



JEREMIAH W. (JAY) NIXON
GOVERNOR

WILLIAMS & COMPANY CONSULTING, INC.
THIRD PARTY ADMINISTRATOR

July 1, 2011

Dear PSTIF Partner,

Laboratory data are essential to evaluating the work done at a site. Our current reimbursement procedures (September 2, 2008) require the submittal of lab data before reimbursing costs for Site Characterization/Risk Assessment activities. We have found this is causing the submittal of multiple copies of lab data; once when reimbursement of costs for the field work is requested and again when the Risk Assessment Report is submitted.

Today, we are announcing a change to our reimbursement procedures. Effective immediately, lab data **will not** be required for reimbursement of site characterization activities. It will continue to be required for reimbursement of the cost for the Risk Assessment Report. Other provisions of the September 2008 reimbursement procedures remain unchanged. **Reimbursement Procedures effective July 1, 2011 are:**

1. **TANK REMOVAL:** The PSTIF typically will make only one reimbursement for cleanup costs incurred during tank removals. We will reimburse eligible expenses following receipt of a complete Closure Report and all invoices, including those from contractors/subcontractors.
2. **SITE CHARACTERIZATION/RISK ASSESSMENT: (REVISED JULY 2011)** If desired, we will reimburse costs for preparation of the approved workplan, initial fieldwork (including consultant labor), drilling, sampling, lab, and soil/water disposal prior to preparation and submittal of the Site Characterization/Risk Assessment Report. The following documents must be submitted with the reimbursement request:
 - ✓ Driller and lab invoices
 - ✓ Consultant invoices
 - ✓ Disposal Manifest

(If multiple mobilizations for fieldwork are required, multiple reimbursement requests may be submitted, each with the required backup documents.)

We will reimburse any remaining invoices upon receipt of a complete Site Characterization/ Risk Assessment Report and associated invoices. Please note that if laboratory data are missing from the report, reporting costs will be pended until all reimbursed laboratory data are received.

3. **FREE PRODUCT RECOVERY:** The PSTIF typically will make quarterly reimbursements for free product recovery activities. Reimbursement requests must include a report and invoices for all costs incurred to date, including all consulting time and subcontracted costs.
4. **GROUNDWATER MONITORING:** The PSTIF typically will make only one reimbursement for each groundwater monitoring event. We will reimburse eligible expenses for groundwater monitoring activities following receipt of a complete Groundwater Monitoring Report and all invoices associated with the task, including consulting time and subcontracted costs.

Thank you for your assistance in keeping our costs low. If you have any questions, please contact the adjuster assigned to your claim(s) or call 800-765-2765.

Sincerely,

WILLIAMS & COMPANY CONSULTING, INC.

A handwritten signature in black ink, appearing to read "Robert J. Clarke".

Robert J. Clarke
Claims Manager

RJC/kag



Petroleum Storage Tank Insurance Fund

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