

**Sample Show Cause Letter  
For Instructional Purposes Only**

**Plume County CUPA  
123 Compliance Drive  
Plume, California**

In Reply Refer to:  
Docket No. PC03001

Mr. Rusty Tanks, CEO  
Any Oil Corporation  
123 Plume Drive  
Plume, California

Re: Notification of Potential Filing of Administrative  
Enforcement Order

Dear Sirs:

On January 14, 2003, representatives of Plume County CUPA conducted an inspection at 123 Plume Drive, Plume, California (the "Facility"). Based on information from the inspection, Plume County CUPA is preparing to bring an administrative action against the owner of Any Oil Corporation to ensure compliance and assess penalties, pursuant to Section 25404.1.1 of the California Health and Safety Code. A copy of the inspection report is enclosed.

The administrative action being considered includes violations of the California Code of Regulations, 23 C.C.R. Ch. 16, §2637(a). This regulation requires underground storage tank owners and operators to conduct secondary containment testing by January 1, 2003. Plume County has repeatedly notified Any Oil Corporation of this requirement and Any Oil Corporation has willingly chosen not to comply.

Before filing an Administrative Enforcement Order and Notice of Defense (hereinafter "Order") against the owner of Any Oil Corporation, Plume County CUPA is extending the opportunity to advise Plume County CUPA of any other information that should be considered before filing an Order against the owner of Any Oil Corporation. You may also take this opportunity to commence settlement discussions concerning the alleged violations at your

**Sample Show Cause Letter  
For Instructional Purposes Only**

business. If you wish to submit such information, please direct it to:

Claire Wadders, Unit Chief  
Environmental Inspection Program  
Plume County CUPA  
123 Compliance Drive  
Plume, California

It is our intention to file an Order against the owner of Any Oil Corporation within the next two weeks, unless you first advise us of substantial reasons not to proceed as planned. Any penalty proposed for violations of Title 23 CCR Chapter 16, §2637(a) will be calculated pursuant to Health and Safety Code Chapter 6.7, §25299(a).

Thank you for your prompt attention to this matter. If you have any questions, please feel free to contact Claire Wadders of my staff at (555) 555-1234, or have your counsel contact Bette R. Settle at (555) 555-5678.

Sincerely,

Wanda Comply  
Program Manager  
Plume County CUPA

Enclosures