

[Insert Date]

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

(Name)
(Address)

Re: (Name of the site)
(Address of the site)
FDEP Project #

Dear :

The State of Florida Department of Environmental Protection ("Department") possesses information that indicates contaminants may have been released or discharged into the environment at _____ [*Physical location of the contaminated site*] ("site"). On April 17, 2005, through authority granted by Chapter 376.30701, Florida Statutes ("F.S."), the Department adopted Chapter 62-780, Florida Administrative Code ("F.A.C."), establishing a process and time schedule for assessing and remediating contaminated sites. All persons who have legal responsibility for site rehabilitation, pursuant to Chapters 376 or 403, F.S., are required to comply with the provisions of this rule and are subject to enforcement to compel such compliance. [*Omit next sentence if SAR submitted*] A responsible party is required by 62-780, F.A.C., to initiate a site assessment within 60 days of discovery of the contamination and to submit a site assessment report to the Department within 270 days of discovery of the contamination. As a potentially responsible party at the above-identified site, [*Insert Corporate Entity or you if an individual*] may be subject to the requirements for assessment and remediation of such contamination under Chapter 62-780, F.A.C. It is the Department's intention to initiate formal enforcement against responsible parties that do not comply with the requirements of 62-780, F.A.C.

A] If submittals: [*Include a summary of major corrective action submittals*] The latest information the Department has received regarding conditions existing at _____ [*Physical location of the contaminated site*] was a _____ [*Last submittal*] dated _____ by [*PRP*].

B] If NO submittals: The Department last issued a _____ [*FDEP document*] on _____ [*Date*] to _____ [*Contacted PRP*] in regards to the site.

A review of the Department's files does not reflect receipt of _____ [*Specific 780 deliverable*], as specifically required by _____ [*Cite specific 780 requirement*]. If the Department concludes [*Insert Corporate Entity or you if an individual*] are a responsible party for site conditions, requiring [*Insert Corporate Entity or you if an individual*] to comply with the obligations of 62-780, F.A.C., then failure to submit the _____ [*Specific 780 deliverable*] by _____ [*Date*] may subject [*Insert Corporate Entity or you if an individual*] to a formal enforcement action to compel such compliance.

Also be advised that contaminants may affect one or more of four general media: groundwater, surface water, soil and sediments. The two most common affected media at contaminated sites are soil and groundwater. Depending on site-specific conditions, soil contamination may leach into groundwater, and groundwater contamination may migrate through the aquifer to spread contamination across property boundaries. Groundwater is used for a number of purposes in Florida, including but not limited to drinking water and irrigation.

If you have any questions regarding the 62-780, F.A.C., requirements outlined above, please contact [*District case manager*].

DISTRICT SIGNATURE LINE

cc: Jack Chisolm, OGC
RPO