

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Address]

Facility/Site ID: [Insert ID Number]

RE: NOTICE OF VIOLATION - IMPROPER HAZARDOUS MATERIAL DISPOSAL

Dear [Recipient Name],

This letter serves as formal notification that a violation of hazardous material disposal regulations was identified at your facility located at [Address] on [Date of Discovery].

Description of Violation:

The following discrepancy was noted during [Inspection/Review]:

[Insert detailed description of the improper disposal method or material found]

Regulatory Reference:

This action is in violation of [Insert Code/Regulation Name], which governs the handling, storage, and disposal of hazardous waste.

Required Corrective Actions:

To return to compliance, you must complete the following steps by [Deadline Date]:

- Immediately cease the improper disposal practice described above.
- Remediate any contaminated areas using a certified hazardous waste contractor.
- Provide proof of proper disposal (e.g., waste manifests or receipts) to this office.
- Submit a written plan detailing how future violations will be prevented.

Failure to address this violation within the specified timeframe may result in further enforcement action, including administrative fines or legal proceedings.

If you believe this notice was issued in error or if you have any questions regarding the required actions, please contact [Name/Department] at [Phone Number/Email] within [Number] days of receipt.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]