**2013 MFTF REIMBURSEMENT APPLICATION USER GUIDE**

**Introduction:**

This new application is designed to be more efficient for both the RAC and MFTF staff. For instance, information that is repeated throughout the application will only need to be entered one time. For example, the AIN will be entered on Part 1 and then will automatically appear on the subsequent affidavits and Part 5 – Event Summary. The first section of this guide includes general information about the language and format changes in the new application as well as information concerning the Print icons that are shown at the top of each page. The sections that follow will provide page by page instructions and information concerning the various Parts of the application.

**Immediately upon opening the file, a warning may appear to inform the user that the file contains “active content”. You must “Enable Content” in order for the application to function properly. If Excel 2007 or older is being used, click the “Options” button that appears, select “Enable the Content”, then click OK. If Excel 2010 is being used, simply click the “Enable Content” button on the warning line.**

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**Beginning October 1, 2013, all work conducted on or after July 1, 2012 must be presented on this new application. Failure to do so, may result in the application being returned for correction.**

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 ***Application and Format Changes***

In reviewing the application, the first change that should be noticed by the user is that Part 1 (cont’d) has been streamlined. Less information is now required on this page so that the more pertinent information can be easily submitted and identified. Also new to this page is the request for an email address for the preparer of the application. It is very beneficial to both the applicant and MFTF staff to have this information easily accessible in order to facilitate documented communication.

Perhaps the most important change in this new application is the change in language of the Part 2 – Owner/Responsible Party Certification Affidavit. The owner/responsible party is no longer certifying the completeness and accuracy of the application. Rather, now the owner/responsible party is certifying that the charges on specific invoices are “true and correct”. This change was made so that if there are any administrative faults with the application, the applicant (RAC) would not have to obtain a new affidavit from the owner in order to address the faults, barring any correction of one or more invoices. Please note that the format of and information required on the Part 2 affidavit has been changed to adapt to this new language; see Section 2 of this guide for further details.

Part 6 of the new application has also been consolidated and presented in a more efficient manner. All RAC/Owner invoices will be listed on a single page. In order to create a checkpoint for the new Part 2 language, the invoices listed on Part 2 must be the exact invoices shown on Part 6. In addition, the new Part 6 also creates a checkpoint for Part 5 in that the total of the invoices listed on Part 6 must equal the Application Grand Total on Part 5.

Throughout the application, when possible, the worksheet will automatically calculate dollar values of the work performed. The unit rates provided in the 2012 MFTF Guidance Document have been programmed into all relevant locations of the application. Since each page of the Part 5 Supplementary pages is automatically calculated, there is no need to enter any dollar values on the Part 1, 2, 3, or 5 of the application. These values will be populated once the application is properly filled out. In many cases, more than one option may be available to the user in order to conduct the calculations with the proper unit rate. In most of these cases, a drop down list is provided in the necessary cell location.

Users may also notice a red indicator in the corner of some cells. This indicates that a comment has been loaded to this cell to give direction or useful tips to properly complete this section. To view the comment, simply hover the cursor over the cell and the comment will appear.

“Missing Information” indicators have been added to several Parts of the application. Red boxes and/or the words “Missing Information” will appear on pages that are missing critical information such as site specific information (AIN, incident number, quarters invoiced, etc)

***“Print Page” and “Print Workbook”***

Two buttons were added to make printing the application easier for the applicant. **Only these buttons should be used to print from this file; using the print icons from the toolbar will cause the application to print improperly or not at all.**

The “Print Page” button that appears at the top of each page is designed so that the individual page can be printed without the rest of the application. This button will only print the page if the designated prompt is completed. The following list provides what fields must be completed in order to use the “Print Page” button.

* Parts 1, 2, 3, 5, and 6 will print regardless of any information shown on the page
* Part 2.A will only print if a total is detected in cell J26 – “Total Deductible Amount...”
* All Part 5 supplementary pages require that a “Total” be present. For this to occur an amount must be provided and an Event Type box must be checked in the header.
* Part 7 must contain a Manufacturer’s Name in cell F15.
* Part 8 must contain a description in cell C44 – Type of Equipment.

The “Print Workbook” button simply works by running the “Print Page” function throughout the application. So with one click it will print all the completed pages of the application.

A safety warning has been established in the “Print Page” and “Print Workbook” buttons that notifies the user if the charges listed in the Part 5 pages do not equal the invoice total calculated on Part 6.

Once an application has been completed, the “Print Page” button should only be used when changing item descriptions, invoice numbers, etc. Do not use this button if any values have been changed as it will affect the agreement of values between Part 5 and Part 6.

**The Application:**

This section will follow the application page by page describing the various fields that are required, how each page functions, and useful tips when necessary. Keep in mind that repeated information is designed to only be entered one time in the application. Because of this feature, the application must be worked front to back. Start with Part 1 and continue through Part 6 in the order to insure proper functionality of the application. Another point to remember is that all “Total” values are calculated automatically throughout the application. Boxes that are auto-populated have been locked so that the information in that box can only be altered at its source.

 ***Part 1: Site Identification***

* Section A: Enter all information as required. The information entered here will automatically be added to the subsequent Parts as necessary.
* Section B:
	+ 1. Check the appropriate month range and manually enter the year in the space provided
	+ 2. This total will be automatically completed as the application is filled out as it is carried over from the Part 5 Application Grand Total field.
	+ 3. Check any applicable boxes

***Part 1 (cont’d)***

* Section C: Provide relevant information for each active and eligible incident for the site
* Section D: Provide information for all CAP and CAP Addendums submitted to the LDEQ
* Be sure to include all contact information requested at the bottom of this page. An original signature is required in this section

***Part 2: Owner, Operator, or Responsible Party Certification Affidavit***

* Indicate the deductible payment certification if applicable.
* Fill out all Owner Information in the designated boxes (A through C, and L). Box E requires an original signature.
* Box D will automatically be populated with the invoice numbers listed on Part 6.
* Check the box corresponding to the proper statement in Box F.
* Box G is automatically completed from Part 1 as is all site information in Boxes I through K.
* Box H will be carried over automatically from the Part 5 Application Grand Total field.
* The lower section of this page is to be completed by a Notary Public with all information completed as required by law.

***Part 2.A: Proof of Payment of Deductible Affidavit***

* Fill in the correct names in the certification statement.
* Boxes A – D are completed using the information given on Part 1
* Box E must be filled out manually. This information is not automatic due to the possibility of multiple incidents at a single site.
* List all invoices and payments associated with the deductible payment.
* The lower section of this page is to be completed by a Notary Public with all information completed as required by law.

***Part 3: Response Action Contractor Certification Affidavit***

* Indicate the deductible payment certification if applicable.
* Fill in all missing information (remember, at this point in the application many fields are being auto-populated because they have been entered already in previous Parts)
	+ Invoice numbers will be automatically imported from the Part 6 once completed.
* The lower section of this page is to be completed by a Notary Public with all information completed as required by law.

***Part 5: Event Summary***

* The only information to be entered by the user on this page is Box 6. “Dates work performed in this application”. All other fields are either auto-populated or for LDEQ use only.

For all Part 5 supplementary pages, an Event type must be indicated in the header section. A total will not be calculated until an Event type is selected. Multiple sheets have been added to allow for more than one Event type in a single application. Multiple pages of the same supplementary sheet may have the same Event type selected if more space is needed.

Page numbers must be manually entered by the user. Double clicking the cursor in the space provided will allow the user to enter the appropriate page numbers.

 ***Part 5.A: Personnel***

* Fill in all relevant fields.
* Each line’s value will automatically be calculated based on the programmed unit rate and the number of hours entered by the user.
* Geologist, Engineer, and Toxicologist titles may be changed by clicking on the needed cell, clicking the down arrow, and then selecting a different title from the drop down list.

***Part 5.B: Soil/Water Disposal***

* Fill in all required information.
* Columns for “Type of Disposal” and “Tons, Drums, or Gallons” have drop down lists provided
	+ Based on the selection in the “Type of Disposal” column, the list in the “Tons, Drums, or Gallons” column will update with the corresponding units.
	+ **If “Water” is selected in the “Type of Disposal” column or “Soil Cuttings” measured in “Tons” is selected, the user must manually enter the “Cost per Unit” due to the many rate options available for these types of disposal.**
* Rates for both Excavation and Soil Cutting Drums have been programmed into this page. The user is no longer required to use a separate spreadsheet to calculate the Excavation rate; however, the user is still encouraged to double check these values.

***Part 5.C: Equipment Rental/Purchase***

* Select the item description from the list provided
	+ Clicking a cell in Column A will display a down arrow. Click the arrow to view the list.
	+ If your selection is listed in Item #9 at the top of the page, an Equipment Rating must also be selected.
* Skip the Rental Rates field as this is auto-populated once the Item Description, Equipment Rating, and Units fields are completed.
* Enter the Time Used field to complete the necessary information that is used to calculate the line total.
* A small section of the lower portion of the page has been left without preprogrammed lists (except for the units field, as they are standard units of time) in order to accommodate equipment that is not shown in the Guidance document.

***Part 5.D(1): Travel, Hotel/Meal***

* All fields on this sheet must be manually entered except for the Total values.

***Part 5.D(2): Travel, Mileage***

* Indicate the Activity Performed based on the new categorization found at the top of the sheet.
* List travel dates in chronological order
* All fields must be manually entered except for Adjusted Mileage which is calculated automatically.
* The Total Mileage should be entered as a whole number only. If necessary, round the total mileage up to the next whole number.
* The Adjusted Mileage should be rounded to two decimal places
	+ **All invoiced mileage calculations for multi-site trips should be conducted using mileage values, not monetary values.**
	+ **EX: 100 total miles traveled and 3 sites visited should be displayed as shown below:**

CORRECT FORMULA EXAMPLE:

100 / 3 = 33.33 x $1.95 = $64.99 charged per site

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY PERFORMED** | **DATE** | **DESTINATIONShow Beginning,Interim, Ending AreasTraveled(Ex.:BR, Rayne,Lafayette, BR.)** | **RACINVOICENO.** | **TOTAL MILEAGE** | **Complete thesecolumns only whenmultiple site visitsoccurred** | **RATE** | **TOTAL** |
| **NO. OFSITESVISITED** | **ADJUSTEDMILEAGE** |
| 1 | 1/1/2013 | BR to site to site to site to BR | 1234 | 100 | 3 | 33.33 | **1.95** |  $ 64.99  |

**Failing to follow this protocol during the invoicing process will result in the calculation error shown below:**

INCORRECT FORMULA EXAMPLE:

100 x $1.95 = $195 / 3 = $65 charged per site

**An invoicing error such as this will cause problems within the application due to the Part 5 and Part 6 not being able to agree based on the work entered in the application. Miscellaneous adjustments will not be allowed.**

***Part 5.E: Transportation/Shipping***

* Complete columns A through D as needed

***Part 5.F: Drilling/Plugging & Abandonment***

* Fill in all information as needed.
* The Type of Activity field is completed using a drop down list, as is the P/A Wells field.
* Of special note is instruction 7, which states

If a minimum rate, or per day rate for chemical injection, is being charged, please indicate the number of events next to the appropriate activity. All well/activity information, such as invoice numbers and work dates, must still be documented, **excluding the Cost Per Foot Rate**.

This instruction relates to the section added to the lower portion of the sheet. This instruction must be followed precisely in order for the page to calculate the Total Drilling/P&A Costs properly.

***Part 5.G: Analysis***

* Select the Parameter from the drop down list provided in column C.
* Manually enter the method number shown on the Chain of Custody/Lab Invoice in column D.
* Select the Medium Analyzed from the drop down list provided.
* The Cost Per Test rate is automatically populated based on the Parameter selection.
* A small portion of the lower part of the page has been left as a manual entry section in order to accommodate analysis charges for parameters not listed in the Guidance Document.
	+ The Cost Per Test must be manually entered for these lines.
	+ The various methods for PAH analysis have different unit rates. If method 8270 is conducted with prior approval, use the lower portion of the page to enter this method and the corresponding unit rate. Selecting PAH from the drop down list will only populate the $135 rate for method 8310.

***Part 5.H(1): Miscellaneous, Non-Unit Pricing***

* Fill in all necessary fields as needed.
* This page should not include costs for which a unit price is established.

***Part 5.H(2): Miscellaneous, Unit Pricing***

* Fill in all needed information.
* All “Count” fields are automatically populated based on the information provided by the User in that section.
	+ The only exception to this rule is the “Number of Multi-System O/M” field. This field must be manually entered in order to add the proper amount to the total based on the $170/additional unit rate allowed.
	+ If more space is needed to list all necessary wells for “Groundwater Sampling”, please list the extra wells in the FPR section; be sure to include the proper unit rate total value in appropriate box.
* The total cost of the Free Product Recovery section must be manually entered by the user
	+ This manual entry is required due to the differing rates depending on other work being conducted on the same date as the FPR.
* The rate in the Treatment Unit Operation & Maintenance section must be selected from the drop down list provided.
* The Mob/Demob value is calculated based on the number of dates entered in this section.

***Part 5.H(3): Miscellaneous, Unit Pricing***

* Non-shaded totals must be manually entered.
* Reports with percentage based unit rates are automatically calculated based on the field work amount noted in the proper field.
* Pay special attention to the comments included for each total. These comments will indicate which fields are required for the total value to be populated.

***Part 5.H(4): Miscellaneous, Unit Pricing***

* This page is designated for unit rate items that only appear in the Report Preparation event category.
* Non-shaded totals must be manually entered.
* Reports with percentage based unit rates are automatically calculated based on the field work amount noted in the proper field.
* Pay special attention to the comments included for each total. These comments will indicate which fields are required for the total value to be populated.

***Part 6: RAC or Owner Invoice Summary***

* Indicate the “Invoice Reporting Period”.
* List invoices as instructed.
* The invoices shown on this page must be the same invoices listed on Part 2.
	+ Discrepancies between Part 2 and Part 6 invoice numbers may result in an application being delayed or returned.
	+ The invoices listed here are automatically transferred to Part 2
* The total sum of the invoices listed on Part 6 must equal the Application Grand Total on Part 5.
	+ If the numbers do not agree, an error message will pop up on the user’s screen.

***Part 7: Treatment System Tracking Form***

* Complete all information as needed.
* For the “Print Page” button to function properly, the “Manufacturer’s Name” field must be completed.

***Part 8: Purchase Agreement Form***

* Complete all information as needed.
* For the “Print Page” button to function properly, the “Type of Equipment” field must be completed.