

**DRYCLEANING SOLVENT CLEANUP PROGRAM**  
**INSTRUCTIONS FOR REQUESTING ADVANCED SITE ASSESSMENT**

A request for an Advanced Site Assessment (ASA) in the Department's Drycleaning Solvent Cleanup Program (DSCP), where the Real Property Owner (RPO) is requesting the DSCP to conduct a limited site assessment, must be submitted for each eligible drycleaning solvent contaminated site.

Funding for ASAs is limited to 10% of the DSCP annual budget and cannot exceed a total of \$70,000 per site. Based on this funding, the DSCP will perform 12 ASAs during fiscal year 2019-20.

Review Process

**ALL REQUESTS MUST BE SUBMITTED NO SOONER THAN JULY 3, 2019.**

**REQUESTS MAY BE SENT ELECTRONICALLY TO [AARON.COHEN@DEP.STATE.FL.US](mailto:AARON.COHEN@DEP.STATE.FL.US) OR BY MAIL TO:**

Florida Department of Environmental Protection  
Drycleaning Solvent Cleanup Program  
2600 Blair Stone Road, Mail Station #4520  
Tallahassee, FL. 32399-2400

All requests will be reviewed by the Department's DSCP in the order in which they are received. The first 12 requests received by the Department will be considered "Tier 1" submittals. All subsequent requests will be considered as Tier 2. This is to allow the RPOs and the Department adequate time to review and respond to requests for information.

If a request submitted under Tier 1 is not approved, if a response to the Department's request for information is not received within the 30-day response timeframe, or sufficient funding remains following the completion of Tier 1 ASAs, then the Department will evaluate requests submitted under Tier 2, in chronological order, in order to obtain the maximum number of ASAs allowable within the DSCP annual budget.

Submittal Requirements

The DSCP will not approve the request for an ASA until each of the following items have been fully executed and submitted to the Department in a two-phased approach:

Phase I (First submittal)

- Advanced Site Assessment Request (Attachment A)
- Real Property Owner Intent to Execute an Interim Restrictive Covenant Agreement (Attachment B)

Phase II (Second submittal)

- Site Access Agreement with the Department, without modification (Attachment C)
- Conditional Closure Interim Restrictive Covenant (Attachment D)
- Deductible payment

Nothing precludes the RPO from submitting Phase I and II simultaneously. The deductible payment must be mailed to the address listed above.

For all documents submitted to the Department, if the RPO is an LLC, corporation, partnership, or other company (collectively referred to as the "Entity") the person signing the documents on behalf of the Entity must be authorized by that Entity to sign the document. The Department will check the Department of State's website (sunbiz.org) for evidence of such authorization. If the person signing is not listed with the Department of State, the signatory must provide evidence of its authority to sign and legally bind the Entity.

The Department will provide the RPO/Entity with a determination, in writing, of completeness at both the Phase I and Phase II submittal levels, and will either:

- a. inform the RPO/Entity that the documentation is complete and
  - i. Phase I submittal is approved, and the RPO/Entity will be instructed to submit the Phase II submittals **within 30 days** of receiving Department notification; or
  - ii. Phase II submittal is approved, and the RPO/Entity will be notified by the Department that the DSCP has approved the ASA request; or
  - iii. notify the RPO/Entity that the request for ASA is denied, and state the reason for the denial;

OR

- b. inform the RPO/Entity that the documentation is not complete and
  - i. under a Phase I or Phase II review, the RPO/Entity will be instructed to submit the missing documents or re-submit the necessary information **within 30 days** of receiving the Department notification; or
  - ii. the RPO/Entity may withdraw, in writing, its request for an ASA; or
  - iii. notify the RPO/Entity that the request for ASA is denied, and state the reason for the denial.

Documentation received after the **30-day** timeframe, for either Phase I or Phase II submittal, will be received as a new request, and prioritized under the Tier 2 submittals.

#### Approved Request

Upon Phase II approval, the DSCP will notify the RPO/Entity of the timeframe for commencement of assessment work. The commencement notification will include:

- The signed Conditional Closure Interim Restrictive Covenant (Interim RC) and instructions for the RPO/Entity to record the Interim RC with the appropriate County land records office.
- Copy of the signed Site Access Agreement.
- Contact information for both the state-cleanup contractor and Department Project Manager.

Once the RPO/Entity provides a copy of the recorded Interim RC to the Department, state-funded ASA work will commence.