



SITE MANAGER TRAINING, TIPS AND TRICKS

Jack Roberts

Division of Waste Management / Petroleum Restoration Program
Florida Department of Environmental Protection

Tallahassee, FL | Feb. 21, 2024



OBJECTIVES

- Site history and file review.
- Cleanup strategy.
- Scope of Work (SOW).
- Purchase Order (PO).
- Deliverables.
- Data entry.
- Contractor Performance Evaluations (CPE).
- Tracking and site file management.
- Communicating with the contractor.
- Communicating with the owner/Responsible Party (RP).



SITE HISTORY AND FILE REVIEW

- Eligibility status: Abandoned Tanks Restoration Program (ATRP), Petroleum Cleanup Participation Program (PCPP), Early Detection Initiative (EDI), Petroleum Liability and Restoration Insurance Program (PLRIP), cost share agreements (Storage Tank Contamination Monitoring (STCM) and eligibility docs in Oculus.
- Discharge information: Discharge reporting form (Oculus).
- Funding limits and expenditure to date:
 - EDI have no caps or ceiling amounts.
 - ATRP has a \$0 deductible.
 - PCPP have caps and cost shares.
 - PLRIP have caps and deductibles.
 - (SRFA/PAC) Site Rehabilitation Funding Agreement/ Petroleum Advanced Cleanup have cost share agreements may have caps and ceilings.
 - Note: It's the responsibility of the site manager to track site funds.

Going over the cap is bad.



PO STATUS

- Determine if there is an open PO:
 - Review Oculus, STCM and Ariba on Demand (AOD).
 - Determine where we are in the PO- what deliverables have been submitted and invoiced for:
 - Prepare a tracking strategy for the PO.
 - Determine cap balance in accordance with the open PO:
 - Review STCM and Cap To Date.
 - I've compared actual invoices in Oculus to STCM ,Cap To Date, and my own tracking.
 - Remember: **Utilities count towards cap.**



CAP TRACKING EXAMPLE

FAC ID: 338509757						
Thompsons Gas Station	PO Number	Invoice	PO Number	Invoice	PO Number	Cap Minus
	PO B368FA	Due	PO B68217	Due	B96C32	Invoice
	Amount/CO	Date	Amount	Date	Amount	Totals
PO Cost	\$19,791.81		\$13,684.90		\$9,060.70	\$1,200,000.00
Invoice	-\$5,978.03	1/21/24	-\$3,498.37	1/24/24	-\$4,060.70	-\$295,170.50
Balance	\$13,813.78		\$10,186.53		\$5,000.00	\$904,829.50
Invoice	-\$172.57	2/22/24	-\$4,319.13			-\$89,181.52
Balance	\$13,641.21		\$5,867.40		\$5,000.00	\$815,647.98
Invoice	-\$6,121.71					-\$78,109.10
Balance	\$7,519.50		\$5,867.40		\$5,000.00	\$737,538.88
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Invoice						-\$21,531.08
Balance	\$7,519.50		\$5,867.40		\$5,000.00	\$604,914.02



SITE HISTORY AND FILE REVIEW CONTINUED

- Contamination history: Review previous assessment and remediation docs (Oculus):
 - Current cleanup status.
 - Contamination source(s).
 - Contamination horizontal and vertical delineation.
 - Hydrology and geology information.
 - Tank status.
 - Site assessment history.
 - Remediation history.
- I review from the most recent documents chronologically.



SITE HISTORY AND FILE REVIEW CONTINUED

- Contact owner/RP:
 - Confirm Site Access Agreement and compare to property appraiser.
 - Verify if owner/RP requested involvement.
 - Discuss cleanup strategies.
 - Discuss eligibility status: EDI, ATRP, PCPP, PLIRP, SRFA, etc..
 - Discuss cap amount (if applicable).
 - Discuss closure options.
 - Conduct site visit.



CLEANUP STRATEGY

- Discuss cleanup strategy with team, contractor (if assigned) and owner/RP.
- Determine appropriate SOW for next phase of work.
- Evaluate Risk Management Options (RMO I, II, II).
- Site-specific considerations:
 - School.
 - Hospital.
 - Playground.
 - Historic sites.
 - Florida Department of Transportation (FDOT) site.



CLEANUP STRATEGY

- Discuss cleanup strategy with team, contractor (if assigned) owner/RP.
- Determine appropriate SOW for next phase of work.
- Evaluate RMO I, II, II.
- Site-specific considerations:
 - School.
 - Hospital.
 - Playground.
 - Historic sites.
 - FDOT site.



SOW

- Prepare Draft Attachment B/Schedule of Pay Items (SPI) and Draft Attachment A/SOW:
 - Discuss with team and contractor.
 - Discuss with RAC coordinator (if applicable)
 - Bottom line- four eyes are better than two.
 - Acquire needed quotes from contractor: See new quote form (next slide).
 - Prepare SOW package:
 - Attachment B (SPI).
 - Site Access Agreement.
 - Quotes.
 - Applicable tables and figures. For example, new well locations figure.



STOCK LANGUAGE

1) Schedule a pre-RAP teleconference. Prepare a Site Summary Package in accordance with section 4.1 of the PRP Standard Specifications (SPI line item 19-24 is allowed for the preparation of the Site Summary Package). The Site Summary Package shall be submitted at least seven days prior to the pre-RAP teleconference. Conduct pre-RAP teleconference (one hour each has been allowed for the P.E. (21-1) and scientist/technical specialist (20-6) to participate in the teleconference)). Prepare and submit pre-RAP teleconference notes within three days following the teleconference that documents the conference was conducted, the parties who participated, a summary of the conclusions, along with the conceptual design summary.

- a. RAC SOW/SPIs** allow four hours for the engineer (20-3) and one hour for the P.E. (21-1)
- b. Source Removal (SR) SOW/SPIs** allow three hours for the engineer and one hour for the P.E.



STOCK LANGUAGE

- 2) **Conduct an on-site pre-drilling meeting.** Submit field meeting notes to include date, start and end time, list of participating parties, confirmation by the ATC that PO recognizes the SOW prior to field activities, summary of conclusions and recommendations.
 - a. One mobilization and one hour (SPI 20-6) has been allowed for each the ATC and driller to attend the pre-drilling meeting.



STOCK LANGUAGE

- 3) If you are not tasking a drilling meeting, please include the statement:**
 - a. All parties are in agreement that a pre-drilling meeting is not needed because recent drilling has been performed on (date) or site conditions were verified at the completion of the last field event on (date).
- 4) Photographic documentation of the inside of the drums** is required to ensure drums are filled to 75% capacity per industry standards.
 - a. Note: You do not need this statement if there is only one drum per PO and RFC.
- 5) Contingent funding** in this task is only to be used to offset the cost for pay items associated with a Field Request for Change for any open task.
 - a. Note: This must be included in the final PO task if the PO is for any type of field work.



STOCK LANGUAGE

6) Perform a File Review and submit a Comprehensive Historical Site Summary with the compilation of all historic data in accordance with the PRP Guidance for Cumulative Historic Data Compilation dated 08/26/21. An allowance of four hours (two hours each at the scientist/technical specialist rate (20-6) and administrative rate (20-10)) have been given for the compilation of all historic data into cumulative analytical summary tables using the standardized Soil and Groundwater Analytical Tables located on the PRP Assessment Guidance webpage.

7) Performing Site Reconnaissance/Field Measurement visit:

Site Reconnaissance Field Meeting Notes to include area survey table, location map, area map, site map and photo documentation.

- a. Note: They get a separate mob for this, the mob is **not** included in the Site Recon line item.



STOCK LANGUAGE

8) Please note that per the DEP site access agreement, a separate site access agreement between the owner and the ATC has been requested by the PO or tenant. Submit an email or letter (copying the owner or tenant) indicating that either that this separate site access agreement has been executed or that the owner no longer wants such agreement with the contractor (in other words, the owner is content with the DEP site access agreement). DEP does not need a copy of this agreement.

- a. This only applies when the owner/RP requests a separate site access agreement in the Site Access Agreement.



SOW CONTINUED

- Generate SPI Quantities in STCM.
- Start technical review: Place SOW package in team folder for review.
- Receive offer acceptance e-mail from contractor:
 - Negotiate cost changes as needed and update Attachment B (SPI).
 - Update Attachment B with contingent funding: See Contingent Funding Memo.
 - Determine if quotes are needed and update Attachment B (SPI).
- Prepare Task Assignment (TA) in STCM:
 - Priority code in top righthand corner.
 - E-mail TA to Quality Assurance (QA)/Quality Control (QC) representative.
 - E-mail TA to PRP.Taskassignment and include in the subject line designation (Purchase Request (PR) Creator)).



CONTINGENT FUNDING MEMO

FIELD REQUEST FOR CHANGE IMPLEMENTATION (Revised 11/21/19)

The Field Request for Change (FRFC) process outlined in this updated guidance document is **effective November 21, 2019**. The regular FRC process, the rush RFC process, and the no cost RFC process remain the same.

In order to allow FRFCs to be processed during field activities and to reduce the number of remobilizations that may occur, a contingency pay item will be added to the Schedule of Pay Items (SPI) of the PO. The use of the contingent funding can only be used to offset the changes to a net zero (\$0.00) total amount for the FRFC and can only be authorized for activities while the contractor is in the field.

The FRFC process does not require approval from the Team Leader or PRP accounting prior to authorizing the contractor to complete the work, as these funds are already approved in the original PO. Note, new site managers and some other site managers may need an additional signature from their mentor, PE/PG, AR, or Team Leader, but this determination will be made within the Team or LP. See '[Field Change Order Process](#)' guidance document for complete instructions located on the [PRP Templates, Forms, Tools and Guidance](#) webpage.

New POs

Prior to preparation of the Task Assignment, site managers add the contingent funding amount to the last task of the SPI SOW Units tab in the SPI workbook under Pay Item 23-1 "Contingent Funding" and add the following statement to that Task Description in the Scope of Work (SOW).

"Contingent Funding in this task is only to be used to offset the cost for pay items associated with a Field Request for Change for any open task."

The amount of Contingent Funding is based on the phase of work in the following table:

Sub-Phase	Contingent Amount (\$)
LSA	\$5,000
NAM	\$1,000
PARM	\$1,000
PT	\$1,000
O&M	\$3,000
RAC	\$7,000
RAP	0.00 unless there is field activity then 1,000
SA	\$5,000
SR	\$7,000
WASC	\$1,000

- If the PO has multiple phases, then only the highest contingent amount for the phase in the PO is added as contingent funding. Amounts cannot be stacked.
 - Examples: A SA would get \$5,000 Contingent Funding
A PT would get \$1,000 Contingent Funding
A Scope for SA and PT would get \$5,000 (the higher of the two without stacking)
- Contingent funding is not optional and should be added to all Purchase Orders. If there is not enough money left in the cap for the FRFC maximum, then the site manager must adjust the FRFC amount accordingly.
- The contingent funding amount will not count toward the \$325K eQuote threshold:
 - Example: SOW is \$329,000 which includes \$7,000 in contingent funding. This site would NOT go thru the eQuote process because the actual SOW is \$322,000.



PO

- AOD notification to review and approve PR:
 - Review and notify PRP contracts if changes need to be made.
- AOD PO approval:
 - Multiple AOD notifications as the PO goes through approval process.
 - AOD PO fully approved notification.
 - Update deliverable due dates in STCM.



DELIVERABLES

- Field work begins per the approved PO.
- Review deliverables and technical docs:
 - Scan deliverable to Oculus, update STCM (Jack does this immediately).
 - Deliverable due dates should be met.
 - Compare invoice rate sheet (SPI) with deliverable.
 - Submit comments if applicable.
 - Issue acceptance letter with signed and dated rate sheet (SPI) and statement:
 - **I, Jack Roberts, certify that I am the contract manager, and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the state's Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.**



DELIVERABLES

- Review deliverables and technical docs:
 - Issue acceptance letter with signed and dated rate sheet (SPI) and statement:
 - **I, Jack Roberts, certify that I am the contract manager, and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the state's Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.**
 - E-mail/mail review letter to contractor and owner/RP.
 - Track due dates: Outlook calendar and your own tracking.
 - Withhold retainage for late deliverables and affects contractor evaluations.



TURNAROUND TIMES

REPORT TYPE ID	DESCRIPTION	Goal
BORE LOG	BORING LOGS	5
COC	CHAIN OF CUSTODY	5
FIELD	FIELD NOTES	5
GW LOG	GROUNDWATER SAMPLING LOGS	5
HASP	HEALTH AND SAFETY PLAN	5
LAB REPT	LABORATORY REPORT	5
MAPTABLE	MAP AND/OR TABLE	5
OTHER	OTHER REPORT TYPE	5
PHOTOS	PHOTO DOCUMENTATION	5
PROPERTY	PROPERTY REPORTING FORM	5
SUB INV	SUB INVOICE (INTERIM ONLY)	5
WELL LOG	WELL LOGS	5
ACCESS	SITE ACCESS AGREEMENT	15
DISP MAN	DISPOSAL MANIFEST	15
INTERIM	INTERIM REPORT	15
LCARA	LIMITED CONTAMINATION ASSESSMENT REPORT ADDENDUM	15
LSSI RPT	LOW SCORE SITE INITIATIVE REPORT	30
MAIN TARG	MAINTAIN TARGET LEVELS	15
MILESTONE	MILESTONE REPORT	15
MOP	MONITORING ONLY PLAN	30
NA ANNUAL	NA ANNUAL REPORT	15
NA QTR	NA QUARTERLY REPORT	15
NA SEMI	NA SEMI ANNUAL REPORT	15
NA TRI	NA TRI ANNUAL REPORT	15
PBC 50	50% REDUCTION	15
PBC 75	75% REDUCTION	15
PBC 90	90% REDUCTION	15
PBC START	SYSTEM STARTUP (PBC)	15
PRAMANN	POST RA MONITORING ANNUAL REPORT	15
PRAMQRTL	POST RA MONITORING QUARTERLY REPORT	15
PRAMRSEMI	POST RA MONITORING SEMI ANNUAL REPORT	15
PROPOSAL	PROPOSAL	15
RA LETTER	REMEDIAL ACTION LETTER REPORT	15
RESPONSE	RESPONSE TO NON TECHNICAL COMMENTS	15
SARA	SITE ASSESSMENT REPORT ADDENDUM	15
SSA	SUPPLEMENTAL SAR (NOT A RESPONSE TO COMMENTS)	15
TARGETS	TARGET LEVELS, ALL CONTAMINANTS, ALL MEDIA	15
TECH RESP	RESPONSE TO TECH COMMENTS (NOT RAP OR SA)	15
VSR	VERIFICATION SAMPLING REPORT	15
W ABAND	WELL ABANDONMENT REPORT	15
WEIGH	WEIGH TICKETS	15
AS BUILT	AS BUILT DRAWINGS	30
BID PACK	BID PACKAGE	30
CLOSREPT	CLOSURE REPORT	30
CONS DRAW	CONSTRUCTION DRAWINGS	30
ERA	EVALUATION OF REMEDIAL ALTERNATIVES	30
FREEPROD	FREE PRODUCT REMOVAL REPORT	30
GEN RA	GENERAL REMEDIAL ACTION REPORT	30
LCAR	LIMITED CONTAMINATION ASSESSMENT REPORT	30
LETTER	LETTER REPORT	30
NAP1	LEVEL 1 NATURAL ATTENUATION MONITORING PLAN	30
NAP2	LEVEL 2 NA MONITORING PLAN WITH MODELING	30
NFAP	NO FURTHER ACTION PROPOSAL	30
NPDES	NPDES DMR	30
O&M ANN	ANNUAL O&M REPORT	30
O&M QRT	QUARTERLY O&M REPORT	30
PILOTPLAN	PILOT TEST PLAN	30
PILOTREPT	PILOT TEST REPORT	30
PRAMP	POST REMEDIAL ACTION MONITORING PLAN	30
RAPA	RAP ADDENDUM	30
RAPM	REMEDIAL ACTION PLAN MODIFICATION	30



INVOICING

- Track invoice due dates.
 - Outlook calendar.
- Friendly reminder but if late it affects contractor evaluation.
- Track sites with funding caps or ceilings.
- Check “Cap To Date.”
- https://prodlamp.dep.state.fl.us/www_stcm/reports/CapToDate.
- Contractor has 30 days to submit invoice from the deliverable review letter date.



CONTRACTOR PERFORMANCE EVALUATIONS

- Complete CPE:
 - Contact owner/RP.
 - Complete evaluation in STCM.
 - Should be completed as soon as possible.
 - Must be completed within 30 days of final invoice approval.



STCM PERFORMANCE EVALUATION

Florida Department of Environmental Protection - Enterprise Applications

Workorder Codes RePorts Exit Window

Storage Tank/Contamination Tracking - Contractor Performance Evaluation (CPE)

Completion Interim CID _____ Contractor Name _____ Cancelled / Date _____ Download

Contract No. _____ Purchase Order _____ TAWO* _____ Task Numbers _____ Evaluation Period Start _____ Evaluation Period End _____ County / Facility ID _____

Facility Name and Address _____ Description of Work Performed _____

Evaluator _____ Team/LP _____ Position Title _____ Evaluator Signature / Date _____ Admin Signature / Date _____

Title of Owner/RP Completed Survey _____ Property Owner Facility Owner Responsible Party Survey Completion Representative / Date _____ Owner Not Responded to Survey Load CPE and Survey Questionnaire

Contractor Performance Evaluation Questionnaire

Sub Section Name	Question #	Description <small>Please enter NA if the item is not applicable.</small>	Evaluation

Survey Questionnaire

Sub Section Name	Question #	Description	Evaluation

MIDDLEWARE

Evaluation Type
Record: 1/1



FUNDING CAP

- Site manager's responsibility to track funds.
- Site manager AOD PO comment:
 - Discharge ATRP eligible with no CAP – attached documents have been reviewed and are correct.
 - Discharge PLRIP (\$300,000 CAP) – attached documents have been reviewed and are correct and the \$47,256.12 remaining funds in the CAP are adequate to cover the costs in this PO.
 - Discharge PLRIP (\$300,000 CAP) and another PLRIP (\$400,000 CAP) and the plumes are mingled. The attached documents have been reviewed and are correct and the \$576,423.17 remaining funds are adequate to cover the costs in this PO.



FIELD WORK NOTIFICATION

- Contractor must give at least a seven-day notice.
- Owner must be notified by contractor.
- Notify PRP inspector.



PRE-DRILLING MEETINGS

- Pre-drilling meetings:
 - Are normally in-person on-site.
 - May be held via teleconference or canceled, if applicable, and all parties agree:
 - Need documentation that all agreed: contractor, driller and owner.
 - There is specific language for Attachment A for this.
 - There are approved pay items for the meeting:
 - Line item 3-1, 3-2 for mobilization, 2-1 for site recon (if applicable), 20-6 hourly rate.
 - There is specific language for Attachment A.



REQUEST FOR CHANGE (RFC)

- Header fields should match PO.
- Description of change should be clear and concise, with enough detail.
- Refer to attached Attachment A tables, figures, etc. in description.
- Hide rows.
- Use correct naming conventions.
- See guidance docs:
 - <https://floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>



TRACKING AND SITE FILE MANAGEMENT

- Site management file:
 - Current PO and supporting docs.
 - Previous POs and supporting docs - use these for comparisons.
 - Funding Cap Tracking Spreadsheet.
 - Utility Tracking Spreadsheet.
 - Site Status Spreadsheet.
 - E-mail file.
 - Phone logs.



COMMUNICATING WITH THE OWNER/RP

- Site visits.
- Pre-drilling meetings.
- Phone and e-mail correspondence.
- Communication logs.



COMMUNICATING WITH CONTRACTOR

- Teleconferencing: Verify with e-mail.
- E-mail: Be conscious of content and purpose.
- Save all pertinent e-mails and upload to OCULUS.
- Site meetings.
- Office meetings.
- Document all pertinent communication.



JACK'S SITE PROCESS

- Set up site file:
 - Current PO.
 - Site Status Spreadsheet.
 - Funding Cap Spreadsheet, if applicable.
 - E-mail file.
- Current PO:
 - Determine what deliverables have been approved and invoiced.
- Determine cap balance, if applicable:
 - Cap to Date.
 - STCM.



JACK'S PROCESS CONTINUED

- AOD.
- Oculus.
- Enter cap information into spreadsheet, including utility tracking.
- Notify contractor that I am the site manager.
- Perform site review.
- Contact owner/RP.



CAP TRACKING EXAMPLE

FAC ID: 338509757						
Thompsons Gas Station	PO Number	Invoice	PO Number	Invoice	PO Number	Cap Minus
	PO B368FA	Due	PO B68217	Due	B96C32	Invoice
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OPERATION AND MONITORING (O&M) EXAMPLE

**Attachment A
Petroleum Restoration Program
Scope of Work**

9-Digit Facility ID Number: 628517141
 STCM Facility Name: Chevron-Armstrongs-Main Street

SubPhase(s): O&M

Specifications

All work must be performed in accordance with this Scope of Work (SOW) and any attachments, Chapters 62-160, 62-532, 62-777 and 62-780, F.A.C., all applicable FDEP and Water Management District guidance memoranda, standard industry procedures and as described in the Agency Term Contract (ATC).

Copies of all referenced guidelines are available at:
<http://floridadep.gov/waste/petroleum-restoration>

Reports must be submitted using the appropriate FDEP forms found at:
<http://floridadep.gov/waste/petroleum-restoration/content/procedures-guidance-documents>

All work must be conducted in accordance with PRP Standard Specification Details found at:
<http://floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>

The following tables are included as attachments to this SOW and further represent the details of the scope of work.

- Water Sampling Table
- Soil and Air Sampling Table
- O&M (System) Parameters Table

Task 1 Description:	Prepare and submit an updated Site Health & Safety Plan.
Task 1 Deliverable:	Site Health & Safety Plan for Continued Work (no cost to FEP)
Task 1 Deliverable Due Date:	Friday, March 31, 2023
Task 2 Description:	Conduct operations and maintenance activities. Prepare and submit a Quarterly O&M Report.
Task 2 Deliverable:	Operation & Maintenance Report, Quarterly or Non-Annual
Task 2 Deliverable Due Date:	Friday, June 30, 2023
Task 3 Description:	Conduct operations and maintenance activities. Prepare and submit a Quarterly O&M Report.
Task 3 Deliverable:	Operation & Maintenance Report, Quarterly or Non-Annual
Task 3 Deliverable Due Date:	Friday, September 29, 2023
Task 4 Description:	Conduct operations and maintenance activities. Prepare and submit a Quarterly O&M Report.
Task 4 Deliverable:	Operation & Maintenance Report, Quarterly or Non-Annual
Task 4 Deliverable Due Date:	Friday, December 29, 2023
Task 5 Description:	Conduct operations and maintenance activities. Prepare and submit an Annual O&M Report. Contingent Funding in this task is only to be used to offset the cost for pay items associated with a Field Request for Change for any open task.
Task 5 Deliverable:	Operation & Maintenance Annual Report
Task 5 Deliverable Due Date:	Friday, March 29, 2024
PO End Date: Tuesday, May 28, 2024	

Schedule of Pay Items (SPI)

All unit rates and extended prices for all line item costs associated with this project are provided in the SPI [Attachment B to this Purchase Order (PO)] and shall not exceed the rates established in the ATC.



POST ACTIVE REMEDIATION MONITORING (PARM) ATTACHMENT A EXAMPLE

Attachment A Petroleum Restoration Program Scope of Work

9-Digit Facility ID Number: 378510363
 STCM Facility Name: Pugs Beer & Wine

SubPhase(s): PARM

Specifications

All work must be performed in accordance with this Scope of Work (SOW) and any attachments, Chapters 62-160, 62-532, 62-777 and 62-780, F.A.C., all applicable FDEP and Water Management District guidance memoranda, standard industry procedures and as described in the Agency Term Contract (ATC).

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All work must be conducted in accordance with PRP Standard Specification Details found at:

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The following tables are included as attachments to this SOW and further represent the details of the scope of work.

Water Sampling Table

Task 1 Description:	Submit an updated Health & Safety Plan.
Task 1 Deliverable:	Site Health & Safety Plan for Continued Work (no cost to FDEP)
Task 1 Deliverable Due Date:	Thursday, March 31, 2022
Task 2 Description:	Perform groundwater sampling. Submit a PARM Report.
Task 2 Deliverable:	Natural Attenuation or Post Monitoring Report, Quarterly or Non-Annual
Task 2 Deliverable Due Date:	Tuesday, May 31, 2022
Task 3 Description:	Perform groundwater sampling. Submit a PARM Report.
Task 3 Deliverable:	Natural Attenuation or Post Monitoring Report, Quarterly or Non-Annual
Task 3 Deliverable Due Date:	Wednesday, August 31, 2022
Task 4 Description:	Perform groundwater sampling. Submit a PARM Report.
Task 4 Deliverable:	Natural Attenuation or Post Monitoring Report, Quarterly or Non-Annual
Task 4 Deliverable Due Date:	Wednesday, November 30, 2022
Task 5 Description:	Perform groundwater sampling. Submit a PARM Report. Contingent Funding in this task is only to be used to offset the cost for pay items associated with a Field Request for Change for any open task.
Task 5 Deliverable:	Natural Attenuation or Post Monitoring Report, Annual
Task 5 Deliverable Due Date:	Tuesday, February 28, 2023
PO End Date: Monday, May 1, 2023	

Schedule of Pay Items (SPI)

All unit rates and extended prices for all line item costs associated with this project are provided in the SPI [Attachment B to this Purchase Order (PO)] and shall not exceed the rates established in the ATC.

Requests for Change (RFC)

All requests for changes to the SOW must be submitted in writing and be approved in writing by the FDEP/LP using the RFC form in accordance with paragraphs 2.A and 26 of the ATC and can be found at:

<http://floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>

Any change which results in an extension of the due dates, PO end date, or a change in quantities or costs, requires that a PO Change Order be formally issued prior to performance of the revised SOW.



REFERENCES

- Oculus.
- STCM.
- Current Technical Non-Orders and Current Technical Orders (review letters etc..).
 - BPSS V Drive.
 - PRP B Drive/BPSS folder/COMMON folder/FORMS AND LETTERS folder.
- Link to site manager templates, forms, tools and guidance:
 - <https://floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>.
- Link to Standard Operating Procedures (SOP):
 - <https://floridadep.gov/waste/petroleum-restoration/content/prp-site-manager-standard-operating-procedures-sop>.



THANK YOU

Jack Roberts

Division of Waste Management / Petroleum Restoration
Program

Florida Department of Environmental Protection

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