

INSTRUCTIONS - ATTACHMENT I

Template for a Volunteer's Notification of No Further Action (NFA) Letter (April 2012 Update.) While the use of this template remains optional, certified professionals may offer the template for use by the volunteer to fulfill the written notification requirements under ORC 3746.11(A) and OAC 3745-300-13(F) to (H) (effective March 1, 2009.) This template is in affidavit form for consistency with ORC 3746.20(A).

Document retention requirements for both certified professional and volunteers are handled separately. For example, in the event that a request for information concerning the NFA letter is received from the public by Ohio EPA or if needed for audit purposes, the director of Ohio EPA may request documentation from certified professionals or volunteers pursuant to OAC 3745-300-14 or ORC 3746.18(A). Certified professionals have further document retention requirements under OAC 3745-300-05(H).

5. The information, data, documents and reports submitted under this affidavit are true, accurate and complete.

Further affiant sayeth naught.

Signature of affiant

Sworn to me and subscribed in my presence this ____ day of _____, 20__.

Notary Public

- ***A signed original of this notification affidavit should be delivered to the certified professional who issued the NFA letter.***
- ***A copy of this affidavit should be submitted to Ohio EPA-Central Office, by electronic copy to records@epa.state.oh.us or by mailing to the following address:***

***Ohio EPA-Central Office
DERR, Voluntary Action Program
Attn: Administrative Supervisor
Lazarus Government Center
P.O. Box 1049
Columbus, OH 43216-1049***