

# Florida Department of Health

## Crash Course for New Site Managers

**Florida  
HEALTH**

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# Petroleum Restoration Program



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# How it Started

- Multiple new site managers hired on at once.
- Everyone had resources compiled, but they were scattered rather than being centralized in one location for ease of use.
- We needed something that could be updated as guidelines changed.
- We combined existing resources into a OneNote Notebook with different sections.
- Members of the team can add content and new sections as need arises.
- The next step will be creating videos or tutorials for standard procedures – these will also be hosted in the Crash Course.

# Overview of OneNote

|                           |                              |
|---------------------------|------------------------------|
| Site Manager Crash Course |                              |
| Introduction              | Welcome                      |
| Creating a PO             | Recommended First Steps      |
| Active PO's               | Table of Contents            |
| PO ends                   | When you first receive si... |
| Misc Section              | Site Manager Guide           |
| Misc. STCM help           | Workflow Chart               |
|                           | PRP Conference Present...    |

## Welcome

Friday, March 14, 2025 12:32 PM

This is not the end all be all document but instead has resources that are helpful – there will always be new information that we learn all the time.

Feel free to print any documents and put them in your cubicle to assist you day-to-day so you don't need to keep coming back here.

If there is something you want to add to this feel free to create a section and add it!

### Overview

In a broad overview, your job is to create Scopes of Work (SOW) and their accompanying Schedule of Pay Items (SPI) to submit to FDEP in Tallahassee for generation of a Purchase Order (PO) so that an ATC (Agency Term Contractor) aka Consultant can perform remediation work on a site. The SOW will outline each task the ATC is to do and when the tasks are due to you, the Site Manager, for review. The SPI outlines every pay item for every part of each task. Additional documents are submitted with the SOW package, such as site maps, figures, quotes (when they apply), etc. See the **Workflow Chart** (in the menu to the left) for the process of creating a Purchase Order (PO).

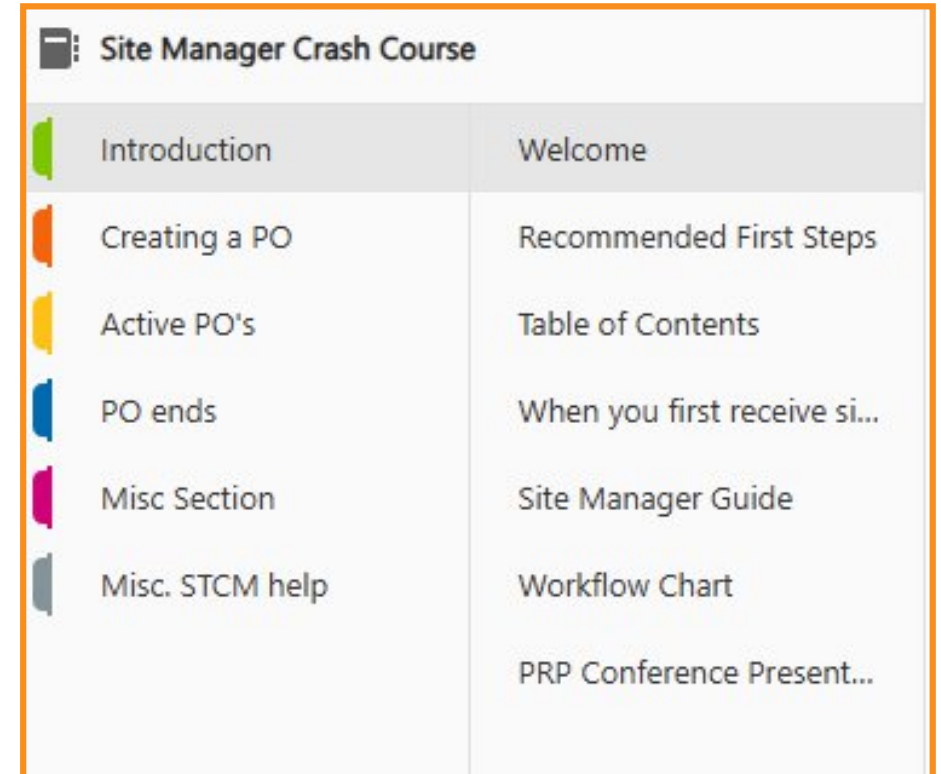
We are each assigned upwards of 40 sites (+-) to manage. Each site will be at varying phases of the work. You will need to research each of the sites to gather information about what phase they are in, what funding they are assigned (\*this is very important to be on top of – nothing for a site moves without the proper funding being managed by you, the Site Manager), and what is needed by you for each site at this particular moment.

See the links in the Introduction tab. Note that the entire position's guides and tools are on the PRP website. So if you don't find something here in this guide, it can be found on the [PRP website](#).

The most important thing you can do as a Site Manager is to figure out your organization preferences for keeping all of your sites sorted and on top of things. The team employs a variety of methods – feel free to ask and borrow any or all ideas that help you to get your work done.

# Introduction

- This section gives a broad overview of the job / has a table of contents for easy finding of material.



The screenshot shows a table of contents for a 'Site Manager Crash Course'. The table has two columns: the left column lists the main sections, and the right column lists the specific topics within each section. The 'Introduction' section is highlighted with a grey background.

| Site Manager Crash Course |                              |
|---------------------------|------------------------------|
| Introduction              | Welcome                      |
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|                           | PRP Conference Present...    |

# Creating a Purchase Order (PO)

- Creating a PO has a lot of steps - this breaks down the steps into easily manageable, actionable items.
- Also contains helpful guidance documents to easily access them while writing the PO (links to the most recent versions of documents available).

| Site Manager Crash Course |                            |
|---------------------------|----------------------------|
| Introduction              | Writing a Scope of Work... |
| Creating a PO             | Drum Calculations          |
| Active PO's               | EQuotes for POs over ...   |
| PO ends                   | SOW Helpful Docume...      |
| Misc Section              | ATC Report Guidance        |
| Misc. STCM help           | Deep Well Guidance         |
|                           | Entering SPI               |
|                           | SOW Being Offered          |
|                           | SPI STCM Help              |
|                           | How to do a Task Assign... |
|                           | SOW Acceptance             |
|                           | NELAP Example              |
|                           | Contingent Funding         |
|                           | TA Example                 |
|                           | TA Review / Example...     |
|                           | TA STCM Help               |
|                           | Priority Codes             |
|                           | Adding a New Project ...   |
|                           | Approving in AOD           |
|                           | Types of SOWs              |

# Creating a Purchase Order (PO) Continued

- Goes over how to enter Schedule of Pay Items (SPI) and Task Assignments (TA) in Storage Tank Contamination Monitoring (STCM). Also has language for approving in Ariba on Demand / My Florida Market Place (AOD).

| Site Manager Crash Course |                            |
|---------------------------|----------------------------|
| Introduction              | Writing a Scope of Work... |
| Creating a PO             | Drum Calculations          |
| Active PO's               | EQuotes for POs over ...   |
| PO ends                   | SOW Helpful Docume...      |
| Misc Section              | ATC Report Guidance        |
| Misc. STCM help           | Deep Well Guidance         |
|                           | Entering SPI               |
|                           | SOW Being Offered          |
|                           | SPI STCM Help              |
|                           | How to do a Task Assign... |
|                           | SOW Acceptance             |
|                           | NELAP Example              |
|                           | Contingent Funding         |
|                           | TA Example                 |
|                           | TA Review / Example...     |
|                           | TA STCM Help               |
|                           | Priority Codes             |
|                           | Adding a New Project ...   |
|                           | Approving in AOD           |
|                           | Types of SOWs              |

# How to Complete a TA- Video Example

The image displays a Windows desktop environment with several applications open. In the foreground, an Excel spreadsheet is open, showing a document titled "Attachment A Petroleum Restoration Program Scope of Work". The spreadsheet contains the following information:

- 9-Digit Facility ID Number:** 529045697
- STCM Facility Name:** LARGO CITY-PUBLIC WORKS & FUELING
- SubPhase(s):** SA

**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 PPP 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
- Soil Boring (SB) and Well Installation Table

**Task 1 Description:** Discharge Dates: September 13, 1995; Score 9

Prepare and submit an updated site specific Health and Safety Plan (HASP) for continuing work at no cost to the FDEP.

**Task 1 Deliverable:** Updated Health & Safety Plan

**Task 1 Deliverable Due Date:** Friday, December 12, 2025

**Task 2 Description:** Obtain permits, if required. Mobilize (ATC/driller) to conduct pre-drill meeting to include site manager, and if possible, operating business owner/tenant. 2 hours of scientist time (ATC/driller) is included for this sub-task. Following completion of pre-drill meeting, submit field meeting notes to include date, start and end time,

# Active PO's

- A lot goes on during a PO, this breaks down what to do at each step of the process.
- It also contains the review letter template we use as well as guidance documents like pay item descriptions.

| Site Manager Crash Course |                              |
|---------------------------|------------------------------|
| Introduction              | Things to do During a PO!    |
| Creating a PO             | Utility Accounts             |
| Active PO's               | Deliverables                 |
| PO ends                   | Required Document...         |
| Misc Section              | Review Letters               |
| Misc. STCM help           | Review Letter Templ...       |
|                           | Interim Deliverables ...     |
|                           | Pay Item Descriptions        |
|                           | Field Note Guidance          |
|                           | Turnaround Time Fr...        |
|                           | Requests for Change (RF...   |
|                           | RFC Guidance from DEP        |
|                           | Stock Language               |
|                           | Fieldwork Notifications      |
|                           | NAM/PARM Resources           |
|                           | Remedial Action Overview     |
|                           | Pre-RAP Meetings             |
|                           | Remedial Action Plan ...     |
|                           | Remedial Action Plan (...    |
|                           | Initial Notice of Contami... |

# PO Ends

- This has templates for completing a Contractor Performance Evaluation (CPE) in STCM along with the Owner Survey.

| Site Manager Crash Course |                              |
|---------------------------|------------------------------|
| Introduction              | (CPE) Contractor Perfor...   |
| Creating a PO             | Communications Log           |
| Active PO's               | CPE in STCM                  |
| PO ends                   | (NFA/NFAP) No Further ...    |
| Misc Section              | (SRCO) Site Rehabilitatio... |
| Misc. STCM help           |                              |

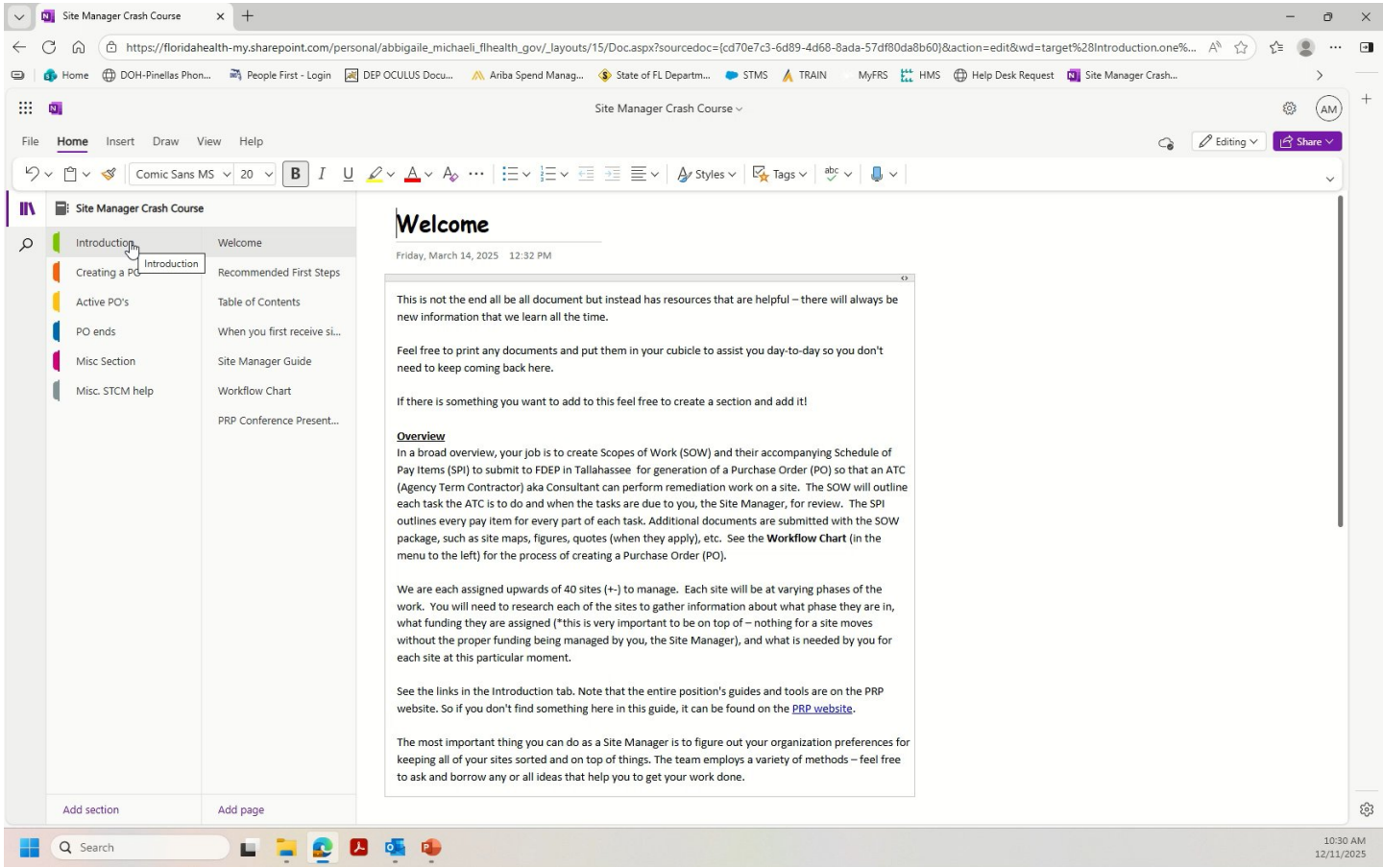
# Miscellaneous Section

- Throughout the notebook if a reference document is used throughout the whole process, we place it here then link it throughout the OneNote Notebook.

| Site Manager Crash Course |                          |
|---------------------------|--------------------------|
| Introduction              | Tank Registration Lookup |
| Creating a PO             |                          |
| Active PO's               |                          |
| PO ends                   |                          |
| Misc Section              |                          |
| Misc. STCM help           |                          |

| Site Manager Crash Course |                            |
|---------------------------|----------------------------|
| Introduction              | Reminders                  |
| Creating a PO             | Unencumbrance Memos        |
| Active PO's               | Where the files are stored |
| PO ends                   | Good Links / Documents     |
| Misc Section              | Site Visits                |
| Misc. STCM help           | Nomenclature Rules         |
|                           | Nonprogram Sites           |
|                           | Contracts Comment Cod...   |
|                           | ATC Contract               |
|                           | 62-780 F.A.C. Contamina... |
|                           | Updated Order Letter Te... |
|                           | Topics for Meetings        |

# Quick Demonstration



# Pros

- Everyone has access to templates, guidance documents, and procedures.
- Links to relevant pages and templates on Department of Environmental Protection's (DEP) website, allowing us to quickly grab what we need.
- When a new Site Manager starts, the Crash Course gives them a quick reference for standard procedures, reducing the learning curve for the job.
- Everyone on the team has access to update the document. This allows them to add or update sections when they encounter something new.

# Contact Information



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