

## RULE 2202 AQMD AUDIT PREPARATION

Please refer to your Rule 2202 guidebook for more information. This document is meant as an overview.

### **Types of Audits**

- Random inspections
- Staff Requests
- High AVR Audit/Inspections
- Follow-up Inspections

### **What to Expect**

- Auditor will want to review the AVR calculation and information regarding collecting AVR.
- Auditor will then look at your rule 2202 approved plan and turn to page 10 & 11 and review all marked strategies
- Follow up on any previously discussed issues

### **Successful Inspections Require**

- Thorough recordkeeping
- Documentation of all events, incentives, and programs
- Dates on all documentation
- Copies of all materials

### **If Something Goes Wrong**

- You'll receive *A Notice to Comply*
- *A Notice to Comply* (NC) is a time sensitive notice which provides specific instructions to the ETC or employer on what action is required in order to bring the site into compliance with the rule."
- Inspector finds non-compliance with the rule or guidelines
- Inspector needs additional information to verify compliance with the rule or guidelines.

### **You May be Asked to**

- Implement additional program strategies
- Produce missing records
- Submit late registration or program
- Submit program amendment to AQMD
- Provide missing AVR data
- Take corrective actions

Once corrective actions are taken contact the inspector to coordinate follow-up visit.

### **Notice of Violation**

*A Rule 2202 Notice of Violation* is issued to an employer when the business has failed to comply with rule requirements. When a company receives a *Notice of Violation* from the AQMD it is operating in violation of the law.