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## UNDERGROUND STORAGE TANK SECTION

November 20, 2001

### Environmental Service Companies and Consultants

SUBJECT: Streamlining Reimbursement Procedures

The following policy letter amends the policy letter sent out on August 16, 2000 to include the new changes affecting the frequency of claim submittals for claims of more than \$20,000.

Effective December 1, 2001, State Trust Fund (STF) claims of more than \$20,000 (both commercial and non-commercial) may be submitted more frequently than quarterly. Claims of less than \$20,000 **will be returned**. To reiterate, the quarterly (90-day) requirement amounts to one claim per site every three months. This is the only change to the policy of claim submittals. As previously stated in the August 16, 2000 letter, after September 1, 2000, the UST Section will no longer accept groups of claims for a single site on a quarterly basis. Claims are to be submitted only on an individual basis in chronological order based on when the work was performed. The State Trust Fund database has been amended to flag claims that do not conform to this criterion, and these claims will be returned to the consultant listed on the Certification of Costs form.

Only one reimbursement claim will be allowed per one pre-approval form (including all associated change orders). Multiple pre-approvals for single claims are still not accepted. Pre-approvals submitted to and signed by regional office staff prior to the December 1, 2001 date are exempt from this policy. As a reminder, all pre-approvals and change orders must be signed by regional office staff prior to a consultant commencing the associated task as a requirement of reimbursement regardless of the date signed.

Additionally, the UST Section is seeing that many claims and eligibility applications are being notarized by out of state notaries. The State of North Carolina only recognizes out of state notaries if the individuals are standing before the notary of that state within that state. Out of state notaries working in North Carolina may not use the out of state seals within North Carolina. Failure to comply with the notary guidelines may result in delay of eligibility and claims processing.

These policy changes are being implemented to promote the steady and timely reimbursement of all submitted STF claims for the benefit of responsible parties, consulting firms and current UST Section staff.

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If you have any questions concerning this letter, please contact me at (919) 733-1332 or Judy Pearce at (919) 733-1328.

Sincerely,



George C. Matthis, Jr.  
Head, Trust Fund Branch  
UST Section

cc: Burrie Boshoff  
Trust Fund Branch  
Regional Office Staff

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