

FORM 1
Biosolids Land Application Local Monitoring Expenses
REIMBURSEMENT INVOICE

page 1 of 2

DEQ USE ONLY
Claim Number:
Evaluator:
Evaluation Date:

Complete and submit with all required supporting documentation within 30 days of the last day of the month in which the reimbursable activity occurred to:

Department of Environmental Quality, ATTN: Accounts Payable, P.O. Box 1105, Richmond, Virginia 23218.

Refer to the Fees for Permits and Certificates regulation (9 VAC 25-20-149) for additional details regarding requirements for reimbursement of local monitoring expenses..

I. Claimant Information		
A. Name of Local Government Official:		B. County:
C. Claimant Mailing Address:		D. City, State: E. ZIP Code
F. Claimant Telephone No.: ()		G. Claimant Email:
H. Contact Person for Reimbursement:	I. Contact Person Telephone No.: ()	J. Contact Person Email:

II. Monitoring Activity Information	
A. Biosolids land application activity period for this invoice - Beginning Date:	Ending Date:
B. Local Monitoring Activity Dates for this invoice - Beginning Date:	Ending Date:
C. Attach completed Form 1, Page 2: Biosolids Land Application Local Monitoring Activity Details	
D. Attach receipts for any expenses other than local monitor labor and mileage	
E. Is reimbursement sought for expenses that exceed \$2.50 per dry ton of biosolids land applied in the county during the period of time specified in II.A? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach documentation of prior approval from DEQ.	

III. Multiple Owner Information (For Local Monitor employed by multiple jurisdictions)	
Are the expenses claimed in this invoice part of a multiple owner payment submission? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, attach Multiple Owner Payment Form 2.	

IV. Statement of Costs	
Total costs claimed for reimbursement in this invoice: \$ _____	DEQ USE ONLY Adjustments:

V. Local Monitor Certification		
"I certify that the information included in this invoice and any attachments is accurate and complete."		
_____	_____	_____
Local Monitor (Signature)	Local Monitor (Printed Name)	Date

VI. County Administrator Certification		
"I certify that the monitoring activities for which reimbursement is sought have been performed in accordance with the provisions of the VPA Permit Regulation (9VAC25-32-10 et seq.) and the Fees for Permits and Certificates regulation (9VAC25-20-10 et seq.)."		
_____	_____	_____
County Administrator (Signature)	County Administrator (Printed Name)	Date

INSTRUCTIONS FOR COMPLETING THE REIMBURSEMENT INVOICE

Fill in the following information

Block I. Claimant Identification

A. Name of Local Government Official: The local government jurisdiction where land application of biosolids occurred and local monitoring activities took place during the dates specified is the claimant, and a responsible local government official should be named. The claimant may submit an invoice for costs incurred for any completed local monitoring activities during the stated reimbursement period since any prior invoice submittals for a reimbursement period of time. The claimant named in this section will be considered the person or entity that will receive all original correspondence and will be named as the payee on the reimbursement checks unless a Payment Assignment Form has been completed.

Where there are multiple jurisdictions (owners) employing the same local monitor, one Claimant may claim the costs submitted for the reimbursable monitoring expenses. The other owners must assign the right to reimbursement to this single claimant by using the Multiple Owners Payment Assignment Form 2.

B. Provide the County in which land application of biosolids occurred and the invoiced monitoring expenses are claimed.

C.D. E. Provide the claimant's current mailing address; including the city, state, and zip code.

F. List the telephone number, including area code, for the claimant.

G. Provide an email address for the claimant.

H. Contact Person for Reimbursement: Provide the name of a person who can answer questions about the invoice.

I. List the telephone number, including area code, for the contact person.

J. Provide an email address for the contact person.

Block II. Monitoring Activity Information

A. Biosolids land application activity period: Specify the period of time during which biosolids was land applied in the county. DEQ will use the amount of biosolids land applied during this specified period of time to calculate the maximum reimbursable amount, which will be \$2.50 per dry ton of biosolids land applied in the specified period. The claimant may specify a period of time which precedes the beginning date of local monitoring activity in order to justify monitoring activity that occurred following land application. **If no biosolids was land applied in the time period specified, DEQ cannot provide reimbursement.**

B. Local monitoring activity dates: List the dates during which local monitoring expenses were incurred. Submit one invoice for all monitoring activity that occurs in a single calendar month (e.g. Do not submit one invoice that ends on September 15th and a second invoice that begins on September 16th). Subsequent invoices must specify a beginning local monitoring activity date that is later than the ending local monitoring activity date of any previous invoices.

C. Complete the summary "Biosolids Land Application Local Monitoring Activity Details" and attach to page 1 of the invoice. Include the DEQ control number for each field inspected if the DEQ permit includes the control number; otherwise provide the site ID specified in the permit. A description of the activity at a monitored site must be included; inspection reports are encouraged.

D. The claimant must provide receipts for any expenses other than local monitor labor (time and fringe benefits) and mileage expenses. Such expenses include laboratory analysis costs, equipment purchases, registration fees, lodging, and any other goods or services purchased by the local monitor for the purpose of biosolids land application monitoring.

E. 9VAC25-20-149.A. allows for reimbursement of expenses up to \$4.00 per dry ton of biosolids land applied in a county during the period of time that the reimbursable costs were incurred. If local monitoring costs are expected to increase during a specified period of land application, the claimant must notify DEQ prior to incurring the additional expense in order to obtain approval. DEQ will base the maximum amount of reimbursement on the amount of biosolids applied during the specified period of land application activity. The additional expense must occur during the same period that the biosolids land application activity occurs. If the reimbursement request includes expenses in excess of \$2.50 per dry ton of biosolids land applied in the period specified, and the claimant does not provide documentation of prior DEQ approval, DEQ will reduce the total reimbursement accordingly.

Block III. Multiple Owner Information

Check the box indicating whether or not this invoice is part of a multiple owner payment request. If 'Yes' is checked, submit the invoice with a complete copy of Form 2 with all other invoices and required endorsements.

Block IV. Statement of Costs

Enter the total costs being claimed for the monitoring activities during the time period specified in this invoice.

Block V. Local Monitor Certification

9VAC25-20-149.C.2 requires the local monitor to attest to the accuracy and completeness of the information provided. The signature of Local Monitor indicates that the claimed expenses are accurate and complete for activities they have reported.

Block VI. County Administrator Certification

9VAC25-20-149.C.2 requires the county administrator to certify that the responsible local official has read and understands the requirements for reimbursement and that the application submitted is not fraudulent. The signature of the County Administrator indicates that the invoice has been properly prepared by a responsible official who has verified that the local monitoring expenses claimed in this invoice adhere to the regulatory requirements.