## [**Suggested** letter template for facility use. Before submitting to DTSC, replace red areas with appropriate information.]

(Date) Certified Mail No.: XXXX XXXX XXXX XXXX

Dispute Resolution Official Department of Toxic Substances Control P.O. Box 806 Sacramento, California 95812-0806

## **PROVISIONAL INSPECTION VIOLATION SCORE DISPUTE DOCUMENT**

Dear Dispute Resolution Official:

The purpose of this letter is to dispute the provisional inspection violation score(s) issued by the Department of Toxic Substances Control (DTSC) to (Facility Name), (EPA ID Number), located at (Facility Location), on (Month) (Date) (Year). Pursuant to California Code of Regulations, title 22, section 66271.53, subdivision (c), (Facility Name) seeks to dispute the following provisional inspection violation score(s):

Date of Compliance Inspection	Provisional Inspection Violation Score Calculated by DTSC	Description of Disputed Class I Violation

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Enclosed, please find the required information to support (Facility Name)'s dispute:

- A statement that describes in detail the factual and legal basis of the dispute and relief sought;
- Any claimed erroneous facts, assumptions, approaches, or conclusions of law made by DTSC;
- A statement describing in detail any efforts already made by the owner or operator to resolve the dispute with DTSC; and
- Photographs, documents, or any other material that supports the owner's or operator's position regarding the disputed provisional inspection violation score.

If you have any questions concerning this letter, please contact (Contact Name), (Title) at (Work Phone) or at (Email Address).

Sincerely,

(Name of Facility Owner or Operator or Representative)
(Title)
(Facility Name)
(Street Address)
(City), (State) (Zip Code)

Enclosure(s):

(Title(s) of Enclosure(s))

cc: See Next Page

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cc: Keith Kihara, Division Chief Department of Toxic Substances Control Enforcement and Emergency Response Division P.O. Box 806 Sacramento, California 95812-0806

> Maria Salomon, Unit Chief Department of Toxic Substances Control Enforcement Performance Management P.O. Box 806 Sacramento, California 95812-0806