

A stylized landscape illustration featuring rolling green hills, a blue sky with wavy bands, a red bird, a green tree, a purple flower, and orange flowers. The illustration is positioned on the left side of the slide.

Best Management Practice for Pre-Drilling Meetings

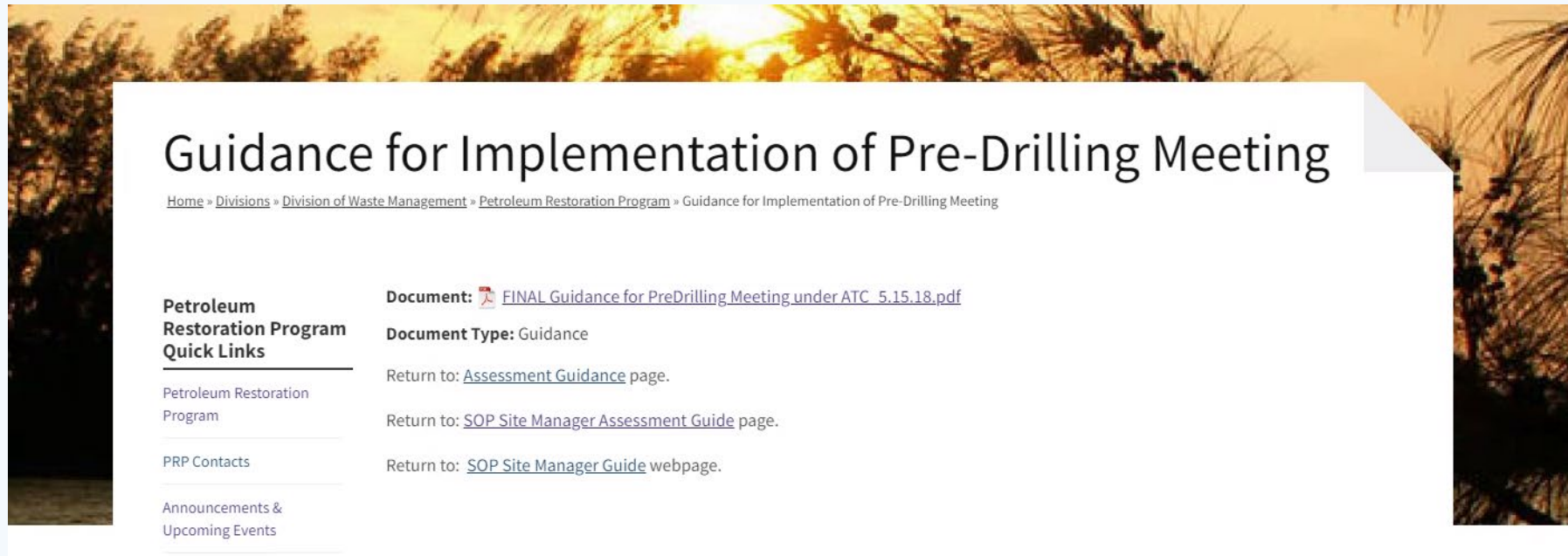
Presented by: Vanessa Thayil
Prepared by: Jorge Ramirez

Miami-Dade County DERM

Purpose:

- Best management practices for Pre-drilling meetings.
- Implementation of the guidance in place.

<https://floridadep.gov/waste/petroleum-restoration/documents/guidance-implementation-pre-drilling-meeting>




The screenshot shows a webpage with a white background and a header image of a sunset over trees. The main heading is "Guidance for Implementation of Pre-Drilling Meeting". Below the heading is a breadcrumb trail: "Home » Divisions » Division of Waste Management » Petroleum Restoration Program » Guidance for Implementation of Pre-Drilling Meeting". On the left side, there is a "Petroleum Restoration Program Quick Links" section with three links: "Petroleum Restoration Program", "PRP Contacts", and "Announcements & Upcoming Events". On the right side, there is a "Document:" section with a PDF icon and the text "FINAL Guidance for PreDrilling Meeting under ATC 5.15.18.pdf". Below this, it says "Document Type: Guidance". There are three return links: "Return to: Assessment Guidance page.", "Return to: SOP Site Manager Assessment Guide page.", and "Return to: SOP Site Manager Guide webpage."

Guidance for Implementation of Pre-Drilling Meeting

[Home](#) » [Divisions](#) » [Division of Waste Management](#) » [Petroleum Restoration Program](#) » Guidance for Implementation of Pre-Drilling Meeting

Petroleum Restoration Program Quick Links

- [Petroleum Restoration Program](#)
- [PRP Contacts](#)
- [Announcements & Upcoming Events](#)

Document:  [FINAL Guidance for PreDrilling Meeting under ATC 5.15.18.pdf](#)

Document Type: Guidance

Return to: [Assessment Guidance](#) page.

Return to: [SOP Site Manager Assessment Guide](#) page.

Return to: [SOP Site Manager Guide](#) webpage.

An easy breakdown for new Site Managers

- **Before** the predrill meeting (office and field work).
- **During** the predrill meeting (field confirmation of work).
- **After** the predrill meeting (back up documentation).

Before the Predrill Meeting

This is pre-meeting preparation, which includes the following:

Documentation to Bring, as Needed.

Aerials (historical/current) if system configuration has changed.

Scope of Work (SOW) Attachment A and a Site map.

The most recent Annual Petroleum Restoration Program (PRP) Site Inspection, if available.

Lithology Records (recent/historical).

Items to Review.

Confirm that all parties have been notified.

Review groundwater (gw) sampling log.

Arrive earlier than the scheduled meeting, to perform the annual petroleum cleanup site inspection, if pending.

Confirm that Requests for Change (RFCs) are fully approved (if needed) before the meeting takes place.

Confirm fully-executed offsite access agreements (as needed).

During the Predrill Meeting

Site Manager (SM) and Project Manager (PM) review the SOW for **feasibility** and **safety**.

SM must also confirm that proposed Soil Boring (SB)/Monitoring Well (MW) locations are appropriate for assessment purposes b/c figures may not depict accurate site features.



More on that later!

Key Items:

Bring necessary Personal Protective Equipment (PPE); Follow all safety guidelines.

Identify site constraints; Permits may be required.

Photos of marked areas (i.e., Utility markouts, work to be performed, etc).

SM's annotations on printed/drawn figures, if needed.

Discuss SOW, site features, current MW designations, SBs to be advanced, samples to be taken and analytical parameters scoped.

Confirm appropriate technology and pay items., construction of wells, reporting methods required during drilling; Obtain Driller Input.

If SM unable to attend onsite, then attend via teleconference.

Confirm in writing that the site owner understands the SOW.

For SM notes, ATC/Subcontractor names and arrival times estimated time of arrival (ETA).

Are additional **Maintenance of Traffic (MOT)/Right of Way (ROW)** permit requirements needed?

After the Predrill Meeting

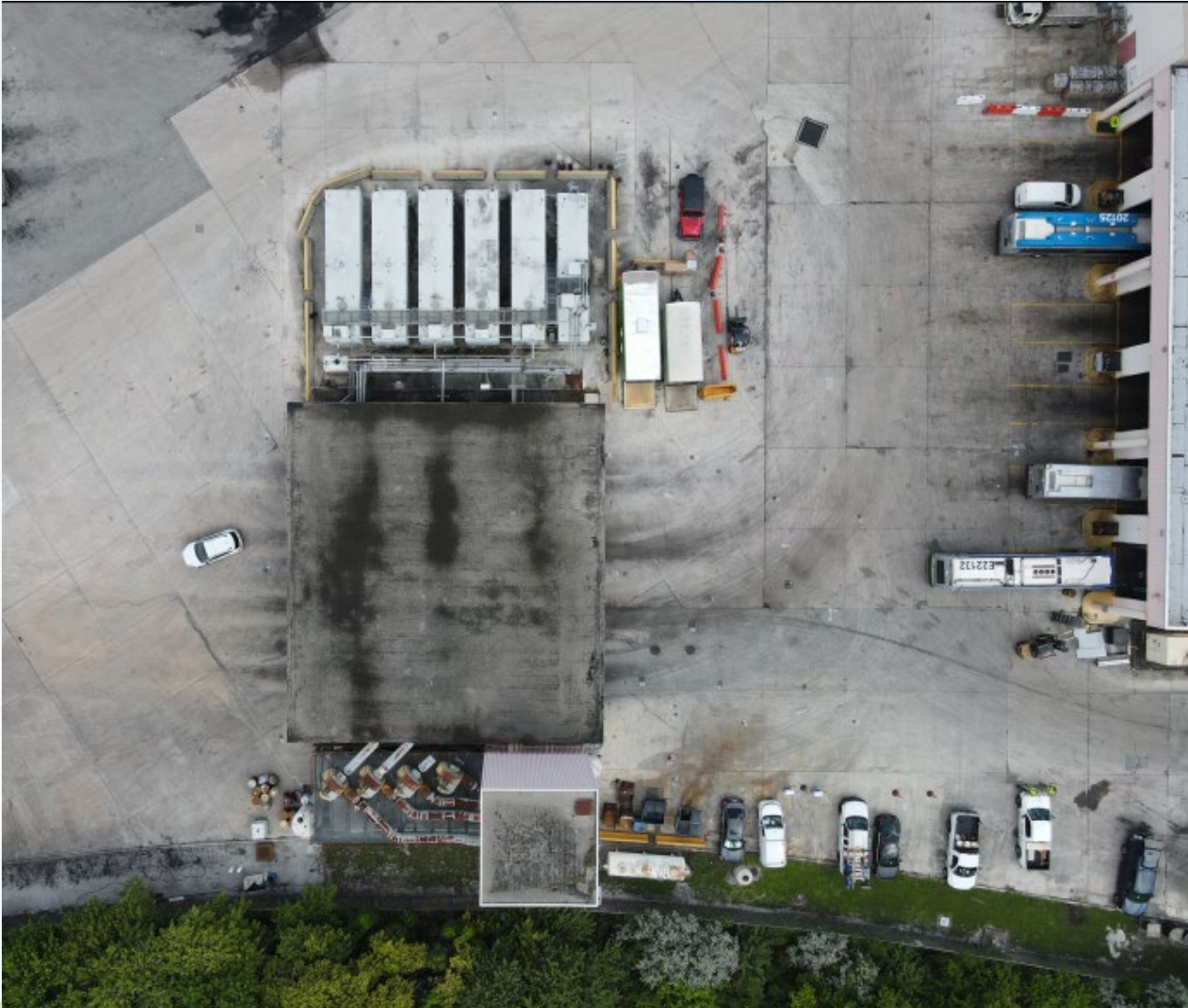
Ensure that the meeting minutes in the deliverable includes site-specific key details covered in the notes that you took.

Follow guidance regarding deliverable requirements:

“Following completion of site meeting, submit the field meeting notes to include: date, start and end time, list of participating parties, confirmation by the ATC that the operating business owner/tenant recognizes the scope of work prior to field activities, and summary of conclusions and recommendations.”

The purpose of the predrill meeting notes is to provide documentation that will help to avoid unnecessary logistical issues, for safety, and to provide details to back-up SOW revisions that may be required for the drilling event.

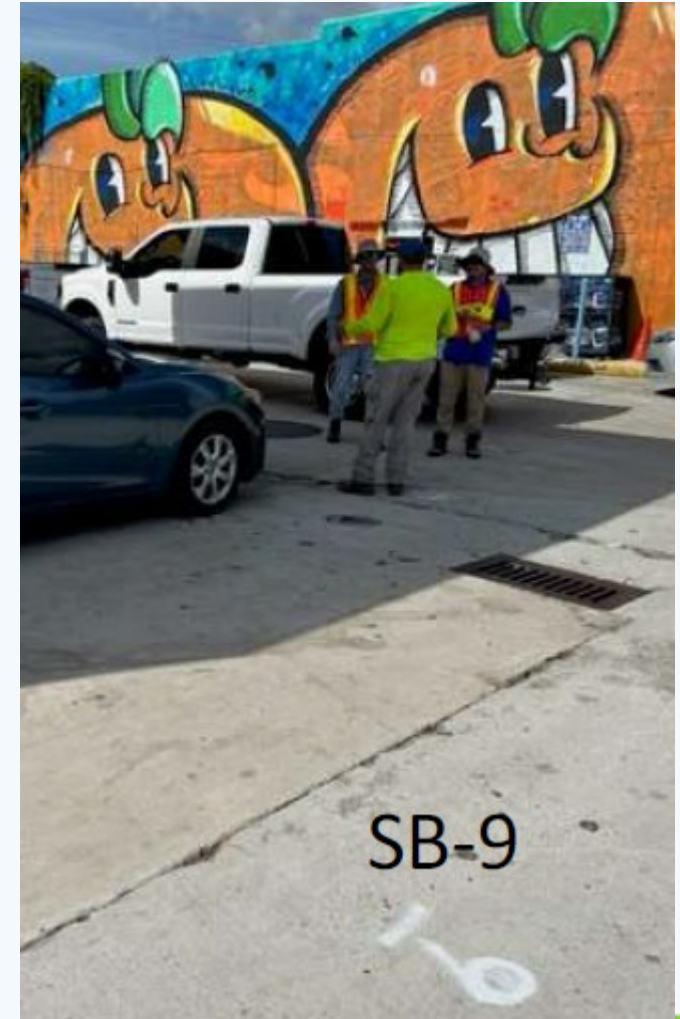
Common pitfalls to watch out for:



- There are common oversights that can occur if the Site Manager is not proactive.
- The purpose of a SM meeting with ATC PMs is to ensure that everyone has had an opportunity to revisit SOW items so that we can “measure twice and cut once,” reduce risks, maintain expediency, and avoid having to redo any work.
- The following page identifies some common pitfalls that can be alleviated by a proactive SM.

Common pitfalls to watch out for (continued), Examples:

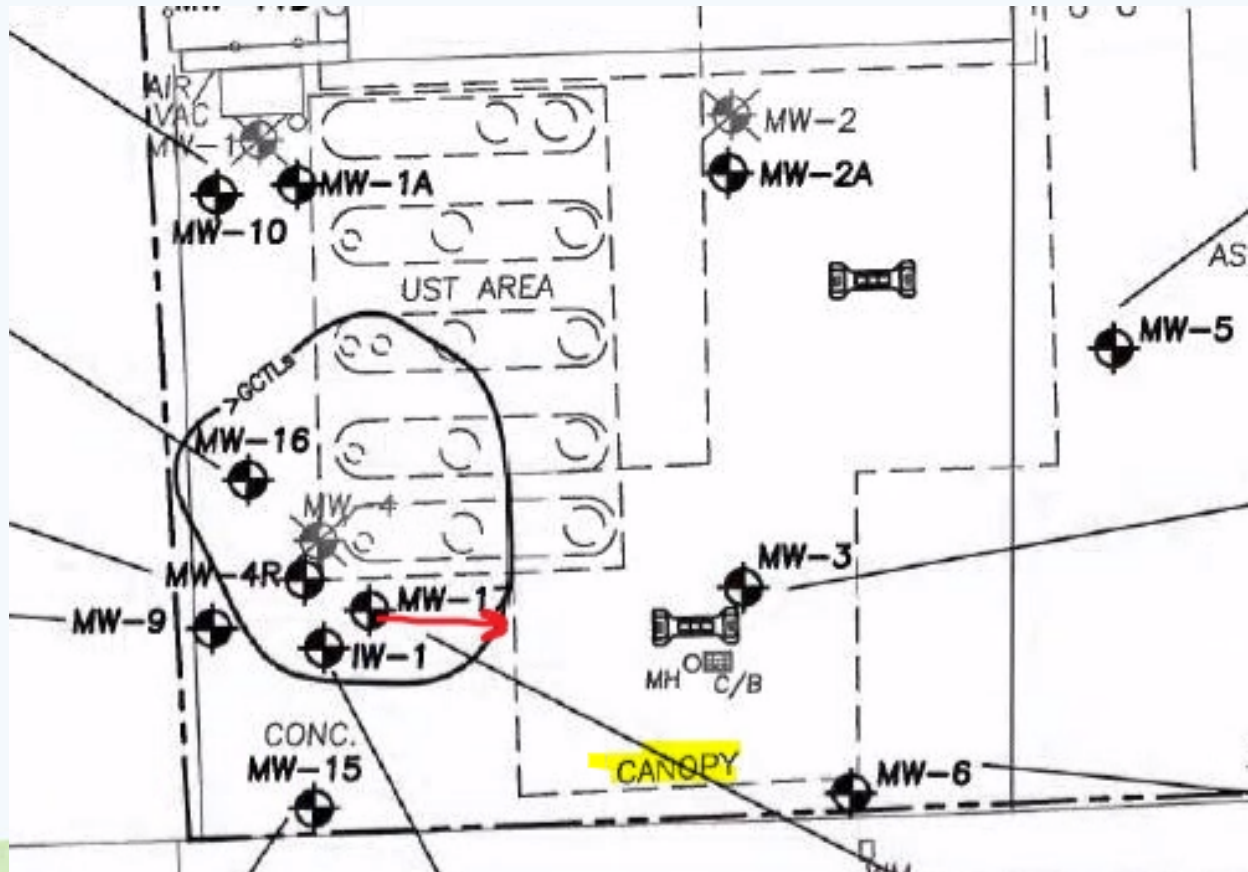
- ATC's authorized representative
- There is a chance that a driller will recommend changing the scoped drilling method.
- MOT or ROW permits may be required due to site constraints.
- All RFCs must be fully approved, and confirmation of such received by the ATC prior to any field work. It is the Site Manager's responsibility to confirm this when notified of field work.
- Running appropriate backup sampling analysis [ex. Fractionation, Synthetic Precipitation Leaching Procedure (SPLP)].
- Changes must be included in notes. Do not feel pressured to agree with SOW or suggested changes.



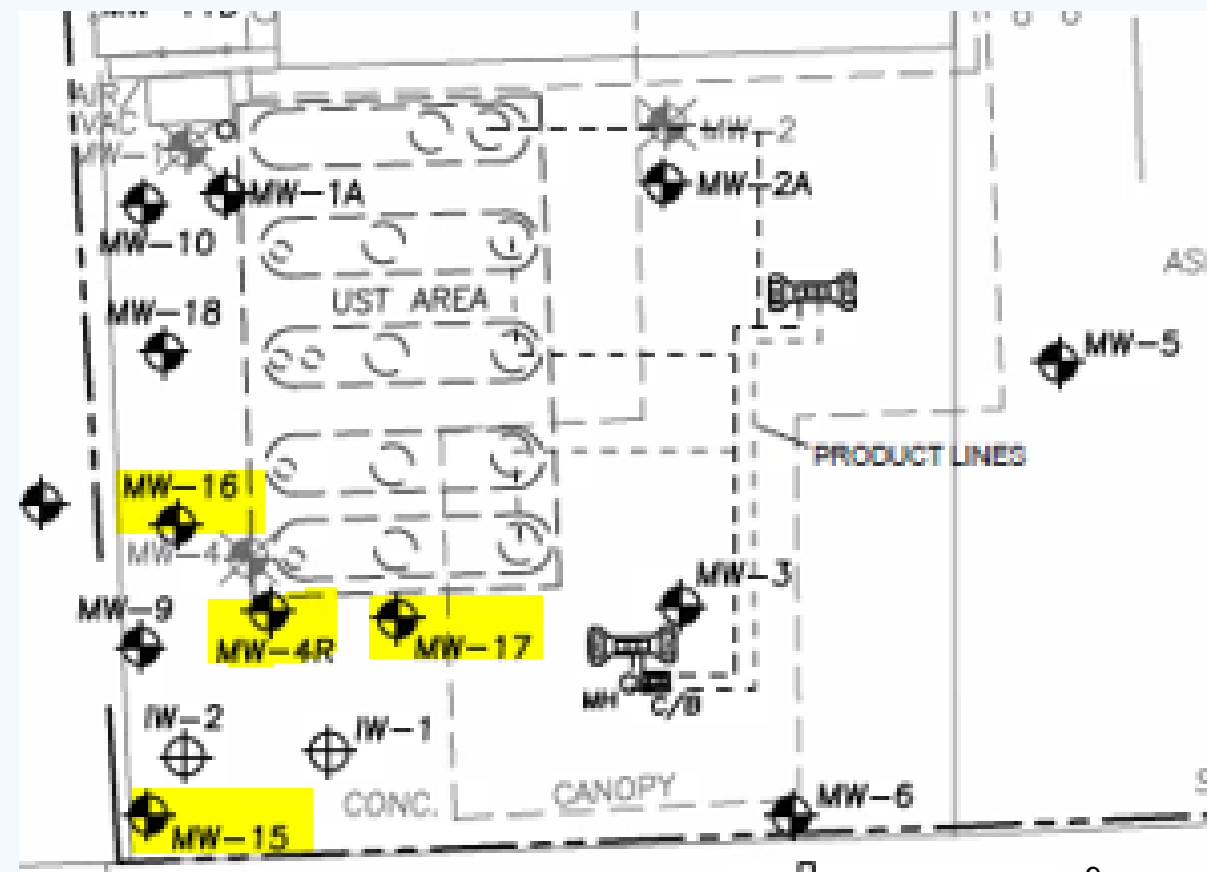
Examples (continued)

- On-site wells may not have been accurately reflected on the site map since the last inspection, and the proposed wells must be installed in new locations or be removed altogether.

OLD FIGURE



NEW FIGURE



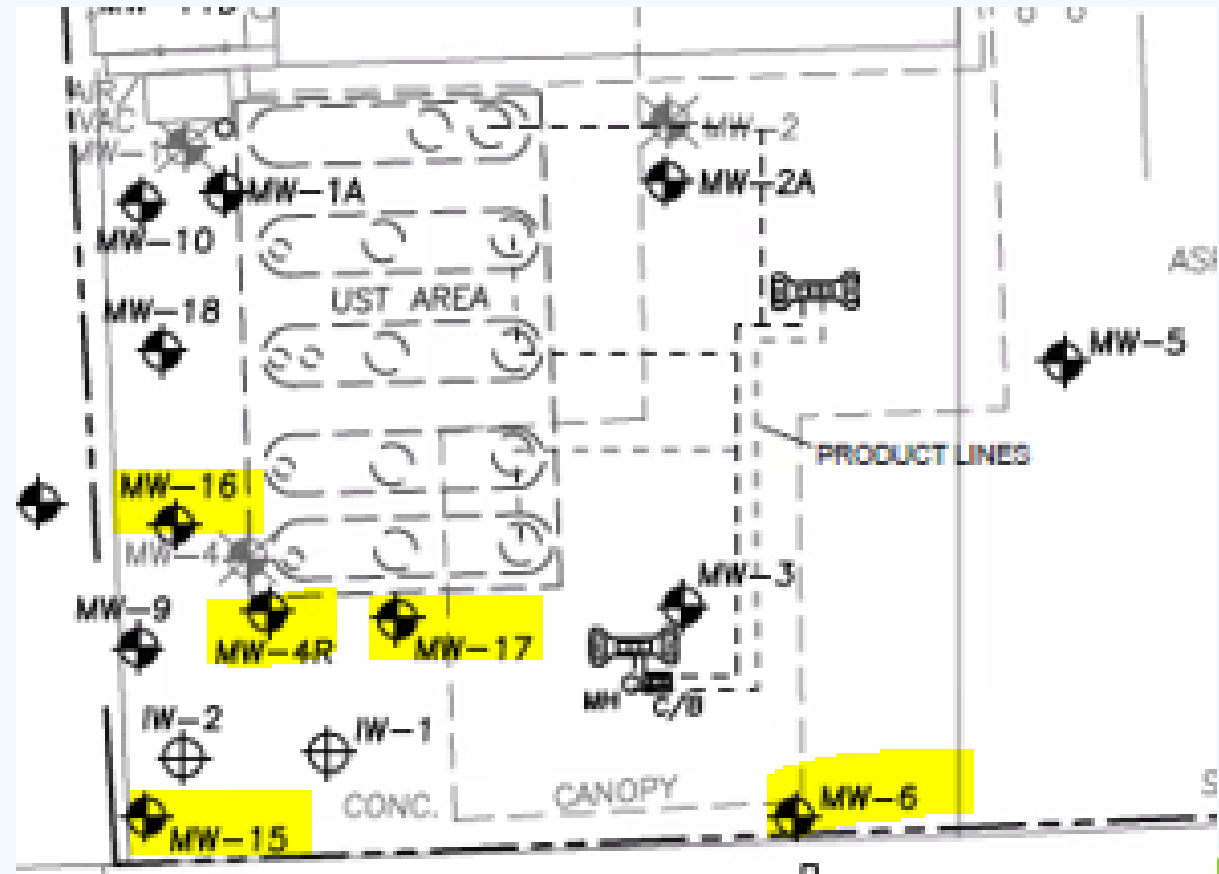
Examples (continued).

- On-site wells may not have been accurately reflected on the site map since the last inspection, and the proposed wells must be installed in new locations or be removed altogether.

- Note: exceedances are present in MW-16, MW-4R, and MW-17.
- MW-17 is closer to canopy.
- MW-15 is closer to SW of Site.

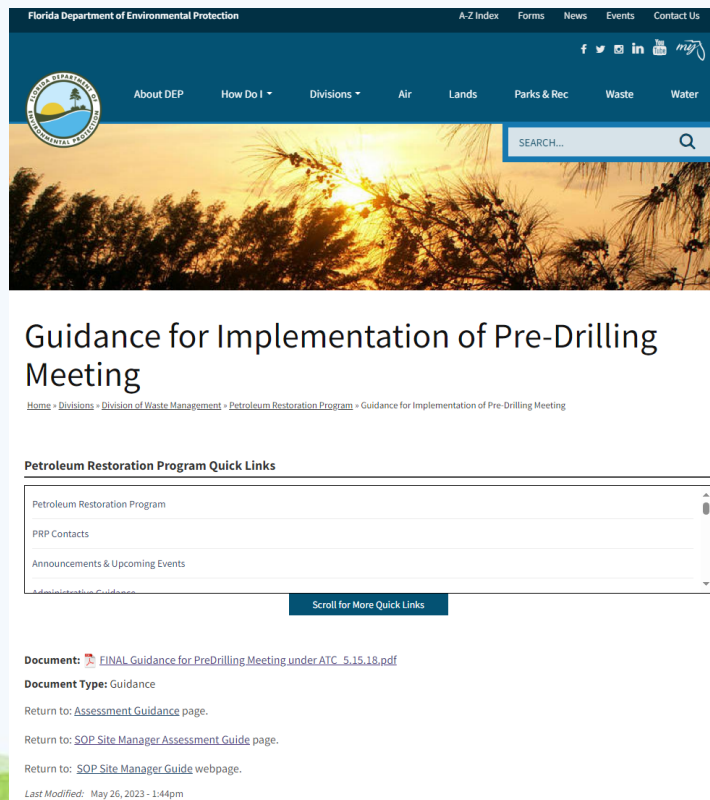
Therefore:

- This may change your delineation needs.




Questions?

Vanessa Thayil, Hydrogeologist 3
Department of Regulatory and Economic Resources
Environmental Monitoring & Restoration Division
Environmental Assessment Section
Cell #305-697-8028 • Office #305-372-6700
thayiv@miamidade.gov



The screenshot shows the Florida Department of Environmental Protection website. The header includes the DEP logo, navigation links (About DEP, How Do I, Divisions, Air, Lands, Parks & Rec, Waste, Water), and a search bar. The main content area features the title 'Guidance for Implementation of Pre-Drilling Meeting' and a breadcrumb trail: Home > Divisions > Division of Waste Management > Petroleum Restoration Program > Guidance for Implementation of Pre-Drilling Meeting. Below the title is a 'Petroleum Restoration Program Quick Links' section with a scrollable list of links: Petroleum Restoration Program, PRP Contacts, Announcements & Upcoming Events, and Administrative Guidance. At the bottom, there is a 'Document:' section with the following text: 'Document: FINAL Guidance for PreDrilling Meeting under ATC 5.15.18.pdf', 'Document Type: Guidance', 'Return to: Assessment Guidance page.', 'Return to: SOP Site Manager Assessment Guide page.', 'Return to: SOP Site Manager Guide webpage.', and 'Last Modified: May 26, 2023 - 1:44pm'.

	Petroleum Restoration Program Guidance	Author: Jamie Lopez
	Implementing the Pre-Drilling/Direct Push Technology Scope of Work Meeting	Updated: 5/15/2018

Subsurface activity will be preceded by a meeting on site or via teleconference, to verify the details of the scope of work. It is the responsibility of the ATC to make contact with the site business owner, ensure they are aware of the scope of work, and agree to move any equipment or items needed to complete the scope of work at the site. When subsurface work has recently been conducted at the site and site conditions are known, the meeting is at the ATC's discretion, but at the risk of encumbering additional costs if the work cannot be completed and this could have been avoided with a meeting or teleconference.

Teleconference

If the meeting is conducted via a teleconference, the meeting should include: Site Manager, ATC, Drilling/DPT Subcontractor and, if possible, the operating business owner/tenant. Compensation under the contract for the pre-drilling teleconference will be scoped as 1 hour of pay item 20-6, scientist (do not prorate), for each the ATC and driller.

The following is an example of the Scope of Work (SOW) or Request for Change (RFC) text and deliverable for the Pre-Drilling Teleconference:

- Schedule Pre-Drilling Teleconference. Following completion of Teleconference, submit the teleconference notes to include: date, start and end time, list of participating parties, confirmation by the ATC that the operating business owner/tenant recognizes the scope of work prior to field activities, and summary of conclusions and recommendations.

Site Meeting/Site Visit

A site meeting/site visit is not required if subsurface work has been completed at the site in the past and conditions on the site have not changed. If the meeting is conducted on-site and site reconnaissance has not previously been performed, it would be performed in the same site visit. The site visit can include the site manager, ATC contractor, driller/DPT subcontractor, or any one of the three. If possible, also include the operating business owner/tenant. Compensation under the contract for the pre-drilling on-site meeting will be scoped as: 1 unit of pay item 3-1 or 3-2, mobilization, for each the ATC and driller, 1 unit of pay item 2-1, site reconnaissance, (if not previous performed), and 1 hour of pay item 20-6, scientist (do not prorate), for each the ATC and driller, as applicable.

The following is an example of the SOW or RFC text and deliverable for the Pre-Drilling Site Meeting:

- Schedule Site Recon/Pre-Drilling Site Meeting. Following completion of site meeting, submit the field meeting notes to include: date, start and end time, list of participating parties, confirmation by the ATC that the operating business owner/tenant recognizes the scope of work prior to field activities, and summary of conclusions and recommendations.

If the site manager, ATC, and the driller, agree that neither a site visit nor a teleconference is needed, then this agreement must be documented and inserted into OCULUS. It must also be reflected in the SOW or RFC description by including a statement that all parties (ATC, Driller, SM) agree that a pre-drilling meeting or teleconference is not necessary.