

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

**REIMBURSEMENT GUIDELINES**

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

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

- 1) Complete a *BER - Tanks UST Secondary Containment Fund Invoice Submission 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 *BER – Tanks UST Secondary Containment Fund Invoice Submission Form* 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 *BER- Tanks UST Secondary Containment Fund Invoice Submission 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 *BER – Tanks UST Secondary Containment Fund Invoice Submission 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 *BER – Tanks UST Secondary Containment Fund Invoice Submission 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.