| **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](mailto:francine.ffolkes@dep.state.fl.us) 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](mailto:lea.crandall@dep.state.fl.us), 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](mailto:francine.ffolkes@dep.state.fl.us) 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.](mailto:francine.ffolkes@dep.state.fl.us)  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](mailto:francine.ffolkes@dep.state.fl.us) 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](mailto:francine.ffolkes@dep.state.fl.us) 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](mailto:francine.ffolkes@dep.state.fl.us) 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.](mailto:francine.ffolkes@dep.state.fl.us)  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](mailto:francine.ffolkes@dep.state.fl.us) via email for review and closure of files *after* district routing requirements have been met. Also please copy [FAWN BROWN](mailto:fawn.brown@dep.state.fl.us) on all closure memos  Please 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](mailto:Heather.Judd@dep.state.fl.us) in Finance & Accounting and cc [LAURIE ROUGHTON](mailto:laurie.roughton@dep.state.fl.us) for tracking in LCT.  Also, copy [LAURIE ROUGHTON](mailto:laurie.roughton@dep.state.fl.us) 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](mailto:Fawn.Brown@dep.state.fl.us)

Laurie Roughton, (850) 245-2268, [Laurie.Roughton@dep.state.fl.us](mailto:Laurie.Roughton@dep.state.fl.us)

**NOV** Notice of Violation

**LCTS** Legal Case Tracking System