RE: Boring Log, AutoCAD Drafting and LOGitEASY™ Soil Logging Software Services

Terms of Service

SCOPE

ICD SERVICES (ICD) proposes to prepare the following boring/well logs and AutoCAD figures:

- Boring/well logs:
  - from handwritten field notes or historical logs (LogPlot or gINT software) or
  - from data entered into the LOGitEASY™ Electronic Field Form (eForm) - (LOGitEASY™, LogPlot or gINT software)
- AutoCAD figures:
  - site maps
  - site location/topo maps
  - groundwater elevation contour maps
  - groundwater analytical result maps
  - analytical isoconcentration maps
  - geological cross-sections

APPROACH

Figure and boring log requests are submitted and delivered via the ICD SERVICES/LOGitEASY Workspaces, cloud-based ordering systems. Using these systems, CLIENT employees are able to:
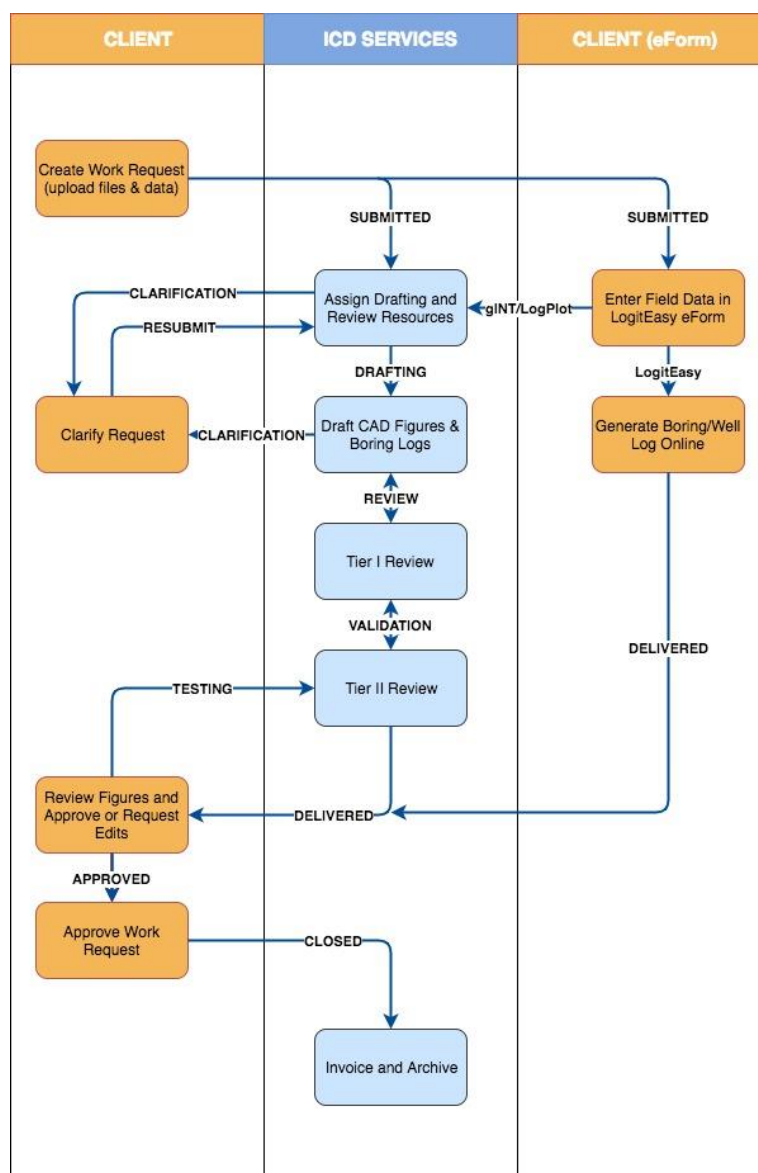
- enter new work requests (also add the necessary files and comments)
- enter field data into the LOGitEASY eForm, generate boring/well logs (LOGitEASY software) or request boring/well log drafting from the electronic field data (LogPlot/gINT).
- track the status of work requests (submitted, drafting, review, validation, or delivered)
- approve work requests or request additional edits
- add new offices, sites, clients, assign project managers to individual sites
- restrict viewing rights for individual sites and requests to specific employees
- add new workspace users of the workspace
- download completed figures and logs

Drafting work requests go through the same process to ensure efficiency, consistency and quality of the work done. The following request statuses are predefined in the workspace:

- **Submitted**: work release is created (idle status, the work has not started); If using LOGitEASY eForm, this step is used for entering data into the LOGitEASY eForm;
- **Drafting**: work release is assigned to a drafter;
- **Clarification**: work can't be continued without additional information;
- **Review**: first tier QA – work release is being tested for errors (Tier I);
- **Validation**: second tier QA - work release is reviewed for look & feel (Tier II) - optional;

- ▪ **Delivered**:   figures are ready to be downloaded by the Client; If using LOGitEASY eForm, the 'Delivered' status is assigned once the FINAL PDF logs are generated.
- ▪ **Testing**:   edit request submitted by the Client;
- ▪ **Approved**:   work release is approved by the Client;
- ▪ **Closed**:   the request is completed and invoiced.

The diagram below depicts every step of a work release, including status changes, person assignments for the work release, as well as the CLIENT and ICD responsibilities at particular points within the lifecycle of the work request.

DELIVERABLES

Standards –
Figures are prepared in accordance with ICD standards unless there are specific standards defined by the client.

Files –
For each work request, CLIENT receives the requested figure in the following formats:
Maps:
-   AutoCAD (DWG), and
-   Adobe Acrobat (PDF).
Logs:
-   Boring/Well Log in Adobe Acrobat (PDF) format,
-   Data file in Excel, LogPlot or gINT compatible format,
-   Boring/Well Log header includes client's logo,
-   Examples of LOGitEASY, LogPlot and gINT format logs are available at:
    https://logiteasy.com/boring-and-well-log-templates

Maps –
ICD prepares the requested maps according to work requests submitted through ICD/LOGitEASY Workspace – cloud-based work ordering system. The maps are prepared in AutoCAD (dwg) format, based on data provided by CLIENT (for groundwater contour and analytical maps data are required in MS Excel format). Boring/Well logs are prepared using LOGitEASY/LogPlot/gINT software (selection is made by the client when creating the request) using standard or custom templates. The maps and logs are saved on ICD servers, where client users can download them. Following Approval of a work request (manual approval by the client <u>or</u> five days after DELIVERED status is assigned), ICD may permanently delete CLIENT's data from its servers.

CLIENT is responsible for taking all necessary steps to back up any data and files generated as part of each work request.

ICD will make best efforts to preserve the confidentiality and integrity of the data uploaded or electronically entered into ICD's websites by CLIENT.

Quality Control –
ICD performs quality control – reviewing data and mapping integrity. We use a two tier quality control: first, the figures are reviewed for data accuracy and second, the data are reviewed for look and feel and any inconsistencies that could be caused by software interpretation errors. For logs drafted from field notes, ICD will apply all reasonable means to accurately and completely transfer recorded data, regardless of legibility or format, into its log templates.

Acceptance criteria –
a) maps and logs are prepared in the agreed timeframe
b) maps are saved in DWG and PDF format on ICD Servers
c) logs are prepared according to the selected template
d) logs are saved in PDF and LOGitEASY/LogPlot/gINT compatible data formats on ICD Servers
e) maps are prepared in the requested scale and match provided analytical data

Turnaround time (TAT) –
a) Regular TAT for the maps is 6 business days. A faster TAT (3 business days) is possible, but not guaranteed, would require specific notification, and incur surcharges (x2). For complex site maps/figures, please allow 12 business days. • We also appreciate longer turnaround times, allowing us to keep our low pricing on all figures.
b) Edit requests - We're striving to get all edit requests back within 2 business days (for regular TAT) and within 1 business day (for expedited TAT).
c) LOGitEASY template logs (created from data entered into LOGitEASY eForm) are available instantly.

Edit requests typically originate from one of three sources and are issues that must be fixed:
a) Problem reports that identify oversight of original work request instructions.
b) Unclear instructions or misunderstanding of original work request instructions.
c) Minor edits or minor details that were left out in the original work request (usually requires about 30 minutes or less to complete).

Assumptions –
a) A typical site map is about the size of a gas station, including a building, dispensers/canopy/UST field or other site features, monitoring wells.
b) A typical Geologic cross-section includes up to 7 wells/soil borings, with or without survey data, excluding any soil or groundwater analytical data.
c) GW elevation and analytical data are provided in MS Excel format, including the following information: site number, sampling date, quarter and year for which the map is being made, well numbers and their coordinates, ground water levels and BTEX, etc. concentrations.
d) A typical boring/well log is not deeper than 200 ft, field notes are legible and checked and corrected for adherence to USCS standard before submitting for drafting.
e) CLIENT is fully responsible for the correctness of the analytical and baseline data provided to ICD.
f) If no comments or change requests have been submitted 5 (five) working days after the maps have been delivered (assigned DELIVERED status), the figures are considered to be accepted by CLIENT and APPROVED status is assigned.

Project Start-Up

DATA UPLOAD
Upon starting the project, client provides its logo in jpeg/dxf format, titleframe in dwg format, all site information (client name, unique site number, address and project manager's name and

email address) in MS Excel format for ordering and billing purposes (work requests are submitted according to the site numbers and billed to the respective project managers). This information is then uploaded to the Workspace. Additionally, the original CAD files (if available) are provided to ICD for standardization.

STANDARDIZATION
If required, site maps are standardized according to the standards agreed upon between CLIENT and ICD. Standardization includes fonts, title frame, symbols (wells, borings, north arrow, scale, etc.), line types, layer control, line colors, layouts, map rotation for proper North direction and file naming standards. If no CAD file exists, standardization entails creating a site map from a legible PDF sketch. Standardization price does not include adding/converting symbols of the historic soil borings, utility lines, historic data (analytical/groundwater), excavations, etc.

Figure examples are available here: https://icdservices.com/services.php

USERS
CLIENT provides a list of persons and their contact information (e-mail address and phone) needing access to the Workspace. Existing CLIENT users can also create additional users under the USERS tab of the Workspace.

FIGURES
Maps are delivered to CLIENT in AutoCAD and Adobe Acrobat (PDF) formats within six business days (standard TAT) after the request has been submitted in the Workspace. Current data are stored on ICD Servers, powered by Digital Ocean and Amazon Web Services servers in the US.

Resourcing

Ansis Guslens is the consultant being responsible for all deliverables for CLIENT and all contacts with CLIENT.

Commercial Terms

ICD offers its services to CLIENT according to the following fee schedule (sites with up to 30 sampled monitoring wells):

AutoCAD drafting:
- site map standardization* –   **$40**
- site location/topo map –   **$30**
- groundwater elevation contour map–   **$30**
- groundwater analytical result map–   **$30**
- analytical isoconcentration map –   **$30**
- geological cross-section (up to 7 wells/borings)** –   **$70**
- time & material AutoCAD 2D/data reduction work –   **$25**
- time & material LogPlot/gINT services -   **$25**
- time & material GIS Specialist/ AutoCAD 3D work –   **$40**
- one day of consulting work is 8 hours and will be done during normal office hours

Boring/Well Log services:
- FREE Logs – Boring/Well log from LOGitEASY eForm data
  - LOGitEASY template (instant)   **FREE*****
- PREMIUM Logs - Boring/Well log from LOGitEASY eForm data
  - LOGitEASY template (instant)   **$20**
  - LogPlot/gINT template   **$20**
- boring or well log from field notes/historical**** -   **$30**

*Additional charges may apply for adding utilities, historical boring logs, sampling points, monitoring wells, excavations, historical analytical/groundwater elevation and contour data.

**Additional charges apply for adding analytical data, groundwater elevations un contamination plumes.

***We reserve the right to cancel free service / limit number of generated free logs at any time.

****Additional charges may apply for: borings/wells deeper than 200 ft, adding particle % distribution, grain shape, mineral composition, remarks, additional measurements, Munsell color translations, custom description sequence, custom templates, illegible handwriting.

Changes requested to approved figures and logs are billed on a Time & Material basis. **Additional charges (x2) apply to expedited TAT requests (except Edit Requests).** These commercial terms may be superseded by project-specific commercial terms.

LOGitEASY Pricing Plans

FREE
LogitEasy's free boring log software service (Free Logs) is free. We created Free Logs for all geotechnical and environmental consultants that aspire to improve their geological logging and boring log preparation capabilities, but currently don't have the tools, support, or financial resources to do so. Use it as often as you like, both in the field and office, when you need fit-for-purpose boring log software and great looking environmental or geotechnical boring and well logs.

Free Logs includes basic soil logging functionality, single well construction, and a LogitEasy Environmental or Geotechnical PDF log. A digital data file (Excel) is available for $10/log.

PAY-AS-YOU-GO
LogitEasy's premium boring log software service (Premium Logs) is priced on a fixed-fee (per log) basis because we believe this is the most transparent way of demonstrating the process cost of our services. We developed this pricing with the objective of helping companies achieve cost savings in boring log preparation. We provide a Cost Savings Estimator on this page and encourage you to use this free tool before each project, to determine if electronic field data

collection will be more cost-effective than your current paper-based process, and if so, to estimate the potential cost savings.

Premium Logs pay-as-you-go pricing (per log, completed logs invoiced monthly), applies to logs created from data entered into the LogitEasy eForm. The cost of Premium Logs includes use of the LogitEasy eForm web-based software with advanced functionality. Pay-as-you-go pricing includes a choice of gINT or LogPlot log templates and data files.

As with Free Logs, there are no license fees and no annual maintenance or upgrade fees associated with the use of LogitEasy eForm. Unlike one-time software license purchases and ongoing fees that increase company overhead and financial risk, use of the LogitEasy eForm is a project-level decision and expense and therefore it does not increase company overhead or financial risk. Project Managers can decide whether or not to use the LogitEasy eForm to create logs on a given project, and when they use it, they can clearly see whether or not it has added value to the project.

If LOGitEASY standard templates do not meet your requirements, instead of creating a final PDF in LOGitEASY format, you can request our drafting services in gINT/LogPlot formats for $20/log (complex custom templates could incur extra charges).

Lastly, from a customer satisfaction and continual improvement standpoint, the pay-as-you-go model means that we are not done after a one-time software sale to you, but are continuously striving to earn your business one project at a time.

ALL-YOU-CAN-LOG
LogitEasy's premium boring log software service (Premium Logs) is now also priced on a per user, monthly fee basis (billed annually). We developed this pricing at the request of those users that regularly create many boring logs and desire the convenience of unlimited use of our software, without invoicing after each use. The more logs you create using this option, the lower your cost per log. This option is also suited for those companies where a limited number of people are involved in creating logs.

gINT and LogPlot users interested in integrating our software's field logging capabilities with their current desktop software will also find this option's deliverables especially designed for that purpose. The deliverables include an instant: 1) LogitEasy PDF template log for visualizing field data and draft version presentation to clients, and 2) gINT or LogPlot data file for finalizing the log in your own software/template.

LOGitEASY All-You-Can-Log Plan is an annual subscription service allowing unlimited use of the LOGitEASY eForm and creating unlimited draft and final PDFs in LOGitEASY standard environmental and geotechnical boring and well log templates. Optionally, we can also provide data files and templates in gINT and LogPlot formats, comparable with our standard templates.

LOGitEASY All-You-Can-Log Plan is priced per user. It is against our Terms of Service to share usernames and passwords between staff members. To transfer eForm edit rights to another staff member, use CHANGE LOGGER button in the request. If eForm logging rights are transferred to a staff member using the Pay-As-You-Go Plan, boring logs are charged $20/Log.

If borehole coordinates are entered in the eForm (or Workspace - Boreholes tab), boring lithology can also be viewed on a map, as well as compared to other borings in the vicinity.

If LOGitEASY standard templates do not meet your requirements, instead of creating a final PDF in LOGitEASY format, you can request our drafting services in gINT/LogPlot formats for $20/log (complex custom templates could incur extra charges).

Data Ownership

LOGitEASY Premium (Pay-as-you-go & All-you-can-log) service – all data entered by or on behalf of the Client in the LOGitEASY eForm and PDFs generated using LOGitEASY Free Logs Service (including but not limited to boring and well log lithology, sampling, measurement and construction data) **are owned by the Client**.
ICD SERVICES can analyze to aggregate data to provide data trending and analysis for commercial exploitation by creating new products and services for the Client.
If authorized by the Client, ICD SERVICES can analyze and use these data for commercial exploitation by creating new products and services, using the processed data to enhance its operations, products or services, and license the data to third parties.

LOGitEASY Free Logs service – all data entered by or on behalf of the Client in the LOGitEASY eForm and PDFs generated using LOGitEASY Free Logs Service (including but not limited to boring and well log lithology, sampling, measurement and construction data) **are owned by ICD SERVICES**. ICD SERVICES can analyze and use these data for commercial exploitation by creating new products and services, using the processed data to enhance its operations, products or services, and license the data to third parties. Purchasing data file transfers all data ownership to the Client.

Invoicing

Consulting work is invoiced on a monthly basis for actual work performed.

Payment terms

- payment is due 30 days from ICD's invoice date.
- payment is made via electronic wire transfer to ICD's bank account or PayPal.
- checks are not accepted

Further information

If you need any further information, please contact Ansis Guslens, tel. (312) 239-0505, e-mail: ansis.guslens@icdservices.com

Ansis Guslens, CEO