(USE LETTERHEAD)

Date

Facility Owner, Title

Company Name

Facility Address

City, State Zip

email address

Re: Compliance Assistance Offer

System/Facility name

OHMIT #

County

Dear      :

A(n) inspection/file review was conducted for the referenced discharge on Date. During this inspection/file review, A non-compliance was noted. The purpose of this letter is to offer compliance assistance as a means of resolving this/these matter(s).

Specifically,

[*Option 1 – Overdue Discharge report/ Source Removal report/ Source removal Addendum*]

Department records indicate that the Discharge Report/ Emergency Source Removal Report/ Interim Source Removal Report nor any other correspondence regarding field activities for the referenced discharge have been received. Pursuant to the requirements of rule 62-780.210/ 62-780.500/ 62-780.525, Florida Administrative Code.

[*Option 2 – Source removal/ Cleanup action required*]

The Florida Department of Environmental Protection (DEP), xxxx District Office of Emergency Response (OER), has determined the above referenced incident is still pending remediation pursuant to Chapter 62-780, F.A.C.

This letter is to inform you of OER’s intent of referring the case for additional action, to the DEP Division of Waste Management in Tallahassee, if site remediation is not successfully completed in accordance with 62.780 F.A.C. by DATE.

[*Option 3 – Source removal/ Cleanup action required- OER to Conduct cleanup/ pursue recovery* ]

The Florida Department of Environmental Protection (DEP), xxxx District Office of Emergency Response (OER), has determined the above referenced incident is still pending remediation pursuant to Chapter 62-780, F.A.C.

This letter is to inform you of OER’s intent of conducting the required source removal/ cleanup actions, if site remediation is not successfully completed in accordance with 62.780 F.A.C. by DATE. OER will pursue cost recovery actions needed to cover costs expended by DEP to conduct the cleanup activities for the referenced incident.

We request you review the item(s) of concern noted and respond [in writing] within **5/10/15/30 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 (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 the discharge location 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: