

## Order Letter Checklist DEP – Petroleum Restoration Program

<b>Facility Name:</b>		<b>Discharge Date(s)/Program ↓</b>
<b>Facility ID:</b>		
<b>Site Manager:</b>		
<b>Reviewer:</b>		
<b>Phase/Order Type:</b>		

**Check box or N/A if not applicable**

- Use the most current Order Template (identified by footer date), follow instructions on template using only applicable sections, do not change font, or remove headers or footers
- Include three labels for the addressee and any additional labels for the cc's
- Verify facility address in STCM with property appraiser. If the facility address in STCM does not match the property appraiser address, send a request to have the address updated to Tank Registration at [TankRegistration@dep.state.fl.us](mailto:TankRegistration@dep.state.fl.us)
- Verify in STCM that the facility name and address match the subject block and certification page
- Verify that all applicable eligible discharges are listed on the order with correct eligibility
- Verify in Oculus and STCM Reports Screen that reports are cited correctly on both the Order and certification page
- If a company name (or government entity) is listed after the addressee, use the company name in both "How to. . ." paragraphs
- LPs and Team 5 & 6 only send electronic copy of the order letter, and UIC memos to [Cole.M.Nelson@FloridaDEP.gov](mailto:Cole.M.Nelson@FloridaDEP.gov)

**For SRCOs:**

- Provide a facility map and tables with water and soil analytical data, include Facility ID on all tables and figures
- Make sure all data points (MW's & SB's) from tables are shown on the figures,
- Make notes on tables to explain exceedances, which wells were used to determine NFA, which wells replaced destroyed/lost wells, etc., include supporting documentation e.g. Groundwater Elevation Summary, Soil Screening (OVA) Summary, Groundwater Flow Maps (notes can be handwritten)  
[November 17, 2011 DWM Rounding Analytical Data for Site Rehabilitation Completion memorandum](#)  
[October 12, 2004 FDEP Guidance for the Selection of Analytical Methods and for the Evaluation of Practical Quantitation Limits](#)
- If applicable include the BaPs conversion table for soil carcinogenic PAHs
- If applicable provide a figure showing the final excavation boundaries and the analytical data showing that the area is clean.

**INCLUDE IN PACKAGE:**

Checklist  
Original PE/PG Certification  
Figures & Tables  
Property Appraiser page

**INCLUDE IN EMAIL:**

Word version of Order  
UIC Memo  
UIC Map