

A stylized landscape illustration featuring rolling green hills in the foreground and background. On the left, there is a green tree, a purple flower, and an orange flower. A small red bird is flying in the sky above the tree. The sky is composed of horizontal bands of blue and white. The overall style is simple and colorful.

Best Management Practice for Pre-Drilling Meetings

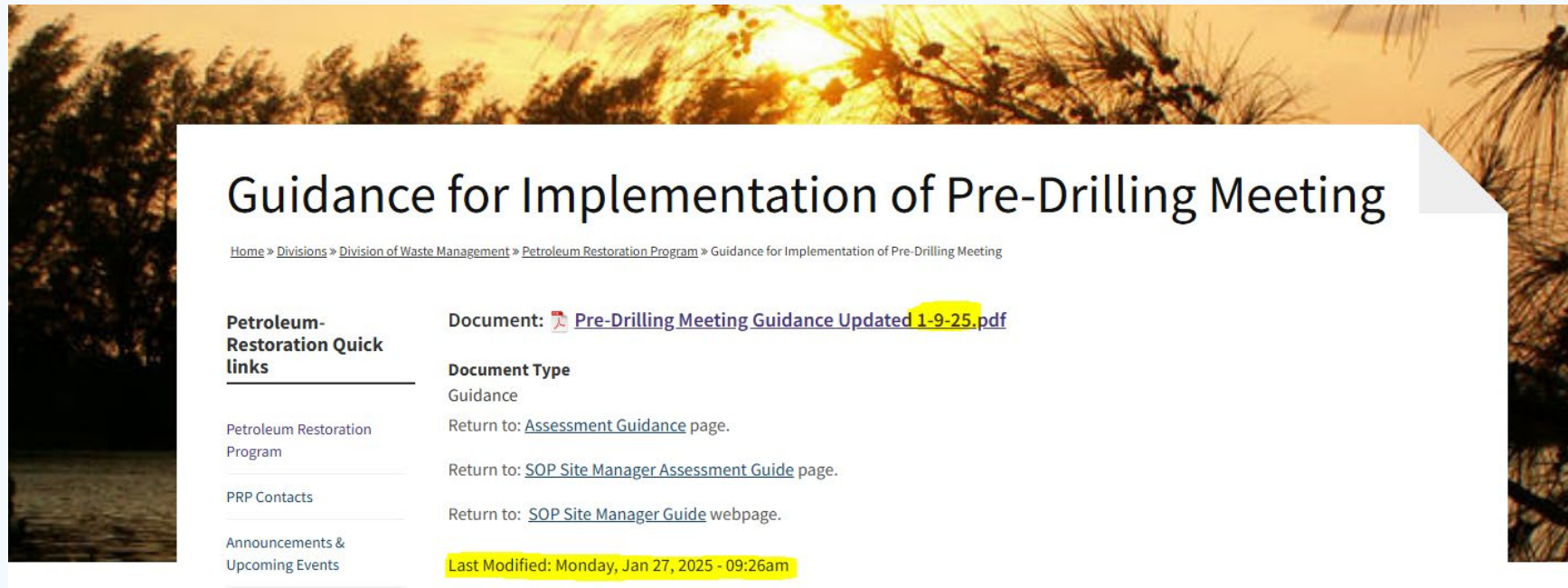
Authored by: Jorge Ramirez
Revised by: Vanessa Thayil

Miami-Dade County DERM

Purpose:

- Best management practices for Pre-drilling meetings.
- Implementation of the updated guidance in place.

<https://floridadep.gov/waste/petroleum-restoration/documents/guidance-implementation-pre-drilling-meeting>



An Easy Breakdown for New Site Managers

- **Before** the predrill meeting (office and field work).
- **During** the predrill meeting (field confirmation of work).
- **After** the predrill meeting (back up documentation).

Before the Predrill Meeting

This is pre-meeting preparation, which includes the following:

Documentation to Bring, as Needed.

Aerials (historical/current) if system configuration has changed.

Scope of Work (SOW) Attachment A, a most-recent Site map, and fully-approved change orders that include additional onsite assessment.

The most recent Annual Petroleum Restoration Program (PRP) Site Inspection, if available.

Lithology Records (recent/historical).

Items to Review.

Confirm that all parties have been notified and confirm fully-executed offsite access agreements (as needed).

Review groundwater (gw) sampling log.

Arrive earlier than the scheduled meeting to perform the annual petroleum cleanup site inspection, if pending.

Confirm that Requests for Change (RFCs) are fully approved (if needed) before the meeting takes place.

Confirm required pay items associated with mobilization distance and field representatives.

Guidance Update

The January 9, 2025, revision to the Pre-Drilling & DPT Guidance includes one (1) hour of the pay item that best fits with the field representative's title (scientist, field technician, or laborer).

Teleconference

If the meeting is conducted via a teleconference, the meeting should include: Site Manager, ATC, Drilling/DPT Subcontractor and, if possible, the operating business owner/tenant. Compensation under the contract for the pre-drilling teleconference will be scoped using 1 of the following: 1 hour for a scientist, 1 hour for a field technician or 1 hour for a laborer, for each the ATC and the driller.

The following is an example of the Scope of Work (SOW) or Request for Change (RFC) text and deliverable for the Pre-Drilling Teleconference:

- Schedule Pre-Drilling Teleconference. Following completion of Teleconference, submit the teleconference notes to include: date, start and end time, list of participating parties, confirmation by the ATC that the operating business owner/tenant recognizes the scope of work prior to field activities, and summary of conclusions and recommendations.

Site Meeting/Site Visit

A site meeting/site visit is not required if subsurface work has been completed at the site in the past and conditions on the site have not changed. If the pre drilling meeting is conducted on-site and site reconnaissance has not previously been performed, the site reconnaissance and the pre drilling meeting should be performed in the same site visit. The on-site meeting can include the site manager, ATC contractor, driller/DPT subcontractor, or any one of the three. If possible, also include the operating business owner/tenant. Compensation under the contract for the on-site pre drilling meeting and site reconnaissance will be scoped as follows: 1 mobilization for each the ATC and driller, 1 unit of site reconnaissance, (if not previously performed) and 1 of the following: 1 hour for a scientist, 1 hour for a field technician or 1 hour for a laborer, for each the ATC and the driller.

Please be advised that all personnel authorized to participate in either the Pre Drilling Teleconference or the Pre Drilling Meeting must meet the qualifications specified in Appendix I, Section B in the Amended and Restated Contract for the applicable labor category.

During the Predrill Meeting

Site Manager (SM) and Project Manager (PM) review the SOW for **feasibility** and **safety**.

*More on
that
later!*

SM must also confirm that proposed Soil Boring (SB)/Monitoring Well (MW) locations are appropriate for assessment purposes because figures may not depict accurate site features.

Key Items:

Bring necessary Personal Protective Equipment (PPE); Follow all safety guidelines.

Identify site constraints; Permits may be required.

Photos of marked areas (i.e., Utility markouts, work to be performed, etc.).

SM's annotations on printed/drawn figures, if needed.

Discuss SOW, site features, current MW designations, SBs to be advanced, samples to be taken and analytical parameters scoped.



During the Predrill Meeting

Key Items:

Confirm appropriate technology and pay items, construction of wells, reporting methods required during drilling; Obtain Driller Input.

If SM unable to attend onsite, then attend via teleconference.

Confirm in writing that the site owner understands the SOW.

For SM notes, Agency Term Contractor (ATC)/Subcontractor names and arrival times estimated time of arrival (ETA).

Are additional **Maintenance of Traffic (MOT)/Right of Way (ROW)** permit requirements needed?



After the Predrill Meeting

Ensure that the meeting minutes in the deliverable includes site-specific key details covered in the notes that you took.

Follow guidance regarding deliverable requirements:

“Following completion of site meeting, submit the field meeting notes to include: date, start and end time, list of participating parties, confirmation by the ATC that the operating business owner/tenant recognizes the scope of work prior to field activities, and summary of conclusions and recommendations.”

The purpose of the predrill meeting notes is to provide documentation that will help to avoid unnecessary logistical issues, for safety, and to provide details to back-up SOW revisions that may be required for the drilling event.

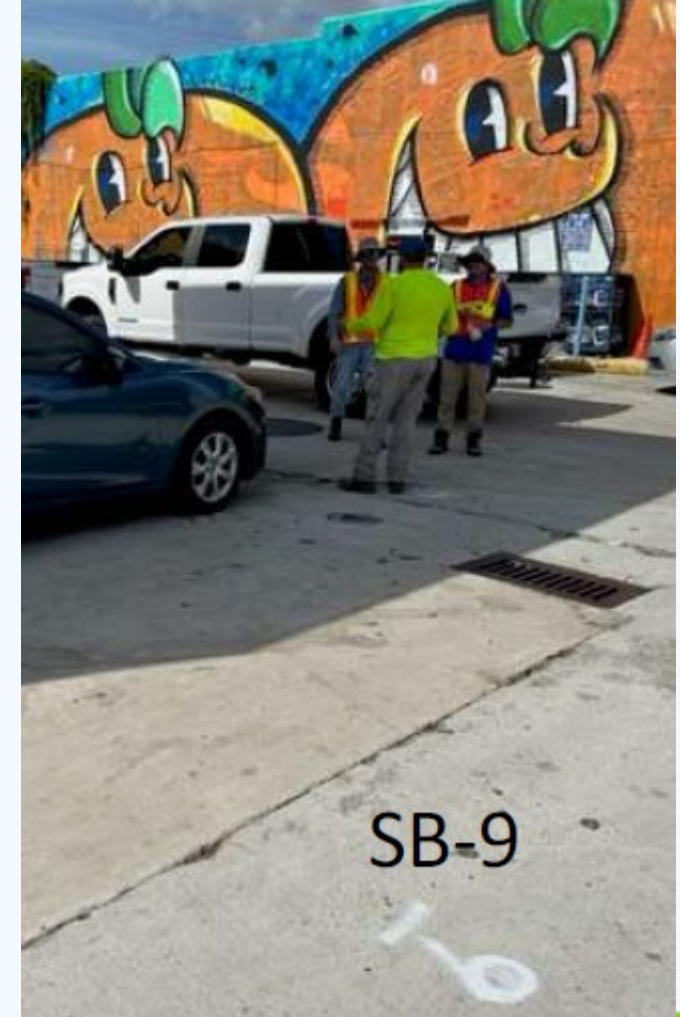
Common Pitfalls to Watch Out for:



- There are common oversights that can occur if the Site Manager is not proactive.
- The purpose of a SM meeting with ATC PMs is to ensure that everyone has had an opportunity to revisit SOW items so that we can “measure twice and cut once,” reduce risks, maintain expediency, and avoid having to redo any work.
- The following page identifies some common pitfalls that can be alleviated by a proactive SM.

Common Pitfalls to Watch Out for - Examples:

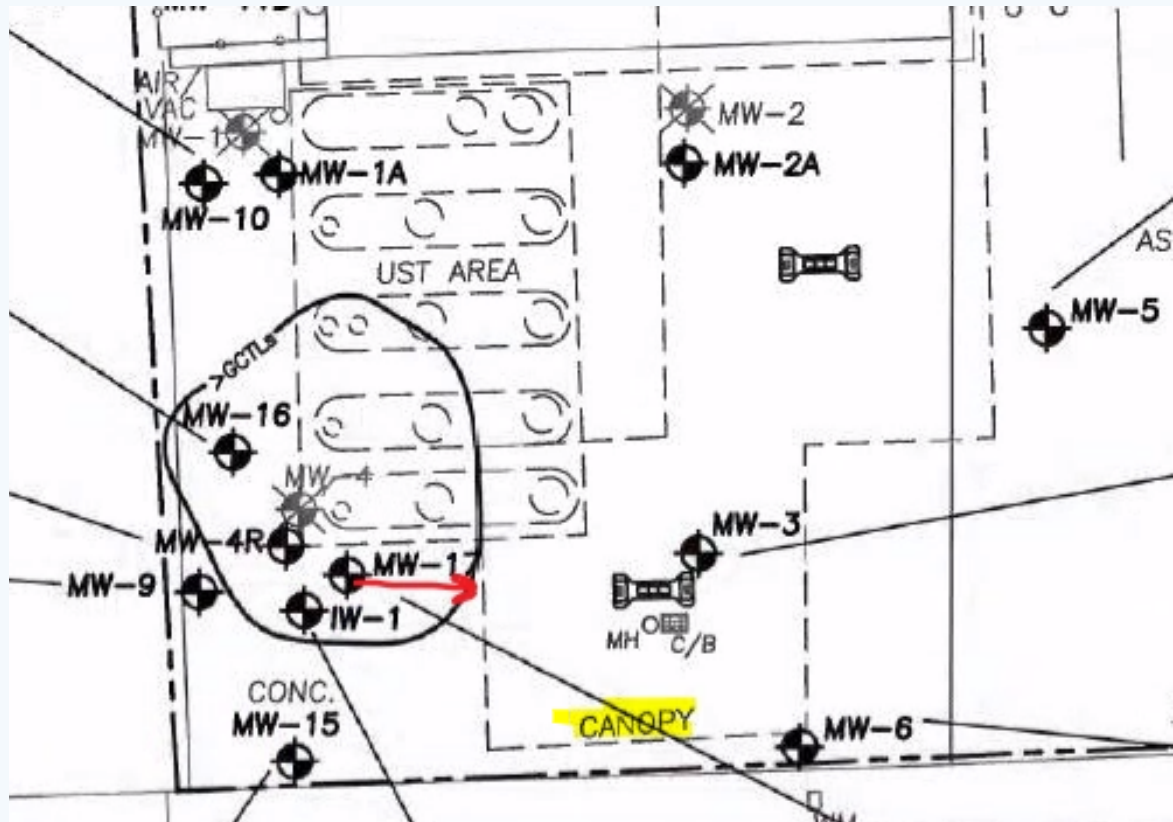
- ATC's authorized representative.
- There is a chance that a driller will recommend changing the scoped drilling method.
- MOT or ROW permits may be required due to site constraints.
- All RFCs must be fully approved, and confirmation of such received by the ATC prior to any field work. It is the Site Manager's responsibility to confirm this when notified of field work.
- Running appropriate backup sampling analysis [ex. Fractionation, Synthetic Precipitation Leaching Procedure (SPLP)].
- Changes must be included in notes. Do not feel pressured to agree with SOW or suggested changes.



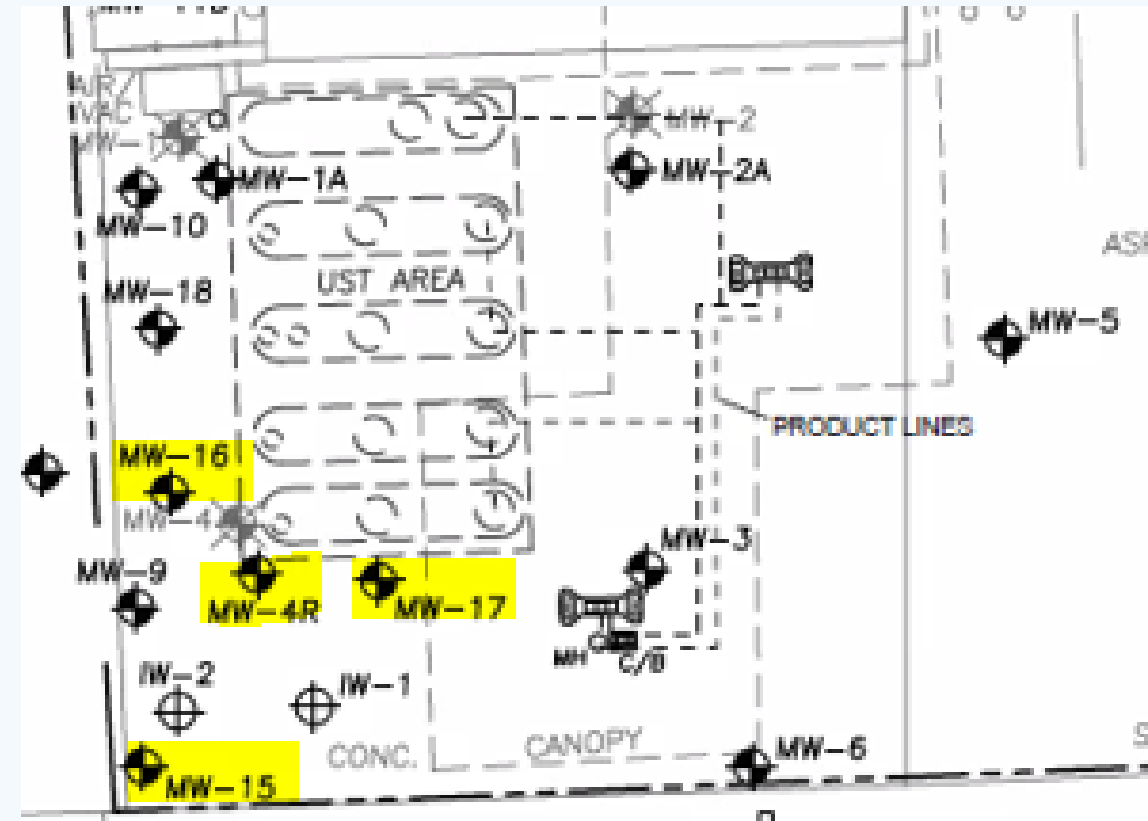
Examples (continued)

- On-site wells may not have been accurately reflected on the site map since the last inspection, and the proposed wells must be installed in new locations or be removed altogether.

OLD FIGURE



NEW FIGURE

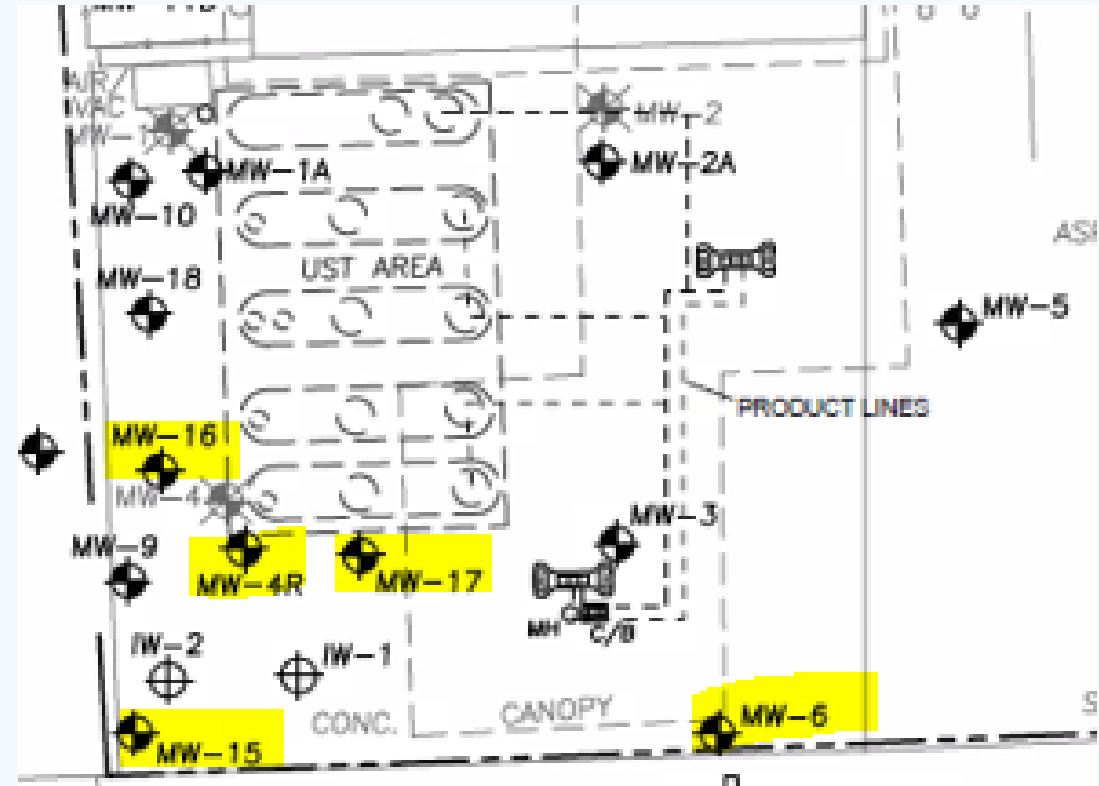


Examples (continued)

- On-site wells may not have been accurately reflected on the site map since the last inspection, and the proposed wells must be installed in new locations or be removed altogether.
- Note: exceedances are present in MW-16, MW-4R, and MW-17.
- MW-17 is closer to canopy.
- MW-15 is closer to SW of Site.

Therefore:

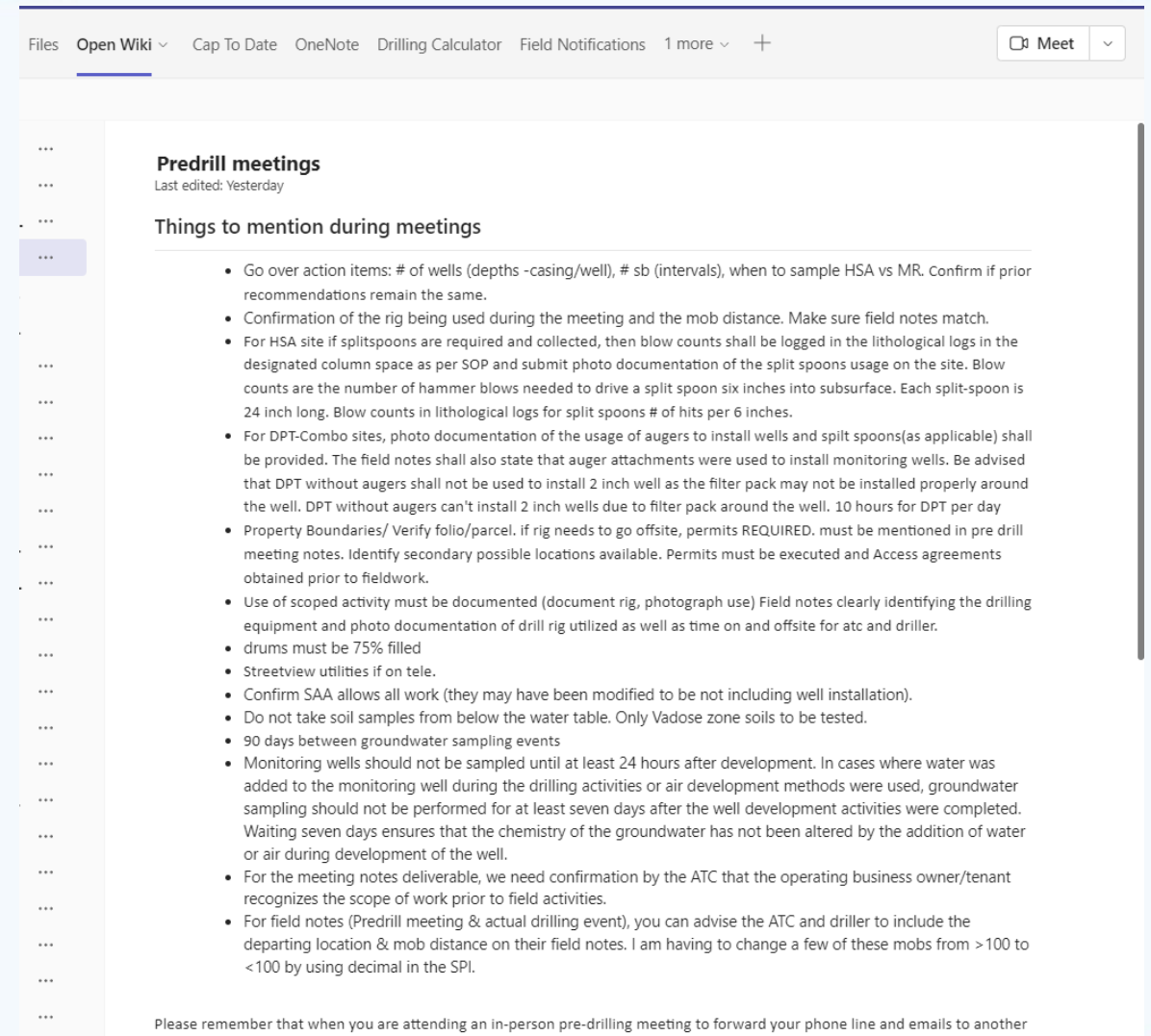
- This may change your delineation needs.



Team Collaboration!

- We use **MS Teams** to:
 - Maintain a growing library (wiki) consisting of notes, guidance, examples, things to mention quickly in predrill meetings, etc.
 - Share files.
 - Ask each other for help!

The image to the right shows our in-house laundry list of items to consider during a pre-drill meeting.



Questions?

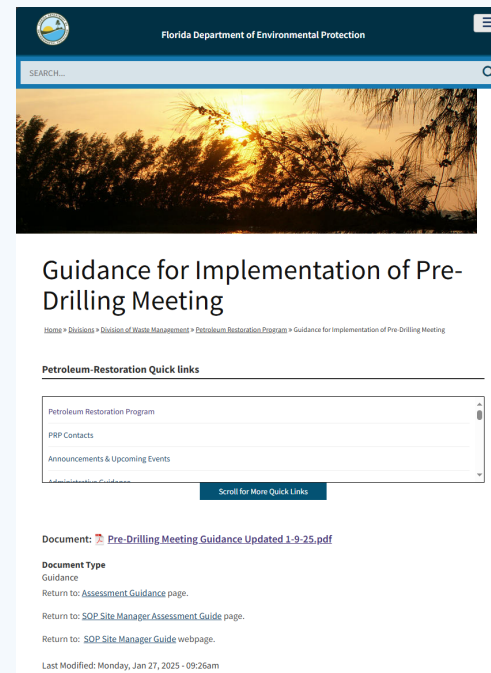
Vanessa Thayil, Hydrogeologist 3
Department of Regulatory and Economic Resources

Environmental Monitoring & Restoration Division


Environmental Assessment Section

Cell #305-697-8028 • Office #305-372-6700

thayiv@miamidade.gov



The screenshot shows the Florida Department of Environmental Protection website. The header includes the department logo and name. Below the header is a search bar and a large image of a sunset over water. The main content area is titled 'Guidance for Implementation of Pre-Drilling Meeting'. It includes a breadcrumb trail: Home > Divisions > Division of Waste Management > Petroleum Restoration Program > Guidance for Implementation of Pre-Drilling Meeting. There is a 'Petroleum-Restoration Quick links' section with a scrollable list containing 'Petroleum Restoration Program', 'PRP Contacts', and 'Announcements & Upcoming Events'. Below this is a 'Document' section with the title 'Pre-Drilling Meeting Guidance Updated 1-9-25.pdf'. It lists the document type as 'Guidance' and provides links to return to the 'Assessment Guidance' page, the 'SOP Site Manager Assessment Guide' page, and the 'SOP Site Manager Guide' webpage. The last modified date is 'Monday, Jan 27, 2025 - 09:26am'.

	Petroleum Restoration Program Guidance Implementing the Pre-Drilling/Direct Push Technology Scope of Work Meeting	Author: Jamie Lopez and Tim Foster
		Updated: 1/9/25

Subsurface activity will be preceded by a meeting on site or via teleconference, to verify the details of the scope of work. It is the responsibility of the ATC to make contact with the site business owner, ensure they are aware of the scope of work, and agree to move any equipment or items needed to complete the scope of work at the site. When subsurface work has recently been conducted at the site and site conditions are known, the meeting is at the ATC's discretion, but at the risk of encumbering additional costs if the work cannot be completed and this could have been avoided with a meeting or teleconference.

Teleconference

If the meeting is conducted via a teleconference, the meeting should include: Site Manager, ATC, Drilling/DPT Subcontractor and, if possible, the operating business owner/tenant. Compensation under the contract for the pre-drilling teleconference will be scoped using 1 of the following; 1 hour for a scientist, 1 hour for a field technician or 1 hour for a laborer, for each the ATC and the driller.

The following is an example of the Scope of Work (SOW) or Request for Change (RFC) text and deliverable for the Pre-Drilling Teleconference:

- Schedule Pre-Drilling Teleconference. Following completion of Teleconference, submit the teleconference notes to include: date, start and end time, list of participating parties, confirmation by the ATC that the operating business owner/tenant recognizes the scope of work prior to field activities, and summary of conclusions and recommendations.

Site Meeting/Site Visit

A site meeting/site visit is not required if subsurface work has been completed at the site in the past and conditions on the site have not changed. If the pre drilling meeting is conducted on-site and site reconnaissance has not previously been performed, the site reconnaissance and the pre drilling meeting should be performed in the same site visit. The on-site meeting can include the site manager, ATC contractor, driller/DPT subcontractor, or any one of the three. If possible, also include the operating business owner/tenant. Compensation under the contract for the on-site pre drilling meeting and site reconnaissance will be scoped as follows: 1 mobilization for each the ATC and driller, 1 unit of site reconnaissance, (if not previously performed) and 1 of the following; 1 hour for a scientist, 1 hour for a field technician or 1 hour for a laborer, for each the ATC and the driller.

Please be advised that all personnel authorized to participate in either the Pre Drilling Teleconference or the Pre Drilling Meeting must meet the qualifications specified in Appendix I, Section B in the Amended and Restated Contract for the applicable labor category.

The following is an example of the SOW or RFC text and deliverable for the Pre-Drilling Site Meeting:

- Schedule Site Recon/Pre-Drilling Site Meeting. Following completion of site meeting, submit the field meeting notes to include: date, start and end time, list of participating parties, confirmation by the ATC that the operating business owner/tenant recognizes the scope of work prior to field activities, and summary of conclusions and recommendations.