STATE OF LOUISIANA

DEPARTMENT OF ENVIRONMENTAL QUALITY

IN THE MATTER OF: * Settlement Tracking No.
ADELL COMPOUNDING, INC. * SA-WE-20-0104
AI # 13853 * Enforcement Tracking No.

PROCEEDINGS UNDER THE LOUISIANA * WE-CN-15-00407
ENVIRONMENTAL QUALITY ACT *

SETTLEMENT

The following Settlement is hereby agreed to between Adell Compounding, Inc. (“Respondent”) and the Department of Environmental Quality (“DEQ” or “the Department”), under authority granted by the Louisiana Environmental Quality Act, L.a. R.S. 30:2001, et seq. (“the Act”).

I

Respondent is a corporation that owns and/or operates a plastics compounding facility located in Denham Springs, Livingston Parish, Louisiana (“the Facility”).

II

On December 17, 2015, the Department issued to Respondent a Consolidated Compliance Order & Notice of Potential Penalty, Enforcement No. WE-CN-15-00407 (Exhibit 1).

III

Respondent denies it committed any violations or that it is liable for any fines, forfeitures and/or penalties.

IV

Nonetheless, Respondent, without making any admission of liability under state or federal
statute or regulation, agrees to pay, and the Department agrees to accept, a payment in the amount of SEVEN THOUSAND TWO HUNDRED AND NO/100 DOLLARS ($7,200.00), of which Five Hundred Sixty-Four and 20/100 Dollars ($564.20) represents the Department’s enforcement costs, in settlement of the claims set forth in this agreement. The total amount of money expended by Respondent on cash payments to the Department as described above, shall be considered a civil penalty for tax purposes, as required by La. R.S. 30:2050.7(E)(1).

V

Respondent further agrees that the Department may consider the inspection report(s), permit record(s), the Consolidated Compliance Order & Notice of Potential Penalty and this Settlement for the purpose of determining compliance history in connection with any future enforcement or permitting action by the Department against Respondent, and in any such action Respondent shall be estopped from objecting to the above-referenced documents being considered as proving the violations alleged herein for the sole purpose of determining Respondent’s compliance history.

VI

This agreement shall be considered a final order of the Secretary for all purposes, including, but not limited to, enforcement under La. R.S. 30:2025(G)(2), and Respondent hereby waives any right to administrative or judicial review of the terms of this agreement, except such review as may be required for interpretation of this agreement in any action by the Department to enforce this agreement.

VII

This settlement is being made in the interest of settling the state's claims and avoiding for both parties the expense and effort involved in litigation or an adjudicatory hearing. In agreeing to the compromise and settlement, the Department considered the factors for issuing civil penalties set

VIII

As required by law, the Department has submitted this Settlement Agreement to the Louisiana Attorney General for approval or rejection. The Attorney General’s concurrence is appended to this Settlement Agreement.

IX

The Respondent has caused a public notice advertisement to be placed in the official journal of the parish governing authority in Livingston Parish, Louisiana. The advertisement, in form and wording approved by the Department, announced the availability of this settlement for public view and comment and the opportunity for a public hearing. Respondent has submitted an original proof-of-publication affidavit and an original public notice to the Department and, as of the date this Settlement is executed on behalf of the Department, more than forty-five (45) days have elapsed since publication of the notice.

X

Payment is to be made within ten (10) days from notice of the Secretary's signature. If payment is not received within that time, this Agreement is voidable at the option of the Department. Payments are to be made by check, payable to the Department of Environmental Quality, and mailed or delivered to the attention of Accountant Administrator, Financial Services Division, Department of Environmental Quality, Post Office Box 4303, Baton Rouge, Louisiana, 70821-4303. Each payment shall be accompanied by a completed Settlement Payment Form (Exhibit A).

XI

In consideration of the above, any claims for penalties are hereby compromised and settled in accordance with the terms of this Settlement.
XII

Each undersigned representative of the parties certifies that he or she is fully authorized to execute this Settlement Agreement on behalf of his or her respective party, and to legally bind such party to its terms and conditions.
ADELL COMPOUNDING, INC.

BY: Maria Silva
   (Signature)

Maria Silva James
   (Printed)

TITLE: Quality Manager

THUS DONE AND SIGNED in duplicate original before me this 28 day of
May, 2021, at 10:35 AM.

Megan Hicks
   NOTARY PUBLIC (ID # )

MEGAN HICKS
   NOTARY PUBLIC
   HARFORD COUNTY
   MARYLAND
   MY COMMISSION EXPIRES MARCH 03, 2024

LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY
Chuck Carr Brown, Ph.D., Secretary

BY: Lourdes Iturralde, Assistant Secretary
   Office of Environmental Compliance

THUS DONE AND SIGNED in duplicate original before me this 17th day of
September, 2021, at Baton Rouge, Louisiana.

Amber G. Litchfield
   Notary Public
   State of Louisiana
   Notary ID # 92503
   East Baton Rouge Parish
   (stamped or printed)

Approved: Lourdes Iturralde, Assistant Secretary
LDEQ-EDMS Document 10642291, Page 1 of 7

LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF ENVIRONMENTAL COMPLIANCE
ENFORCEMENT DIVISION
POST OFFICE BOX 4312
BATON ROUGE, LOUISIANA 70821-4312

CONSOLIDATED COMPLIANCE ORDER &
NOTICE OF POTENTIAL PENALTY

Enforcement Tracking No. WE-CN-15-00407
Agency Interest (AI) No. 13853
Alternate ID No. LA0007153

Certified Mail No. 7004 2510 0006 3854 4465
Contact Name Melissa Sherman
Contact Phone No. 225-219-3770

Respondent: Adell Compounding, Inc.
Facility Name: Adell Compounding, Inc.
Physical Location: 9813 JC Summers Lane
Agent for Service of Process Denham Springs, LA 70726
City, State, Zip: Denham Springs, LA
Parish: Livingston

This CONSOLIDATED COMPLIANCE ORDER & NOTICE OF POTENTIAL PENALTY is issued by the Louisiana Department of Environmental Quality (the Department), under the authority granted by the Louisiana Environmental Quality Act (the Act), La. R.S. 30:2001, et seq., and particularly by La. R.S. 30:2025(C), 30:2050.2 and 30:2050.3(B).

FINDINGS OF FACT

An authorized representative of the Department inspected the abovementioned facility or conducted a file review of the facility to determine the degree of compliance with regulations promulgated in the Louisiana Administrative Code, Title 33. The State regulatory citations for the violation(s) identified during the inspection and/or file review are indicated below.

I. The Respondent owns and/or operates a plastics compounding facility located at 9813 JC Summers Lane, Denham Springs, Livingston Parish, Louisiana. Under the terms and conditions of LPDES Permit LA0007153, the Respondent is permitted to discharge treated sanitary wastewater, process wastewater, cooling water and storm water runoff into local drainage, thence into Dison Canal, thence into Grays Creek, all waters of the state.

II. Date of Violation Description of Violation

<table>
<thead>
<tr>
<th>Inspection(s) &amp; File Review</th>
<th>2/19/2015</th>
<th>4/23/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Respondent failed to comply with LPDES permit LA0007153. Specifically, between January 2011 until December 2014, the Respondent reported exceedences of permit effluent limitations for TSS, BOD, TOC, Oil &amp; Grease, and Fecal Coliform. [See attached Table 1] (LA0007153 Efficient Limitations and Monitoring Requirements, pages 1-9), La. R.S. 30:2076(A)(3), and LAC 33:IX.501.A</td>
<td></td>
<td></td>
</tr>
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</table>

III. Date of Violation Description of Violation

<table>
<thead>
<tr>
<th>Inspection(s) &amp; File Review</th>
<th>2/19/2015</th>
<th>4/23/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Respondent failed to submit Discharge Monitoring Reports (DMRs) in a timely manner. The Respondent is required to submit monthly DMRs for outfalls 103, quarterly DMRs for outfalls 003 and 203, and semi-annual DMRs for outfalls 001 and 004 no later than the 28th day of the month following each monitoring period. Specifically, the Respondent did not submit timely DMRs for the monitoring periods from July 2013 until December 2014 for outfalls 001, 003, 004, 103, and 203. [LA0007153 Efficient Limitations and Monitoring Requirements, pages 1-9], La. R.S. 30:2076(A)(3), and LAC 33:IX.2701.L.4.e.a )</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IV. Date of Violation Description of Violation

<table>
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<tr>
<th>Inspection(s) &amp; File Review</th>
<th>2/19/2015</th>
<th>4/23/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Respondent failed to comply with LPDES permit LA0007153. Specifically, the Respondent failed to submit Discharge Monitoring Reports (DMRs) from January 2013 to December 2014. [See attached Table 2] (LA0007153 Efficient Limitations and Monitoring Requirements, pages 1-9), La. R.S. 30:2076(A)(3), and LAC 33:IX.2701.L.4.d )</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

V. Date of Violation Description of Violation

<table>
<thead>
<tr>
<th>Inspection(s)</th>
<th>2/19/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Respondent failed to properly operate and maintain its wastewater treatment facility. Specifically, the treatment system filters at outfall 003 were not cleaned, allowing solids to be discharged from this site into the drainage ditches. [LA0007153 Standard Conditions, Section B.3.a.), La. R.S. 30:2076(A)(3), and LAC 33:IX.2701.L.6.e ]</td>
<td></td>
</tr>
</tbody>
</table>

VI. Date of Violation Description of Violation

<table>
<thead>
<tr>
<th>Inspection(s) &amp; File Review</th>
<th>2/19/2015</th>
<th>4/23/2015</th>
</tr>
</thead>
</table>

VII. Date of Violation Description of Violation

<table>
<thead>
<tr>
<th>Inspection(s)</th>
<th>2/19/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Respondent failed to properly implement the Storm Water Pollution Prevention Plan (SWPPP) as required by LPDES permit LA0007153. Specifically, an inspection conducted on February 19, 2015 revealed white particulate material spilled on the ground around the rail loading area. The material was also seen in the drainage pathway offsite of the facility. (LPDES Permit LA0007153 Standard Conditions, Narrative Requirements, Condition F-10), La. R.S. 30:2076 (A)(3), LAC 33:IX.2701.A) The inspector noted the SWPPP needs to be updated to reflect personnel changes.</td>
<td></td>
</tr>
</tbody>
</table>

ORDER

Based on the foregoing, the Respondent is hereby ordered to comply with the requirements that are indicated below:

I. To take, immediately upon receipt of this COMPLIANCE ORDER, any and all steps necessary to meet and maintain compliance with the Water Quality Regulations. This shall include, but not be limited to; correcting all of the violations described in the "Findings of Fact" portion.

II. To submit to the Enforcement Division, within thirty (30) days after receipt of this COMPLIANCE ORDER, a written report that includes a detailed description of the circumstances surrounding the cited violation(s) and actions taken or to be taken to achieve compliance with the "Order" portion of this COMPLIANCE ORDER. This report and all other reports or information required to be submitted to the Enforcement Division by this COMPLIANCE ORDER shall be submitted to the Department at the address specified in this document.

III. To submit to the Enforcement Division, within thirty (30) days after receipt of this COMPLIANCE ORDER, a comprehensive plan for the expeditious elimination and prevention of such noncomplying discharges. Such plan shall provide for specific corrective actions taken and shall include a critical path schedule for the achievement of compliance within the shortest time possible.

IV. To submit to the Enforcement Division, within thirty (30) days after receipt of this COMPLIANCE ORDER, properly completed DMRs for the monitoring periods of the last three (3) years mentioned in Paragraph (IV) of the "Findings of Fact" portion of this Order. If you are submitting copies of DMRs, please be advised that each copy of the DMR shall be signed and certified. If no sampling or monitoring was conducted during a monitoring period, the Respondent should indicate this in the space provided.
for "Comment and Explanation of Any Violations."

V. To submit a completed NetDMR Subscriber Agreement to the Department for approval to submit DMRs electronically using NetDMR, within thirty (30) days after receipt of this COMPLIANCE ORDER. The Subscriber Agreement shall be signed and dated with an original signature and submitted to the Enforcement Division. (NetDMR is accessed through: www.epa.gov/NetDmr. For assistance establishing and maintaining a NetDMR account or for NetDMR training, see attached instructions or contact: the Permit Compliance Unit at deq.permits@la.gov.)

VI. To submit DMRs and associated reports electronically using NetDMR beginning with the first monitoring period after approval of the NetDMR Subscriber Agreement unless otherwise notified in writing by the Department.

RIGHT TO APPEAL

I. The Respondent has a right to an adjudicatory hearing on a disputed issue of material fact or of law arising from this COMPLIANCE ORDER. This right may be exercised by filing a written request with the Secretary no later than thirty (30) days after receipt of this COMPLIANCE ORDER.

II. The request for an adjudicatory hearing shall specify the provisions of the COMPLIANCE ORDER on which the hearing is requested and shall briefly describe the basis for the request. This request should reference the Enforcement Tracking Number and Agency Interest Number, which are located in the upper right-hand corner of the first page of this document and should be directed to the address specified in this document.

III. Upon the Respondent's timely filing a request for a hearing, a hearing on the disputed issue of material fact or of law regarding this COMPLIANCE ORDER may be scheduled by the Secretary of the Department. The hearing shall be governed by the Act, the Administrative Procedure Act (La. R.S. 49:950, et seq.). The Department may amend or supplement this COMPLIANCE ORDER prior to the hearing, after providing sufficient notice and an opportunity for the preparation of a defense for the hearing.

IV. This COMPLIANCE ORDER shall become a final enforcement action unless the request for hearing is timely filed. Failure to timely request a hearing constitutes a waiver of the Respondent's right to a hearing on a disputed issue of material fact or of law under Section 2050.4 of the Act for the violation(s) described herein.

V. The Respondent’s failure to request a hearing or to file an appeal or the Respondent’s withdrawal of a request for hearing on this COMPLIANCE ORDER shall not preclude the Respondent from contesting the findings of fact in any subsequent penalty action addressing the same violation(s), although the Respondent is estopped from objecting to this COMPLIANCE ORDER becoming a permanent part of its compliance history.

VI. Civil penalties of not more than thirty-two thousand five hundred dollars ($32,500) may be assessed for each day of violation. The Respondent’s failure or refusal to comply with this COMPLIANCE ORDER and the provisions herein will subject the Respondent to possible enforcement procedures under La. R.S. 30:2025, which could result in the assessment of a civil penalty in an amount of not more than fifty thousand dollars ($50,000) for each day of continued violation or noncompliance.

VII. For each violation described herein, the Department reserves the right to seek civil penalties in any manner allowed by law, and nothing herein shall be construed to preclude the right to seek such penalties.

NOTICE OF POTENTIAL PENALTY

I. Pursuant to La. R.S. 30:2050.3(B), you are hereby notified that the issuance of a penalty assessment is being considered for the violation(s) described herein. Written comments may be filed regarding the violation(s) and the contemplated penalty. If you elect to submit comments, it is requested that they be submitted within ten (10) days of receipt of this notice.

II. Prior to the issuance of additional appropriate enforcement action(s), you may request a meeting with the Department to present any mitigating circumstances concerning the violation(s). If you would like to have such a meeting, please contact Melissa Sherman at 225-219-3770 within ten (10) days of receipt of this NOTICE OF POTENTIAL PENALTY.

III. The Department is required by La. R.S. 30:2025(E)(3)(a) to consider the gross revenues of the Respondent and the monetary benefits of noncompliance to determine whether a penalty will be assessed and the amount of such penalty. Please forward the Respondent’s most current annual gross revenue statement along with a statement of the monetary benefits of noncompliance to the aforementioned contact person within ten (10) days of receipt of this NOTICE OF POTENTIAL PENALTY. Include with your statement of monetary benefits the method(s) you utilize to arrive at the sum. If you assert that no monetary benefits have been gained, you are to fully justify that statement.

IV. This CONSOLIDATED COMPLIANCE ORDER & NOTICE OF POTENTIAL PENALTY is effective upon receipt.

CONTACTS AND SUBMITTAL OF INFORMATION

Enforcement Division: Department of Environmental Quality
Office of Environmental Compliance
Water Enforcement Division
P.O. Box 4312
Baton Rouge, LA 70821
Attn: Melissa Sherman

Hearing Requests:

Ofice of the Secretary
Post Office Box 4302
Baton Rouge, Louisiana 70821-4302
Attn: Hearings Clerk, Legal Division
Re: Enforcement Tracking No. WE-CN-15-00407
Agency Interest No. 13853

Permit Division (if necessary):
Department of Environmental Quality
Office of Environmental Services
Post Office Box 4313
Baton Rouge, LA 70821-4313
Attn: Water Permits Division

Physical Address (if hand delivered):

Department of Environmental Quality
602 N Fifth Street
Baton Rouge, LA 70802

HOW TO REQUEST CLOSURE OF THIS CONSOLIDATED COMPLIANCE ORDER & NOTICE OF POTENTIAL PENALTY

* To appeal the CONSOLIDATED COMPLIANCE ORDER AND NOTICE OF POTENTIAL PENALTY, the Respondent must follow the
guidelines set forth in the "Right to Appeal" portion of this CONSOLIDATED COMPLIANCE ORDER AND NOTICE OF POTENTIAL PENALTY.

- To request closure of the COMPLIANCE ORDER portion, the Respondent must demonstrate compliance with the "Order" portion of this COMPLIANCE ORDER by completing the attached "CONSOLIDATED COMPLIANCE ORDER AND NOTICE OF POTENTIAL PENALTY REQUEST TO CLOSE" form and returning it to the address specified.
  - The COMPLIANCE ORDER will not be closed if the Respondent owes outstanding fees or penalties to the Department. Please contact the Financial Services Division at 225-219-3865 or email them at _DEQ-WWWFinancialServices@la.gov to determine if you owe outstanding fees.

- To expedite closure of the NOTICE OF POTENTIAL PENALTY portion, the Respondent may offer a settlement amount to resolve any claim for civil penalties for the violation(s) described herein.
  - The Department assesses civil penalties based on LAC 33:1 Subpart 1 Chapter 7.
  - The Respondent may offer a settlement amount but the Department is under no obligation to enter into settlement negotiations. It is decided upon on a discretionary basis.
  - The settlement offer amount may be entered on the attached "CONSOLIDATED COMPLIANCE ORDER AND NOTICE OF POTENTIAL PENALTY REQUEST TO CLOSE" form. The Respondent must include a justification of the offer.
  - **DO NOT** submit payment of the offer amount with the form. The Department will review the settlement offer and notify the Respondent as to whether the offer is or is not accepted.
  - The NOTICE OF POTENTIAL PENALTY will not be closed if the Respondent owes outstanding fees to the Department. Please contact the Financial Services Division at 225-219-3865 or email them at _DEQ-WWWFinancialServices@la.gov to determine if you owe outstanding fees.

If you have questions or need more information, you may contact Melissa Sherman at 225-219-3770 or melissa.sherman@la.gov.

D. Chance McNeely  
Assistant Secretary  
Office of Environmental Compliance

Date: 12/17/15

Attachment(s)
- Request to Close
- Table 1
- Table 2
- NetDMR Flyer
<table>
<thead>
<tr>
<th>Date</th>
<th>Outfall</th>
<th>Parameter</th>
<th>Permit Limit</th>
<th>Sample Value</th>
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<td>January 2011</td>
<td>103</td>
<td>BOD (monthly average)</td>
<td>22 mg/L</td>
<td>27.8 mg/L</td>
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<td>February 2011</td>
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<td>BOD (monthly average)</td>
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<td>1st Half of 2011</td>
<td>001</td>
<td>TSS (monthly average)</td>
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<tr>
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<td>004</td>
<td>BOD (monthly average)</td>
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<td>31.8 mg/L</td>
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<tr>
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<td>Fecal Coliform (monthly average)</td>
<td>200 col/100 ml</td>
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<tr>
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<td>TSS (monthly average)</td>
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<td>103</td>
<td>BOD (monthly average)</td>
<td>22 mg/L</td>
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<td>April 2012</td>
<td>103</td>
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<tr>
<td>---------</td>
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<td></td>
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</table>
| 001     | July through December 2012  
|         | July through December 2013 *Submitted for the wrong monitoring period  
|         | July through December 2014 * Submitted for the wrong monitoring period  |
| 003     | October, November, December 2011  
|         | April, May, June 2012  
|         | July, August, September 2012  
|         | October, November, December 2012  
|         | January, February, March 2013  
|         | April, May, June 2013  
|         | July, August, September 2013  
|         | October, November, December 2013  
|         | January, February, March 2014  
|         | April, May, June 2014  
|         | July, August, September 2014  
|         | October, November, December 2014  |
| 004     | July, August, December 2011  
|         | July, August, December 2012  
|         | January, February, June 2013  
|         | July, August, December 2013 * Submitted for the wrong monitoring period  
|         | July, August, December 2014 * Submitted for the wrong monitoring period  |
| 103     | December 2011  
|         | May 2012  
|         | July 2012  
|         | August 2012  
|         | September 2012  
|         | October 2012  
|         | November 2012  
|         | December 2012  
|         | January 2013  
|         | February 2013  
|         | March 2013  
|         | April 2013  
|         | May 2013  |
| 203     | January, February, March 2011  
|         | April, May, June 2011  
|         | July, August, September 2011  
|         | October, November, December 2011  
|         | April, May, June 2012  
|         | July, August, September 2012  
|         | October, November, December 2012  
|         | January, February, March 2013  
|         | April, May, June 2013  
|         | July, August, September 2013  
|         | October, November, December 2013  
|         | January, February, March 2014  
|         | April, May, June 2014  
|         | July, August, September 2014  
|         | October, November, December 2014  |
STATEMENT OF COMPLIANCE

A written report was submitted in accordance with Paragraph II of the "Order" portion of the COMPLIANCE ORDER.

All necessary documents were submitted to the Department within 30 days of receipt of the COMPLIANCE ORDER in accordance with Paragraph(s) II, III, and IV of the "Order" portion of the COMPLIANCE ORDER.

Submitted DMRs and associated reports electronically using NetDMR in accordance with Paragraph V of the "Order" portion of the COMPLIANCE ORDER.

All items in the "Findings of Fact" portion of the COMPLIANCE ORDER were addressed and the facility is being operated to meet and maintain the requirements of the "Order" portion of the COMPLIANCE ORDER. Final compliance was achieved as of:

SETTLEMENT OFFER (OPTIONAL)

(check the applicable option)

The Respondent is not interested in entering into settlement negotiations with the Department with the understanding that the Department has the right to assess civil penalties based on LAC 33:1 Subpart 1, Chapter 7.

In order to resolve any claim for civil penalties for the violations in NOTICE OF POTENTIAL PENALTY (WE-CN-15-0047), the Respondent is interested in entering into settlement negotiations with the Department and offers to pay $__________ which shall include DEQ enforcement costs and any monetary benefit of non-compliance.

- Monetary component = $__________
- Beneficial Environmental Project (BEP) component (optional)= $__________
- DO NOT SUBMIT PAYMENT OF THE OFFER WITH THIS FORM: the Department will review the settlement offer and notify the Respondent as to whether the offer is or is not accepted

The Respondent has reviewed the violations noted in NOTICE OF POTENTIAL PENALTY (WE-CN-15-0047) and has attached a justification of its offer and a description of any BEPs if included in settlement offer.

CERTIFICATION STATEMENT

I certify, under provisions in Louisiana and United States law that provide criminal penalties for false statements, that based on information and belief formed after reasonable inquiry, the statements and information attached and the compliance statement above are true, accurate, and complete. I also certify that I do not owe outstanding fees or penalties to the department for this facility or any other facility I own or operate. I further certify that I am either the Respondent or an authorized representative of the Respondent.

Respondent’s Signature

Respondent’s Printed Name

Respondent’s Title

Respondent’s Address

Respondent’s Phone #

Date

MAIL Completed DOCUMENT TO THE ADDRESS BELOW:

Louisiana Department of Environmental Quality
Office of Environmental Compliance
Enforcement Division
P.O. Box 4312
Baton Rouge, LA 70821
Attn: Melissa Sherman

If you have questions or need more information, you may contact Melissa Sherman at 225-219-3770 or melissa.sherman@la.gov.
The attached enforcement action **requires** the use of NetDMR

**WHAT IS NETDMR?**

NetDMR is a Web-based tool that allows facilities to electronically sign and submit LPDES discharge monitoring reports (DMRs) to the LDEQ.

**HOW DO I USE NETDMR?**

1. Register in NetDMR
2. Submit Subscriber Agreement to LDEQ
3. Receive approval by LDEQ
4. Sign and Submit On-line

Training is offered by both LDEQ and EPA. Please check the LDEQ NetDMR Training website at http://www.deq.louisiana.gov/netdmr for training materials and current information offered by LDEQ. Information about EPA’s training can be found at www.epa.gov/netdmr

**HOW DO I REGISTER AND SUBMIT A SUBSCRIBER AGREEMENT?**

(The first person to register must be an authorized signatory.)

1. Go to NetDMR website at https://netdmr.epa.gov/netdmr
2. Choose “Louisiana DEQ” as the Regulatory Authority from the drop-down list
3. Click the “Create a NetDMR Account” link in the login box
4. Complete the account information as required
   a. Type of user must be “Permittee User”
   b. Security answers must be unique and are case sensitive
5. Click “Submit” and confirm account information
6. Click the link within the verification email that has been sent to your email address
7. Create password by following instructions on the page
8. Login to NetDMR
9. Click “Request Access” link in the top left corner
10. Enter Permit Number and click “Update”
11. Select “Signatory” role and click “Add Request”
12. Click “Submit” and confirm
13. Provide Signatory Information, click “Submit” and confirm
14. Click button to print Subscriber Agreement
15. Mail in signed, original Subscriber Agreement to LDEQ for approval

If you have additional questions, please email deqnetdmr@la.gov.