
APPENDIX E

SAMPLE SECTION 308 LETTER



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Certified Mail—Return Receipt Requested

Date

Dear Sir:

Pursuant to the authority contained in Section 308 of the Clean Water Act (33 U.S.C. 1251 et seq.), representatives of the U.S. Environmental Protection Agency (EPA), or a contractor retained by EPA, is planning to conduct a compliance monitoring inspection of your operations, including associated waste treatment and/or discharge facilities located at (site of inspection). This inspection will ascertain the degree of compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) permit issued to your organization.

Our representatives may observe your process operations, inspect your monitoring and laboratory equipment and methods, collect samples, and examine appropriate records, and they will be concerned with related matters.

In order to facilitate easy access to the plant site, please provide the name of the responsible facility official who can be contacted upon arrival at the plant. Additionally, we would appreciate receiving a list of the safety equipment you would recommend that our representatives have in their possession in order to enter and conduct the inspection safely. Please provide the information requested within 14 days of receipt of this letter.

If you have any questions concerning this inspection, please call (appropriate designated official).

Sincerely,

Director
Water Management Division**Sample Section 308 Letter**

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