



**Subject**            **Definition of “Properly and Fully Completed Claims for Reimbursement”**  
**Adopted**           **7/21/2006; 7/10/1998; 8/7/1997; 4/4/1997; 10/6/1995**

A properly and fully completed application is one that can be processed through payment. The following must be submitted before any application received by the Division of Oil and Public Safety of the Colorado Department of Labor and Employment (OPS) will be considered properly and fully completed:

1. Application for reimbursement - Reimbursement Application and Bilateral Reimbursement Agreement (Original or Supplemental) must be completed in its entirety, and signed by applicant. Two copies of the entire application are required – one copy must have original signatures.

**The bilateral agreement and necessary forms including the check list, tank addendum, listing of costs, MHN form and proof of payment affidavits can be found on the [Fund Forms page](#). Both the original and supplemental application forms are available in Excel format.**

2. Bilateral Agreement Language, Special Provisions and Signature page - a properly completed bilateral agreement signature page, one with an original, attested (if necessary) signature. The bilateral agreement form supplied by OPS shall be used. Any changes to the standard language or special provisions will require approval by the Colorado Attorney General. Because this will delay OPS' ability to issue reimbursement, the statutory time frames will no longer apply.
3. Application Check List – Included with both the original and supplemental applications. These check lists are intended to prompt the applicant as to the necessary information to submit with the application. The original application check list is more extensive with detail about the release detection methods applicable to the petroleum storage system.
4. Tank Addendum - Required for tank owners/operators only. Completed tank addendum must accompany each original application. The information on the tank addendum must match the information on the check list. No addendum is required for supplemental applications.
5. Release detection records as described on the check list - Tank owners/operators only. Submit records covering a period six months prior to release or discovery of contamination. If a tank was emptied prior to the release discovery, records are required for the period 6 month prior to the tank being emptied. Results documenting annual required tank, piping, and leak detector integrity tests should also be submitted. These annual tests should cover a period of 24-months prior to the release discovery to document annual testing was being performed.
6. Listing of Costs – The Listing of Costs lists each invoice submitted with the application. The Listing of Costs must be in order by date of work performed with the earliest date listed first.
7. Primary invoices - Supporting all costs claimed for reimbursement on the listing of costs. Two copies are required. For all work done July 1, 1997, forward, primary invoices must conform to the requirements established by Colorado's Reasonable Cost Guidelines, Article 3. All invoices must be coded with the appropriate Phase of Work Code (PWC), Activity Code (AC) and Task and Labor Code (TLC) for each requested cost, regardless of the dates of work.

