DATE

Name, Title

Company

Address

City, State Zip

Emailaddress.com

**Re:** **Warning Letter #WL19-XX**

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

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

**(Blank) County**

Dear Mr./Ms. XXXX:

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 violation of Chapter 403, Florida Statutes (“Fla. Stat.”), and Chapter 62-620, Florida Administrative Code (“Fla. Admin. Code”), which prohibits unauthorized discharges.

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 Warning Letter. Your written or emailed response shall be directed to [the case manager] via email at [First.Last@FloridaDEP.gov](mailto:First.Last@FloridaDEP.gov) and shall include the following information:

* 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.

Violations of Florida Statutes or administrative rules may result in liability for damages and restoration, and the judicial imposition of civil penalties, pursuant to Sections 403.121 and 403.161, Fla. Stat.

Based on our review of the submitted information, a meeting or teleconference may be required. The Department is interested in receiving any facts you may have that will assist in determining whether any violations have occurred.

Please be advised that this Warning Letter is part of an agency investigation, preliminary to agency action in accordance with Section 120.57(5), Fla. Stat. We look forward to your cooperation in completing the investigation and resolving this matter.

Sincerely,

NAME

District Director

XX District

XX/xx

cc: Name

ec: Name/email address