

Florida Department of Environmental Protection

Memorandum

To: Petroleum Cleanup Preapproval Program Staff and Cleanup Contractors

From: Robert C. Brown, P.E., Chief *RCB*
Bureau of Petroleum Storage Systems

Date: November 7, 2011

Subject: Revised Procedures for Per Diem Expenses in the Petroleum Cleanup Preapproval Program

Due to the frequency of partial field work days of less than 10 hours that occur on petroleum cleanup preapproval projects for a variety of legitimate reasons, the current procedures for "per diem" outlined in Section 5.8.6 of the SOP have resulted in complaints and an inordinate amount of time dealing with this issue by all parties.

Section 5.8.6 of the SOP currently says: "When tasked separately from other templates and kits in either the backup spreadsheet or the oversight category, per diem should be allowed for each day the crew is in the field for two or more consecutive days, even if one of them is a partial day. However, per diem shall not be allowed for single-day field events or multiple partial-day field events." Under this scenario, a string of partial days would get no per diem at all and a string of partial days with one full day in the mix would get two full per diems.

In an effort to further streamline approval the "per diem" issue, the revised procedures shall be applicable to all open and new work orders:

1. Per diem will continue to be approved only if more than one consecutive days of field work are conducted at the same site and it is not already included in a fixed cost kit or template;
2. Per diem will continue to be allowed irrespective of the location of the site or contractor's office location; and
3. The amount of per diem rate allowed for each of the consecutive days shall be the fixed daily per diem rate prorated by 1/10 for each hour worked in the field, as supported by the required field logs, even if some individual days exceed 10 hours which is similar to equipment kits and other templates. For example 3 hours in the field warrants approval of $3/10 \times$ the daily per diem rate and 12 hours in the field warrants approval of $12/10 \times$ the daily per diem rate.

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4. There are two areas of the template work book where per diem may be entered and adjusted:
 - a. In a backup spreadsheet at the corresponding dollar amount and carried forward to section D or F.5 of the template workbook; or
 - b. In Section C.25 of the event template. However, this section of the template workbook currently only allows entry in whole day increments. Therefore, until it can be revised to allow for entry of tenth day increments, use this section for whole day entries only. Any necessary adjustments for residual partial day increments applicable to Section C.25 should be calculated and the corresponding lump sum entered in Section D or F.5 with the explanation "per diem adjustment."

If you have any questions, please contact Charles Williams of the BPSS at 850/245-8863 or Charles.williams@dep.state.fl.us