| **TYPE OF DOCUMENT** | **HOW DO I OBTAIN OGC REVIEW/ASSISTANCE?***(Who should I send it to? When do I send it? What other forms must I include?)* | **EXPLANATION** |
| --- | --- | --- |
| *Draft* Warning Letters, Non-Compliance Letters, Warning Letters, Draft SFCOs, Draft Model COs | **DO NOT SEND** these documents to OGC unless 1. you are specifically requested to do so; OR
2. it is an attachment to another document sent to OGC (for example, a Case Report, executed SFCO, etc.).
 | OGC does not open or maintain files for these preliminary district initiated enforcement options. |
| Civil Penalty Authorization Memos  | *After* district routing requirements have been met/signature by the District Director, send CPAMS via email directly to FRANCINE FFOLKES for review and approval. | Forwarding these documents to other OGC personnel may delay the review and approval process. Upon approval, these documents are returned to Director of District Management. |
| *Executed* SFCOs, Model COs, and LFCOs*Issued* Final Orders | Send copies directly to LEA CRANDALL, Agency Clerk, either by mail (Mail Station 35) or by email as a scanned document. | All executed orders must be sent **ONLY** to the agency clerk, who will then route it as necessary within OGC. Please do not send these documents to other OGC personnel – doing so results in duplication of effort.  |
| *Draft* LFCOs (A LFCO is any CO which does not track the language in the Model COs and must be sent to OGC for attorney assignment/review, including draft CO/TUA documents.)*Draft* NOVs *Draft* Operator Probation Letters*Draft* License and Permit Revocations*Draft* Final Orders which do not track the model language in Default Final Orders or Model Final Orders | Send drafts via email or hard copy (***preferably email***) to FRANCINE FFOLKES with an LCTS form, *after* district routing requirements have been met. Please include “***Request for Attorney Assignment***” in the subject line of your email to ensure timely attorney assignment. | Attorney assignments are made by Francine Ffolkes.Failure to include “Request for Attorney Assignment” in the subject line and forwarding drafts directly to enforcement attorneys or other enforcement personnel may delay assignment and review.  |
| *Draft* “stand-alone” TUAs  | Send draft TUAs via email or hard copy to FRANCINE FFOLKES for attorney assignment and review.Forwarding these documents directly to attorneys or other OGC personnel causes delay in assignment and review. |  |
| *Issued* NOVs |  Send via email to FRANCINE FFOLKES after it has been issued by the district. | Please do not send multiple copies of these documents to other OGC personnel – doing so results in duplication of effort and unnecessary paper handling by enforcement personnel. |
| Case Reports | Send Case Reports via email to Francine Ffolkes with an LCTS form, *after* district routing requirements have been met.Please include “***Request for Attorney Assignment***” in the subject line of your email to ensure timely attorney assignment. | All attorney assignments are made by Francine Ffolkes.Failure to include “***Request for Attorney Assignment***” in the subject line and forwarding Case Reports directly to enforcement attorneys or other enforcement personnel may delay assignment and review. |
| Closure Memos | Send to FRANCINE FFOLKES via email for review and closure of files *after* district routing requirements have been met. Also please copy FAWN BROWN on all closure memosPlease include “***Request for Case Closure***” in the subject line of your email to ensure timely processing. | Forwarding multiple closure documents to other OGC personnel delays the closure process. Generally, SFCOs **do not require closure memos** because they do not require corrective actions. These files will be closed when LCT reflects that penalties have been paid. However, a closure memo **is required** for SFCOs that allow payment via In-kind or P2 projects; upon completion of those projects, you must send a closure memo so that adjustments can be made to accurately reflect payment of monetary penalties and completion of In-kind/P2 projects. Note that unapproved language changes to model documents may delay closure. **Other than SFCOs, memos requesting case closure are required on all other cases that have been referred to OGC.** |
| Collection and Write-off Request Forms;Stipulated Penalty Demand Letters  | Send collection and write-off request forms directly to HEATHER JUDD in Finance & Accounting and cc LAURIE ROUGHTON for tracking in LCT. Also, copy LAURIE ROUGHTON on stipulated penalty demand letters. |  |

**ACRONYMS/ABBREVIATIONS**

**CO** Consent Order – Note that this is a generic term that includes all of the following types of Consent Orders:

**SFCO** Short Form Consent Order *(see Enforcement Manual, § 5.6.1)*

**MCO** Model Consent Order *(see Enforcement Manual, § 5.6.2)*

**LFCO** Long Form Consent Order *(see Enforcement Manual, § 5.6.3)*

**TUA** Temporary Use Agreement

**CPAM** Civil Penalty Authorization Memo

QUESTIONS? CALL OR EMAIL:

Fawn Brown, (850) 245-2231, Fawn.Brown@dep.state.fl.us

Laurie Roughton, (850) 245-2268, Laurie.Roughton@dep.state.fl.us

**NOV** Notice of Violation

**LCTS** Legal Case Tracking System