

# SAMPLE

Date

Owner/Operator

Name of Organization

Address

City, CA Zip

**SUBJECT: Notice To Comply for the Facility Name, Facility No. XX-XX-XXXX**

Dear Mr./Ms. Last Name:

On Date, staff of the Name of EA conducted an inspection of the subject facility and determined that the following violation(s) is/are considered minor violation(s) as defined in Public Resources Code (PRC) Section 40150.2:

Division 30, Public Resources Code, Section XX  
Title 27, California Code of Regulations, Section XX  
Title 14, California Code of Regulations, Section XX

The attached Notice To Comply (NTC) is being served in accordance with PRC 45003.

Please sign in the space provided in the attached NTC certifying that the violation(s) was/were corrected by the compliance date(s) in the NTC and return the signed NTC to our office at the letterhead address within five working days of the last of the violation(s) being corrected. Failure to correct the violation(s) and return a signed copy of the NTC within five working days of the last of the violation(s) being corrected may result in the notation of a violation on an inspection report and as appropriate, the commencement of enforcement including the issuance of a Notice and Order.

If you disagree with one or more of the alleged violation(s) in the NTC, sign and return the NTC certifying that all undisputed violations have been corrected with a written Notice Of Disagreement (NOD) specifying the allegations with which you disagree within five days of the last corrected violation, but no later than 30 days from the date of the NTC.

If you disagree with all of the alleged violation(s) in the NTC, you must submit a written NOD specifying the allegations with which you disagree. In this case, the written NOD must be submitted to our office within 30 days of the date of the NTC.

Failure to submit a written NOD to our office within 30 days of the date of the NTC, will result in the notation of a violation on an inspection report and may result in the issuance of an enforcement order as authorized in PRC Part 5 (commencing with PRC 45000), including the issuance of a Notice and Order. Submittal of a written NOD does not preclude our agency from issuing an enforcement order to ensure that the minor violation(s) is/are corrected within a specified timeframe.

Notice To Comply Facility Name

Date

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If you have any questions regarding this matter, please contact Staff Name of my staff at Phone No or me at Phone No.

Sincerely,

Signature Block

Attachment: Notice To Comply

cc: