

**SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT
POLICIES AND PROCEDURES**

Policy No.	<u>6100.044.1994</u> Div Pol Yr	Draft _____
Supersedes No.	_____ Div Pol Yr	Final <u>x</u>
Date:	<u>March 21, 1994 (Revised Oct. 25, 2000)</u>	Pages <u>2</u>
Topic:	<u>Recordkeeping Consistency Pertaining to Rules/Policies/Permits</u>	
Distribution:	<u>APCD Staff</u>	

ISSUE

New or revised APCD rules, policies or permit streamlining goals may be inconsistent with specific recordkeeping requirements found on existing permits.

POLICY

To achieve recordkeeping consistency and equitability among permitted sources affected by a new or modified rule, a policy change or streamlining goal, the APCD shall notify affected individual permit holders of the appropriate recordkeeping requirements.

PROCEDURE

The following procedure shall be followed to ensure consistent and equitable recordkeeping requirements among permit holders:

- 1) The author of a proposed rule or policy that affects recordkeeping shall determine what source types are affected and shall notify the General Source and Major Source Divisions;
- 2) GSD/MSD shall identify all affected permit holders;
- 3) Upon rule or policy adoption, GSD/MSD Division staff shall examine each affected permit and determine whether the recordkeeping permit condition(s) needs to be modified. The engineer needs to ensure that the source operates consistent with the permit engineering analysis (BACT or other control requirements may require additional recordkeeping).
- 4) If recordkeeping changes are needed, the affected permitted sources shall be notified, in writing, by the GSD/MSD Division. This notice shall specify the appropriate

Policies and Procedures Memoranda are intended to provide agency staff, applicants and the public guidance relative to standardized District procedures. These policies and procedures shall not be interpreted in conflict with District Rules and Regulations or administrative policies, and may be modified or updated periodically without advance notice.

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recordkeeping requirements, the effective date of these requirements, and a statement that these requirements supersede permit recordkeeping requirements as of the effective date;

- 5) A copy of the notification shall be inserted into the appropriate permit files by GSD/MSD support staff;
- 6) Inspectors shall review permit files prior to inspection of a source to ascertain which recordkeeping requirements are applicable; and
- 7) Permit engineers shall modify the permit recordkeeping conditions during the affected source's next permit reevaluation.