DATE: ____________________  CASE #: ____________________  WEM FACILITY ID # ____________________ (if available)
Facility Name: ____________________________________________________________________________________________________
Location: ___________________________
Facility Mailing Address: ____________________________________________________________________________________________
Owner/operator: ____________________________________________

Attachments:
Check the following items, as applicable, which are included with the referral package.
[ ] Copy of "Written Request for Information" from LEPC to facility/owner/operator
[ ] Copy of "Notice of Potential Violations" from LEPC to facility/owner/operator
[ ] Copy(s) of correspondence and/or response(s) from facility/owner/operator
[ ] Phone call log(s)
[ ] Copy of letter(s) from LEPC to local agency requesting assistance in investigation and copy(s) of response(s):
  [ ] local DNR Warden
  [ ] County Clerk
  [ ] local Fire Dept.
  [ ] City/County Building Inspector
  [ ] County Sheriff
  [ ] Other:
[ ] Copy(s) of incident/spill report(s) which occurred at facility
[ ] Other / Miscellaneous: ______________________________________________________________________________________________

EPCRA and WI Stat. 166.20 (check the statement for potential violations which have been identified and evidence requirements which have been fulfilled, as applicable, for the facility):
[ ] Failure to provide information to the LEPC, as requested.

SECTION 302 & 303 - Emergency Planning
[ ] Failure to provide information to the LEPC, which is necessary to develop the LEPC emergency plan.
[ ] Failure to notify LEPC within sixty (60) days that the facility has or had an EHS present at anyone time at or above the established TPQ.
[ ] Failure to provide LEPC with the name of a facility emergency planning coordinator designate.
[ ] Failure to notify LEPC of relevant changes at the facility as they occurred or were expected to occur.

SECTION 304 - Emergency Notification
[ ] Failure to promptly notify LEPC of an RQ release of a listed EHS/CERCLA hazardous chemical.
[ ] Failure to provide written follow-up to the LEPC regarding a Section 304 release.

SECTION 311 - Submission of MSDS or MSDS list
[ ] Failure to report that the facility has/ had present hazardous chemicals at or above 10,000 pound threshold reporting quantity and/or
[ ] Failure to report that the facility has/ had present an EHS at or above 500 pounds or the designated threshold planning quantity, whichever is less

SECTION 312 - Emergency and Hazardous Chemical Inventory Reporting (Tier-Two)
[ ] Failure to report that the facility has/ had present hazardous chemicals at or above 10,000 pound threshold reporting quantity and/or
[ ] Failure to report that the facility has/ had present EHS at or above 500 pounds or the designated threshold planning quantity, whichever is less
[ ] Failure by the owner/operator to submit to the LEPC and fire department with jurisdiction over the facility, an Emergency and Hazardous Chemical Inventory Reporting form (Tier-Two in WI). State applicable reporting years: ________________

ADDITIONAL INFORMATION: ______________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
[ ] A statement of mitigating circumstances is attached.

Prepared by: ________________________________
Name  Phone Number  Date

Please forward this referral to: WEM, Attn. EPCRA Compliance Officer, P.O. Box 7865, Madison, WI 53707-7865