TO:

(Name) (Regional or Central DEP office)

FROM:

(Name) (Conservation District)

Operation Information

Owner/Operator Name: Phone:

Location Address:

Municipality: Latitude/Longitude:

Receiving Stream:

Mailing Address:

|  |  |
| --- | --- |
| This referral is regarding: |  |
| Lack of Manure Management Plan (Chapter 91) | Lack of Ag E&S Plan (Chapter 102) |
| Active Pollution Event  (Please describe in comments below) | Other Water Quality Concern  (Please describe in comments below) |

COMMENTS:

The following items are attached as part of this referral (please include all available information):

|  |  |
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| 1. A chronology of related events leading to the request for DEP action. |  |
| 1. All site inspection reports and investigation forms regarding the violation. |  |
| 1. All written correspondence sent to and received from the owner/operator regarding the violation. |  |
| 1. Summary of verbal communications with the owner/operator regarding the violation, including phone calls and personal visits. |  |
| 1. Supporting documentation (e.g., photographs, previous violations, etc.) to help DEP understand the violation. |  |
| 1. Documentation regarding enforcement actions taken (or pending) by other agencies, including contact and agency names. |  |
| 1. A brief description of actions taken by the owner/operator demonstrating efforts at compliance. (If Applicable.) |  |
| 1. A brief description of actions taken by the owner/landowner indicating an unwillingness to comply. (If Applicable.) |  |
| 1. List and brief description of related communications between the conservation district staff and other interested/involved parties (e.g., PDA, PA F&BC, and legislators). (If Applicable.) |  |
| 1. Letter from the District Chairman or District Manager referring the case for DEP action. (As Appropriate.) |  |