Petroleum Restoration Program
**SOW WORKBOOK GUIDANCE**

This document is intended to provide guidance to site managers in building a Scope of Work (SOW) on the SOW Workbook

## SOW TEMPLATE PAGE INSTRUCTIONS

- **ALWAYS USE A NEW SOW WORKBOOK FROM THE WEBPAGE**
  http://www.floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance
- **STCM Facility ID Number:** 9 Digits

- **STCM Facility Name:** Use the most current full name from STCM for each new SOW. DO NOT copy and paste from a previous SOW as names change on a regular basis.

- **SubPhase:** Use dropdown list to select up to 5 subphases that apply to the SOW
  - LSA – Low Scored Assessment
  - LSSI – Low Score Site Initiative
  - NAM – Natural Attenuation Monitoring
  - O&M – Operation and Maintenance
  - PARM – Post Active Remediation Monitoring
  - PT – Pilot Test
  - RAC – Remedial Action Construction
  - RAP – Remedial Action Plan and/or Pilot Test
  - SA – Site Assessment
  - SR – Source Removal
  - WASC – Well Abandonment for Site Closure

- **SOW Summary Tables:** The 7 tables {Water Sampling Table, Soil and Air Sampling Table, Soil Boring and Well Installation Table, Well Abandonment Table, O&M (System) Parameters Table, Remedial Action Construction Table, and Source Removal Table} included in the SOW workbook are listed in the SOW template.
  - Check (double click) the box for each table which is completed and attached to the SOW.
  - When the SOW template page is complete and the Hide Rows is engaged, only the checked tables will be visible.

▪ **Task Table:** Language is developed by the Site Manager

- **Task Description**: <u>The description is to be simple but **concise**. The description **MUST** include enough detail for the contractor to understand the task to be performed and the work that is being approved for invoicing</u>. Table references are no longer required in this section as the table(s) were checked in the above list of tables. If figures are attached to the SOW they **MUST** be referenced in your Description.
    - o The description directs the contractor to perform an action. **An action verb must be included in the description of the task.**
    - o If referencing an approved plan or report you **MUST** include the approved date in the description.
    - o Specific required language
      <u>Separate Site Access Agreement</u> – If the Site Access Agreement indicates that the owner wishes to have a separate access agreement with the ATC, the following language must be entered in Task 1.

      "Please note that per the DEP site access agreement, a separate site access agreement between the owner and the ATC has been requested by the property owner or tenant. Submit an email or letter (copying the owner or tenant) indicating either that this separate site access agreement has been executed or that the owner no longer wants such an agreement with the contractor (the owner is content with the current DEP site access agreement). The DEP does not need a copy of this agreement."

      <u>Contingent Funding</u> – the following language must be included in the last task where the contingent funding is entered in the Attachment B – Schedule of Pay Items.

      "Contingent Funding in this task is only to be used to offset the cost for pay items associated with a Field Request for Change for any open task."

- **Task Deliverable**:
    - o This should match the Line Item report selected in the SPI if applicable.
      ***Example*** - Deliverable: Level 2 Remedial Action Plan
    - o Some SPI Line Item Reports including 19-20 Letter Report, 19-24 Remedial Action Interim Report and 19-27 Interim Assessment Report are generic in nature and thus require a description of the information you are expecting to be in the report.
      ***Example*** - Description: Perform Vac-events per Deliverable Review letter dated 9/18/15.
      Deliverable: Remedial Action Interim Report including Field Notes, disposal manifests and Lab Report
    - o In some cases, an official report is not required for a task.  In this case you would list the items required.
      ***Example*** - Description: Conduct pre-RAP Conference with FDEP site manager.
      Deliverable: Agenda and Summary Notes.
      - ▪ In STCM, choices for non-reports are "Other Report Type" or "Interim Report".

- **Task Deliverable Due Date**: Enter the due date for each task deliverable.
  - Due dates should be entered in the format MM/DD/YY. The template will convert the date entered to day of the week, Month Date, Year.
  - Care should be taken for this date not to be a weekend or holiday. For your assistance, a table of State Observed Holidays thru the year 2026 is below.

- **PO End Date:** This cell is automatically populated to always be 60 days past the Final (last) Deliverable Due Date and is automatically adjusted not to land on a Saturday or Sunday.  Note: If the date lands on a State Observed Holiday, the final deliverable due date in the task should be adjusted accordingly.

- **Engage 'HIDE ROWS' button to hide all unused tasks.**

## STATE OBSERVED HOLIDAYS

| OBSERVED HOLIDAYS | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| New Year's Day | 1-Jan | 2-Jan | 1-Jan | 1-Jan | 1-Jan | 1-Jan | 31-Dec | 2-Jan | 1-Jan | 1-Jan | 1-Jan |
| Martin Luther King Day | 18-Jan | 16-Jan | 15-Jan | 21-Jan | 20-Jan | 18-Jan | 17-Jan | 16-Jan | 15-Jan | 20-Jan | 19-Jan |
| Memorial Day | 30-May | 29-May | 28-May | 27-May | 25-May | 31-May | 30-May | 29-May | 27-May | 26-May | 25-May |
| Independence Day | 4-Jul | 4-Jul | 4-Jul | 4-Jul | 3-Jul | 5-Jul | 4-Jul | 4-Jul | 4-Jul | 4-Jul | 3-Jul |
| Labor Day | 5-Sep | 4-Sep | 3-Sep | 2-Sep | 7-Sep | 6-Sep | 5-Sep | 4-Sep | 2-Sep | 1-Sep | 7-Sep |
| Veterans Day | 11-Nov | 10-Nov | 12-Nov | 11-Nov | 11-Nov | 11-Nov | 11-Nov | 10-Nov | 11-Nov | 11-Nov | 11-Nov |
| Thanksgiving Day | 24-Nov | 23-Nov | 22-Nov | 28-Nov | 26-Nov | 25-Nov | 24-Nov | 23-Nov | 28-Nov | 27-Nov | 26-Nov |
| State Holiday | 25-Nov | 24-Nov | 23-Nov | 29-Nov | 27-Nov | 26-Nov | 25-Nov | 24-Nov | 29-Nov | 28-Nov | 27-Nov |
| Christmas Day | 26-Dec | 25-Dec | 25-Dec | 25-Dec | 25-Dec | 24-Dec | 26-Dec | 25-Dec | 25-Dec | 25-Dec | 25-Dec |

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## SOW SUMMARY TABLES INSTRUCTIONS

- The Facility ID Number and STCM Facility Name are populated at the top of each table from the SOW Template page.

- Several of the tables have been enhanced with a 'HIDE ROWS' button which will hide all rows that do not have a Task # entered. The 'HIDE ROWS' should be set to 'ON' prior to printing or saving as PDF in order to minimize the length of the table.

- The RAC and SR tables do not contain a 'HIDE ROWS' button and empty areas of these tables do NOT need to be deleted or hidden.

- Do NOT adjust the Header or Footer. Many cells are locked to help avoid unnecessary mishaps.

- **Water Sampling and Soil-Air Sampling Tables:**
    - These tables identify all groundwater, soil and air sampling to be conducted in the SOW. These tables include a Totals section at the bottom. In order to allow the table to automatically calculate totals by Task, each line of entry must include a task number. Multiple tasks cannot be entered on any given line.
    - Multiple wells or sample locations can be entered on each line and the row height should automatically adjust.
    - The Frequency column is optional and each cell includes a drop-down menu of choices and also allows free text to be entered.
    - The Expedited Turnaround column includes a dropdown to select 1-day, 3-day or 7-day turnaround. Leave this column blank if regular turnaround is expected.
    - Each table includes 15 columns to enter analyses.
        - Use the drop-down menu to select the appropriate analysis. Free text is also available in these cells if the analysis type is not an existing SPI pay item.
        - The drop-down choices begin with the SPI# followed by an abbreviated description of the analysis.
        - An Analytical Lookup tab has been added to the workbook to assist in identifying the proper analysis.
    - The Soil-Air Sampling tab includes a Depth Interval column which is an optional field to enter specific sampling depths, or High/Med/Low OVA if applicable.
    - Care should be taken to enter the proper number of analyses based on number of wells/location and frequency in each row.

▪ **Soil Boring (SB) and Monitoring Well (MW) Installation Table:**
- These tables have been combined to emphasize the need to include boring depth as well as monitoring well pay items when installing wells.
- Installation Method is applicable to both SB and well install, and includes a drop-down menu for choices as well as entry of free text.
- Screening Depth Interval & Spacing columns are text fields to enter the screening interval which may include the entire boring or only a segment of the boring. Multiple columns allow flexibility to screen multiple segments of the boring or at different intervals (spacing) throughout the boring. **Example**-Screen boring continuously to 20' then at 10' intervals to 80' could be entered as 0-20'@2' as Interval 1 and 20-80'@10' as Interval 2.
- The Well Completion column includes a drop-down menu to select the manhole, vault, or other completion type as well as free text entry.
- Due to the variability of installation method and diameters, this table does not allow automatic calculation of SPI items.

▪ **Well Abandonment Table:**
- Used for ALL wells associated with a discharge: compliance, monitoring, observation, system, etc.
- Multiple wells of the same diameter and depth may be entered under Well ID (cell will wrap text and adjust height of row) with the count entered in the Quantity column.
- Diameter and Depths may be input as decimals if appropriate.
- Enter # for the appropriate Completion Type to be removed if applicable.
- Calculation for the SPI Line Items at the bottom of the table, are automatically rounded up to the nearest foot.
- Note that per recent guidance clarification, well pad & manhole removal costs are included in SPI 7-1 thru 7-4 well abandonment costs. SPI 7-7 Well Pad & Manhole Removal is only a payable item when not conducted in conjunction with abandonment of the well.

▪ **O&M (System) Parameters Table:**
- This table is for informational purposes and used to indicate to the ATC what system parameters need to be collected and when, during the Start-up or O&M phases.
- These readings are part of the System Start-up and System O&M Package pay items.
- Identify the Location for the reading and use an "X" to indicate each required parameter.
- The Frequency column is optional and each cell includes a drop-down menu of choices and also allows free text to be entered.

- **Source Removal and Remedial Action Tables:**
  - Entry cells contain various drop-down menus, free text fields and calculations (light highlight).  In order to allow for site specific criteria, these fields are not protected and can be overwritten. Be careful to rely on entries if calculations are written over.
  - These table cannot be optimized to address all site specific situations; therefore, a Notes section has been added at the end of each table to allow for additional explanation.
  - Engineering staff have also added references to the right of the table to assist in pulling the correct data for the SPI Line Items.

- **Engage 'HIDE ROWS' button in each table used to hide all unused rows and reduce the overall size of the tables.**

- Reminder: Prior to sending the SOW Package to your Admin Reviewer, please **convert the Tab(s) you are utilizing to PDF** after the HIDE ROWS is turned ON.

## PREPARE SOW PACKAGE

Once the SOW template and tables are complete and all 'HIDE ROWS' buttons are engaged, save as Adobe PDF selecting only the 'Sheets in Excel' (template and tables) that are applicable to the SOW.

## SITE MANAGER SOW CHECKLIST

| | Documents | Example |
|---|---|---|
| ☐ | **Scope of Work (SOW)** (includes applicable tables**):** (.pdf) Naming Convention: Attachment A - SubPhase Acronym - Scope of Work - Fac ID *[Should only contain applicable tables with HIDE ROWS engaged]* | Attachment A - NAM – Scope of Work - 658517818.pdf |
| ☐ | **Figure(s) if necessary (ALL in one pdf):** (.pdf) Naming Convention: Figure# - Fac *[Each figure must include Fac ID]* | Figure 1A - 658517818.pdf |
| ☐ | **Site Access Agreement:** (.pdf) Naming Convention: SSA - Fac ID | SAA - 658517818.pdf |
| ☐ | **Cost Share Agreements (PCPP, SRFA, AC) and all Amendments, Transition Agreements (ALL in one pdf):** (.pdf) Naming Convention: Type of Agreement - Fac ID | PCPP Agreement - 658517818.pdf |
| ☐ | **Conditional Closure Agreement and Contractor Recommendation form (ALL in one pdf):** (.pdf) Naming Convention: Conditional Closure - Fac ID | Conditional Closure - 658517818.pdf |

☐ Once all of the documents are confirmed, the site manager sends an email to Administrative Reviewer on Team using the following naming convention in the subject line:

SPI# - Facility ID# - Team# or local program name – Site Manager Last Name

Example:  SPI#4444 - 658517818 – Team 4 – Pickett

☐ Once Administrative Reviewer has approved and entered AA status in STCM, the email and package contents should be forwarded to PRP.SiteManager@dep.state.fl.us