



**South Coast Air Quality Management District**  
21865 COPLEY DRIVE, DIAMOND BAR, CA 91765-4178

# NOTICE OF VIOLATION

DATE OF VIOLATION		
Month:	Day:	Year:

Facility Name:		Facility ID#:	Sector:
Location Address:		City:	Zip:
Mailing Address:		City:	Zip:

YOU ARE HEREBY NOTIFIED THAT YOU HAVE BEEN CITED FOR ONE OR MORE VIOLATIONS OF THE SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD) RULES, STATE LAW OR FEDERAL LAW. IF PROVEN, SUCH VIOLATION(S) MAY RESULT IN THE IMPOSITION OF CIVIL OR CRIMINAL PENALTIES.

EACH DAY A VIOLATION OCCURS MAY BE HANDLED AS A SEPARATE OFFENSE REGARDLESS OF WHETHER OR NOT ADDITIONAL NOTICES OF VIOLATION ARE ISSUED.

## DESCRIPTION OF VIOLATIONS

#	Authority*	Code Section or Rule No.	SCAQMD Permit to Operate or CARB Registration No.	Condition No. (If Applicable)	Description of Violation
1	<input type="checkbox"/> SCAQMD <input type="checkbox"/> CH&SC <input type="checkbox"/> CCR <input type="checkbox"/> CFR			_____ _____ _____	_____ _____ _____
2	<input type="checkbox"/> SCAQMD <input type="checkbox"/> CH&SC <input type="checkbox"/> CCR <input type="checkbox"/> CFR			_____ _____ _____	_____ _____ _____
3	<input type="checkbox"/> SCAQMD <input type="checkbox"/> CH&SC <input type="checkbox"/> CCR <input type="checkbox"/> CFR			_____ _____ _____	_____ _____ _____
4	<input type="checkbox"/> SCAQMD <input type="checkbox"/> CH&SC <input type="checkbox"/> CCR <input type="checkbox"/> CFR			_____ _____ _____	_____ _____ _____
5	<input type="checkbox"/> SCAQMD <input type="checkbox"/> CH&SC <input type="checkbox"/> CCR <input type="checkbox"/> CFR			_____ _____ _____	_____ _____ _____

Served To:		Phone:	Served By:	Date Notice Served:
Title:	Email:	Phone No: 909-396-310-233-	Email: @ aqmd.gov	

\*Key to Authority Abbreviations:

**SCAQMD** – South Coast Air Quality Management District  
**CCR** – California Code of Regulations

**CH&SC** – California Health and Safety Code  
**CFR** – Code of Federal Regulations

Method of Service:

☐ In Person

☐ Certified Mail

FILE COPY (Pink)

FACILITY COPY (Gold)

## What is a Notice of Violation?

A Notice of Violation is issued by an SCAQMD Air Quality Inspector to inform a business that a failure to comply with one or more applicable federal, state, and/or local (SCAQMD) air pollution rules and regulations or legal requirements is being alleged.

## What happens when I receive a Notice of Violation?

If you are operating in violation of one or more applicable federal, state, and/or local (SCAQMD) air pollution rules and regulations or legal requirements, each day or part of a day that you operate in violation is considered a separate violation even if only one Notice of Violation has been issued. Continuing to operate in violation may subject you to substantial civil or criminal penalties. **It is in your best interest to resolve any compliance problem immediately before you resume operation.**

## What if I need to continue to operate the equipment named in the Notice of Violation?

If continued operation of equipment cited in the Notice of Violation is necessary, you may be able to obtain a variance from SCAQMD's Hearing Board. A **variance** is an administrative order that allows a company to continue operating without penalties while it takes appropriate steps to meet air pollution control requirements. Proof of specific legal circumstances must be provided before a variance can be granted. Timeliness in seeking such relief will be considered by the Hearing Board. Additional information concerning variances can be found in California Health & Safety Code §§ 42350-42359.5 and at <http://www.aqmd.gov/home/about/hearing-board>.

During a hearing for a variance, you may be represented either by yourself or by your attorney or consultant. You will have the opportunity to present evidence and testimony, and to cross-examine any SCAQMD witness.

If you fail to comply with any order of the Hearing Board, you may be subject to additional civil or criminal penalties set forth in California Health & Safety Code §§ 42400 *et seq.* and 42402 *et seq.*

## How are Notices of Violation resolved?

The SCAQMD General Counsel's office reviews each alleged violation and, based on the facts, determines how best to resolve the allegation. Options available to the General Counsel's office include:

- **Minor Source Penalty Assessment Program**

Certain Notices of Violation may be eligible for resolution through SCAQMD's Minor Source Penalty Assessment Program if they are issued to a minor source or for violations other than emitting air toxics or creating a

public nuisance involving injury or property damage.

If your case is handled by this program, you will receive a letter or phone call from an investigator in the SCAQMD General Counsel's office offering to settle your violation. Settlement terms usually call for a penalty payment and written proof of current compliance. The investigator's name and telephone number are included in the initial settlement letter in the event you would like to discuss the case.

Be prepared to describe any facts about the violation that you believe SCAQMD should know in considering your case. Sharing your knowledge of the facts, possible causes for the violation and plans to avoid future violations will help the investigator arrive at an appropriate disposition. **Be sure to respond by the date indicated in the letter to avoid further legal action.**

If the Minor Source Penalty Assessment Program fails to result in a settlement, your Notice of Violation may be referred to an SCAQMD attorney and handled under the procedures for Civil Prosecution or resolved through a Small Claims Court.

- **Civil Prosecution**

If your case is handled as a civil matter, it will be reviewed by an attorney from the SCAQMD General Counsel's office, who will typically make first contact with you through a letter that asks for information about your case. If the allegations in the Notice of Violation cannot be informally resolved, the SCAQMD is authorized to file a civil lawsuit in court to recover civil penalties. In cases involving serious harm or danger, however, SCAQMD may immediately commence a legal action for civil penalties and a court-ordered injunction. A **mandatory injunction** is a court order compelling a person and/or company to take specific action. A **prohibitory injunction** is a court order compelling a person and/or company to refrain from taking a specific action. Injunctions, which may even lead to shutting down a business, may be sought by SCAQMD to prevent continuing or serious violations or damages from occurring.

- **Criminal Prosecution**

If SCAQMD determines that criminal prosecution is appropriate, the case will be referred to the appropriate state or federal law enforcement agency. That agency will determine if criminal prosecution is warranted.

## Civil and Criminal Penalties

Penalties are determined by California Health & Safety Code §§ 42400 *et seq.* and 42402 *et seq.*

## Available Resources

You can obtain SCAQMD Rules, permit application forms, and detailed information about SCAQMD and the Hearing Board using the resources provided below:

Contact Numbers	Useful Links	
<b>General Information:</b>		
SCAQMD Headquarters General Number (909) 396-2218	About SCAQMD	<a href="http://www.aqmd.gov/home/about">http://www.aqmd.gov/home/about</a>
	Enforcement Authority	<a href="http://www.aqmd.gov/home/about/authority/enforcement">http://www.aqmd.gov/home/about/authority/enforcement</a>
General Counsel's Office (909) 396-3400	Compliance Notices	<a href="http://www.aqmd.gov/home/regulations/compliance/compliance-notices">http://www.aqmd.gov/home/regulations/compliance/compliance-notices</a>
	SCAQMD Rules	<a href="http://www.aqmd.gov/home/regulations/rules">http://www.aqmd.gov/home/regulations/rules</a>
<b>Obtaining Permit or Billing Information:</b>		
Small Business Assistance (800) 388-2121	Getting Permits	<a href="http://www.aqmd.gov/home/permits">http://www.aqmd.gov/home/permits</a>
Permit Information (909) 396-2468	Permit Forms	<a href="http://www.aqmd.gov/home/permits/permit-application-forms">http://www.aqmd.gov/home/permits/permit-application-forms</a>
(866) 888-8838	Permitting Fees	<a href="http://www.aqmd.gov/home/permits/fees">http://www.aqmd.gov/home/permits/fees</a>
Billing Services (909) 396-2900		
<b>Variances:</b>		
Clerk of the Hearing Board (909) 396-2500	The Hearing Board	<a href="http://www.aqmd.gov/home/about/hearing-board">http://www.aqmd.gov/home/about/hearing-board</a>