



U.S. Department  
of Transportation

Office of Hazardous  
Materials Safety  
PHMSA Region

123 Main Street  
Suite 5000  
City, State Zip  
123-456-7890

**Pipeline and Hazardous  
Materials Safety Administration**

**Company Name**  
123 Street  
City, State Zip Code

**DATE**

Dear NAME

During an in-depth review of your company's compliance history and other information available to the agency, the Pipeline and Hazardous Materials Safety Administration (PHMSA) has identified the following safety concerns and compliance issues:

- [\_\_\_\_\_]
- [\_\_\_\_\_]
- [\_\_\_\_\_]

Please be aware that this compliance data review is a separate process from a compliance inspection, and any findings from inspections that are currently being investigated and/or processed may still result in an enforcement action.

The compliance data review is part of a risk-based safety and compliance program implemented by PHMSA's Office of Hazardous Materials Safety Field Operations. This program is designed to prioritize how we review our business data, whom we inspect/investigate, and what avenues we explore with the regulated entity to bring about compliance. The primary goal of this strategy is to focus our resources on those entities and/or activities posing the greatest risk to transportation safety and security.

Based on the findings of the compliance data review, your company has been identified as an eligible company for PHMSA's Systems Integrity Safety Program (SISP). The SISP program is part of PHMSA's risk-based safety and compliance program. Participation in the SISP program is an alternative to a traditional enforcement approach, and an extending an offer to participate in the SISP program is not an adverse agency action.

Through the SISP process, your company would have the opportunity to engage collaboratively with PHMSA to improve compliance, obtain a high level of safety, and enhance the safe transportation of hazardous materials. Participation is entirely voluntary, but we feel a collaborative effort will benefit both parties by providing an opportunity to jointly identify, develop, and implement solutions and strategies to address the issues listed above.

Please note that because PHMSA has identified safety concerns, PHMSA must address those concerns. If you decline to participate in the SISP program, PHMSA may utilize traditional compliance approach to ensure the identified safety issues have been addressed. This may include gathering additional data, conducting compliance inspections, issuance of public notices, and proposing civil penalties for noncompliance findings of the Hazardous Materials Regulations. In addition, court actions, including injunctive or criminal proceedings, may be initiated. Title 49 U.S.C. Sections 5123 and 5124 provide for civil and criminal penalties for violation of the Hazardous Materials Regulations.

Your company has two options regarding this offer:

- Option 1: Enter into a SISP agreement to work collaboratively with PHMSA;
- Option 2: Decline any participation in the program.

Your company has [#] days to review any data PHMSA provides and decide which option works best for your company. During this time, your company may engage in discussions with PHMSA and provide evidence that it has already corrected the problems that made it a candidate for SISP. The SISP coordinator will consider the evidence provided by the company and determine next steps to confirm the identified risks have been rectified.

Please respond to this letter by contacting NAME, the SISP Coordinator for the [\_\_\_\_\_] Region. In the event your company does not respond to this letter in the allotted time, PHMSA will treat your lack of response as declining to participate in the program.

Compliance and safe transportation of hazardous materials is our ultimate goal, and we sincerely hope that you will join us in this endeavor to ensure the safe transportation of hazardous materials.

Sincerely,

Name \_\_\_\_\_  
Title, \_\_\_\_\_ Region

Enclosure[s]: