

Initial Complaint to Field Office
Report of CWA Violation

Your Address

Tennessee Department of Environment and Conservation
[Field office manager]
[Field Office Address]

, TN 3

Date

Re: Stormwater Violation

Dear [field office manager],

As my civic duty requires, I am informing you of a violation of the TN Water Quality Control Act and requesting that you resolve this issue. I appreciate the opportunity to provide you with this information, and look forward to the swift protection of our water resources.

On [date], I witnessed the following:

Location: {Identify location as best you can: address, cross street or landmarks/signs}

Violation: [Explain in your own words what you witnessed] Examples:

1. [mud leaving the site,]
2. [muddy discharge downstream,]
3. [erosion controls washed out and ineffective]]

[Explain that/why you think that it is a violation of a permit or the TN Water Quality Control Act/Clean Water Act if you like].

Stream Name: [include 303(d) listing, Tier designation, or Scenic River status if known]

{**Weather conditions:** [measure of rainfall if known]}

Permit Number: [number] [No permit number was posted as required by law].

Contractor: [name of company] [No company name or contact information is posted on the site].

[Additional information in your own words to elaborate if necessary]

{I have [attached/enclosed] [evidence to support claim- photos, water sample results, topographical map, etc.] to this letter for your information.}

{Explain how you would like the problem resolved if you have a specific suggestion.}

Please inform me in writing of the corrective actions you will take to protect our water resources from this [continuing] violation. I appreciate your time and assistance. Please call me at xxx-xxxx if you have questions.

Sincerely,

[Your Name]

CC: (Faxes and addresses are available at www.tcwn.org/.....)

Deputy Commissioner Paul Sloan

Field office (See our site or <http://www.state.tn.us/environment/org/> for the field office address)

Initial Complaint to Field Office
Report of CWA Violation

[local elected officials]

EPA Region IV

, County Engineering Department

Chris Moran, Head of Enforcement, TDEC