
	Petroleum Restoration Program LSSI Site Access Agreement Guidance	Author: Sammie Jo Spence
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Guidance for processing Site Access Agreements submitted with the Low Score Site Initiative Application.

Florida Department of Environmental Protection (FDEP)
Low Score Site Initiative (LSSI)
Contractor Selection Sheet (CSS)
Site Access Agreement (SAA)
FDEP Administrative Services Contract Manager (ASCM) - manages the contract and task assignment
FDEP LSSI Application Reviewer (LAR) - Reviews, Process and Validates CSS
FDEP Site Access Coordinator (SAC)
Administrative Services Contractor NorthStar (NS) - Vendor that provides administrative services to FDEP
Real Property Owner (RPO)
LSSI application completed package- Contractor Selection Sheet, Cost Proposal and Site Access Agreement

LSSI Application

- 1) Completed package submitted to DWM.PRP.Contractor.Recommendations@dep.state.fl.us
- 2) The ASCM verifies submission includes the LSSI CSS, Cost Proposal and SAA (new or previously executed).
- 3) The ASCM will forward the completed package to the LAR for processing.
- 4) The LAR will begin reviewing the application.
 - a. If a SAA has been executed previously, the LAR will confirm the RPO is still correct.
 - i. If the owner on the previously executed SAA is incorrect, a new SAA is required and the LSSI application will be electronically rejected.
 - b. If a new unexecuted SAA is submitted, the LAR will electronically send the SAA to NS specifying this is a SAA submitted with an LSSI application.
- 5) NS reviews the SAA and updates their tracking to indicate "SAA submitted for LSSI".
- 6) NS will process the SAA.
 - a. If the SAA is acceptable, NS will submit to the SAC for execution via interoffice mail.
 - i. Once the SAA has been executed by a Team Leader, the SAC will send the SAA to NS via interoffice mail to upload into OCULUS.
 - ii. NS will notify the LAR the SAA has been executed and to complete the LSSI application review process.
 - b. If the SAA is unacceptable, NS notifies the LAR with deficiencies identified.
 - i. The LAR contacts the contractor or RP for correction with a five (5) business day deadline.
 - ii. If not corrected within five (5) business days, the LAR will reject the LSSI application.
 - iii. If the LSSI application is rejected, the LAR will notify NS to proceed with regular procedures for the SAA.

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- 7) SAA that include an Exhibit B.
 - a. NS will notify the LAR electronically that an Exhibit B has been submitted.
 - b. The LAR allows 10 business days for the SAA approval from NS.
 - i. If approval not received within 10 days, the LAR will electronically reject the LSSI application and copy NS.

- 8) If a SAA indicates the RP requests the right to reject a contractor, the LAR approval verification will include language notifying the RP they have three (3) business days to reject the identified contractor.
 - a. If no response within three (3) business days, cleanup will proceed using the identified contractor.

Continuation

- 1) If the site does not close under LSSI, the executed SAA submitted with the LSSI application continues to be valid unless the Real Property Owner has changed. Cleanup should proceed following current SOP procedures.

- 2) If a new SAA is required due to ownership changes, the site manager should contact the SAC to initiate the SAA process.