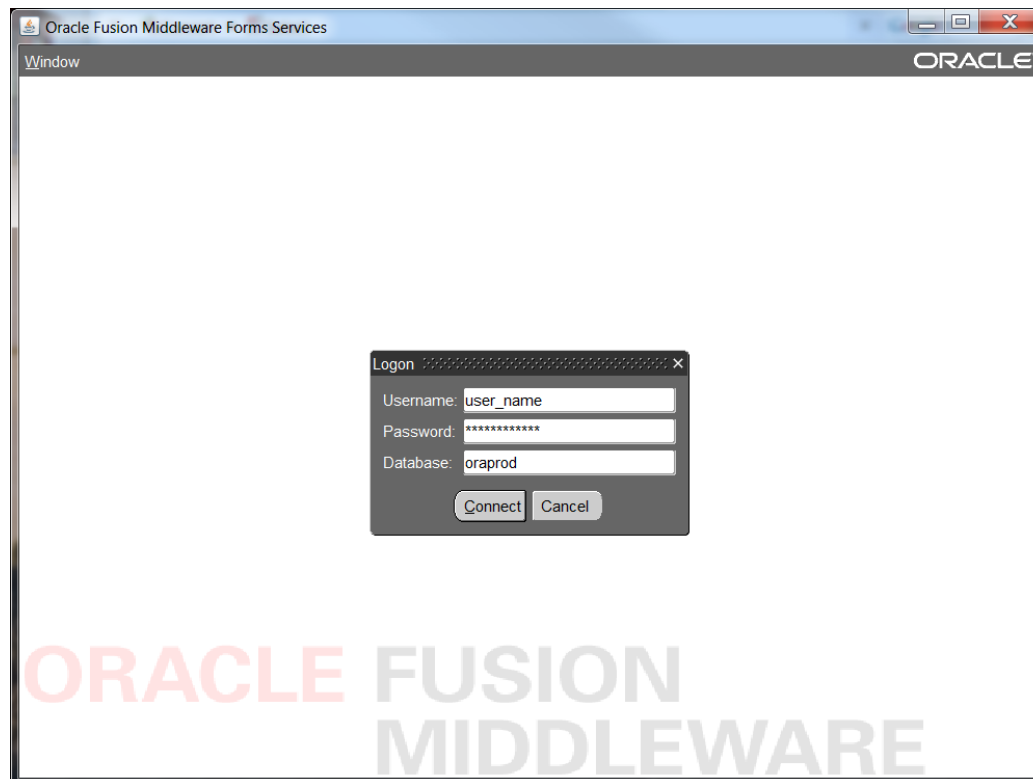


Entering a Work Order into STCM for LSSI

5/30/2018

STCM Login:

1. Log in to STCM (Database: oraprod)



2. Click on Storage Tank Contamination Monitoring

Florida Department of Environmental Protection - Enterprise Applications

Window

ORACLE

Florida Department of Environmental Protection - Enterprise Applications

[Storage Tank Contamination Monitoring](#)

[Update Personal Information](#)

FLORIDA
Department of Environmental Protection

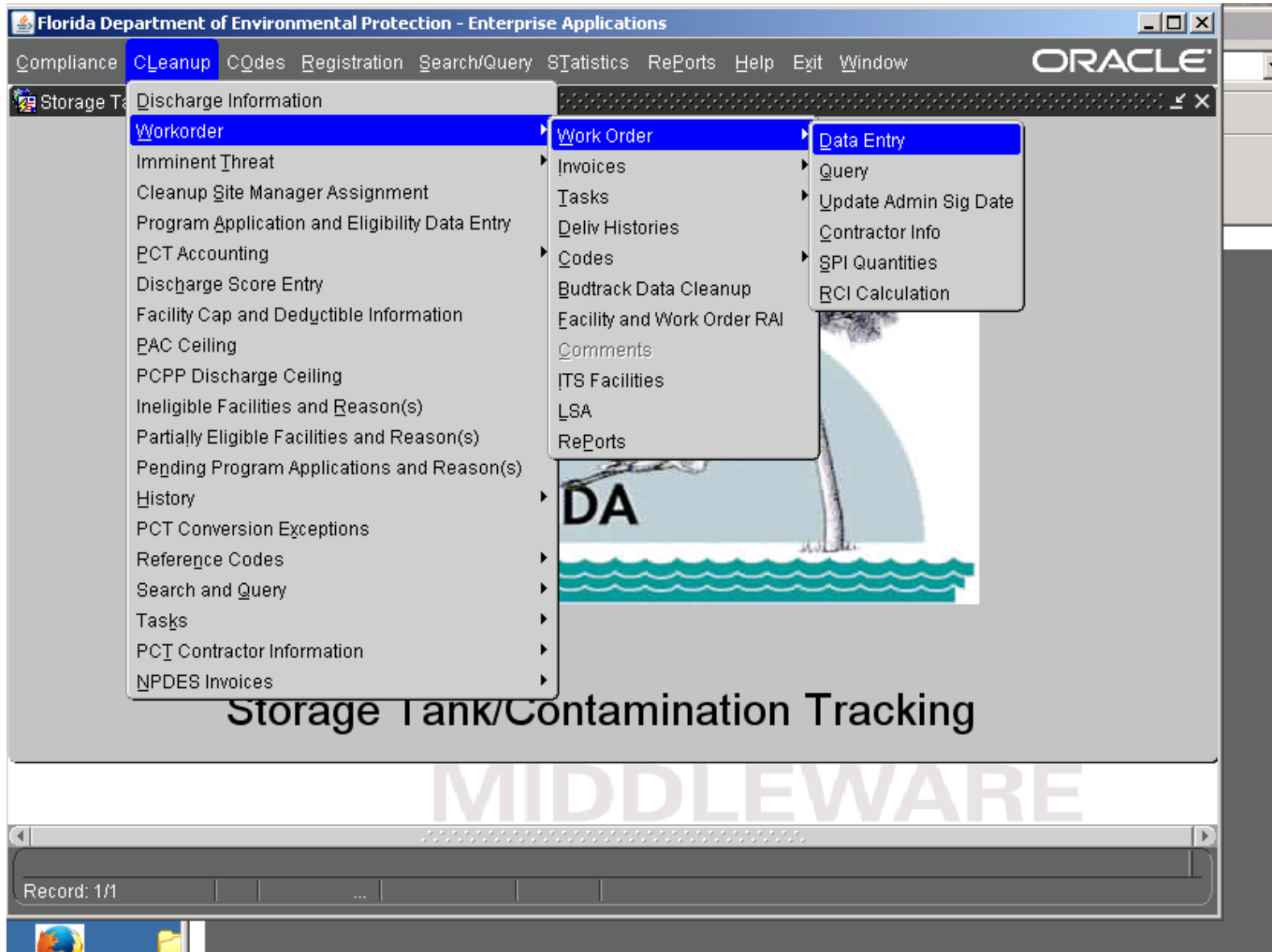
Enterprise Applications

[Change Password](#) [News](#) [Logoff](#)

MIDDLEWARE

Record: 1/1

3. Go to work order and data entry



Work order tab:

1. Make sure the type is WO and RCI Exclusion is checked

The screenshot shows the Oracle Enterprise Applications interface for 'Storage Tank/Contamination Tracking - Work Order Data Entry'. The window title is 'Florida Department of Environmental Protection - Enterprise Applications'. The top navigation bar includes 'Work Order', 'Invoices', 'Tasks', 'Deliv Histories', 'Codes', 'Budtrack Data Cleanup', 'Facility and Work Order RAI', and 'Comments'. The 'ORACLE' logo is visible in the top right corner. Below the navigation bar is a toolbar with various icons for file operations and navigation. The main form area is titled 'Storage Tank/Contamination Tracking - Work Order Data Entry' and contains several sections:

- Type:** Radio buttons for 'Work Order' (selected) and 'Task Assignment'. Fields for 'Work Order Number', 'WO RAI' (checkbox), 'Print WO/TA', 'Cancelled' (checkbox), and 'Verified' (checkbox).
- RCI Exclusion:** A checked checkbox.
- SPI Quantity ID:** A text field.
- Facility Information:** Fields for 'Co', 'Facility ID*', 'Name', 'Contractor ID*', and 'Name'.
- Facility and Contractor Details:** A section with tabs for 'Work Order', 'Deliverables', 'Description', 'Invoice / CO', 'Cap and Deductible', 'Budtrack Deliverables', 'Budtrack CO', and 'DOWNLOAD_TAB'. It is divided into 'Facility' and 'Contractor' columns with fields for 'Address', 'City', 'FL', 'Zip', 'Manager', 'Phone', 'Score', 'County', 'Team', 'FEID', 'Pac #', 'Qualified For Work', 'FAC RAI' (checkbox), 'RAI Facility Begin', 'End', 'Contract #', 'Contract Manager', 'Imminent Threat Status', 'Purchase Requisition', and 'Purchase Order'.
- WO/TA Sub Type*:** A dropdown menu.
- Priority Code:** A dropdown menu.
- Funding Eligibility*:** A dropdown menu.
- Cost Center*:** A dropdown menu.
- Fiscal Year:** A dropdown menu.
- Admin Signature:** A dropdown menu.
- WO Returned:** A text field.
- WO End:** A text field.
- WO Paid in Full:** A text field.

At the bottom of the window, there is a status bar with the text: 'Check Indicates The Work Order Amounts should be excluded from the RCI calculation' and 'Record: 1/1'.

2. Enter FAC ID and hit tab

The screenshot shows the Oracle Enterprise Applications interface for 'Storage Tank/Contamination Tracking - Work Order Data Entry'. The window title is 'Florida Department of Environmental Protection - Enterprise Applications'. The top navigation bar includes 'Work Order', 'Invoices', 'Tasks', 'Deliv Histories', 'Codes', 'Budtrack Data Cleanup', 'Facility and Work Order RAI', 'Comments', and 'IT'. The Oracle logo is visible in the top right corner. Below the navigation bar is a toolbar with various icons for file operations and navigation. The main form area is titled 'Storage Tank/Contamination Tracking - Work Order Data Entry' and contains several sections:

- Type:** Radio buttons for 'Work Order' (selected) and 'Task Assignment'. Fields for 'Work Order Number', 'WO RAI' (checkbox), 'Print WO/TA', 'Cancelled' (checkbox), and 'Verified' (checkbox).
- RCI Exclusion:** A checked checkbox.
- SPI Quantity ID:** A text field.
- Co:** A dropdown menu showing '6'.
- Facility ID*:** A text field containing '8839089'.
- Name:** A text field containing 'LIBERTY COPANS'.
- Contractor ID*:** A text field.
- Name:** A text field.

Below these fields are several tabs: 'Work Order', 'Deliverables', 'Description', 'Invoice / CO', 'Cap and Deductible', 'Budtrack Deliverables', 'Budtrack CO', and 'DOWNLOAD_TAB'. The 'Work Order' tab is active, showing a form with two main sections: 'Facility' and 'Contractor'.

Facility Section:

- Address: 3000 W COPANS RD
- City: POMPANO BEACH, FL, Zip: 33069
- Manager: RICHARD W THOMAS, Phone: (850)222-6446
- Score: 10, County: BROWARD, Team: PCTM5
- FEID, Pac #, and Qualified For Work (checkbox) fields.
- FAC RAI (checkbox), RAI Facility Begin, End, Contract #, and Contract Manager fields.
- Imminent Threat Status, Purchase Requisition, and Purchase Order fields.

Contractor Section:

- Address, City, State, and Zip fields.
- Rep and Phone fields.
- FEID, Pac #, and Qualified For Work (checkbox) fields.
- FAC RAI (checkbox), RAI Facility Begin, End, Contract #, and Contract Manager fields.
- Imminent Threat Status, Purchase Requisition, and Purchase Order fields.

At the bottom of the form, there are fields for 'WO/TA Sub Type*', 'Priority Code', 'Funding Eligibility*', 'Cost Center*', and 'Fiscal Year'. The 'Priority Code', 'Cost Center*', and 'Fiscal Year' fields are highlighted in cyan. Below these are 'Admin Signature', 'WO Returned', 'WO End', and 'WO Paid in Full' fields.

The bottom status bar shows 'Type Contractor ID' and 'Record: 1/1'.

3. Ctrl + L on contractor id and select contracted company and hit tab

The screenshot displays the Oracle Enterprise Applications interface for 'Storage Tank/Contamination Tracking - Work Order Data Entry'. A pop-up window titled 'PCT Contractors' is open, showing a search for 'BTEX'. The search results are as follows:

Contractor	Cid	Qual
BSE CONSULTANTS, INC.	00038	N
BTEX ENGINEERING, INC.	01051	Y
BTEX ENVIRONMENTAL CONSULTANTS, INC.	00040	N
BUREAU VERITAS NORTH AMERICA, INC. FRMLY INTERCOUNTY LABO...	01117	Y
BURNS AND MCDONNELL WASTE CONSULTANTS, INC.	00375	N
BUTLER, J.V. AND ASSOCIATES, INC.	00041	N
BUTTE, INC.	01037	N
C.R.E.W.S. CONSTRUCTION SERVICES, INC.	01108	N
CAMERON-COLE, LLC	01043	Y
CAPE ENVIRONMENTAL MANAGEMENT INC	00477	N
CAPRI ENVIRONMENTAL CONSULTING SERVICES, LLC	01240	N

The background application window shows the following details:

- Co: 6, Facility ID*: 8839089, LIBERTY COP...
- Address: 3000 W COPANS RD, City: POMPANO BEACH, Manager: RICHARD W THOMAS
- Score: 10, County: BROWAR...
- WO/TA Sub Type*: [blank], Priority Code: [redacted]
- Funding Eligibility*: [blank], Cost Center*: [redacted], Fiscal Year: [redacted]
- Admin Signature: [redacted], WO Returned: [blank], WO End: [blank], WO Paid in Full: [blank]

At the bottom of the window, it indicates 'Choices in list: 1166' and 'Record: 1/1'.

4. Select the project manager

The screenshot displays the Oracle Enterprise Applications interface for 'Storage Tank/Contamination Tracking - Work Order Data Entry'. A 'Contractor Employees' dialog box is open, showing a list of employees with columns for Name, Phone, and Emp Id. The employee 'DAVID J CHUSLO' is selected. The background form includes fields for Co (6), Facility ID* (8839089), LIBERTY C, Work Order, Deliverables, Address (3000 W COPANS R), City (POMPANO BEACH), Manager (RICHARD W THOM), Score (10), County (BROV), FAC RAI, RAI Facility Beg, Imminent Threat Status, WO/TA Sub Type*, Funding Eligibility*, Cost Center*, Fiscal Year, Admin Signature, WO Returned, WO End, and WO Paid in Full.

Name	Phone	Emp Id
O.J. CARLO	3058934955	10
DAVID J CHUSLO	5612728644	109
DAVID MAZORRA	5612728644	1411
MATT JOHNSTON	5612728644	1804
IRENE M GIOVENCO	9549716411	1882
KIMBERLY CHIOREAN	5612728644	1974
TOM WEIDEMEYER	5612728644	2125

5. WO sub type is LSSI

Florida Department of Environmental Protection - Enterprise Applications

Work Order Invoices Tasks Deliv Histories Codes Budtrack Data Cleanup Facility and Work Order RAI Comments IT ORACLE

Storage Tank/Contamination Tracking - Work Order Data Entry

Type
 Work Order Task Assignment

Work Order Number WO RAI Print WO/TA Cancelled Verified

RCI Exclusion SPI Quantity ID

Co Facility ID* Name Contractor ID* Name
6 8839089 LIBERTY COPANS 01051 BTEX ENGINEERING, INC.

Work Order Deliverables Description Invoice / CO Cap and Deductible Budtrack Deliverables Budtrack CO DOWNLOAD_TAB

Facility **Contractor**

Address 3000 W COPANS RD Address 601 N CONGRESS AVENUE, SUITE 103

City POMPANO BEACH FL Zip 33069 City DELRAY BEACH State FL Zip 33445

Manager RICHARD W THOMAS Phone (850)222-6446 Rep DAVID J CHUSLO Phone (561)272-8644

Score 10 County BROWARD Team PCTM5 FEID 65-1134276 Pac # Qualified For Work

FAC RAI RAI Facility Begin End Contract # Contract Manager

Imminent Threat Status Purchase Requisition Purchase Order

WO/TA Sub Type* LSSI -- LOW SCORED SITE INITIATIVE Priority Code 2Q

Funding Eligibility* LOW SCORED SITE INITIATIVE Cost Center* Fiscal Year

Admin Signature WO Returned WO End WO Paid in Full

Funding Eligibility
Record: 1/1 ... List of Valu...

6. Funding Eligibility is Low Scored Site Initiative

Florida Department of Environmental Protection - Enterprise Applications

Work Order Invoices Tasks Deliv Histories Codes Budtrack Data Cleanup Facility and Work Order RAI Comments IT ORACLE

Storage Tank/Contamination Tracking - Work Order Data Entry

Type: Work Order Task Assignment

Work Order Number: WO RAI: RCI Exclusion: Print WO/TA: Canceled: Verified: SPI Quantity ID:

Co: Facility ID*: Name: Contractor ID*: Name:

6 8839089 LIBERTY COPANS 01051 BTEX ENGINEERING, INC.

Work Order Deliverables Description Invoice / CO Cap and Deductible Budtrack Deliverables Budtrack CO DOWNLOAD_TAB

Facility Address: 3000 W COPANS RD City: POMPANO BEACH FL Zip: 33069 Manager: RICHARD W THOMAS Phone: (850)222-6446 Score: 10 County: BROWARD Team: PCTM5

Contractor Address: 601 N CONGRESS AVENUE, SUITE 103 City: DELRAY BEACH State: FL Zip: 33445 Rep: DAVID J CHUSLO Phone: (561)272-8644 FEID: 65-1134276 Pac #: Qualified For Work: Y

FAC RAI: RAI Facility Begin: End: Contract #: Contract Manager:

Imminent Threat Status: Purchase Requisition: Purchase Order:

WO/TA Sub Type*: LSSI - LOW SCORED SITE INITIATIVE Priority Code: 2Q

Funding Eligibility*: LOW SCORED SITE INITIATIVE Cost Center*: Fiscal Year:

Admin Signature: WO Returned: WO End: WO Paid in Full:

Funding Eligibility Record: 1/1 ... List of Valu...

7. Tab on cost center

Florida Department of Environmental Protection - Enterprise Applications

Work Order Invoices Tasks Deliv Histories Codes Budtrack Data Cleanup Facility and Work Order RAI Comments IT ORACLE

Storage Tank/Contamination Tracking - Work Order Data Entry

Type
 Work Order Task Assignment

Work Order Number WO RAI Print WO/TA Cancelled Verified

RCI Exclusion SPI Quantity ID

Co	Facility ID*	Name	Contractor ID*	Name
6	8839089	LIBERTY COPANS	01051	BTEX ENGINEERING, INC.

Work Order Deliverables Description Invoice / CO Cap and Deductible Budtrack Deliverables Budtrack CO DOWNLOAD_TAB

Facility				Contractor			
Address	3000 W COPANS RD			Address	601 N CONGRESS AVENUE, SUITE 103		
City	POMPANO BEACH	FL	Zip 33069	City	DELRAY BEACH	State FL	Zip 33445
Manager	RICHARD W THOMAS	Phone	(850)222-6446	Rep	DAVID J CHUSLO	Phone	(561)272-8644
Score	10	County	BROWARD	Team	PCTM5	FEID	65-1134276
Pac #		Qualified For Work	<input checked="" type="checkbox"/>	Contract #		Contract Manager	
FAC RAI	<input type="checkbox"/>	RAI Facility Begin		End		Purchase Requisition	
Imminent Threat Status		Purchase Order					

WO/TA Sub Type* LSSI — LOW SCORED SITE INITIATIVE Priority Code 2Q

Funding Eligibility* LOW SCORED SITE INITIATIVE Cost Center* 37450404555-JG-087889-4773-139900 Fiscal Year 2014-2015

Admin Signature WO Returned WO End WO Paid in Full

Cost Center ID
Record: 1/1 ... List of Valu...

Deliverables:

1. Click on deliverables tab

Florida Department of Environmental Protection - Enterprise Applications

Work Order Invoices Tasks Deliv Histories Codes Budtrack Data Cleanup Facility and Work Order RAI Comments IT ORACLE

Storage Tank/Contamination Tracking - Work Order Data Entry

Type: Work Order Task Assignment

Work Order Number: 2015-95-W8742A

WO RAI: RCI Exclusion: Print WO/TA: Cancelled: Verified:

Co: 6 Facility ID*: 8839089 Name: LIBERTY COPANS Contractor ID*: 01051 Name: BTEX ENGINEERING, INC.

Work Order **Deliverables** Description Invoice / CO Cap and Deductible Budtrack Deliverables Budtrack CO DOWNLOAD_TAB

Facility Address: 3000 W COPANS RD City: POMPANO BEACH FL Zip: 33069 Manager: RICHARD W THOMAS Phone: (850)222-6446 Score: 10 County: BROWARD Team: PCTM5

Contractor Address: 601 N CONGRESS AVENUE, SUITE 103 City: DELRAY BEACH State: FL Zip: 33445 Rep: DAVID J CHUSLO Phone: (561)272-8644 FEID: 65-1134276 Pac #: Qualified For Work:

FAC RAI: RAI Facility Begin: End: Contract #: Contract Manager:

Imminent Threat Status: Purchase Requisition: Purchase Order:

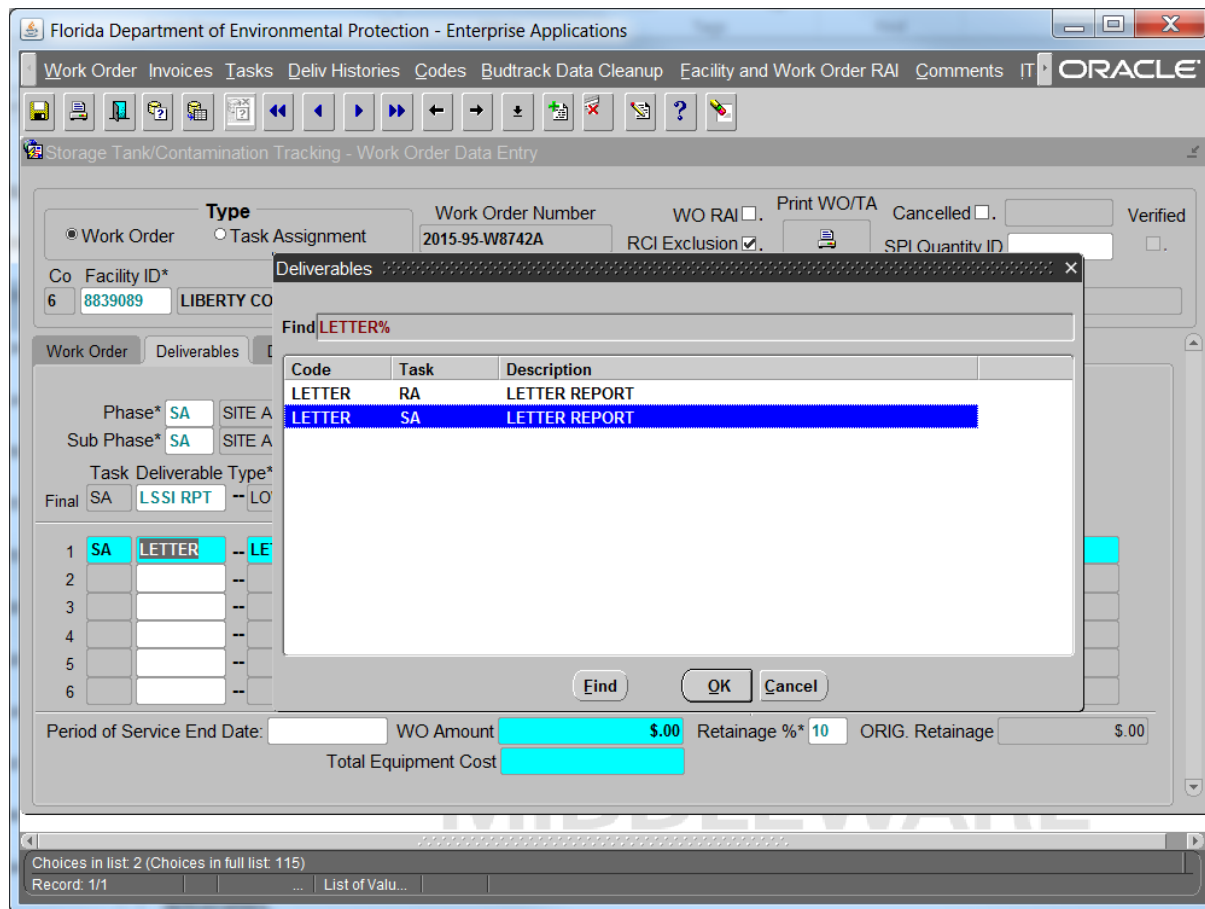
WO/TA Sub Type*: LSSI - LOW SCORED SITE INITIATIVE Priority Code: 2Q

Funding Eligibility*: LOW SCORED SITE INITIATIVE Cost Center*: 37450404555-JG-087889-4773-139900 Fiscal Year: 2014-2015

Admin Signature: WO Returned: WO End: WO Paid in Full:

Returned Date: Record: 1/1

2. Enter phase as SA (Site Assessment) or RA (Remedial Action)
3. Select the appropriate Sub Phase
4. Select the appropriate activity
5. Enter the Final deliverable (typically LSSI RPT for SA work orders), deliverable due date, and select the applicable discharge date. Ctl-L will give you a list of deliverables.
6. 1 (signifying the event number) Second column will be the event deliverable report type. Enter the deliverable due date and select the applicable discharge date.



7. 2 (signifying the event number) Second column will be the event deliverable report type. Enter the deliverable due date and select the applicable discharge date.

Florida Department of Environmental Protection - Enterprise Applications

Work Order Invoices Tasks Deliv Histories Codes Budtrack Data Cleanup Facility and Work Order RAI Comments IT ORACLE

Storage Tank/Contamination Tracking - Work Order Data Entry

Type: Work Order Task Assignment

Work Order Number: 2015-95-W8742A

WO RAI: RCI Exclusion: Print WO/TA: Cancelled: Verified:

Co: 6 Facility ID*: 8839089 Name: LIBERTY COPANS Contractor ID*: 01051 Name: BTEX ENGINEERING, INC.

SPI Quantity ID:

Work Order Deliverables Description Invoice / CO Cap and Deductible Budtrack Deliverables Budtrack CO DOWNLOAD_TAB

Phase*: SA SITE ASSESSMENT Activities*: SA SITE ASSESSMENT

Sub Phase*: SA SITE ASSESSMENT

Task Deliverable Type* Due Date* Discharge Date*

Final SA LSSI RPT -- LOW SCORE SITE INITIATIVE RE 01/15/2016 06/26/1992

1	SA	LETTER	-- LETTER REPORT	01/13/2016	06/26/1992
2	SA	LETTER	-- LETTER REPORT	01/14/2016	06/26/1992
3			--		
4			--		
5			--		
6			--		

Interim Reports

Period of Service End Date: WO Amount: \$0.00 Retainage %*: 10 ORIG. Retainage: \$0.00

Total Equipment Cost:

Type Due Date

Record: 2/2

- 8. WO amount is same as the total amount on the invoice tab of the WO template.
- 9. Total equipment cost will be left blank and retainage is 5% (automatically filled in). Period of Service End Date will be determined at the time the work order is fully executed. (Team 5: entered by Admin staff later).

Florida Department of Environmental Protection - Enterprise Applications

Work Order Invoices Tasks Deliv Histories Codes Budtrack Data Cleanup Facility and Work Order RAI Comments IT ORACLE

Storage Tank/Contamination Tracking - Work Order Data Entry

Type: Work Order Task Assignment

Work Order Number: 2015-95-W8742A

WO RAI: RCI Exclusion: Print WO/TA: Cancelled: Verified:

SPI Quantity ID:

Co: 6 Facility ID*: 8839089 Name: LIBERTY COPANS Contractor ID*: 01051 Name: BTEX ENGINEERING, INC.

Work Order Deliverables Description Invoice / CO Cap and Deductible Budtrack Deliverables Budtrack CO DOWNLOAD_TAB

Phase*: SA SITE ASSESSMENT Activities*: SA SITE ASSESSMENT

Sub Phase*: SA SITE ASSESSMENT

Task Deliverable Type* Due Date* Discharge Date*

Final	SA	LSSI RPT	--	LOW SCORE SITE INITIATIVE RE	01/15/2016	06/26/1992
1	SA	LETTER	--	LETTER REPORT	01/13/2016	06/26/1992
2	SA	LETTER	--	LETTER REPORT	01/14/2016	06/26/1992
3			--			
4			--			
5			--			
6			--			

Interim Reports

Period of Service End Date: WO Amount: \$28,512.27 Retainage %*: 10 ORIG. Retainage: \$0.00

Total Equipment Cost:

Type Amount
Record: 1/1

10. Change final deliverable on WO template to same as STCM. STCM will not put dates on weekends, therefore this may need to be adjusted. Type over the date calculated for Period of Service To and write: 12 months after WO Return Date or the hard date that is calculated from a prior WO (2017 WO and beyond).

The screenshot shows an Excel spreadsheet with the following sections:

- Deliverables List (Rows 112-132):** A list of items with associated costs. The total for Section H is \$2,301.80.
- Deliverables Table (Rows 135-140):**

Deliverable #	Due Date	Deliverable / Documentation
1	07/13/16	LSSI Report
- This Event Template Totals (Rows 137-140):**

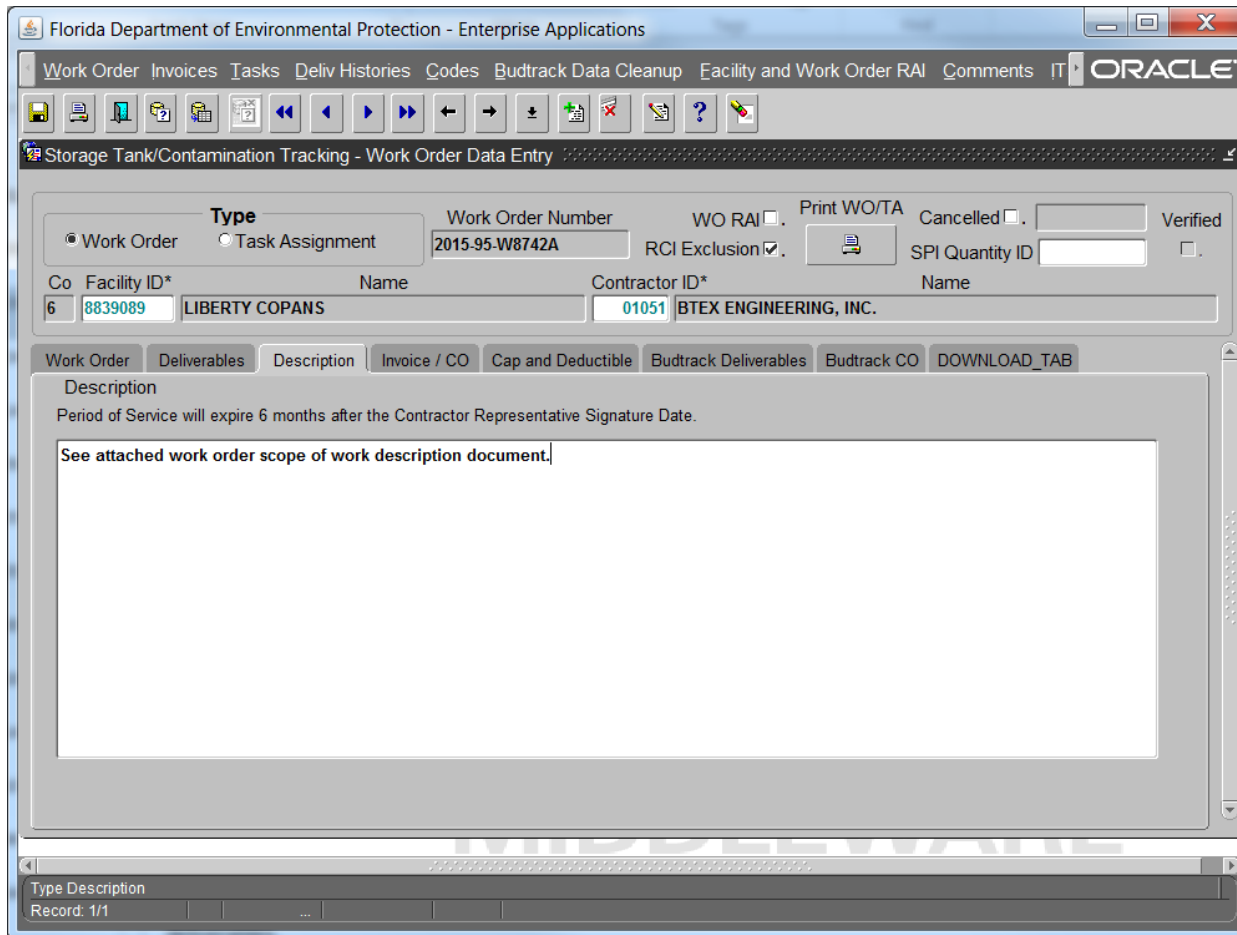
	Original	Change	Total
Event Total:	\$23,070.54	\$0.00	\$23,070.54
Subtotal (less retainage):	\$20,763.49	\$0.00	\$20,763.49
Retainage: 10%	\$2,307.05	\$0.00	\$2,307.05
- Cumulative Work Order Totals (less Retainage) (Rows 143-148):**

Invoice	Previous	This Event	Total
# 1-6 Events	n/a	\$18,691.87	\$18,691.87
# 7 Remedial Systems	n/a	\$0.00	\$0.00
# 8 Final Deliverable	n/a	\$2,071.62	\$2,071.62
# 9 Retainage	n/a	\$2,307.05	\$2,307.05
Work Order Total		\$23,070.54	\$23,070.54
- This Event Template Invoice Totals (less Retainage) (Rows 143-148):**

Invoice	Original	Change	Total
# 1 1st Event	\$18,691.87	\$0.00	\$18,691.87
# 7 Remedial Systems	\$0.00	\$0.00	\$0.00
# 8 Final Deliverable	\$2,071.62	\$0.00	\$2,071.62
# 9 Retainage	\$2,307.05	\$0.00	\$2,307.05
Event Template Total	\$23,070.54	\$0.00	\$23,070.54

Description:

1. Copy and paste the “Per proposal received ...(contractor) will conduct LSSI Work” from the WO tab of the excel template and type “ See page 2 for work order description”



2. The work order description is located in the work order template under the WO tab of the template and can be edited in the template.

Template-060112-7 Page Version - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Normal Page Break Preview Ruler Formula Bar Zoom 100% Zoom to Selection New Window Arrange All Save Switch Macros
 Page Layout Custom Views Gridlines Headings Zoom to Selection Window Workspace Windows
 Workbook Views Show Window Macros

T54

51	Contractor Name:	_____	CID #:	_____
52	Contractor Address:	_____	FEID #:	_____
53	Contractor Representative:	_____	Phone #:	_____
54	FDEP Site Manager:	_____	Phone #:	_____

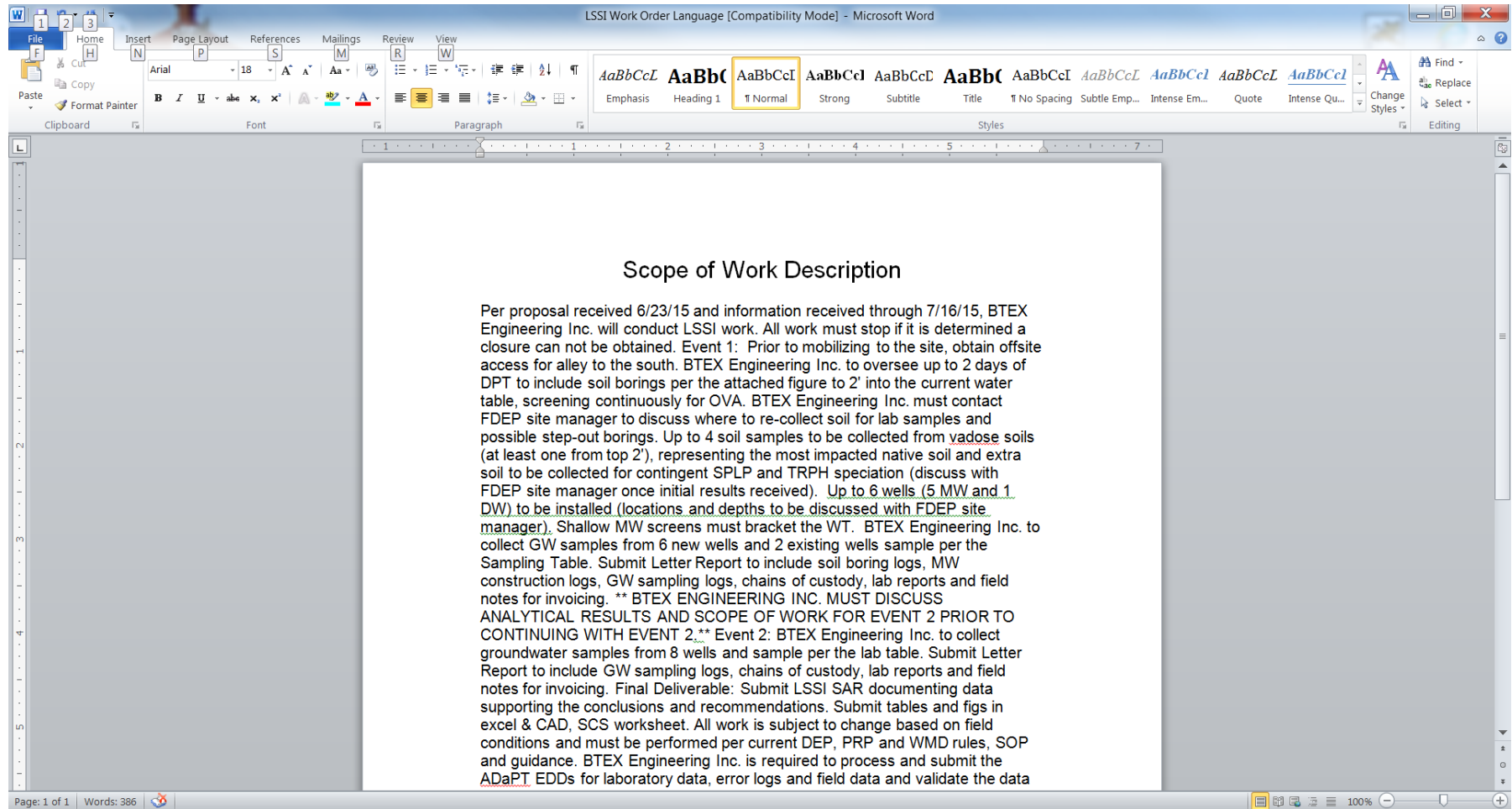
55
56
57

Work Order Description

58 Per proposal rec'd {Date} and information received through {Date}, {Contractor} will conduct LSSI
 59 work. All work must stop if it is determined a closure can not be obtained. E1: {Contractor} to
 60 oversee up to (X) day(s) of DPT to include soil borings per the attached figure to 2' into the current
 61 water table, screening continuously for OVA. {Contractor} must contact FDEP site manager to
 62 discuss where to re-collect soil for lab samples and possible step-out borings. Up to (X) soil
 63 samples to be collected from dry vadose soils (at least one from top 2'), representing the most
 64 impacted native soil and extra soil to be collected for contingent SPLP and TRPH speciation
 65 (discuss with FDEP once initial results received). Up to (X) wells to be installed (locations and
 66 depths to be discussed with FDEP site manager). MW screens must bracket the WT. {Contractor}
 67 to collect GW samples from new wells and sample per the Sampling Table. Submit Letter Report
 68 to include soil boring logs, MW construction logs, GW sampling logs, chains of custody, lab
 69 reports and field notes for invoicing. **{CONTRACTOR} MUST DISCUSS ANALYTICAL
 70 RESULTS AND SCOPE OF WORK FOR EVENT 2 PRIOR TO CONTINUING WITH EVENT 2.**
 71 E2: {Contractor} to collect groundwater samples from (X) wells and sample per the lab table.
 72 Submit Letter Report to include GW sampling logs, chains of custody, lab reports and field notes
 73 for invoicing. Final Deliverable: Submit LSSI SAR documenting data supporting the conclusions
 74 and recommendations. Submit tables and figs in excel & CAD, SCS worksheet. All work is subject
 75 to change based on field conditions and must be performed per current DEP, PRP and WMD
 76 rules, SOP and guidance. {Contractor} is required to process and submit the ADaPT EDDs for
 77 laboratory data, error logs and field data and validate the data using ADaPT, then export the field
 78 and lab EDDs to create a text file for submittal to DEP. Please refer to the DWM ADaPT User
 79 Guide on the DWM website for step by step instructions and requirements for PRP ADaPT
 submittals.

Ready Data Entry WO 1st Event 2nd Event 3rd Event 4th Event 5th Event 100%

3. Change event info in description.



4. In STCM Click on the download tab CTRL + Click on download to excel. Some users do not need to hit the CTRL button (depends on your computer's settings).

Florida Department of Environmental Protection - Enterprise Applications

Tasks Deliv Histories Codes Budtrack Data Cleanup Facility and Work Order RAI Comments ITS Facilities LSA RePort ORACLE

Storage Tank/Contamination Tracking - Work Order Download Form

WORK ORDER TEMPLATE INFORMATION FOR DOWNLOAD

Template Information for Site Manager

DOWNLOAD TO EXCEL

Work Order #:	2015-95-W8742A
Fac ID #:	068839089
Score #:	10
Eligibility :	LSSI
Contract #:	NA
Contractor ID #:	01051
FDEP/LP Site Manager:	RICHARD THOMAS
Site Manager Phone #:	(850)222-6446
Facility Name (per STCM):	LIBERTY COPANS
Facility Address:	3000 W COPANS RD
Facility City:	POMPANO BEACH
Facility County:	BROWARD
Contractor Name:	BTEX ENGINEERING, INC.
Contractor Address:	601 N CONGRESS AVENUE, SUITE 103
Contractor City State, Zip Code:	DELRAY BEACH FL 33445
Contractor FEID #:	65-1134276
Contractor Representative:	DAVID J CHUSLO
Contractor Representative Phone #:	(561)272-8644
Period of Service End Date:	

Record: 1/1

5. Open the downloaded excel and copy and paste the info into data entry tab of WO template.

The screenshot shows an Excel spreadsheet titled "068839089 WOT - Microsoft Excel". The active worksheet is "DATA ENTRY". The spreadsheet is organized into two main sections:

- Template Information Entered by Site Manager (Rows 3-26):** This section contains a list of fields with their corresponding values entered in red text.

Work Order Number :	2015-95-W8742A
Fac. ID # :	068839089
Score :	10
Eligibility :	LSSI
Contract # :	NA
Contractor ID # :	1051
FDEP/LP Site Manager :	RICHARD THOMAS
Site Manager Phone # :	(850)222 6446
Facility Name (per STCM) :	LIBERTY COPANS
Facility Address :	3000 W COPANS RD
Facility City :	POMPANO BEACH
Facility County :	BROWARD
Contractor Name :	BTEX ENGINEERING, INC.
Contractor Address :	601 N CONGRESS AVENUE, SUITE 103
Contractor City, State, Zip Code :	DELRAY BEACH FL 33445
Contractor FEID # :	65-1134276
Contractor Representative :	DAVID J CHUSLO
Contractor Representative Phone # :	(561)272 8644
Period of Service End Date :	
Cost Center # :	37450404555
Category/Fiscal Year/EO :	087889/FY 14-15/JG
- Invoice and Release of Claim Information Entered by Contractor (Rows 27-33):** This section contains a list of fields with their corresponding values entered in red text.

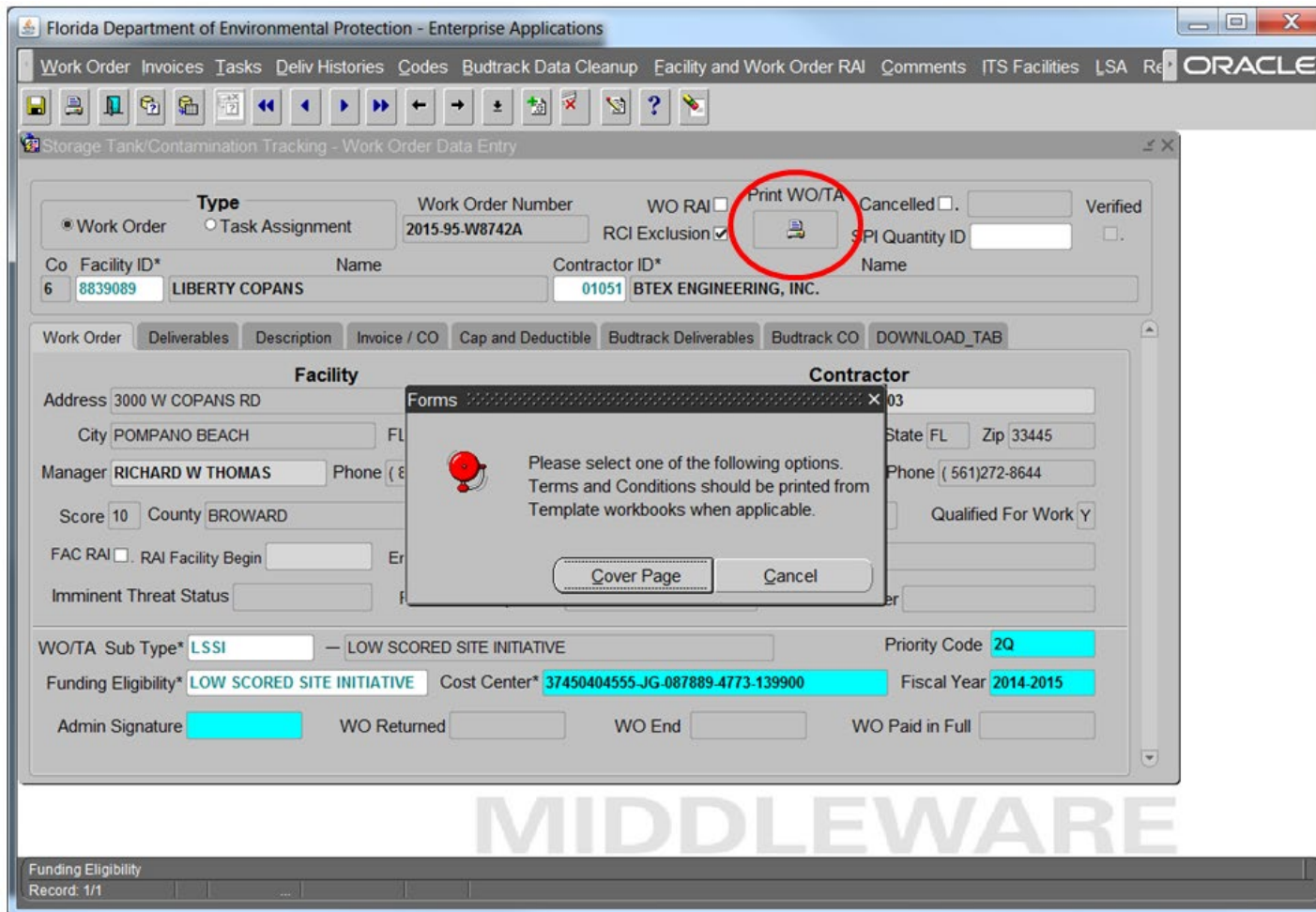
Invoice # :		Must be updated for each successive invoice
Invoice Date :		Must be updated for each successive invoice
Period of Service Start Date :		Date work order signed by contractor representative
Period of Service Extended To :		Enter only if Period of Service is or has been extended
Remit Payment to - Company Name :		

The bottom of the spreadsheet shows a navigation bar with tabs for "Data Entry", "WO", "1st Event", "2nd Event", "3rd Event", "4th Event", "5th Event", "6th Event", "Invoice", "Release of Claim", "Lab Sum", and "Backup Spreadsheet". The "Data Entry" tab is currently selected.

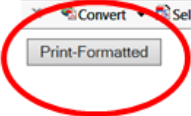
6. Save the WO Template in the project folder as the Work order number

Print:

1. Print the cover page Ctrl + click on Print WO/TA and then Ctrl + click on cover page. Some users do not need to hit Ctrl (depending on the computer's settings).



2. Go to the web browser you have open and click Print-Formatted. Print the cover page to PDF.



Florida Department of Environmental Protection-Division of Waste Management-Bureau of Petroleum Storage Systems

Low Scored Site Initiative Work Order

Work Order Number:	2015-95-W8742A	Cost Center #:	37450404555	Category:	087889/FY 14-15/JG
FDEP Facility Id #:	06/8839089	Score:	10	Contract #:	N/A
Site Name:	LIBERTY COPANS			Eligibility:	LSSI
Address (Street, City):	3000 W COPANS RD, POMPANO BEACH			County:	Broward
Contractor Name:	RTEX ENGINEERING, INC.			CID #:	01051
Contractor Address:	601 N Congress Avenue, Suite 103, Delray Beach, FL 33445			FEID #:	65-1134276
Contractor Representative:	David J. Chuslo, P.E.			Phone #:	561/272-8644
FDEP Site Manager:	Richard W. Thomas			Phone #:	850/222-6446
Cleanup Phase:	Site Assessment				
Cleanup Activity:	SITE ASSESSMENT				

Work Order Description:
 In accordance with section 376.30711(1)(b), F.S., all work, including verbal change orders (VCOs), must be preapproved by the Department prior to the work being performed or the costs being incurred.

See attached work order scope of work description document.

Deliverable 1:	<u>LETTER REPORT</u>	Due Date 1:	Jan 13, 2016
Deliverable 2:	<u>LETTER REPORT</u>	Due Date 2:	Jan 14, 2016
Deliverable 3:		Due Date 3:	
Deliverable 4:		Due Date 4:	
Deliverable 5:		Due Date 5:	
Deliverable 6:		Due Date 6:	
Final Deliverable:	<u>LOW SCORE SITE INITIATIVE REPORT</u>	Final Due Date:	Jan 15, 2016

Period of Service: _____ Contractor Representative Signature Date _____ To _____
 Amount (incl. retainage): \$28,512.27 Retainage (10%): \$2,851.23

This WORK ORDER is not in effect until signed by all parties. The FDEP will not pay any amount of this WORK ORDER until the original signed copy has been returned to the FDEP. The FDEP will not pay for any portion of the scope of work that has not been performed as of the date of invoice.

--Additional Terms And Conditions On Following Pages--

FDEP Site Manager:	_____	Date	7/16/2015
FDEP Manager:	_____		
Cost Center Administrator:	_____		

- Follow the "New Electronic Procedures for Work Orders (and Proposals)" (<S:\South East\I & E office\Team 5\Petroleum\LSSI\Guidance\Work Flow LSSI.docx>)

4. For more details pertaining to the Digital Work Order Process click [here](#).