

## Delegated County Letter of Warning (LOW) Template

[Date]

[Regulated Party Contact Person-Official/Executive Officer/President/Individual, Title]  
[Regulated Party Name]  
[Regulated Party Address]  
[City, State, Zip Code]

RE: Letter of Warning-[Identifying title such as facility name/location or permit No.]

Dear [Regulated Party Contact Person]:

This is a Letter of Warning (LOW) issued by the [County Department Name] (County) to [Regulated Party Name] [and to [Individual's Name]] (Regulated Party [ies]) for alleged violations of [Brief Description of Violation(s)] at the Regulated Party's [ies'] [Facility or Site's Description] located in [City or County], Minnesota. The County has sufficient information to allege that the Regulated Party [ies] has [have] violated the following provisions of state statutes, rules, or permit conditions:

*[Example]*

### **1. Minn. R. 7007.0150, PERMIT REQUIRED.**

Subp. 1. Prohibition. No person may construct, modify, reconstruct, or operate an emission unit, emission facility, or stationary source except in compliance with an air emission permit from the Agency...

On April 17, 2004, ABC Corporation (Regulated Party) installed and began operation of a ten million Btu boiler at its St. Cloud Manufacturing Plant without first obtaining a permit from the MPCA.

To address the alleged violations cited in this LOW, the Regulated Party [ies] is [are] to complete the following actions:

1. Within [*Number – ten or below – spell out, above ten - numeric*] days after receipt of this LOW, [submit, cease, conduct, prepare, etc. . . . *Add text describing the action requested*]; and
2. Within [*Number – ten or below – spell out, above ten - numeric*] days after receipt of this LOW, [submit, cease, conduct, prepare, etc. . . . *Add text describing the actions requested*].

Name]  
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[Date]

If you believe the allegations in this LOW are incorrect, please respond in writing within ten days after receiving this LOW and explain any inaccuracies. Please contact me at [Phone Number] if you have any questions about the LOW.

Sincerely,

[Staff Name, Title]

XX:xx

Enclosure

Cc w/enc:           [Others]  
                          [County Attorney]

bcc:                   [Appropriate File]