



Department of  
**Environment &  
Conservation**

# Tennessee UST's Electronic Invoicing System

Cindy Storm, PE

Deputy Director

Division of Underground Storage Tanks

September 13, 2018

# Brief History



- Prior to 2008 had written guidance and paper applications were submitted via mail
- 2008 thru 2010 - Developed task based system with time and materials
- 2010 thru 2012 – Conducted pilot test with 3 state contractors
- 2012 – Full implementation of electronic system by all contractors

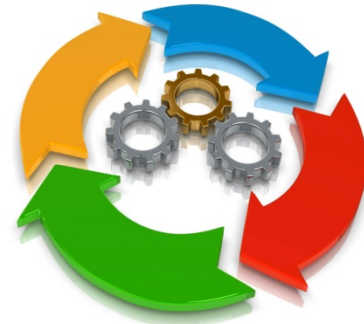
# Reimbursement Guidance Document

Written instructions that detail:

- > 160 field work task descriptions
- > 60 Plans/Applications/Reports
- List of eligible and ineligible costs
- Rates for:
  - ✓ Personnel (billable titles)
  - ✓ Equipment
  - ✓ Drilling
  - ✓ Laboratory analysis
  - ✓ Disposal of contaminated materials
  - ✓ Vehicles
  - ✓ Travel and per diem

# Reimbursement Guidance Document

- Reimbursement guidance document (RGD-002) details 6 main investigation and clean-up processes, reports, plans, applications, travel & per diem
- For each task required, a subsequent detailed cost sheet was developed to illustrate how the maximum costs were determined
- TCA 68-215-111(f)(8) – All applications must be submitted within 1 year of work performed in order to be eligible for reimbursement from the fund



# Database Information



























- Written instructions for completing electronic applications
- Database uses Microsoft® Access 2007 or higher
- Contractor requests a version of the database (32/64 bit) from database administrator
- Contractor populates their database with personnel and background information for each site and saves prior to beginning a specific application

# Database Information

- Database is pre-populated with allowable costs and number of approved hours for each task. This keeps the contractor from requesting more than the allowed hours or rates and eliminates mathematical errors.
- Database provides a number of pop-up instructions throughout
- A Miscellaneous page is available for those tasks that are “exceptions” or are not listed in RGD-002
- Once applications are completed, they are sent (specifically the tables) to TDEC-UST via a dedicated email address. They are uploaded into the main Oracle database on a daily basis.

# Typical Day of Submitted Applications

Date: Wednesday

 	Janeen Baugh	LT 1860043 Claim 8878 (7023)	Wed 8/8/2018 12:1...
 	Janeen Baugh	LT 1460078 Claim 8873 (7034)	Wed 8/8/2018 12:0...
 	Bonita Ziervogel	REGULAR - : 8-570210 06-30-18 53568 346-0001	Wed 8/8/2018 10:5...
 	Susan Stephen...	LUST Trust invoice for Sunnyside 2-130052	Wed 8/8/2018 10:4...
 	Susan Stephen...	LUST Trust invoice for Sunnyside 2-150052	Wed 8/8/2018 9:53...
 	Janeen Baugh	LT 1820276 Claim 8871 (7016)	Wed 8/8/2018 8:51...
 	Janeen Baugh	LT 1370011 Claim 8870 (7010)	Wed 8/8/2018 8:51...
 	Janeen Baugh	LT 1900376 Claim 8874 (7054)	Wed 8/8/2018 8:49...
 	Janeen Baugh	LT 1379018 Claim 8875 (7039)	Wed 8/8/2018 8:48...
 	Janeen Baugh	LT 1900169 Claim 8869 (7002)	Wed 8/8/2018 8:47...
 	Janeen Baugh	LT 1860043 Claim 8872 (7023)	Wed 8/8/2018 8:46...
 	Janeen Baugh	LT 1900169 Claim 8868 (7002)	Wed 8/8/2018 8:44...
	UST Reimburse...	RE: Facility ID # 9-792019 - Modified Site Check Report	Wed 8/8/2018 8:07...
	Bonita Ziervogel	Facility ID # 9-792019 - Modified Site Check Report	Wed 8/8/2018 8:02...

# Reimbursement Application Review



- Pre-audit is conducted to ensure that the application is complete
  - ✓ Federal W-9 form (1<sup>st</sup> application only)
  - ✓ Copy of the contract between the RP and CAC (1<sup>st</sup> appl only)
  - ✓ Signature certification pages – Both RP and CAC
  - ✓ Back-up invoices, receipts, etc. (pdf)
- Review assigned through the database to a regional auditor
- 2<sup>nd</sup> reviews conducted by supervisor on approximately 10% of applications





# Example Work Task

## 4.4.c.1 Cost for ground water sampling

This SOW will include all personnel time and sampling supplies to purge and sample wells of any depth or diameter. This SOW includes static water level measurements, purge volume calculations, sampling of purge water for disposal, personnel time to coordinate this task and to manage the laboratory services (i.e. chain of custody, sample preparation, sample QA/QC, and invoice managing). The schedule for ground water monitoring shall be performed in accordance with the schedule in the approved CAP. Wells to be sampled shall be in accordance with the approved CAP. Includes cost of drum.

**Maximum cost is \$273.50 for one (1) well and \$137.50 per well for each additional well sampled.**

Task 4.4.c.1	Corrective Action	Groundwater Sampling			
Description	Number of Days	Maximum Cost Allowed / Day	Total Cost Allowed		
Personnel	1	\$137.50	\$137.50		
Equipment	1	\$136.00	\$136.00		
		Maximum Allowed Total Cost for Task 4.4.c.1	\$273.50		
Personnel Cost		Hourly rate	#		
Sr. Tech	Office / Onsite	\$55.00	2.5		
		Maximum Allowed Personnel Cost	Sub-Total	\$137.50	
Equipment Cost			Quantity	Max. Allowed / Day	Total Cost / Day
Interface probe			1	\$55.00	\$55.00
Supplies			1	\$20.00	\$20.00
Disposable bailer			2	\$10.00	\$20.00
Reconditioned drum			1	\$41.00	\$41.00
		Maximum Allowed Equipment Cost Per Day		\$136.00	

# Reimbursement Database - Main Page

Reimbursement

tdecone.tdec.tn.gov:8080/apex/f?p=101:502:8845581822183::NOV,502:P502\_ROW\_ID:68862

Underground Storage Tanks

BG41097 | [Home](#) | [Docs\(IR\)](#) | [App Requests](#) | [Resp Details](#) | [Mailing Lists](#) | [Telemetry](#) | [CAC](#) | [Tablet Info](#) | [Inquiries](#) | [Service Inventory](#) | [My Reports](#) | [UST Reports](#) | [Print](#) | [Change Password](#) | [Help](#) | [Logout](#)

Integrity

Sites, Facs, Contacts, Docs

Inspections

Remediation

Reimbursement

Enforcement

ADMIN

Facility ID

Application 1

Name

Address

City

5190705

16020

Mapco Express #3217

7600 Highway 70 South

Nashville

Pre-Audit

Audit

Reviewed

Reimbursement

Apply Changes

Link To Remediation

Close

Facility ID **5190705** Application Number 1 **16020** Case Number **3**

GIA Customer ID **301470** GIA Facility ID **309751**

Department Site ID **7059**

Site Name

Address 1

Address 2

City  State  Zip

Site County  Field Office

General Comments 

system from 6-020106 4/6/2017  
Deductible met Application #1

60 of 4000

Application Received

General site info

Pending Requests

Add New Request

no data found

Past applications

Processed Requests

Go To	APP NO2	APPEAL	STATUS	App start date	App end date	Requested	Netpay
	MK2	N	Posted	APR-06-2017	APR-06-2017	\$11,748.67	\$11,748.67
	12	N	Posted	JUN-21-2017	MAR-30-2018	\$31,456.59	\$31,411.59
	11	N	Posted	OCT-12-2017	DEC-14-2017	\$21,393.88	\$21,393.88
	10	N	Posted	AUG-14-2017	OCT-13-2017	\$19,972.32	\$19,924.82
	09	N	Posted	JUL-27-2017	AUG-18-2017	\$14,207.63	\$14,207.63
	08	N	Posted	MAY-17-2017	AUG-01-2017	\$40,883.24	\$40,828.99



TN Department of Environment & Conservation

12:51 PM 8/10/2018

# Main Page (cont.)

## Reimbursement History


**Add New**

Edit	Event Date ↓	Event	Comments
	JUL-09-2018	17 Phone Conversation	RP Address for: BULL MARKET 6363 Poplar Avenue Memphis, TN 38119, per Teresa Carlin all
	JUN-23-2009	Approved	FE Approved. ←

Export to SpreadSheet

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## Remediation on Facility

Go To	Facility ID	Case Number	Discovery Date	Current Status	Closure date	Case Manager
	8240097 ←	1	JUL-23-2008	6 Corrective Action	-	Karim Bouzeid

1 - 1

# Entry Into Reimbursement Module

Remediation		Reimbursement		Enforcement		ADMIN		Web Reports		T&A	
Address	City										
Highway 70 South Nashville		<u>Pre-Audit</u>	<u>Audit</u>	<u>Reviewed</u>	<u>Approved</u>	<u>Posted but not Paid</u>					

# Pre-Audit Completed

**Pre Audit**


**Cancel** **Apply Changes**

**Row Id** 23256


**Facilityid** 1100086


**Applicno1** 17035


**Claim ID** **7779.7820.7870.7917.7985**


**Date Received** AUG/15/2017 


**Ed Ven Number** 139110

**Pre Audit Date** AUG/15/2017 


**PDF Date** AUG/15/2017 


**Certified Date** AUG/10/2017 

**Date Application Received** AUG/15/2017 

**Edison Info Check Date** AUG/15/2017 












**Pre Auditor** Donna Keith ▼

**Passed Pre Audit Date** AUG/15/2017 

**First Pre Audit Date** AUG/15/2017 

# View of Electric Bills Submitted

## Processed Requests

Go To	APP NO2 ↓≡	APPEAL	STATUS	App start date	App end date	Requested	Netpay
	EL36	N	Posted	MAY-30-2018	JUN-27-2018	\$1,204.91	\$1,204.91
	EL35	N	Posted	APR-30-2018	MAY-30-2018	\$1,295.26	\$1,295.26
	EL34	N	Posted	MAR-28-2018	APR-30-2018	\$1,521.53	\$1,521.53
	EL33	N	Posted	FEB-23-2018	APR-28-2018	\$1,667.53	\$1,667.53
	EL32	N	Posted	JAN-26-2018	FEB-23-2018	\$1,000.89	\$1,000.89
	EL31	N	Posted	DEC-27-2017	JAN-26-2018	\$1,489.48	\$1,489.48
	EL30	N	Posted	NOV-27-2017	DEC-27-2017	\$465.46	\$465.46
	EL29	N	Posted	OCT-26-2017	NOV-27-2017	\$210.14	\$210.14
	EL28	N	Posted	SEP-25-2017	OCT-26-2017	\$179.81	\$179.81
	EL27	N	Posted	AUG-24-2017	SEP-25-2017	\$993.97	\$993.97
	EL26	N	Posted	JUL-26-2017	AUG-24-2017	\$1,195.51	\$1,195.51





# View of Applications Submitted

	47	N	Posted	MAY-07-2018	JUL-09-2018	\$14,126.03	\$13,871.03
	46	N	Posted	FEB-01-2018	FEB-28-2018	\$4,358.29	\$4,278.29
	45	N	Posted	FEB-12-2018	MAR-31-2018	\$4,562.53	\$4,562.53
	44	N	Posted	JAN-01-2018	JAN-31-2018	\$3,173.08	\$3,158.08
	43	N	Posted	DEC-01-2017	DEC-31-2017	\$1,406.08	\$1,406.08
	42	N	Posted	OCT-01-2017	NOV-30-2017	\$7,424.39	\$7,214.39
	41	N	Posted	AUG-31-2017	SEP-30-2017	\$2,071.14	\$2,071.14
	40	N	Posted	JUN-01-2017	JUL-05-2017	\$2,247.56	\$2,057.56
	40	A	Posted	-	-	\$0.00	\$190.00

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row(s) 31 - 45 of 86
[Next >](#)









# Reimbursement Tasks Submitted on Application

	7	6.0 Applications/Proposals/Reports/Submittals	6.18 Monitoring Reports (TGD-007)	6.18.h Corrective Action Monitoring Report with as-built diagrams (CAMR-ab)	None	UST Fund	-	8240097	07181773001
	8	4.0 Risk Management and Corrective Action Process	4.4 Corrective Action	4.4.b Corrective Action System Operation and Maintenance	4.4.b.1 Cost for routine operation and maintenance	UST Fund	-	8240097	07181773001
	9	4.0 Risk Management and Corrective Action Process	4.4 Corrective Action	4.4.b Corrective Action System Operation and Maintenance	4.4.b.7 Cost for review of telemetry report	UST Fund	-	8240097	07181773001
	10	4.0 Risk Management and Corrective Action Process	4.4 Corrective Action	4.4.b Corrective Action System Operation and Maintenance	4.4.b.1 Cost for routine operation and maintenance	UST Fund	-	8240097	07181773001



# Work Task for Routine O&M on Remediation System

## Personnel

Edit	Employee Name	Date Work <sup>↑</sup> Done	Travel To	Travel From	On Site Time	Office Time	Modified	Reviewed	Job Title
	Melvin Fields	JUN-11-2018	- ↓	- ↓	- ↓	Yes	No	Yes	CAS Specialist
	Melvin Fields	JUN-11-2018	Yes	- ↓	- ↓	-	No	Yes	CAS Specialist
	Melvin Fields	JUN-11-2018	-	- ↓	- ↓	Yes	No	Yes	CAS Specialist
	Melvin Fields	JUN-11-2018	-	- ↓	Yes	↑ Yes	No	Yes	CAS Specialist
	Melvin Fields	JUN-11-2018	-	Yes	-	-	No	Yes	CAS Specialist
	Melvin Fields	JUN-11-2018	-	-	Yes	-	No	Yes	CAS Specialist

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# Details of Personnel Charges

## Personnel Detail

Facilityid 8240097

Total Deductible 20000

Employee Name **Melvin Fields**

Job Title **CAS Specialist**

Professional License Number **N/A**

Date Worked **JUN-11-2018**

Hours Worked From **12:15:00 PM**

Hours Worked To **4:30:00 PM**

On Site Time **Yes**

Travel Time To

Travel Time From

OfficeTime

Requested Number of Hours **4.25**

Requested Hourly Rate **65**

Requested **\$276.25**

Not Eligible **\$0.00**

Allowable **\$276.25**








CAC Comments **O&M**

Created By **BG41102** Created On **JUL-10-2018**

# Equipment Used During O&M Task

## Rentals

Display All




Edit	Rental Date	Item	Number of Daily Units	Number of Weekly Units	Number of Additional Day Units	Modified	Reviewed
	JUN-11-2018	Air Compressor 100 CFM, Gas Powered	1	0	-	No	Yes
	JUN-11-2018	3,000 PSI High Pressure Washer	1	0	-	No	Yes
	JUN-11-2018	Safety cones, barricades, caution tape	1	0	-	No	Yes
	JUN-11-2018	Wet/Dry Vacuum	1	0	-	No	Yes
	JUN-11-2018	Photoionization Detector	1	0	-	No	Yes
	JUN-11-2018	Velocity Meter	1	0	-	No	Yes
	JUN-11-2018	Oil/water Interface Probe	1	0	-	No	Yes

1 - 7

# Other Items Used During O&M Task

## Supplies



Display All

Edit	Item	Units	Number	Modified	Reviewed
	Bag Filter	Event	2.00	No	Yes
	Lubrication grease	Gallon	1.00	No	Yes
	Supplies (Rydlyme, paper towels, gloves, etc.)	Event	1.00	No	Yes

1 - 3

## Mileage

Display All

Edit	Item	Units	Number	Date Driven	Driven from	Driven To	Modified	Reviewed
	Autos/Pick-up Trucks	Mile	43	JUN-11-2018	Olive Branch, MS	Somerville, TN	No	Yes
	Autos/Pick-up Trucks	Mile	43	JUN-11-2018	Somerville, TN	Olive Branch, MS	No	Yes

1 - 2

## Miscellaneous

Display All

# Charging Too Much For A Report - Denied

## Edit Reimbursement Detail

[Back](#)[Process Description](#)

Row Id 455790

Claimid **07181773001**

Facility ID **8240097** Application No. 1 **09011** Application No. 2 **47** Appeal **N** Process No. **7**

Task **6.0 Applications/Proposals/Reports/Submittals**

Event **6.18 Monitoring Reports (TGD-007)**

Sub Task **6.18.h Corrective Action Monitoring Report with as-built diagrams (CAMR-ab)**

Sub Sub Task **None**

Request **\$2,200.00**

Not Eligible **\$240.00**



Net Pay **\$1,960.00**

Created By **BG41102** Created On **JUL-10-2018**

Updated By **BG41023** Updated On **JUL-12-2018**

[Return to Items not Reviewed Page](#)[Return to Review Modified Items Page](#)

# Disallowed Costs Explanation

UST Audit

Cancel Apply Changes

Disallowed 240

\*\*\* THIS ITEM HAS BEEN MODIFIED \*\*\*

State Comments

Case manager requested CAMR not CAMR-ab. Exceeds the maximum amount.

68 of 4000

Modified ☒

Reviewed ☒

# More Examples of Denied Costs

## Edit Reimbursement Detail

[Back](#)[Process Description](#)

Row Id 449738

Claimid **LUST2072153 C10**

Facility ID **8390055** Application No. 1 **15935** Application No. 2 **10** Appeal **N** Process No. **9**

Task **3.0 Release Investigation Process**

Event **3.3 Drilling**

Sub Task **3.3.c Cost for supervision of field work**

Sub Sub Task **None**

Request **\$2,296.11**

Not Eligible **\$47.94**



Net Pay **\$2,248.17**

Created By **BG41102** Created On **FEB-09-2018**

Updated By **BG41027** Updated On **FEB-20-2018**

[Return to Items not Reviewed Page](#)[Return to Review Modified Items Page](#)



# More Examples of Denied Costs

## Hauling/Disposal Detail

Sample Method or Item **Soil Drum Disposal**

Sample or Item Type **Drum**

Requested Samples/Items **14**

Requested Cost per Sample/Item **\$90.00**

Markup **\$0.00**

Requested **\$1,260.00**

Not Eligible **\$540.00**



Allowable **\$720.00**

Comments Domermuth 43147 - drums picked up 12/14/17

Created By **BG41027** Created On **JAN-17-2018**

Updated By **BG41027** Updated On **FEB-05-2018**

# Amount Paid and Amount Remaining

Total Requested	\$341,738.48	
Total Not Eligible	\$11,247.65	
Total Net Pay	\$330,490.83	
Total Deductible	\$20,000.00	
Total Payment	\$310,490.83	
Amount Remaining	\$1,669,509.17	
Created By	UST_ADMIN	Created On FEB-01-2013
Updated By	BG41012	Updated On NOV-13-2015

# Contact Info

**Cindy Storm, PE**  
**Deputy Director**  
**Division of Underground Storage Tanks**  
**(615) 532-0988**

**[cindy.storm@tn.gov](mailto:cindy.storm@tn.gov)**

# Questions?

