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**Louisiana Department of Environmental Quality**

**Environmental Self-Audit Program**

**Disclosure of Violation Form**

Please submit via certified mail to:

Office of Environmental Compliance

Enforcement Division

P.O. Box 4312

Baton Rouge, LA 70821-4312

Attention: Audit Section

**Instructions**

Pursuant to La. R.S. 30:2044(A)(4) and LAC 33:I. Chapter 70-Voluntary Environmental Self-Audit Regulations, the Louisiana Department of Environmental Quality (the Department) promulgated regulations for establishing a program for voluntary environmental self-audits. In accordance with regulations, the following Disclosure of Violation (DOV) form must be submitted as applicable.

Please note the following:

* Violations shall be submitted using the Department’s approved form via certified mail or other means approved by the Department. [LAC 33:I.7009.A.2.a-b]
	+ At this time, certified mail is the only approved means of submission.
* All sections of the Disclosure of Violation Attachment must be filled out. If a category is not applicable, please enter “N/A”.
* Prompt disclosure means the violation is disclosed in writing within forty-five (45) calendar days after discovery, unless an existing law or regulation requires disclosure in fewer than forty-five (45) days. [LAC 33:I.7009.E.1.c]
* A violation must be corrected ninety (90) calendar days from the date of discovery. If a violation cannot be corrected within ninety (90) calendar days, the Department must be notified. The Department will provide written approval of the proposed corrective action in writing. [LAC 33:I.7009.C]
* Violations discovered after the audit end date will not be eligible for the audit program.
* The DOV form includes a confidentiality determination section. While the voluntary self-audit regulations, specifically LAC 33:I.7009.F grants confidentiality for a specified period, there are other existing regulations that allow or deny certain information from being deemed confidential.
* Please submit all supporting documentation as an additional attachment.
* The DOV form and supporting documentation do not replace submission of information required for other regulations or divisions, such as a permit application, Discharge Monitoring Report (DMR), annual emissions inventory data, etc.
* All non-payment audit questions can be directed to \_DEQ\_ENFSelfAudit@la.gov.

|  | ***Disclosure of Violation*** |  |
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| **Facility Information** |
| Company Name |  |
| Mailing Address |  |
| City |  | State |  | Zip |  |
| Facility Name |  |
| Facility Street Address |  |
| Parish |  |
| City |  | State |  | Zip |  |
| Facility Agency Interest Number (if applicable) |  |
| Current LDEQ Permits (if applicable) |  |
| **Facility Contact Information** |
| Contact Name |  |
| Title |  |
| Phone Number |  |
| Email |  |
| **Audit Information** |
| Date the Notice of Audit Was Submitted  |  |
| Date of LDEQ’s Acknowledgement of Audit Letter |  |
| Actual Date the Audit Commenced |  |
| **Disclosure of Violation for Recently Acquired Audited Facility**  |
| Note: Complete the following section if you are the new owner of the audited facility/site and began the audit prior to the acquisition closing date. For new owners that acquire a facility that is undergoing an environmental audit prior to the acquisition closing date, a Disclosure of Violation must be provided to the Department no later than forty-five (45) days after the acquisition closing date. |
| Acquisition Closing Date |  |
| Name of the Seller (previous owner of the facility) |  |
| Was your company responsible for the scope of the environmental compliance being audited at the facility? | **[ ]**  Yes | [ ]  No |
| Does your company have the largest ownership share of the seller? | [ ]  Yes | [ ]  No |
| Does the seller have the largest ownership share of your company? | [ ]  Yes | [ ]  No |
| Does your company and the seller share a common corporate parent or common majority interest owner? | [ ]  Yes | [ ]  No |
| **Confidentiality Assessment** |
| Please review each of the items below. If you answered yes to any of the items, please contact the Legal Division for instructions regarding confidentiality prior to submitting this form. |
| Does this document contain information or records related to an ongoing investigation? [LAC 33:I.501.B.1] | [ ]  Yes | [ ]  No |
| Does this document contain information that may cause prejudice concerning a final decision for a violation? [LAC 33:I.501.B.2] | [ ]  Yes | [ ]  No |
| Does this document contain trade secrets? [LAC 33:I.501.B.3] | [ ]  Yes | [ ]  No |
| Does this document contain proprietary secrets? [LAC 33:I.501.B.4] | [ ]  Yes | [ ]  No |
| Does this document contain commercial or financial information? [LAC 33:I.501.B.5] | [ ]  Yes | [ ]  No |
| Does this document contain information that may affect compliance with a federal or state law or regulation or a valid court order? [LAC 33:I.501.B.6] | [ ]  Yes | [ ]  No |
| **Note: The following information is prohibited from being classified as confidential: 1) air emission data [LAC 33:I.503.E.1]; 2) any permit or portion of a permit issued to a source in accordance with LAC 33:III.507 [LAC 33:I.503.E.2]; 3) effluent and discharge data to surface water and groundwater [LAC 33:I.503.E.3]; 4) the location and identification of any buried waste [LAC 33:I.503.E.4]; 5) the name and address of any license, registration, or permit applicant or permittee [LAC 33:I.503.E.5]; 6) all National Pollution Discharge Elimination System (NPDES), Louisiana Pollution Discharge Elimination System (LPDES), and other water discharge permit applications or permits and information required by LPDES application forms, including information submitted on the forms and any attachments used to supply information required by the forms [LAC 33:I.503.E.6]; 7) any information required by law of regulation to be disclosed or made available to the public[LAC 33:I.503.E.7] ; and 8) any other information for which a claim of confidentiality is prohibited by law or regulation [LAC 33:I.503.E.8].**  |

**The Disclosure of Violation Attachment must be completed and submitted with the DOV.**

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| **Certification of Voluntary Environmental Audit** |
| **I certify, based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate, and complete.** |
| Responsible Official (signature) |  |
| Responsible Official (typed) |  | Date |  |
| Responsible Official Title  |  |

***Disclosure of Violation Attachment***

***Additional rows may be added as necessary.***

| **Item No.** | **LDEQ Source/Location Identifier****(Ex: EQT, Outfall)** | **Detailed Description of Violation** | **Citation\* and Permit Specific Requirement/****Condition Number** | **Violation Discovery Date** | **Violation Start** **Date & End Date** | **Detailed Description of Corrective Action\*\*** | **Corrective Action Anticipated Completion Date** | **Is there a benefit of noncompliance associated with the violation? If yes, provide monetary amount.** | **Repeat Violation\*\*\*** |
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