

GENERAL INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE

READ BEFORE PROCEEDING!

Participation in the State Trust Fund is voluntary. Due to the number of sites requesting financial assistance, there is a waiting list for initiating corrective action using State Trust Fund money. After we have received your properly completed application, we will evaluate the site to determine the potential impact to the public health and environment. The evaluation involves assigning points to various health and environmental criteria, such as: soil and groundwater contamination, impact to the public and surrounding property, distance to private and public water wells, geologic setting, type of petroleum released, etc.. After evaluating the site and obtaining a final score, the site will be added to the list of all other sites evaluated to date. Corrective action will be conducted at all sites; however, higher scoring sites will be given priority.

If you do not want reimbursement for cleanup costs or you prefer to expedite cleanup at the facility, you can proceed on your own under the guidance of the KDHE district staff personnel. However, doing so will prevent you from obtaining any reimbursement from the State Trust Fund or applying any costs incurred towards your deductible.

To obtain reimbursement for costs incurred to cleanup contamination associated with your petroleum storage tank system, you must follow the instructions outlined below. Note that all work and costs must be pre-approved in writing by the KDHE Trust Fund Staff. In addition, a minimum of three bids from different companies must be obtained for any work conducted. YOU WILL NOT RECEIVE REIMBURSEMENT FOR WORK AND COSTS THAT WERE NOT BID AND NOT PRE-APPROVED IN WRITING BY THE KDHE TRUST FUND STAFF.

NOTE: If it is necessary to remove contaminated soils prior to submitting an application for reimbursement, you must obtain prior written authorization from the KDHE Trust Fund Staff, and you must obtain three bids for soil removal, treatment, disposal, and replacement. The bids must be on a per cubic yard or per ton basis and they must be obtained prior to conducting the work. All bids must be submitted on the bidding company's letterhead and signed by an authorized company representative.

STEP 1. All owners/operators applying for reimbursement from the State Trust Fund must complete the Kansas Petroleum Storage Tank Release Trust Fund Application Form.

STEP 2. Submit the completed application and supporting documentation to the KDHE Trust Fund Staff. The KDHE will review it and notify the applicant as to whether they qualify for assistance. This process generally takes four to eight weeks.

Application Denied: The owner/operator will be directed by the KDHE to cleanup the site in accordance with all the KDHE guidelines.

Application Approved: The KDHE Trust Fund Staff will rank the site and develop the scope of work necessary to initiate corrective action at the site.

STEP 3. Upon approval of the application, you must enter into a consent agreement with the KDHE.

STEP 4. Submit all reimbursement requests on the Request for Reimbursement Form.