

**SANTA BARBARA COUNTY**  
**AIR POLLUTION CONTROL DISTRICT**  
***ENFORCEMENT POLICIES AND PROCEDURES***

Policy No.	<u>3100.1.A</u> <u>2000</u> Div Pol              Yr	Draft <u>      </u>
Supersedes No.	<u>3100.1.A</u> <u>1989</u> Div Pol              Yr	Final <u>  X  </u>
Date:	<u>January 21, 2000</u>	Pages <u>  2  </u>
Topic:	<u>Routine Inspection Frequency</u>	
Distribution:	<u>APCD Staff</u>	

This policy and procedure establishes the minimum routine inspection frequencies for all sources permitted by the APCD. It is the policy of the APCD that all sources which operate under an APCD permit will be inspected at least once per year. Certain source categories require more frequent inspection based upon their potential to emit, actual emissions and compliance history. It is the intent of this policy to recognize that certain sources which, based upon unannounced inspections conducted by the APCD, have good compliance records, require less routine inspection oversight by the APCD to document ongoing compliance. The frequency and method of conducting routine compliance inspections established in this policy is based upon guidance from the California Air Resources Board (ARB). That guidance requires in part that 1) all sources under district permit be inspected at least annually, 2) at least 75 percent of the inspections be conducted on an unannounced basis, and 3) sources with actual emissions greater than 25 tons per year be inspected on a quarterly basis. Sources which have a potential to emit of any pollutant of 10 tons per year or greater may qualify for a reduction in the level of routine inspection oversight by the APCD based upon their actual emissions and compliance history as established within this policy. In establishing this policy, the APCD acknowledges and provides credit to sources who maintain a good compliance record. Conversely, sources that fail to maintain a good compliance history will be subject to increased APCD oversight.

All sources shall be assigned the minimum routine inspection frequency established in this policy based upon their potential to emit and actual emissions. Thereafter, the routine inspection frequency of a source whose actual emissions are less than 25 tons per year of any pollutant may be determined by the source's ability to demonstrate ongoing compliance based upon unannounced inspections. This policy defines 1) routine inspection, 2) actual emissions, and 3) emissions-related violations and the manner in which such violations will be used to determine the routine inspection frequency of a source.

**DEFINITIONS**

*A. Routine Inspection* means an onsite visit(s) to the operating source to make a comprehensive assessment of compliance with applicable federal, state and local rules and regulations. Due to the size or complexity of the source, a routine inspection may include more than one visit to fully determine compliance.

*B. Actual emissions* means that quantity of emissions of NO<sub>x</sub>, ROC, SO<sub>x</sub> or PM reported to and verified by the APCD pursuant to Rule 212. Emission Statements.

*C Emissions-related violation* means any violation of an emission-related standard in an APCD Rule or permit condition leading to the issuance of a Notice of Violation, or recordkeeping violation when recordkeeping data is necessary to determine whether an emissions violation occurred.

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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.

## QUARTERLY

Sources with actual emissions greater than 25 tons per year of NO<sub>x</sub>, ROC, SO<sub>x</sub> or PM, excluding those emissions associated with marine vessels and cargo carriers, shall be inspected every calendar quarter. At least 75 percent of the inspections shall be conducted on an unannounced basis.

## SEMI-ANNUAL/QUARTERLY:

Sources with the potential to emit over 100 tons per year of any pollutant and actual emissions less than 25 tons per year, excluding those emissions associated with marine vessels and cargo carriers, shall be inspected as follows:

All sources shall be inspected every calendar quarter with at least 75 percent of the inspections conducted on an unannounced basis unless the source agrees to have all routine compliance inspections conducted on an unannounced basis. Where all routine inspections are conducted on an unannounced basis, the source may qualify for a reduction in the routine inspection frequency from quarterly to semi-annual based upon their compliance history. If the APCD documents no more than 1 emissions-related violation during the routine inspection, the routine inspection frequency shall be reduced from quarterly to semi-annual. However, if 2 or more emissions-related violations are documented during any routine inspection, the inspection frequency shall revert to quarterly until 2 consecutive unannounced routine inspections document no more than 1 emissions-related violation during each inspection.

## ANNUAL/SEMI-ANNUAL:

Sources with the potential to emit between 10 tons and 100 tons per year of any pollutant and actual emissions less than 25 tons per year, excluding those emissions associated with marine vessels and cargo carriers, shall be inspected semi annually with at least 50 percent of the inspections conducted on an unannounced basis unless the source agrees to have all routine compliance inspections conducted on an unannounced basis. Where all routine inspections are conducted on an unannounced basis, the source may qualify for a reduction in the routine inspection frequency from semi-annual to annual based upon their compliance history. If the APCD documents no more than 1 emissions-related violation during the routine inspection, the routine inspection frequency shall be reduced from semi-annual to annual. However, if 2 or more emissions-related violations are documented during any routine inspection, the inspection frequency shall revert to semi-annual until 2 consecutive unannounced routine inspections document no more than 1 emissions-related violation during each inspection.

## ANNUAL:

All other source categories will be inspected at least once each calendar year. At least 75 percent of the inspections shall be conducted on an unannounced basis.