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NORTH CAROLINA DEPARTMENT OF  
ENVIRONMENT AND NATURAL RESOURCES

DIVISION OF WASTE MANAGEMENT

August 16, 2000

**Environmental Service Companies and Consultants**

**SUBJECT: Streamlining Reimbursement Procedures**

As of September 1, 2000, changes in pre-approval requirements relating to State Trust Fund (STF) eligible sites are being implemented to reduce claim turn-around time and expedite reimbursement, and to simplify STF reimbursement procedures. Due to an existing backlog of claims, evidence of a reduction in turn-around time for claims submitted after September 1, 2000, may not be immediately evident but is expected. Please note the following changes:

- 1) Effective September 1, 2000, only one reimbursement claim will be allowed per one pre-approval form (including all associated change orders). Multiple pre-approvals for single claims will no longer be accepted. Pre-approvals submitted to and signed by regional office staff prior to the September 1, 2000 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.
- 2) Effective September 1, 2000, all STF sites (both commercial and non-commercial) may not submit any claim more frequently than quarterly, regardless of the amount of the claim. This amounts to one claim per site every three months. 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 all claims that do not conform to this criteria, and these claims will be returned to the consultant listed on the Certification of Costs form.

To assist the public in checking the status of claims, the STF database may be accessed at: <http://ust.ehnr.state.nc.us/>.

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 Tracy Newnham at (919) 733-1312.

Sincerely,

A handwritten signature in black ink that reads "George C. Matthis, Jr." with a stylized flourish at the end.

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

cc: Burrie Boshoff  
Trust Fund Branch  
Regional Office UST staff