



SITE MANAGER TRAINING TIPS AND TRICKS

Jack Roberts

Division of Waste Management/Petroleum Restoration Program
Florida Department of Environmental Protection

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OBJECTIVES

- Site History and File Review.
- Cleanup Strategy.
- Scope Of Work (SOW).
- Purchase Order (PO).
- Deliverables.
- Data Entry.
- Contractor Performance Evaluations (CPE).
- Tracking and Site File Management.
- Communicating with the Contractor.
- Communicating with the Owner/Responsible Party (RP).



SITE HISTORY AND FILE REVIEW

- Eligibility Status: Abandoned Tanks Restoration Program (ATRP)/Petroleum Cleanup Participation Program (PCPP)/Early Detection Initiative (EDI)/Petroleum Liability and Restoration Insurance Program (PLRIP)/Cost Share Agreements (Storage Tank Contamination Monitoring (STCM), Eligibility Documents in Oculus).
- Discharge Information: Discharge Reporting Form (Oculus).
- Funding Limits and Expenditure to Date:
 - EDI has no caps or ceiling amounts.
 - ATRP has a \$0 deductible.
 - PCPP have caps and cost shares.
 - PLIRP have caps and deductibles.
 - Site Rehabilitation Funding Agreement/Advanced Cleanup (SRFA / PAC) have Cost Share Agreements may have caps and ceilings.
 - NOTE: It's the responsibility of the site manager to track site funds. **It is not recommended to go over the cap.**



PURCHASE ORDER STATUS

- Determine if there is an open purchase order (PO):
 - Review Oculus, STCM and Ariba on Demand (AOD).
 - Determine where we are in the PO: what deliverables have been submitted and invoiced for.
 - Prepare a tracking strategy for the PO.
 - Determine cap balance in accordance with the open PO:
 - Review STCM and Cap to Date.
 - Compare actual invoices in Oculus to STCM, Cap to Date and personal tracking.
 - Remember: **Utilities count towards Cap.**

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CAP TRACKING EXAMPLE

FAC ID: 338509757	PO Number	Invoice	PO Number	Invoice	PO Number	Cap Minus
Thompsons Gas Station	PO B368FA	Due	PO B68217	Due	B96C32	Invoice
	Amount/CO	Date	Amount	Date	Amount	Totals
	\$19,791.81		\$13,684.90		\$9,060.70	\$1,200,000.00
PO Cost				1/24/2		
Invoice	-\$5,978.03	1/21/24	-\$3,498.37	4	-\$4,060.70	-\$295,170.50
Balance	\$13,813.78		\$10,186.53		\$5,000.00	\$904,829.50
Invoice	-\$172.57	2/22/24	-\$4,319.13			-\$89,181.52
Balance	\$13,641.21		\$5,867.40		\$5,000.00	\$815,647.98
Invoice	-\$6,121.71					-\$78,109.10
Balance	\$7,519.50		\$5,867.40		\$5,000.00	\$737,538.88
Invoice						-\$51,336.10
Balance	\$7,519.50		\$5,867.40		\$5,000.00	\$686,202.78
Invoice						-\$59,757.68
Balance	\$7,519.50		\$5,867.40		\$5,000.00	\$626,445.10
Invoice						-\$21,531.08
Balance	\$7,519.50		\$5,867.40		\$5,000.00	\$604,914.02



CAP TRACKING IN STCM

- STCM has a historical payments tab that tracks money spent by facility (not by discharge).
 - From the Tool Bar Select:
 - Cleanup.
 - History.
 - Historical Payments.
 - Enter 7-digit Facility Number.
 - Execute Query.

Storage Tank/Contamination Tracking - PCT Historical Payments

PCT Historical Payments

Specify Sort Order: Facility ID Ascending

Facility ID	Data set	Activity Date	Total Payment
8626506	2001-00-6429	07/26/2000	\$18,478.20
8626506	2001-92-0198	05/30/2001	\$36,965.06
8626506	2002-93-0301	01/22/2002	\$61,191.69
8626506	2003-93-0526	08/29/2002	\$13,738.10
8626506	2003-93-0553	10/18/2002	\$5,281.68
8626506	2003-93-0586	11/20/2002	\$56,008.21
8626506	2003-93-0605	12/16/2002	\$143,795.79
8626506	2003-93-0678	04/07/2003	\$163,090.69
8626506	2004-93-W00456	07/24/2003	\$26,261.88
8626506	2004-93-W00875	08/21/2003	\$70,054.22
8626506	2004-93-W03258	03/18/2004	\$18,560.33
8626506	2004-93-W04181	06/16/2004	\$18,737.93

FCFS Total: \$0.00

LPSPASM Total: \$0.00

SPASM Total: \$0.00

NPDES Total: \$0.00

Utilities One Time Payments: \$2,105,585.17

WO/TA Total: \$5,222,991.51

Excluded Total: \$0.00

Total Payments: \$7,328,576.68

Total Towards Cap: \$7,328,576.68

This data is available as a tool to assist in determining the total amounts spent at the facility level only and not associated with a particular discharge. The amounts excluded from the funding caps include costs associated with Limited Source Removal Initiative with an Early Underground Storage Tank Upgrade (Funding Priority 2J), Innovative Technology (Funding Priority 2W) or Environmental Forensic Site Investigation and Other Technical Support Services Contract (FTSS).



SITE HISTORY AND FILE REVIEW

- Contamination History: Review previous assessment and remediation documents (Oculus):
 - Current Cleanup Status.
 - Contamination Source(s).
 - Contamination Horizontal and Vertical Delineation.
 - Hydrology and Geology Information.
 - Tank Status.
 - Site Assessment History.
 - Remediation History.
 - It is recommended to review from the most recent documents chronologically.



SITE HISTORY AND FILE REVIEW CONTINUED

- Contact Owner/Responsible Party (RP):
 - Confirm **Site Access Agreement**; compare to Property Appraiser.
 - Verify if owner/RP requested involvement.
 - Discuss cleanup strategies.
 - Discuss eligibility status; EDI, ATRP, PCPP, PLIRP, SRFA, etc.
 - Discuss cap amount (if applicable).
 - Discuss closure options.
 - Conduct site visit.



CLEANUP STRATEGY

- Discuss cleanup strategy with team, contractor (if assigned) and owner/responsible party (RP).
- Determine appropriate scope of work (SOW) for next phase of work.
- Evaluate Risk Management Options (RMO I, II, II).
- Site-Specific Considerations:
 - School.
 - Hospital.
 - Playground.
 - Historic Sites.
 - Florida Department of Transportation Site.



SCOPE OF WORK (SOW)

- Prepare Draft Attachment B/Schedule of Pay Items (SPI) and Draft Attachment A / SOW:
 - Discuss with team and contractor.
 - Discuss with Remedial Action Construction (RAC) coordinator (if applicable).
 - Bottom line, four eyes are better than two.
 - Acquire needed quotes from contractor: **See new Quote Form (next slide).**
 - Prepare SOW package:
 - Attachment B (SPI).
 - Site Access Agreement.
 - Quotes.



QUOTE FORM

	Subtotal:	\$ -
	Shipping & Handling:	
	Tax:	
	Total:	\$ -



STOCK LANGUAGE

- **Schedule a pre-RAP teleconference.** Prepare a Site Summary Package in accordance with Section 4.1 of the Petroleum Restoration Program (PRP) Standard Specifications (SPI Line Item 19-24 is allowed for the preparation of the Site Summary Package). The Site Summary Package shall be submitted at least seven (7) days prior to the pre-RAP teleconference. Conduct pre-RAP teleconference (one (1) hour each has been allowed for the Professional Engineer (P.E.) (21-1) and Scientist/Technical Specialist (20-6) to participate in the teleconference). Prepare and submit pre-RAP teleconference notes within three (3) days following the teleconference that documents the conference was conducted, the parties who participated, a summary of the conclusions, along with the Conceptual Design Summary.
 - **Remedial Action Construction Scope of Work (RAC SOW)/SPIs** allow four (4) hours for the Engineer (20-3) and 1 hour for the P.E. (21-1).
 - **Source Removal (SR SOW)/SPIs** allow 3 hours for the Engineer and 1 hour for the P.E.



STOCK LANGUAGE

- **Conduct an onsite pre-drilling meeting.** Submit field meeting notes to include: date, start and end time, list of participating parties, confirmation by the ATC that Property Owner recognizes the scope of work prior to field activities, summary of conclusions and recommendations.
 - a. One (1) mobilization and one (1) hour (SPI 20-6) has been allowed for each the ATC and driller to attend the pre-drilling meeting.



STOCK LANGUAGE

- **If you are not tasking a drilling meeting, please include the statement:**
 - All parties are in agreement that a pre-drilling meeting is not needed because recent drilling has been performed on (date) or site conditions were verified at the completion of the last field event on (date).
- **Photographic documentation of the inside of the drums** is required to ensure drums are filled to 75% capacity per industry standards.
 - Note: do not need this statement if there is only one (1) drum per PO & RFC.
- **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.
 - Note: this must be included in the final PO Task if the PO is for any type of field work.



STOCK LANGUAGE

- **Perform a File Review and submit a Comprehensive Historical Site Summary** with the compilation of all historic data in accordance with the PRP Guidance for Cumulative Historic Data Compilation dated 08/26/2021. An allowance of four (4) hours [two (2) hours each at the scientist/technical specialist rate (20-6) and administrative rate (20-10)] have been given for the compilation of all historic data into cumulative analytical summary tables using the standardized Soil and Groundwater Analytical Tables located on the PRP Assessment Guidance webpage.
- **Performing Site Reconnaissance/Field Measurement visit:**
 - **Site Reconnaissance Field Meeting Notes** to include area survey table, location map, area map, site map and photo documentation.
 - NOTE: they get a separate mobilization for this, the mobilization is NOT included in the Site Recon line item.



STOCK LANGUAGE

- **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 that either that this separate site access agreement has been executed or that the owner no longer wants such agreement with the contractor (in other words, the owner is content with the FDEP site access agreement). The DEP does not need a copy of this agreement.
 - a. This only applies when the owner/responsible party requests a separate site access agreement in the Site Access Agreement.



SCOPE OF WORK CONTINUED

- Generate SPI Quantities in STCM.
- Start Technical Review: place SOW package in team folder for review.
- Receive Offer Acceptance e-mail from contractor:
 - Negotiate cost changes as needed and update Attachment B (SPI).
 - Update Attachment B with contingent funding: **See Contingent Funding Memo.**
 - Determine if quotes are needed and update Attachment B (SPI).
- Prepare Task Assignment (TA) in STCM:
 - Priority Code in top righthand corner.
 - E-mail TA to Quality Assurance (QA)/Quality Control (QC) representative.
 - E-mail TA to PRP.TaskAssignment@FloridaDEP.gov; include subject line designation (Purchase Request (PR) Creator).



CONTINGENT FUNDING MEMO

FIELD REQUEST FOR CHANGE IMPLEMENTATION (Revised 11/21/19)

The Field Request for Change (FRFC) process outlined in this updated guidance document is **effective November 21, 2019**. The regular RFC process, the rush RFC process, and the no cost RFC process remain the same.

In order to allow FRFCs to be processed during field activities and to reduce the number of remobilizations that may occur, a contingency pay item will be added to the Schedule of Pay Items (SPI) of the PO. The use of the contingent funding can only be used to offset the changes to a net zero (\$0.00) total amount for the FRFC and can only be authorized for activities while the contractor is in the field.

The FRFC process does not require approval from the Team Leader or PRP accounting prior to authorizing the contractor to complete the work, as these funds are already approved in the original PO. Note, new site managers and some other site managers may need an additional signature from their mentor, PE/PG, AR, or Team Leader, but this determination will be made within the Team or LP. See ['Field Change Order Process'](#) guidance document for complete instructions located on the [PRP Templates, Forms, Tools and Guidance](#) webpage.

New POs

Prior to preparation of the Task Assignment, site managers add the contingent funding amount to the last task of the SPI SOW Units tab in the SPI workbook under Pay Item 23-1 "Contingent Funding" and add the following statement to that Task Description in the Scope of Work (SOW).

"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."

The amount of Contingent Funding is based on the phase of work in the following table:

Sub-Phase	Contingent Amount (\$)
LSA	\$5,000
NAM	\$1,000
PARM	\$1,000
PT	\$1,000
O&M	\$3,000
RAC	\$7,000
RAP	0.00 unless there is field activity then 1,000
SA	\$5,000
SR	\$7,000
WASC	\$1,000

- If the PO has multiple phases, then only the highest contingent amount for the phase in the PO is added as contingent funding. Amounts cannot be stacked.
 - Examples: A SA would get \$5,000 Contingent Funding
A PT would get \$1,000 Contingent Funding
A Scope for SA and PT would get \$5,000 (the higher of the two without stacking)
- Contingent funding is not optional and should be added to all Purchase Orders. If there is not enough money left in the cap for the FRFC maximum, then the site manager must adjust the FRFC amount accordingly.
- The contingent funding amount will not count toward the \$325K eQuote threshold:
 - Example: SOW is \$329,000 which includes \$7,000 in contingent funding. This site would NOT go thru the eQuote process because the actual SOW is \$322,000.



PURCHASE ORDER (PO)

- Ariba On Demand (AOD) notification to review & approve Purchase Requisition:
 - Review and notify PRP Contracts if changes need to be made.
- AOD Purchase Order Approval
 - Multiple AOD notifications as the purchase order (PO) goes through approval process.
 - AOD PO fully approved notification.
 - Update Deliverable due dates in STCM.



DELIVERABLES

- Field Work Begins per the approved PO.
- Review Deliverables and Technical Docs:
 - Scan deliverable to Oculus, Update STCM (It is recommended to do this immediately).
 - Deliverable due dates should be met.
 - Compare invoice rate sheet (SPI) with deliverable.
 - Submit comments if applicable.
 - Issue Acceptance letter with signed and dated rate sheet (SPI) and statement:
 - **I, _____, certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.**



DELIVERABLES

- Review Deliverables and Technical Docs:
 - Issue Acceptance letter with signed and dated rate sheet (SPI) and statement:
 - **I, _____, certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.**
 - E-mail/mail review letter to contractor and owner/RP.
 - Track due dates: Outlook Calendar and your own tracking.
 - Withhold retainage for late deliverables and affects contractor evaluations.



TURNAROUND TIMES

REPORT_TYPE_ID	DESCRIPTION	Goal
BORE LOG	BORING LOGS	5
COC	CHAIN OF CUSTODY	5
FIELD	FIELD NOTES	5
GW LOG	GROUNDWATER SAMPLING LOGS	5
HASP	HEALTH AND SAFETY PLAN	5
LAB REPT	LABORATORY REPORT	5
MAPTABLE	MAP AND/OR TABLE	5
OTHER	OTHER REPORT TYPE	5
PHOTOS	PHOTO DOCUMENTATION	5
PROPERTY	PROPERTY REPORTING FORM	5
SUB INV	SUB INVOICE (INTERIM ONLY)	5
WELL LOG	WELL LOGS	5
ACCESS	SITE ACCESS AGREEMENT	15
DISP MAN	DISPOSAL MANIFEST	15
INTERIM	INTERIM REPORT	15
LCARA	LIMITED CONTAMINATION ASSESSMENT REPORT ADDENDUM	15
LSSI RPT	LOW SCORE SITE INITIATIVE REPORT	30
MAIN TARG	MAINTAIN TARGET LEVELS	15
MILESTONE	MILESTONE REPORT	15
MOP	MONITORING ONLY PLAN	30
NA ANNUAL	NA ANNUAL REPORT	15
NA QTR	NA QUARTERLY REPORT	15
NA SEMI	NA SEMI ANNUAL REPORT	15
NA TRI	NA TRI ANNUAL REPORT	15
PBC 50	50% REDUCTION	15
PBC 75	75% REDUCTION	15
PBC 90	90% REDUCTION	15
PBC START	SYSTEM STARTUP (PBC)	15
PRAMANN	POST RA MONITORING ANNUAL REPORT	15
PRAMQRTLY	POST RA MONITORING QUARTERLY REPORT	15
PRAMRSEMI	POST RA MONITORING SEMI ANNUAL REPORT	15
PROPOSAL	PROPOSAL	15
RA LETTER	REMEDIAL ACTION LETTER REPORT	15
RESPONSE	RESPONSE TO NON TECHNICAL COMMENTS	15
SARA	SITE ASSESSMENT REPORT ADDENDUM	15
SSA	SUPPLEMENTAL SAR (NOT A RESPONSE TO COMMENTS)	15
TARGETS	TARGET LEVELS, ALL CONTAMINANTS, ALL MEDIA	15
TECH RESP	RESPONSE TO TECH COMMENTS (NOT RAP OR SA)	15
VSR	VERIFICATION SAMPLING REPORT	15
W ABAND	WELL ABANDONMENT REPORT	15
WEIGH	WEIGH TICKETS	15
AS BUILT	AS BUILT DRAWINGS	30
BID PACK	BID PACKAGE	30
CLOSREPT	CLOSURE REPORT	30
CONS DRAW	CONSTRUCTION DRAWINGS	30
ERA	EVALUATION OF REMEDIAL ALTERNATIVES	30
FREEPROD	FREE PRODUCT REMOVAL REPORT	30
GEN RA	GENERAL REMEDIAL ACTION REPORT	30
LCAR	LIMITED CONTAMINATION ASSESSMENT REPORT	30
LETTER	LETTER REPORT	30
NAP1	LEVEL 1 NATURAL ATTENUATION MONITORING PLAN	30
NAP2	LEVEL 2 NA MONITORING PLAN WITH MODELING	30
NFAP	NO FURTHER ACTION PROPOSAL	30
NPDES	NPDES DMR	30
O&M ANN	ANNUAL O&M REPORT	30
O&M QRT	QUARTERLY O&M REPORT	30
PILOTPLAN	PILOT TEST PLAN	30
PILOTREPT	PILOT TEST REPORT	30
PRAMP	POST REMEDIAL ACTION MONITORING PLAN	30
RAPA	RAP ADDENDUM	30
RAPM	REMEDIAL ACTION PLAN MODIFICATION	30



- Florida Department of Environmental Protection - Enterprise Applications**

RePorts Project Help Exit Window

Storage Tank/Contamination Tracking - Task Report Information

Task Report Information											
Del. #	W.O #	Co	Facility *	Discharge Date *	Task Name *	Report Type *	Due Date	Received	Status & Date	Comment	

Tab to "Comment", then press [Ctrl+E] to enter Comments.

PCT REPORT

Enter a query; press F12 to execute, Ctrl+F4 to cancel.
Record: 1/1 Enter-Query



INVOICING

- Track invoice due dates.
 - Office Outlook calendar.
- Friendly reminder, if late, it affects contractor evaluation.
- Track sites with funding caps or ceilings.
- Check “Cap To Date.”
- https://prodlamp.dep.state.fl.us/www_stcm/reports/CapToDate.
- Contractor has 30 days to submit invoice from the deliverable review letter date.



CONTRACTOR PERFORMANCE EVALUATIONS

- Complete Contractor Performance Evaluation (CPE):
 - Contact owner/RP.
 - Complete evaluation in STCM.
 - Should be completed as soon as possible.
 - Must be completed within 30 days of Final Invoice Approval.



STCM PERFORMANCE EVALUATION

Florida Department of Environmental Protection - Enterprise Applications

Workorder Codes RePorts Exit Window

ORACLE

Storage Tank/Contamination Tracking - Contractor Performance Evaluation (CPE)

☒ Completion ☐ Interim

CID Contractor Name Cancelled / Date ☐

Contract No. Purchase Order TA/WO* Task Numbers Evaluation Period Start Evaluation Period End County / Facility ID

Facility Name and Address Description of Work Performed

Evaluator Team/LP Position Title Evaluator Signature / Date ☐ Admin Signature / Date ☐

Title of Owner/RP Completed Survey Property Owner ☐ Facility Owner ☐ Responsible Party ☐ Survey Completion Representative / Date ☐ Owner Not Responded to Survey ☐

Contractor Performance Evaluation Questionnaire

Sub Section Name	Question #	Description	Evaluation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Survey Questionnaire

Sub Section Name	Question #	Description	Evaluation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Evaluation Type
Record: 1/1

MIDDLEWARE



FUNDING CAP

- Site manager's responsibility to track funds.
- Site manager AOD purchase order comments:
 - Discharge ATRP Eligible with no CAP – attached documents have been reviewed and are correct.
 - Discharge PLRIP (\$300,000 CAP) – attached documents have been reviewed and are correct and the \$47,256.12 remaining funds in the CAP are adequate to cover the costs in this PO.
 - Discharge PLRIP (\$300,000 CAP) and another PLRIP (\$400,000 CAP) and the plumes are mingled. The attached documents have been reviewed and are correct and the \$576,423.17 remaining funds are adequate to cover the costs in this PO.



FIELD WORK NOTIFICATION

- Contractor must give at least a seven-day notice.
- Owner must be notified by contractor.
- Notify PRP Inspector.



PRE-DRILLING MEETINGS

- Pre-Drilling Meetings
 - Are normally in-person on-site.
 - May be held via teleconference or canceled, if applicable, and all parties agree:
 - Need documentation that all agreed: contractor, driller and owner.
 - There is specific language for Attachment A for this.
 - There are approved pay items for the meeting:
 - Line item 3-1, 3-2 for mobilization, 2-1 for site recon (if applicable), 20-6 hourly rate.
 - There is specific language for Attachment A.



REQUEST FOR CHANGE (RFC)

- Header fields should match PO.
- Description of change should be clear and concise, with enough detail.
- Refer to attached Attachment A_tables, figures, etc. in description.
- Hide rows.
- Use correct naming conventions.
- See guidance docs:
 - <https://floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>



TRACKING AND SITE FILE MANAGEMENT

- Site management file:
 - Current PO and supporting docs.
 - Previous PO's and supporting docs - use these for comparisons.
 - Funding Cap tracking spreadsheet.
 - Utility tracking spreadsheet.
 - Site status spreadsheet.
 - E-mail file.
 - Phone logs.



COMMUNICATING WITH THE OWNER / RESPONSIBLE PARTY

- Site visits.
- Pre-drilling meetings.
- Phone and e-mail correspondence.
- Communication logs.



COMMUNICATING WITH CONTRACTOR

- Teleconferencing: Verify with e-mail.
- E-mail: be conscious of content and purpose (don't e-mail angry).
- Save all pertinent e-mails and upload to OCULUS.
- Site meetings.
- Office meetings.
- Document all pertinent communication.



RECOMMENDED SITE PROCESS

- Set up site file:
 - Current PO.
 - Site status spreadsheet.
 - Funding Cap spreadsheet, if applicable.
 - E-mail file.
- Current PO:
 - Determine what deliverables have been approved and invoiced.
- Determine Cap balance, if applicable:
 - Cap to date.
 - STCM.



RECOMMENDED PROCESS CONTINUED

- AOD.
- Oculus.
- Enter Cap information into spreadsheet, including utility tracking.
- Notify contractor that I am the site manager.
- Perform site review.
- Contact owner / RP.



EXAMPLE SITE STATUS TRACKING

Aman Store-Former/409812158/Innocent Victim		<p>11-15-21 transferred from Andrew/BSC04: HASP & RA General Report due 2-9-22(received 10-26-21, approved 11-5-21, invoiced 11-17-21, DONE, CPE done 12-6/11-21-22 submitted RA report & RAPs per the recommendations to John, sent to John again 3-16-22)</p> <p>7-10-22 e-mailed contractor recommendations for a round of sampling, the 10-26-21 report recommends an episodic MPE then a source removal with the removal of the canopy, once he responds complete PO drafts in e-file, 7-22-22 contractor approved a round of sampling & e-mailed the contractor the draft PO, 7-27-22 contractor approved PO drafts, 7-28-22 submitted SPI 26234 to Grant, 7-29-22 Grant approved SPI & offered to contractor & contractor accepted & i submitted TA GC788-016F to Grant, 7-29 Grant approved TA, 8-1-22 Matt approved TA, i submitted all to PRPtaskassignment, 8-3-22 approved PR6502, 8-4 approved PR again & Carol & Matt approved, 8-5 Destiny & Megan approved 9-1-22 C08529: Task 1 HASP due 10-31-22(received 8-11, approved 8-12-22, Task 3 PARM due 2-28-23(received 10-6, approved 10-12, invoiced 10-18-22, CPE done 10-24/DONE/11-29-22 e-mailed my LRAH review to contractor, 11-1-22 received response from contractor and discussed with Chris that we need current soil data & asked the contractor to provide a figure of the soil locations and I'll start on the draft PO, 12-8 received boring map & e-mailed contractor about drill rig and boring depths, 12-8-22 submitted PO drafts to contractor & contractor responded & i revised drafts, 12-9-22 submitted SPI 27973 to Grant, 12-9 Grant approved SPI, 12-9 offered to contractor, 12-12 contractor accepted offer & i submitted TA GC788-016G to Grant, 12-12-22 submitted TA to Matt again & Matt approved & i submitted all to PRPtaskassignment, 12-20-22 approved PR14642K, 12-21 Laura & Matt approved, 12-22 Shamika & Vicki approved</p> <p>/12-22-22 C107A7: Task 1 HASP due 3-24-23 (received & approved 1-18-23), Task 2 Field Notes & Permits due 6-23-23 (received & approved 4-24-23, invoiced 4-26-23), Task 3 RA Interim Report due 10-27-23(received 7-24-23, approved 7-25-23, invoiced 7-27-23, CPE done 8-7-23)DONE/11-14-23 transferred to Team 6</p> <p>4-26-18 Reassigned from Laura Cochran/ 9-1-1781E503: Task 1 due 11-6-17 (invoiced 4-5-18, Task 2 due Quarterly O&M due 6-6-18 (received 5-31, approved 6-12, final invoice 8-17-18, completed contractor eval 9-6-19/DONE/5-18 approved for MFM/5-18 e-mailed with Jay Blanton stating the last month of O&M was in April and the system is shut off. Once we receive the final report, decide whether to go to O&M, 6-1-18 e-mailed contractor about next SOW, 6-11 e-mailed draft SPI and SOH to contractor, NOTE: Make sure we have a new PO before we close out PO #15550 because we have an open utility account(5-27-18) agreed to one year of O&M and possibly a simultaneous PO for additional sampling and well install, one e-mailed 7-18 completed draft O&M SPI and SOH & e-mailed to the contractor for review/ 7-28-18 completed SPI #29503 and put all in Grant's e-file, 7-29 Grant approved SPI, 7-29 offered to contractor, 7-30-18 prepared TA GC788-028E and put all in Grant's e-box, 7-18 Grant approved TA, 7-6-18 Matt approved TA, 7-9-18 i approved PR10590223/07-11-18 B83178: Task 1 HASP due 10-25-18(received 7-11-18, approved 7-18, Task 2 O&M due 4-13-19(received & approved 3-13-19, invoiced 3-22), Task 4 O&M due 7-22-19(received & approved 7-1-19, invoiced 7-12), Task 5 Annual O&M due 10-21-19 (received 8-2, approved 8-5, invoiced 8-7, retinage invoiced 8-15, completed contractor eval 9-6-19/DONE/5-19 sent Annual O&M to John because they want to shut down the F&E system permanently, 8-19 met with John & agreed to recommendation to shut down the system permanently & e-mailed the contractor 8-19-19 sent utility cancellation letter, received final utility bill 9-3-19, 11-22-19 Called Duke energy and they are going to remove the lines and meter within 2 weeks, 12-22-19 confirmed that the lines and meter have been removed & e-mailed Russ to put it up for auction/11-21-19 received draft SPI etc. from contractor/12-10-19 completed SPI 17628 & put all in Grant's e-file, 1-7-20 Grant approved SPI, 1-7 offered to contractor, 1-8-20 prepared TA GC788-020F and put all in Grant's e-file, 1-16-20 Matt needed corrections, which i did, 1-28-20 put the corrected docs in Grant's e-file because i didn't hear back from Matt concerning the corrections i made, 2-3-20 Matt approved TA and e-mailed all to PRPtaskassignment & i approved PR11243304, 2-3 Tim needed edits, which i did/2-5-20 B88627: Task 1 HASP due 5-28-20(received 2-18, approved 2-19), Task 2 RA report due 7-28-20(received partial deliverable 4-14, approved partial 4-15, partially invoiced 4-20, 7-21 received RA report, 7-22 approved RA report, invoiced 7-23), Task 3 PARM due 10-26-20(received 10-13, approved 10-14-20, invoiced 10-21), Task 4 PARM due 1-28-21 (received & approved 1-21-21, invoiced 1-27), Task 5 PARM due 4-28-21(received 4-28, approved 5-3-21, invoiced 5-5-21, retinage invoiced 5-21-21, CPE done 8-13-21/DONE/SCORE 68/2-23-21 system automated/4-28-21 PARM report recommendations: RAPMOD: Score 68, 7-10-21 agreed to next SOH & sent drafts to contractor, 7-20-21 submitted SPI 23490 to Grant & Grant approved SPI, 7-21-21 offered to contractor & contractor accepted, i submitted TA GC788-020G to John, 7-26-21 submitted SPI and i submitted to Grant & Grant approved & i submitted all to PRPtaskassignment, 7-28-21 e-mailed Shamika & Vicki approved PR1134046/8-23 B8A328: Task 1 HASP due 10-28-21(received 8-16, approved 8-17-21), Task 2 PARM due 1-26-22(received 9-14, approved 9-15-21, invoiced 9-15-21, CPE done 1-31-22/DONE/7-15-22 submitted PARM report recommends short term RA, 12-1-21 e-mailed recommendations to John, 1-19 e-mailed John again & i recommended a PO for a Pre RAP meeting & Level 1 RAPMOD NOTE: MPE O&M was done in 2019 for at least a year, use PO B838A from Thompsons. Gas as PO example, 1-20 John approved recommendation & contractor approved, 1-21-22 e-mailed draft PO to contractor, 1-21-22 submitted SPI 26032 to Grant & Grant approved & offered to contractor, 1-24-22 submitted TA GC788-020H to Grant & Grant approved, Matt approved & i submitted TA to PRPtaskassignment, 1-24-22 submitted PR2019803 to Matt & Tim, 1-25 Raquita approved/ 2-22 BAAJAA: Task 1 Telephone Conference Notes due 4-29-22 (invoiced 4-29, approved 4-29, invoiced 5-10-22), Task 1 Level 1 RAPMOD due 8-13-22 (received 7-29, approved for invoicing 8-1-22, invoiced 8-10-22/DONE/10-22 contractor can close out PO by June 10 for MFM migration, 4-28-22 pre-rig telcon with Jay, Mitch, and Laurie Lapointe, agreed to SOH wells, some angled under road, and 8 wells/8-1-22 submitted L50/PACED to Laurie, 8-29-22 received review RAP and e-mailed all to Laurie for review, 9-28-22 Laurie approved RAPMOD, 9-29-22 completed L50, Approved Order and submitted all to Laurie/9-28-22 received fully approved RAPMOD, Approved Order, 10-5-22 submitted draft RAC prep PO to contractor & contractor approved drafts, 10-5-22 submitted SPI 27130 to Grant & Grant approved, 10-5-22 offered to contractor, 10-6 contractor accepted offer & i submitted TA GC788-020I to Grant & Grant approved & i submitted all to PRPtaskassignment, 10-11-22 approved PR1031025 & Tim approved, 10-11 Matt approved/10-18-22 C08F11: Construction Drawings and RAC SOH due 3-31-23(received 10-18, approved 10-19-22, invoiced 11-2-22, CPE done 2-15/DONE/10-19-22 submitted construction drawings to Laurie Lapointe, 11-1-22 submitted Laurie's comments to contractor, 11-07-22 contractor submitted revised RAC to Laurie again, 1-13-23 submitted revised RAC to Laurie again, USE PATS SUPPLEMENT FOR PO COMPARISON/1-13-23 sent RAC questions to contractor & he responded & i submitted draft PO and quote for contractor, 3-24-23 submitted SPI 19862 to Grant, 3-28-23 submitted Grant's PO questions to contractor & contractor responded & i submitted SPI and e-mailed Grant, 3-28 Grant approved SPI, 3-28-23 offered to contractor, 3-29-23 submitted TA GC788-020J to Grant, 3-30-23 Grant approved TA, 3-30-23 submitted TA and i submitted all to PRPtaskassignment, 4-3-23 approved PR221510, 4-3-23 submitted Tim's revisions to Julie, 4-3-23 Julie updated revised docs & i approved PR again, 4-3-23 Tim needed another revision which i submitted to Julie & Tim approved PR, 4-3 Matt, Natasha approved PR, 4-4 submitted revised quote to Megan, 4-4</p> <p>Shamika approved/</p> <p>4-4-12 C1802E: Task 1 HASP & Pre-Drilling Notes & Permits due 7-7-23 (received HASP 4-6, approved 4-10-23, received & approved pre RAC meeting notes 4-25-23, invoiced 4-27, 5-4-23 received no cost General Use Permit), Task 2 RA Interim Report & AS Builts due 12-29-23 (received & approved partial deliverable 5-8-23, invoiced 6-12-23, received & approved second partial deliverable 6-2-23, invoiced 6-12-23, 6-26-23 received 3rd partial deliverable, approved 6-27, invoiced 7-7-23), Task 3 RA Interim Report due 4-1-24, Task 2 RA General Report due 7-1-24/5-24-23 Trenching RFC Fully Approved/5-25-23 contacted Duke Energy to set up account and scheduled hook up/11-14-23 transferred to Team 6</p> <p>4-26-18 Reassigned from Laura Cochran/12-8-2013 PBC WO GC723-032A/(Millstone 1 RAP Invoiced 6-14-12),(Millstone 2 Source Removal report Invoiced 9-13),(Millstone 3 Startup Report Invoiced 1-24-13),(Millstone 4 50% reduction Invoiced 3-20-13),(Millstone 5 75% reduction Invoiced 3-20-13), final invoice 7-1-19/DONE/ finished quarterly PARM & semi-annual NAM under PBC WO GC723-032A, 9-12-18 talked to Grant and he said it sounds like the PBC is over and that i can direct assign the site to F&E (Travis both), i e-mailed Travis to make sure there wasn't another time extension MAP, if not direct assign a NAM PO to F&E/15-18 agreed to cancel PBC and proceed with Semi-Annual NAM, However, there isn't an access agreement in Oulou, 9-13-18 requested access agreement with Grant/Ravira 12-27-19 received access agreement, prepared draft SPI etc. and e-mailed to contractor, who approved & i prepared SPI #14914 & put all in Grant's e-file, 3-18-19 Grant approved SPI, 3-20-19 offered to contractor, 3-21-19 contractor accepted offer & i prepared TA GC008-044 & put all in Grant's e-file, 4-1-19 Grant and Matt approved TA & i forwarded all to PRPtaskassignment, 4-2-19 approved PR1088540/04-02-19 B40AB3: Task 1 HASP due 5-28-19 (received & approved 4-17-19, Task 2 Semi Annual NAM due 3-6-19(received 7-11-19, invoiced 7-16), Task 3 Annual NAM due 3-6-20(received 1-13, approved 1-14-20, invoiced 1-14/DONE/1-14 NAM recommends, more NAM & Chris approved/7-23-20 completed SPI 17885 & put all in Grant's e-file, 1-28-20 Grant approved SPI, 1-29 offered to contractor, 3-1-20 contractor accepted offer and i prepared TA GC008-054G & put all in Grant's e-file, 2-4-20 Grant approved TA, 2-4 Grant needed edits, which i did, 2-4 Matt approved TA and i forwarded all to PRPtaskassignment, 2-5 approved PR1247604/1-20 B61478: Task 1 HASP due 5-28-20(received & approved 2-13-20, Task 2 NAM due 7-25-20(received 7-14, approved 7-15, invoiced 7-17), Task 3 Annual NAM due 3-29-21(received & approved 7-21, Task 3 Annual NAM due 7-21-21, completed CPE 9-23/DONE/10-21 NAM report recommends remedial action, upon 7-17-21-22 waiting on an SOH response from contractor, 7-19-21 e-mailed draft PO to contractor for SOH and possible RAPMOD, 8-3-21 e-mailed contractor concerning drafts again, 3-16-22 e-mailed contractor again but i suggested semi-annual NAM, contractor approved semi-annual NAM, 3-17-22 submitted PO drafts to contractor, 3-17-22 submitted SPI 24833 to Grant & Grant approved SPI & offered to contractor, 3-24-21 contractor accepted offer, but i had to revise to a NAM because of MFM transition, waiting on contractor's response, 3-25 contractor approved revised PO & i submitted TA GC008-054C to Grant & Grant approved & i submitted TA to PRPtaskassignment, 3-28-22 approved PR12094369 & Matt & Carol approved PR, 3-29 Raquita approved PR, 3-10-22 BAPB94: Task 1 HASP due 5-16-22(received & approved 4-6-22, Task 2 NAM due 6-17-22(received 5-13, approved 5-16-22, CPE done 6-22-22/DONE/7-19-22 e-mailed contractor concerning semi-annual NAM and well redevelopment, completed draft PO and e-mailed to contractor, 7-26-22 finished final PO drafts, but e-mailed drum question to contractor, 7-26-22 submitted SPI 26392 to Grant, 7-27 Grant approved SPI & offered to contractor, 7-28 contractor accepted offer & i submitted TA GC008-040 to Grant, 7-29 Matt approved TA & i submitted all to PRPtaskassignment, 8-2-22 approved PR46104 & Carol, 8-5 Matt approved & Destiny, 8-9 Destiny approved/8-9-22 C0660F: Task 1 HASP due 10-31-22(received & approved 8-11-22, invoiced 10-7), Task 2 Field Notes & Permits due 2-28-23(received 9-20, approved 9-21-22, invoiced 10-7), Task 3 NAM report due 5-31-23(received & approved 10-27-22, invoiced 10-28-22), Task 4 NAM report due 8-31-23(received 2-23, approved 2-6, invoiced 2-16-23, CPE done 2-16-23)DONE/2-3-23 NAM report recommends meeting to discuss remediation, it's a grass lot with nothing on it, 3-6-23 contractor recommends AS/SVE or BS using the existing AS/SVE wells & submitted all to Laurie Lapointe, 3-9-23 Laurie approved the AS/SVE or BS recommendations but she recommends doing some confirmatory soil sampling first & e-mailed contractor & contractor is reviewing, 3-9-23 submitted soil data to contractor because it looks we excavated the contaminated soil in 2012, 3-10-23 all agreed to continue with a RAPMOD PO and no confirmatory soil sampling because it was excavated, 3-10-23 submitted draft PO to contractor & contractor approved drafts, 3-10-22 received quote & draft PO complete, 3-13-23 submitted SPI 28843 to Grant & Grant approved, 3-15-23 offered to contractor, 3-15 contractor accepted offer and i submitted TA GC008-064E to Grant/3-15 submitted revised TA to Grant, 3-16-23 Grant approved TA, 3-17-23 submitted TA to Matt again, Matt approved & i submitted TA to PRPtaskassignment, 3-21-23 approved PR211895, 3-22 Carol</p> <p>& Matt approved, 3-22 Shamika approved</p>
Archie's/409201474/ATRP	Owner: Michael Terrill: 850-971-5745/ miketerrillj@gmail.com	
Dutton Auto Parts/2092 01730/ATRP		<p>/3-29-23 C17737: Task 1 HASP due 6-2-23 (received & approved 3-30-23), Task 2 NAM due 9-1-23 (received & approved 5-15-23, invoiced 5-19-23), Task 3 Pre-RAP-RA Interim Report due 12-1-23, Task 4 RAP due 3-1-24, Task 5 Construction Drawings & RAC due 5-3-24, Task 6 RFC NAM due 9-11-23 (received & approved 8-25-23, invoiced 8-31-23)/Per the 5-15-23 e-mail the contractor is going to submit a RFC for a quarter of NAM because the levels dropped so much, 5-18-23 contractor submitted NAM RFC, 5-24 NAM RFC fully approved/8-25-23 NAM report was still above CTLs so we'll continue with the current PO/11-14-23 transferred to Team 6/11-27-23 e-mailed time extension RFC to Blake on Team 6</p>



CAP TRACKING EXAMPLE

FAC ID: 338509757						
Thompsons Gas Station	PO Number	Invoice	PO Number	Invoice	PO Number	Cap Minus
	PO B368FA	Due	PO B68217	Due	B96C32	Invoice
	Amount/CO	Date	Amount	Date	Amount	Totals
PO Cost	\$19,791.81		\$13,684.90		\$9,060.70	\$1,200,000.00
Invoice	-\$5,978.03	1/21/24	-\$3,498.37	1/24/24	-\$4,060.70	-\$295,170.50
Balance	\$13,813.78		\$10,186.53		\$5,000.00	\$904,829.50
Invoice	-\$172.57	2/22/24	-\$4,319.13			-\$89,181.52
Balance	\$13,641.21		\$5,867.40		\$5,000.00	\$815,647.98
Invoice	-\$6,121.71					-\$78,109.10
Balance	\$7,519.50		\$5,867.40		\$5,000.00	\$737,538.88
Invoice						-\$51,336.10
Balance	\$7,519.50		\$5,867.40		\$5,000.00	\$686,202.78
Invoice						-\$59,757.68
Balance	\$7,519.50		\$5,867.40		\$5,000.00	\$626,445.10
Invoice						-\$21,531.08
Balance	\$7,519.50		\$5,867.40		\$5,000.00	\$604,914.02



OPERATION AND MONITORING (O&M) EXAMPLE

Attachment A Petroleum Restoration Program Scope of Work

9-Digit Facility ID Number: 628517141
STCM Facility Name: Chevron-Armstrongs-Main Street

SubPhase(s): O&M

Specifications

All work must be performed in accordance with this Scope of Work (SOW) and any attachments, Chapters 62-160, 62-532, 62-777 and 62-780, F.A.C., all applicable FDEP and Water Management District guidance memoranda, standard industry procedures and as described in the Agency Term Contract (ATC).

Copies of all referenced guidelines are available at:

<http://floridadep.gov/waste/petroleum-restoration>

Reports must be submitted using the appropriate FDEP forms found at:

<http://floridadep.gov/waste/petroleum-restoration/content/procedures-guidance-documents>

All work must be conducted in accordance with PRP Standard Specification Details found at:

<http://floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>

The following tables are included as attachments to this SOW and further represent the details of the scope of work.

- ☒ Water Sampling Table
- ☒ Soil and Air Sampling Table
- ☒ O&M (System) Parameters Table

Task 1 Description:	Prepare and submit an updated Site Health & Safety Plan.
Task 1 Deliverable:	Site Health & Safety Plan for Continued Work (no cost to FEP)
Task 1 Deliverable Due Date:	Friday, March 31, 2023
Task 2 Description:	Conduct operations and maintenance activities. Prepare and submit a Quarterly O&M Report.
Task 2 Deliverable:	Operation & Maintenance Report, Quarterly or Non-Annual
Task 2 Deliverable Due Date:	Friday, June 30, 2023
Task 3 Description:	Conduct operations and maintenance activities. Prepare and submit a Quarterly O&M Report.
Task 3 Deliverable:	Operation & Maintenance Report, Quarterly or Non-Annual
Task 3 Deliverable Due Date:	Friday, September 29, 2023
Task 4 Description:	Conduct operations and maintenance activities. Prepare and submit a Quarterly O&M Report.
Task 4 Deliverable:	Operation & Maintenance Report, Quarterly or Non-Annual
Task 4 Deliverable Due Date:	Friday, December 29, 2023
Task 5 Description:	Conduct operations and maintenance activities. Prepare and submit an Annual O&M Report. 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 5 Deliverable:	Operation & Maintenance Annual Report
Task 5 Deliverable Due Date:	Friday, March 29, 2024
PO End Date: Tuesday, May 28, 2024	

Schedule of Pay Items (SPI)

All unit rates and extended prices for all line item costs associated with this project are provided in the SPI [Attachment B to this Purchase Order (PO)] and shall not exceed the rates established in the ATC.



POST ACTIVE REMEDIATION MONITORING (PARM) ATTACHMENT A EXAMPLE

Attachment A Petroleum Restoration Program Scope of Work

9-Digit Facility ID Number: 378510363

STCM Facility Name: Pugs Beer & Wine

SubPhase(s): PARM

Specifications

All work must be performed in accordance with this Scope of Work (SOW) and any attachments, Chapters 62-160, 62-532, 62-777 and 62-780, F.A.C., all applicable FDEP and Water Management District guidance memoranda, standard industry procedures and as described in the Agency Term Contract (ATC).

Copies of all referenced guidelines are available at:

<http://floridadep.gov/waste/petroleum-restoration>

Reports must be submitted using the appropriate FDEP forms found at:

<http://floridadep.gov/waste/petroleum-restoration/content/procedures-guidance-documents>

All work must be conducted in accordance with PRP Standard Specification Details found at:

<http://floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>

The following tables are included as attachments to this SOW and further represent the details of the scope of work.

☒ Water Sampling Table

Task 1 Description:	Submit an updated Health & Safety Plan.
Task 1 Deliverable:	Site Health & Safety Plan for Continued Work (no cost to FDEP)
Task 1 Deliverable Due Date:	Thursday, March 31, 2022
Task 2 Description:	Perform groundwater sampling. Submit a PARM Report.
Task 2 Deliverable:	Natural Attenuation or Post Monitoring Report, Quarterly or Non-Annual
Task 2 Deliverable Due Date:	Tuesday, May 31, 2022
Task 3 Description:	Perform groundwater sampling. Submit a PARM Report.
Task 3 Deliverable:	Natural Attenuation or Post Monitoring Report, Quarterly or Non-Annual
Task 3 Deliverable Due Date:	Wednesday, August 31, 2022
Task 4 Description:	Perform groundwater sampling. Submit a PARM Report.
Task 4 Deliverable:	Natural Attenuation or Post Monitoring Report, Quarterly or Non-Annual
Task 4 Deliverable Due Date:	Wednesday, November 30, 2022
Task 5 Description:	Perform groundwater sampling. Submit a PARM Report. 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 5 Deliverable:	Natural Attenuation or Post Monitoring Report, Annual
Task 5 Deliverable Due Date:	Tuesday, February 28, 2023
PO End Date:	Monday, May 1, 2023

Schedule of Pay Items (SPI)

All unit rates and extended prices for all line item costs associated with this project are provided in the SPI [Attachment B to this Purchase Order (PO)] and shall not exceed the rates established in the ATC.

Requests for Change (RFC)

All requests for changes to the SOW must be submitted in writing and be approved in writing by the FDEP/LP using the RFC form in accordance with paragraphs 2.A and 26 of the ATC and can be found at:

<http://floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>

Any change which results in an extension of the due dates, PO end date, or a change in quantities or costs, requires that a PO Change Order be formally issued prior to performance of the revised SOW.



REFERENCES

- Oculus.
- STCM.
- Current Technical Non-Orders and Current Technical Orders.
- Link to site manager Templates, Forms, Tools and Guidance.
 - <https://floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>
- Link to Standard Operating Procedures (SOP).
 - <https://floridadep.gov/waste/petroleum-restoration/content/prp-site-manager-standard-operating-procedures-sop>



THANK YOU

Jack Roberts
Division of Waste Management
Petroleum Restoration Program
Florida Department of Environmental Protection

Contact Information:
850-245-8865
Jack.L.Roberts@FloridaDEP.gov