

SAMPLE PRELIMINARY SUBSURFACE INVESTIGATION LETTER

Certified Mail No.: Z 000 000 000

DATE

John Doe
515 East Amite Street
Jackson, MS 39201

**RE: Underground Storage Tanks (USTs)
 Doe's One Stop
 Jackson, Mississippi
 Facility ID #0001**

Dear Mr. Doe:

The Mississippi Department of Environmental Quality (MDEQ) has determined that a Preliminary Subsurface Investigation (PSI) is required at the above referenced facility. Before you can proceed with the investigation, you need to read and complete the enclosed Trust Fund Paperwork. Please submit the Trust Fund Application to our office within 14 days.

Once you have chosen your ERAC, please have your ERAC submit to you a Scope of Work/Cost Estimate (SOW/CE) for performing the PSI. Guidance for preparing the PSI SOW/CE is enclosed. After you review this SOW/CE, **please forward two copies to our office on or before DATE**. Please instruct your ERAC to contact us several days in advance of preparing the SOW/CE so that we may have an opportunity to discuss this proposal.

We appreciate your cooperation and assistance in this matter. Should you or your ERAC have questions, please contact me at 601-961-5171. Should you have any questions regarding the procedures for reimbursement, please contact the UST Financial Supervisor at (601) 961-5171.

Sincerely,

UST Project Manager
UST Program

Enclosures

cc: UST Financial Supervisor, MDEQ
 UST Technical Supervisor, MDEQ