

## HOW TO PREPARE FOR AN AIR QUALITY INSPECTOR'S VISIT

### ALWAYS BE PREPARED FOR AN INSPECTOR VISIT

Inspectors, generally, do not give prior notice when planning to visit a site. However, you can be in compliance if an inspector should visit your facility by performing a few simple steps.

#### I. PERFORM SELF-INSPECTIONS

- A. Make sure permits are posted on or near equipment requiring a South Coast Air Quality Management District (AQMD) permit to construct/operate.
- B. If the permit to construct/operate has not been forwarded to your office, contact the Environmental Compliance Unit (ECU) at (213) 978-3786 for a photocopy of the application and confirmation letter from AQMD acknowledging receipt. This documentation should be sufficient to avoid issuance of a Notice to Comply (NTC) or Notice of Violation (NOV) by AQMD for failing to post a permit.
- C. After receipt of the permit, verify that the equipment location, description and operating conditions match the item(s) installed.
- D. Weekly fuel dispenser self-inspections are recommended to detect common violations such as:
  - 1) tears, rips or crimps in the hose or nozzle boot
  - 2) warning signs not posted or do not contain the required information (i.e. toll-free number, complaint phone number, toxic warning, etc)
  - 3) spill container is dirty and/or contains gasoline
  - 4) hose retractor is broken and hose is lying on the ground
  - 5) dispenser hose and retractor are not adjusted to maintain the proper 10 inch loop
  - 6) fill caps are missing, damaged or loose

E. Some of the more common equipment items operated by the City that require an air quality permit are:

- 1) boilers/water heaters greater than or equal to 1,000,000 btu/hr
- 2) generators/engines greater than 50 BHP (stationary or portable)
- 3) unleaded (underground/aboveground) gasoline storage tanks and dispensing equipment
- 4) spray paint booths
- 5) lithographic printing presses
- 6) incinerators
- 7) charbroilers (registration only)
- 8) portable pressure washers/steam cleaners

## **II. TEST RESULTS AND MAINTENANCE RECORDS**

### **A. TEST RESULTS**

Post or make available, upon request, the annual static leak and dynamic backpressure tank test results required for unleaded gasoline storage tanks. If an unleaded tank has not been tested within the last 12 months, notify the Fuel Maintenance Unit at (213) 978-3717.

### **B. MAINTENANCE RECORDS**

Maintenance records for unleaded tanks, generators, and boilers greater than 2,000,000 btu/hr as well as fuel usage logs and material safety data sheets (MSDS) should be kept centrally located and available for viewing by the inspector(s). Routine generator maintenance is required or may be specified as a condition of the permit to construct/operate. AQMD has developed several log sheets for tracking Volatile Organic Compounds (VOC's) and other emissions data. These forms are available on the Internet at [www.aqmd.gov/comply](http://www.aqmd.gov/comply).

### C. TUNE-UPS

Perform semi-annual boiler tune-ups and annual boiler source tests based on the equipment size, use and permit conditions. Contact the ECU at (213) 978-3786 for questions regarding boiler tune-ups and source test requirements.

## III. TYPES OF CITATIONS

A. NOTICE TO COMPLY – A minor violation resolved by fixing the problem.

- 1) compliance must be achieved within a specified period
- 2) should be acted upon in a timely manner to avoid more stringent citation (Notice of Violation) issuance

B. NOTICE OF VIOLATION – A major violation resulting in the assessment and payment of fines.

- 1) fines can range from \$560 to \$50,000
- 2) compliance must be achieved and penalties paid promptly to avoid referral to the District Prosecutor's Office

## IV. IF YOU SHOULD RECEIVE A NOV OR NTC

- A. Immediately contact the Environmental Compliance Unit (ECU) at (213) 978-3786.
- B. Make a copy of the notice for your records.
- C. Forward the original notice (orange or green copy) to ECU at mail stop 774.
- D. Coordinate with ECU in meeting the notice requirements by the compliance due date.