



SANTA BARBARA COUNTY  
AIR POLLUTION CONTROL DISTRICT  
POLICIES AND PROCEDURES

Policy No:	<u>3100.003.2019</u>	Draft:	<u>          </u>
Supersedes No:	<u>3100.I.B.1</u>	Final:	<u>  x  </u>
Date:	<u>June 28, 2019</u>	Pages:	<u>  2  </u>
Topic:	<u>The Unannounced Inspection</u>		
Distribution:	<u>Compliance Division Staff</u>		

This policy and procedure provides guidance to District staff regarding conducting unannounced inspections.

In order to verify ongoing compliance for sources of air pollution it is District policy to perform unannounced inspections whenever possible. The following procedure should be followed:

1. District inspectors should not contact the source to make an appointment or give warning of a pending inspection.
2. Prepare for the inspection using the guidelines provided in the Compliance Policy & Procedure I.D *General Inspection Procedures*.
3. Plan the day to make the most efficient use of time and vehicle trips.
4. Travel to facilities without calling the facilities' operators prior to leaving the office.
5. Upon arrival at a facility to be inspected attempt to gain legal access as outlined in the Compliance Policy & Procedure 3100.002 *Access to the Facility*.
6. Note in the inspection report that inspection was unannounced.
7. If denied access:
  - a. Ask why.
  - b. Record the answer.
  - c. Explain the purpose of the inspection and the access rights guaranteed by the Health and Safety Code.
  - d. Withdraw if necessary.
  - e. Contact the District Compliance Supervisor.

---

Policies and Procedures Memoranda are intended to provide agency staff, applicants and the public guidance relative to standardized District procedures. These policies and procedures shall not be interpreted in conflict with District Rules and Regulations or administrative policies, and may be modified or updated periodically without advance notice.

8. If an inspector observes, from offsite, a potential violation of District rules, the inspector should make all efforts to gain legal access to the location of the violation and conduct an unannounced, immediate investigation.
9. There may be times when, because the source operators are not expecting the inspector, proper personnel may not be present, or safety or security factors prevent source operators from allowing the inspector access to the facility. If the facility operator requests that appointments be made for inspections, District staff should explain the District's unannounced inspection policy. In some instances, the Compliance Division Manager may consider a source-specific inspection practice, designed to meet the needs of both the District and the source.