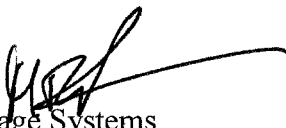


Memorandum

TO: Interested Parties

FROM: Michael E. Ashe, Chief 
Bureau of Petroleum Storage Systems

DATE: September 30, 2004

SUBJECT: Preapproval Program Policy on Disclosure of Relationships between
Preapproval Program Contractors and Subcontractors for Professional
Engineering and Geological Services

Significant assessment and cleanup decisions in the Petroleum Cleanup Program rely on the professional recommendations of Professional Engineers (PE) and Professional Geologists (PG) that prepare technical documents which interpret assessment information or recommend remediation strategies. It is important that the Bureau of Petroleum Storage Systems (BPSS) has a clear understanding as to the individual or company that is taking responsibility for the professional recommendations contained in the reports. Beginning immediately the following procedures shall be adhered to:

- 1.) If professional engineering or geological services will be provided by a separate company from the designated preapproval contractor, or an individual registered professional that is not an employee of the designated preapproval program contractor, this relationship shall be disclosed in preapproval program work order proposals. When such relationships exist, the compensation in the work order for the report preparation shall be the amount indicated in the preapproval program report templates. This will be the total compensation for the preapproval contractor and the PE or PG subcontractor for the task and no additional markup of the report will be allowed.
- 2.) In addition to the professional certification by the individual PE or PG that prepared the report or supervised the preparation of the report, all engineering or geological documents submitted to the BPSS (or contracted local governments) as documents of record must include the Certificate of Authorization number issued by the Department of Business and Professional Regulation to practice as an engineering or geological business. However documents which are prepared by an independently practicing PE or PG that is licensed by DBPR do not need to provide the certification number.
- 3.) Preapproval contractors submitting engineering and geological documents to the Bureau of Petroleum Storage Systems (or contracted local governments) which are signed and sealed by a PE or PG that is not an employee of the preapproval contractor that submitted the report shall provide a cover letter (from the

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preapproval contractor) with the report attached which clearly identifies the relationship between the registered professional certifying the report and the preapproval contractor. It is not appropriate for the engineering or geological report to be submitted as a document of record with the logo, letterhead or other designation identifying it as the work of the preapproval contractor if the preapproval contractor does not have a valid Certificate of Authorization to practice as an engineering or geological business.

Violators of these procedures may be subject to removal from the Petroleum Cleanup Program list of qualified preapproval program contractors and/or referred to the Department of Business and Professional Regulation. If you have any questions, please contact me at (850) 245-8821, or Tom Conrardy, Chief Engineer of the Bureau of Petroleum Storage Systems at (850) 245-8899, or Mike Bland, Chief Geologist of the Bureau of Petroleum Storage Systems at (850) 245-8912.