

[Date]

CERTIFIED MAIL # [xxxx xxxx xxxx xxxx xxxx]
RETURN RECEIPT REQUESTED

[Mr. or Ms. or . . .] [Respondent's Name]
(if applicable) [Respondent's Company]
[Respondent's Address]
[City, State Zip Code]

Subject: [OGC File No. xx-xxxx]
[Facility Name]
[Facility Street Address]
[City, xxx] County
FDEP Facility ID# [xxxxxxxxxx]
Discharge Date[s]: [Date(s)]

Dear [Mr. or Ms. or . . .] [Respondent's Last Name]:

On [Date], the Florida Department of Environmental Protection (FDEP) executed a Consent Order/Final Judgement with the [Respondent's Name] regarding the underground storage tank systems and the cleanup of petroleum contamination located at the above referenced property. A copy of the Consent Order/Final Judgement is enclosed for reference.

The Department has [closed the UST system (if applicable), performed the petroleum contamination assessment and remedial activities, or issued a letter to cease work] in accordance with Paragraph [xx] of the Consent Order. A copy of the letter dated [xx], is also enclosed for reference.

Pursuant to Paragraph [xx] of the Consent Order, the Department reserves its right to seek cost recovery from the Respondent(s) that amount which was expended from the Department trust funds in complying with Paragraph [xx]. By direction of the CO, it is requested that each of you complete and submit the following documents:

- 1) A completed Florida Rule of Civil Procedure Form 1.977 ("Fact Information Sheet"), including all required attachments.
- 2) A completed Financial Affidavit, as is in use by the Department's Office of General Counsel at the time of the order or request.
- 3) Federal Income Tax returns for the three years previous of the Order or request.

The requested documentation should be submitted within 30 days of this letter to:

The Florida Department of Environmental Protection

Bob Martinez Center
Petroleum Restoration Program, Team 1
2600 Blair Stone Road, Mail Station 4530
Tallahassee, Florida 32366

Should you have any questions, please contact me at (850) 245-8873 or by email at:
Bobby.Scarborough@dep.state.fl.us.

Sincerely,

[Bobby Scarborough](#)
Environmental Specialist III
Petroleum Restoration Section 1
Petroleum Restoration Program
Bobby.Scarborough@dep.state.fl.us

/bts

Enclosures: Consent Order/Final Judgment (Case No. [XX](#))
Department Letter

cc: File