

DEP ENFORCEMENT MANUAL

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APPENDICES

CIVIL PENALTY POLICY MEMOS

Settlement Guidelines for Civil Penalties - DEP Directive 923

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

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

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