Order Letter Checklist  
DEP – Petroleum Restoration Program

<table>
<thead>
<tr>
<th>Facility Name:</th>
<th>Discharge Date(s)/Program</th>
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<tbody>
<tr>
<td>Facility ID:</td>
<td></td>
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<tr>
<td>Site Manager:</td>
<td></td>
</tr>
<tr>
<td>Reviewer:</td>
<td></td>
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<tr>
<td>Phase/Order Type:</td>
<td></td>
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</tbody>
</table>

Check box or N/A if not applicable

☐ Use the most current Order Template (identified by footer date), follow instructions on template using only applicable sections, do not change font, or remove headers or footers
☐ Include three labels for the addressee and any additional labels for the cc’s
☐ Verify facility address in STCM with property appraiser. If the facility address in STCM does not match the property appraiser address, send a request to have the address updated to Tank Registration at TankRegistration@dep.state.fl.us
☐ Verify in STCM that the facility name and address match the subject block and certification page
☐ Verify that all applicable eligible discharges are listed on the order with correct eligibility
☐ Verify in Oculus and STCM Reports Screen that reports are cited correctly on both the Order and certification page
☐ If a company name (or government entity) is listed after the addressee, use the company name in both “How to...” paragraphs
☐ LPs and Team 5 & 6 only send electronic copy of the order letter, and UIC memos to Cole.M.Nelson@FloridaDEP.gov

For SRCOs:
☐ Provide a facility map and tables with water and soil analytical data, include Facility ID on all tables and figures
☐ Make sure all data points (MW’s & SB’s) from tables are shown on the figures,
☐ Make notes on tables to explain exceedances, which wells were used to determine NFA, which wells replaced destroyed/lost wells, etc., include supporting documentation e.g. Groundwater Elevation Summary, Soil Screening (OVA) Summary, Groundwater Flow Maps (notes can be handwritten)
☐ November 17, 2011 DWM Rounding Analytical Data for Site Rehabilitation Completion memorandum
☐ October 12, 2004 FDEP Guidance for the Selection of Analytical Methods and for the Evaluation of Practical Quantitation Limits
☐ If applicable include the BaPs conversion table for soil carcinogenic PAHs
☐ If applicable provide a figure showing the final excavation boundaries and the analytical data showing that the area is clean.

**INCLUDE IN PACKAGE:**
- Checklist
- Original PE/PG Certification
- Figures & Tables
- Property Appraiser page

**INCLUDE IN EMAIL:**
- Word version of Order
- UIC Memo
- UIC Map