

STATE BOARD TO REVIEW CLAIMS

RESOLUTION NO. 94-010

Resolution to Adopt
Revised Invoice Itemization Procedures

Whereas, the State Board to Review Claims (hereinafter referred to as the Board) Finds:

1. The current procedures for submitting requests are cumbersome for both the Responsible Parties to complete and for the staff of the Nevada Division of Environmental Protection, UST/LUST/Claims Branch, to review.
2. The current procedures do not allow the Board an efficient mechanism to review corrective action costs prior to implementation of corrective action activities.
3. Draft procedures were sent to all Certified Environmental Managers and Petroleum Fund Claimants on December 22, 1993.
4. Workshops were held to inform the regulated community of the proposed procedures and to solicit comments. The workshops were held on January 25, 1994 in Reno, and on January 27, 1994 in Las Vegas.
5. The proposed final procedures (Attachment "A", which are made a part of this Resolution) were distributed on April 12, 1994 to all Certified Environmental Managers. Petroleum Fund Claimants were noticed of the final procedures.
6. The proposed final procedures will streamline the reimbursement request process for both the regulated community and for staff.

THEREFORE BE IT RESOLVED:

1. That the Board adopts the revised invoice submittal procedures included in Attachment "A" of this Resolution.
2. That all requests for reimbursement submitted to the Board

on or after June 1, 1994 be submitted in accordance with the procedures outlined in Attachment "A".

John Haycock, Chairman
State Board to Review Claims

STATE BOARD TO REVIEW CLAIMS

MEETING OF MAY 3, 1994
Reno, Nevada

ITEM: IV. A.

SUBJECT: Resolution to Adopt Revised Invoice Submittal Procedures

DISCUSSION: The proposed procedures for submitting invoices will require the responsible parties to submit a Not to Exceed Proposal (NTEP) for each phase of their corrective action work. The cost estimate will be reviewed by NDEP staff for compliance with Board policies and guidelines. The NTEP will then become the sole basis for staff to make Board recommendations for reimbursements from the Fund.

Included in the revised procedures are new, simplified forms for the regulated community to use. Many forms were either deleted or consolidated to reduce the paperwork. One new form that was created is an Equipment Accountability form to help track the final disposition of minor and major equipment.

Also included in the package is a statement of costs that are typically allowed and disallowed by the Board.

RECOMMENDATION: Adoption of Resolution No. 94-010 as proposed.