



# FLORIDA DEPARTMENT OF Environmental Protection

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## Memorandum

**TO:** All Regulatory Staff  
**FROM:** Michael P. Halpin, Assistant Deputy Secretary Regulatory  
**SUBJECT:** Timeliness of Case Handling and Closure  
**DATE:** May 31, 2019

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As a means of ensuring that aging enforcement cases are being dealt with in a timely fashion, I am implementing the following requirements for all Regulatory enforcement cases.

This process is similar to that which is outlined within the August 2014 memo from Clifford D. Wilson and applies to all open enforcement cases in which a Warning Letter has been issued.

Should one of the above cases have not been resolved by Day 300, an explanation memo should be submitted to the Deputy Secretary's Office explaining the circumstances that are delaying resolution of the case.

All cases, with the exception of [Clean Air Act High Priority Violations](#) and [NPDES QNCR violations](#) which must be resolved by Day 180, that have not been resolved by Day 360 should be case reported to OGC or issued an NOV, unless otherwise agreed upon by the Deputy Secretary's Office.

For the purposes of calculating Day 360, Day 0 shall be defined as the day a violation is discovered.