USE LETTERHEAD

Date:

Mr./Mrs. RP’s full name

Address

City, State Zip

Email address

Re: Request for Additional Information – within 60 days

OER Incident#

Pollutant:

Location:

Date of Incident:

Dear M     :

The Florida Department of Environmental Protection (DEP),       District Office of Emergency Response, has reviewed the *Emergency Source Removal Report* received on [*DATE*], (Report) for the above-referenced incident, in accordance with rule 62-780.500, Florida Administrative Code (F.A.C.). Based upon the information received, the Report is insufficient. Specifically, the following additional information is required within **60** days after receipt of this letter pursuant to Rule 62-780.500(6), F.A.C.:

*[list deficiency with corresponding citation to rule requirement such as*

1. Photographs of the spill area and cleanup (before, during and after). Photographs shall be labeled with the date, direction of view, and the information that is conveyed in the photograph. Whenever possible, the photographs shall include nearby structures or other prominent features in relation to the spill area. R. 62-780.500(6)(a)10, F.A.C.]

Please send the additional information to .

If you have any questions, please contact:

The DEP       District Office appreciates your cooperation.

Sincerely,

Responder Signature Block

cc: name, company, email address