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Structure of Cost/Invoice Documents and Coding

Sites where assessment activities are ongoing are considered by OPS to be performing these activities under Phase of Work 1 and 2. Phase of Work 1 is for emergency response activities and Phase of Work 2 is for assessment activities. For sites undergoing corrective action and that have an approved Economic Feasibility Summary (EFS) these activities are considered by OPS to be under Phase of Work 3. Specific Phase of Work codes (PWC) are required associated with activities performed under Phase of Work 1, 2 and 3. Currently all applications requesting reimbursement for completing these Phase of Work 1, 2 and 3 activities are submitted and processed using the electronic reimbursement application (eRAP) method of application review.

When completing OPS invoices, EFSs and eRAPs each cost must include a code from each of three categories, PWC as discussed above, an activity code (AC) and a task and labor code (TLC). This coding allows OPS to track cost trends in our database. Only certain ACs are allowed under each PWC and only certain TLCs are allowed under each AC. The OPS invoice form and EFS form has been designed in Excel format to show which ACs are allowed for each PWC. Allowable TLCs for each AC are shown in a separate tab on the forms.