

Citation Checklist for County TPEP Programs

Please complete this checklist for each business in your county that reaches citation status. Include the completed checklist with the file when you send it to OHA. Your liaison or the ICAA Policy Specialist will contact you with any questions or follow up information.

Business Name: _____ **County:** _____

Business Address: _____ **Phone:** _____

County TPEP Staff Name: _____ **Phone:** _____

REQUIRED DOCUMENTATION	
<input type="checkbox"/>	Completed Citation Checklist
<input type="checkbox"/>	WEMS Complaint Details page—initial complaint
<input type="checkbox"/>	Copy of the Initial Response Letter
<input type="checkbox"/>	WEMS Complaint Details page—second complaint
<input type="checkbox"/>	WEMS Site Visit pages
<input type="checkbox"/>	Initial Site Visit and Remediation Plan (inside premises)—Form 1
INCLUDE IF APPLICABLE	
<input type="checkbox"/>	Potential Outside Enclosed Area Form —Form A (and associated photos/videos)
<input type="checkbox"/>	Follow-Up Visit—Form 2 (original)
<input type="checkbox"/>	Complaint Details pages for other complaints received for this business
<input type="checkbox"/>	Post- Remediation-Plan Visit—Form 3
<input type="checkbox"/>	Outside Enclosed Area Remediation Plan —Form B
<input type="checkbox"/>	Outside Enclosed Area Post-remediation Plan —Form C
<input type="checkbox"/>	Outside Enclosed Area photos/video
<input type="checkbox"/>	Other information related to complaints or visits, e.g. photos (labeled with site visit date and description), letters from the business, or email exchanges with the business. Describe:
<input type="checkbox"/>	Additional documentation as required by local TPEP program (e.g. cover letter or other narrative summary of events.) Describe:
NOTIFY OHA	
<input type="checkbox"/>	Notify your liaison by email that the business has reached citation.
<input type="checkbox"/>	Send electronic copies of ALL materials, combined into one pdf, to your liaison.
<input type="checkbox"/>	Keep originals of all documents on file.
<p>Note: Per the Indoor Clean Air Act Delegation Agreement, this documentation file should be delivered to TPEP within five business days of a business reaching citation status. If another actionable complaint is received while citation review is pending, process the complaint WEMS, notify your liaison, conduct a site visit within 21 days of complaint receipt, and email documentation to OHA within five business days if a violation is observed.</p>	