

AIR POLLUTION CONTROL DISTRICT
REGULATORY COMPLIANCE DIVISION

POLICIES AND PROCEDURES

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Topic: Administrative Infractions

Distribution: All Policy Holders

This policy and procedure (P&P) document provides guidance on the issuance of warnings and Administrative Infraction Documents (AIDoc - ENF-47). In order to ensure that the Air Pollution Control District (APCD) has a consistent and effective enforcement program, verbal or written warnings are not issued when violations are discovered. Except as provided in this policy, a Notice of Violation (NOV) is issued for all violations of APCD, state, and federal rules, regulations, and laws.

An AIDoc will be issued only for minor procedural violations specified in this P&P. A procedural violation is defined as a violation of an APCD rule or permit condition which does not result in an increase in emissions. Operation without a valid Permit to Operate (PTO) is not considered to be a procedural violation. Direction concerning monitoring related violations is located in Regulatory Compliance Division P&Ps VII.A.4 through VII.A.6.

The AIDoc will describe the infraction, reference the appropriate permit condition or rule, describe action to be taken to correct the infraction, and specify a time period in which this action should be taken. Permitted emission sources will have a corrective time period of seven days, while unpermitted sources will have 14 days to take corrective action.

When issuing an AIDoc, the inspector shall use a blank NOV number as the tracking number. A copy of the AIDoc will be given to the facility operator immediately following the inspection, with a verbal description of required actions. The original will remain with the inspector, who will reinspect the facility within one week (two weeks for unpermitted facilities) of the end of the corrective time period to ensure compliance has been achieved. If corrective action has not been taken, the inspector will issue a NOV using the same tracking number to the operator at that time.

Corrective action for omissions in a facility's records such that emissions cannot be determined will be interpreted as recreation of the deficient records such that emissions can be calculated.

Following the reinspection of the facility, the inspector will include the original form with their inspection report and include a copy with the submittal of their inspection statistics the following week.

Information on the AIDoc will then be input into the NOV database (field "AIDoc - Yes") and forwarded to the Mutual Settlement Inspector.

Each facility, permitted or unpermitted, is eligible for only one AIDoc for each type of administrative infraction during the 36-month period from the date of the first infraction. Subsequent infractions of the same type identified during this period are documented with a NOV.

The following is a list of procedural violations to be documented by an AIDoc:

1. Failure to meet a deadline required by APCD rule and/or a permit condition.
2. Failure to maintain complete on-site records and/or other information required by permit condition or APCD rule. Examples: Failure to track solvent use for a surface coating operation; not having Material Safety Data Sheet (MSDS) on site for particular product.
3. Failure to maintain a copy of the permit on-site.



Santa Barbara County
Air Pollution Control District

Tracking #: _____

FID/PTO #: _____

DATE: _____

TO: _____

RE: ADMINISTRATIVE INFRACTION

The purpose of this letter is to document an administrative infraction of Santa Barbara County Air Pollution Control District Rules and Regulations: Rule _____ or Condition _____ of PTO/ATC #_____. The infraction is: _____

The following action should be taken to correct this administrative infraction: _____

Failure to take corrective action by _____ may result in further enforcement action. Once the correction has been made, notify Inspector _____ at _____.

No monetary penalty will be assessed provided that the prescribed action is taken within the specified period.

Should you have further questions and/or if you are unable to meet this deadline, please contact the Inspector at the phone number provided above.

ENF-47 (04/94)

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