| **TYPE OF DOCUMENT** | **HOW DO I OBTAIN OGC REVIEW/ASSISTANCE?**  *(Who should I send it to? When do I send it? What other forms must I include?)* | **EXPLANATION** |
| --- | --- | --- |
| *Draft* Warning Letters, Non-Compliance Letters, Warning Letters, Draft SFCOs, Draft Model COs | **DO NOT SEND** these documents to OGC unless   1. you are specifically requested to do so; OR 2. it is an attachment to another document sent to OGC (for example, a Case Report, executed SFCO, etc.). | OGC does not open or maintain files for these preliminary district initiated enforcement options. **Sending these documents to OGC causes unnecessary paper handling by enforcement personnel.** |
| Civil Penalty Authorization Memos >/= $75,000 for RCRA for >/= $37,500 for all other program areas | *After* district routing requirements have been met/signature by the District Director, email District common drive link to CPAMS directly to [KIRK WHITE](mailto:kirk.white@dep.state.fl,us) for review and approval, please cc [ANNE WILLIS](mailto:Anne.Willis@floridadep.gov). | Forwarding these documents to other OGC personnel may delay the review and approval process.  Upon approval, notification will be emailed to Director of District Management. |
| *Executed* SFCOs, Model COs, and LFCOs  *Issued* Final Orders | Email Oculus link directly to [LEA CRANDALL](mailto:lea.crandall@dep.state.fl.us), Agency Clerk. | All executed orders must be sent **ONLY** to the agency clerk, who will then route it as necessary within OGC.  **Please do not send these documents to other OGC personnel – doing so results in duplication of effort.** |
| *Draft* LFCOs (A LFCO is any CO which does not track the language in the Model COs and must be sent to OGC for attorney assignment/review, including draft CO/TUA documents.)  *Draft* COs issued under the State 404 Program  *Draft* NOVs  *Draft* Operator Probation Letters  *Draft* License and Permit Revocations  *Draft* Site Access Orders  *Draft* Final Orders which do not track the model language in Default Final Orders or Model Final Orders | Email District common drive link to [KIRK WHITE](mailto:kirk.white@dep.state.fl,us) with an LCTS form, *after* district routing requirements have been met, please cc [LEA CRANDALL](mailto:Lea.Crandall@dep.state.fl.us).  Please include “***Request for Attorney Assignment***” in the subject line of your email to ensure timely attorney assignment. | Attorney assignments are made by [Kirk White.](mailto:kirk.white@dep.state.fl,us)  State 404 COs will also be assigned to a program attorney by [Stephanie Gray](mailto:StephanieA.Gray@FloridaDEP.gov).  Failure to include **“Request for Attorney Assignment”** in the subject line and forwarding links directly to enforcement attorneys or other enforcement personnel may delay assignment and review. |
| *Draft* “stand-alone” TUAs | Email District common drive link to [KIRK WHITE](mailto:kirk.white@dep.state.fl,us) for attorney assignment and review, please cc [LEA CRANDALL](mailto:Lea.Crandall@dep.state.fl.us).  Please include “***Request for Attorney Assignment***” in the subject line of your email to ensure timely attorney assignment. Forwarding these links directly to attorneys or other OGC personnel causes delay in assignment and review. | Failure to include “***Request for Attorney Assignment***” in the subject line and forwarding links directly to enforcement attorneys or other enforcement personnel may delay assignment and review. |
| *Issued* NOVs | Email Oculus link to [KIRK WHITE](mailto:kirk.white@dep.state.fl,us) after it has been issued by the district, please cc [ANNE WILLIS](mailto:Anne.Willis@floridadep.gov). | Please do not send multiple copies of these documents to other OGC personnel – doing so results in duplication of effort and unnecessary paper handling by enforcement personnel. |
| Case Reports | District to email signed case report with common drive links for relevant documentation to the Administrative Assistant for the Assistant Deputy Secretary of Regulatory Programs.  After approval by the Assistant Deputy Secretary of Regulatory Programs, his Administrative Assistant will email the case report with common drive links to [KIRK WHITE](mailto:kirk.white@dep.state.fl,us), ccing [LEA CRANDALL](mailto:Lea.Crandall@dep.state.fl.us), District Director and Assistant District Director for assignment.  **Please include the OGC number in the case report or, if no OGC number has been assigned, include an LCT case form.** Please also include “***Request for Attorney Assignment***” in the subject line of your email to ensure timely attorney assignment. | All attorney assignments are made by [Kirk White](mailto:kirk.white@dep.state.fl,us)  Failure to include “***Request for Attorney Assignment***” in the subject line and forwarding Case Reports directly to enforcement attorneys or other enforcement personnel may delay assignment and review. |

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| Closure Memos | Email District common drive link to [KIRK WHITE](mailto:kirk.white@dep.state.fl,us) for review and closure of files *after* district routing requirements have been met. Also please copy [LAURIE ROUGHTON](mailto:laurie.roughton@floridadep.gov) on all closure memos  Please include “***Request for Case Closure***” in the subject line of your email to ensure timely processing. | Forwarding multiple closure documents to other OGC personnel delays the closure process.  Generally, SFCOs **do not require closure memos** because they do not require corrective actions. These files will be closed when LCT reflects that penalties have been paid.  However, a closure memo **is required** for SFCOs that allow payment via In-kind or P2 projects; upon completion of those projects, you must send a closure memo so that adjustments can be made to accurately reflect payment of monetary penalties and completion of In-kind/P2 projects.  Note that unapproved language changes to model documents may delay closure.  **Other than SFCOs, memos requesting case closure are required on all other cases that have been referred to OGC.** |
| Collection and Write-off Request Forms;  Stipulated Penalty Demand Letters | Send collection and write-off request forms directly to [MICHELLE TREADWELL](mailto:michelle.d.treadwell@floridadep.gov) in Finance & Accounting and cc [LAURIE ROUGHTON](mailto:laurie.roughton@dep.state.fl.us) for tracking in LCT.  Also, copy [LAURIE ROUGHTON](mailto:laurie.roughton@dep.state.fl.us) on stipulated penalty demand letters. |  |

**ACRONYMS/ABBREVIATIONS**

**CO** Consent Order – Note that this is a generic term that includes all of the following types of Consent Orders:

**SFCO** Short Form Consent Order *(see Enforcement Manual, § 5.6.1)*

**MCO** Model Consent Order *(see Enforcement Manual, § 5.6.2)*

**LFCO** Long Form Consent Order *(see Enforcement Manual, § 5.6.3)*

**TUA** Temporary Use Agreement

**CPAM** Civil Penalty Authorization Memo

**NOV** Notice of Violation

**LCTS** Legal Case Tracking System

QUESTIONS? CALL OR EMAIL:

Anne Willis, (850) 245-2201, [Anne.Willis@dep.state.fl.us](mailto:Anne.Willis@dep.state.fl.us)

Laurie Roughton, (850) 245-2268, [Laurie.Roughton@dep.state.fl.us](mailto:Laurie.Roughton@dep.state.fl.us)