

**Bureau of Air Management**  
**Intradepartmental Referral Form**

**To:** Jake Felton, Director  
Enforcement Division

**From:** Jeffrey Semancik, Director  
Radiation Division

**Date:**

**Site Name:**

**Site Address:**

**License No.:**

**Applicable Regulation:**

**\*\*\*Please acknowledge, via email, the receipt of this referral: Within 14 calendar days.**

**(Administrative Enforcement will need the following) Please provide:**

- Responsible Party name, address, email, phone #?
- Date of inspection and/or Date of discovery of the violation(s)?
- How was the violation(s) discovered: (i.e. was it self-reported; citizen complaint; routine inspection, etc.)?
- Describe the violation(s) in detail.
- Classify the severity level of the violation(s)
- Past compliance history (if any). What previous enforcement actions have been taken in the last 5 years?
- How long has the violation been occurring?
- Corrective action(s) needed or taken.
- Was an NOV issued? Please attach a copy
- Any other pertinent information?
- Please contact \_\_\_\_\_ in the Radiation Division for further information.

**\*Attach relevant documents and correspondence.**