

## **SUBMISSION INSTRUCTIONS**

---

### **Submission of the NFA Letter**

Submit to the Director of Ohio EPA, at the Central Office location, the **original plus one electronic disk copy** of the NFA Letter. **The electronic disk copy should be in .pdf format and indexed by section and attachments.** Also, submit an additional **two** hard copies to the appropriate District Office (see addresses below).

All applicable fees must accompany the NFA Letter (See OAC 3745-300-03 and VAP Fee Schedule). The **original** check(s) or money order(s) (made out to “**Treasurer, State of Ohio**”) **should be included with the Original NFA Letter documentation sent to Central Office.** A photocopy of the check should be included in all copies of the NFA Letter.

**All submittals should be sent by certified mail or other form of mail accompanied by a receipt (e.g. UPS, Fed Ex, etc...).**

**\*\*All of the fees are non-refundable pursuant to OAC 3745-300-03(G)**

#### **Central Office:**

##### Mailing Address

Ohio EPA/DERR  
Voluntary Action Program  
Attn: VAP Supervisor  
Lazarus Government Center  
P.O. Box 1049  
Columbus, OH 43216-1049

##### Physical Address

Ohio EPA/DERR  
Voluntary Action Program  
Lazarus Government Center  
50 West Town Street, Suite 700  
Columbus, OH 43215

#### **Central *District* Office:**

CDO VAP Coordinator: Doug Crandall (614) 387-6181

##### Mailing Address:

Ohio EPA/DERR-CDO  
Central **District** Office  
Attn: VAP District Coordinator  
P.O. Box 1049  
Columbus, OH 43216-1049

##### Physical Address

Ohio EPA/DERR-CDO  
Central **District** Office  
Attn: VAP District Coordinator  
Lazarus Government Center  
50 West Town Street, Suite 700  
Columbus, OH 43215

## **SUBMISSION INSTRUCTIONS**

---

### **Northeast District Office:**

VAP Coordinator: Sue Netzly-Watkins (330) 963-1200

Ohio EPA/DERR  
Northeast District Office  
Attn: VAP District Coordinator  
2110 Aurora Road  
Twinsburg, OH 44087

### **Northwest District Office:**

VAP Coordinator: Archie Lunsey (419) 373-3035

Ohio EPA/DERR  
Northwest District Office  
Attn: VAP District Coordinator  
347 North Dunbridge Rd.  
Bowling Green, OH 43402

### **Southeast District Office:**

VAP Coordinator: Mark Stello (740) 380-5265

Ohio EPA/DERR  
Southeast District Office  
Attn: VAP District Coordinator  
2195 Front St.  
Logan, OH 43138

### **Southwest District Office:**

VAP Coordinator: Joe Smindak (937) 285-6064

Ohio EPA/DERR  
Southwest District Office  
Attn: VAP District Coordinator  
401 E. Fifth Street  
Dayton, OH 45402-2911

**Note: Any addenda to the NFA Letter must also be submitted as described above.**