

Date \_\_\_\_\_

**Attachment 3  
Monitoring Report Cover Letter**

California Regional Water Quality Control Board  
Lahontan Region  
2501 Lake Tahoe Boulevard  
South Lake Tahoe, CA 96150

**Facility Name:**

\_\_\_\_\_  
\_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Person:**

\_\_\_\_\_

**Job Title:**

\_\_\_\_\_

**Phone:**

\_\_\_\_\_

**Email:**

\_\_\_\_\_

**WDR/NPDES Order Number:**

\_\_\_\_\_

**WDID Number:**

\_\_\_\_\_

**Type of Report (circle one):**

Monthly    Quarterly    Semi-Annual    Annual    Other

**Month(s) (circle applicable month(s)\*:**

JAN    FEB    MAR    APR    MAY    JUN  
JUL    AUG    SEP    OCT    NOV    DEC

\*annual Reports (circle the first month of the reporting period)

**Year:**

\_\_\_\_\_

**Violation(s)? (Please check one):**

\_\_\_\_\_ **NO**                      \_\_\_\_\_ **YES\***

**\*If YES is marked complete a-g (Attach Additional information as necessary)**

**a) Brief Description of Violation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**b) Section(s) of WDRs/NPDES  
Permit Violated:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Reported Value(s) or Volume:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) WDRs/NPDES  
Limit/Condition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e) Date(s) and Duration of  
Violation(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f) Explanation of Cause(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g) Corrective Action(s)  
(Specify actions taken and a schedule  
for actions to be taken)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision following a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my knowledge of the person(s) who manage the system, or those directly responsible for data gathering, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

If you have any questions or require additional information, please contact \_\_\_\_\_ at the number provided above.

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_