

**DEP ENFORCEMENT MANUAL**

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List of Hazardous Substances – Supplemental Document to Attachment III of DEP Directive 923

Guidelines for Deputy Secretary Approval of Economic Benefit

Guidelines for Characterizing Air Violations

Guidelines for Characterizing Wastewater Violations

Guidelines for Characterizing Drinking Water Violations

Guideline for Characterizing Drycleaner Solvent Containment Violations

Guidelines for Characterizing NPDES Stormwater Violations

Guidelines for Characterizing Storage Tank Violations

Guidelines for Characterizing Hazardous Waste Violations

Specific Compliance Assistance Guidelines for RCRA /Hazardous Waste

Guidelines for Characterizing UIC Violations

Guidelines for Characterizing Used Oil Violations

Guidelines for Characterizing Solid Waste Violations

Guidelines for Characterizing Environmental Resources Violations

Certified Operator Penalty Guidance

Guidelines for Handling State Lands Violations

## **COLLECTION/WRITE-OFF DOCUMENTS**

Collection Referral Template

Write-off Referral Template

Referral Template Instructions

Past Due Notice – Sample 1

Past Due Notice – Sample 2

## **DATA MANAGEMENT DOCUMENTS**

Legal Case Tracking (LCT) Enforcement Case Entry Form

## **FINANCIAL DOCUMENTS**

Financial Affidavit for LLC

Financial Affidavit for Corporations

Financial Affidavit for Individuals and Sole Proprietors

Financial Affidavit for Partnerships

## **COMPLIANCE DOCUMENTS**

In Compliance – Closure Letter

Compliance Assistance Offer - all sites

Regulatory Compliance Memorandum 11-16-2011

Warning Letter

Compliance Assistance and Enforcement Process Flowchart

## **MODEL CONSENT ORDERS**

Signatory Language and Certifications

Enforcement Style Guide

DW/CO

HW/CO

HW/CO Corrective Actions

Indigent Petroleum Cleanup CO

Indigent Tanks CO

IW/CO (permitted facility)

IW/CO (unpermitted facility)

PW/CO

PW/CO for Disinfection By-products

PW/CO for 4-Log

Emergency Well CO

SLERP/CO

SLERP/CO with incorporated TUA

SW/CO

SW Model Corrective Actions

TK/CO

Short Form Consent Order (SFCO) for Individuals

Short Form Consent Order (SFCO) for Business Entities

SFCO with In-Kind Project Language

Model In-Kind Paragraph Language

## **CONSENT ORDER MODEL POLLUTION PREVENTION DOCUMENTS**

Pollution Prevention in Enforcement Process Memo

Short-form Consent Order with Pollution Prevention Language

Pollution Prevention Project Summary – SFCO Exhibit

Long-form Consent Order Pollution Prevention Paragraphs

Pollution Prevention Project Plan – LFCO Exhibit

Pollution Prevention Project Final Report

## **VOLUNTARY CLEANUP AGREEMENT**

Model Voluntary Cleanup Agreement – drycleaning solvent contaminated sites

## **MODEL DOCUMENTS FOR 62-780**

Model 780 Consent Order

Model 780 Consent Order – Indigent Cleanup

Model 780 Modification to Consent Order

Hazardous Substance – 780 NOV Model

Hazardous Substance & Pollutant – 780 NOV Model

Solid Waste Permit – 780 NOV Model

Model Warning Letter – Permitted Facilities

Global RBCA Notice Letter

Guidance Letter for Property Owners with Potential Impacts from Neighboring/Adjacent Properties

Instructions For Use of Site Access Documents

Site Access Assessment Letter

Site Access Notice of Intent

Site Access Assessment Final Order

Site Access Remediation Letter

Site Access Remediation Final Order

WCU Request for OGC Assistance

LCT Case Entry Form – WCU PRP Analysis and NOV Questionnaire

Procedure for Ability to Pay – Cleanup Costs Only

## **OFFICE OF EMERGENCY RESPONSE DOCUMENTS**

OER Compliance Assistance Offer Letter

OER Model Access Permission Template

OER Model ESR Insufficient Letter

OER NFA Emergency Source Removal Report

OER NFA Interim Source Removal Report

OER Referral Letter template

## **MODEL FINAL ORDERS**

Default Final Order

## **MODEL ORDERS - MISCELLANEOUS**

Order To Comply with Request for Information

## **MODEL LETTERS**

Probation Letter (for Drinking Water/Domestic Wastewater Certified Operators)

Records Request Letter

## **MODEL NOTICE OF VIOLATION**

Generic NOV (use for non-ELRA NOVs)

## **STATE LAND PROPRIETARY ONLY**

State Lands Proprietary Only – NOV Single Respondent (With Contractor)

State Lands Proprietary Only – NOV Single Respondent (No Contractor)

State Lands Proprietary Only – NOV Multiple Respondents (With Contractor)

State Lands Proprietary Only – NOV Multiple Respondents (No Contractor)

Notice of Unauthorized Structures

## **CORAL REEF PROTECTION ACT DOCUMENTS**

Guidelines for Pursuing Coral Reef Protection Act Cases

Civil Penalty Authorization – Coral Reef Protection

Damages Authorization – Coral Reef Protection

## **ELRA RELATED DOCUMENTS**

ELRA Mediation Fact Sheet

Section 403.12, F.S.

ELRA Model NOV

## **OGC ENFORCEMENT ORGANIZATION CHART**

ORGCHART

## **EXTERNAL REFERRAL – STANDARD OPERATING PROCEDURES**

External Referral Request Form

## **ENFORCEMENT PROCESS**

Civil Penalty Authorization Memo - Sample

Case Report – Sample

Case Report and Request for Authorization to File  
Suit Seeking a Temporary Injunction – Sample

Enforcement Paper Flow Chart

In-Kind Penalty Authorization Memo - Sample

Consent Order Guidance Memorandum

MEMO – Final Agency Action To Agency Clerk in Non-Secured Searchable Format

Closure Memo Template

## **SITE ACCESS DOCUMENTS**

Model Affidavit and Application for Inspection Warrant

Model Inspection Warrant

Model Access Request Letter

Model Access Permission Form

Model Easement Agreement



Model License Agreement

Instructions for Use of Model Administrative Access  
Order

Model Administrative Access Order

## **RESTRICTIVE COVENANT/DEED RESTRICTIONS**

Institutional Control Procedures Guidance Document with  
Sample Restrictive Covenant

## **TEMPORARY USE AGREEMENT (TUA)**

Temporary Use Agreement Attachment 0-1