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UNDERGROUND STORAGE TANK SECTION

February 9, 2004

TO: All Environmental Service Providers and Companies

FROM: George Matthis, Head, Trust Fund Branch *GM*

RE: Laboratory Maximum Rates, Direct/Co-Pay Claims & Appeal Submittals

Effective May 1, 2004, the maximum rates for all laboratory analyses are those listed in the attached "DWM/UST 3/1/03 EFFECTIVE 5/1/04" Price List. The price list may also be downloaded from the DWM Website. These rates were determined by the Department from a competitive process and represent an average of all the rates provided.

Effective the date of this letter, you may submit direct and co-pay costs together as one dual reimbursement claim. However, you must clearly indicate the work has been directly paid in the Project Summary and supply proof of the direct payment. The reimbursement will be issued to the claimant and the primary consultant and it will be the responsibility of these two parties to properly distribute the funds. Direct and Co-pay claims are not to be alternately submitted (for example, direct payment requested for one claim, the next claim submitted requests dual reimbursement, the next requested is direct and so forth). Either all the work is direct pay or all the work is submitted as co-pay. Please note that this change in policy does not alter the existing policy of not issuing checks under the dual reimbursement method to subcontractors.

As of March 1, 2004, there is a 30-day limitation, from the date of the audit letter, on the submittal of appeals to any reductions made to reimbursement claims submitted to the Trust Fund. As previously stated by policy letter dated August 11, 2003, appeals **must** be signed by both the responsible party and the consultant prior to submittal.

If you have any questions please feel free to contact me at (919) 733-1332 or Scott Ryals at (919) 733-1318.