

To all Ingham County Pollution Prevention Partners:

This notice is to remind you of the yearly renewal requirements of the Ingham County Pollution Prevention Program. According to Article III, Section 3.1, and Article VIII, Section 8.1, you are required to submit a P2 status sheet with payment by March 1st of each reporting year. Please make sure you submit your 2017/2018 reporting year fee and P2 status sheet by March 1<sup>st</sup> in order to maintain/achieve reduced frequency status. Late fees of up to \$100 can be charged for each violation (Article V Section 5.6). We have listed below the relevant sections of the Sanitary Code for your reference; please feel free to contact us if you have any concerns.

Article III Section 3.1 (c) States:

An updated status sheet shall be filed by March 1<sup>st</sup> of each reportable year and shall include, but not be limited to, the maximum storage inventory for the prior calendar year.

Article VIII Section 8.1 States:

Each facility required to report under Section 3.1 shall pay an annual reporting fee to the Environmental Health Division with the submission of toxic, hazardous or polluting materials Status Sheet. The annual reporting fee shall be based on the aggregate maximum storage inventory which must be reported on that Status Sheet and shall be paid on March 1 of each year.

Article V Section 5.6 States:

The Health Officer or designated representative shall have authority to issue citations for any violation of this regulation. Any person who shall fail to comply with any provision of this regulation shall be liable for monetary civil penalties of not more than One Hundred (\$100.00) Dollars for each violation. The citation shall be written and cite with particularity the section of the regulation alleged to have been violated and the right to appeal.

A check box option is located towards the bottom of the status sheet which states: "There are no changes to my last chemical inventory mailed to your office and ALL ELEMENTS of the Ingham County Pollution Prevention Chemical Status Sheet(s) remain ACCURATE and COMPLETE". Operators have the option to check this box and only fill out and submit page one of the status sheet if No changes have been made within the last reporting year.

In order to remain in compliance with the Ingham County Pollution Prevention Regulation you are required to submit your 2017/2018 P2 Status Sheet with payment by March 1, 2017.

If you have any questions regarding this matter, please contact Carmina Merz @ [cmerz@ingham.org](mailto:cmerz@ingham.org) or (517) 887-4312.

Sincerely,



Roderick L. McNeill, M.H.A., R.E.H.S.  
Director, Ingham County Environmental Health

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**Environmental Health**