 5.1.2.14 Resources, tasks, and deadlines,
- 5.1.2.15 Available technologies and designs,
- 5.1.2.16 Type and extent of contamination,
- 5.1.2.17 Number of operable units (CERCLA) or solid waste management units (RCRA),
- 5.1.2.18 Involvement of various parties at the event, and
- 5.1.2.19 Information on prior experience with similar events.

5.1.3 The organization and application of the foregoing information may be further subject to corporate, accounting, or regulatory policy decisions. The user will need to determine what these policy decisions are, and assess their effect on the cost estimate. Examples of such policy decisions include, but are not limited to:

- 5.1.3.1 Measuring and recording of contingent liabilities,
- 5.1.3.2 Technical policy decisions or interpretations to be made by regulatory agencies,
- 5.1.3.3 Acceptable levels of risk (for example, business risk, human health risk, ecological risk),
- 5.1.3.4 The degree to which societal or external costs and benefits are considered,
- 5.1.3.5 Whether or not life cycle costs are considered,
- 5.1.3.6 The degree to which sustainability/sustainable development are considered,
- 5.1.3.7 Local environmental management system criteria, including trade-off of emissions across environmental media, alternative methods and permitting options, auditability, and performance oriented metrics.
- 5.1.3.8 Level of organizational involvement and scrutiny,
- 5.1.3.9 The degree of communication and involvement with the public.

5.1.4 In the absence or insufficiency of such information, an assessment should be made of the applicable regulatory and industry standard requirements, and a determination made as to whether based on these requirements, significant *costs and liabilities* for environmental matters may be incurred that would indicate the need for further data creation and analysis in the future.

5.2 *Selection of Estimation Approaches*—A decision framework for estimating *costs and liabilities* for environmental matters is required. For purposes of naming various estimating methods, the following terminology is used:

⁷ See Guide E1739; Guide E2081; EPA Risk Characterization Program; The Presidential/Congressional Commission on Risk Assessment and Risk Management; and EPA OSWER Directive 961.17 Concerning Use of Risk-Based Decision Making, 1995.

- Quoted Price
- Expected Value (EV)
- Most Likely Value (MLV)
- Range of Values
- Known Minimum Value

5.2.1 The decision to use one or more of these five estimating methods or another method for a particular purpose is not arbitrary. The informational value of the estimate supplied by any one method is not equivalent to the others. When the uncertainties are great (for example, when an event is first identified) it may not be possible to make a reasonable cost estimate.

5.2.2 The robustness and comprehensiveness of an estimate and the quantification of uncertainty about the estimate, given adequate information, generally decreases moving from top to bottom of this list of methods. (See Fig. 1.) Depending on availability of information and circumstances, the level of effort required to prepare estimates at the top of the list is typically greater than the bottom of the list. However, given the principles cited in Section 4, it is not necessarily true that the “best” estimate for a given set of circumstances will always be the expected value.

5.2.3 The estimator should take into account the number of events and quality of the information available or obtainable when selecting the cost and liability estimation approach to be used.

5.3 Sources of Uncertainty in Estimation:

5.3.1 For environmental issues, multiple outcomes often exist for a given issue as it develops toward resolution. Regulatory actions, event characterization information, remedial action effectiveness, legal matters, insurance aspects, and the like, are variables that are often not predictable with certainty. These uncertainties indicate multiple possible outcomes, each having its own probability of occurrence. Each outcome, if it occurs, has its own estimated value based upon its component outcomes.

5.3.2 The accuracy of an estimate, or sum of estimates (for application to multiple independent events), is ultimately measured by comparison of the predicted cost or liability to the actual outcome. There are at least two dimensions to accuracy in this context: the probabilities that certain outcomes will occur, and the component cost estimates for each of the outcomes.

5.3.3 To predict the value of each outcome, cost estimates are prepared that can range from very imprecise to rough approximations to engineering estimates of increasing degrees of detail. It may be possible to prepare a very accurate engineering estimate for a technical solution to a compliance or remediation requirement, but unless that specific technical solution is actually used in resolution of the event, the value of the precision may not be realized. Hence, the estimate’s accuracy is affected by both the accuracy of the probabilities (that a particular technical solution will be applied) and the costs associated with each potential outcome.

5.4 Detailed Description of Approaches for Estimation

5.4.1 Quoted Price—When possible, marketplace information should be used to determine a fair value market price. A quoted price for an identical cost and liability in an active market provides a reliable estimate and should be used when available. If a quoted price for an identical cost and liability is not available, quoted prices for similar costs and liabilities in active markets may be used after adjustment for differences in cash flows or other relevant factors.

5.4.2 Expected Value:

5.4.2.1 There are several approaches to calculating an expected value, which is an estimate of the mean value of an unknown quantity that represents a probability-weighted average over the range of all possible values. One method, the decision tree approach, derives an expected value and distribution of potential values through the following steps: (1) identify the key issues contributing to the magnitude and timing of event costs, (2) develop a decision tree or simulation model of potential event outcomes (including possible allocation scenarios), (3) estimate the cost for each potential outcome, (4) determine the likelihood of each outcome, and (5) calculate the distribution of potential costs and the expected value, which is the probability-weighted cost calculated from items (2) through (4) above.⁸ The information developed from the distribution may be very useful in conveying information about uncertainty, as described below in 5.8.

⁸ For additional information on the expected value approach, see, for example: R.V. Kolluru, editor, *Environmental Strategies Handbook: A Guide to Effective Policies & Practices*, New York: McGraw-Hill, Inc., 1994 and G.D. Eppen and F.J. Gould, *Quantitative Concepts for Management: Decision Making without Algorithms*, Englewood Cliffs, NJ: Prentice-Hall, Inc., 1979.

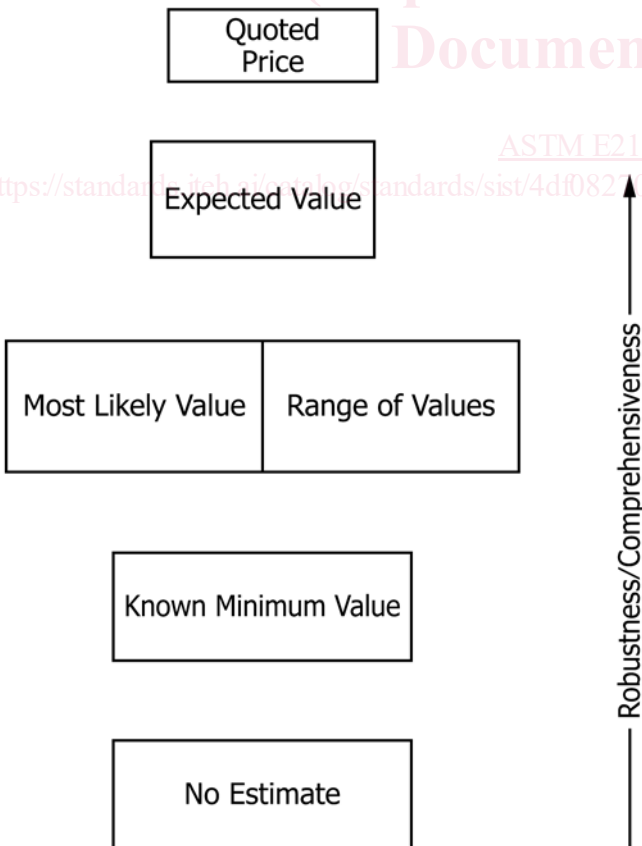


FIG. 1 Hierarchy of Approaches for Estimating Costs and Liabilities for Environmental Matters

5.4.2.2 The estimator should be careful to include realistic outcomes with statistically significant probabilities to avoid shifting the expected value through the addition of extreme outcomes with insignificant probabilities of occurrence. Statistical significance will vary depending on the quality of data, the magnitudes of the outcomes, and the presence of outliers.

5.4.2.3 Outcome probabilities should be based, to the extent practicable, on statistical data drawn from comparable events. Where there are a large number of events, statistical approaches to estimating the expected value may be particularly appropriate. It is important to realize statistical approaches can be predictive of aggregate *costs and liabilities*, even if expected values for individual events are at variance from the actual results.

5.4.2.4 Another method for calculating an expected value is an actuarial approach, where historical data are available to estimate the expected value for similar events. Care should be taken when using historical data for estimating costs to assure that the data are applicable to the *event(s)* in question. Care should also be taken when using historical data due to the effects of changes such as technology enhancements, modified laws and/or regulatory policy, the changing application of presumptive remedies, and the application of risk-based corrective action approaches that could significantly alter current and future costs. Considerations should also be given to the potential loss of relevant information through application of statistical means or averages which may not convey information concerning uncertainty.

5.4.2.5 These approaches can be used in combination as appropriate. Other approaches to estimating an expected value may include simulation modeling and Monte Carlo analysis, for example, to estimate cost distributions.

5.4.3 *Most Likely Value (MLV)*—When an expected value approach is not practical or appropriate, a most likely value could be developed using engineering estimates. This MLV captures the cost of the scenario believed to be most likely to occur (for example, a stated preferred remedy). Typically, the estimator exercises *a priori* judgments (based on experience) about the ranking of likely outcomes, but because of cost or other considerations does not develop a full range of possible outcomes to support an expected value estimate. Care should be exercised in preparing an MLV estimate. For example, the MLV is typically not the mid-point between the high and low cost estimates. The MLV should represent a technical and regulatory scenario that is most likely to occur. The MLV may represent a grouping or cluster of scenarios where the cost outcomes are close in magnitude and the combined probability of the grouping or cluster exceeds the probability of other possible scenarios. The MLV is not useful if no scenario, grouping or cluster of outcomes has a probability of occurrence that is significantly greater than others.

5.4.4 *Range of Values*—When an expected value approach is not practical or appropriate, a range of values (without probabilities) may be developed instead. This approach may also be used in addition to the MLV approach to provide additional information, or instead of the MLV approach if probabilities or rankings for various outcomes cannot be determined. The range of values should cover costs from a low

cost estimate to a high cost estimate, based on reasonable assumptions. If some outcomes within the range are more probable than others, this standard recommends the additional estimation of a most likely value or an expected value, when possible.

5.4.5 *Known Minimum Value*—When the outcome and cost uncertainties are so great that it is premature to estimate a range of values or a most likely value, then a minimum value including component costs (for example, contracts entered, initial studies) that are reasonably certain to be incurred should be estimated.

5.5 *Contingencies*—Contingency adjustments may be added to correct for costs that are undefined at the time of the estimate, but that are expected to be incurred. Therefore, care should be taken, when adding contingencies to base unit cost estimates, that the contingencies are reasonable and expected to be incurred.⁹

5.6 *Inflation and Discounting*—Inflation and discounting assumptions should be clearly documented. Inflation and discount rates should be appropriate to the cash flows being adjusted as well as their expected timing.¹⁰

5.7 *Allocation*—In estimates where *costs and liabilities* for environmental matters involve multiple parties, it may be necessary to apportion these costs among the parties. Determination of an entity's likely allocated share for an event should be made whenever sufficient information is available, and the allocated share should be factored into the cost estimates developed under 5.2. Private parties and courts have employed a variety of methods to allocate or apportion costs (See Appendix X3). As in the case with cost estimation, the method used to allocate costs is dependent upon the amount of information available and the event facts.

5.8 *Uncertainty Associated with Estimation Approaches*—As outlined in 4.2.1, 5.2.1, 5.2.2, and 5.2.3, estimates for *costs and liabilities* for environmental matters are inherently uncertain until resolution of the event matures to the state where all costs are known with certainty. When possible and appropriate, the estimator should quantify or qualify the level of uncertainty associated with the cost and liability estimates. Numerous measures of uncertainty exist. Users of this standard are encouraged to explore the statistical and risk theory literature for such measurements. The best measure of uncertainty for a given application depends on the information available and the facts surrounding the analysis. The estimator should select that measure which most clearly communicates to the user the nature of the uncertainty being evaluated.

5.8.1 *Uncertainty with Expected Value Approach*—Statistical literature provides numerous examples and methods of measuring uncertainty when using an expected value approach. While the expected value approach may not fall neatly into the statistical realm in all cases, the expected value

⁹ For additional information on contingencies, see for example F.D. Clark and A.B. Lorenzoni, *Applied Cost Engineering*, NY: Marcel Dekker, 1985, pp. 112-120.

¹⁰ For additional information, see for example *Reference Manual on Scientific Evidence*, Second Edition, Federal Judicial Center, 2000, p. 303; R.A. Brealey, S.C. Myers and F. Allen, *Principles of Corporate Finance*, Boston: McGraw-Hill, eighth edition, 2006.

estimate does provide a basis for developing several simple uncertainty measures. Uncertainty measurement is important as it communicates to the user of the estimate the potential amount of variability and/or the level of confidence in the expected value estimate. In some cases, the potential variability will be so great, or the level of confidence so low, that little value should be attached to the expected value estimate. It is important to those relying on expected value estimates prepared under this standard to be aware of such situations. When providing an uncertainty measure with an expected value estimate, the basis and definition of the uncertainty measure should be included. Following are several uncertainty measurements that should be considered in a communication involving an expected value estimate made using this standard.

5.8.1.1 *Confidence Level*—This measure usually involves estimating the percentiles of the probability distribution underlying the expected value estimate. Selection of a 70 % confidence level estimate, for example, would imply that outcomes with values less than or equal to the 70 % confidence level estimate occur 70 % of the time on average, or equivalently, outcomes exceeding the 70 % confidence level estimate occur no more than 30 % of the time on average.

5.8.1.2 *Confidence Interval*—This measure usually assumes a normal distribution around the expected value estimate and estimates the probability of the actual cost or liability being within a given interval of the expected value. Confidence intervals can also be developed for distributions that are not normal.

5.8.1.3 *Coefficient of Variation*—Equal to the standard deviation divided by the mean, the coefficient of variation (CV) provides a basis for evaluating the amount of statistical variation around the expected value estimate. Opinion polls, for example, often state results inclusive of a plus or minus percentage value. A plus or minus percentage value around the expected value could be based on the CV measurement.

5.8.2 *Uncertainty with Most Likely Value (MLV) Approach*—Significant uncertainty may exist in estimates made using the MLV approach. The most likely outcome may not be very likely overall (even though it is the singular most likely outcome in a portfolio of potential outcomes). In addition, MLV analysis provides very little information to quantify the uncertainty. When available, the probability associated with the most likely outcome provides some information concerning related uncertainties. In addition, identification of

the range of potential outcomes provides the user of the cost and liability estimate with bounds on the uncertainty associated with the MLV estimate.

5.8.3 *Uncertainty with Range of Values Approach*—To some extent, the size of the range indicates the breadth of uncertainty associated with these cost estimates. For example, if the range is broad, there may be great uncertainty concerning the ultimate cost. When possible, a most likely outcome value should also be provided. When this is not possible, if there are any cost scenarios of clusters or scenarios within the range that are more likely than others, this information should be provided.

5.8.4 *Uncertainty with Known Minimum Value Approach*—For the known minimum value estimate, the upward uncertainty is unknown. If available, a qualitative description of the potential costs or liabilities may allow a user to roughly assess the extent and likelihood of higher values.

5.9 *Recovery/Offsets*—There may be a potential for recovery for, or offsets to, the *costs and liabilities* for environmental matters (for example, insurance recovery, third-party recovery). Any potential recovery/offsets should be evaluated separately from the original cost and liability estimate, using cost estimation approaches as described in this Section 5. The litigation costs for pursuing such actions also should be estimated separately from these potential recovery/offset estimates.

5.10 *Documentation*—Documentation should include the identity of the estimator and a description of their relevant knowledge, training and experience. The estimation documentation should be sufficient for a user to evaluate the estimates. For example, it may be useful to identify the purpose and objective, the estimation approach(es), the major uncertainties considered, and the sources of information used in making estimates of *costs and liabilities* for environmental matters. This documentation may be prepared to cover a single event or multiple events estimated in a similar manner, and may consist solely or in part of existing work papers.

6. Keywords

6.1 cost estimation; environmental; costs; liabilities; expected value; minimum value; most likely value; quoted price; range of values; uncertainty