

**Instructions for using this model (delete these from the final document):**

1. Click on blue/underlined fields to insert appropriate information or to access a drop-down menu, hyperlinked document, or website that offers additional options.
2. Optional language is flagged with the markers ">>>OPTIONAL<<<" and ">>>END OPTIONAL<<<." If you include the optional language in the final document, be sure to remove these flags. All other language is REQUIRED. Consult with OGC before removing required language.
3. This document uses comment "balloons" to provide additional information and guidance. DELETE ALL COMMENT BALLOON prior to printing or converting to a .pdf.
4. If you have multiple respondents, be sure to do a search/find for all instances of "Respondent"/"Respondent's" and replace with "Respondents"/ "Respondents'."
5. This document does not use auto-numbering – before printing, be sure that all paragraphs are numbered correctly.
6. Be sure to include page numbers in the upper left-hand corner of every page.

For additional tips, see the [Enforcement Style Guide](#).

BEFORE THE STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

STATE OF FLORIDA DEPARTMENT )  
OF ENVIRONMENTAL PROTECTION )  
)  
vs. )  
)  
Insert Respondent(s) )  
\_\_\_\_\_ )

IN THE OFFICE OF THE  
Insert District DISTRICT

OGC FILE NO. Insert OGC #  
EPA ID NO. Insert #

**Comment [OGC1]:**  
**NAMING THE RIGHT RESPONDENT IS CRITICAL.**  
For businesses, insert entire name as listed in corporate information records, which is available at [SUNBIZ](#). For businesses not listed there, contact OGC for advice on naming the proper parties.  
  
If there are multiple property owners listed on the property appraiser's website, be sure to include them all.  
**Comment [OGC2]:** You should include EPA ID Numbers whenever applicable.

**CONSENT ORDER**

This Consent Order ("Order") is entered into between the State of Florida Department of Environmental Protection ("Department") and Insert Respondent's Name ("Respondent") to reach settlement of certain matters at issue between the Department and Respondent.

The Department finds and Respondent admits the following:

**Comment [OGC3]:** Contact OGC if Respondent seeks to change this.

1. The Department is the administrative agency of the State of Florida having the power and duty to administer and enforce the provisions of the Florida Resource Recovery and Management Act, Sections 403.702, et seq., Florida Statutes ("F.S."), and the rules promulgated in Chapter 62-730, Florida Administrative Code ("F.A.C."). The Department has jurisdiction over the matters addressed in this Order.

2. Respondent is a "person" within the meaning of Sections 403.031(5) and 403.703(22), F.S.

3. Respondent is [an individual who/a Florida for-profit corporation which/etc.](#) operates a [Describe the nature of the operation/business activity](#) on real property located at [LAT/LONG or Address or Parcel ID number or Legal Description](#) ("Facility"). Respondent is the "owner" and/or "operator" – *whichever is appropriate*, of the Facility as defined in Rule 62-730.020, F.A.C.

**Comment [OGC4]:**  
Please be sure to include the correct property information and contact OGC if you need assistance.

Section/Township/Range is not sufficient.

**Comment [OGC5]:** Use this paragraph if a Respondent owns the property.

4. **>>>OPTIONAL<<<** Respondent currently holds record title to the parcel of real property described in Paragraph #, above ("Property"). **>>>END OPTIONAL<<<**

5. **>>>OPTIONAL<<<** Respondent's operations at the Facility are described in Exhibit I, which is attached and incorporated in this Order. **>>>END OPTIONAL<<<** [Insert previous sentence or describe the inspection/DEP's observations. Use multiple paragraphs if necessary.](#)

**Comment [OGC6]:** Limit these paragraphs to statements of facts that are necessary to describe the violations.

**Do not** characterize the facts or the intentions of Respondent without OGC review.

**Comment [OGC7]:** If the CO covers 3 or more violations, consider separating them into subparagraphs for clarity, as provided in the example here.

6. The Department finds that the following violation(s) occurred:

- a) [Briefly describe violation;](#)
- b) [Briefly describe violation.](#)

Having reached a resolution of the matter Respondent and the Department mutually agree and it is

**ORDERED:**

7. Effective immediately, Respondent shall comply with all Department rules regarding hazardous waste management. Respondent shall correct and redress all violations within the time periods stated below and shall comply with all applicable sections in Chapter 62-730, F.A.C. and Title 40, Code of Federal Regulations ("C.F.R.") Parts 260 through 266 and Part 268. All time periods shall run from the effective date of this Order.

- a) [Insert or describe required corrective actions.](#)
- b) [Insert or describe required corrective actions.](#)

**Comment [OGC8]:** [Model hazardous waste corrective actions](#) are provided in a separate document in the Enforcement Manual Appendices.

**You must obtain OGC review before you may issue a Consent Order containing corrective actions not listed there.**

**Comment [OGC9]:** Use this paragraph when there are discharges that need to be addressed.

8. **>>>OPTIONAL<<<** Respondent shall immediately cease all discharges from the Facility to the ground or surface waters of the state that are reasonably expected to cause a violation of the Department's water quality minimum criteria and standards. **>>>END OPTIONAL<<<**

9. Within # days of the effective date of this Order, Respondent shall [commence or complete](#) a Site Assessment in accordance with Rule 62-780.600, F.A.C., which shall address all soil and groundwater contamination that has resulted from discharges that have occurred at the Facility, as required by [Chapter 62-780](#). Respondent shall have the burden of proving that any off-site contamination that is contiguous with on-site contamination did not result from discharges that occurred at the Facility. Within 270 days of the effective date of this Order, Respondent shall submit to the Department a Site Assessment Report (“SAR”) in accordance with Rule 62-780.600(8), F.A.C. The Department will review and process the SAR in accordance with Rule 62-780.600(9), F.A.C.

**Comment [OGC10]:** Use paragraphs 9 and 10 if you want a SAR to address a discharge and Respondent agrees to implement 62-780.

If additional 62-730 remedies are sought (such as public notice or financial assurance), please consult OGC.

10. Upon submittal of the SAR to the Department, Respondent shall commence and complete all further tasks required by Chapter 62-780, F.A.C. in accordance with the requirements and time schedules identified in that Chapter.

11. **>>>OPTIONAL<<<**Within 30 days of the effective date of this Order, Respondent shall comply with the applicable requirements of Rule 62-730.225(3), F.A.C. **>>>END**

**Comment [OGC11]:** Use this paragraph if property is or may be contaminated.

**OPTIONAL<<<**

12. Within # days of the effective date of this Order, Respondent shall pay the Department \$ [Insert Total Payment Amount Due](#) in settlement of the matters addressed in this Order. This amount includes \$ [Insert Amount of Costs/Expenses](#) for [costs and expenses](#) incurred by the Department during the investigation of this matter and the preparation and tracking of this Order. **>>>OPTIONAL<<<**The civil penalties are apportioned as follows: \$ # for violation of Rule [Rule #](#), F.A.C.; \$ # for violation of Rule [Rule #](#), F.A.C.**>>>END OPTIONAL<<<**

**Comment [OGC12]:** You MUST distinguish between the penalty amount and costs/expenses in the CO.

**Comment [OGC13]:** This section should NOT cite to 403.121(3) or (4) (ELRA).

**Comment [OGC14]:** Use this Paragraph if you want to impose stipulated penalties.

13. **>>>OPTIONAL<<<**Respondent agrees to pay the Department stipulated penalties in the amount of \$ # per day for each and every day Respondent fails to timely comply with any of the requirements of Paragraph(s) [###](#) of this Order. A separate stipulated penalty shall be assessed for each violation of this Order, and the Department may demand stipulated penalties at any time after violations occur. Respondent shall pay stipulated penalties owed within 30 days of the Department’s issuance of written demand for payment, and shall do so as further described in Paragraph #, below. Nothing in this Paragraph shall prevent the

**Comment [OGC15]:** Please consider whether or not a per day penalty is the most appropriate. For example, if any of the corrective actions are for quarterly monitoring, a \$100 a per day penalty would only result in a \$100 penalty. In such instances, consider adding the following, which would have a single penalty for each monitoring event:

Respondent agrees to pay the Department stipulated penalties in the amount of \$ # for each and every missed monitoring event required by Paragraph(s) # of this Consent Order.

**Comment [OGC16]:** Do NOT list the penalty paragraph here – do not collect stipulated penalties for failure to meet the penalty payment deadline.

Department from filing suit to specifically enforce any terms of this Order. Any stipulated penalties assessed under this Paragraph shall be in addition to the civil penalties agreed to in Paragraph # of this Order. If the Department is required to file a lawsuit to recover stipulated penalties under this Paragraph, the Department will not be foreclosed from seeking civil penalties for violations of this Order in an amount greater than the stipulated penalties due under this Paragraph. >>>END OPTIONAL<<<

14. Respondent shall make all payments required by this Order by cashier's check or money order. Payment instruments shall be made payable to the "Department of Environmental Protection" and shall include both the OGC number assigned to this Order and the notation "Ecosystem Management and Restoration Trust Fund."

15. Except as otherwise provided, all submittals and payments required by this Order shall be sent to [Insert DEP Contact Person and Title/Section](#), Department of Environmental Protection, [Insert District Office and Address](#).

16. Respondent shall allow all authorized representatives of the Department access to the Facility and the Property at reasonable times for the purpose of determining compliance with the terms of this Order and the rules and statutes administered by the Department.

17. Respondent shall use all reasonable efforts to obtain any necessary access to implement the terms of this Order. If necessary access cannot be obtained, or if obtained, is revoked by owners or entities controlling access to the properties to which access is necessary, Respondent shall notify the Department within five business days of such refusal or revocation. The Department may at any time seek to obtain access as is necessary to implement the terms of this Order. Respondent shall reimburse the Department for any damages, costs, or expenses, including expert and attorneys fees, that the Department is ordered to pay, or that the Department incurs in connection with its efforts to obtain access that is necessary to implement the terms of this Order. Respondent shall pay these sums to the Department or arrange a payment schedule with the Department within 30 days of written demand by the Department.

18. >>>OPTIONAL<<<In the event of a sale or conveyance of the Facility or of the Property upon which the Facility is located, if all of the requirements of this Order have not been fully satisfied, Respondent shall, at least 30 days prior to the sale or conveyance of the Facility or Property, (a) notify the Department of such sale or conveyance, (b) provide the name and address of the purchaser, operator, or person(s) in control of the Facility, and (c) provide a copy of this Order with all attachments to the purchaser, operator, or person(s) in control of the Facility. The sale or conveyance of the Facility or the Property does not relieve Respondent of the obligations imposed in this Order. >>>END OPTIONAL<<<

Comment [OGC17]: Use this paragraph if the respondent is the property owner.

19. >>>OPTIONAL<<<If any event, including administrative or judicial challenges by third parties unrelated to Respondent, occurs which causes delay or the reasonable likelihood of delay in complying with the requirements of this Order, Respondent shall have the burden of proving the delay was or will be caused by circumstances beyond the reasonable control of Respondent and could not have been or cannot be overcome by Respondent's due diligence. Neither economic circumstances nor the failure of a contractor, subcontractor, materialman, or other agent (collectively referred to as "contractor") to whom responsibility for performance is delegated to meet contractually imposed deadlines (unless the cause of the contractor's late performance was also beyond the contractor's control) shall be considered circumstances the control of Respondent. Upon occurrence of an event causing delay, or upon becoming aware of a potential for delay, Respondent shall notify the Department by the next working day and shall, within seven calendar days notify the Department in writing of the anticipated length and cause of the delay, the measures taken or to be taken to prevent or minimize the delay, and the timetable by which Respondent intends to implement these measures. If the parties can agree that the delay or anticipated delay has been or will be caused by circumstances beyond the reasonable control of Respondent, the time for performance hereunder shall be extended. The agreement to extend compliance must describe the provision or provisions extended, the new compliance date or dates, and the additional measures respondent must take to avoid or minimize the delay, if any. Failure of Respondent to comply with the notice

Comment [OGC18]: Excusable delay clause.

requirements of this Paragraph in a timely manner constitutes a waiver of Respondent's right to request an extension of time for compliance for those circumstances. >>>END OPTIONAL<<<

20. >>>INSERT ONE OF THE FOLLOWING PARAGRAPHS<<<The Department, for and in consideration of the complete and timely performance by Respondent of all the obligations agreed to in this Order, hereby conditionally waives its right to seek judicial imposition of damages or civil penalties for alleged violations up to the date of the filing of this Order. This waiver is conditioned upon Respondent's complete compliance with all of the terms of this Order. >>>OR<<< The Department, for and in consideration of the complete and timely performance by Respondent of the obligations agreed to in this Order, hereby conditionally waives its right to seek judicial imposition of damages or civil penalties for violations outlined in this Order. This waiver is conditioned upon (a) Respondent's complete compliance with all of the terms of this Order, and (b) the remediation of contaminated areas to the applicable site rehabilitation levels. The Department's cause of action for damages accrues when the Department concludes that remediation of contaminated areas to the applicable site rehabilitation levels is not feasible or that the Respondent failed to completely implement the Department-approved remedial or corrective action plan (however designated). If the Department and Respondent fail to reach agreement on the payment of the damages, the Department may initiate appropriate legal action to recover the damages as provided by law.

Comment [OGC19]: Every Consent Order must include one of these paragraphs.

Comment [OGC20]: Use the second paragraph if soil or groundwater remediation is required and delete the previous paragraph.

21. The Department hereby expressly reserves the right to initiate appropriate legal action to address any violations of statutes or the rules administered by the Department that are not specifically resolved by this Order. Nothing herein shall be construed to limit the Department's authority to take any action against Respondent in response to or to recover the costs of responding to conditions at or from the Facility that require Department action to abate an imminent hazard to the public health, welfare, or the environment.

22. This Order is a settlement of the Department's civil and administrative authority arising under Florida law to resolve the matters addressed herein. This Order is not a settlement of any criminal liabilities which may arise under Florida law, nor is it a settlement of any violation which may be prosecuted criminally or civilly under federal law. Entry of this

Order does not relieve Respondent of the need to comply with applicable federal, state, or local laws, rules, or ordinances.

23. Respondent is fully aware that a violation of the terms of this Order may subject Respondent to judicial imposition of damages, civil penalties up to \$10,000.00 per day per violation, and criminal penalties.

24. Respondent acknowledges and waives its right to an administrative hearing pursuant to Sections 120.569 and 120.57, F.S., on the terms of this Order. Respondent also acknowledges and waives its right to appeal the terms of this Order pursuant to Section 120.68, F.S.

25. 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. No modifications of the terms of this Order shall be effective until reduced to writing, executed by both Respondent and the Department, and filed with the clerk of the Department.

26. The terms and conditions set forth in this Order may be enforced in a court of competent jurisdiction pursuant to Sections 120.69 and 403.121, F.S. Failure to comply with the terms of this Order shall constitute a violation of Section 403.161(1)(b), F.S.

27. This Consent Order is a final order of the Department pursuant to Section 120.52(7), F.S., and it is final and effective on the date filed with the Clerk of the Department unless a Petition for Administrative Hearing is filed in accordance with Chapter 120, F.S. Upon the timely filing of a petition, this Order will not be effective until further order of the Department.

28. **>>>OPTIONAL<<<** Respondent shall publish the following notice in a newspaper of daily circulation in [Insert County Name](#) County, Florida. The notice shall be published one time only within # days of the effective date of the Order.

**Comment [OGC21]:** Use the language in italics if you want to require newspaper publication.

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
NOTICE OF CONSENT ORDER

The Department of Environmental Protection gives notice of agency action of entering into a Consent Order with [Insert Respondent's Name](#) pursuant to Section 120.57(4), Florida

Statutes. The Consent Order addresses the [Describe nature of activities](#) at [Insert location of Facility or Property](#). The Consent Order is available for public inspection during normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays, at the Department of Environmental Protection, [Insert District Office and Address](#). >>>END OPTIONAL<<<

Persons who are not parties to this Order, but whose substantial interests are affected by it, have a right to petition for an administrative hearing under Sections 120.569 and 120.57, Florida Statutes. Because the administrative hearing process is designed to formulate final agency action, the filing of a petition concerning this Order means that the Department's final action may be different from the position it has taken in the Order.

The petition for administrative hearing must contain all of the following information:

- a) The OGC Number assigned to this Order;
- b) The name, address, and telephone number of each petitioner; the name, address, and telephone number of the petitioner's representative, if any, which shall be the address for service purposes during the course of the proceeding;
- c) An explanation of how the petitioner's substantial interests will be affected by the Order;
- d) A statement of when and how the petitioner received notice of the Order;
- e) Either a statement of all material facts disputed by the petitioner or a statement that the petitioner does not dispute any material facts;
- f) A statement of the specific facts the petitioner contends warrant reversal or modification of the Order;
- g) A statement of the rules or statutes the petitioner contends require reversal or modification of the Order; and
- h) A statement of the relief sought by the petitioner, stating precisely the action petitioner wishes the Department to take with respect to the Order.

The petition must be filed (received) at the Department's Office of General Counsel, 3900 Commonwealth Boulevard, MS# 35, Tallahassee, Florida 32399-3000 within 21 days of receipt of this notice. A copy of the petition must also be mailed at the time of filing to the District Office at the address indicated in Paragraph [Insert # \(the relevant paragraph is #15 in this model\)](#), below. Failure to file a petition within the 21-day period constitutes a person's waiver of the right to request an administrative hearing and to participate as a party to this

proceeding under Sections 120.569 and 120.57, Florida Statutes. Before the deadline for filing a petition, a person whose substantial interests are affected by this Order may choose to pursue mediation as an alternative remedy under Section 120.573, Florida Statutes. Choosing mediation will not adversely affect such person's right request an administrative hearing if mediation does not result in a settlement. Additional information about mediation is provided in Section 120.573, Florida Statutes and Rule 62-110.106(12), Florida Administrative Code.

29. Rules referenced in this Order are available at <http://www.dep.state.fl.us/legal/Rules/rulelistnum.htm>.

**Comment [OGC22]:** All of this language must be included in all COs, regardless of whether publication is required.

DO NOT BREAK THIS LANGUAGE INTO MULTIPLE PARAGRAPHS.

FOR THE RESPONDENT:

\_\_\_\_\_  
[Insert Name](#) DATE  
[Insert Title \(If Respondent is a Business\)](#)

**Comment [OGC23]:** For businesses/corporations only.

Make sure that the person signing for the corporation is an OFFICER of that corporation. See the [sample signatory language and certifications guidance](#).

A REGISTERED AGENT may not sign the CO on behalf of the corporation.

DONE AND ORDERED this # day of [Month](#), [Year](#), in [County](#), Florida.

STATE OF FLORIDA DEPARTMENT  
OF ENVIRONMENTAL PROTECTION

\_\_\_\_\_  
[Insert Name](#)  
District Director  
[Insert District](#)

