

Union Letterhead

DATE

Certified Return Receipt

Paul Baldauf, P.E., Director
Division of Environmental Safety and Health
NJ Department of Environmental Protection
PO Box 420
Mail Code 401-03E
401 East State Street - 3rd floor
Trenton, NJ 08625-0420

Dear Mr. Baldauf:

(UNION NAME) represents employees at (FACILITY NAME) in (CITY, COUNTY). In accordance with the New Jersey Department of Environmental Protection (DEP) Administrative Orders No. 2005-05 and 2007-03, (UNION NAME) designates the following representatives to accompany DEP inspectors in inspections under New Jersey's *Toxic Catastrophe Prevention Act* and the *Spill Compensation and Control Act*:

1. Name of Union Representative; Title for Union (if applicable); Job Title; Shift (if shift does not change); Phone Number.
2. *WEC recommends listing at least one representative per shift, and one representative that can serve as an alternate for anyone that may not be available. The number of representatives listed may vary.*

We also request notification of an upcoming inspection by DEP. Please contact:

Name
Union Title
Union Name
Address
Phone
Fax Number
Email

We look forward to working with DEP to ensure safe plant operations and assisting DEP inspectors in a thorough inspection.

Sincerely,

Name
Union Title
Union