



WARNING LETTER



Facility Information	City Contact Information
Facility Name _____	Inspector _____
Responsible Party _____	City Program _____
Permit # _____	Address _____
Facility Address _____	Email Address _____
City, State, Zip _____	Phone # _____
Warning Letter	

City of Flagstaff Water Services has reason to believe that the above referenced facility has failed to meet a requirement of Flagstaff City Code, or an applicable permit/license, as listed below. The purpose of this Warning Letter is to put the responsible party (such as a facility owner or operator) on notice of City action resulting from an inspection pursuant to Title 7-02-001-0016 or 12-03-001-0013.2, and to allow the facility an opportunity to correct these deficiencies without enforcement by the City. This Warning Letter also provides opportunity to: (1) request a meeting with the City and discuss the facts surrounding the deficiencies; (2) demonstrate to the City that no deficiencies have occurred; or (3) document that the deficiencies have been corrected.

		City Code	Deficiency
1		7-02-001-0016(A)	Failure to grant entry to authorized personnel for inspection of premises
2		7-02-001-0014	Failure to install proper interceptor
3		7-02-001-0008(G)	Failure to maintain cleaning and maintenance records
4		7-02-001-0008(B)	Exceedance of local limit or alert level
5		7-02-001-0003	Tamper with manhole or unauthorized entry into POTW.
6		7-02-001-0008(G)	Failure to maintain general facilities or pretreatment equipment
7		7-02-001-0008(E)	Use of process water to dilute discharge as a partial or complete substitute to adequate treatment
8		7-02-001-0045(C)	Failure of SIU to install City-approved sewer flow meter or other City approved means of measuring effluent.
9		7-02-001-0010(B)	Failure to perform or submit wastewater analysis
10		07-02-001-0011(B)	Failure to immediately notify Flagstaff Water Services of any discharge, including accidental discharge, which contains a slug load, a prohibited substance, or any substance which might be harmful to the POTW, the collection system, the environment or to any person.
11		7-02-001-0050(B)	Failure to apply for permit renewal
12		07-02-001-0010(E)	Improper test method conducted
13		7-02-001-0017	Providing false information
14		7-02-001-0007(B)(1)-(12)	Allow a prohibited discharge into the POTW.
15		7-02-001-0049	Significant Industrial User (SIU) discharging without a permit



16	7-02-001-0042(A)	Discharging scavenger wastes into the sewage system from outside Coconino County
17	7-02-001-0042(G)	Hauler causing damage or interference to the POTW when discharging scavenger wastes.
18	7-02-001-0042(I)	Failure for waste hauler to install sampling outlets approved by Flagstaff Water Services on each truck for proper sampling of contents.
19	7-02-001-0042(D)	Failure for waste hauler to complete City provided manifest form for each scavenger waste load to the City wastewater system.
20	7-02-001-0042(B)	Failure for waste hauler to provide all information for each vehicle to or provide all information for a scavenger waste permit to discharge.

COMPLIANCE CONDITIONS		To Establish Compliance
Item #		Within ___ business days of the date of this Letter, please submit:
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Statement of Consequences

The time frames within this Warning Letter for achieving and documenting compliance for the violations alleged are firm limits. Failure to achieve or document compliance within the time frames established may result in Flagstaff Water Services or the City taking further enforcement actions as authorized by City Code or the City's Enforcement Response Plan.

Acknowledgment of Receipt

City Representative: (Print Name)	
Signature:	Date:
On-Site Representative: (Print Name)	Refused to Sign Not Present
Signature:	Date: