



**POLICY #7**  
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**Subject**            **Application Processing Time Clock – Date Filed to Date Submitted for Review by Petroleum Storage Tank Committee**  
**Adopted**           **7/21/2006; 7/12/1996; 10/6/1995**

The time frame for submitting an application for Committee review begins when the application is received by the Division of Oil and Public Safety of the Colorado Department of Labor and Employment (OPS). If OPS does not, within the pertinent time limit, determine whether or not the application is a properly and fully completed claim, it will be considered to be so, for purposes of interest accrual only. This policy does not affect the base amount the Petroleum Storage Tank Fund is obligated to reimburse the applicant. For any application not processed or paid within the required time frame, interest will accrue only for the time delinquent and only on the amount ultimately approved for reimbursement.

If OPS determines within the pertinent time limit that the application is not properly and fully completed, the statutory time frame no longer applies, provided OPS notifies the applicant in writing of the deficiency. Once the applicant corrects the problem(s) and OPS determines the claim is now properly and fully completed, the statutory processing time frame begins anew. Prior, elapsed days do not count.

If the OPS original review determines the claim is properly and fully completed, the time clock starts the day the claim was date stamped. If deficiencies are uncovered within the initial review, the interest clock will terminate and will reset to zero once the deficiencies are remedied.

If OPS does not determine within the prescribed time frame that a claim is properly and fully completed, but subsequently determines that it is not, OPS shall notify the applicant of the lacking information or documentation, and shall give the applicant a specific time frame of not less than two weeks in which to provide it. If the applicant does not comply with the request by OPS within the time provided, the interest clock shall terminate, and interest will accrue only for those days after the time frame for submitting the application for Committee review had expired until the date applicant failed to meet the OPS deadline for remedying identified deficiencies. Once the applicant remedies the deficiencies, the interest clock starts again without being reset.

If OPS submits the application for Committee review within the prescribed time period, but the Committee cannot review the claim within the required time frame, no interest accrues.

Providing written notice to the Chairman of the Petroleum Storage Tank Committee that an application is ready for Committee review constitutes submittal of the application to the Committee for its review.

