

Order Letter Checklist DEP – Petroleum Restoration Program

Facility Name:		Discharge Date(s)/Program ↓
Facility ID:		
Site Manager:		
Reviewer:		
Phase/Order Type:		

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 in STCM that the deductible has been paid for ATRP (A), PLRIP(P), and if applicable IVPSS (I), Settlement Agreement (K), SFRA (S). If payment has not been made or requested please send request to Robert.Perlowski@dep.state.fl.us
- 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 Stevie.Henrick@dep.state.fl.us

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