Northern Sierra Air Quality Management District
Compliance Policy and Procedure

August 2026

Effective Date:

Approved by:

PURPOSE

The Northern Sierra Air Quality Management District (NSAQMD) is responsible for enforcing federal, state, and local air quality regulations. In carrying out this responsibility, the NSAQMD responds to complaints and conducts inspections of sources of air pollution to determine compliance with these regulations.

When conducting inspections, NSAQMD staff may observe violations. Two compliance measures are used by the NSAQMD to notify sources of violations -- the Notice to Comply (NTC) and the Notice of Violation (NOV).

Additionally, The California Health and Safety Code grants the NSAQMD the authority to levy civil penalties as specified in Sections 42402, et seq.

The purpose of this policy is to provide general guidance to staff on how to respond to a complaint received, and when to issue an NTC or a NOV upon completion of an investigation. This policy addresses some of the more common violations encountered – it is not meant to be all-inclusive. For violations outside the scope of this policy, staff will consult with supervisory staff for guidance on the most appropriate course of action to take.

SCOPE and APPLICABILITY

This policy applies to NSAQMD employees involved in compliance and enforcement on behalf of the NSAQMD.

Responsibility for administration of this policy rests with the Air Pollution Control Officer (APCO). The NSAQMD may review this policy annually and recommend revisions as needed. The NSAQMD is authorized to make non-substantive changes to this policy without Board approval; all substantive changes shall remain subject to approval of the Board.

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COMPLAINT PROCEDURE

A. Overview

The NSAQMD responds to complaints from citizens, businesses, and other governmental agencies about incidents that happen within its jurisdictional boundary. The District will not share the identity of complainants with any outside body or agency unless compelled to by law or litigation. In such a case, the District will consult with the NSAQMD Counsel before releasing such information.

To help properly respond to complaints in an orderly fashion, the District has implemented the following procedures.

B. Determining Nuisance

It is NSAQMD policy to respond via email or phone call to every complaint received. Complaints should be responded to within 48 hours, unless a complaint falls on the day before a weekend or holiday; in this case, a response should occur within 48 hours of work resuming following the weekend or holiday. Inspectors should make every effort to respond to complaints the day that the complaint is received.

Every complaint received, however, does not necessarily warrant a field investigation or further inquiry on the part of the District. The following rubric is used to determine if a field investigation is warranted:

COMPLAINT NUMBERS RECEIVED BY INCIDENT

	Per Day	Per Week	Per Month	Per year
DISTINCT COMPLAINANTS	2	2	2	3
SAME COMPLAINANT	-	2	2	3

District inspectors may use their judgement to perform additional field investigations as warranted

The following are complaints where a field investigation is always warranted, regardless of the number of complaints received:

- The purported infraction is affecting a sensitive receptor as defined in the California Health and Safety - HSC § 42705.5.

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District inspectors may use their judgement to perform additional field investigations as warranted. Additionally, even if a field investigation is not warranted, an inspector should perform remote investigations by referencing District records and making phone calls to appropriate parties.

If the above complaint threshold is reached and the inspector feels that a field inspection is not warranted, adequate reasoning for the lack of an investigation shall be noted and recorded in the complaint report. Reasons that a field inspection might not be conducted:

- The violating act is not actively being conducted
- A previous field investigation has been conducted within the past week in relation to the same suspected party
- The complaint is part of an ongoing investigation by the District
- The incident is outside the jurisdiction of the NSAQMD

C. Complaint Investigation

The District uses a complaint form template when investigating complaints to catalog information from the complaint and investigation (See Appendix A for an example form).

NSAQMD inspectors adhere to best inspection practices as laid out in the California Air Resources Board (CARB) class AP109 – Essentials for Air District Inspectors. Before responding to complaints or performing inspections, a District inspector must complete course AP109.

The District will have on file completed certificates of all District inspectors who have completed this course. At the discretion of the APCO, individual inspectors may be required to retake the course as necessary to ensure proper adherence to best practices when performing inspections.

D. Complaint Entry

Upon completion of an investigation, the inspector will input all information into the District's Access Database – "Complaints 2000." This should be performed within 7 days of the inspection taking place.

The inspector shall refer to the District's data retention policy for direction on what to do with the physical complaint form once data has been entered into the Access Database.

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All complaint information should be entered into the District's database, whether or not a field investigation was conducted.

ROUTINE INSPECTIONS

A. Overview

The NSAQMD permits minor and major sources within its jurisdiction. To ensure compliance with District, state, and federal regulations the District will conduct routine inspections of permitted sources. Most often, though not exclusively, these inspections happen on a yearly basis. Examples of regularly inspected permitted sources:

- Gas Dispensing Facilities (GDFs)
- Stationary Source Facilities
- Title V Facilities
- Portable Engines

The District may also conduct unannounced follow-up inspections for determining compliance with stipulations of an issued NTC or NOV.

B. Inspection Preparation

For routine inspections, the District inspector shall coordinate with the appropriate facility liaison where the inspection is to take place. A mutually agreeable time shall be decided upon for the inspection. If possible, the inspector should coordinate having a facility supervisor or assigned representative onsite during the inspection process.

Before the inspection, the NSAQMD inspector should review the facility's permit conditions as well as the appropriate state and federal regulations governing the facility.

For unannounced follow-up visits, the inspector shall consult the relevant NTC or NOV conditions before the inspection.

C. Inspection

NSAQMD inspectors adhere to best inspection practices as laid out in the California Air Resources Board (CARB) class AP109 – Essentials for Air District Inspectors. Refer to "Complaint Procedure, C. Complaint Investigation" for additional details about this practice.

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The District uses a Vapor Recovery Inspection Form (Appendix B) for inspections of GDFs. The District does not currently have a standardized form for inspections of Stationary Source Facilities, Title V Facilities, or Stationary Engines.

Upon completion of an inspection, the inspector should upload the appropriate forms and any pictures taken at the site to the NSAQMD server. Portable Engine inspection results, where applicable, shall be uploaded to the CARB Portable Equipment Registration Program (PERP) online Data Management System. If no inspection form is present from the investigation, or the Stationary Engine inspection is not related to PERP, the inspector shall draft a written inspection report.

All applicable forms, inspection reports, and inspection supplemental material shall be uploaded to the District server and/or submitted within 7 days of the inspection taking place.

NOTICE ISSUANCE

A. Overview

During an inspection, an NSAQMD inspector may find a facility or individual out-of-compliance with either District, state, or federal regulations. In such a case, the inspector will issue either an NTC or NOV to the relevant party. The determination of which notice to issue is laid out in this section.

Additionally, public partner agencies may submit their inspection reports to the NSAQMD. If violations of relevant rules can be observed in these inspection reports, the NSAQMD may issue an NTC or NOV to the offending party even without an official NSAQMD field investigation occurring. A list of example partner agencies includes:

- Local, state, or federal fire agencies
- City or County law enforcement agencies
- CARB or other local Air District inspection reports
- County Departments of Environmental Health

An NTC or NOV shall not be issued without an accompanying NSAQMD or partner agency inspection. A District inspector shall not solely rely on the account of a Complainant when determining the issuance of an NTC or NOV. The only exception to this shall be when administrative violations have been observed that do not require inspections. Examples of these administrative violations are as follows:

- Failure to pay annual permit fees

- Failure to report annual throughput and operating numbers
- Failure to report upsets or breakdowns in a facility

B. Notice to Comply

Anytime an inspection results in violations of District, state, or federal regulations, an NTC shall be issued to the offending party. If there is a repeat violation or, at the discretion of the inspector and in conference with the APCO, the violation is observed to be severe or flagrant in nature, an NOV will be issued instead (See "Section C. Notice of Violation").

An NTC will not be issued for minor violations corrected on site. The inspector will note in the inspection report the nature of the deficiency and the corrective actions taken. Examples of minor violations are as follows:

- Smoke nuisance from backyard burn piles
- Permits not being displayed in public

Where possible, the District will defer to education non-compliant parties instead of administering an enforcement action.

Some examples of violations that will result in the issuance of an NTC include:

- Burning of trash or household rubbish
- Failure to submit source test reports by the required due date
- Failure to pay yearly permit fees
- Failure to comply with a permit condition or rule requirement
- Failure to maintain required records
- Deficiencies in Vapor Recovery (VR) equipment
- Nuisance odor or smoke that affects a considerable number of person(s)
- Failure to adhere to the tenants of a Dust Plan or Asbestos Dust Management Plan

The District inspector will issue the NTC to the offending party within 14 days of observing the violation. The NTC will explain the nature of the observed violation and will give a deadline of 10 days from the send date of the notice for the facility or individual to respond to the NTC (an example of an NTC letter can be seen in Appendix C).

An additional District inspection may be required to ensure the non-compliant party has remedied the violations of the NTC within the given timeframe. If the violations have not been remedied within the timeline given, then the inspector will proceed with issuing a Notice of Violation (See "Section C. Notice of Violation").

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C. Notice of Violation

For violations that have not been remedied within the given timeframe of an NTC, violations of a severe nature, or repeat violations within a given timeframe, the District inspector will issue a Notice of Violation to the offending party. A repeat violation is considered one that has occurred previously within the last three years.

If an NOV is issued, staff shall refer to the Northern Sierra Air Quality Management District Mutual Settlement Policy when determining appropriate penalties. The NOV must include a District only "Civil Penalty Determination" that outlines the reasoning behind the civil penalty amount that has been levied against the offending party (See Appendix D for an NOV example).

Parties subject to an NOV will be given a 30 day timeline to satisfactorily address the findings as laid-out in the NOV and pay the appropriate civil penalty. If, after 30 days, violations are still present or the penalty has not been paid, a second NOV will be issued against the offending party. If the second NOV is not addressed properly within the given 30 day timeframe, then the violation will be forwarded to District Counsel for further action.

A District inspection may be required to verify that the violations of an NOV have been resolved successfully. Upon a party sufficiently resolving violations within an NOV and paying the associated civil penalty, the District inspector will mail a Resolution Letter to the offending party detailing that the NOV has been properly addressed (Appendix E).

TRAINING AND ACKNOWLEDGEMENT

The NSAQMD shall train their employees on this Compliance Policy and Procedure. Employees shall review and sign an acknowledgement of this policy prior to performing inspections or responding to complaints. The acknowledgement form can be found in Appendix F of this document.

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APPENDIX A – COMPLAINT INVESTIGATION FORM

COMPLAINT FORM

Complaint #:_____ **NOV #:**_____ **NTC #:**_____

Date:_____ **Time:** _____ **Received By:**_____

Complainant's Name: _____ **Home Phone #:** _____

Address: _____ **Work Phone #:** _____
Street

_____ **Cell Phone #:** _____
City Zip Code

Follow-up phone report to complainant offered? _____Yes _____No _____N/A **Accepted?** _____Yes _____No

If accepted, when was the complainant advised? Date:_____ Time:_____

Suspect's Name: _____ **Phone #:** _____

Address: _____
Street City Zip Code

Notes: _____
Access? Dog? Cross Street? Landmarks? House Color? Visible From Road? Database? Drug Scene? Neighbor Feud?

Previous Complaints: Suspect_____ Complainant_____

Nature of Complaint:

_____ 205 Nuisance / Odor
_____ 226 Dust
_____ 302 Prohibited Materials
_____ 306 FMB
_____ 308 LCD
_____ 312 Burn Permit
_____ 313 Burn Day
_____ 314 Drying Times
_____ 315 Burn Management
Other: _____

Notes:

_____

_____

_____

_____

When did it start? Is it happening right now? Does it happen often? What does it smell like? Is it getting better or worse? Do you think any of your neighbors are being affected? Have you experienced any physical discomfort from it?

NSAQMD Inspector: _____ **On-Scene Date:** _____ **Time:** _____

Findings:

_____

_____

_____

_____

_____

_____

_____**(over →)**

Enforcement Action: Field Investigation_____ Phone Only_____ Burn Flier Given_____

None_____ Verbal Warning_____ Letter Sent_____ NOV Issued_____

Disposition: UTL_____ NFATT_____ Further Surveillance_____

Referral to Other Agency:_____ (Rev 06/09)

NOTES: _____

On Scene Date & Time Departed Scene Time

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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_____

_____

Field Data

Person Contacted: _____

Name Phone Drivers License # DOB

_____

Complaint Context of Person Contacted, e.g. responsible party, witness, neighbor, etc

Property Owner: _____

Name Phone

_____

Address City Zip

Burn Location: _____

Materials Burned: _____

Does the suspect have garbage service? _____Yes _____No **Greenwaste pickup service?** _____Yes _____No

Smoke emanated from: Burn Barrel_____ Burn Pile_____ Other_____

Observed Impacts / Smoke Behavior: _____

Photos Taken? ____Yes ____No **Fire Extinguished?** ____Yes ____No **By Whom?** _____

Compliance Attitude: _____

_____

APPENDIX B – VAPOR RECOVERY INSPECTION FORM

Northern Sierra Air Quality Management District

Julie Hunter, Executive Director

DISTRICT HEADQUARTERS
380 Sierra College Drive, Suite 220
Grass Valley, CA 95945
(530) 274-9360 / FAX: (530) 274-7546
www.myairdistrict.com

NORTHERN FIELD OFFICE
257 E. Sierra, Unit E
Mailing Address: P.O. Box 2227
Portola, CA 96122
(530) 832-0102 / FAX: (530) 832-0101

Vapor Recovery Inspection Form

Facility Name: H&S Energy #1007	Facility Phone#: 5302855471
Facility Address: 10041 Donner Pass Rd., Truckee, CA	Permit #: VR - 22 - 25
Owner Email: a.hammoudeh@hnsenergy.com	
Inspection Type: Annual Re-inspection Complaint	Retail? Y
Date & Time: Inspector:	ISD: Y
Facility Representative:	Gasoline Tanks: 2
Title:	Nozzles: 8

Use key at the bottom of the page to note deficiencies.

Phase I Vapor Recovery System							Phase II Processor	
Tank Type: UST Or AST	**Product** *(Regular)*	**Vapor** *(Regular)*	**Product** *(Supreme)*	**Vapor** *(Supreme)*	**Product** *(R/S)*	**Vapor** *(R/S)*	**Processing Unit & Controls**	
Adaptor							**P/V Valve**	
Cap								
Gasket								
Spill Bucket								

Phase II Vapor Recovery System									
Nozzle Number	**Nozzle Type**	**Hose**	**Breakaway**	**Whip**	**Spout**	**Face Plate or Cone**	**Bellows/ Splash Guard**	**Hold-open Latch**	**Instruction /Complaint Sticker**
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

Key:

TO = Tagged out of order	AD = Adjustment needed	D = Deformed	W = Wet
NC = Not certified	MA = Misaligned	C = Cracked	LE = Leak
M = Missing	BW = Backward	LO = Loose	NS = No spin

Notes:

§ 94006. Defects Substantially Impairing the Effectiveness of Vapor Recovery Systems.
For the purposes of Section 41960.2 of the Health and Safety Code, the following constitute equipment defects in systems for the control of gasoline vapors resulting from vehicle fueling operations which substantially impair the effectiveness of the systems in reducing air contaminants:

- Absence or disconnection of any component required to be used in the Executive Order(s) that certified the system.
- A vapor hose which is crimped or flattened such that the vapor passage is blocked, or the pressure drop through the vapor hose exceeds by a factor of two or more the requirements in the system certified in the Executive Order(s) applicable to the system.
- A nozzle boot which is torn in one or more of the following manners:
  - Triangular-shaped or similar tear ½ inch or more to a side, or hole ½ inch or more in diameter or,
  - Slit 1 inch or more in length.
- Faceplate or flexible cone which is damaged in the following manner:
  - For balance nozzles and for nozzles for aspirator and educator assist type systems, damage shall be such that the capability to achieve a seal with a fill pipe interface is affected for ¼ of the circumference of the faceplate (accumulated).
  - For nozzles for vacuum assist-type systems, more than ¼ of the flexible cone missing.
- Nozzle shutoff mechanisms which malfunction in any manner.
- Vapor return lines, including such components as swivels, anti-recirculation valves and underground piping, which malfunction or are blocked, or restricted such that pressure drop through the lines exceeds by a factor of two or more requirements specified in the Executive Order(s) that certified the system.
- Vapor processing unit which is inoperative or severely malfunctioning.
- Vacuum producing device which is inoperative or severely malfunctioning.
- Pressure/vacuum relief valves, vapor check valves, or dry breaks which are inoperative.
- Any equipment defect which is identified in an Executive Order certifying a system pursuant to the Certification Procedures incorporated in Section 94001 of Title 17, California Administrative Code, as substantially impairing the effectiveness of the system in reducing air contaminants.
- All nozzles affected by the above defects are to be considered defective.

NOTE: Authority cited: H&SC Sections 39600, 39601 and 41960.2
Reference: H&SC Sections 41954 and 41960.2

Phase II Executive Orders:

G-70-7	Hasstech VCP-2 & 2A
G-70-52	Balance System
G-70-116	AST, Convault
G-70-132	AST, Modern Custom Fabrication Super Vault
G-70-139	AST, HIRT VCS-200
G-70-150	Marconi VaporVac
G-70-161	AST, Fuelmaster
G-70-162	AST, Fireguard
G-70-181	AST, HIRT VCS400-7
G-70-186	Healy 400 ORVR
G-70-187	AST, Healy 400 ORVR
VR-201	Healy 900 EVR without ISD
VR-202	Healy 900 EVR with ISD
VR-203	VST without ISD
VR-204	VST with ISD
VR-207	Emco Wheaton EVR with Hirt VCS 100, no ISD
VR-209	VST with FFS Clean Air Separator, no ISD

Phase I Executive Orders:

G-70-142	AST, Phase I VR
G-70-97	UST, Phase I VR
VR-101	Phil-Tite System
VR-302	Modern Custom Fabrication SuperVault
VR-102	OPW System
VR-104	CNI Manufacturing System
VR-402	AST, Morrison Bros EVR

APPENDIX C – NTC LETTER EXAMPLE

NSAQMD
380 Sierra College Dr., Suite 220
Grass Valley, CA 95945

Northern Sierra Air Quality Management District

Julie Hunter, Executive Director

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email: office@myairdistrict.com or www.myairdistrict.com

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email: office@myairdistrict.com or www.myairdistrict.com

August 7, 2026

Shahnawaz Sherali
[redacted]

Notice to Comply: Gasoline Vapor Control **NTC# 20260804-01**

Dear Shahnawaz:

On August 4th the Northern Sierra Air Quality Management District (NSAQMD) conducted an annual inspection of your Gas Dispensing Facility – Alta Sierra Station – at 10032 Alta Sierra Drive in Grass Valley. As part of the inspection, the District inspector found multiple items at the site in need of remedial action. As per the Health and Safety Code Section 41960.2:

> **(a)** All installed systems for the control of gasoline vapors resulting from motor vehicle fueling operations shall be maintained in good working order in accordance with the manufacturer's specifications of the system certified pursuant to Section 41954.

The inspector specifically found the following items out of compliance:

1. Standing water was present within the Regular and Premium vapor spill buckets.
2. A 1-inch crack was present in the bellows of Nozzle 2.
3. The hold-open latch on Nozzle 6 was broken.

As per NSAQMD Rule 214, Part 4.3:

> **4.3 Standards**
> **C. Equipment and Operation Requirements**
> i. The vapor recovery system shall be maintained and operated according to the manufacturer's specifications and the applicable CARB Executive Orders, and shall meet all of the following:
> e. A CARB certified spill container shall be installed and maintained free of standing liquid, debris and other foreign matter.

Additionally, as per the California Air Resources Board (CARB) approved IOM 6 – EVR Balance Dripless Nozzles:

> **Maintenance**
> Inspect nozzles daily for damaged component parts: vapor collection sleeve, face seal, interlock rod, spout, lever, lever lock, etc. Damaged components must be replaced.

This is your official Notice to Comply. These deficiencies must be addressed and fixed within 7 days by 8/17/26 in order to avoid possible enforcement actions being levied against the site. Please notify the NSAQMD when remedial action has been completed by contacting our office at (530) 274-9360 or emailing us at office@nsaqmdca.gov. If these deficiencies are not addressed by the deadline given, then the site will be liable for a citation and monetary fine. Know that a separate violation may be enacted for each day that the site is out of compliance.

If you have any further questions, feel free to contact the NSAQMD at (530) 274-9360.

Sincerely,

Scott Coughlin
Air Pollution Control Specialist II

SERVING NEVADA, SIERRA AND PLUMAS COUNTIES

APPENDIX D – NOV EXAMPLE

NSAQMD
380 Sierra College Dr., Suite 220
Grass Valley, CA 95945

Northern Sierra Air Quality Management District

Julie Hunter, Executive Director

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(530) 832-0102 / FAX: (530) 832-0101
email: office@myairdistrict.com or www.myairdistrict.com

[redacted]

[redacted]

Notice of Violation: Prohibited Open Burning **NOV#**[redacted]

[redacted]:

The Northern Sierra Air Quality Management District (NSAQMD) received a notification that on [redacted] there was an outdoor burn happening at [redacted] that contained illegal material. A Cal Fire inspection on [redacted] confirmed that the pile contained trash and dimensional lumber.

Based on the facts of this incident as known to this agency, the Air District finds that a violation of District Rule 302 "Prohibited Open Burning" did occur. The definition of Rule 302 has previously been explained within NTC#[redacted], that was mailed to you on [redacted].

In consideration of the aforementioned facts, the District believes that there is sufficient cause to bring a civil penalty action against you for this violation. In lieu of filing a civil or criminal action, the NSAQMD would like to offer a mutual settlement of this matter. The California Health and Safety Code grants the NSAQMD the authority to levy civil penalties as specified in Sections 42402, et seq. for each day of rule violation:

> **HSC § 42402**
> (a)…any person who violates this part…or any rule, regulation, permit, or order of a district...is strictly liable for a civil penalty of not more than five thousand dollars ($5,000).

In an effort to resolve this Notice of Violation (NOV), the NSAQMD proposes the following Mutual Settlement Agreement:

1. Both parties agree the consequences of the subject NOV are fully resolved by performance of the terms of this Agreement.

2. You agree that if any of the terms of this Agreement are breached, an enforcement action may be commenced and prosecuted notwithstanding any of the terms of this Agreement.

3. A civil penalty of **$70.00** is imposed for this violation. You agree to pay the sum of **$70.00** as a civil penalty for the violation within 30 days, by [redacted].

4. You agree that this Agreement does not relieve you from the responsibility to comply with all NSAQMD rules and regulations. Additionally, this Agreement does not relieve you from the responsibility to comply with rules, regulations, ordinances, statutes, orders, requirements or conditions of other regulatory entities, including but not limited to the County or other applicable State or Federal agencies.

5. This Agreement shall preclude the NSAQMD from bringing further enforcement actions against you for this particular violation. This does not exempt you from facing further civil penalties for additional violations of NSAQMD rules, if those violations are to occur.

6. This Agreement shall not constitute an admission of liability nor shall it be referred to as such an admission in any judicial or administrative proceeding.

If you wish to resolve this matter as outlined above, please submit payment to the NSAQMD in the amount of **$70.00.** You can pay either by check, or by using a credit card at our payment portal on our website – www.myairdistrict.com (Choose the "Payments" option from the top menu); please reference NOV#[redacted], with your payment. Upon compliance with these terms the District will forward a letter to you acknowledging the settlement of this matter.

If the District does not hear from you by [redacted], we will assume you are not interested in resolving this issue as proposed and will refer this matter to the District Attorney for prosecution. If you have any questions concerning legal penalties or procedures, you should seek the advice of your attorney.

Sincerely,

Scott Coughlin
Air Pollution Control Specialist II

Civil Penalty Determination

The NSAQMD uses the "Northern Sierra Air Quality Management District Mutual Settlement Policy" to help determine civil penalty amounts.

Notice of Violation#: [redacted]

Responsible Party: [redacted]

Rule/Rules Violated: NSAQMD 302

NSAQMD Inspector: Scott Coughlin

Civil Penalty Matric Classification: Class I, Category A, No Priors

- **Reason:** According to the Settlement Policy, the basis for a private individual offender falls under Class I. Category A has been chosen, as mostly vegetative material was burned with just a small amount of trash and dimensional lumber – this constitutes a negligible air quality impact, and the incident might have been committed through negligence; the Complainant for the incident had mentioned that this incident was not as bad of a smell as the incident on [redacted]. This is an improvement compared with the incident on [redacted] that resulted in NTC# [redacted] being issued. No Priors has been chosen because the individual in question has not had any NOVs issued against them.

Total Penalty Assessed: $70

Inspector Signature: _____

Date: 7/24/26

APPENDIX E – RESOLUTION LETTER EXAMPLE

NSAQMD
380 Sierra College Dr., Suite 220
Grass Valley, CA 95945

Northern Sierra Air Quality Management District

Julie Hunter, Executive Director

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email: office@myairdistrict.com or www.myairdistrict.com

[redacted], 2026

[redacted]

Subject: Notice of Violation - Resolution

[redacted]:

The Northern Sierra Air Quality Management District (NSAQMD) would like to inform you that the Notice of Violation (NOV) #[redacted] has been resolved successfully. We appreciate your prompt attention to this matter and your cooperation in helping to bring this matter to a close. If you have any further questions, feel free to contact the NSAQMD at (530) 274-9360.

Sincerely,

Scott Coughlin
Air Pollution Control Specialist II

APPENDIX F – TRAINING ACKNOWLEDGEMENT FORM

Northern Sierra Air Quality Management District

Compliance Policy and Procedure Acknowledgement Form

I acknowledge receipt of this policy and understand that I am bound by its contents:

SIGNATURE	
NAME	
DATE	

DRAFT