DATE

Name, Title

Company Name

Address

City, State Zip

Email

**Re: Compliance Assistance Offer**

**Facility Name; Facility ID No. FLXXXX**

**Sanitary Sewer Overflow(s) at XXX address &/or SWO#XX**

**(Blank) County**

Dear Mr./Ms. XX:

On Date, the Florida Department of Environmental Protection (“Department”) was notified by Blank (ex: State Watch Office (“SWO”)) that your facility, ####, had an unauthorized discharge or unpermitted sanitary sewer overflow (“SSO”) of approximately ### gallons in potential noncompliance with the requirements of Chapter 403, Florida Statutes (“Fla. Stat.”), and Section 62-620, Florida Administrative Code (“Fla. Admin. Code”), which prohibits unauthorized discharges. The purpose of this letter is to offer you compliance assistance as a means of resolving these matters.

If you have not already notified the District office of the abnormal event and submitted the follow-up 5-day report as required by permit, we request that you respond in writing within **15 days** of receipt of this Compliance Assistance Offer. Your written or emailed response should:

* Provide the most current information regarding the specific SSO incident stated above, including:
  + What is the final spill volume of the SSO?
  + Did the SSO reach surface waters?
  + How much of the SSO’s volume reached surface waters, if any?
  + How much volume of the SSO was recovered?
  + How much volume of the SSO was not recoverable?
* Describe what happened to cause the SSO;
* Describe the actions taken to remediate the SSO; and
* Describe the actions taken, or to be taken, to prevent future SSOs of this nature.

Based on the details of your response to this Compliance Assistance Offer, the Department may require formal enforcement on the SSO, pursuant to your permit conditions, Chapter 62-620, Fla. Admin. Code, and Chapter 403, Fla. Stat. It is the Department’s desire that you are able to adequately address the aforementioned issues so that this matter can be closed. Your failure to respond promptly may result in the initiation of formal enforcement proceedings.

Please address your response and any questions to [Case Manager] of the XX District Office by phone at (XXX) XXX-XXXX or via e-mail at [Email Address]. We look forward to your cooperation with this matter.

Sincerely,

NAME

Environmental Manager

Compliance Assurance Program

Enclosures: (If needed, include enclosures below)

c: