



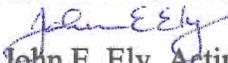
## Division of Enforcement

### Guidance Memorandum

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**Subject:** Civil Enforcement Manual  
Chapter 5 – Incentives for Identifying and Resolving Violations

**To:** Regional Enforcement Managers and Specialists, Regional Compliance Auditors,  
Central Office Enforcement Managers (electronic distribution)

**From:**   
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Division of Enforcement

**Date:** May 2, 2012

**Copies:** Richard F. Weeks, James J. Golden, Regional Directors, Division Directors,  
Central Office Compliance Managers, Angela Jenkins, Cindy Berndt (electronic  
distribution)

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**Summary:**

This guidance supersedes both DEQ's *Voluntary Environmental Assessments*, Enforcement Guidance Memorandum (EGM) 1-2006 (June 13, 2006) and DEQ's *Supplemental Environmental Projects (SEPs)*, EGM No. 3-2006 (September 19, 2006). Chapter 5 describes: (1) incentives for Responsible Parties to identify and disclose their own violations through voluntary environmental assessments; and (2) criteria and procedures for DEQ and RPs to include Supplemental Environmental Projects (SEPs) in consent orders and consent decrees.

**Electronic Copy:**

An electronic copy of this guidance is available on the Department's website at:  
<http://www.deq.virginia.gov/enforcement/manual.html>.

**Contact Information:**

For information regarding the application of this guidance to voluntary environmental assessments (also called "voluntary environmental audits"), please contact me at (804) 698-4249 or [John.Ely@deq.virginia.gov](mailto:John.Ely@deq.virginia.gov) or the Central Office Enforcement Manager for the affected media program. For information regarding the application of this guidance to SEPs, please contact Lee M. Crowell at (804) 698-4450 or [Lee.Crowell@deq.virginia.gov](mailto:Lee.Crowell@deq.virginia.gov) or the Central Office Enforcement Manager for the affected media program.

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