

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 RCRA Violations

Hazardous Waste Potential for Harm Ranking System

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

COLLECTION/WRITE-OFF DOCUMENTS

Collection Referral Template

Write-off Referral Template

Referral Template Instructions

30 Day Payment Past Due Letter

60 Day Payment Past Due Letter

DATA MANAGEMENT DOCUMENTS

Legal Case Tracking (LCT) Enforcement Case Entry Form

FINANCIAL DOCUMENTS

Financial Affidavit for Corporations

Financial Affidavit for Individuals

Financial Affidavit for Partnerships

MISCELLANEOUS DIRECTIVES

Pollution Prevention in Enforcement Settlements - DEP
Directive 921

Violations on DEP Managed Lands - DEP Directive 920

COMPLIANCE DOCUMENTS

Regulatory Compliance Memorandum 11-16-2011

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

SLERP/CO

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
LANGUAGE/ATTACHMENTS**

Short-form Consent Order with Pollution Prevention Language

Long-form Consent Order Pollution Prevention Paragraphs

Pollution Prevention Project Attachment (for use with SFCO and LFCO when project is known and cost accounting is needed)

Pollution Prevention Project Attachment (for use with LFCO when project is NOT known)

MODEL DOCUMENTS FOR 62-780

Model 780 Consent Order

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 Assessment Final Order

Site Access Remediation Letter

Site Access Remediation Final Order

WCU Request for OGC Assistance

Site Access Notice of Intent

MODEL DOCUMENTS FOR 62-782

Enforcement and Cleanup Options for Drycleaning Solvent Sites

Model 782 Notice Letter for Drycleaning Solvent Contaminated Sites

MODEL FINAL ORDERS

Default Final Order

MODEL ORDERS - MISCELLANEOUS

Order To Comply with Request for Information

MODEL LETTERS

Warning Letter

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 – NOTICES OF VIOLATIONS

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)

ELRA RELATED DOCUMENTS

ELRA Mediation Fact Sheet

AP/NOV

DW/NOV

PW/NOV

Case Report – Opting Out of NOV

Environmental Litigation Reform Legislation
House Bill 1635, Year 2001, Administrative Penalties

Section 403.12, F.S.

DF/NOV

TK/NOV

USED OIL/NOV

STATE LANDS/DF/NOV

OGC ENFORCEMENT ORGANIZATION CHART

ORGCHART

PARALLEL PROCEEDINGS

Parallel Proceedings Guidance

Criminal Contacts By District

ENFORCEMENT PROCESS

Civil Penalty Authorization Memo - Sample

Case Report – Sample

Case Report to Enforce Request for Information Final Order - 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

Case Report – Tanks 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