USE LETTERHEAD

Date

Facility Owner, Title

Company Name

Facility Address

City, State Zip

email address

Re: Compliance Assistance Offer

System/Facility name

  facility id # or permit #

 County

Dear      :

A(n) inspection/file review was conducted at your on Date. (This authority could also be based upon a permit or consent order condition)*.* During this inspection/file review, potential non-compliance was noted. The purpose of this letter is to offer compliance assistance as a means of resolving this/these matter(s).

Specifically, [insert option below]

*[Option 1 – Compliance Program-Specific Language]*

Potential non-compliance with the requirements of chapter 403, Florida Statutes, (this statutory citation could be 373, 376, or 378 depending upon the nature of the case), chapters 62-xxxand Chapter 62-xxx, Florida Administrative Code were observed. Please see the attached inspection report for a full account of Department observations and recommendations.

*[Option 2 – Exceedance Language]*

A review of the Choose an item. samples collected in Choose an item. 20XX indicates the Choose an item. for *insert parameter* has been exceeded. This is a violation of rule XXX *(for this example, “62-550.310 (5)(a), Florida Administrative Code.”* )

*[Option 3 – Missed Monitoring/Reporting/Testing/Noticing Language]*

Department records indicate your facility did not Choose an item. for *insert parameter* sampling/testing, which were required to be Choose an item. per rule 62-XXX, Florida Administrative Code or according to your permit. *Insert any additional information here or edit for missed noticing specifics.* *(i.e., Upon investigation, a phone conversation revealed that the samples were collected but are being held by the laboratory*).

*[Option 4 – NPDES Non-Filer]*

Department records indicate that you have not applied for or obtained permit coverage under the National Pollutant Discharge Elimination System (NPDES). This permit is required for all construction sites greater than one acre in size. For additional information on the NPDES Stormwater Program and how to apply for coverage, please visit: <http://www.dep.state.fl.us/water/stormwater/npdes/construction1.htm>. This permit is required for industrial sites that fall under any one of the 11 categories of industrial activities identified in 40 CFR 122.26(b)(14). For additional information on the NPDES Stormwater Program and how to apply for coverage, please visit: <http://www.dep.state.fl.us/water/stormwater/npdes/industrial1.htm>. To apply for coverage online using iNOI, please visit <http://www.dep.state.fl.us/water/stormwater/npdes/>.

[*Option 5 – WCU Overdue Report*]

Department records indicate that the Source Removal Addendum nor any other correspondence regarding field activities at this site has been received. Pursuant to the requirements of rule 62-780.220(1), Florida Administrative Code, field notification must be provided to the Department at least seven days prior to conducting any field activities.

We request you review the item(s) of concern noted and respond [in writing] within **15/30 days** of receipt of this Compliance Assistance Offer. Your [written] response should include one of the following:

1. Describe what has been done to resolve the non-compliance issue or provide a schedule describing how/when the issue will be addressed (if helpful insert [see page XX or “Recommendations for Corrective Action" section of the report] or any previous related correspondence).
2. Provide the requested information, or information that mitigates the concerns or demonstrates them to be invalid, or
3. Arrange for the case manager to visit your to discuss the item(s) of concern.

It is the Department’s desire that you are able adequately address the aforementioned issues so that this matter can be closed. Your failure to respond promptly may result in the initiation of formal enforcement proceedings.

Please address your response and any questions to case manager name of the XXX District Office at phone or via e-mail at firstname.lastname@dep.state.fl.us. We look forward to your cooperation with this matter.

Sincerely,

XXX, Assistant Director

XXX District

Enclosures: Inspection Report (with attachments)

cc: