

# Memorandum

# Florida Department of Environmental Protection

**TO:** All District and Local Program Compliance Supervisors  
All District and Local Program Cleanup Supervisors  
All BPSS Team Leaders

**THROUGH:** Michael E. Ashley  
Chief, Bureau of Petroleum Storage Systems

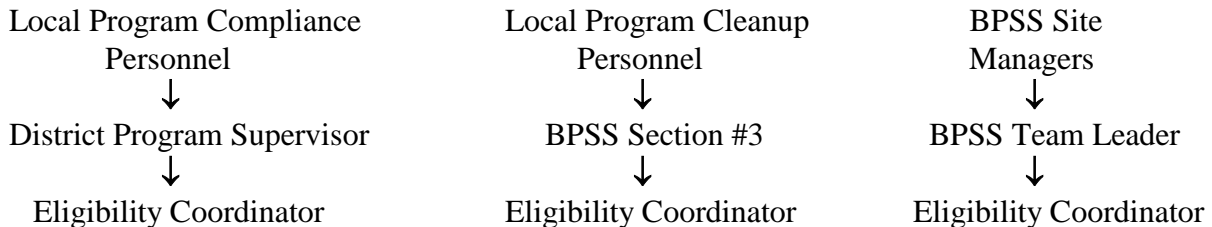
**FROM:** Lewis J. Cornman, Jr.  
Environmental Manager (Eligibility Coordinator)

**DATE:** May 30, 2001

**SUBJECT:** Rescission of a Discharge Report in PCT for discharges with no program eligibility indicated.

The purpose of this memo is to clarify the procedure to delete a discharge from the PCT database that the Department does not consider to be an actual new discharge and has no program eligibility associated with that discharge. Upon discovery of a DRF listed in PCT that, after investigation, is determined not to be a new discharge, but is a data entry error or re-reporting of a prior contamination incident, the following procedure should be used. For data entry errors prepare a memo to the Eligibility Coordinator with the DEP facility numbers involved describing how the data entry error occurred and why the DRF needs to be rescinded. The memo to the Eligibility Coordinator for DRF's which are re-reporting of prior contamination incidents should also contain the facility number involved and briefly describe the circumstances that led to the reporting/entry of the DRF, the reason why the DRF should be rescinded, and include any necessary backup documentation.

The review process and chain of command for the memo should be as follows:



Upon completion of the memo and review process, the Eligibility Coordinator will delete the DRF from PCT. PCT will show from that point on that the facility has deleted discharge records. Review of the deleted discharge information can be seen by selecting *Deleted\_discharg* from the History menu. If you have any questions, please contact me at SC 278-3935 or (850) 488-3935.