

## ENFORCEMENT MANUAL CHANGES FOR 2011

Tanks NOV	11/30/11	change inserted in paragraph 72 to be clear that tank registration/late fees go into another trust fund
Regulatory Compliance Memorandum 11-16-2011	11/23/11	new document added to manual; document is in newly created subsection entitled "COMPLIANCE DOCUMENTS"
30 Day Payment Past Due 60 Day Payment Past Due Letters	11/22/11	added cc to letter; please provide copy of these letters to Laurie Roughton in OGC
State Lands Proprietary Only Notices of Violation	09/19/11	new documents added to the manual to be used for State Lands (proprietary only) Notice of Violation
Pollution Prevention Project Attachment (for use with SFCO and LFCO when project is known and cost accounting is needed)	08/31/11	updated document
SFCO with Pollution Prevention Language	08/31/11	updated document
Pollution Prevention Project Attachment (for use with SFCO and LFCO when project is known and cost accounting is NOT needed)	08/31/11	this document removed from the manual as it has never been used and cost accounting should always be required
Numerous documents (NOVs, Model letters, etc.)	08/26/11	documents needing updating with name of new Deputy General Counsel for Enforcement
SFCO for Individual		

SFCO for Business Entity	08/19/11	language added to take into account BER cost recovery
Site Access Assessment Notice of Intent; Site Access Remediation Notice of Intent	07/29/11	separate documents removed from manual; replaced with one document that can be used for assessment or remediation
All model COs	07/29/11	language concerning electronic signatures added to all model COs - added language is as follows: <b><i>Electronic signatures or other versions of the parties' signatures, such as .pdf or facsimile, shall be valid and have the same force and effect as originals.</i></b>
WCU/NOV – Noncompliance with CO	07/28/11	this document was removed from the manual
Model NOV Used Oil	07/01/11	removed the sentence “The Department will not entertain a request for extension of time to file a Petition for Administrative Proceeding.” from the end of paragraph 40 on page 14.
Short Form Consent Order for Business Entities	06/09/11	new document added to manual
Short Form Consent Order for Individuals	06/09/11	new document added to manual
Short Form Consent Order	06/09/11	document removed from manual; replace by separate documents for individuals and business entities
Short Form Consent Order with In-kind Project Language	06/09/11	removed pending update to document
30 Day Payment Past Due Letter	06/03/11	new document added to manual
60 Day Payment Past Due Letter	06/03/11	new document added to manual

Collection Protocol Summary Document	06/03/11	document removed while updated document is being written
DEP Directive 540	06/03/11	copy of this document has been removed from the manual; document can be found on DEP Directives webpage
Default Final Order	04/30/11	document updated
Guidelines for Characterizing Air Violations	04/15/11	document updated to include asbestos guidance; revisions made to significantly detrimental portions of guidelines
Asbestos Demolition and Renovation Penalty Guidelines	04/15/11	document removed from manual; asbestos guidance can now be found in the GUIDELINES FOR CHARACTERIZING AIRE VIOLATIONS
Temporary Use Agreement	03/25/11	document updated
Collection Protocol Summary and Write-off Referral Template	03/15/11	documents updated
TK/NOV	02/28/11	added the word “compliance” in paragraph 69 <i>“[TANK CLOSURE] Within 60 days of the effective date of this Order, Respondent shall close all the Systems and <b>compliance</b> monitoring wells . . .”</i>
Temporary Use Agreement	01/28/11	document updated
DF NOV	01/26/11	incorporated citation to 373.129 in order to get costs
Closure Memo Template	01/11/11	new document added to manual; OGC preferred closure memo template to be used when requesting OGC close a case

All ELRA NOVs

62-780 NOV<sub>s</sub>

01/06/11

updated email information for Florida Conflict  
Resolution Consortium mediator requests