

Conditional Site Rehabilitation Completion Order (CSRCO)

Process for PRP Site Managers

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I. PURPOSE

This document provides the process the Petroleum Restoration Program (PRP) Site Manager (Local Programs, Teams 1 through 6) should follow to obtain a Conditional Site Rehabilitation Completion Order (CSRCO) under Chapter 62-780, Florida Administrative Code (F.A.C.). CSRCOs always require Institutional Control (IC); therefore, obtaining a CSRCO requires preparation of an IC Package. While the process herein is provided to assist PRP Site Managers, it does not take the place of the Institutional Control Procedures Guidance Document (ICPG) available at the following link: <https://floridadep.gov/waste/waste/content/institutional-controls-procedures-guidance>. The ICPG includes Text Sections (Sections A through G), that provide guidance on the process and required documentation, and Attachments (Attachments 1 through 42), that may or may not be applicable to each IC Package.

PRP contacts for this process include the PRP Program Administrator's Office Order Letter Coordinator (PAO OLC) and the PRP Contracts Team 3 Professional Engineer (Team 3 PE).

This document includes the following sections:

- Section II. Roles, Terms and Abbreviations;
- Section III. Documentation and Packages for Internal Review; and,
- Section IV. Process for Obtaining CSRCO.

II. ROLES, TERMS AND ABBREVIATIONS

This guidance includes, but not limited to, the following roles, terms and associated abbreviations or acronyms. Some terms used herein are defined in ss. 376.301, Florida Statutes (F.S.) (e.g., institutional control) and Chapter 62-780, F.A.C. (e.g., engineering control) and this document does not change or supersede those defined terms:

- PRP Site Managers (PRP SMs) are Site Managers from PRP Local Programs (LPs) or PRP Teams 1 through 6. It is assumed the PRP SM is working with their PRP Professional, whether stated explicitly or implicitly.
- PRP Professionals are Professional Geologists (PGs) or Professional Engineers (PEs) from LPs or Teams 1 through 6 (PRP PG/PE).
- The Team 3 PE is the DEP PE for the DEP Team managing the Local Programs County Contract and serving as liaison to the Local Programs.

- The PAO OLC is the person in the PRP Program Administrator’s (PA’s) Office coordinating the review of No Further Action Proposals (NFAPs) and Institutional Control (IC) Packages. The NFAPs and IC Packages are reviewed by the Team 3 PE or PG, Office of General Counsel (OGC), and PA, as applicable, for issuing Orders (e.g., CSRCOs).
- An NFAP is the deliverable or submittal that provides a recommendation for No Further Action (NFA) with or without ICs and, if applicable, Engineering Controls (ECs), and all the supporting data and justification for that recommendation (e.g., clearly documented lines of evidence, annotated tables, figures depicting areas proposed for restrictions as applicable, etc.). See Rule 62-780.680, F.A.C. An NFA with Controls (i.e., with Institutional Controls and, if applicable, Engineering Controls) may be referred to as NFA with Controls (NFAC) or Conditional Closure. All NFAPs proposing Engineering Controls must have an IC, and the IC must be a Declaration of Restrictive Covenant.
- An IC Package includes, but is not limited to, the NFAP and proposed ICs and, if applicable, ECs. Additional items included in the IC Package provided herein (see Section III) and the Institutional Control Procedures Guidance Document (ICPG) <https://floridadep.gov/waste/waste/content/institutional-controls-procedures-guidance>.
- Contractor may be an Agency Term Contractor (ATC) for PRP funded discharges; or a Contractor for the Person Responsible for Site Remediation.
- Person(s) Responsible for Site Remediation (PRSR) means the person performing site rehabilitation pursuant in petroleum or global RBCA statutes. There may be more than one PRSR for site depending on the facts surrounding the prohibited discharge. Such person(s) may include, but is not limited to, the following entities/individuals:
 - any person who has legal responsibility for site rehabilitation pursuant to Chapter 376, F.S., or Chapter 403, F.S.;
 - the DEP when it conducts site rehabilitation (e.g., PRP)
 - a real property owner (RPO);
 - a facility owner or operator;
 - any person responsible for brownfield site rehabilitation; or
 - any person who voluntarily rehabilitates a site and seeks acknowledgment from the DEP for approval of site rehabilitation program tasks.
- PRSR may all be jointly and severally responsible for remediating a petroleum discharge. However, for closure purposes, even if PRP has been coordinating with a non-property owner responsible party it is very important to include the current RPO especially if pursuing a conditional closure (RMO II or RMO III see more below).

III. DOCUMENTATION & PACKAGES FOR INTERNAL REVIEW

This section provides supplemental guidance on various documents and internal review packages that are part of the process of obtaining a CSRCO. These documents/packages include the following:

- a) No Further Action Proposal (NFAP);
- b) NFAP Technical Review Package;
- c) IC Package;
 - o Declaration of Restrictive Covenant (DRC);
 - o Title Search;
 - o Professional Land Survey (PLS), if applicable (if an engineering control is required, PLS must show area with the engineering control, for example); and
 - o Engineering Certification Report (including Engineering Control Maintenance Plan), if applicable.

In accordance with Section [376.3071\(5\)\(b\)4, F.S.](#) {the Inland Protection Trust Fund (IPTF)}, if the applicable discharge(s) is eligible for PRP funding, certain tasks related to NFACs are allowed compensation through PRP funding. If compensation is allowed, the PRP SM may prepare a Purchase Order for the ATC Contractor for the following scope of work (as needed):

- a) PLS;
- b) Engineering Control Design and Installation (if warranted);
- c) Engineering Certification Report, if applicable; and
- d) Recording Fees for DRC.

If compensation is allowed but an EC already exists, an EC design cost is still allowable for the Contractor to certify sufficiency.

See the Title Search subsection below (see Section III.E.) for guidance on obtaining Title Search.

An example of a non-compensable expense would be the private PRSR or RPO's attorney.

A. NFAP

The process for obtaining a CSRCO begins when, in accordance with Rule 62-780.680, F.A.C., a NFAP recommending NFAC is submitted to DEP. The recommendation for NFAC may be included in, but not limited to, one of the following:

- Site Assessment Report (SAR) or Supplemental SAR (SSAR);
- Risk Assessment Report;
- Natural Attenuation Monitoring (NAM) Report;

- Post Active Remediation Monitoring (PARM) Report;
- Milestone Report; or,
- Site Rehabilitation Completion Report (SRCR).

The NFAP recommending NFAC, must provide justification for the NFAC recommendation clearly citing the data and lines of evidence used to demonstrate how the applicable NFAC criteria under the selected Risk Management Option (RMO) {subsection 62-780.680(2), F.A.C., for RMO II or subsection 62-780.680(3), F.A.C., for RMO III} have been met for the discharge(s). The NFAP must be signed and sealed by a PG or PE. See subsections 62-780.680(2) and (3), F.A.C.

B. NFAP Technical Review Package

If the PRP SM and PRP PG/PE agree with the NFAP, they submit an NFAP Technical Review Package to the PAO OLC for review **prior to approving the NFAP**. The NFAP Technical Review Package must provide all data and lines of evidence (e.g., notated tables, etc.) clearly documenting how the criteria for the applicable NFAC have been met.

The NFAP Technical Review Package must include the following:

- a) The NFAP document (See Section III.A.).
- b) Annotated tables and figures;
- c) List of proposed restrictions including figures depicting the proposed restricted areas as applicable; and,
- d) Completed ICPG Attachments 5 (this attachment indicates it is not always required but PRP does require that its ATC or PRP SM complete this form);
- e) Completed ICPG Attachment 6.

C. IC Package

CSRCOs ALWAYS require an Institutional Control (IC) which is typically implemented through the imposition of a Declaration of Restrictive Covenant (DRC). The DRC will also implement engineering controls (ECs are typically for contaminated soils, but may also be for groundwater) if the site conditions warrant use of an engineering control. For example, an IC may be a DRC that restricts groundwater use in an area of remaining groundwater impacts (normally the entire parcel). There may also be non-DRC IC options, however the use of non-DRC IC options (also referred to as non-recorded institutional controls or NRICs) are only available in *very narrow* circumstances and geographical areas. For PRP funded discharges on source property a DRC is almost always exclusively used as the IC. Therefore, obtaining a CSRCO requires submittal of an IC Package. Refer to the [Institutional Controls Procedures Guidance \(ICPG\) webpage](#) for all ICPG Guidance including Attachments referenced therein. Although the process for PRP SMs is similar, the Flowchart of Restrictive Covenant Approval Process on the ICPG webpage ([ICPG Attachment 1](#)) provides the process for DEP District offices.

PRP SM should read or be familiar with the ICPG Text Sections A through G and the Institutional Control Tips ([ICPG Attachment 2](#)) prior to initiating preparation of an IC Package.

The IC Package must include the following:

- a) DEP Routing & Transmittal Slip, if used.
- b) Institutional Control Technical Checklist ([ICPG Attachment 5](#)) (the Attachment 5 indicates it is not always required but PRP does require that its ATC or PRP SM complete this form).
- c) Institutional Control Legal Referral and Checklist ([ICPG Attachment 6](#)).
- d) Copy of letter to RPO and PRSR, if different, acknowledging their intent to pursue a conditional closure, concurring with the recommendation for conditional closure, notifying them of all institutional controls and, if applicable, engineering controls. If a privately funded cleanup, provide information about the location of the ICPG document so that the private party may prepare its own IC package.
- e) Draft CSRCO (Word format) and all applicable attachments (e.g., most recent notated tables, figures, etc.). The PRP SM *must use the most current CSRCO template* from the PRP Sharepoint website (this template must be consistent with the Division's CSRCO, located on the DBS Sharepoint, especially for privately funded cleanups). LPs and Teams 5 or 6 may reach out to the PAO OLC to obtain the most current template.
 - If available, confirm and provide email addresses for all parties scheduled to receive the CSRCO {(e.g., RPO(s), all PRSR(s))}.
- f) Documentation of noticing for conditional closure including, if applicable, a copy of publication of constructive notice, although this may happen after the IC Package is submitted. Subsection 62-780.220(7), F.A.C., requires notice to be effectuated by mail or publication within 30 days of the DEP's provisional approval of NFAP.
- g) DRAFT DRC, with confirmed concurrence from all current RPO(s).
- h) Title Search report and complete copies of accompanying title documents.
- i) PLS, if applicable.
- j) Engineering Control, if applicable, including:
 - Engineering Certification Report and Approval Letter.
 - Engineering Control Maintenance Plan (ECMP), if applicable, and Approval Letter.

- k) Property Information Report or “Property Card” (as a .pdf file) from applicable County Property Appraiser website. Compare Property Card to Title Report – if the two do not state the same name as to who the real property owner is, please use the name on the Title Report and note the difference on the Attachment 6 form to OGC. PRP SM verifies RPO name, source property address, and RPO contact address match drafted CSRCO.
- l) If source property is owned by a business, include clip(s) from Sunbiz verifying contact name(s) and address(es) associated with the business. Again, if the names differ (See also Section III.C.k) use the name in the Title Report and make notes on Attachment 6 form to OGC.
- m) Professional Review and Recommendation Memorandum. PRP SM verifies the memo references either subsection 62-780.680(2), F.A.C., for RMO II, or 62-780.680(3), FAC., for RMO III, and, if applicable, references the establishment of engineering controls. PRP SM verifies the subsection of the Rule cited in the Professional Review and Recommendation Memorandum matches the subsection of the Rule cited in the CSRCO.
- n) Confirmation that the PRP SM has verified that all site documents referenced in the draft CSRCO are uploaded to OCULUS.

D. Declaration of Restrictive Covenant (DRC)

For non-PRP funded closures, a draft DRC ([ICPG Attachment 3](#)) is prepared by the PRSR, with DEP directing the restrictions that apply. In general, the DRC template is prepared in Microsoft Word format utilizing templates [3A](#) or [3B](#). Except for PRP funded discharges, the draft DRC must be prepared using the template DRC documents from the ICPG website as follows:

- Template 3A must be used if one or more restrictions are required for the entire property.
- Template 3B should be used if restrictions are required for only a portion of a property.

For PRP funded closures, PRP prepares the DRC using a DRC template specific to petroleum sites funded under the IPTF. The PRP DRC template may be obtained from the PAO OLC. If a DRC is being prepared for multiple discharges including discharges both funded and not funded under IPTF, work with your Team Leader or LP Liaison to obtain the correct DRC template. If there are non-petroleum discharges on site, again, work with your Team Leader or LP Liaison on site specific modifications to template language and be sure to highlight those template modifications when sending the IC package to OGC and explain the reason for the deviation in Attachment 6.

Provide a proposed draft DRC to the RPO and any representative as requested by the RPO for their input.

E. Title Search

A title search is required to identify all parties having a recorded interest in the property(ies) proposed for IC(s) and, as applicable, EC(s). All title searches must comply with the requirements established in [ICPG Section C.10](#). and the [September 26, 2018 Title Search Training webinar](#) provided by OGC. Timing of the completion of the title search is critical as the date of the title search must be before, but close to, the date the IC Package is submitted to OGC for OGC review. Due to the fact that title searches are only accurate on the date they are completed and notices and restrictions can be recorded afterward, title searches greater than 180-days in age may need to be updated.

If the applicable discharge(s) is eligible for PRP funding, the title search may be funded through PRP funding. If eligible for PRP funding, the title search is obtained by PRP's Title Search Coordinator using the DEP Standard Contract for Land Acquisition Title and Closing Services (i.e., this is a DEP contract managed by the Division of State Lands, Contract No. SL010 which expires 10/29/2027 but may be renewed for up to 5 years). Title searches are *not* obtained by an ATC Contractor.

Following PAO OLC review of the NFAP Technical Review Package and concurrence to approve the NFAP, the PRP SM may reach out to the Team Leader for PRP Team 1 to initiate coordination of the title search with the Title Search Coordinator. The Title Search Coordinator will coordinate obtaining the title search and provide the title search to the PRP SM once obtained.

To request a title search, the PRP SM must provide the following to the Title Search Coordinator:

- a) Confirmation that the applicable discharge(s) is eligible for PRP funding; and
- b) Confirmation that the NFAP Technical Review Package for the requested title search has been reviewed by the PAO OLC and the PAO OLC concurs with approval of the NFAP.

If the applicable discharge(s) is not eligible for PRP funding, the title search *cannot* be obtained by DEP but it is still required to be submitted to the PRP SM for inclusion in the IC Package. The PRP SM informs the PRSR that a title search is required and refers them to [ICPG Section C.10](#) for guidance.

F. Professional Land Survey (PLS)

If the entire property is not being proposed for restriction, the PLS must clearly identify the property boundaries and the proposed restricted area(s) within the property. See guidance in the ICPG: C9-Survey_5_2025.docx. The PLS must be signed and sealed by a Florida licensed professional surveyor and must clearly be labeled to indicate the IC(s) and, as applicable, EC(s). The use of color on the PLS is highly discouraged, as most recording offices record documents in black and white only. Therefore, it is highly recommended that restricted areas be clearly labeled

and identified through the use of hatching or cross hatching. Again, if PRP funded cleanup then PRP can pay for this, if not a PRP funded cleanup the private PRSR must provide this.

G. Engineering Certification Report

If Engineering Controls (ECs) are applicable, the Engineering Certification Report should include engineering certification for the implementation of ECs, including an Engineering Control Maintenance Plan (ECMP) which describes how the EC will be monitored and maintained (see the ICPG Engineering Control Reporting & Monitoring section B.2 and [ICPG Attachment 31](#) for assistance).

If compensation is allowed for this task, for ATC Contractors, the PRP Schedule of Pay Item (SPI) for a Level 1 Limited Scope Remedial Action Plan (Level 1 LSRAP) should be given to compensate the Contractor for the level of effort (LOE) associated with preparing an Engineering Certification Report.

The following SPIs may be used, as applicable, for the ATC Contractor's PG or PE review time:

- a) SPI for PE or PG Review and Certification of Sufficiency of Engineering Controls;
- b) SPI for PE Design and Certification of Plans and Project Oversight of installation of Engineering Controls; and/or
- c) SPI for PG Review, Evaluation and Certification of plans, installation, and project oversight for Engineering Controls.

Additional LOE may be given if warranted after discussion with the PRP PG/PE.

IV. PROCESS FOR OBTAINING CSRCO

The following provides a process for PRP Site Managers to follow for obtaining a CSRCO. While a process is provided to assist PRP Site Managers, it does not take the place of the ICPG available at the following link: <https://floridadep.gov/waste/waste/content/institutional-controls-procedures-guidance>.

The process for obtaining a CSRCO is initiated when, in accordance with Chapter 62-780, F.A.C., a NFAP recommending NFAC is submitted to DEP (See Section III.A.).

a. Step One

Using the Institutional Control Technical Checklist ([ICPG Attachment 5](#)) and the Institutional Control Legal Referral and Checklist ([ICPG Attachment 6](#)) as guides (ICPG Attachment 6 must be completed and included in the IC package submitted to OGC), the PRP SM and PRP PG/PE review the NFAP, evaluate the proposed recommendation, and determine whether the documentation provided in

support of the recommendation for NFAC satisfies the provisions of subsections 62-780.680(2), or 62-780.680(3), F.A.C., for RMO II or III, respectively.

If the PRP SM and PRP PG/PE agree with the NFAP, they submit an NFAP Technical Review Package to the PAO OLC for review **prior to approving the NFAP** (See Section III.B.).

The NFAP Technical Review Package must be submitted in a timely manner to the PAO OLC to allow sufficient time for PAO OLC and Team 3 PE (or PG) review and comment within the Turn Around Time (TAT) for the applicable report or deliverable recommending NFAC.

If the PRP SM and PRP PG/PE have any concerns or questions regarding the documentation proposed to support an NFAC, the PRP SM may also submit to the PAO OLC for preliminary review the NFAP Technical Review Package and include a list of concerns or questions. The PRP SMs should provide sufficient time for PAO OLC review and comment within TAT for the applicable report/deliverable recommending NFAC.

If the PRP SM and PRP PG/PE review, or PAO OLC review, do not agree that the NFAP supports one of the closure options (i.e., RMO I, II, or III), then the proposed NFAC recommendation is denied. If the NFAC is denied, the PRP SM and PRP PG/PE prepare a letter to the party submitting the NFAP identifying the potential deficiencies in the documentation (e.g., comment letter for deliverable).

b. Step Two

If the PAO OLC provides the PRP SM concurrence that the documentation provided in the NFAP Technical Review Package supports one of the closure options, the PRP SM may approve the NFAP, issue a Provisional Conditional Closure Approval letter to be signed by both the PRP SM and PRP PG/PE (template letter on PRP Sharepoint site or obtain from PAO OLC), and proceed with the following steps in preparation of an IC Package.

c. Step Three

PRP SM sends letter(s) (see [ICPG, Attachment 7](#), for sample/template letter) to the RPO and PRSR (if both are different entities), acknowledging their intent to pursue a conditional closure, concurring with the recommendation for conditional closure, notifying them about any needed restrictions, and providing information about the location of the ICPG document. Prior to sending this letter, if not confirmed previously, it is recommended to verbally verify with the RPO and PRSR, as applicable, that their intent is to pursue a conditional closure and that they understand the potential restrictions.

For the following Steps Four through Seven, timing is critical (e.g., date of Title Search, timing of Noticing and public comment period, etc.) and these steps may need to be completed

concurrently (rather than sequentially) and in conjunction with compilation of documentation for preparation of the IC Package (Step Eight) as applicable.

d. Step Four (concurrent with Steps Five through Eight)

The PRP SM, in coordination with the RPO and their representatives, if applicable, prepares a draft Declaration of Restrictive Covenant (DRC), utilizing the appropriate DRC template (See Section III.D.), that implements ICs and, if applicable, ECs to abate risk of remnant contamination at the site. For guidance on DRC, see Section III.D. Preparation of draft DRC may not be tasked to an ATC Contractor.

e. Step Five (concurrent with Steps four through Eight)

For non-program discharges: PRP SM receives from RPO or PRSR, as applicable, the PLS, Engineering Control Design and Engineering Certification Report (if applicable), and Title Search.

For program-funded discharges: PRP SM prepares a Purchase Order for the ATC Contractor for the following scope of work (as needed):

- PLS;
- Engineering Control Design and installation, if applicable;
- Engineering Certification Report, if applicable; and,
- Recording Fees for DRC.

For guidance on PLS, see Section III.F. For guidance on Engineering Certification Report, see Section III.G.

For guidance on obtaining a Title Search, please see the Title Search, Section III.E., above.

- The Title Search is not obtained by an ATC Contractor.
- **Timing of the title search is critical as the date of the title search must be recent, preferably no more than 90 days prior to submitting the IC Package to OGC for OGC review. PRP SM will be asked for updated title search if the title report is older than 180 days when submitted to OGC.**

Whether compensation for tasks (e.g., PLS, Engineering Certification Report, etc.) is allowed or not, the PRP SM and PRP PG/PE review and approve the submittals as applicable.

f. Step Six (concurrent with Steps four through Eight)

For non-program discharges: PRP SM receives from PRSR a Well Abandonment Report.

For program-funded discharges: PRP SM prepares a Purchase Order for the abandonment of applicable wells. This scope of work may be tasked at any time after the PRP SM is assured that

the wells will not be needed for future monitoring (e.g., wells are not needed for any additional closure documentation purposes or transfer to a nearby site, etc.). The PRP SM and PRP PG/PE review and approve the Well Abandonment Report.

g. Step Seven (concurrent with Steps four through Eight)

PRP SM (PRP funded discharges) or RPO or PRSR, as applicable, or their representatives, if applicable, ensures that all local governments (e.g. City, County, Water Management Districts) with jurisdiction over the property, holders of existing mortgages, easements or recorded leaseholds within the area of any contaminated site are provided an actual notice for which conditional closure is proposed (whether a Restrictive Covenant or alternative approved ICs are proposed). See subsection 62-780.220(7), F.A.C., and ICPG Sections C.11 and 17. Four templates for noticing conditional closure are included in ICPG Attachment 9 as follows: Template 9A Real Property Owners, Residents, Lessees, Encumbrance Holders, Template 9B – Local Governments, Template 9C – State Owned Lands to Local Governments and Holders of Recorded Instruments, and Template 9D – Non-Source Property Owners. For additional guidance on noticing, see [ICPG Section C.11](#). The PRP SM should obtain and compile (from ATC Contractor or PRSR, as applicable, or their representatives, if applicable) complete copies of the notices for conditional closure that have been made, together with proof of delivery of the notice to each interest holder with the date each notice received.

In accordance with paragraph 62-780.220(7), F.A.C., there are certain circumstances when a constructive notice of DRC must be published. A template for the constructive notice is provided in [ICPG Attachment 19](#) (Template for Published Notice of Intent to Approve Use of Institutional Control). When applicable, PRP SM ensures that a copy of the proof of publication of the constructive notice is obtained for PRP records (i.e., submit with IC Package).

The CSRCO cannot be issued until a 30-day public comment period (for constructive notice from the date of publication; for actual notice from the date of delivery) has expired. PRP SM monitors the 30-day public comment period, compiles all comments received, reviews comments with PRP PG/PE, and submits comments with the IC Package to the PAO OLC; or, if the IC Package was submitted to PAO OLC and subsequently to OGC prior to expiration of comment period(s), the PRP SM will provide compiled comments to the OGC Attorney as they arrive. However, PRP SM shall continue to monitor the public's 30 day comment period for 36 days from the beginning of the comment period(s) to ensure mis-directed mail has time to get to the right person.

h. Step Eight (concurrent with Steps Four through Seven)

PRP SM prepares the IC Package (see Section III.C.) and routes it to the PRP PG/PE for technical review and approval. Preparation of the IC Package involves compiling a number of documents, including those obtained/prepared during Steps One through Seven and listed in Section III.C.

Once the PRP PG/PE has reviewed and approved the IC Package, the PRP SM submits the IC Package to the PAO OLC.

The PAO OLC will coordinate review of the IC Package with the Team 3 PE (or PG) and provide PRP SM with any deficiencies that need to be addressed. If deficiencies, the PRP SM will work to address any comments from Team 3 PE (or PG) and PAO OLC and submit revised IC Package to PAO OLC.

When the PAO OLC and Team 3 PE have determined the IC Package is sufficient for submittal to OGC, the PAO OLC will create a folder in OCULUS and submit the IC Package including draft CSRCO to OGC for OGC review in compliance with the ICPG, Section C.16.

i. Step Nine

OGC may communicate directly with the PRP SM any questions or comments on the IC Package. As applicable, the PRP SM, working with PRSR, as applicable, addresses OGC's requested revisions on the IC Package and submits revised IC Package back to OGC. If IC Package is acceptable, OGC sends approved draft DRC (IC) and draft CSRCO to PRP SM.

j. Step Ten

The PRP SM coordinates mailing the DRC to the RPO's representative for RPO's signature, which is returned to the PRP SM for routing to OGC. OGC counter signs as to form and legality and prepares a memorandum of approval of the DRC, which are sent to the PRP SM.

k. Step Eleven

The PRP SM then sends the DRC and OGC memorandum of approval to the Assistant for the PRP Program Administrator for signature/execution. The executed DRC is returned to the PRP SM.

l. Step Twelve

The PRP SM then coordinates the DRC recordation with the clerk of court in county where the property (i.e., site) is located. For PRP funded discharges PRP effectuates the recordation (i.e., DRC is mailed to ATC Contractor if ATC Contractor has purchase order for recording). For privately funded discharges the PRSR/RPO effectuates the recordation. A copy of the recorded DRC (with date stamp at the top by the clerk of court) is returned to the PRP SM.

The recorded DRC ensures that all owners, present and future, are put on notice of their legal responsibilities to comply with the restrictions.

n. Step Thirteen

The PRP SM sends the CSRCO letter and any attachments (e.g., the recorded, RPO executed DRC; etc.) to the PAO OLC for coordination of signature/execution by the PRP Program Administrator.

o. Step Fourteen

When the PAO distributes the CSRCO a copy is sent to the DWM_ERIC_IC@floridadep.gov general email. The person(s) managing that email will gather information available in OCULUS, create a shapefile (based on site info and site plan with surveyed ICs) and list of data (e.g., list of COCs exceeding CTLs, discharge date, DRC recording date, etc.), and upload the shapefile and data to the ERIC database. The ERIC database is the interface with the Institutional Control Registry (ICR). Entering the shapefile and data into ERIC will update the ICR tables, store shapefiles in OCULUS, and apply the shapes to MapDirect. Please do not forget this last step as the ICR is how the public can monitor these restrictions and the basis for DEP to send its contracted auditors to check on the compliance with these restrictions.

As applicable, the PRP SM documents in Contractor Performance Evaluation (CPE) if NFAP submitted by Contractor was not sufficient to support NFAC.