

ENFORCEMENT MANUAL CHANGES FOR 2012

Emergency Well Consent Order	11/19/12	new document added to manual
Numerous documents (NOVs, LCT form, Closure Memo, etc.)	10/24/12	documents needing updating with name of new Deputy General Counsel for Enforcement
Enforcement Paper Flow Chart	09/11/12	added “draft operator probation letters” to chart
LCT form	08/28/12	added additional databases (SCTM, etc.) to drop- down menu for Facility/Site ID; added TK to drop- down menu for SWIFT/FIRST
Closure Memo (PDF)	08/28/12	comment block for OTHER now allows for better ease of use in entering comments
Collection Referral and Write-off Referral Templates	08/20/12	templates updated by Finance & Accounting
Closure Memo Template	07/12/12	added addition lines for THROUGH individuals
Institutional Controls Procedure Guidance with Sample	06/21/12	linked document removed and replace with updated document in Word and PDF
Notice of Unauthorized Structures	05/29/12	new State Lands document added to the manual; document is posted in subsection entitled “State Lands Proprietary Only”