



Division of Enforcement

Guidance Memorandum

Chapter 2A –Attachments to Chapter 2

For ease of access, Chapter 2A contains the attachments to Chapter 2 of the DEQ Civil Enforcement Manual. The attachments are listed and linked below. Updated December 30, 2014.

I. Informing RPs of Alleged Violations

- [2-1 Acknowledgement of RTC for Informal Correction](#)
- [2-2A Model Warning Letter – UST](#)
- [2-2B Model Warning Letter – Oil Discharge](#)
- [2-2C Model Warning Letter– Solid Waste](#)
- [2-2D Warning Letter Standard Paragraphs](#)
- [2-2E\(1\) Model Warning Letter – Const. Storm.](#)
- [2-2E\(2\) Model Warning Letter and Notice of Plan Requirement – Const. Storm.](#)
- [2-3 Acknowledgment of RTC – Warning Letter](#)
- [2-4A Model NOV – Air Data](#)
- [2-4B Model NOV – Solid Waste](#)
- [2-4C Model NOV – Water DMR](#)
- [2-4D Model NOV – Oil Discharge](#)
- [2-4E NOV Standard Paragraphs](#)
- [2-4F Model NOV – Const. Storm.](#)

2-5 [Reserved]

[2-6 No Response to NOV – Decline to Negotiate](#)

[2-7 NOV Rescission Letter](#)

[2-8 PEDR Response](#)

II. Enforcement Referrals and Plans

[2-9 Model Referral for Enforcement Action](#)

2-10 [Reserved – the SEP Analysis Addendum is now in Chapter 5]

[2-11A Standard Enforcement Recommendation and Plan \(ERP\)](#)

[2-11B Table ERP](#)

[2-12 ERP Addendum](#)

III. Enf. Tools by Consent

[2-13 Model Letter of Agreement](#)

[2-14 Letter Terminating LOA](#)

[2-15A Model Consent Order – Air](#)

[2-15B Model Consent Order – VPDES](#)

[2-15C Model Consent Order – Industrial Stormwater](#)

[2-15D Model Consent Order – VWP](#)

[2-15E Model Consent Order – VPA](#)

[2-15F Model Consent Order – VPA General Permit](#)

[2-15G Model Consent Order – UST](#)

[2-15H Model Consent Order – Oil Discharge and AST](#)

[2-15I Model Consent Order – Hazardous Waste](#)

[2-15J Model Consent Order – Solid Waste](#)

[2-15K Model Consent Order – Ground Water Management](#)

[2-15L Model Consent Order – Construction Stormwater](#)

[2-16 Formatting Tips for Model Orders](#)

[2-17 Enforcement Referral to Central Office](#)

[2-18 Transmittal Letter for Draft CO](#)

[2-19 Transmittal Letter for RP Signature](#)

[2-20 Consent Order Public Notice Template](#)

[2-21 Letter to *Virginia Register* for Water Consent Order](#)

[2-22 Letter to Local Government for Water Consent Order](#)

[2-23 Comment Response Document Template](#)

[2-24 SWCB Agenda Item Template](#)

[2-25 Transmittal Letter for Executed Consent Order](#)

[2-26 Model Amended Consent Order](#)

[2-27 Model Letter Terminating Consent Order \(Immediate Termination\)](#)

[2-28 Model Letter Terminating Consent Order \(30 Days' Notice\)](#)

[2-29 Model Executive Compliance Agreement \(ECA\)](#)

[2-30 DE Review Checklist](#)

IV. Enforcement Tools without Consent

[2-31 Request for APA Adversarial Action](#)

[2-32 Model Emergency Order](#)

2-33 [Reserved]

V. UST and SSO

[2-34 Administrative Orders to Prevent or Minimize Sanitary Sewer Overflows](#)

VI. Monitoring Compliance with Orders and Agreements - [None]

VII. Case Closure

[2-35 Case Closure Memorandum](#)