

AIR POLLUTION CONTROL DISTRICT
REGULATORY COMPLIANCE DIVISION

POLICIES AND PROCEDURES

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Topic: Data Reporting Violations

Distribution: All Policy Holders

This policy and procedure document provides guidance to inspectors and engineers in determining when a data reporting violation has occurred.

Data reporting requirements include on-site logs/records and submissions to the District, and are usually defined by District rules, permit conditions or associated interpretive documents. The project manager should prepare a list of reporting requirements, including a description of the data and any submission deadlines. In developing the facility check list, the inspector should include the required on-site logs. Depending on the permit, reporting requirements may include the following:

1. Construction equipment certification(s)
2. Construction activity log and quarterly reports
3. As-built drawings
4. Flaring logs and quarterly reports
5. Emergency generator and firewater pump use logs
6. Vacuum truck use
7. Vessel purging
8. Drain sump canister use and replacement
9. Reactive solvent use
10. OCS activity logs and quarterly reports
11. Marine vessel cargo loading
12. Fuel use and composition
13. Petroleum liquid storage tanks (product type, Reid and true vapor pressure, daily throughput)
14. Crew and supply boat reporting
15. Other marine vessel use (excluding crew and supply boats)
16. Other equipment use restrictions
17. Source testing plans and results
18. Operator logs for the entire facility or for a specific piece of equipment (maintenance activities, downtime, throughput, hours of use, fuel use, water/ammonia use for turbines)

For fugitive hydrocarbon I&M, ambient monitoring, CEM and offset data reporting violations, please refer to Policy and Procedures II.V.1, VII.A.4, VII.A.5 and VII.A.7, respectively. Failure to respond to information requested pursuant to Health and Safety Code Section 42303 is discussed in Policy and Procedure I.C.

Notices of Violation will be issued under the following circumstances:

1. Required on-site logs/records are not available upon request, or the logs/records are incomplete to such an extent that compliance

2. Required reports are submitted on time but are incomplete to such an extent that compliance cannot be determined.
3. Required reports are not submitted on time, and an extension of the administrative deadline has not been granted in accordance with Policy and Procedure V.F.
4. Failure to submit data in a format specified by a permit condition or District protocol to such an extent that compliance cannot be determined.

Logs and records are deemed to be "incomplete" if they do not contain all the data specified by the permit condition. Some permit conditions also require the submission of any other information the District deems necessary to validate the accuracy of the data used in the analyses. If the project manager has made a written request for specific data pursuant to this provision and the permit holder has not provided the information, the report will also be considered incomplete.

If the date which the report is due falls on a weekend or holiday, the report is due before 5:00 pm on the next working day.