

Template Descriptions and Use

Listed below are the full descriptions and use of the standard Petroleum Cleanup Preapproval Program Templates.

Section A: Packaged Work Scopes

A.1 **Pumping Test or Multi-Phase Pilot Test (using in-house personnel)**

Personnel: Middle Level Professional – 10 Hrs.; Upper Level Technician – 10 Hrs.

Includes: Setup, take down, test time (including recording measurements), Hydrogeologic/Pumping Test Kit (2 person) (100%).

Excludes: Mobilization, analytical costs, well installation, effluent treatment or disposal costs, NPDES application fee, permit hours and fees, testing equipment.

Use: This package is for a pumping or multi-phase pilot test consisting of partial or whole, single or multiple days, when performed entirely by in-house personnel, including operation of equipment. When the pilot test involves the use of subcontracted personnel in whole or in part, then the costs should be built up using the backup spreadsheet. It includes setup and dismantle time, troubleshooting, time to conduct the test, hydrogeologic/pumping test kit, and per diem. The equipment usage is based on the level of effort used in the buildup. The effluent treatment or disposal costs are **excluded** due to the variety of possible methods (e.g., treatment system, tanker, etc.). This scope of work would be selected any time a pumping test is used to determine aquifer characteristics.

Note that the template workbook has been modified to allow entry in 1/10 day (1 hour) increments and the test may be tasked in any combination of whole and tenth day increments. Contractor on-site time is expected to be a full day (10 hours) to receive the full template amount. If the number of hours actually worked are different than the number of hours tasked, the template amount must be adjusted accordingly. However, any increase in the original time tasked must be preapproved. Additional hours for tests lasting more than one day (10 hours) should be tasked in this template instead of the backup spreadsheet.

A.2 **Air Sparging and/or Vapor Extraction Pilot Test (using in-house personnel)**

Personnel: Middle Level Professional – 10 Hrs.; Upper Level Technician – 10 Hrs.

Includes: Setup, take down, test time (including recording measurements), Operation and Maintenance Kit (2 person) (100%).

Excludes: Mobilization, analytical costs, well installation, permit hours and fees, test equipment.

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Use: This package is for a vapor extraction and/or sparging test consisting of partial or whole, single or multiple days, performed entirely by in-house personnel, including operation of equipment. When the pilot test involves the use of subcontracted personnel in whole or in part, then the costs should be built up using the backup spreadsheet. It includes setup and dismantle time, troubleshooting, time to conduct the test, O&M kit and per diem. The equipment usage is based on the level of effort used in the buildup.

Note that the template workbook has been modified to allow entry in 1/10 day (1 hour) increments and the test may be tasked in any combination of whole and tenth day increments. Contractor on-site time is expected to be a full day (10 hours) to receive the full template amount. If the number of hours actually worked are different than the number of hours tasked, the template amount must be adjusted accordingly. However, any increase in the original time tasked must be preapproved. Additional hours for tests lasting more than one day (10 hours) should be tasked in this template instead of the backup spreadsheet.

A.3 Monthly O&M Visit

Personnel: Upper Level Technician – 8 Hrs. (2 ULT @ 4 Hrs. ea.)

Includes: Routine O&M, all monthly sampling time, Operation and Maintenance Kit (2 person) (40%), water levels.

Excludes: Mobilization, analytical cost, telemetry cost.

Use: The O&M package is designed to handle Operation and Maintenance of a non-RAI remedial system regardless of the size and complexity. Activities included are routine maintenance, system sampling and any maintenance associated with the system components that would be considered routine in nature even if that activity only occurs once per year. Included is time for two upper level techs and the O&M kit. The equipment usage is based on the level of effort used in the buildup. Additional work scopes (e.g., additional site assessment) should not be tasked with O&M.

This template item may also be used for the in-house inspection and evaluation of FDEP-owned equipment not located at the subject property that has been or possibly could be reserved for use at the subject property. If the inspection and evaluation are performed by a subcontractor, task contractor oversight hours rather than use this template.

A.4 Monthly Telemetry Allowance (Non-RAI)

This template is a monthly allowance to cover the cost of telemetry service for non-RAI remedial system operation (basic service and long distance charges).

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A.5 - A.7 RAI O&M Monthly Allowance (Small, Medium and Large Systems)

These templates are monthly allowances designed to cover all of the costs to operate and maintain the remedial system after construction and startup through achievement of the established goals for the active phase of remediation that have moved into the RAI.

There are three template choices based on the size and complexity of the remediation system in the approved RAP/RAP Mod with a supplemental option for those sites utilizing catalytic or thermal oxidizers for off-gas treatment during the initial period of treatment. The appropriate size O&M Template Package will be determined on a site-specific basis. Refer to the RAI, Section VIII, O&M Template Package Cost, for specifics on what activities are included and system size definitions.

Mobilization(s) and water level measurements are included in this RAI O&M Monthly Allowance, while the on-site costs for quarterly sampling and annual sampling events are excluded. However, as historically specified in the 2-Person Mobilization Template (C.1), additional mobilization for quarterly sampling is not allowed, even if the contractor sends out a separate crew to do the sampling. Separate mobilizations are allowable for annual sampling due to the requirement in the RAI to shut down the remediation system for a period of time prior to sampling.

A.8 RAI Supplemental O&M Monthly Allowance - Thermox/Catox Treatment

This template is a monthly supplemental allowance designed to cover the additional costs associated with maintaining a thermal or catalytic oxidizer used for off gas treatment as part of an RAI remediation system.

Section B: Office Activities, Part I

B.1 Proposal Preparation

Personnel: Middle Level Professional – 5 Hrs.; Middle Level Secretary – 1 Hrs.

Includes:

Excludes:

Use: This template is allowed prior to the issuance of the initial LSSI Work Order. Per section 5.1 of the Preapproval SOP, a complete proposal should include a synopsis of the site history, work completed to date, and a description and justification of the proposed scope of work. Because LSSI is a voluntary initiative, proposal preparation is only allowed once for each LSSI site. A change order does not qualify for additional proposal preparation.

B.2 File Review

Personnel: Middle Level Professional – 6 Hrs.

Includes:

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Excludes:

Use:

Due to the voluntary nature of LSSI, File Review costs are not authorized under LSSI.

B.3 Permits

Personnel:

Middle Level Professional – 7 Hrs.; Middle Level Secretary – 1 Hr.

Includes:

Excludes:

Mobilization (1 person).

Use:

This template was designed for when the contractor is obtaining the permits for construction, building, DOT right of way access, NPDES discharge or consumptive use. The full template is allowed for the first permit. One-half of this template is allowed for each additional permit beyond the first. The number of permits is determined on a work order basis (i.e., the permit count is cumulative for the work order not for the site). The template should not be used when a subcontractor is pulling the permit for any of the above (as is typical with building and well permits), for well installation or abandonment permits. Well installation and abandonment permits should be included as part of the drilling cost, even in the case of in-house drilling.

Any permitting that requires a very intensive effort should be handled on a case-by-case basis and should be incorporated in the Other Field Work category. **Only one one-person mobilization should be added to this template, if necessary.** One-half of this template is allowed per property for securing “off-site” access.

B.4 Site Health & Safety Plan

Personnel:

Middle Level Professional – 3 Hrs.; Middle Level Secretary – 1 Hr.

Includes:

Excludes:

Use:

This Template is for the preparation of a comprehensive standard petroleum site Health and Safety Plan. Allow once per site. This template may be not be allowed more than once for the same contractor except for extenuating circumstances, such as when chemical oxidation is used that was not anticipated when the Health and Safety Plan was originally scoped.

B.5 Notice of Discovery of Contamination Package (Initial or TPOC)

Personnel:

Middle Level Professional – 1 Hr; Middle Level Technician – 2 Hrs.; Middle Level Secretary – 1 Hr.

Includes:

Completion of the Initial Notice of Contamination Beyond Property Boundaries Form in Rule 62-770.900, Contamination Notification Data Tables (for initial noticing packages), and copies of existing Contaminant

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Plume Maps.

Excludes:

Use:

This template can be used to task the contractor to prepare either the information package for the Initial Notice of Contamination Beyond Property Boundaries or the actual notices for the proposed establishment of a Temporary Point of Compliance (TPOC) beyond Property Boundaries in accordance with published FDEP rules, guidance and procedures. Multiple iterations of this template may be allowed as the site assessment progresses when the rule requires initial notification within 10 days of discovery. However, only one template shall be allowed for initial notice package to address suspected “off-site” properties based on the signed and sealed plume map in a technical report and only one template shall be allowed for the TPOC notices prior to RAP or NAM Plan approval. Additional compensation may be negotiated on a case-by-case basis in instances involving more than 10 “off-site” properties in a single notice event.

Section C: Field Activities

C.1 Mobilization (to and from site) (2 person)

Personnel: Middle Level Professional – 4 Hrs.; Upper Level Technician – 4 Hrs.; Middle Level Technician – 1 Hr.

Includes: Vehicle (40%).

Excludes:

Use:

This template is the allowance for travel time, the one hour mid level tech is for load/unload of the vehicle. Mobilization is a fixed price for the activity of mobilizing. It is independent of the labor classifications or the distance being traveled. Mobilization should be allowed once per field event or once per week for multiple week events such as construction. (A week is seven consecutive days.) Some examples: well installation and sampling is typically two field events (and thus two mobilizations) unless performed on consecutive days, whereas O&M and quarterly sampling is one 2-person mobilization, even if the contractor sends out a separate crew to do the sampling (however, an additional mobilization is justified for both non-RAI and RAI annual sampling, which must be performed under static conditions).

Mobilization should not be used when it is only necessary to visit the site for “a few minutes”; such visits should be built up as “Other Field Work.” Mobilization should also not be allowed for drilling crews; these costs should be included as part of the quoted price.

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C.2 Mobilization (to and from site) (1 person)

Personnel: Middle Level Professional – 2 Hrs.; Upper Level Technician – 2 Hrs.;
Middle Level Technician – 1 Hr.

Includes: Vehicle (40%).

Excludes:

Use: The one-person mobilization template is to account for situations in which it is only necessary to send one person. It was estimated at two hours for each of two different categories to average out the labor rate. Do not use two one-person mobilizations if two persons are travelling together, doing so will result in an overestimate of vehicle use and load/unload time.

C.3 Drilling Setup (2 person)

Personnel: Middle Level Professional – 1 Hrs.; Upper Level Technician – 1 Hrs.

Includes: Monitoring Well Installation Kit (2 person) (10%).

Excludes:

Use: Includes the time allowed to set up the drilling rig at the beginning of the event and take it down after the event is finished. This task is allowed on a per event basis, rather than daily. This item is not to be used for direct push technology (DPT) or well abandonment activities, but may be used if drilling using the auger attachment of a direct push rig without DPT.

C.4 Drilling Setup (1 person)

Personnel: Middle Level Professional – 1 Hr.

Includes: Monitoring Well Installation Kit (1 person) (10%).

Excludes:

Use: Includes the time allowed to set up the drilling rig at the beginning of the event and take it down after the event is finished. This task is allowed on a per event basis, rather than daily. This item is not to be used for direct push technology (DPT) or well abandonment activities, but may be used if drilling using the auger attachment of a direct push rig without DPT.

C.5 Soil Boring for Soil Screening or Piezometer Installation (≤ 10 ft; with or without lab sample) (2 person)

Personnel: Middle Level Professional – 1 Hr.; Upper Level Technician – 1 Hr.

Includes: Soil Assessment Kit (2 person) (10%).

Excludes:

Use: This template is to hand auger a boring to a depth less than or equal to 10 feet with or without soil lab sampling. Soil headspace screening with an OVA is also included. A drilling rig would not be allowed unless it can be demonstrated that the use of a hand auger is not feasible. This template should not be used for direct push borings.

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This template is also used for the installation of a temporary piezometer to a depth of up to 10 feet with or without collection of a groundwater grab sample. Note that this template is only allowed once if the piezometer is being installed in conjunction with the soil boring.

C.6 Soil Boring for Soil Screening or Piezometer Installation (≤ 10 ft; with or without lab sample) (1 person)

Personnel: Middle Level Professional – 1 Hr.

Includes: Soil Assessment Kit (1 person) (10%).

Excludes:

Use: This template is to hand auger a boring to a depth less than or equal to 10 feet with or without soil lab sampling. Soil headspace screening with an OVA is also included. A drilling rig would not be allowed unless it can be demonstrated that the use of a hand auger is not feasible. This template should not be used for direct push borings.

This template is also used for the installation of a temporary piezometer to a depth of up to 10 feet with or without collection of a groundwater grab sample. Note that this template is only allowed once if the piezometer is being installed in conjunction with the soil boring.

C.7 Soil Boring for Soil Screening or Piezometer Installation (> 10 ft to ≤ 30 ft; with or without lab sample) (2 person)

Personnel: Middle Level Professional – 1.5 Hrs.; Upper Level Technician – 1.5 Hrs.

Includes: Soil Assessment Kit (2 person) (15%).

Excludes:

Use: This template is to install a conventional soil boring to a depth of 10 to 30 feet with or without soil lab sampling. Soil headspace screening with an OVA is also included. A drilling rig would typically be allowed. This template should not be used for direct push borings.

This template is also used for the installation of a temporary piezometer to a depth of 10 to 30 feet with or without collection of a groundwater grab sample. Note that this template is only allowed once if the piezometer is being installed in conjunction with the soil boring.

C.8 Soil Boring for Soil Screening or Piezometer Installation (> 10 ft to ≤ 30 ft; with or without lab sample) (1 person)

Personnel: Middle Level Professional – 1.5 Hrs.

Includes: Soil Assessment Kit (1 person) (15%).

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Excludes:

Use:

This template is to install a conventional soil boring to a depth of 10 to 30 feet with or without soil lab sampling. Soil headspace screening with an OVA is also included. A drilling rig would typically be allowed. This template should not be used for direct push borings.

This template is also used for the installation of a temporary piezometer to a depth of 10 to 30 feet with or without collection of a groundwater grab sample. Note that this template is only allowed once if the piezometer is being installed in conjunction with the soil boring.

C.9 Soil Boring for Soil Screening or Piezometer Installation (> 30 ft; with or without lab sample) (2 person)

Personnel: Middle Level Professional – 2 Hrs.; Upper Level Technician – 2 Hrs.

Includes: Soil Assessment Kit (2 person) (20%).

Excludes:

Use:

This template is to install a conventional soil boring to a depth greater than 30 feet with or without soil lab sampling. Soil headspace screening with an OVA is also included. A drilling rig would typically be allowed. This template should not be used for direct push borings.

This template is also used for the installation of a temporary piezometer to a depth of greater than 30 feet with or without collection of a groundwater grab sample. Note that this template is only allowed once if the piezometer is being installed in conjunction with the soil boring.

C.10 Soil Boring for Soil Screening or Piezometer Installation (> 30 ft; with or without lab sample) (1 person)

Personnel: Middle Level Professional – 2 Hrs.

Includes: Soil Assessment Kit (1 person) (20%).

Excludes:

Use:

This template is to install a conventional soil boring to a depth greater than 30 feet with or without soil lab sampling. Soil headspace screening with an OVA is also included. A drilling rig would typically be allowed. This template should not be used for direct push borings.

This template is also used for the installation of a temporary piezometer to a depth of greater than 30 feet with or without collection of a groundwater grab sample. Note that this template is only allowed once if the piezometer is being installed in conjunction with the soil boring.

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C.11 Well Installation, single cased (≤ 20 ft; including split spoons) (2 person)

Personnel: Middle Level Professional – 2 Hrs.; Upper Level Technician – 2 Hrs.

Includes: Monitoring Well Installation Kit (2 person) (20%).

Excludes:

Use: This template is to install a conventional monitoring well to a depth of 20 feet or less by any drilling method. The level of effort is based on an average of four well installations per day. Split spoon sampling (whether or not performed) and TOC survey are included. This template should not be used for direct push well installation because Contractor time for well installation is included in the oversight time provided for direct push investigations. However, this template may be used if drilling using the auger attachment of a direct push rig without DPT.

C.12 Well Installation, single cased (≤ 20 ft; including split spoons) (1 person)

Personnel: Middle Level Professional – 2 Hrs.

Includes: Monitoring Well Installation Kit (1 person) (20%).

Excludes:

Use: This template is to install a conventional monitoring well to a depth of 20 feet or less by any drilling method. The level of effort is based on an average of four well installations per day. Split spoon sampling (whether or not performed) and TOC survey are included. This template should not be used for direct push well installation because Contractor time for well installation is included in the oversight time provided for direct push investigations. However, this template may be used if drilling using the auger attachment of a direct push rig without DPT.

C.13 Well Installation, single cased (> 20 ft to ≤ 40 ft; including split spoons) (2 person)

Personnel: Middle Level Professional – 3 Hrs.; Upper Level Technician – 3 Hrs.

Includes: Monitoring Well Installation Kit (2 person) (30%).

Excludes:

Use: This template is to install a conventional monitoring well to a depth of 20 to 40 feet by any drilling method. Split spoon sampling (whether or not performed) and TOC survey are included. This template should not be used for direct push well installation, but may be used if drilling using the auger attachment of a direct push rig without DPT.

C.14 Well Installation, single cased (> 20 ft to ≤ 40 ft; including split spoons) (1 person)

Personnel: Middle Level Professional – 3 Hrs.

Includes: Monitoring Well Installation Kit (1 person) (30%).

Excludes:

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Use: This template is to install a conventional monitoring well to a depth of 20 to 40 feet by any drilling method. Split spoon sampling (whether or not performed) and TOC survey are included. This template should not be used for direct push well installation, but may be used if drilling using the auger attachment of a direct push rig without DPT.

Note, there is no template for single cased wells > 40 ft, costs should be built up on a backup spreadsheet using the appropriate number personnel and a corresponding prorated monitoring well installation kit, and entered in section D of the template workbook. The level of effort should depend primarily on the depth of the well and whether split spoon sampling will be performed (TOC survey is required).

C.15 Well Installation, double cased (≤ 40 ft; including split spoons) (2 person)

Personnel: Middle Level Professional – 6 Hrs.; Upper Level Technician – 6 Hrs.

Includes: Monitoring Well Installation Kit (2 person) (60%).

Excludes:

Use: This template is to install a conventional double cased monitoring well to a depth of 40 feet or less by any drilling method. Split spoon sampling (whether or not performed) and TOC survey are included.

C.16 Well Installation, double cased (≤ 40 ft; including split spoons) (1 person)

Personnel: Middle Level Professional – 6 Hrs.

Includes: Monitoring Well Installation Kit (1 person) (60%).

Excludes:

Use: This template is to install a conventional double cased monitoring well to a depth of 40 feet or less by any drilling method. Split spoon sampling (whether or not performed) and TOC survey are included.

Note, there is no template for multiple cased wells > 40 ft, cost should be built up on a backup spreadsheet using the appropriate number personnel and corresponding prorated monitoring well installation kit, and entered in section D of the template workbook. The level of effort should depend primarily on the depth of the well, the number of outer casings and whether split spoon sampling will be performed (TOC survey is required).

C.17 Recovery or Multi-Phase Well Installation (≤ 40 ft) (2 person)

Personnel: Middle Level Professional – 4 Hrs.; Upper Level Technician – 4 Hrs.

Includes: Piezometer or Remediation Well Installation Kit (2 person) (40%).

Excludes:

Use: This template is to install a vertical recovery well or multi-phase well to a depth of 40 feet or less by any drilling method. Soil assessment, well logging and split spoon sampling are normally not performed during

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recovery well or multi-phase well installation. This template includes vault installation and piping at the well head, but does not include trenching and piping to the remediation system. The level of effort also includes up to one half hour for well development (when the well is installed during system construction, the driller should use the “Additional Development Time” row instead of the “Well Completion” row to include the cost of that task, and may add also the cost for a slip cap and grout cap).

C.18 Recovery or Multi-Phase Well Installation (≤ 40 ft) (1 person)

Personnel: Middle Level Professional – 4 Hrs.

Includes: Piezometer or Remediation Well Installation Kit (1 person) (40%).

Excludes:

Use: This template is to install a vertical recovery well or multi-phase well to a depth of 40 feet or less by any drilling method. Soil assessment, well logging and split spoon sampling are normally not performed during recovery well or multi-phase well installation. This template includes vault installation and piping at the well head, but does not include trenching and piping to the remediation system. The level of effort also includes up to one half hour for well development (when the well is installed during system construction, the driller should use the “Additional Development Time” row instead of the “Well Completion” row to include the cost of that task, and may add also the cost for a slip cap and grout cap).

Note, there is no template for recovery or multi-phase well installation > 40 ft, cost should be built up on a backup spreadsheet using the appropriate number personnel and corresponding prorated piezometer or remediation well installation kit, and entered in section D of the template workbook. Soil assessment, well logging and split spoon sampling normally are not performed. Level of effort should depend on depth of the well, vault installation and piping at the well head must be included, but trenching and piping to the remedial system should not. The level of effort should also include up to one half hour for well development (when the well is installed during system construction, the driller should use the “Additional Development Time” row instead of the “Well Completion” row to include the cost of that task, and may add also the cost for a slip cap and grout cap).

C.19 Air Sparging/Injection Well Installation (≤ 40 ft) (2 person)

Personnel: Middle Level Professional – 1.5 Hrs.; Upper Level Technician – 1.5 Hrs.

Includes: Piezometer or Remediation Well Installation Kit (2 person) (15%).

Excludes:

Use: This template is to install a vertical air sparging or other injection well to a depth of 40 feet or less. Soil assessment, well logging and split spoon sampling normally are not performed during the installation of AS and other

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injection wells. This template includes vault installation and piping at the well head, but does not include the trenching and piping to the remedial system. The level of effort also includes up to one half hour for well development (when the well is installed during system construction, the driller should use the “Additional Development Time” row instead of the “Well Completion” row to include the cost of that task, and may add also the cost for a slip cap and grout cap).

C.20 Air Sparging/Injection Well Installation (≤ 40 ft) (1 person)

Personnel: Middle Level Professional – 1.5 Hrs.

Includes: Piezometer or Remediation Well Installation Kit (1 person) (15%).

Excludes:

Use: This template is to install a vertical air sparging or other injection well to a depth of 40 feet or less. Soil assessment, well logging and split spoon sampling normally are not performed during the installation of AS and other injection wells. This template includes vault installation and piping at the well head, but does not include the trenching and piping to the remedial system. The level of effort also includes up to one half hour for well development (when the well is installed during system construction, the driller should use the “Additional Development Time” row instead of the “Well Completion” row to include the cost of that task, and may add also the cost for a slip cap and grout cap).

C.21 Soil Vapor Extraction Well Installation (≤ 40 ft) (2 person)

Personnel: Middle Level Professional – 1 Hr.; Upper Level Technician – 1 Hr.

Includes: Soil Assessment Kit (2 person) (10%).

Excludes:

Use: This template is to install a vertical soil vapor extraction well to a depth of 40 feet or less. Soil assessment, well logging and split spoon sampling normally are not performed during the installation of SVE wells. This template includes vault installation and piping at the well head, but does not include the trenching and piping to the remedial system. When the well is installed during system construction, the driller may add also the cost for a slip cap and grout cap.

C.22 Soil Vapor Extraction Well Installation (≤ 40 ft) (1 person)

Personnel: Middle Level Professional – 1 Hr.

Includes: Soil Assessment Kit (1 persons) (10%).

Excludes:

Use: This template is to install a vertical soil vapor extraction well to a depth of 40 feet or less. Soil assessment, well logging and split spoon sampling

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normally are not performed during the installation of SVE wells. This template includes vault installation and piping at the well head, but does not include the trenching and piping to the remedial system. When the well is installed during system construction, the driller may add also the cost for a slip cap and grout cap.

Note, there is no template for air sparging or soil vapor extraction well installation > 40 ft, cost should be built up on a backup spreadsheet using the appropriate number personnel and corresponding prorated piezometer or remediation well installation kit, and entered in section D of the template workbook. Soil assessment, well logging and split spoon sampling normally are not performed. Level of effort should depend primarily on the depth of the well, vault installation and piping at the well head must be included, but trenching and piping to the remedial system should not. For air sparging wells, the level of effort should also include up to one half hour for well development (when the well is installed during system construction, the driller should use the “Additional Development Time” row instead of the “Well Completion” row to include the cost of that task, and may add also the cost for a slip cap and grout cap). For SVE wells, when the well is installed during system construction, the driller may add also the cost for a slip cap and grout cap.

C.23 Well or Piezometer Abandonment (1 person)

Personnel: Lower Level Professional – 1 Hr.

Includes: Vehicle (10%), modified level D (10%), per diem (10%).

Excludes:

Use: This template is used to oversee abandonment of a monitoring well, air sparging or other injection well, soil vapor extraction well or piezometer (any depth). This activity itself is typically subcontracted and grouting of the well in accordance with Water Management District requirements, removal of the well pad (unless the well is located in an area that will be excavated) and resurfacing (if applicable) should be included in the scope of work.

C.24 Recovery or Multi-Phase Well Abandonment (1 person)

Personnel: Lower Level Professional – 2 Hrs.

Includes: Remedial Action Construction Kit (1 person) (20%).

Excludes:

Use: This template is used to oversee abandonment of a recovery well or multi-phase well (any depth). The RA Construction Kit was selected because of its contents and the potential need to dismantle the pump assembly. This activity itself is typically subcontracted and grouting of the well in accordance with Water Management District requirements, removal of the

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well vault (unless the well is located in an area that will be excavated) and resurfacing (if applicable) should be included in the scope of work.

C.25 Well Sampling with Water Level (2 person)

Personnel: Middle Level Professional – 1 Hr.; Upper Level Technician – 1 Hr.

Includes: Groundwater Sampling Kit (2 person) (10%).

Excludes:

Use: This template is to sample one well regardless of method, well size or depth. The time allotted is inclusive of labeling bottles, decontaminating sampling equipment, purging the well and packing the samples. The well can be purged by any approved method, therefore no additional time is allowed.

C.26 Well Sampling with Water Level (1 person)

Personnel: Middle Level Professional – 1 Hr.

Includes: Groundwater Sampling Kit (1 person) (10%).

Excludes:

Use: This template is to sample one well regardless of method, well size or depth. The time allotted is inclusive of labeling bottles, decontaminating sampling equipment, purging the well and packing the samples. The well can be purged by any approved method, therefore no additional time is allowed.

C.27 Water Level or Free Product Gauging (1 person)

Personnel: Upper Level Technician – 0.17 Hr.

Includes: Groundwater Sampling Kit (1 person) (1.7%).

Excludes:

Use: This template includes 10 minutes to take one water level measurement on any well that is **not** being sampled or to gauge the thickness of free product in a well. It would only be used when water level measurements are **not** included in another task. Examples of tasks that have water levels included are “Monthly O&M Visit”, “RAI Monthly O&M Allowance”, or “Area Survey.” In these cases Water Levels would not be tasked separately.

C.28 Free Product Gauging & Bailing (1 person)

Personnel: Upper Level Technician – 1 Hr.

Includes: Free Product Recovery Kit (1 person) (10%).

Excludes:

Use: This template is used to perform free product gauging and bailing on one well.

C.29 Area Survey (2 person)

Personnel: Middle Level Professional – 4 Hrs.; Upper Level Technician – 4 Hrs.

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Includes: Monitoring Well Installation Kit (2 person) (40%).

Excludes:

Use: This template is usually performed with an initial site visit and is allowed only once per site. The purpose of the area survey is to collect sufficient data to formulate a meaningful scope of work to assess the site. This includes measuring water levels in all existing wells, TOC survey, area use survey, potable well survey, identify surrounding land use, including other possible sources of contamination, and identify any potential receptors in the area. This template does not include the initial site map because that map should be generated by a Professional Land Surveyor (PLS). That activity is typically subcontracted and may be performed at the same time as the Area Survey.

C.30 Area Survey (1 person)

Personnel: Middle Level Professional – 4 Hrs.

Includes: Monitoring Well Installation Kit (1 person) (40%).

Excludes:

Use: This template is usually performed with an initial site visit and is allowed only once per site. The purpose of the area survey is to collect sufficient data to formulate a meaningful scope of work to assess the site. This includes measuring water levels in all existing wells, TOC survey, area use survey, potable well survey, identify surrounding land use, including other possible sources of contamination, and identify any potential receptors in the area. This template does not include the initial site map because that map should be generated by a Professional Land Surveyor (PLS). That activity is typically subcontracted and may be performed at the same time as the Area Survey.

C.31 Whole Day Oversight (1 or 2 persons)

Personnel: Middle Level Professional – 5 Hrs.; Upper Level Technician – 5 Hrs.

Includes: Only personnel time.

Excludes: All other costs including per diem, oversight kit or oversight allowance.

Use: This template is to perform any whole or partial day effort to oversee some activity not otherwise covered by the templates. Note that the oversight template workbook has been modified to allow entry in 1/10 day (1 hour) increments and oversight may be tasked in any combination of whole and tenth day increments. Contractors are expected to work the full number of hours (10 hours) to receive the full template amount. If the number of hours actually worked are different than the number of hours tasked, the template amount must be adjusted accordingly. However, any increase in the original time tasked must be preapproved.

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“Oversight” implies that the Contractor is serving primarily in a supervisory role for activities that have not been templated. Examples of “oversight” activities include: preconstruction meetings, remedial system construction, and tank pulls. Oversight should not be used for obtaining off-site access. This template is based upon a single “average” person, but allows, if indicated, multiple persons to be included. Mobilization is not included.

This template should not be used for oversight of direct push borings and well installation. Oversight time for most of these activities should be built up on the Backup Spreadsheet with an appropriate Equipment Kit, except that well installation templates are appropriate for monitoring wells installed via the auger attachment of a DPT rig when that is the only activity performed.

C.32 Oversight Kit (with equipment) (1 or 2 persons)

Personnel:

Includes: Only the Soil Assessment Kit (2 person) minus per diem (100%).

Excludes: Personnel costs, per diem.

Use: This template may be used with the oversight template mentioned above when the work performed includes field sampling activities and requires sampling/testing equipment. It is based on a daily use but prorated in 1/10 day (one hour) increments. This template is not intended to circumvent the weekly or monthly rental rates.

C.33 Oversight Allowance (no equipment) (1 or 2 persons)

Personnel:

Includes: Vehicle, modified level D for 2 persons for one day.

Excludes: Personnel costs, per diem.

Use: This template may be used with the oversight template mentioned above when the work performed does not include field sampling activities and does not require sampling/testing equipment. It is based on a daily use but prorated in 1/10 day (one hour) increments. This template is not intended to circumvent the weekly or monthly rental rates.

C.34 Per Diem

Personnel:

Includes: Per diem for one person.

Excludes: Personnel costs.

Use: This template is to be used with the oversight template mentioned above. It is based on a per diem rate for one person prorated in 1/10 day (1 hour) increments. Note that the oversight template workbook has been modified

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Template Descriptions and Use

to allow entry in 1/10 day (1 hour) increments and may be tasked in any combination of whole and tenth day increments to match the number of hours that each person worked in the field. This category is used only when the field event duration is more than one consecutive day. When the field event is more than one consecutive day in duration, the per diem calculation would be the number of hours worked in the field for each person divided by 10 times the daily per diem rate, even if the total is greater than 10 hours in a single day.

Section D: Other Field Work

D.1 & D.2 Other Field Work

Personnel: Case-by-case.

Includes: Case-by-case.

Excludes:

Use: These templates are used in conjunction with a preapproval spreadsheet for field work that does not match any of the template field tasks. Remember not to include in this task any time or cost that should be accounted for in other tasks (e.g., mobilization). Also, briefly describe the activity next to the box on the template and on the backup spreadsheet.

Section E: Other Equipment Rental Cost(s)

E.1 & E.2 Other Equipment

Personnel:

Includes: Case-by-case.

Excludes:

Use: These templates are only used for recording equipment not included in the specified field tasks. For the most part, one of the Preapproval equipment kits was used to calculate the amount represented for each task. Any additional equipment not included there could be included here. Briefly list the equipment item(s) used next to the box on the template. Quotes may be required for any equipment not listed in the Equipment Rental Rate Schedule.

Template Descriptions and Use

Section F: In-house Service Cost(s)

- F.1 Laboratory
- F.2 Drilling
- F.3 Direct Push
- F.4 Construction
- F.5 Other

Personnel: Case-by-case.

Includes: Case-by-case.

Excludes:

Use: These templates are used to account for services or materials supplied by the consultant. Only the actual costs are listed here. No markups are allowed. Do not put subcontractor services in the in-house category.

Section G: Subcontractor Cost(s)

G.1 Laboratory (from worksheet)

G.2 - G.10 are blank and each has a drop down menu with the following options:

Laboratory

Mobile Lab

Drilling

Direct Push

Construction

Non-Capital Equipment and/or Materials Purchase

Remedial Equipment/System Lease

Disposal

Other (describe)

Section G1: Remedial System Purchase

G1.1 Remedial System Costs and

G1.2 PAC Remedial System Costs

Personnel: n/a

Includes: Case-by-case.

Excludes:

Use: These templates are used to account for services or materials supplied by a subcontractor. Only the actual costs are listed here. A 10% handling fee is added by the template.

Do not put in-house services in the subcontractor category. In addition, remember **not** to put material costs under equipment purchase.

Template Descriptions and Use

Section H: Office Activities, Part II

H.1 General SA Report

Personnel: None specified.

Includes:

Excludes:

Use: This report replaces all site assessment reports and is used only for site assessment activities up to the point of initial SAR approval. The amount for this report is based upon a percentage of the Contractor's field work in sections C and D of the template workbook and is limited to no more than \$10,000 per any single work order. Note that you must select this report by putting a "1" in the correct block (*the change order block will be automatically populated*). Only one instance of this report is allowed per event but it may be allowed on each event of the work order as appropriate. The report is designed for use as a final deliverable, must include a conclusions and recommendations section and is not intended to be allowed in addition to other specific reports types serving a similar function. The report must be signed and sealed by a registered professional geologist or qualified registered professional engineer.

H.2 Letter or NPDES Report

Personnel: Middle Level Manager – 1 Hr.; Middle Level Professional – 1 Hr.; Middle Level Secretary – 1 Hr.

Includes:

Excludes:

Use: A letter report is typically one to two pages with no tables or graphs. Used when a minimum response is needed such as to acknowledge completed field work where just observations were made.

When used for the NPDES report, this template is only authorized once per quarter (to match the required frequency of the NPDES report). However, pursuant to paragraph (4) of the Generic Permit for Discharges from Petroleum Contaminated Sites, "Monitoring results obtained for each calendar month shall be summarized and reported on a Discharge Monitoring Report (DMR) form (DEP form 62-620.910(10)), once each month." Therefore, the quarterly report needs to include three monthly DMR forms. The paragraph also states that "these forms shall be submitted after each calendar quarter and postmarked no later than the 28th day of the month following the completed calendar quarter."

Template Descriptions and Use

H.3 O&M Quarterly Report

Personnel: Middle Level Manager – 1 Hr.; Upper Level Professional – 2 Hrs.; Middle Level Professional – 10 Hrs.; Middle Level Technician – 3 Hrs.; Middle Level Secretary – 2 Hrs.

Includes:

Excludes:

Use: This report contains all information needed to evaluate the progress of the approved site remediation activities. Includes telemetry monitoring. No P.E. certification required. The report must include a conclusions and recommendations section and all applicable O&M reporting tables.

H.4 O&M Annual Report

Personnel: Middle Level Manager – 1 Hr.; Upper Level Professional – 12 Hrs.; Middle Level Professional – 10 Hrs.; Middle Level Technician – 5 Hrs.; Middle Level Secretary – 2 Hrs.

Includes:

Excludes:

Use: This report requires a more substantial degree of evaluation than the quarterly report, including summary, conclusions, discussion and recommendations of how the system may be modified or optimized to more cost-effectively and efficiently continue site remediation. The report must evaluate progress relative to cleanup milestone concentration objectives and establish new milestones if necessary or initial milestones if not established (reference milestone guidance in SOP Appendix H.5). Includes telemetry monitoring. The report must include a conclusions and recommendations section and all applicable O&M reporting tables. This report must be signed and sealed by a registered professional engineer.

H.5 Pilot Test Plan

Personnel: Middle Level Manager – 1 Hr.; Upper Level Professional – 2 Hrs.; Middle Level Professional – 3 Hrs.; Middle Level Secretary – 1 Hr.

Includes:

Excludes:

Use: This template is used to develop a plan for pilot testing prior to the implementation of the test. This item would be used along with the pilot test report (Template H.6), which allows the flexibility to have the plan and the report specified in separate field events. All specific goals must be specified in the pilot test plan including a description of the proposed test, identification of test and measurement points, measurement protocols and expected/minimum duration of the test. The plan must describe the proper implementation of the test and the collection of sufficient data to evaluate

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the feasibility of the proposed technology as well as to effectively design the final system.

The plan must be signed and sealed by a registered professional engineer. Because the Pilot Test Plan is in itself a proposal for future work, if this is the only scope of work in a work order, the Proposal Preparation template will not be allowed as an additional cost in that work order.

H.6 Pilot Test Report

Personnel: Middle Level Manager – 1 Hr.; Upper Level Professional – 4 Hrs.; Middle Level Professional – 6 Hrs.; Middle Level Secretary – 1 Hr.

Includes:

Excludes:

Use: This template is used to report the results and analysis of pilot testing activities in accordance with Preapproval Program guidance and procedures. All of the specific activities performed during the pilot test must be addressed, including a description of the actual test, identification of test and measurement points, measurement protocols and actual duration of the test. The report must demonstrate the proper implementation of the test and collection of data, as well as evaluation of the feasibility of the tested technology to the effective design of the final system. The report must be signed and sealed by a registered professional engineer.

H.7 Level 1 Limited Scope Remedial Action Plan or RAP Modification

Personnel: Middle Level Manager – 1 Hr.; Upper Level Professional – 2 Hrs.; Middle Level Professional – 8 Hrs.; Middle Level Technician – 3 Hrs.; Middle Level Secretary – 1 Hr.

Includes:

Excludes:

Use: This report is typically used for: short term remediation of either a single event or multiple episodic events with portable remediation equipment which does not involve an on-site treatment process for recovered water or air emissions. The use of this report is generally limited to short-term or episodic biosparging with mobile equipment or short-term groundwater recovery which meets the requirements for interim source removal of Rule 62-770.300(2) where the site could achieve NFA or qualify for Remediation by Natural Attenuation; or modifications that involve mainly minor system changes such as addition of a recovery well / sparging well to an existing system with that technology, or adding a treatment process to an existing system which involves one or two items.

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Time allotted for this report includes updating any maps and construction drawings. The report must be signed and sealed by a registered professional engineer. If this is the only scope of work in a work order, the Proposal Preparation template will not be allowed as an additional cost in that work order.

H.8 Level 2 Limited Scope Remedial Action Plan or RAP Modification

Personnel: Middle Level Manager – 2 Hrs.; Upper Level Professional – 2 Hrs.; Middle Level Professional – 18 Hrs.; Middle Level Technician – 6 Hrs.; Middle Level Secretary – 2 Hrs.

Includes:

Excludes:

Use:

This report is typically used for a soil source removal of greater than 200 cubic yards without dewatering design or geotechnical design. . This report is also used for modifications such as a limited pumping event which includes on-site treatment and disposal of recovered water or short term intermittent episodic remediation with mobile sparging/SVE system or multi-phase extraction equipment. Time allotted for this report includes updating any maps or construction drawings. The report must be signed and sealed by a registered professional engineer. If this is the only scope of work in a work order, the Proposal Preparation template will not be allowed as an additional cost in that work order.

H.9 Level 3 Limited Scope Remedial Action Plan or RAP Modification

Personnel: Middle Level Manager – 3 Hrs.; Upper Level Professional – 8 Hrs.; Middle Level Professional – 30 Hrs.; Middle Level Technician – 7 Hrs.; Middle Level Secretary – 2 Hrs.

Includes:

Excludes:

Use:

This report is typically used for a soil source removal of greater than 200 cubic yards with dewatering design or geotechnical design, and for large diameter auger soil source removal design. This template is also used for bioremediation or chemical oxidation RAPs. The RAP must compare the conceptual designs and costs of at least three bioremediation or chemical oxidation vendors and recommend detail design of one based on cost-effectiveness. Although the specific design details may be recommended by a vendor, the preapproval contractor's P.E. must certify that the design is their own responsibility and the implementation of the design will provide a reasonable assurance of performing complete site rehabilitation in accordance with Chapter 62-770, F.A.C.

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Time allotted for this report includes updating any maps or construction drawings. The report must be signed and sealed by a registered professional engineer. If this is the only scope of work in a work order, the Proposal Preparation template will not be allowed as an additional cost in that work order.

H.10 Level 4 Limited Scope Remedial Action Plan or RAP Modification

Personnel: Middle Level Manager – 4 Hrs.; Upper Level Professional – 19 Hrs.; Middle Level Professional – 45 Hrs.; Middle Level Technician – 10 Hrs.; Middle Level Secretary – 2 Hrs.

Includes:

Excludes:

Use:

This report should be used for a major modification to an existing remediation system or addition of a different cleanup technology to a site with an active remediation system (i.e., add in-situ sparging to a site with multi-phase extraction). Time to generate the construction drawings and specifications for this modification or technology addition is included and should not be added on. Time allotted for this report includes updating any maps or construction drawings.

This report is also used for a soil source removal of greater than 200 cubic yards where justification is required for funding of storage system removal and replacement, resurfacing, canopy removal and replacement, or other facility restoration expenses in which costs will exceed \$10,000 or if dewatering and geotechnical design are included. The report must be signed and sealed by a registered professional engineer. If this is the only scope of work in a work order, the Proposal Preparation template will not be allowed as an additional cost in that work order.

H.11 Level 1 Remedial Action Plan

Personnel: Middle Level Manager – 6 Hrs.; Upper Level Professional – 29 Hrs.; Middle Level Professional – 67 Hrs.; Middle Level Technician – 15 Hrs.; Middle Level Secretary – 3 Hrs.

Includes:

Excludes:

Use:

This report should be used when design of a remediation system is needed to clean up the soil and/or groundwater. This report is used when there is a limited area of relatively low levels of contamination and an evaluation of remedial alternatives is not necessary. Time allotted for this report includes updating any maps or construction drawings. The report must be signed and sealed by a registered professional engineer. If this is the only scope of work

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Template Descriptions and Use

in a work order, the Proposal Preparation template will not be allowed as an additional cost in that work order.

H.12 Level 2 Remedial Action Plan

Personnel: Middle Level Manager – 8 Hrs.; Upper Level Professional – 38 Hrs.; Middle Level Professional – 90 Hrs.; Middle Level Technician – 20 Hrs.; Middle Level Secretary – 4 Hrs.

Includes:

Excludes:

Use: This report should be used when design of a remediation system(s) is needed to clean up the soil and/or groundwater. This report is used when there is a moderate to large area of contamination and a thorough evaluation of remedial alternatives is necessary. Time allotted for this report includes updating any maps or construction drawings. The report must be signed and sealed by a registered professional engineer. If this is the only scope of work in a work order, the Proposal Preparation template will not be allowed as an additional cost in that work order.

H.13 As-built Drawings (P.E. sealed red line modifications)

Personnel: Upper Level Professional – 1 Hr.; Middle Level Professional – 2 Hrs.; Middle Level Technician – 4 Hrs.; Middle Level Secretary – 1 Hr.

Includes:

Excludes:

Use: This report is typically red-lined construction drawings. The drawings can be regenerated, but no additional time is allowed since red-lined drawings are all that is required. Construction drawings must be prepared prior to the preparation of as-built drawings. Additionally, the as-built drawings must be P.E. sealed. Per subsection 62-770.700(12), F.A.C., these drawings must include all construction and equipment design specifications and must identify “any operational parameters different from those in the approved Remedial Action Plan.” These drawings should include the site name, FDEP facility ID number, address and show the types of equipment used. These drawings must be accompanied by an itemized summary of any substantial equipment changes with pertinent technical data (size, capacity, type equipment, electrical requirements, etc.).

Although there are no minimum requirements for dimension details, a scale must be provided and all details should be dimensionally consistent (e.g., all lengths identified). When possible, manufacturer data sheets and performance curves should be included. A summary providing reasons for departure from the criteria described in the approved RAP shall be included.

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“Red-Lined” construction drawings will be considered to be sufficient provided any changes from the original conceptual design to installation are easily discerned and accurately indicated. If completely re-created figures are submitted as as-builts, the general criteria should be identical to those required for construction drawings. Changes in equipment specifications, location, or other details must be accurately and completely depicted in a way that will be readily understandable.

H.14 Construction Drawings and Specifications

Personnel: Middle Level Manager – 1 Hr.; Upper Level Professional – 2 Hrs.; Middle Level Professional – 6 Hrs.; Lower Level Professional – 17 Hrs.; Middle Level Technician – 14 Hrs.; Middle Level Secretary – 5 Hrs.

Includes:

Excludes:

Use: This report is used when it is necessary to create the detailed scaled drawings of the intended remediation system. The specifications of all equipment and materials to be constructed shall be provided. These drawings must be prepared prior to the preparation of as-built drawings. The construction drawings should be of sufficient detail as to materials and methods of construction to serve as project construction drawings. These drawings must be sufficient in detail to provide for fair and competitive bids from subcontractors and to provide for the construction of the project without additional drawings.

Typical construction drawings will include: cover page, site vicinity map, remedial system compound layout, recovery well, multi-phase well, air sparging well or soil vapor extraction well details (if needed), piping cross-section, piping and instrumentation diagram (P&ID), electrical controls diagram and equipment pad layout. Symbols on all drawings shall reflect usage established by the American National Standards Institute (ANSI) standards or generally accepted professional standards, abbreviations shall reflect common usage, and graphic scales (or dimensions) will be provided on drawings (except P&ID) to allow for measured scaling. The level of detail of these drawings can be modified based on communications with the FDEP during the pre-RAP meeting. This template is generally not allowed in conjunction with excavation only work orders, see section 5.10 of the SOP.

H.15 Bid Package, Solicitation and Evaluation

Personnel: Middle Level Manager – 2 Hrs.; Upper Level Professional – 3 Hrs.; Middle Level Professional – 12 Hrs.; Middle Level Secretary – 2 Hrs.

Template Descriptions and Use

Includes:

Excludes:

Use:

This report is used to compile all components of the intended remediation system or soil source removal, solicit subcontractor quotes, evaluate the submittals, conduct any pre-bid meetings and recommend the selection of subcontractors. This document should be prepared either subsequent to, or concurrent with, the preparation of construction drawings. For remediation system construction, all equipment shall be specified in the package and any changes to the constructed equipment that is different from the items specified in the bid package shall be clearly identified on the construction drawings and as-built drawings. For soil source removals, all necessary equipment and materials shall be specified.

This template is allowed for Contractors that use an in-house crew because they still must secure some bids and properly “spec out” the construction or soil source removal.

H.16 RA Startup Report

Personnel: Middle Level Manager – 1 Hr.; Upper Level Professional – 3 Hrs.; Middle Level Professional – 12 Hrs.; Middle Level Technician – 9 Hrs.; Middle Level Secretary – 3 Hrs.

Includes: As-built Drawings.

Excludes:

Use:

The RA Startup Report is typically used for reporting the initial startup of a remediation system. Any information regarding equipment specifications or operational parameters differing from the RAP should be included in the RA Startup Report. This could include equipment changes, modifications to construction drawings (as-builts), and changes in mode of operation (e.g., pulsed operation rather than continuous). An explanation of all troubleshooting methods used to optimize the system startup should be included. This report usually includes a detailing of all system operational parameters and any problems encountered during startup.

H.17 Soil Source Removal Report or Site Characterization Screening Report

Personnel: Middle Level Manager – 1 Hr.; Upper Level Professional – 2 Hrs.; Middle Level Professional – 10 Hrs.; Middle Level Technician – 5 Hrs.; Middle Level Secretary – 2 Hrs.

Includes:

Excludes:

Use:

The Soil Source Removal Report is used to provide written documentation and backup information following a soil source removal. The report should

Template Descriptions and Use

include a description and maps of the area and depth of excavation, including OVA readings and soil analytical samples analyzed. Backup documentation includes weigh tickets and disposal manifests (the latter may be submitted after they become available).

The Site Characterization Screening Report is used as a one-time final deliverable for Screening when field work has been performed. The report must include a summary of work performed (including field notes and logs, summary, conclusions, recommendations, and tables and figures, as applicable) in addition to a completed Site Characterization Screening Worksheet. A PG or qualified PE certification is required to attest to the field work portion of the report only, certification exceptions may be made for the subjective information in worksheet that is based in limited data.

H.18 Natural Attenuation Plan

Personnel: Middle Level Manager – 1 Hr.; Upper Level Professional – 1 Hr.; Middle Level Professional – 6 Hrs.; Middle Level Technician – 3 Hrs.; Middle Level Secretary – 1 Hr.

Includes:

Excludes:

Use: This report typically would be used if concentrations are greater than the Natural Attenuation Default Concentrations referenced in Chapter 62-777, F.A.C. for the Petroleum Products Contaminants of Concern as listed in Table A of Chapter 62-770, F.A.C. Refer to the Department’s Remedial Action Guideline BPSS-11 (5/8/98) for more details.

H.19 Long Term Natural Attenuation Plan

Personnel: Middle Level Manager – 1 Hr.; Middle Level Professional – 1 Hrs.; Middle Secretary – 1 Hr.

Includes:

Excludes:

Use: This report is used for sites that qualify for Long Term Natural Attenuation Monitoring pursuant to section 376.3071(5)(c), F.S. and Department LTNAM guidance where the parameters for monitoring are prescribed. If this is the only scope of work in a work order, the Proposal Preparation template will not be allowed as an additional cost in that work order.

H.20 Remedial Action Interim Report

Personnel: Upper Level Professional – 1 Hr.; Middle Level Professional – 3 Hrs.; Middle Level Technician – 1 Hr.; Middle Level Secretary – 1 Hr.

Includes:

Template Descriptions and Use

Excludes:

Use:

This report can be used in several different post-SAR situations where there is a need for evaluation and discussion of activities and data pertaining to interim events that occur after SAR approval but are not addressed in other specific RAP or RA reports, including but not limited to well installation (monitoring or remediation), soil screening and verification sampling and associated updates of maps and tables. For site assessment work after SA report approval, also see SOP section 5.8.3 – *Template Options for Supplemental Site Assessment During the RA Cleanup Phase*. The report should provide documentation, including testing and analytical results, evaluation and discussion of the completed work and activities. No P.E. or P.G. certification is required unless there is a recommendation for a system modification or change in the course of action. This report may be tasked in addition to and concurrent with a RAP, RAP Mod, RA Startup or other RA report if significant supplemental assessment activities are to be performed. This report should be used to report analytical results obtained during the remedial action phase following chemical injection or injection of products utilized to increase biological activity. This report also may be used to report the results of episodic remediation events. The level of effort should determine whether this template or the General Remedial Action Report should be used.

H,21 General Remedial Action Report

Personnel: Middle Level Manager – 1 Hr.; Upper Level Professional – 1 Hr.; Middle Level Professional – 6 Hrs.; Middle Level Technician – 3 Hrs.; Middle Level Secretary – 1 Hr.

Includes:

Excludes:

Use:

This report is typically used for sites where the entire remediation strategy implemented is bioremediation or chemical oxidation, including chemical enhancement (i.e., ORC injection) with no mechanical equipment design. This report may also be used for any type of short term limited scope remediation events. P.E. or P.G. certification is required with this report. This report also may be used to report the results of episodic remediation events or supplemental site assessment after SAR approval. The level of effort should determine whether this template or the Remedial Action Interim Report should be used. For site assessment work after SA report approval, also see SOP section 5.8.3 – *Template Options for Supplemental Site Assessment During the RA Cleanup Phase*.

Template Descriptions and Use

H.22 Natural Attenuation or Post Remediation Monitoring Quarterly Report

Personnel: Upper Level Professional – 1 Hr.; Middle Level Professional – 3 Hrs.; Middle Level Technician – 1 Hr.; Middle Level Secretary – 1 Hr.

Includes:

Excludes:

Use: This report would typically contain information necessary to evaluate the progress of post remediation monitoring or natural attenuation (NA) monitoring for one sampling event (quarterly, semi-annual or annual). Should provide discussions of results if concentrations have increased to “action” levels or higher. No P.E. or P.G. certification required unless a recommendation for “No Further Action” or a recommendation to modify the approved plan is included.

H.23 Natural Attenuation or Post Remediation Monitoring Annual Report

Personnel: Middle Level Manager – 1 Hr.; Upper Level Professional – 1 Hr.; Middle Level Professional – 8 Hrs.; Middle Level Technician – 3 Hrs.; Middle Level Secretary – 2 Hrs.

Includes:

Excludes:

Use: This report provides a more substantial degree of evaluation of the progress of a natural attenuation or post remediation monitoring plan than the quarterly report, including conclusions and recommendations of whether to continue monitoring, validate and re-calibrate any models that may have been used, or re-establish new milestone objectives if necessary. The report must include a conclusions and recommendations section.

H.24 Well Abandonment Report

Personnel: Middle Level Professional – 2 Hrs.; Middle Level Secretary – 1 Hr.

Includes:

Excludes:

Use: This is a minimal report to acknowledge that the well abandonment was completed when well abandonment was the only task performed. No P.E. or P.G. certification required.

H.25 Initial Map & Table Generation

Personnel: Middle Level Manager – 1 Hr.; Middle Level Professional – 7 Hrs.; Middle Level Technician – 17 Hrs.

Includes:

Excludes:

Use: This template is used to provide the time required to create the initial data summaries, convert tables to standard formats, and develop the base maps

Template Descriptions and Use

for the site. This template is only allowed once per site (not once per Contractor).

H.26 Other Report Type

Personnel: Case-by-case (backup spreadsheet used to associate costs unless the amount used is the same as the amount of another report).

Includes: n/a.

Excludes: n/a.

Use: This template is used when a type of report is needed that does not fit any of the reports in this section. The backup spreadsheet would be used to build up the personnel costs associated with this report. Generally no other cost items would be included. The use of and the costs for this report require negotiation and approval by the FDEP's site manager. Typical costs for this report are equivalent to the Remedial Action Interim Report, General Remedial Action Report or Source Removal Report depending on the level of effort required. In these cases, the backup spreadsheet is not required. For site assessment work after SA report approval, also see SOP section 5.8.3 – *Template Options for Supplemental Site Assessment During the RA Cleanup Phase*.