

NPDES Compliance Inspection Manual

Appendix AL



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Appendix AL – Inspection Introduction Letter

EXAMPLE INSPECTION INTRODUCTION LETTERS



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California Regional Water Quality Control Board Santa Ana Region

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Arnold Schwarzenegger
Governor

NOTICE OF INSPECTION GENERAL WASTE DISCHARGE REQUIREMENTS FOR CONCENTRATED ANIMAL FEEDING OPERATIONS (DAIRIES AND RELATED FACILITIES) WITHIN THE SANTA ANA REGION

August 9, 2007

Dear Dairy Operator:

This letter provides formal notification of the Santa Ana Regional Water Quality Control Board's (Regional Board) intent to conduct an inspection of your facility. [REDACTED] working under contract with the Regional Board, is authorized to conduct the inspection on behalf of the Regional Board. The purpose of the inspection is to determine the facility's compliance with the Regional Board's Dairy Permit, General Waste Discharge Requirements for Concentrated Animal Feeding Operations, Order No. 99-11, and/or its renewed version (General Dairy Permit).

The information gathered during the inspection may include, but is not limited to; the location and contact information, number and type of animals within the facility, status of development and implementation of the Engineered Waste Management Plan, and the manure/wastewater handling and disposal practices. Digital photographs may be taken and samples may be collected during the inspection. The information gathered will be provided to Regional Board staff for review and will assist us in determining whether the facility is in compliance with the General Dairy Permit. After review of the inspection report, Regional Board staff may contact you for additional information regarding your facility or for necessary follow-up.

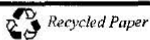
We look forward to your cooperation with this matter. Please direct any questions to [REDACTED] at [REDACTED].

Sincerely,

[REDACTED]

[REDACTED], Chief
Compliance Section

California Environmental Protection Agency



STATE OF COLORADO

John W. Hickenlooper, Governor
Christopher E. Urbina, MD, MPH
Executive Director and Chief Medical Officer

Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
and Environment

September 18, 2012

Subject: Notification of Upcoming CAFO Inspection

Dear Concentrated Animal Feeding Operation Operator:

This letter provides formal notification of the Colorado Department of Public Health and Environment's intent to conduct a Concentrated Animal Feeding Operation inspection of this facility. [Insert Name], working under contract for the state, is authorized to conduct the inspection on the department's behalf. The purpose of the inspection is to determine the facility's compliance with Colorado Water Quality Control Commission Regulation No. 81, Animal Feeding Operations Control Regulation (5 CCR 1002-81) and, if applicable, Regulation No. 61, Colorado Discharge Permit System Regulation (5 CCR 1002-61).

The information gathered during the inspection may include the following:

- Facility location and contact information
- Number and type of animals confined
- Information about site characteristics such as manure/wastewater handling and storage facilities and nutrient management practices

Digital photographs may be taken during the inspection. The information gathered will be provided to the department for review. Please be aware that you may be contacted by the department for additional information regarding your facility or for necessary follow-up.

We look forward to your cooperation with this matter. Please direct any questions to me at (xxx) xxx-xxxx, or via e-mail at [insert email address].

Sincerely,

Fax

To:	[Insert Operator]	From:	[Insert Name]
Fax:	[Insert Fax Number]	Pages:	2 (including cover page)
Re:	CAFO Inspection, [DATE]	Date:	[Insert Date]

Dear Mr./Ms. [Name],

Please find attached the Letter of Introduction from [insert name] regarding the Concentrated Animal Feeding Operation (CAFO) inspection scheduled for the facility located at [address] on [Month] [Day], 2012 at [Time AM/PM].

The inspection should last approximately 2 to 3 hours and will consist of a records review and a facility tour. To expedite the records review portion of the inspection, please have available any of the documents and records listed below that you keep for your operation. (Please note that this is not meant to be a list of records that you are required to keep. This is simply a list of the types of records that we would like to review if you do keep them for your operation.)

- Records of third party manure and/or wastewater transfers
- Nutrient management plan (NMP)
- Land application records (for example, nutrient rate recommendations, records of the amounts of manure and/or wastewater or nutrients applied, or records of the dates and fields for each land application event)
- Records of soil, manure, and/or wastewater sampling and analysis
- Facility inspection records (records of inspections that you perform of any impoundments, berms, swales, or other structures used to contain or divert manure and/or wastewater)
- Documentation of:
 - Calculations of the volume of process wastewater runoff generated for each impoundment
 - Drawings of each impoundment
 - Design documentation or calculations of size requirements for stormwater and process wastewater diversion structures.
- Documentation of the terms of the NMP

The facility tour portion of the inspection will focus on manure and/or wastewater handling, storage, and nutrient management practices at your operation.

I look forward to meeting with you [next week].

Sincerely,