

Revised Notice of 2012 Updates to the Petroleum Cleanup Preapproval Program SOP Manual

June 27, 2012

Following the May posting of the prior 2012 updates to the Petroleum Cleanup Preapproval Program SOP Manual (*effective date May 18, 2012*), several issues were discovered that required corrections to the non-PBC Template Workbooks (*050112 date in the fixed file names*). A revision to the PPA Workbook dated May 15, 2012 to correct mathematical issues in section D, E & F was previously replaced in the Master SOP folder on the BPSS web site in mid-May and instructions to site managers were issued on May 25 regarding this and several other issues with procedures to make adjustments until the revised workbooks were ready. Also, on-going updates to the PBC Template Workbooks are now complete.

At this time updated versions of all seven Template Workbooks (*Non-PBC Standard, PPA & State Cleanup in Appendix A.1 with 060112 date in the fixed file name and Tier 1 and 2 PBC Standard & PBC State Cleanup in Appendix A.3 with 061812 in the fixed file name*) have been incorporated into the Master SOP folder. There have also been several changes to the SOP text and other appendix documents. The changes made to these workbooks and other documents since May 18 include:

I. Non-PBC Workbooks

1. Addition of a new template, A.4 - Monthly Telemetry Allowance, for non-RAI O&M in the amount of \$60, to cover monthly telemetry service charges. This was done at the request of staff and industry and will eliminate the need for backup invoices from telemetry service providers and the complications associated with coordination of the dates services rendered compared to the relatively small charges. This addition is also reflected in the Template Breakdown and the Template Description and Use documents in Appendix A.1.
2. Application of the 9.11% cost of living rate adjustment to the four RAI monthly O&M allowance templates which was inadvertently omitted from the prior template versions;
3. Correction of the rates in the Preapproval Sampling Parameter Table (aka Lab Sum worksheet) for EDB by EPA Method 504.1 (\$50.05) and Chapter 62-770 Table B (\$351.57) to match the new rates in the Lab Rate Maximum Compensation Schedule in Appendix A.2.1; and
4. Various corrections to the formatting in select workbooks and worksheets that affect page breaks and position of fixed file names.

II. PBC Workbooks

1. Now have separate Tier 1 and Tier 2 options of the Standard and State Cleanup PBC template workbooks in Appendix A.3, see BPSS web page for latest procedures.

III. SOP Text – There are also several changes in the SOP text which now reflects the 060112 date in the file name. These include:

1. Clarification in section 6.2.3 that the two in-house pilot test templates are based on one full 10-hour day but may be tasked and adjusted in any combination of whole and partial day increments to the nearest 1/10;
2. Reference in section 6.2.3 to the new Monthly Telemetry Allowance template for non-RAI sites;
3. Clarification in section 6.2.3 that the Proposal Preparation template is allowed when a proposal is requested unless specifically excluded in the Template Description and Use document (Appendix A.1);
4. Clarification in section 6.5.1 that additional costs associated with delays due to weather conditions are generally not justified, though specific expenses associated with repair of damage resulting from severe weather may be allowed on a case-by-case basis; and
5. Noted in section 7.7 that time for on and off-site utility clearance is no longer included in the Drilling Setup template and that where justified for various types of invasive site work, field time for this activity should be built up on the backup spreadsheet. Also added general clarification regarding when utility clearance related activities are justified.

IV. Other Appendix Documents – Lastly, several other Appendix documents were updated or added as noted in the SOP Update Summary:

1. The Template Breakdown and Template Description and Use documents in Appendix A.1 reflect the new Telemetry Template item;
2. The Standard and State Cleanup versions of the current VCO forms in Appendix B.2 now have the corrected lab summary table as the templates and default to the current date in the footer;
3. The BPSS Routing Slips for Unexecuted WOs/TAs (regular and split) in Appendix D.4 have been updated to reflect Site Characterization Screening as priority 3S (formerly 2S) for the new Fiscal Year;
4. The new Fiscal Year 2012-2013 Spending Procedures have been added to Appendix D.4;

5. The most recent drafts of the Site Characterization Screening Guidance and Information Template Workbook have been replaced in Appendix D.7;
6. The Sites Characterization Screening CDF Confirmation and Request Letters in Appendix D.7 have been revised to conform to the SOP text and SCS Screening List Instructions; and
7. The pre-existing guidance on out of state facilities for soil treatment, disposal or sources of backfill for Preapproval Program sites has been added to Appendix H.7.

All documents associated with the revised 2012 updates to the Petroleum Cleanup Preapproval Program SOP Manual supersede those previously posted and are now posted on the BPSS Petroleum Cleanup Program web site @ <http://www.dep.state.fl.us/waste/categories/pcp/pages/SOP.htm> in a zipped master folder entitled “**2012 SOP Master-June 2012**” with instructions for downloading. A zipped and unzipped copy of this same folder is also available on the BPSS_Common network drive within a subfolder labeled Preapproval SOP Docs.

The effective date for these changes will be retroactive to May 18, 2012, though the prior versions of Template Workbooks dated May 1, 2012 and May 15, 2012 (*PPA only*) that have already been executed or significantly processed may be implemented in accordance with the May 25, 2012 instructions to site managers. Note, the newer June version of the VCO forms may be used with the earlier May versions of the corresponding template workbooks.

Within the “**2012 SOP Master-June 2012**” folder, there are two stand alone documents and three subfolders as follows:

1. **Revised Notice of 2012 Updates**: This *document*.
2. **SOP Summary**: This *document* includes references and brief explanations for all of the more significant changes in the SOP Text and Appendix documents since the 2008 version.
3. **Key New & Edits Shown Docs**: This *folder* contains edits shown versions of three key documents, the SOP text, the Appendix Table of Contents and Template Descriptions and Use.
4. **SOP Text-June 2012**: This *folder* contains the June 1, 2012 final copy of the SOP Text.
5. **SOP Appendix-June 2012**: This *folder* contains the final copy of the Appendix Table of Contents and 13 *subfolders* for Appendix A through M that contain the most current version of all associated documents.