

Month XX, 200X

Address

Subject: Baseline Monitoring Report

Dear Sir/Madam:

Please be advised that all non-domestic sewer users within Rockaway Valley Regional Sewerage Authority (RVRSA) service area, whether subject to USEPA categorical pretreatment standards, or are currently discharging process wastewater to, or scheduled to discharge process wastewater to the RVRSA treatment plant, are required to complete the attached **Baseline Monitoring Report (BMR)** and return to the above address.

In order for us to accomplish this task, we request that you take a few minutes to fill out the attachment. Your immediate attention to this matter is greatly appreciated and it will help us to improve the efficiency of our wastewater treatment plant and to comply with federal regulations. We will be obligated, by regulations, to follow up on this form if not returned within THIRTY (30) days.

If you should have any questions concerning this form, please contact our industrial pretreatment coordinator, Natalie Pisarcik, at the above phone number.

Very Truly Yours,

ROCKAWAY VALLEY REGIONAL
SEWERAGE AUTHORITY

Natalie Pisarcik
Industrial Pretreatment Coordinator