

**REQUEST FOR MONETARY PENALTY WAIVER**

Mr. Chris Moran, Enforcement Coordinator  
Tennessee Department of Environment and Conservation  
Bureau of Environment  
401 Church Street, 11<sup>th</sup> floor  
Nashville, Tennessee 37243

Mr. Moran,

My company at the address below has discovered that we have environmental compliance matters at our facility:

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City : \_\_\_\_\_ County: \_\_\_\_\_

Phone number: \_\_\_\_\_ Company reference number (if known) \_\_\_\_\_

We have the following deficiencies:(list deficiencies – i.e. permits, reports, logs, record keeping, etc. Attach additional page(s) if necessary:

We understand that the Self Policing Audit Policy provides penalty reductions or waivers for businesses that voluntarily disclose and make good faith efforts to correct violations. I have read the Tennessee Department of Environment and Conservation’s Policy Encouraging Self-Policing and Voluntary Correction and believe that we meet the conditions set forth in Section D of the Policy:

1. The violation was discovered through (check appropriate box(es) below);
  - An environmental audit utilizing a Small Business Environmental Assistance Program information and tool
  - Due diligence
  - On-site compliance assistance
2. It was a voluntary discovery
3. This disclosure is provided within 10 days of discovery
4. There was no inspection or enforcement action in progress when violation was discovered.
5. The violation(s) is/are being corrected within the required 60 days
6. We will fully cooperate and work with the SBEAP to ensure that all environmental laws are fully addressed at our facility
7. No similar violations have occurred in the last three years
8. We will adhere to all permit conditions and establish procedures to ensure that all needed environmental permits are acquired in the appropriate manner

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date