

January 14, 2021

RE: Washtenaw County 2021 Pollution Prevention Reporting

Dear Owner/Operator:

The Washtenaw County Pollution Prevention Regulation, established 1994, requires all businesses that store or use toxic, hazardous or polluting substances, at any workplace, of at least 5 gallons or 40 pounds, to report those materials annually to Washtenaw County.

Enclosed are the 2021 Pollution Prevention Program Status Sheets for Toxic, Hazardous or Polluting Materials. Please use these forms to comply with the Pollution Prevention Regulation's reporting requirement. Also enclosed is an invoice for the annual reporting fee and any other outstanding fees owed.

The deadline for submitting completed Status Sheet reporting forms and payment is March 1, 2021.

There is a \$25 late fee after March 1, 2021.

- **To submit your reporting forms and/or payment by mail**, make a check or money order payable to **WCEH** and mail to **Washtenaw County Pollution Prevention Program, 705 N. Zeeb Rd., Ann Arbor, Michigan 48103**.
- **To submit your reporting forms and/or payment by drop box**, use the drop box labeled Environmental Health outside the building at **705 N. Zeeb Rd.** and please include a check or money order payable to **WCEH**.
- **To submit your reporting forms by e-mail**, go to www.washtenaw.org/p2 and click on the **2021 Pollution Prevention Status Sheets**. Complete the forms, save on your computer, and attach the file(s) in an e-mail to zeebcss@washtenaw.org. **Please do not e-mail any credit card information!**
- **To pay your reporting fee with a credit card (Visa/MC/Discover) by fax**, go to www.washtenaw.org/p2 and download the **Credit Card Authorization Form**. Complete the form and fax it to 734-222-3930. Be sure to mail or e-mail or fax or drop box your reporting forms prior to the deadline.
- **To pay your reporting fee with a credit card by phone**, call the Environmental Health Division at 734-222-3800. Be sure to also mail or e-mail or fax or use the drop box to submit your reporting forms prior to the deadline.

If you have submitted a complete **Manufacturer Inventory for fresh chemical** (Page 2), a **Toxic, Hazardous or Polluting Materials Inventory for fresh chemical** (Page 3), and a **Waste Materials Inventory** (Page 4) within the last four (4) years, and there are no changes to the inventory, you only need to complete the colored **Status Sheet** (Page 1). Check the box, "**No changes**", and submit the colored **Status Sheet** (page 1) with the payment for the invoiced fee.

If there are changes to your chemical inventory, or you have not submitted a complete inventory since 2017, submit the Status Sheet and a complete inventory (pages 1-4); otherwise, your submittal will be considered incomplete and the late fee will be applied.

Facilities on **Reduced Frequency (RF)** inspection status that do not submit their completed Status Sheet reporting forms and payment by March 1, 2021 will be removed from RF and will receive priority for inspection in 2021.

Please contact me with your questions at gerkej@washtenaw.org or 734-222-3895. Thank you for all your cooperation.

Sincerely,

Jacob Gerke, REHS/RS, MPH
Sanitarian