

Sample Letter to Local Authorities

(Date)

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Local Authority
999 Emergency Road
Woodbridge, VA 22193

RE: potential exposure to hazardous substances

Dear Sir or Madam:

In accordance with the federal and state hazardous waste regulations, My Company is required to notify local authorities of hazardous wastes handled at my shop. The company is required to provide local police, fire departments, hospitals, and state or local emergency response teams with a layout of the shop, which may be useful in the event of an emergency involving an exposure or release of chemicals. A copy of the shop layout is enclosed for your review, and should be kept on file at your organization.

We have also enclosed a copy of our emergency plan. The plan is designed to minimize hazards to human health and the environment from fires, explosions, or unplanned sudden or gradual releases of hazardous waste to the air, soil, or surface water. Please review and retain this plan in your files.

If you should have any questions regarding the types of chemicals we use, please contact us at _____.

Should you have any questions regarding regulatory requirements, please contact the Northern Regional Office of the Virginia Department of Environmental Quality at (703) 583-3800.

Sincerely,

Bob Somebody
President
My Company Inc.

Sample Letter to Hospital

(Date)

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Local Hospital
999 Emergency Road
Woodbridge, VA 22193

RE: potential exposure to hazardous substances

Dear Sir or Madam:

In accordance with the federal and state hazardous waste regulations, My Company is required to notify local hospitals of hazardous wastes handled at my shop. The intent of the notification is help hospital staff avoid potential exposure to the hazardous substances in the event of an emergency involving an exposure or release of chemicals. My Company also needs to inform hospitals of the types of injuries or illnesses that could result from fires, explosions or releases at our facility. Please be advised that this is done so that you may best handle potential decontamination of the emergency room and/or treatment options when people are exposed to certain chemicals at our facility.

If you should have any questions regarding the types of chemicals we use, please contact us at _____.

Should you have any questions regarding regulatory requirements, please contact the Northern Regional Office of the Virginia Department of Environmental Quality at (703) 583-3800.

Sincerely,

Bob Somebody
President
My Company Inc.