



West Virginia Environmental Quality Board

601 57th Street, S.E.
Charleston, West Virginia 25304

Phone: (304) 926-0445
Fax: (304) 926-0486
www.wveqb.org

MEMORANDUM

DATE: October 21, 2016

TO: Scott G. Mandirola, Director
Division of Water and Waste Management
WV Department of Environmental Protection

FROM: Jackie D. Shultz, Clerk *JDS*
Environmental Quality Board

RE: *Request for Certified File - Appeal No. 16-04-EQB*

Attached is Appeal No. 16-04-EQB, which was filed with the Environmental Quality Board on October 21, 2016. Within fourteen (14) days after receipt of this appeal, you must prepare, certify and provide to the Environmental Quality Board a complete record of the proceedings out of which the appeal arises, including all documents and correspondence in the Director's file relating to the matter in question. The record must be presented in chronological order and each page must be consecutively numbered.

The Certified File in this matter is due on November 4, 2016.

Thank you for your attention to this matter.