



**Washtenaw County Department of Public Health
Environmental Health Division**
705 N. Zeeb Road, P.O. Box 8645 ~ Ann Arbor, MI 48107-8645
Phone: (734) 222-3800 ~ Fax: (734) 222-3930
www.ewashtenaw.org

January 5, 2012

RE: Washtenaw County Year 2012 Pollution Prevention Hazardous Material Report

Dear Facility Owner/Operator:

The Washtenaw County Pollution Prevention Regulation *requires* all businesses that store or use toxic, hazardous or polluting substances at any work place in a maximum aggregate volume or quantity of more than **5 gallons or 40 lbs** to report those materials **annually** to Washtenaw County.

Enclosed are the 2012 reporting forms and instructions, which are to be used to comply with this requirement. Also enclosed is an invoice for the annual reporting fee. **The completed reporting forms and fee must be submitted by March 1, 2011.**

- Please note that a \$25 late fee will be assessed for reporting fees received after March 1, 2012.

To email your reporting forms, go to www.ewashtenaw.org/p2 and download the **2012 Pollution Prevention Status Sheet**. Complete the forms, save as a file on your computer, and attach to an email addressed to zeebcss@ewashtenaw.org. A return email will confirm receipt of your forms. In addition, you can pay your reporting fee with a credit card by fax or phone. Just download our **Credit Card Authorization Form** from www.ewashtenaw.org/p2 and fax to 734-222-3930, or call 734-222-3800 (*credit card information cannot be accepted via email*).

The address for forms and fees sent by U.S. mail is:

**Washtenaw County Pollution Prevention Program
705 N. Zeeb Rd.
Ann Arbor, Michigan 48103**

If you have previously submitted a complete **chemical inventory, manufacturer's inventory, and/or waste material inventory**, and there have been no major changes to your inventory, you need only complete the lavender facility information page. Check the box, "**No changes**", and submit with the appropriate fee, **unless** you have checked this box for **more than four (4) years in a row**. If so, we request that you re-inventory your hazardous materials and submit a current inventory.

NOTE: Facilities on **Reduced Frequency Inspection Status (RF)** that do not submit their P2 Status Sheet and payment by March 1, 2012 will be removed from RF and will receive priority for inspection in 2012.

If you have any questions, please do not hesitate to call me at 734-222-3895, or by email at manvills@ewashtenaw.org.

Thank you for your cooperation.

Sincerely,

Stephen Manville, R.S.
Senior Sanitarian, P2 Program

encl: Reporting forms, Invoice