

## **TIME EXTENSION REQUESTS**

Time frames for submitting required reports and performing pre-approved required tasks are established for a reason and provide for the timely and orderly performance of corrective actions. Future time extensions will **only** be granted for compelling reasons and must be submitted to the PSTD Project Environmental Analyst 48-hours (two working days excluding weekends and holidays) prior to the due date for a report or corrective action task. All requests must be submitted in letter format and include the following information: Purchase Order Number; Purchase Order due date; reason for Time Extension Request, and; the requested new due date for completion of approved corrective actions. Failure to timely submit required reports or perform pre-approved corrective actions may put the owner/operator in jeopardy of enforcement action.