{Date}

USEPA

{Street Name}

{City, State, Zip}

{E-mail}

Re: Request for Coordinated Approval Letter

 {Choose a County} County

 Site Address: {Insert Site Name}

 Site Name: {Insert Site Name}

Site ID: {Facility/COM\_Request for Coordinated Approval Letter Template

Dear {Name}:

This Request for Coordinated Approval letter is to provide the United States Environmental Protection (USEPA) notice of the discovery of polychlorinated biphenyls (PCBs) during site investigation activities 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}. Additional information is available through the Department’s Oculus web site located at: <http://depedms.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, with the exception of DWM Historical Repository and Folders, then search using the {Facility Identification # OR Site ID COM Request for Coordinated Approval Letter Template. The documents will then be available for you to view and download.

Florida Department of Environmental Protection (FDEP) has reviewed the site assessment and the proposed Remedial Action Plan (RAP) and has issued a RAP Approval Order. This will initiate the remediation phase of cleanup. FDEP has submitted a transmittal package to USEPA, including a summary of site information and data tables and figures, and these documents are being submitted to request a Coordinated Approval under the Memorandum of Agreement between the USEPA Region 4 and the FDEP. 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 email}.

Sincerely,

{Name of Signatory}

{Title of Signatory}

ec:

{Name of Site Manager and email address}