

	Petroleum Restoration Program Guidance	Author: Jamie Lopez
	Implementing the Pre-Drilling/Direct Push Technology Scope of Work Meeting	Updated: 5/15/2018

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 as 1 hour of pay item 20-6, scientist (do not prorate), for each the ATC and 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 meeting is conducted on-site and site reconnaissance has not previously been performed, it would be performed in the same site visit. The site visit 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 pre-drilling on-site meeting will be scoped as: 1 unit of pay item 3-1 or 3-2, mobilization, for each the ATC and driller, 1 unit of pay item 2-1, site reconnaissance, (if not previous performed), and 1 hour of pay item 20-6, scientist (do not prorate), for each the ATC and driller, as applicable.

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.

If the site manager, ATC, and the driller, agree that neither a site visit nor a teleconference is needed, then this agreement must be documented and inserted into OCULUS. It must also be reflected in the SOW or RFC description by including a statement that all parties (ATC, Driller, SM) agree that a pre-drilling meeting or teleconference is not necessary.