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SANTA BARBARA COUNTY

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AIR POLLUTION CONTROL DISTRICT  
POLICIES AND PROCEDURES

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Topic:	<u>Review of Field Logs</u>		
Distribution:	<u>Compliance Division Staff</u>		

This policy and procedure provides guidance to District staff regarding reviewing records in the field.

Prior to conducting the inspection, staff should review the following:

1. Any permit condition(s) which have field log recordkeeping requirements.
2. Identify the information which the permit condition requires in the log. This may include frequency of recording (daily, weekly, per event), operating time (minutes, hours), fuel consumption (gallons/hour, cubic feet/minute).
3. Identify any restriction(s) imposed by the permit condition which can be verified by the field logs. For example, a permit condition may limit testing of emergency equipment to 30 minutes/week and may also require a log of the number of minutes of testing per week.
4. Check whether the District has required a specific format for the field logs and whether copies of any of the field logs are needed (i.e., to verify information submitted in the quarterly reports).
5. Identify what would constitute a violation of field log requirements.

During the inspection, staff should:

1. Verify that the logs contain all required information and are presented in the required format, if any.
2. Obtain copies of any discrepancies such as omissions and errors. Examples of omissions include no logs and the lack of required information. If copies cannot be obtained, note the problem(s).
3. Identify and obtain copies of any instances where permit restrictions have or may have been violated (see item 3 above).

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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.

There may be instances when the inspector will be reviewing field logs which are not required by a permit condition. This is particularly true for projects with platforms in the OCS. In these situations, staff should determine the scope of the review ahead of time.