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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | SSTS EnforcementReferrals from local programsSubsurface Sewage Treatment Systems (SSTS) ProgramDoc Type: Request for Information |

**Purpose/Instructions:** The Minnesota Pollution Control Agency (MPCA) has created a process which allows Local Governmental Units (LGUs) to refer alleged violation(s) of Subsurface Sewage Treatment System (SSTS) requirements to the MPCA. To facilitate this process, the MPCA has developed the following LGU referral process:

1. The LGU should contact the MPCA regional SSTS enforcement staff to discuss whether or not the alleged violation(s) falls under the authority of the MPCA. If the MPCA agrees that the alleged violation falls under the authority of the MPCA, the LGU should complete the SSTS Enforcement Referral form and provide the necessary documentation.
* The referral form and any supporting documentation should be submitted via email or mail to the MPCA regional SSTS enforcement staff.

2. The MPCA regional SSTS enforcement staff will review the referral and supporting documentation and make a determination on what course of action the MPCA will take to respond to the alleged violation(s).

* The resulting action may be a Letter of Warning, Notice of Violation, Citation, Administrative Penalty Order, Stipulation Agreement, Schedule of Compliance, or a License/Certification Sanction.

**Note:** *Submission of the referral form does not guarantee that the MPCA will take the lead in following up on the alleged violation(s), nor does it guarantee that an enforcement action taken by the MPCA will result in financial penalties or a license/certification sanction.*

*In accordance with Minn. Stat. 13, Government Data Practices, after the conclusion of an active investigation or the decision to not pursue a civil action, this document would be considered public information and may be requested through an information request.*

A list of the MPCA SSTS staff and their contact information, can be found on the MPCA website: <https://www.pca.state.mn.us/water/ssts-staff-mpca>

SSTS violation referral

Select the alleged violation that you are referring:

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| [ ]  Working without a license | [ ]  Discharge to waters of the state |
| [ ]  Septage/Land application violation | [ ]  Straight pipe (relative to Minn. Stat. § 115.55) |
| [ ]  Mentoring infraction | [ ]  Failure to submit As-Built or inspection form within required timeframe |
| [ ]  Failure to obtain local permit | [ ]  Other: |       |

Local program information

|  |  |
| --- | --- |
| LGU and contact name: |       |
| 1. Phone number:
 |       |
| 1. Email:
 |       |
| 1. Mailing address:
 |       |

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| [ ]  | Request a follow-up from MPCA staff after the case is closed. |
| [ ]  | Is there any current local enforcement or has there been past enforcement of the alleged violations? If checked, please provide all details below: |
|  |       |
| [ ]  | Additional documentation/submittals attached to this referral form. |

Required information for enforcement referral

## *[Red text is informational and can be deleted as the form is filled in.]*

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| 1. **Regulated Party contact information**
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| Name of individual who is responsible for the alleged violation(s): |       |
| Name of business responsible for the alleged violation(s): |       |
| Business’s phone number:  |       |
| Business’s email:  |       |
| Business’s mailing address:  |       |

## **Date(s) when the alleged violation(s) occurred and method of discovery:**

## **Site at which the alleged violation(s) occurred:**

## *[If applicable, include locational information on where the alleged violation(s) occurred, i.e., address, township, range, section, quarter section, parcels ID, etc. Write “NA” in the box if not applicable or unknown.]*

Documentation, relevant correspondence, and any inspection history in relation to the alleged violation(s)

## *[Include a* ***detailed*** *description of the events and documentation, any written correspondence or notes of conversations, or past inspection history that led to the determination/discovery of the alleged violations. Attach relevant documentation including: photos, sample results, inspection reports, maps, interviews, field letter of warning, etc.]*

##

Other items the LGU would like to convey to MPCA staff - OPTIONAL

## *[This section is optional, but you may put any additional information in this section you would like to convey to MPCA staff. Please note that you can also call MPCA staff to discuss.]*