



HOIP Claim Closeout Form

Claim Number: _____

To better assist you, we encourage you to use the [Online Community](#). You can complete all forms directly online. If you need help, please call us at 1-800-822-3905

I. Claim Information

Insured Name: _____ Phone: _____

Mailing Address: _____
Street City Zip Code

Tank Address: _____
Street City Zip Code

II. Total Claim Costs & Payment

Payments are made within thirty (30) days after project completion. A project is complete when approved by the owner and PLIA.

This form must correspond with the Scope of Work and all Change Orders.

Total Claim Project Costs	\$ _____
Payments to Date:	(\$ _____)
Total Amount Due	\$ _____

III. Authorizations

Service Provider certifies that all records supporting the information provided in the closeout report have been submitted via the Online Community or are otherwise on file with PLIA and will be made available upon request by the insured or PLIA.

Note: To avoid any unnecessary delays, all relevant documentation must be submitted (weigh tickets, closeout reports, lab samples, etc.) through the Online Community. In addition, please initiate the closeout process through the Online Community prior to submission of this form.

Service Provider Name: _____

Signature: _____ Date: _____



Washington State Pollution Liability Insurance Agency

P.O. Box 40930, Olympia, WA 98504 • (800) 822-3905 • www.plia.wa.gov • @PLIAWA

Owner has reviewed and accepts the work on this project as performed and complete. PLIA will review the information submitted by your service provider(s) to determine whether the remedial action performed at your site meets the substantive requirements of the state cleanup regulations (Chapter 173-340 WAC, Model Toxics Control Act).

If PLIA determines that the site does not meet the requirements for site closure, then Owner understands that:

- Owner will **not** receive a “No Further Action” (NFA) letter.
- PLIA may, upon request, report to any agency, including the Department of Ecology, the information collected throughout the cleanup process. This can include any laboratory analysis results of soil, water or vapor samples obtained. This may also result in your property being listed on the Department of Ecology’s Confirmed and Suspected Contaminated Sites (CSCS) listing.
- If Owner’s property site is listed, then it may be removed from the CSCS list by obtaining regulatory closure through cleanup or by putting controls in place to prevent future exposure.

Owner’s signature on this Closeout Form signifies that:

- The owner chooses not to proceed with any further cleanup at this time.
- The owner understands that if your site is considered to be a contaminated site by the Department of Ecology, then you will not receive a NFA letter.
- The owner may reopen a claim and continue the cleanup, if necessary, with any remaining insurance funds.

By signing, the Owner grants PLIA permission to close the claim on their behalf. This includes payment of outstanding invoices for pre-approved corrective actions at the Site.

Owner Name: _____

Signature: _____ Date: _____