

## INSTRUCTIONS FOR COMPLETION OF PCPP AGREEMENT

The PCPP Agreement and all supporting documentation and guidance are posted on the Petroleum Restoration Program – Petroleum Cleanup Participation Program (PCPP) webpage (located online at: <https://floridadep.gov/waste/petroleum-restoration/content/petroleum-cleanup-participation-program-pcpp>) is required for all PCPP eligible discharges that are within funding range at a facility to allow state funding assistance. *If you do not have access to the document, please call 850-245-8882 to request the document be mailed to you.* The PCPP Agreement (located at: <https://floridadep.gov/waste/petroleum-restoration/documents/pcpp-agreement-template>) must be completed by filling in the blanks (including entering the 9-digit facility identification number on each footer), making selections where required, initialing where required, and signing the document. If completing digitally, some fields (bordered in red) are required and must be completed.

The Agreement, once completed, should then be either e-mailed (scanned version acceptable) to [DWM PRP\\_PCPP@floridaDEP.gov](mailto:DWM_PRP_PCPP@floridaDEP.gov) or mailed to Attn: PCPP Coordinator, Petroleum Restoration Program, Department of Environmental Protection, 2600 Blair Stone Road, MS 4580, Tallahassee, Florida 32399-2400.

The Agreement includes three options concerning Participant preference that must be answered by checking the corresponding boxes and initialing. **Only one selection may be made (1, 2, or 3).** Please see the instructions following each selection for more information.

**1. Participant is providing a 25% cost savings to the Department. Please initial by this selection only if this is the option elected.**

By selecting to offer the Department a 25% cost savings, you are committing to either recommend to the Department one of its Agency Term Contractors (ATC) who is willing to reduce their contracted rates for the contract in the same region as the listed facility as required to achieve the 25% cost savings **OR** you are committing to accept a more restrictive closure (RMO II) thereby effectively saving the Department at least 25% of the cost it would have taken to reach a closure of RMO I.

If the recommended ATC will be reducing its rates to meet the cost savings, you must include as backup documentation to the PCPP Agreement the following items:

- The Cost Estimate Template for PCPP (located at: <https://floridadep.gov/waste/petroleum-restoration/documents/cost-estimate-template-pcpp>). This includes the proposed course of action with task breakdown, cost estimate and the proposed cleanup endpoint. If the PCPP Agreement submission does not include the required cost estimate documentation and timetable, the submittal cannot be deemed sufficient and you will be required to re-submit.
- A PCPP ATC Rate Letter of Commitment of Rate Reduction Letter ((located at: <https://floridadep.gov/waste/petroleum-restoration/documents/pcpp-atc-rate-letter-commitment-rate-reduction>) from the ATC committing to a reduction of its DEP ATC rates (this letter will become a part of the PCPP Agreement as Exhibit A)
- And a Cost Share Site Contractor Recommendation Sheet (located at: <https://floridadep.gov/waste/petroleum-restoration/forms/cost-share-site-contractor-recommendation-sheet>).

If you selected a 25% cost savings as demonstrated in the form of conditional closure of RMO II, you must include as backup documentation to the PCPP Agreement the following items:

- A general recommended course of action and cost proposal. The proposal must clearly demonstrate that the proposed course of action will achieve 25% cost savings. Failure to clearly demonstrate a cost savings to the State may result in unsuccessful negotiation of the PCPP Agreement.
- An executed PCPP Conditional Closure Agreement including its Attachment B Conditional Closure Agreement Contractor Recommendation (located at: <https://floridadep.gov/waste/petroleum-restoration/documents/pcpp-conditional-closure-agreement>).
- Evidence of a properly recorded Declaration of Interim Restrictive Covenant for PCPP (this IDRC is not the same as nor does it go through the same DEP review as, a DRC under Rule 62-780.680, F.A.C.) (located at: <https://floridadep.gov/waste/petroleum-restoration/documents/declaration-interim-restrictive-covenant-pcpp>).
- Cost Share Site Contractor Recommendation Sheet recommending a contractor or requesting the Department identify a contractor (located at: <https://floridadep.gov/waste/petroleum-restoration/forms/cost-share-site-contractor-recommendation-sheet>).

**2. Participant is paying a 25% copayment of the cost to cleanup. Please initial by this selection only if this is the option elected.**

By selecting to offer the Department a 25% copayment, you are committing to paying 25% of all costs (up to the State's funding cap limitations). You must timely and directly pay your ATC. The ATC will invoice you at intervals for Department approved work performed at the site.

If you selected to pay the 25% copayment/cost share you must include the following as backup documentation to the PCPP Agreement:

- Cost Share Site Contractor Recommendation Sheet recommending a contractor or requesting the Department identify a contractor (located at: <https://floridadep.gov/waste/petroleum-restoration/forms/cost-share-site-contractor-recommendation-sheet>).

**3. Participant is providing a combination of both a copayment and cost savings equal to 25% of the cost of cleanup. Please initial by this selection only if this is the option elected.**

By selecting to offer the Department a combination of a copayment plus cost savings equal to 25%, you are committing to providing 25% of all costs with a negotiated split as specified between you and your recommended ATC. An **example** of this split might be that you will pay 10% copayment and the ATC will reduce its rates for the contract in the same region as the listed facility as required to achieve the 15% cost savings. You must timely and directly pay your ATC. The ATC will invoice you at intervals for approved work performed at the site.

If you selected to pay the 25% copayment/cost savings combination you must include the following as backup documentation to the PCPP Agreement:

- The Cost Estimate Template for PCPP (located at: <https://floridadep.gov/waste/petroleum-restoration/documents/cost-estimate-template-pcpp>) . This includes the proposed course of action with task breakdown, a general cost estimate and the proposed cleanup endpoint. If the proposed course of action and cost estimate does not include the required cost savings (detailed breakdown of copay and reduction percentages) and timetable, the submittal may be deemed insufficient and you will need to re-submit.
- The PCPP ATC Rate Letter of Commitment Rate Reduction Letter (located at: <https://floridadep.gov/waste/petroleum-restoration/documents/pcpp-atc-rate-letter-commitment-rate-reduction>) from the ATC committing to a reduction of contracted rates for the contract in the same region as the listed facility (this letter will become a part of the PCPP Agreement as Exhibit A)
- Cost Share Site Contractor Recommendation Sheet (located at: <https://floridadep.gov/waste/petroleum-restoration/forms/cost-share-site-contractor-recommendation-sheet>).