



August 23, 2012

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***This Advisory is provided to inform you about activities of the Bay Area Air Quality Management District (Air District) which may affect your project implementation. It will help you achieve and maintain compliance with the requirements of your fully-executed Grant Agreement (Agreement).***

**ATTENTION:** Grant Recipients and Equipment Vendors/ Certified Contractors

**SUBJECT:** Air District staff safety for grant project inspections

Grant recipients awarded funding for emission reduction projects are often required to comply with equipment inspection requirements as a condition of their grant agreement. Equipment inspections can occur at various places, including: the equipment owner's property, current job site, scrap yard, harbor/ port, rail yard, equipment vendor's location, etc. Inspections can occur prior to contracting for the project (pre-inspection), after the project has been completed (post-inspection), and at any point during the term of the project (audit inspection).

It is the responsibility of the individual requesting the inspection (equipment owner, vendor or Certified contractor) to ensure that the location selected for project inspection is safe for Air District staff to visit, and meets all Cal OSHA requirements that are applicable to the relevant industry. If an inspection is being scheduled for a location that has potential safety hazards or specific safety procedures, the individual coordinating the inspection must inform the Air District staff/ inspector of these conditions and safety procedures in advance of the inspection. The individual coordinating the inspection shall have a contact on-site who will review any potential safety hazards with the inspector prior to the site visit and who will escort the inspector throughout their time on-site.

Unsafe conditions for project inspections can be caused by:

- Physical hazards
- Chemical hazards
- Mechanical hazards
- Utility hazards
- Workplace conditions/ environment

Air District staff members have been instructed to leave the site immediately if they feel unsafe at an inspection location. Failure to provide a safe location for a grant project inspection can result in delays to the project and payment schedule, and will result in the loss of grant funds or the decertification of an Air District approved equipment vendor (or dismantler) if staff is unable to conduct the required inspections.

If you have any questions regarding this advisory please contact Anthony Fournier by email ([afournier@baaqmd.gov](mailto:afournier@baaqmd.gov)) or telephone (415) 749-4961.