To: Distributors Reporting Throughput Fees to USTIF

From: Rick Burgan, Director-Bureau of Special Funds

Date: October 22, 2015

RE: Development of New Fee Billing System/Distributor Data Reporting

Enc: Delivery Data Spreadsheet Example

To Whom It May Concern:

Several years ago, the USTIF recognized the need to update its fee reporting and billing processes as a result of our current internal system becoming antiquated and unsupported by newer software and as a result of advances in the field of web based financial transactions. Late last fall, the USTIF entered into a service contract with ICF Incorporated that included the design and development of a new interactive web based fee billing and invoicing system. For most of the past year, ICF and USTIF staff have been working on the project and it has reached a point where internal system testing is about to begin.

USTIF has reached a point in time to bring you up to date on what has been done and what will gradually take place over the next several months as the way you report data to USTIF will need to be modified and we wanted to give you ample time to make the appropriate changes to your business processes, if needed.

An integral part of the new system will be a USTIF dedicated website on which various transactions will take place and the team is excited and pleased to report that the website was completed several weeks ago and is now available at https://.ustif.pa.gov/. We encourage you to explore the new look and feel of the site as it will be used as a portal to access portions of the new fee billing system for individual account access, data reporting, and payment processing. In the near future, you will be asked to log in to the site to register your firm and establish a new user account.

As hinted at earlier, the way that distributors report delivery data to the USTIF will be modified and will be done electronically through the website. Enclosed you will find an example of a completed spreadsheet that shows what information will need to be collected and submitted through the data feed into USTIF's fee billing system. This spreadsheet has been developed over the past several months in conjunction with several large distributors and has been modified several times to its current form of only six fields. USTIF is aware that several fields are located on the PADEP Storage Tank registration placard that is to be displayed at the retail fueling facilities and other fields are necessary for DOT bill of ladings. Larger distributors will have the ability to upload a data feed directly into the new system which will then auto calculate the fees owed. Smaller distributors can either access the system and complete the document online or upload the data feed directly. The goal of this process is to create a more efficient invoicing and payment process, increase reporting accuracy, lessen the chance of calculation errors, and more importantly, to allow a throughput payment history to be established for each one of your clients in the event that they need to access that information to establish claim eligibility in the event of a product release.

In the upcoming months, I would note that you may be contacted by a USTIF staff member or IT specialist for information as we proceed through the final development process. Thank you for your anticipated cooperation as we begin this new venture at USTIF.

Bill of Lading Number	Facility ID (STDs ID)	TANK Seq #	Manifold Tank (Y/N)	Date of Delivery	Gallons Delivered	Product Delivered
6705234	07-12357	0001	Y	5/15/2015	5,000	Gasoline
6705234	07-12357	0003	Y	5/15/2015	10,000	Gasoline
6711234	07-12357	0001	Y	5/26/2015	7,500	Gasoline
6711234	07-12357	0003	Y	5/26/2015	15,000	Gasoline
6721234	13-13579	0001	N	5/27/2015	25,000	Motor Oil
6722235	13-13579	0002	N	5/28/2015	15,000	Farm Diesel
6723236	10-24680	0003	N	5/8/2015	27,500	Aviation
6723237	10-24680	0004	N	5/28/2015	15,000	Gasoline
6723237	10-24680	0003	N	5/28/2015	30,000	Aviation

The Yellow highlighted fields are the ones that will need to be entered/sent to us. The system should be able to fill in the other information either by finding the information in the FBS system or calculating it once it gets the Total Gallons Delivered.

OPTIONAL Fields - These fields will be able to be loaded by the system once the FACILITY ID and the TANK SEQ # is provided to us. If you have this data available, please include it with your spreadsheet.