

[**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 EXTENSION REQUEST

Dear Dispute Resolution Official:

The purpose of this letter is to request an extension of time 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, Day, Year). Pursuant to California Code of Regulations, title 22, section 66271.53, subsection (c)(3), (Facility Name) may request a one-time extension of up to sixty (60) days to submit a Provisional Inspection Violation Score Dispute Document (Dispute Document) disputing any provisional inspection violation score(s) issued to a facility. (Facility Name) understands that this extension request must be received by DTSC at least thirty (30) calendar days before the Dispute Document is due.

(Facility Name) seeks a one-time extension of (___) calendar days to submit a Dispute Document to DTSC. Enclosed, please find the following required information to support (Facility Name) 's request for an extension:

- Information describing the type and date of the compliance inspection and a brief summary of the violations;
- The due date for the Dispute Document;
- The amount of additional time requested; and
- The reason the extension is needed, including a detailed explanation of why the owner or operator could not have reasonably anticipated or controlled the circumstances necessitating the extension.

Dispute Resolution Official

(Date)

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

Maria Salomon, Division Chief
Department of Toxic Substances Control
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