



**Petroleum Restoration Program
Guidance**

Securing Sites during State Emergencies

Author:
Jamie Lopez

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A Delegation of Authority is issued from PRP Contracts Team Lead and forwarded to all PRP TEAMS and Local Programs in order to delegate the DEP ATC contract managers to review and approve Field and/or Rush Request for Changes (RFC) associated with State Emergencies.

An email is sent to ATC Contract Managers informing them of the delegation and requesting notification via a Field RFC for any work required to secure a site. These activities should include the following:

- Securing or removing Investigative Derived Waste
- Manually disconnecting the system from the power source
- Securing an open excavation and associated equipment
- Securing loose equipment components

These activities should not include the following:

- The Agency Term Contracts require a system to be capable of remote shut down via telemetry. Costs associated with shut down via telemetry are covered under the contract rates. Additional costs for these services are not allowable.
- Costs associated with incidentals are covered under the packaged scopes. Additional costs for incidental materials are not allowable.
- Work sites are expected to be secured prior to demobilization from the site in the course of normal day to day site activities. Therefore, labor hours in addition to the mobilization are not required.

The ATC must email the Field RFC with an updated SPI to PRP.Contracts@dep.state.fl.us and copy the site manager. The Emergency Field RFC must utilize contingent funding and be an overall \$0.00 change in cost.

The DEP ATC Contract Manager will review the Field RFC and SPI, sign and email it to PRP.nocostchange@dep.state.fl.us, site manager and the ATC. The Field RFC is approved upon the signature of the Site manager or the DEP ATC Contract managers.

Once received the No Workflow PR creators will process the Emergency Field RFC, they will also add the delegated contract manager for the ATC to the flow in MFMP.

The deliverable for these activities will include field notes, photo documentation along with a copy of the change order submitted to PRP.Contracts@dep.state.fl.us and the **FDEP Site manager** via email the date the activity is performed prior to the emergency. This due date should be reflected on the field RFC.

Restart of the system should be separate RFC to be processed under normal process. PRP encourages the ATCs to mobilize to the site even if you shut down the system via telemetry to ensure the site is secure prior to restarting.

If contingency funds are not available, then a RUSH RFC with an updated SPI, should be submitted to the PRP.contracts@dep.state.fl.us email. Contract managers will review and sign per the delegation and then forward to the PRP.ChangeOrder@dep.state.fl.us change order email. If there is Contingent Funding available in the SPI the RUSH will be returned – not processed.