DATE

Name, Title

Company

Address

City, State Zip

Emailaddress.com

**Re:** **Warning Letter**

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

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

 **[XXX] 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(s) or unpermitted sanitary sewer overflow(s) (“SSO”) of approximately ### gallons in potential violation of Chapter 403, Florida Statutes (“Fla. Stat.”), and Rules 62-620 and 62-604, Florida Administrative Code (“Fla. Admin. Code”), which prohibits unauthorized discharges.

*[Option 1 – If Additional Info Needed; Choose Applicable Portions]*

If you have not already notified the District office of the abnormal event and submitted the follow-up 5-day report as required by Rule 62-604, Fla. Admin. Code, we request that you respond in writing within **15 days** of receipt of this Warning Letter [or “The District office is in need of further information regarding the above referenced SSO(s)” if the notification and 5-day report have been received but further info is needed]. Your written or emailed response shall be directed to [the case manager] via email at First.Last@FloridaDEP.gov and shall include the following information:

* Provide the most current information regarding the specific SSO incident stated above, including:
	+ Final spill volume of the SSO
	+ Description of surface water impacts
		- Name of the receiving waterbody
		- Sampling or explanation of why sampling was not conducted
		- Volume of the spill that reached surface waters, if any
	+ Volume of the SSO recovered
	+ Volume of the SSO that was not recoverable and why
	+ Description of all impacts to the Municipal Separate Stormwater System (MS4), if the spill reached the system
	+ Description of what happened to cause the SSO
	+ Description of the actions taken to remediate the SSO
	+ Description of the actions taken, or to be taken, to prevent future SSOs of this nature

Upon receipt and review of the above listed information, a meeting or teleconference may be required.

*[Option 2 – All Information Received]*

The Department acknowledges receipt of the necessary information related to the spill.

Based on our review of the submitted information, a meeting or teleconference may be required [or Please contact [Case Manager] of the XX District Office by phone at (XXX) XXX-XXXX or via e-mail at [Email Address] to schedule a meeting].

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. 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.

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