

DATE

Name, Title  
Company  
Address  
City, State Zip  
Emailaddress.com

Re: Compliance Assistance Offer  
Facility Name  
Facility ID No.  
County

Dear Mr./Ms. XXXX,

A **xxxxx** inspection was conducted at your **facility/system/site/other** on **date**, under the authority of Section 403.091, Florida Statutes (F.S.). **(This authority could also be based upon a permit or consent order condition)**. During this inspection, possible violations of Chapter 403, F.S., **(this statutory cite could be 373, 376, or 378 depending upon the nature of the case)**, Chapter 62-xxx, Florida Administrative Code (F.A.C.), and Chapter 62-xxx, F.A.C. were observed. The purpose of this letter is to offer you compliance assistance as a means of resolving these matters.

Please see the attached inspection report for a full account of Department observations and be advised this Compliance Assistance Offer is part of an agency investigation preliminary to agency action in accordance with Section 120.57(5), F.S. We request you review the items of concern noted in the attached inspection report and respond in writing within **15 days** of receipt of this Compliance Assistance Offer. Your written response should either:

1. Describe what you have done to resolve the issue (see "Recommendations for Corrective Action" section of the report),
2. Provide information that either mitigates the concerns or demonstrates them to be invalid, or
3. Arrange for one of our inspectors to visit your **facility/system/site/other** to offer suggested actions to return to compliance without enforcement.

It is the Department's desire that you are able to document compliance or corrective actions concerning the possible violations identified in the attached inspection report so that this matter can be closed without enforcement. Your failure to respond promptly in writing (or by e-mail) may result in the initiation of formal enforcement proceedings.

Please address your response and any questions to **(CASE MANAGER)** of the **XXXXXX** District Office at **(XXX) XXX-XXXX** or via e-mail at [firstname.lastname@dep.state.fl.us](mailto:firstname.lastname@dep.state.fl.us). We look forward to your cooperation with this matter.

Company Name  
Facility ID No.:  
Compliance Assistance Offer  
Page 2 of 2

Sincerely,

Name, Assistant Director  
XXXXXX District  
Florida Department of Environmental Protection

Enclosures: Inspection Report (with attachments)

cc: name

ec: name/email address