



**Colorado Department of Labor and Employment**  
**Division of Oil and Public Safety – Petroleum Storage Tank**  
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## Guidance and Instructions: Completing the Request for UST Removal Reimbursement Application

The “Request for UST Removal Reimbursement Application” must be used when an applicant is applying for reimbursement for UST removal in accordance with PSTC Policy 29. Please always download the application from our website to ensure you are using the most current application form.

### Applicant Demographic Information

Applicant Contact Name:	This is the name of the owner or operator of active UST systems or property owners with abandoned or orphaned tanks. The Applicant can be a sole proprietor or individual, a corporation, partnership, or a Limited Liability Company.
Account Name	Account Name replaces the "Owner ID". This is the number established by OPS at either registration or when OPS became aware that an owner has Fund eligible tanks. (IE: ACCT-00123). It can be found in <a href="#">COSTIS-IA</a> . The website can be accessed <a href="#">by clicking here</a> . On the website, you can use the search box by using any known information, i.e. Facility Name, Facility ID, etc. Open the facility and hover over/ click on Facility Owner to find the information.
Applicant Contact Email:	This is the method of communication for Acknowledgement and Deficiency Letters and the Incentive Payment Report. This is usually the owner/applicant contact who is knowledgeable with or accountable for the application.
Applicant Phone Number	This is a valid phone number where OPS can contact the applicant whenever additional information is required.
Applicant Representative Name	If applicable, this is the individual who represents the interests of the applicant. In some instances, they actually assemble and complete the application. A Representative can be a Consultant or Contractor, someone other than the applicant.
Applicant Representative Company Name	If applicable, this is the company of the individual who represents the interests of the applicant.
Applicant Representative Email	If applicable, this is the email address of the individual who represents the interests of the applicant
Applicant Representative Phone Number	This is a valid phone number where OPS can contact the individual who represents the interest of the applicant whenever additional information is required.
Applicant Mailing Address:	This is location where applicant's business mail is received.
Applicant Representative Name:	If applicable, this is the individual, a corporation, partnership or Limited Liability Company who represents the interests of the applicant. In many instances, they actually assemble and complete the application.
Applicant Representative Email:	This is the contact, employed with the Applicant Representative, who is knowledgeable or responsible for the application.
Facility Name:	This is the facility's name of record at OPS.
Facility ID:	This is the facility number established by OPS at either registration or when OPS became aware that there is a facility with Fund eligible tanks. You can find the facility information in <a href="#">COSTIS-IA</a> . The website can be accessed <a href="#">by clicking here</a> . On the website, you can use the search box by using any known information, i.e. Facility Name, Facility ID, etc.
Facility Address:	This is the physical location where the Fund eligible tanks are located.

<b>Removed Tanks Data</b>	
Tank Tag	This information can be found in <a href="#">COSTIS-IA</a> . The website can be accessed <a href="#">by clicking here</a> . On the website, you can use the search box by using any known information, i.e. Facility Name, Facility ID, etc. The tank list will show up on the right-hand side, click view all and then click on each tank, the Tank Tag will appear under the Facility ID. You can also see on this page installation and closure date.
Tank Capacity	This information can be found in <a href="#">COSTIS-IA</a> . The website can be accessed <a href="#">by clicking here</a> . On the website, you can use the search box by using any known information, i.e. Facility Name, Facility ID, etc. The tank list will show up on the right-hand side, click on view all and the information will appear.
Installation Date	Tanks installed after August 2008 are not eligible. This information can be found in <a href="#">COSTIS-IA</a> . The website can be accessed <a href="#">by clicking here</a> . On the website, you can use the search box by using any known information, i.e. Facility Name, Facility ID, etc. The tank list will show up on the right-hand side, click on view all to see the installation date. You can also click on each tank to see the installation and closure date.
Closure Name	This information can be found in <a href="#">COSTIS-IA</a> . The website can be accessed by <a href="#">by clicking here</a> . On the website, you can use the search box by using any known information, i.e. Facility Name, Facility ID, etc. The closure list will show up on the right-hand side, click on each closure and you will be able to see the Closure Name at the top.
Removal Date	This information can be found in <a href="#">COSTIS-IA</a> . The website can be accessed by <a href="#">by clicking here</a> . On the website, you can use the search box by using any known information, i.e. Facility Name, Facility ID, etc. The tank list will show up on the right-hand side, click on view all and use the Date of Closure here.

<b>Copies of the Closure Acknowledgement Letter and Assessment Data</b>
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Sending copies of these items are not necessary. The Applicant's compliance regarding the closure notice and assessment will be of record.

<b>Timelines</b>
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To be eligible applications for UST Removal reimbursement must be submitted within 90 days of tank closure. Reimbursement of tank removal costs is not contingent on the presence or absence of contamination. If the tank closure assessment does not identify a release, the assessment must be submitted within 30 calendar days of the tank closure. If this assessment is submitted at the 30 calendar days, 60 days remain for the submittal of the UST Removal reimbursement application. If the tank closure assessment does identify a release, by sample analyses, a confirmed release must be reported. A tank closure assessment that results in a confirmed release in this way is considered sufficient for the submittal of the UST Removal reimbursement application only. The required Site Characterization Report may utilize submittal to OPS within 180 days of the release discovery.

<b>Required Documents</b>
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Current W-9:	The Applicant must submit a state-approved W-9 form (IRS W-9 cannot be accepted). You may request a blank W-9 by <a href="#">clicking here</a> .
Proof of Payment:	Acceptable forms of Proof of Payments are a copy of a cancelled check (both sides); Proof of Electronic Funds Transfer from the financial institution; or fully executed Affidavit: Proof of Payment (found on the OPS website). OPS needs to be able to tie the payment to the tank removal costs, i.e. if tank removal costs are \$26,000 which is part of a larger invoice of \$58,000, the proof of payment could be for \$58,000, with an audit trail depicting that the \$26,000 being paid.
Invoices:	If tank removal costs were invoiced separately, only that invoice needs to be submitted. If tank removal costs were invoiced with other items (i.e. installation), then the entire invoice needs to be submitted, with tank removal costs isolated and highlighted. The tank removal invoice, invoices, or part of a greater invoice, must be reconcilable to the respective Proof of Payment(s).

<b>Document Information</b>
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Invoice #:	This is the number on the tank removal invoice. This is important when there are several invoices or partial tank removal costs on several invoices. It helps identify and clarify invoices, creating an audit trail.
Invoice Date:	This is the date on the tank removal invoice. It helps as same as noted in Invoice #.

Amount Paid:	This is the total dollar amount of the actual tank removal costs. If tank removal costs were \$50,000. This is the amount to be entered in "Amount Paid", regardless if only \$30,000 is eligible because three 10,000-gallon tanks were removed. Conversely, if allowable tank removal costs were \$25,000 and three 10,000-gallon tanks were removed. \$25,000 is the amount to be entered in "Amount Paid".
<b>Allowable Costs</b>	
Line Item and Scope of Work:	<p>UST tank removal cost invoices need to be task specific and not lump sum. An example of task specific is Task Description, Quantity, Unit, Rate, Dates of Service and Dollar Amount. It is necessary to have a breakdown of costs by removal tasks so the Fund can gauge if these costs are reasonable. A lump sum amount can mask a multitude of disallowed costs.</p> <p>The scope for an individual tank removal contract is unique, based on the UST system and location. While there is commonality of certain tasks within the scope of work, each tank removal contractor has their own particular task apportionment. It is required that OPS have this task itemization for review, i.e. concrete removal, excavation, tank removal, tank disposal, etc.</p>
What are Allowable Tank Removal Costs?	Fund eligible tanks, lines & dispensers; concrete removal (over the tank pit); minimal residual tank sludge; tank disposal and tank pit backfill, using the removed overburden (non-petroleum impacted soil).
<b>Applicant Certification</b>	
Signature:	The Applicant's signer must be a proper signatory, legally binding themselves and/or the organization to the "Applicant Certification". These signatory requirements are the same as completing an Original or Supplemental Reimbursement Application. For more details, the requirements can be viewed in the "Signature Requirements" tab in the Original or Supplemental workbook, located at the OPS website under forms.