**TASK MANAGEMENT CHANGES FOR COUNTY STORAGE TANK PROGRAMS**

Due to the shifting of Storage Tanks contract management from the DEP Regulatory Districts to DEP headquarters (DWM) certain processes have been modified to deliver requests for variables, requests for swaps and the processing of invoices. The changes are to specify that approvals are issued from DWM in Tallahassee rather than the DEP District Office. Please note delivery points are shared email addresses to ensure that county requests are handled in a timely manner.

* **Variable Inspection Approval (Department Approves)**

Certain “variable” inspections, (compliance assistance – component, compliance assistance – reinspection, and complaint), require pre-approval from the department. The County/Local Government must send a request via email to STR\_Variables@FloridaDEP.gov for approval. The department will respond with an approval email. The County/Local government must submit a copy of the approval email with the appropriate invoice.

* **Facility Inspection Swap (Zach Barrett/Mia Butler/NorthStar Contractors)**

If during the task assignment period, a county inspection program determines that an assigned facility should not be inspected for reasons such as the assigned facility has closed, etcetera; then a swap should be requested as soon as possible. The County/Local Government must send a request via email to STR\_Swaps@FloridaDEP.gov  for approval. The department will respond with an approval email that will list a replacement facility.

* **Invoices (NorthStar Reviews)**

**Review of Inspections:** The Payment Calculation Sheet shall be submitted no later than the 5th of each month (excluding weekends and state holidays) by the county to DWM NorthStar via STR\_Invoices@FloridaDEP.gov . NorthStar will review in FIRST each variable inspection listed on the Payment Calculation Sheet to ensure that it is correctly invoiced. NorthStar will ensure that each routine compliance inspection on the Payment Calculation Sheet is also listed on the task assignment facilities list. Upon completion of the review, NorthStar shall report via email to DWM’s Contract Manager and the County/Local Government that the review of the inspections has been completed and if any known contractual obligations have not been met.

**Invoice Submission:** All invoices with the verified and approved Payment Calculation Sheet by the appropriate NorthStar contractor will be directly submitted by the County/Local Governments to the Division of Waste Management Contract Manager by the 15th of each month. Submission of invoice shall be via email to: STR\_Invoices@FloridaDEP.gov, copy Roger.Ruiz@FloridaDEP.gov , consisting of a single PDF package.

The order of documents in the complete PDF package:

1. Contractual Services Invoice
2. Verified Payment Calculation Sheet (please make sure the month of services rendered appears below the “Invoice Period”)
3. FIRST Report (Compliance and Activity by Date Range)
4. Tracking Form (Monthly percentage of Routine Inspections Completed)