{Date}

PCB Coordinator

61 Forsyth Street S.W.

Atlanta, GA 30303

Re: PCB Notification Letter

{Choose a County} County

Site Name: {Site Name}

Site ID: {Facility/COM\_PCB Notification Letter

Dear {Name}:

This Notification letter is to provide the United States Environmental Protection (USEPA) a summary of site investigation activities regarding polychlorinated biphenyls (PCBs) for the above referenced site. PCBs are being investigated at this site due to {a release/spill that occurred on DATE}{OR}{the historical use of the facility and the release/spill date is unknown}. Below is a general summary regarding the subject site current as of the date of this letter.

* Site Description: Historically the site operated as {insert historical use(s)}, and currently is a {insert current use}.
* Site Assessment Results: Discreet soil samples were collected using standard operating procedures from sample depth intervals {insert soil sample depths}. Soil samples were submitted for laboratory analysis of PCBs using USEPA methodology {insert lab method}. Groundwater samples were submitted for laboratory analysis of PCBs using USEPA methodology {insert lab method}. Soil and groundwater samples were collected from select monitoring wells using standard operating procedures. Sample results and sample locations are provided on the attached tables, figures, and laboratory analytical report(s).
* Proposed Cleanup Activities: Concentrations of PCBs in soil {were not detected above method detection limits} {OR} {were detected at concentrations ranging from {insert range of detections} milligrams per kilogram (mg/kg) from sample depth intervals {insert sample depth range} feet below ground surface}. Concentrations of PCBs in groundwater {were not detected above method detection limits} {OR} {were detected at concentrations ranging from {insert range of detections} micrograms per liter (µg/L) from groundwater monitoring well(s) {insert wells} screened from {insert screening depth} feet below ground surface}. Impacted media will be {excavated}{OR}{remediated by the installation of a system}{OR}{capped and covered by an impervious surface}.
* Disposal Activities: To date, disposal activities have included {stockpiling soil}{and/OR}{site assessment}{and/OR}{insert other}.

Additional information is available through the Department’s Oculus web site located at: <http://dwmedms.dep.state.fl.us/Oculus/servlet/login>. To view documents related to this site, please select Waste Cleanup as the Catalog and select all items under Profile, then search using the {Facility Identification # OR Site ID COM PCB Notification Letter. The documents will then be available for you to view and download.

Following completion of site assessment, a PCB Coordinated Approval Order or RCRA permit modification will be issued. This will initiate the remediation phase of cleanup, including a remedial action plan documenting a cleanup schedule, disposal options, and the selected remedial approach. If you have any questions regarding the status of the site cleanup or would like to schedule a teleconference to discuss this site, please contact {insert name of contact} by telephone at XXX-XXX-{XXXX} or by e-mail at {insert site manager email}.

Sincerely,

{Name of Signatory}

{Title of Signatory}

Florida Department of Environmental Protection

cc:

If applicable

Attachments:

Tables [Insert Table Titles]

Figures [Insert Figure Titles]

Laboratory Analytical Report(s)

Draft Coordinated Approval Order