



PRP POST FOR AGENCY TERM CONTRACTORS

HELPFUL HINTS

According to the Amended and Restated Contract Section J subsection iii, if an ATC is late submitting a Response to Comments retainage shall be forfeited.

Health and Safety Plans are public records in OCULUS and should not include employee's personal information.

Full telemetry logs must be submitted with all O&M reports.

Please remember that invoices must be submitted within thirty days of written notification of acceptance of the deliverable but no more frequently than every 30 days for approved partial tasks.

A change order cannot be processed on a Purchase Order that has been invoiced for all tasks except retainage.

DEP MISSION

The Florida Department of Environmental Protection protects, conserves and manages the state's natural resources and enforces its environmental laws.

SHARING INFORMATION WITH OUR CONTRACTORS

Quarterly Groundwater Sampling During O&M

In response to questions regarding static sampling during O&M, the PRP is providing the following guidance for PRP sites: Although the time required for a site to return to static conditions can be very site-specific, for ease and consistency, the groundwater monitoring conducted during all O&M quarters (annual and quarterly) shall be conducted between one-week (7 calendar days) and two-weeks (14 calendar days) following system shut-down. This will be an approved shut-down for groundwater monitoring (both quarterly and annually) and will not negatively impact percent run-times for invoicing.

Field Notes

Field personnel must be well-acquainted with and adhere to the guidelines outlined in the Petroleum Restoration Program Field Notes Guidance, to assure payment of associated activities. The guidance is available on our website at <https://floridadep.gov/waste/petroleum-restoration/documents/prp-field-notes-guidance>.

For Instance:

- Field notes must contain the names of all personnel present on-site, along with their respective labor categories.
- Dates recorded in the field, notes must correspond accurately with documentation submitted with travel vouchers for payment.