



Florida Department of Environmental Protection


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Memorandum

TO: FDEP Petroleum Restoration Program and Stakeholders
FROM: Austin Hofmeister, Program Administrator 
Petroleum Restoration Program
SUBJECT: Pre-drilling/Direct Push Technology Scope of Work Site Meeting
DATE: December 4, 2017

Effective December 4, 2017, the Petroleum Restoration Program (PRP) will be requiring a site meeting prior to any subsurface drilling or direct push technology (DPT) work being performed at a site. The purpose of these meetings will be to minimize the change orders, mobilizations, and costs encountered during field events. The site meeting should include the following:

1. DEP site managers are required to hold a pre-drilling/DPT site meeting or teleconference before any subsurface field activities.
2. The meeting will include the DEP site manager, contractor, and drilling/DPT subcontractor. The site owner or tenant should be encouraged to attend, but it is not required.
3. A site visit is required by the contractor or driller for all newly assigned sites. Site visits may not be necessary for sites which have had subsurface activities completed in the past. However, it should be verified that site conditions have not changed, and no new site development has occurred since the last site visit requiring subsurface activities.
4. Meeting items should include locations of proposed wells or borings, logistics, drilling/DPT equipment, canopy locations, any space limiting features, utilities, scheduling, and local business operating activities.
5. The contractor is responsible for verifying and coordinating the schedule with the property owner and operating business owner prior to mobilization.
6. The operating business owner of the site must acknowledge the scope of work and agree to relocate all items, equipment, and/or vehicles, as needed, prior to the contractor and subcontractors mobilizing to the site.

If you have further questions, please contact your respective PRP Team Leader for details.