

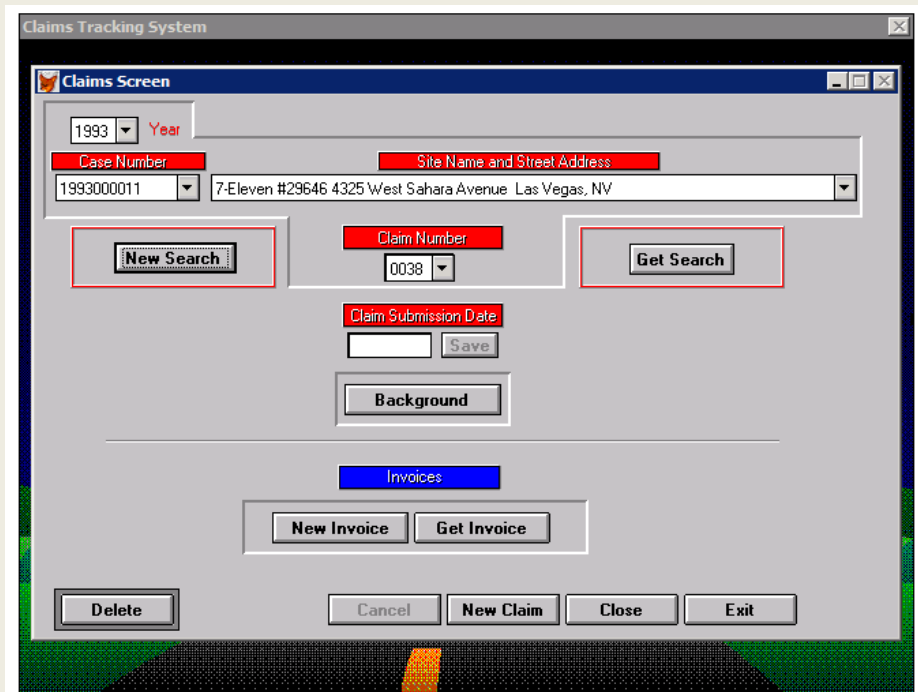


# ELECTRONIC INVOICING IN NEVADA

Megan Slayden  
Nevada Division of Environmental Protection

# Where We Were

- NDEP had a FoxPro database that was reaching its limits
  - Manual claims input
  - Troublesome and time consuming
  - Large amounts of paperwork
  - Microsoft Access outputs
- Enrollment separate



# Spurring a Change

- The Nevada Petroleum Fund sought an interactive format to:
  - Minimize processing time
  - Maximize transparency and efficiency
  - Provide easy operator access

## Welcome to the Nevada Environmental Activities Home Page

### Petroleum Fund

The Petroleum Fund (Fund) provides partial reimbursement to qualified storage tank owners/operators for corrective action costs required as a result of a petroleum release. It allows for voluntary enrollment of both regulated USTs and non-regulated ASTs and automatically covers releases from residential heating oil tanks.

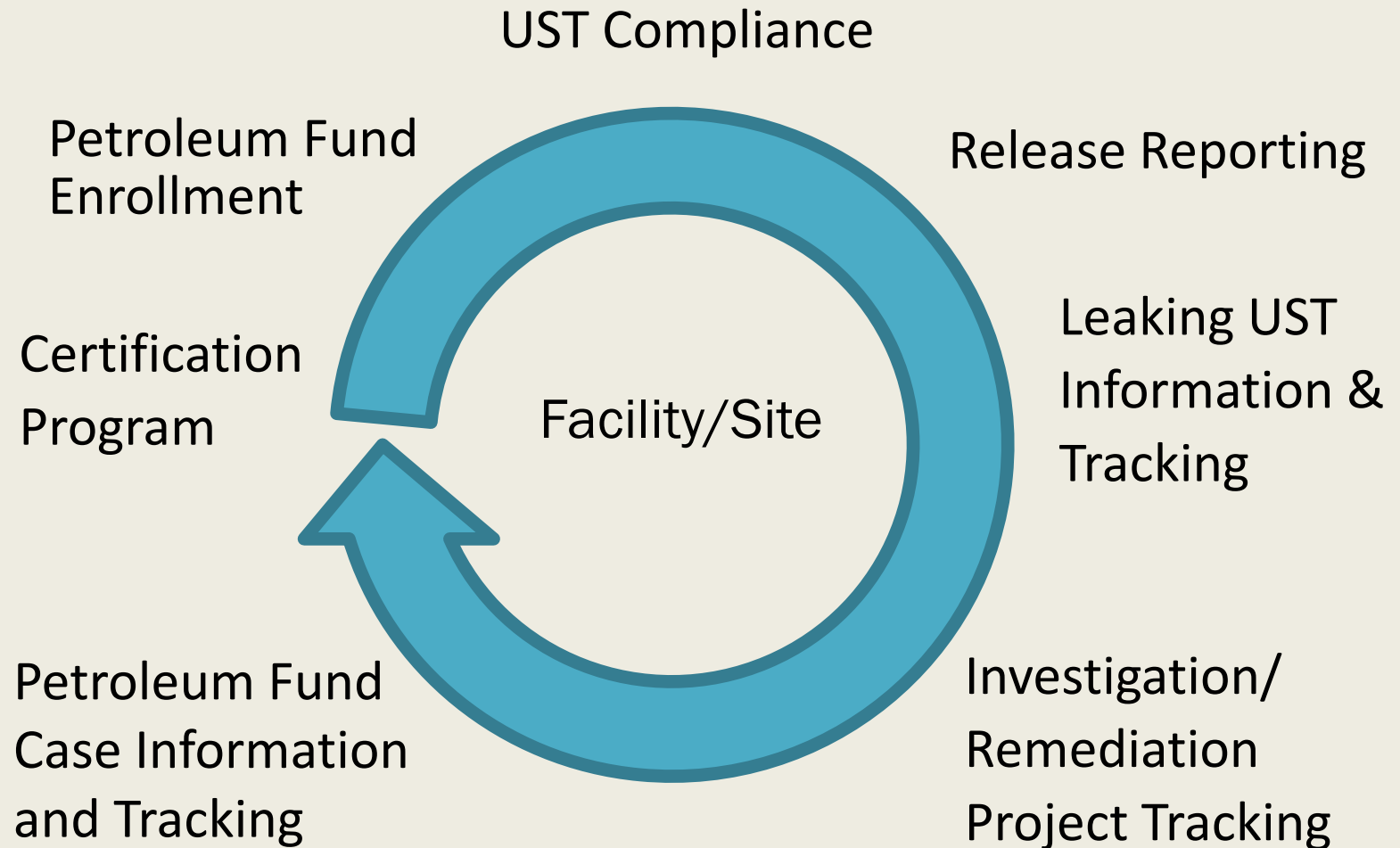
The Fund was implemented in 1989 to help UST owners/operators meet the federal requirements for financial responsibility pursuant to 40 CFR 280 subpart H.



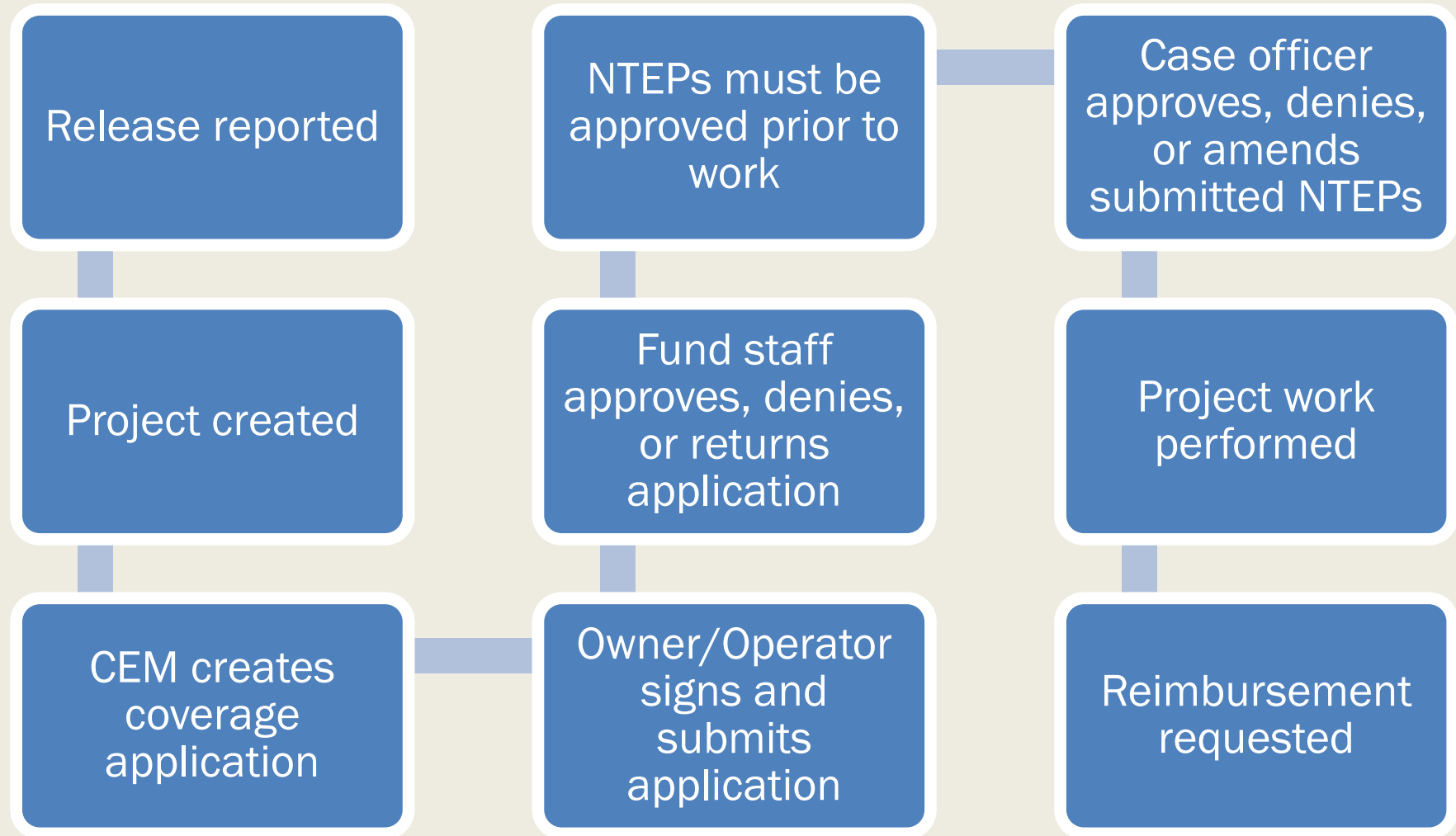
### Your Portal to:

- **Enroll and Manage Your Storage Tanks**
- **Submit a Fund Coverage Application**
- **Submit a "Not to Exceed Proposal" (NTEP)**
- **Submit and View Bid Packets**
- **Submit and View Claims**
- **Submit Proof of Payment Documentation**

# A Bureau-Wide Effort



# Tracking and Accountability



# Not-To-Exceed-Proposals (NTEPs)

- Cost proposals are required for site work
- Required before work is performed
- CEM hours set by Fund policy
- Submitted by CEM and must be reviewed and approved by owner/operator
- Electronically approved by case officer

## NTEP Task Cost Items

### A.1 - ASSESSMENT OF SITE CONDITIONS PURSUANT TO RELEASE DISCOVERY

	Cost Item	Rate	Quantity	Description	Cost	
	Administrative Assistant	\$15.00	2 Total Hours	Administrative support	\$30.00	
	Principal	\$125.00	1 Total Hours	Senior Review	\$125.00	
	Project Manager	\$85.00	10 Total Hours	Regulatory liaison, information compilation & submittal	\$850.00	
	Staff Engineer	\$105.00	10 Total Hours	Information compilation & submittal	\$1,050.00	

Total Proposed Task Amount: \$2,055.00


# Submitting a Claim



















## Upload Claim Invoices

### Attention!!!


The ID for this claim is **588069**. Use this number to reference this claim in all future activity and correspondences.

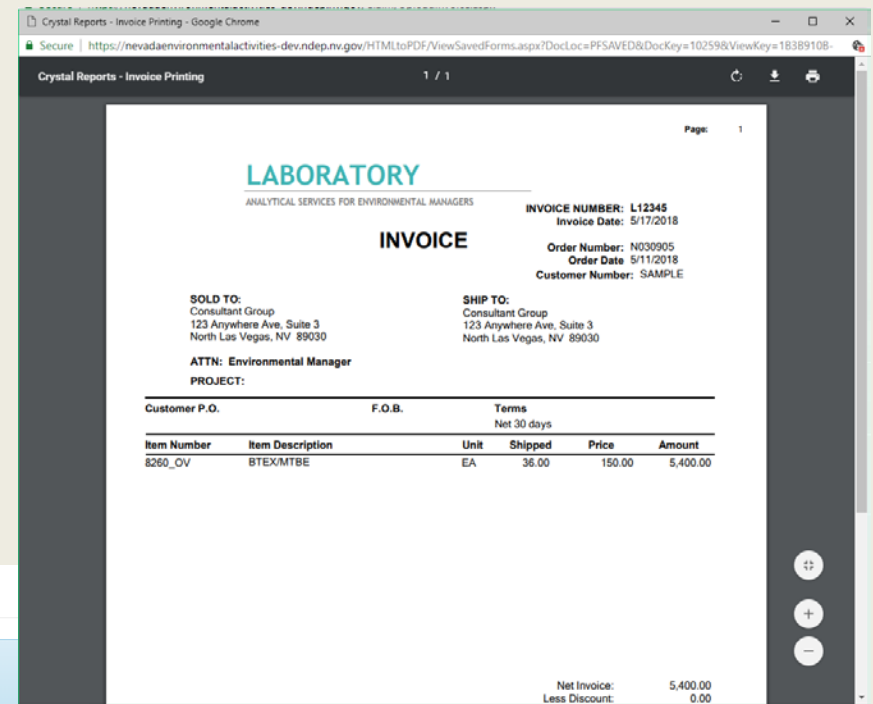
Upload Invoice

 Browse or Drag & Drop individual claim invoice .pdf files.

Invoice #	Date	Total Invoice Amount	Vendor	CEM Cost?	Document Name	Split
9874412	5/31/2018	7895	Enviro Management, Inc.	<input checked="" type="checkbox"/>	CEMInv 9874412.pdf	  
229956	4/30/2018	7775	Enviro Management, Inc.	<input checked="" type="checkbox"/>	CEM Invoice 229956.pdf	  
23432	3/31/2018	5265	Enviro Management, Inc.	<input checked="" type="checkbox"/>	CEMInv 23432.pdf	  
775458	3/21/2018	2999	B & G Excavation, Inc.	<input type="checkbox"/>	Invoice 775458.pdf	  
278587	4/9/2018	6000	Badlands Drilling Corporation	<input type="checkbox"/>	Invoice 278587.pdf	  
L12345	5/17/2018	5400	Acculabs Inc.	<input type="checkbox"/>	Invoice L12345.pdf	  

### Notes

- You can upload all invoices as one PDF and then use  above to split them into multiple PDFs.
- With regard to utility invoices (i.e. NV Energy or SW Gas), please use the Account Number as the Invoice Number for itemization purposes.



# Certified Environmental Manager (CEM) Invoice Details

- Costs a CEM charges for their services (i.e. billable hours)
- No mark-up
- Exhausted NTEPs do not appear

CEM Cost Itemization

Invoice #	Invoice Date	Invoice Amount	Vendor
9874412	5/31/2018	\$7,895.00	Enviro Management, Inc.

Select NTEP

Example 1

Amount Available: \$111,908.85

Applicable CEM Costs ⓘ

2495.00







(Excluding Markup)

View Invoice

Submit

## CEM Costs Invoice Itemization

Case No	Facility	Facility ID	Claim #
2018000016	Joe Smo's Pass N Gas	1-000376	588069

Invoice #	Date	Amount	NTEP	Requested	CEM Markup	
 9874412	5/31/2018	\$7,895.00	Example 1	\$2,495.00	\$0.00	
 229956	4/30/2018	\$7,775.00	Example 1	\$1,775.00	\$0.00	
 23432	3/31/2018	\$5,265.00	Example 1	\$1,816.15	\$0.00	



# Non-CEM Invoice Details

- Sub costs billed through a CEM invoice must be clearly identified
- Include mark-up
- Brief description required
- Upload bid documents for items over threshold (i.e. \$6,000)

**Non-CEM Cost Itemization**

Invoice #	Invoice Date	Invoice Amount	Vendor
278587	4/9/2018	\$6,000.00	Badlands Drilling Corporation

CEM Invoice:  (if this invoice was billed through a CEM invoice)

Mark up from CEM Invoice:

Work Performed:

Requested Amount:


Was this invoice issued by a laboratory? ☐ No

Was this invoice issued for soil disposal? ☐ No

Provide required bid documentation pursuant to Policy Resolution 2015-01

## Non-CEM Cost Invoice Itemization

Case No	Facility	Facility ID	Claim #
2018000016	Joe Smo's Pass N Gas	1-000376	588069

Invoice #	Date	Amount	Vendor	Description	Requested	Mark Up
 775458	3/21/2018	\$2,999.00	B & G Excavation, Inc.	Excavation at site	\$2,999.00	\$449.85 
 278587	4/9/2018	\$6,000.00	Badlands Drilling Corporation	Drilling activities at site	\$6,000.00	\$0.00 
 L12345	5/17/2018	\$5,400.00	Acculabs Inc.	Lab analyses	\$5,400.00	\$0.00 

# Additional Information

## Claim Details

Total CEM costs requested this claim \$14,399.00

Total CEM markup on outside services \$0.00

Total Non-CEM costs requested this claim \$6,536.00

Total requested this claim \$20,935.00

Is this the final claim for this remediation project?

No

Provide a description of the work performed for this claim

If needed, provided additional comments about this claim

### Case Coverage Amount

The system will ensure that the total coverage amount for this case is not exceeded by this claim.

### Verify NTEPs

The system will ensure that the NTEPs used for this claim do not exceed the amount authorized by your case officer.

### Invoice Verification

The system will double check that the total requested per invoice does not exceed the invoice total.

### Invoice Bid Verification

The system will check that every qualifying item has bids attached.

### Mark Up Validation

The system will verify that CEM markup requests do not exceed 15% of the vendor invoice.

### Proof of Payment Validation

The system will verify that the coverage application is in good standing in regards to Proof of Payment.

### General Case Setting

The system ensure that the case associated to this claim has been appropriately set up to receive claims.

Note

View Violations



# Finalize and Submit

Case No	Facility	Facility ID	Claim #
2018000016	Joe Smo's Pass N Gas	1-000376	588069

The document you will be submitting will appear below. This may take several minutes.

## COST INVOICE ITEMIZATION SHEETS

Claim #: 588069   State Facility ID Number: 1-000376   Case #: 2018000016   Facility Name: Joe Smo's Pass N Gas   Date: 8/13/2018

### NTEP: Example 1

Invoice #	Invoice Date	Total Invoice Amount	Requested	Mark Up	Total
9874412	5/31/2018	\$7,895.00	\$2,495.00	\$0.00	\$2,495.00
229956	4/30/2018	\$7,775.00	\$1,775.00	\$0.00	\$1,775.00
23432	3/31/2018	\$5,265.00	\$1,816.15	\$449.85	\$2,266.00
					<b>Total</b> \$6,536.00

### Non-CEM Cost Invoice Itemizations

CEM Invoice	Vendor	Vendor Invoice	Invoice Date	Work Performed	Total Invoice Non-Amount	Reimbursable	Amount Requested	Bids Attached
23432	B & G Excavation, Inc.	775458	3/21/2018	Excavation at site	\$2,999.00	\$0.00	\$2,999.00	N/A
229956	Badlands Drilling Corporation	278587	4/9/2018	Drilling activities at site	\$6,000.00	\$0.00	\$6,000.00	N/A
9874412	Acculabs Inc.	L12345	5/17/2018	Lab analyses	\$5,400.00	\$0.00	\$5,400.00	N/A
							<b>Total:</b> \$14,399.00	

This claim will need to be signed by the facility owner/operator. Once you have signed the form, an email will be sent to

User  at email address

Or

In lieu of an owner's signature, the owner signature form can be uploaded as a .pdf.

[View Owner/Operator Signature form](#)

☐ Check here to submit form with uploaded owner signature instead of owner/operator's electronic signature

No file chosen

Electronic  
signatures  
accepted

# Invoice Review – Step One



There is a new Claim awaiting review. Go to the [Review Claims Page](#) to review all pending claims.

- Review major invoice attributes to determine if information was input correctly.
- If there are errors, staff is able to make corrections.

### Invoice Details

Invoice Number

9874412

Invoice Date

5/31/2018

Total Invoice Amount

7895

Vendors

Enviro Management, Inc.

Vendor ID

807

Do you agree this invoice can be used for this claim?

☒ Yes

CEMInv 9874412.pdf

Manage Vendor List

View Invoice

Submit

Case No	Facility	Facility ID	Claim #
2018000016	Joe Smo's Pass N Gas	1-000376	588069

Invoice #	Date	Amount	Vendor	Type	Document Name
9874412	5/31/2018	\$7,895.00	Enviro Management, Inc.	CEM	CEMInv 9874412.pdf
229956	4/30/2018	\$7,775.00	Enviro Management, Inc.	CEM	CEM Invoice 229956.pdf
23432	3/31/2018	\$5,265.00	Enviro Management, Inc.	CEM	CEMInv 23432.pdf
775458	3/21/2018	\$2,999.00	B & G Excavation, Inc.	Non-CEM	Invoice 775458.pdf
278587	4/9/2018	\$6,000.00	Badlands Drilling Corporation	Non-CEM	Invoice 278587.pdf
L12345	5/17/2018	\$5,400.00	Acculabs Inc.	Non-CEM	Invoice L12345.pdf

Note

View Claim

# Invoice Review – Step 2



- Staff review requested amounts
- CEM invoices show which non-CEM invoices are associated
- Bid documentation is visible
- Staff may disallow ineligible costs

Review Requested Amount

Invoice #	Invoice Date	Invoice Amount	Vendor	Description	Lab Mark Up
278587	4/9/2018	\$6,000.00	Badlands Drilling Corporation	Drilling activities at site (On CEM Invoice)	\$0.00

Requested Amount \$6,000.00 Approved Amount

Was this invoice issued for soil disposal? ☐ No

Document Name
 Bid Summaries.pdf 

Are the provided bids acceptable? ☐ No

[View Invoice](#) [Submit](#)


Review Requested Amount

Invoice #	Invoice Date	Invoice Amount	Vendor	Description	Lab Mark Up
9874412	5/31/2018	\$7,895.00	Enviro Management, Inc.		\$0.00

Requested Amount \$2,495.00 Approved Amount

Requested Markup \$0.00 Approved Markup

Non-CEM Invoices

Invoice #	Date	Amount	Vendor	Requested Mark Up	Laboratory?	Accepted Mark Up
L12345	5/17/2018	\$5,400.00	Acculabs Inc.	\$0.00	<input checked="" type="checkbox"/> Yes	<input type="text" value="0.00"/> 

NTEP	Approved Amount	Authorized Amount	Used Amount	Remaining Amount
Example 1	\$112,500.00	\$115,500.00	\$6,536.00	\$108,964.00

[View NTEP](#)

[View Invoice](#) [Submit](#)

# Verify and Notify

- Staff can return the claim for updates.
- Staff reviews the letter prior to supervisor final review and distribution.
- All pertinent contacts associated with the case receive a copy of the letter via email.


Case No	Facility	Facility ID	Claim #
2018000016	Joe Smo's Pass N Gas	1-000376	588069

Board Meeting claim will be assigned to

Claim #	Recommended	Disallowed	Reduction	Claimant	Fund	Debits/Credits
This Claim	<input type="text" value="20935.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="2093.50"/>	<input type="text" value="18841.50"/>	<input type="text" value="+ 0"/>
Total	\$20,935.00	\$0.00	\$0.00	\$2,093.50	\$18,841.50	

Note

[Send Claim Back to CEM](#) [View Claim](#)



NEVADA DIVISION OF  
**ENVIRONMENTAL  
PROTECTION**

August 13, 2018

Mike  
Mike's Gas N Go  
901 S Stewart St  
4001  
Carson City, NV 89701

RE: Petroleum Fund Reimbursement Recommendation  
Joe Smo's Pass N Gas, 520 Holcomb Rd, Carson City, NV  
Case #2018000016, Claim #588069, Facility ID #1-000376

Dear Mike:

Your claim for reimbursement from the State of Nevada Petroleum Fund (Fund) in the amount of \$20,935.00 will be heard at the next meeting of the Board to Review Claims (Board) presently scheduled to occur at **10:00 AM on Friday, August 17, 2018** at the following locations:

Las Vegas: To be determined

Carson City: To be determined

The Nevada Division of Environmental Protection (NDEP) will recommend that you be reimbursed \$18,841.50 from the Fund toward your cleanup costs. The itemization of our recommendation is:

STATE OF NEVADA  
Department of Conservation & Natural Resources  
Brian Sandoval, Governor  
Bradley Crowell, Director  
Greg Lovato, Administrator

[View Claim](#)

This document will be emailed to the email addresses shown below

To add additional email addresses, separate each address with a semi-colon.

☐ Mark Letter as Revised  
☐ Don't send this email  
☐ Include ECCs

- Standard payment approved during quarterly Board meetings.
- Paid shortly after each meeting.
- Contested claims or claims connected to a site-specific determination must go to a Board meeting.

- Must provide proof of vendor payments within 60 days of receipt.
- One claim processed at a time

# Expedited Payments

- Board Policy Resolution 2017-02
  - *Additional staff review and submittal*
  - *Staff monitors payments as they're made, then sends confirmation letter.*

Case No	Facility	Facility ID	Claim #
2018000016	Joe Smo's Pass N Gas	1-000376	588069

ViewHTMLtoPDF.aspx

1 / 1

Greg Lovato, Administrator

8/13/2018

To: Petroleum Fund Staff

RE: Direct Payment for Joe Smo's Pass N Gas, 520 Holcomb Rd, Carson City, NEVADA  
Petroleum Fund Case No. 2018000016, Claim ID No. 588069

Policy Resolution 2017-02 allows for the Nevada Division of Environmental Protection (Petroleum Fund Branch) staff to pay uncontested claims on behalf of the Board to Review Claims (Board) prior to a quarterly scheduled Board meeting date. Prior to Petroleum Fund (Fund) staff providing direct payment of a claim, the responsible party must declare the recommended claim value is uncontested. The declaration below must be agreed to and certified by the owner/operator of the subject Petroleum Fund case.

I, MIKE - User CABLE, the owner/operator of Joe Smo's Pass N Gas, who is responsible for Fund case No. 2018000016 hereby request direct payment of Claim ID 588069 in the amount of \$18,841.50 in accordance with Board Policy Resolution No. 2017-02. I further declare the above Fund staff recommended claim amount is uncontested. By certifying this declaration via electric signature below, I understand and agree to the following conditions:

1. I have 30 days from the date this declaration is submitted to provide, and upload to the Nevada Environmental Activities database, the required proof of payment documentation demonstrating that vendors and/or contractors performing remedial services for the subject Fund case have been paid in accordance with NAC 590.780(2).
2. Failure to provide adequate proof of payment to remediation vendors and/or contractors within 30 days will result in the Fund denying payment and refusing acceptance of subsequent claim submittals until proof of payment is received.

Your Electronic Signature

What is your oldest sibling's middle name?

Enter Current Password

- Must provide proof of vendor payments within 30 days
- One claim processed at a time.



# Proof of Payments



Proof of payment is required for case 2018000016, claim #588069 by 09/12/18. You have **30 day(s)** to provide proof of payment. Please go to the [Proof of Payment Page](#). to provide all proof of payment documentation.

- Individual notifications per claim
- Upload through system
- Verify in system
- Finalize proof to enable next claim

Case No	Facility	Facility ID	Claim #
2018000016	Joe Smo's Pass N Gas	1-000376	588069

Choose Method All vendors were paid directly

Invoice #	Vendor	Requested	Accepted	Payment Date	Check No.	Payment Amount
9874412	Enviro Management, Inc.	\$2,495.00	\$2,495.00			
229956	Enviro Management, Inc.	\$1,775.00	\$1,775.00			
23432	Enviro Management, Inc.	\$2,266.00	\$2,266.00			
775458	B & G Excavation, Inc.	\$2,999.00	\$2,999.00			
278587	Badlands Drilling Corporation	\$6,000.00	\$6,000.00			
L12345	Acculabs Inc.	\$5,400.00	\$5,400.00			
Total Paid:						\$0.00

Upload Proof of Payment Browse or Drag & Drop .pdf proof of payment files.

[Previous](#) [Save & Submit](#)

# Questions?

- Megan Slayden
- Nevada Division of Environmental Protection  
901 South Stewart Street, Suite 4001  
Carson City, NV 89701
- Email: [m.slayden@ndep.nv.gov](mailto:m.slayden@ndep.nv.gov)
- Phone: (775) 687-9386