
State Water Resources Control Board

UNDERGROUND STORAGE TANK (UST) CLEANUP FUND NEWS: **NOTICE OF REVISIONS TO PROCESS- LETTERS OF COMMITMENT** (May 16, 2017)

The UST Cleanup Fund Program strives to issue Letters of Commitment (LOC) to claimants efficiently and expeditiously once funding is available in order to aid in the cleanup of contaminated sites resulting from leaking petroleum USTs. To improve efficiency and reduce staff time managing claims on the UST Cleanup Fund Priority List, the UST Cleanup Fund Program is changing its LOC process.

These changes will improve efficiencies in processing all UST Cleanup Fund program approvals and requests by reducing the time to issue LOCs and simplifying the submittal process for claimants. The UST Cleanup Fund is making these changes to minimize recent delays in issuing LOCs for claims on the UST Cleanup Fund Priority List that have resulted from **1)** claimants not returning the required forms timely, or **2)** claimants requesting to delay the LOC issuance for various reasons. UST Cleanup Fund staff will continue to collaborate with claimants to insure funding is available to aid in the cleanup of contaminated sites resulting from leaking petroleum USTs.

Effective immediately, the following process changes will take place:

- **Submission of specific forms with Reimbursement Request.**
 - Claimants will now be required to submit these forms before or with the first Reimbursement Request:
 - Non-recovery From Other Sources Disclosure Certification Form
 - Claimant Contact Information Form
 - Payee Data Record Form (Std. 204)
 - Claimants will *no longer* need to submit these forms prior to the LOC issuance.
 - This allows the UST Cleanup Fund to issue an LOC without waiting for the claimant to return forms that are required only to process a Reimbursement Request.
- **Clarification of time to submit eligible costs to the UST Cleanup Fund for reimbursement.**
 - For claims receiving regulatory case closure prior to the issuance of an LOC, claimants have 365 days from the date of LOC issuance to submit **all** eligible costs to the UST Cleanup Fund for reimbursement (Health and Safety Code

section 25299.57(l)). Once the deadline passes, the UST Cleanup Fund staff will close the claim. Claimants may request to reopen their claim by using the Request to Reopen a UST Cleanup Fund Claim Form.

- For claims with open regulatory cases, claimants have 365 days from the date of LOC issuance to submit their **first** Reimbursement Request (Health and Safety Code section 25299.57(l)). Failure to submit a Reimbursement Request within this period will result in claim closure. Claimants may request to reopen their claim by using the Request to Reopen a UST Cleanup Fund Claim Form.

The UST Cleanup Fund will continue to delay or deny issuance of an LOC if the Fund Manager has suspended the claim or the claim is not otherwise ready for an LOC due to claim-specific issues. If this occurs with your claim, the UST Cleanup Fund staff will contact you as appropriate.

NOTE: All forms referenced in this document are available on the UST Cleanup Fund website at: http://www.waterboards.ca.gov/water_issues/programs/ustcf/.

~~~CONTACT US~~~

If you have any questions, please contact us by:
Email: ustcleanupfund@waterboards.ca.gov
Telephone Message Line: 1-800-813-Fund (3863)
Allow 48 hours for a response to email and telephone messages