



SITE MANAGER TRAINING TIPS AND TRICKS

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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 Real Property Owner (RPO)/Responsible Party (RP).



SITE HISTORY AND FILE REVIEW

- Eligibility Status:
 - Abandoned Tanks Restoration Program (ATRP) (tied to reported tanks).
 - Petroleum Cleanup Participation Program (PCPP) (tied to discharge date).
 - Early Detection Initiative (EDI) (tied to all contamination at facility at the time of EDI application).
 - Petroleum Liability and Restoration Insurance Program (PLRIP) (discharge date).
 - (Consent Order or Settlements – sites **are not eligible** for a state funded program and have varying terms. Read these carefully).



SITE HISTORY AND FILE REVIEW

- Cost Share Agreements include:
 - PCPP – various options.
 - Site Rehabilitation Funding Allocation (SRFA) includes at least 1 eligible and 1 non-IPTF eligible discharge.
- Storage Tank Contamination Monitoring (STCM) and Eligibility Documents in Oculus).
- Discharge Information: Discharge Reporting Form (Oculus).



SITE HISTORY AND FILE REVIEW

- Funding Limits and Expenditure to Date:
 - EDI has no statutory spending cap or deductibles. Ss. 376.3071(10), F.S.
 - ATRP has no spending cap and per Ch. 62-769, F.A.C., has a \$0 deductible.
 - PCPP has a statutory spending cap and various options—read the PCPP Agreement to determine copay (if any), cost savings (i.e., reduced ATC rates, if any), and pre-determined closure endpoint (if any).
 - PLIRP has statutory spending caps and deductibles.
 - SRFA; Advanced Cleanup (AC); and Advanced Cleanup Redevelopment (ACR) have Cost Share Agreements that will have some combination of copayment and cost savings in addition to any statutory spending caps and ceilings. [There will be a presentation on AC/ACR during this conference.]
 - Consent Order/Indigent Consent Order – *usually* limited to party to the order with cost recovery, *sometimes* have a cap, and *allows* for conditional closure.
 - Settlement Agreements – usually have a cap and may require conditional closure.

It's the responsibility of the site manager to track funds & not exceed limitations.



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 do count towards any cap.**



EXAMPLE SITE STATUS TRACKING

<p>Aman Store-Former/409812158/Innocent Victim</p>	<p>11-16-21 transferred from Andrew/BSC04: HASP & RA General Report due 2-9-22 (received 10-26-21, approved 11-6-21, invoiced 11-17-21, DONE, CPE done 12-01/1-21 submitted RA report & RAPs per the recommendations to John, sent to John again 3-16-22) 3-22-22 talked to new owner, Tony Chambers (850-363-4063)/4-5-22 received new site access agreement/ 7-19-22 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 file, 7-22-22 contractor approved PO drafts, 7-28-22 contractor approved PO drafts, 7-29-22 Grant approved SPI & offered to contractor & accepted & submitted TA GC798-0166 to Grant, 7-29 Grant approved TA, 8-1-22 Matt approved TA, 8-1 submitted all to PRPtaskassignment, 8-3-22 approved PR4802, 8-4 approved PR again & Carol & Matt approved, 8-9 Destiny & Megan approved/9-22 C065D, Task 1 HASP due 10-31-22 (received 6-11, approved 8-12-22, Task 2 PARM due 2-28-22 (received 10-16, approved 10-17-22, invoiced 10-18-22 CPE done 10-24/0E/11-20-22 e-mailed my L&AP review to contractor, 12-1-22 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 fill start on the draft PO, 12-8 received boring map & e-mailed contractor about drilling and boring depths, 12-8-22 submitted PO drafts to contractor & contractor responded & I revised drafts, 12-9-22 submitted SPI 27370 to Grant, 12-8 Grant approved SPI, 12-8 offered to contractor, 12-12 contractor accepted offer & I submitted TA GC798-0166 to Grant, 12-12 Grant approved TA, 12-16-22 submitted TA to Matt again & Matt approved & I submitted all to PRPtaskassignment, 12-20-22 approved PR146428, 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 and 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>Archie's/409201474/ATRP</p> <p>Owner: Michael Terrill: 850-971-5745/ miketerrillj@gmail.com</p>	<p>4-26-18 Reassigned from Laura Cochran/12-81E1EDD3: Task 1 due 11-6-17 (invoiced 4-6-18), Task 2 due Quarterly O&M due 1-6-18 (invoiced 4-6-18), Task 3 Quarterly O&M due 6-6-18 (received 5-31, approved 6-1-18, invoiced 6-12, final invoice 8-17-18, completed contractor eval 9-6-18/DONE/5-18 approved for MPMPS-1-18 e-mail 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 SOV, 6-11 e-mailed draft SPI and SOV to contractor, NOTE: Make sure we have a new PO before we close out PO #1EED3 because we have an open utility account/7-18 agreed to one year of O&M and possibly a simultaneous PO for additional sampling and well install, see e-mail/6-27-18 completed draft O&M SPI & SOV & e-mailed to the contractor for review/6-28-18 completed SPI #1293 and put all in Grant's e-file, 6-29 Grant approved SPI, 7-9-18 offered to contractor, 7-9-18 prepared TA GC798-020E and sent all in Grant's e-box, 7-9-18 Grant approved TA, 7-9-18 Matt approved TA, 7-9-18 approved PR1059223/7-11-18/8/8/18: Task 1 HASP due 10-25-18 (received 7-11-18, approved 7-18-18), Task 2 O&M due 1-3-18 (received 11-15, invoiced 1-7-19), Task 3 O&M due 4-28-18 (received & approved 1-13-19, invoiced 3-23), Task 4 O&M due 7-22-18 (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, re-engage invoiced 8-15, completed contractor eval 9-6-18/DONE/5-18 sent Annual O&M to John because they want to shut down the FDEEP system permanently, 8-8-19 met with John & agreed to recommendation to shut down the system permanently & e-mailed the contractor/8-8-19 sent utility cancellation letter, received final utility bill 9-3-19, 11-22-19 Called Duke Energy and they are going to remove the area and meter within 2 weeks, 12-12-19 confirmed that the lines and meter have been removed/7 e-mailed/RAPs put it all for auction/1-21-19 received draft SPI etc. from contractor/1-20-19 completed SPI 17026 and put all in Grant's e-file, 1-7-20 Grant approved SPI, 1-7 offered to contractor, 1-8-20 prepared TA GC795-020F and put all in Grant's e-file, 1-8-20 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, 3-3-20 Matt approved TA and e-mailed all to PRPtaskassignment & I approved PR11245264, 3-3 Tim needed edit, which I did/5-20-20/6/6/20: Task 1 HASP due 5-28-20 (received 2-18, approved 2-19), Task 2 RA report due 7-26-20 (received 4-19, approved 4-19), Task 3 PARM due 10-16-20 (received 10-13, approved 10-14-20, invoiced 10-21), Task 4 PARM due 1-28-21 (received & approved 1-21-21, approved 1-27), Task 5 PARM due 4-28-21 (received 4-28, approved 5-21, invoiced 5-21, re-engage invoiced 5-19-21, CPE done 8-13-21/DONE/SCORE 082-23-21 system auctioned/4-28-21 PARM report recommendations RAPMOD, Score 88, 7-20-21 agreed to next SOV & sent drafts to contractor, 7-20-21 submitted SPI 22490 to Grant & Grant approved SPI, 7-21-21 offered to contractor & contractor accepted/1 submitted TA GC795-020G to John, 7-26-21 submitted TA to John again, 7-28 John signed TA and I submitted all to PRPtaskassignment, 7-28 & Tim & Matt approved PR11840498 & 3-1 BNA&Z: Task 1 HASP due 1-28-22 (received 8-16, approved 8-17-21), Task 2 PARM due 1-28-22 (received 1-14, approved 8-15-21, invoiced 10-21, CPE done 1-31-22/DONE/1-15-22 PARM report recommendations short term RA, 12-21-21 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 B388A 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 24392 to Grant & Grant approved & offered to contractor, 1-22-22 submitted TA GC795-020H to Grant & Grant approved & submitted TA to PRPtaskassignment, 1-24-22 approved PR1281980 & Matt & Tim, 1-25 Rapants approved/1-25-22 B&A&L: Task 1: Teoremerence Notes due 4-29-22 (received 4-29, approved 4-29, invoiced 5-10-22), Task 2: 1 RAPMOD due 8-31-22 (received 10-22), Task 3: 1 RAPMOD due 3-30-22 contractor can close out PO by June 30 for M&P migration, 4-28-22 pre-rap telecon with Jay, Micah, and Laurie Lapointe, agreed to SVI wells, some angled under road, and AS wells/1-12 submitted L&APMOD to Laurie, 8-25-22 submitted Laurie's RAP comments to contractor, 9-2-22 received review RAP and e-mailed to Laurie for review, 9-28-22 Laurie approved RAPMOD, 9-29-22 completed L&C Approval Order and submitted all to Cole Nelson/10-12-22 received fully approved RAPMOD Approval Order, 10-12-22 submitted draft RA to contractor & contractor approved drafts, 10-22 submitted SPI 27130 to Grant & Grant approved, 10-22 offered to contractor, 10-8 contractor accepted offer & submitted TA GC785-020I to Grant & Grant approved & I submitted all to PRPtaskassignment, 10-11-22 approved PR101025 & Tim approved, 10-11 Matt approved 10-18-22 C06F1: Construction Drawings and RAC SOV due 3-13-23 (received 10-19-22, approved 11-2-22, CPE done 2-15/0E/10-19-22 submitted construction drawings to Laurie Lapointe, 11-2-22 submitted Laurie's comments to contractor, 11-07-22 contractor submitted revised RAC to Laurie, 11-23 submitted RAC to Laurie again, USE PATS SUPERMANN/11-23 sent RAC to contractor, 3-9-23 received quotes and draft SPI with quotes from contractor, 3-9-23 submitted SPI 28962 to Grant, 3-9-23 submitted Grant's PO questions to contractor & contractor responded & updated SPI and e-mailed Grant, 3-28 Grant approved SPI, 3-28-23 offered to contractor, 3-28-23 submitted TA GC785-020J to Grant, 3-30-23 Matt approved TA, 3-30-23 Matt approved TA, and I submitted all to PRPtaskassignment, 4-3-23 submitted 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, 4-3-23 Matt, Tim, Natasha approved</p> <p>PR, 4-4 submitted revised quote to Megan, 4-4 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 review RAC meeting notes 4-25-23, invoiced 4-27, 5-4-23 received no cost General Use Permit), Task 2 RA Interim Report & AS Built 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, received 6-12-23 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>Dutton Auto Parts/2092 01730/ATRP</p>	<p>4-28-18 Reassigned from Laura Cochran/12-81E1EDD3: (Milestone 1 RAP Invoiced 6-14-12), (Milestone 2 Source Removal report invoiced 3-20-13), (Milestone 3 Startup Report invoiced 1-24-13), (Milestone 4 50% reduction invoiced 3-20-13), (Milestone 5 75% reduction invoiced 3-20-13), (Milestone 6 90% 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 draft the site to PDS (Travis Bobb), 1 e-mailed Travis to make sure there wasn't another time extension MAT, I did not direct assign a NAM PO to R259-13-18 but agreed to cancel PBC and proceed with Semi-Annual NAM, However, there's not an access agreement in Oculux, 9-18-19 requested access agreement via Grant Rivera/2-27-19 received access agreement, prepared draft SPI etc. and e-mailed to contractor, who approved & 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 & prepared TA GC808-044 & put all in Grant's e-file, 4-1-19 Grant need corrections, which I did and replaced all his e-file, 4-1-19 Grant and Matt approved TA & I forwarded all to PRPtaskassignment, 4-2-19 approved PR105924904-09-19 B&D&B3: Task 1 HASP due 5-28-19 (received & approved 4-17-19), Task 2 Semi Annual NAM due 9-9-19 (received 7-11-19, invoiced 7-16), Task 3 Annual NAM due 3-9-20 (received 1-13, approved 1-14/DONE/ 1-14 NAM recommends more NAM & Chris approved report/1-23-20 completed SPI 17885 & put all in Grant's e-file, 1-28-20 Grant approved SPI, 1-29 offered to contractor, 2-3-20 contractor accepted offer and I prepared TA GC808-044B & put all in Grant's e-file, 2-3-20 Grant approved TA, 2-4 Grant needed edits, which I did, 2-4 Matt approved TA and I forwarded all to PRPtaskassignment, 2-6 approved PR11547662/12-20/8/6/18: Task 1 HASP due 5-28-20 (received 1-15, approved 7-15, invoiced 1-27), Task 3 Annual NAM due 3-26-21 (Received & approved 1-4-21, invoiced 2-22-21, completed CPE 4-6-21/DONE/1-6-21 NAM report recommendations remedial action, score 71, 7-15-21 waiting on next SOV response from contractor, 7-19-21 e-mailed draft SPI to contractor for SSA and possible RAPMOD, 8-1-21 e-mailed contractor again concerning drafts, 12-1-21 e-mailed contractor again submitted semi-annual NAM, 3-17-22 submitted PO drafts to contractor, 3-17-22 submitted SPI 24833 to Grant & Grant approved SPI, 3-24-21 contractor accepted offer, but I had to revise for 1 quarter of NAM because of M&P transition, waiting on contractor's response, 3-25 contractor received PO & I submitted TA GC808-044C to Grant & Grant & Matt approved & I submitted TA to PRPtaskassignment, 3-25-22 approved PR1059498 & Matt & Carol approved/3-29-22 B&B/94: Task 1 HASP due 5-28-20 (received & approved 4-6-22), Task 2 NAM due 6-17-22 (received 5-13, approved 5-16-22, invoiced 5-26-22, 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, 7-28-22 submitted SPI 26192 to Grant, 7-27 Grant approved SPI & offered to contractor, 7-28 contractor accepted offer & submitted TA GC808-044D to Grant, 7-29 Grant approved TA, 7-29 Matt approved TA & I submitted all to PRPtaskassignment, 8-22 approved PR48304 & Carol, 8-3 Matt approved & Destiny, 8-9 Destiny approved again/8-9-22 C066F: 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 9-20-22, approved 10-17), 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 2-3-23, approved 2-6, invoiced 2-16-23, CPE done 2-16-23/DONE/2-3-23 NAM report recommendations 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 GC808-054E 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 & Matt approved, 3-28 Shamika approved</p> <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.</p>



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
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



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 RPO/RP
 - Confirm **Site Access Agreement**; compare to County Property Appraiser website (click on deed for additional information). If RPO is an entity (LLC, for example, look them up in Sunbiz to ensure it is still active).
 - Verify if RPO/RP requested involvement.
 - Discuss cleanup strategies.
 - Discuss funding status; EDI, ATRP, PCPP, PLIRP, SRFA, CO/ICO, AC/ACR, etc.
 - Discuss cap amount (if applicable).
 - Discuss closure options.
 - Conduct site visit.



CLEANUP STRATEGY

- Discuss cleanup strategy with team, Agency Term Contractor (ATC) (if assigned) and RPO/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.
 - Airports and seaports.
 - CSX railroad.
 - 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 on quote form.
 - Prepare SOW package:
 - Attachment A.
 - Attachment B (SPI).
 - Site Access Agreement.
 - Quotes.



STOCK LANGUAGE

Pre-Remedial Action Plan:

- **Task X**
 - Contingent upon DEP approval, prepare a Site Summary Package (SSP) in accordance with Section 4.1 of the PRP Standard Specification Details. SSP shall address eligible discharge(s). Prepare and submit the SSP as a Remedial Action Interim Report (RAIR) that shall include comprehensive tables and figures; and conceptual remedial approaches, sketches, and cost estimates to achieve closure goals.
- **Task X Deliverable:** Remedial Action Interim Report



STOCK LANGUAGE

Pre-Remedial Action Plan:

- **Task Y**

- Contingent upon DEP approval, schedule and conduct a Pre-RAP Teleconference meeting with DEP, and invite the Responsible Party (RP), Real Property Owner and Tenant, if different. A letter report that details the Pre-RAP Teleconference meeting minutes shall be prepared and submitted in accordance with Section 4.1 of the PRP Standard Specification Details. One (1) hour of Scientist/Technical Specialist (19-6) and 1 hour of Professional Engineer (20-1) for the Pre-RAP Teleconference.
- **Task Y Deliverable:** Letter Report
- **RAC SOW/SPIs** allow 4 hours for the Engineer (19-3) and 1 hour for the PE (20-1)
- **Source Removal SOW/SPIs** allow 3 hours for the Engineer (19-3) and 1 hour for the PE (20-1).



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 Real Property Owner recognizes the scope of work prior to field activities, summary of conclusions and recommendations.
 - 1 mobilization for each the ATC and Driller, 1 unit of site reconnaissance, (if not previously performed) and 1 of the following; 1 hour for a scientist (19-6), 1 hour for a field technician (19-8) or 1 hour for a laborer 19-11), for each the ATC and the driller.



STOCK LANGUAGE

- **If you are not tasking a drilling meeting, please include the statement:**
 - All parties agree 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.
 - **This is for regional contracts and Request for Changes only as this language is included in the statewide contract.**
- **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

- **Historical Compilation: 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 08/26/21. 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. The hours for data compilation can only be used if the ATC has done their due diligence with regards to obtaining the digital files.
 - **This is for regional contracts. Use line item 1-8 for statewide contracts and adjust the language accordingly.**



STOCK LANGUAGE

- **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

- **(When applicable) Please note that per the DEP site access agreement, a separate site access agreement** between the Real Property Owner (or Tenant as applicable) and the ATC has been requested.
- Submit an email or letter (copying the real property owner or tenant) indicating that either that this separate site access agreement has been executed *or* that the real property owner (or tenant) no longer wants such agreement with the ATC. The DEP does not need a copy of this side agreement.

This only applies when the real property owner requests a separate site access agreement in the PRP Site Access Agreement (or requests that DEP also obtain a SAA with its tenant).



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 FRC 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 (Electronic Self Service Application (ESSA) download), 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:
 - E-mail/mail review letter to contractor and real property 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



INVOICING

- Track invoice due dates.
 - Use 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) for ATC:
 - Contact Real Property 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

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

Completion Interim

CID Contractor Name Cancelled / Date

Contract No. Purchase Order TAWO* 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 Please enter NA if the item is not applicable.	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"/>

Oracle

MIDDLEWARE

Evaluation Type
Record: 1/1



FUNDING CAP

- Site manager's responsibility to track funds & ensure limits are not exceeded.
- Site manager AOD purchase order comments (examples):
 - 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 (\$1.2 million 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.
- Real Property Owner (and Tenants) 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 real property owner (and possibly a tenant).
 - There is specific language for Attachment A for this.
 - There are approved pay items for the meeting:
 - Line item 3-1 for mobilization, 2-1 for site recon (if applicable), 19-6, 19-8, or 19-11 hourly rate depending on driller qualifications.
 - 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 RPO/TENANT/ 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.
- 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.



RECOMMENDED PROCESS CONTINUED

- Determine Cap balance, if applicable:
 - Cap to date.
 - STCM.
 - AOD.
 - Oculus.
 - Enter Cap information into spreadsheet, including utility tracking.
- Notify contractor that I am the site manager.
- Perform site review.
- Contact owner/RP.



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



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:
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