



PRP POST FOR AGENCY TERM CONTRACTORS

HELPFUL HINTS

If there is only one IDW drum per the PO then the following language is not required, "Photographic documentation of the inside of the drums is required to ensure drums are filled to 75% capacity per industry standards".

Request for Changes (RFC): Due Date Columns at the bottom of the RFC must be filled out for the RFC task(s).

For mobilization SPI Pay Items 3-1 through 3-20, the mobilization distance for subcontractors should be selected based on the proximity of their nearest office to the site. Do not use the location of the applicable rig.

Ensure the signature for the deliverable review letter remains when compiling the invoice package and the certification statement is above the signature.

DEP MISSION

The Florida Department of Environmental Protection protects, conserves and manages the state's natural resources and enforces its environmental laws.

SHARING INFORMATION WITH OUR CONTRACTORS

Subcontractors utilized for work performed under the SPI pay Items must be listed on the ATC's approved subcontractor list.

If an ATC is subcontracting to another ATC, the approved subcontractors for the subcontracted ATC are not automatically transferred onto the principal ATCs contract and must be added in accordance with the process available at [SOP-10. Subcontractor Procedures](#)

To withdraw an invoice that has been submitted to the Accounting Invoice mailbox, please email Russell.Rhodes@floridadep.gov and Adina.R.Phillips@floridadep.gov so it can be pulled immediately.

The following ESSA enhancements are in production:

- 1) Removed email logo and header in order to promote less server blocking issues.
- 2) Added a new option for the submitter to upload a certification page and insert the date of the document.
- 3) Added a direct URL link to the document in Oculus to the confirmation email.
- 3) Modified the subject line in the confirmation email for field work notifications.
- 4) On the Contractor Information form the character length was expanded to 250 characters to allow for additional emails to be entered.