

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT  
UNDERGROUND STORAGE TANK REDEVELOPMENT TRUST FUND  
FOR INSTALLATION OF DOUBLE WALL STORAGE TANKS

**REIMBURSEMENT GUIDELINES**

**TO AVOID PAYMENT DELAYS AND UNNECESSARY  
DENIALS FOLLOW THE GUIDELINES LISTED BELOW**

**Guide lines for reimbursement for double wall UST installation that occurred between August 8, 2005, and June 31, 2015.**

- 1) Complete a Request for Reimbursement Form for all costs associated with the installation of the double wall UST, secondary containment and interstitial monitoring that has occurred. The underground storage tanks that were installed must have a current operating permit. For the reimbursement requests; submit one copy of the form and one copy of all supporting documentation. The form must be complete or it will be returned.
- 2) Upon review of the reimbursement request and supporting documents, KDHE will approve up to the maximum of \$50,000.00. The applicant will be notified by letter as to the amount approved or if additional documents are required. Please remember, all reimbursement requests must be submitted on a Request for Reimbursement Form.

**Guidelines for reimbursement for double wall UST installation that occurs on or after July 1, 2015.**

- 1) Upon completion of the preapproved scope of work to install a double wall UST, secondary containment and interstitial monitoring, KDHE will authorize reimbursement of the approved costs as outlined on the vendor's bid sheet up to a maximum limit of \$50,000.00. Please remember, all reimbursement requests must be submitted on a Request for Reimbursement Form.
- 2) **All invoices must be itemized.**
- 3) The applicant must submit a copy of the front and back of the canceled check with the Request for Reimbursement Form. In lieu of a canceled check, KDHE will accept an affidavit from the contractor stating they have been paid in full. Reimbursement requests not submitted with the appropriate documentation will be returned.
- 3) KDHE performs an inspection of the facility to determine installation of the double wall system is complete.