

NORTH CAROLINA
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DIVISION OF WASTE MANAGEMENT



MICHAEL F. EASLEY, GOVERNOR
William G. Ross Jr., SECRETARY
Dexter R. Matthews, Director

UNDERGROUND STORAGE TANK SECTION

April 15, 2002

Environmental Service Companies and Consultants

SUBJECT: Claim Submittal Policy and Update

Due to numerous calls and letters and in the interest of promoting the steady and timely reimbursement of all submitted STF claims for the benefit of the responsible parties, consulting firms and current UST Section staff, this policy update is being provided.

The current STF policies for claim submittals are:

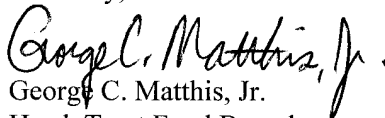
1. As of September 1, 2000, only one pre-approval (and all associated change orders) will be allowed per claim. If the work was pre-approved (as indicated on the signed and dated pre-approval form from the Regional Office) prior to September 1, 2000 it is exempt from this policy. (Policy Memo 8/16/00)
2. As of September 1, 2000, only one claim per quarter (90-days) will be allowed. There is no exemption date for this. After September 1, 2000, the STF will no longer accept groups of claims. (Policy Memo 8/16/00)
3. As of August 30, 2001, claims for work conducted prior to September 1, 2000, are exempt from the one claim per quarter policy. (Policy Memo - Web Posted 8/30/01)
4. As of December 1, 2001, claims totaling more than \$20,000 are exempt from the one claim per quarter policy. If the work was conducted prior to December 1, 2001, then it falls under the one claim per quarter policy. (Policy Memo 11/20/01)

The new change in claim submittal starting April 15, 2002 and ending October 31, 2002 is as follows: Claims for work conducted after September 1, 2000 may contain multiple pre-approvals for work approved after September 1, 2000. The pre-approvals **will not** be carried over into other claims and will be closed in the claim in which they are submitted. After October 31, 2002, this policy will end.

The STF database has been amended to flag claims that do not meet this or the other current STF claim policies. Claims that do not conform to these policies will be returned to the consultant listed on the Certification of Costs form.

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: Trust Fund Branch
Regional Office Staff

1637 MAIL SERVICE CENTER, RALEIGH, NORTH CAROLINA 27699-1637
2728 CAPITAL BLVD, RALEIGH, NC 27605
PHONE: 919-733-8486 \ FAX: 919-733-9413