

**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

January 24, 2005

Memorandum

To: Environmental Service Providers and Other Interested Parties

From: George C. Matthis, Jr. *George C. Matthis, Jr.*
Head, Trust Fund Branch

Subject: Policy Change Regarding Proof of Payment for State Trust Fund Reimbursement Requests

Effective March 1, 2005 all reimbursement requests received by the UST Section - Trust Fund Branch must include proof of payment for:

- the costs of services not provided by the primary environmental consultant, or
- any other costs for items provided by an individual or company that is not the primary environmental consultant.

For purposes of this policy, the primary environmental consultant is the individual or company that is the responsible party or landowner's main contact/contractual representative for assessment and remediation of their site. This party typically coordinates, arranges or may even conduct various site activities and prepares various reports on behalf of the responsible party or landowner. The party referenced by the first bullet above is typically defined as a subcontractor; the second bulleted party is typically defined as a vendor. Companies that are affiliated with or are subsidiaries of the primary environmental consultant or responsible party or landowner are considered to be subcontractors or vendors.

Proof of payment may be documented by attaching copies of the back and front of cancelled checks or by attaching a notarized statement of payment in full from each subcontractor or vendor. Proof of payment should be placed in the reimbursement claim behind the subcontractor's or vendor's invoice. Reimbursement requests that were returned for corrections prior to March 1, 2005 and resubmitted to the UST Section – Trust Fund Branch after this date are not subject to this requirement.

Subcontractors or vendors shall not jointly submit requests for reimbursement with:

- the responsible party or landowner, or
- the primary environmental consultant and the responsible party or landowner.

Under most circumstances, there will be only one primary environmental consultant per site on record with the UST Section – Trust Fund Branch. If a change in consultant is expected or contemplated, prior discussion with Trust Fund Branch personnel is advisable to ensure that reimbursement is not jeopardized.

If there are any questions regarding these policy changes, please contact me at (919) 733-1332 or email George.Matthis@ncmail.net prior to taking any actions that might result in difficulties in processing your requests.

Also as a reminder, current site Risk Rank and Abatement scores can be found at <http://ust.ehnr.state.nc.us/financial.html>

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