Appendix 7B
Enforcement Action Checklist

_____ Review correspondence in permit file and performance evaluations for adequate description of permit noncompliance.

_____ Notify holder by certified letter of possible revocation or suspension due to noncompliance with applicable statutes, regulations, or terms of permit. Refer to 36 CFR 251.60 and FSM 2716.3.

    _____ Quote and cite specific provisions in regulations and permit or its attachments that authorize suspension or revocation for noncompliance.

    _____ Enumerate items of noncompliance.

    _____ Specify date and type of any prior efforts (e.g., by letter or telephone) to obtain compliance.

    _____ Give holder reasonable opportunity, usually not more than 30 days, to correct noncompliance.

    _____ Give holder opportunity to meet with authorized officer.

    _____ Do not give appeal rights with the notice-of-noncompliance letter. Appeal rights accrue when a suspension or revocation is imposed.

_____ If noncompliance has not been corrected within established time frame, send a certified letter to holder stating that permit is being revoked or suspended.

    _____ Quote and cite specific provisions in regulations and permit or its attachments that authorize suspension or revocation for noncompliance.

    _____ Enumerate items of noncompliance that serve as basis for enforcement action.

    _____ Reference actions taken by authorized officer or Forest staff to obtain holder compliance. Include specific dates of such actions, and attach all documentation. In particular, reference dates that FS gave notice of these items of noncompliance and opportunity to comply to holder. State that these items have not been corrected within specified time frame.

    _____ Letter should be signed by authorized officer next highest in rank to issuing officer, unless permit provides that enforcement action may be taken by issuing officer.

    _____ Give holder opportunity to meet with authorized officer.

    _____ Notify holder of appeal rights under 36 CFR Part 251, Subpart C.