SAMPLE RECORDS REVIEW LETTER

Date of Letter

Facility/Hauler Contact Person *Facility/Hauler Name Facility/Hauler Address* City, State Zip

Dear Mr./Ms./Mrs. ____:

This letter is to inform you that pursuant to Title 14, California Code of Regulations (14 CCR): Chapter 9, Article 9.2, sections 18800–18814.11, representatives from this office will be conducting a records review on Date of Review of your company's records pertaining to solid waste disposed at Facility Name/by Hauling Company Name and allocated to the Jurisdiction Name (city/county/regional agency). By specify date, please confirm at what location these records will be available to representatives from Jurisdiction Name.

The purpose of this review process is to review disposal reporting records and evaluate operational procedures related to solid waste ton allocations to Jurisdiction Name for specify time period. The review team will want to review your internal procedures used to compile disposal reporting information and documentation used to allocate solid waste tons. This review includes, but is not limited to, weigh tickets, route assignments, actual service locations, and methods used to allocate mixed load tons.

Please have a representative from your company available to answer questions during this review. This person must be knowledgeable about routing information, methods used to determine jurisdiction of origin, and other information concerning the disposal reporting records.

For your reference, the attachment to this letter summarizes the disposal reporting system record keeping requirements. Additionally, the disposal reporting system regulations may be viewed online as follows:

- 14 CCR 18800–18804: •
- .calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92.htm
- www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92b.htm 14 CCR 18808–18808.11:
- 14 CCR 18809–18809.11: www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92c.htm
- 14 CCR 18810–18810.11: •
 - www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92d.htm www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92e.htm
- 14 CCR 18811–18811.11: 14 CCR 18812–18814.11:
 - www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92f.htm

If you have any questions regarding this letter, please contact Jurisdiction Contact Person at Jurisdiction *Contact Phone #.* www.calrecycle.ca.gov/lgcentral/reports/contacts.aspx

Very truly yours,

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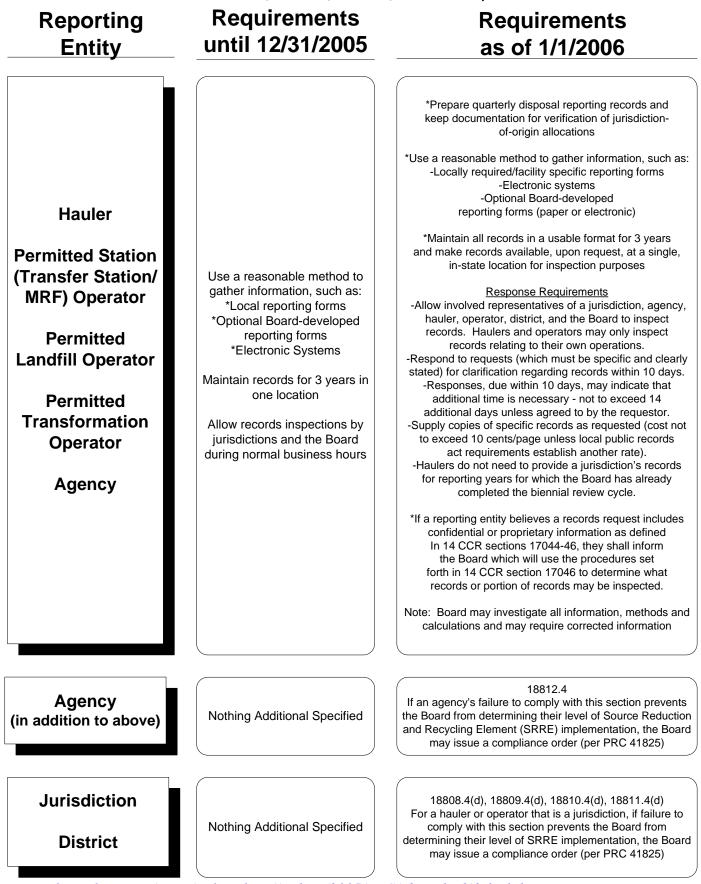
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Jurisdiction Representative

Attachment

Records - Retention, Access and Investigations Requirements (Title 14, California Code of Regulations, sections 18808.4, 18809.4, 18810.4,

18811.4, 18812.4, 18813.4, and 18814.4)



www.calrecycle.ca.gov/Laws/Rulemaking/Archive/2005/DRSAdjMethod/default.htm