

AIR POLLUTION CONTROL DISTRICT
REGULATORY COMPLIANCE DIVISION

POLICIES AND PROCEDURES

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Topic: Documentation of Violations

Distribution: All Policy Holders

This policy and procedure document provides guidance to District personnel in the documentation of violation of District Rules and permit conditions.

Notice of Violation:

All violations will be documented by the issuance of a Notice of Violation as stipulated in The Notice of Violation policy and procedure document (VII.A).

Reports:

All violations will be documented with an inspection report prepared according to the guidelines of the Inspection Reports policy and procedure document (I.F).

Samples:

If the nature of the violation is such that there is physical evidence of the violation, the evidence will be gathered and handled in accordance with the guidelines of the Sampling program policy and procedures outlined in Section III.

Visible Emission Evaluation:

If the violation is the result of a visible emission or the condition of violation produces any visible emission of an air contaminant, the inspector will conduct and record a Visible Emission Evaluation using the procedures described in the Visible Emission Evaluation Procedures policy and procedure document (I.D.1).

Photographs:

If the violation can be recorded on film, the inspector will document the violation by taking a photograph(s). If the inspector is on private property, permission to take photographs must be freely given by a responsible party representing the facility. The photograph(s) will be labeled and mounted in accordance with the guidelines contained in the Use of Equipment in the Field policy and procedure document (I.D.2).