

TO: Kirk White, Deputy General Counsel

\* This form is accompanied by:

- Draft Consent Order
- Draft NOV w/ supporting documentation
- Draft Admin. Complaint for License or Permit Revocation
- Draft Final Order
- Draft Site Access Order
- Case Report
- Other

\* FROM:

\* DATE:

\* Has this matter ever been assigned an OGC#?  No  Yes \* If yes, OGC#  (If an OGC# was assigned for any reason, please include it here.)

**The following information is necessary for entry in the Legal Case Tracking System (LCTS):**

- \* Case Name:  
(The case name should mirror the caption in the enforcement action, e.g. DEP v. \_\_\_\_\_.)
- \* Case Alias:  
(If you refer to the respondent, defendant, site, or matter in another way, include that here, e.g. Facility Name, etc.)
- \* Responsible Office: \_\_\_\_\_ \* County: \_\_\_\_\_
- \* District Contact: \_\_\_\_\_
- \* Program Area: \_\_\_\_\_ 2nd Program Area: \_\_\_\_\_
- \* Date Compliance/Enforcement Case Opened by District: \_\_\_\_\_

**If available, please include the following information:**

Facility/Site ID No.

EPA ID No.

▼ Project No.

SWIFT/FIRST ▼  
Enforcement Tracking Activity No.

\* **Link to supporting documentation for NOV:** (Only include those documents that are necessary to support the violations in the NOV.)

**Comments:**