***Person(s) Responsible for Brownfield Site Rehabilitation (PRFBSR) and their representatives: To facilitate Florida Department of Environmental Protection (FDEP) review of your request, please follow the instructions below, answer the questions, and attach to the Brownfield Site Rehabilitation Agreement (BSRA/RCRA BSRA) package before submitting to FDEP.***

**CHECKLIST for BROWNFIELDS SITE REHABILITATION AGREEMENT**

Prior to sending a BSRA/RCRA BSRA package to FDEP for review, please ensure the information contained in the BSRA/RCRA BSRA package (draft agreement with exhibits) is correct, all documents are submitted, and the questions below are answered.

**PRFBSR/Brownfield Site Applicant:** In your email or letter requesting FDEP review please provide the following information, including this checklist. Please indicate either **YES** or **NO** for each question and any follow-up explanation necessary.

Is there an event (i.e., real estate closing) or meeting (i.e., county commission meeting) that this document needs to be executed or approved by FDEP prior to? **YES** **NO**

If yes, what is the event and when is the event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Is the site located in a brownfield area? **YES NO**

If no, please indicate when an area designation is expected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Is the site listed on CERCLIS? **YES NO**

If yes, please provide the CERCLIS ID number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Is the site a solid waste site or landfill (*If yes, project manager and PRFBSR should* d*iscuss)?* **YES NO**

* Does this site have a RCRA permit or order? **YES NO**

If yes, please provide the RCRA number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please use the model RCRA BSRA.

**Prior enforcement:**

Check the appropriate enforcement (District and Delegated County) files to determine

whether there was an enforcement case regarding this location or this PRFBSR. FDEP District staff can assist with this. If the answer to any of the following is “yes” please provide that information and documentation. Even if you are not sure about the relationship, please send the documents/information.

Did the PRFBSR cause or contribute to the contamination after July 1, 1997 (*If yes, project manager and PRFBSR should discuss)*? **YES**  **NO**

Are there any open consent orders or other FDEP actions associated with the site? **YES,** if so, please provide the order number or other information ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **NO**

If the site/PRFBSR is the subject of orders or FDEP actions, are they in good faith compliance? **YES NO** Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Property Ownership:**

Check the public records to confirm the identification of the Real Property Owner (RPO). Please search the Clerk of the Court or County Property Appraiser’s websites for the most recent deed and include it with your package.

* Name of RPO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the PRFBSR is not the RPO or the site access agreement (Attachment C) does not match the name of the RPO in the public records, please provide the name of the RPO. Explain why the RPO name from the public records does not match the BSRA or site access agreement.

**Model BSRA/RCRA BSRA and Modifications:**

* Please ensure that the current model BSRA/RCRA BSRA is being used. The current model is located at the Department’s Brownfields Program website at: <https://floridadep.gov/waste/waste-cleanup/content/brownfields-program>.
* Please delete ALL instructions from the model BSRA/RCRA BSRA. These instructions are noted in parenthesis **{}** or **[]** but not **()**.
* Is the name and title of the person who will sign the BSRA/RCRA BSRA provided? Does the person signing the document on behalf of the PRFBSR have adequate authority to sign on behalf of the entity that is the PRFBSR?

**YES**   **NO**, if not, why \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

* + Please see the FDEP Office of General Counsel’s enforcement manual for information and guidance regarding signatory authority at the following link - <http://floridadep.gov/ogc/ogc/documents/example-signature-blocks-and-certifications>.
	+ For corporations, companies and LLCs check *sunbiz.org* to confirm names of managing members and corporate officers.
* Provide all applicable Facility name and FDEP Identification Number(s)? (COM #, Facility Id. #, and BF Identification Number). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Check for accuracy of all facts and contacts included in the document.
* Please provide the draft BSRA as a Word document in tracked changes. Highlight each modification to the model language, if any. You can use “compare documents” in Word to facilitate this review. If there are any changes to the model language, please highlight the ‘new’ language in the draft and explain why each change to the model is being requested.

**Other program eligibility:**

Is the facility (or discharge on the Property) eligible for the Drycleaning Solvent Cleanup Program (DSCP) or Petroleum Restoration Program (PRP), such as ATRP, EDI, FPLRIP, IVPSSR, or PCPP, etc.? **YES**, if so, please include information in the BSRA (e.g., discussion of history of contamination and program eligibility, and at what stage the state funded cleanup is, etc.). **NO**

* **If eligible for DSCP, please copy Ben Grubbs, FDEP Waste Cleanup,** Tallahassee on the BSRA package. Benjamin.Grubbs@FloridaDEP.gov.
* **If eligible for PRP, please copy Jamie Lopez, FDEP PRP eligibility coordinato**r, **Tallahassee** on the BSRA package Jamie.L.Lopez@FloridaDEP.gov and **Billy Hessman**, Billy.Hessman@FloridaDEP.gov.

**Attachments:**

* Are all attachments labeled and attached? **YES NO,** if not, which attachments are not included and why \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?
* Attachment A – Please be sure that there is a legible map of both the designated brownfield area as well as the boundaries of the brownfield contaminated site that is the subject of the BSRA. Include all relevant amendments to the local government resolution creating the BF Area.
* Attachment B – Have there been any changes? **YES**, if so, please explain why \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **NO**
* Attachment C – Does not have to be executed until the BSRA is executed, however, the name and title of the person who will sign the site access agreement must be provided. Does the person signing the site access agreement have authority to sign for the property owner (see above for assistance)? **YES NO**, if not, why \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?
* Attachment D – The certification of redevelopment should provide information with how the BF site will be redeveloped (land use) as well as the local government’s approval.
* Attachment E – The contractor certification form should be on the contractor’s letterhead.
* Attachment F – Must be included, but you do not need to provide a list of contaminants that will be tested.
* Attachment G – The advisory committee members list should include the name, address, phone number, email address, etc. and purpose for which the individual is on the advisory committee.
* Attachment H – Please review before submitting technical documents.
* Attachment I (for RCRA BSRA) – Must be included.
* Attachment J (for RCRA BSRA) – Optional.

**===============================For FDEP use===========================================**

**District BF Coordinator:**

Before forwarding a BSRA package to FDEP Tallahassee for review:

* Create an ERIC ID for the site if one does not already exist, and add it to the draft BSRA
* If there are problems with the documents or attachments (especially if any attachments are missing), inform the PRBSR or PRFBSR’s representative, require corrections be made, and the corrected document with attachments be sent to the project manager.
* Alternatively, if all documents have been submitted and there are only a couple of very minor errors with the document, point them out (including what the document should say), and forward to FDEP Tallahassee for review. All attachments (either completed and signed, or completed/draft and unsigned with information about when the signed document will be submitted) must be included.