

DATE

Name of state agency you are reporting to and

U.S. Environmental Protection Agency – if applicable *(if situation involves matter over which USEPA has jurisdiction, or has otherwise been involved)

RE: Voluntary Disclosure Under EPA’s Incentives for Self Policing: Discovery, Disclosure, Correction and Prevention of Violations

Include state disclosure law if submitting according to state audit privilege statute

Dear -----:

In compliance with the (*the state involved and/or*) United States’ Self Policing: Discovery, Disclosure, Correction and Prevention of Violations Policy, _____ (“_____”), hereby notifies the United States Environmental Protection Agency (“EPA”) that _____ recently discovered that it may have (set forth the exact violation here such as – emitted more than 10 tons a year of hexane without a permit).

By way of background, (*name of company involved*) is currently conducting a focused environmental audit of (state the reason for the audit, such as *its emissions inventory reporting history*). Although the audit has not been completed, during a review of some of its records, (*insert name of company*) discovered information that indicates that the facility may have (state the type of violation – such as *emitted more than 10 tons of hexane without a permit*) review of records pertaining thereto. When (*name of company*) confirms that a violation has in fact occurred, it will promptly notify you and take measures to correct the violation.

No federal, state or local environmental agency has scheduled an inspection, investigation or submitted an information request to *(name of company)* prior to the identification and disclosure of the potential violation(s). The same or closely-related violation has not occurred within the past three years at this facility.

Fortunately, if there was a violation, *(name of company)* believes that the violation has not resulted in any harm, actual or otherwise, nor has it presented an imminent and substantial endangerment to public health or the environment. Moreover, *(name of company)* has not and will not experience any economic benefit as a result of the violation(s).

(name of company) agrees to cooperate with and provide any additional information necessary to EPA and *(state agency)* in this matter. To the extent additional information is necessary, please feel free to contact me at *(phone number)*.

Sincerely,

Plant Manager

cc: