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November 5th, 2018

DEQ, AQD, Southeast Michigan District
27700 Donald Court
Warren, Michigan 48092

To Whom It May Concern,

This letter is in response to the Violation Notice sent to Global Enterprises after an inspection of the facility by the DEQ, AQD on August 16, 2018. During this inspection, Global's recordkeeping was found to be missing the consumption amounts of the adhesives used and VOC emissions for the CD-4 line. Secondly, the records did not show a monthly and 12-month rolling total for all adhesives used in the facility and shown in a combined total amount.

Upon internal investigation, Global has the information readily available of consumption rates and has since added the CD-4 line to the spreadsheet. While all information is now in the recordkeeping, Kerry Kelly has found some administrative errors in the formatting of the excel sheet. Since August 16, 2018, Global has undergone some personnel changes and now have a new person, Jamie Shea the Environmental/HR Generalist, who will be responsible for Global's recordkeeping of VOC emissions. She returns from vacation on November 7, 2018 and will make contact with Kerry Kelly to correct and work through all formatting errors. Global will have this recordkeeping error fixed by November 30, 2018. After that date, the spreadsheet will be reviewed monthly as part of Global's Management Review Process.

If you have any questions or concerns, please feel free to call me.

Sincerely,

A handwritten signature in black ink that reads "Dominique Kunz". The signature is written in a cursive, flowing style.

Dominique Kunz
HR Manager
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