

**2023**  
**OVERALL WORK PLAN**

**WORK ELEMENT 1 - ADMINISTRATION**

**Project 1.1 - General Services**

**Purpose:** Provide administrative support for the operation of the Northern Sierra Air Quality Management District, the Board of Directors, and the Hearing Board.

**Normal, Ongoing Work:**

- Prepare Board meeting agendas, minutes, hearing notices, resolutions, and correspondence.
- Develop and oversee Overall Work Plan and annual budgets.
- Develop and implement financial controls and program cost tracking systems.
- Annual review of program effectiveness.
- Plan and coordinate staff activities.
- Contract with CPA for annual audit and assist with audit.
- Prepare annual report and subvention request for ARB.
- Track legislation pertinent to managing air quality.
- Procure and maintain equipment.
- Divest surplus property.
- Track and control District assets and movable property.
- Develop and approve (Board) codified Policies and Procedures.
- Supervise and evaluate personnel.
- Conduct salary surveys as needed.
- Coordinate personnel benefits and control costs.
- Provide continuing education and training as needed.
- Coordinate databases and spreadsheets used in multi-functional areas.
- Improve personnel safety in all activities.
- Draft contracts/agreements with other agencies as needed.
- Request annual county contributions and review appropriateness of contributions.
- Conduct fee studies to assure costs are recovered.
- Maintain computer network and software upgrades, including virus protection.
- Work with Counsel on any litigation efforts.

**Products:**

- Annual Overall Work Plan and Strategic Plan
- Annual Budget
- Documentation of Board meetings
- Quarterly Budget Reports
- District Rules and Regulations
- Benefits Package

Codified Policies and Procedures  
Assets and Movable Property Inventory  
Annual ARB Report and Subvention Application  
Payroll Codes, Chart of Accounts, Tracking Tools  
Payroll  
Time sheets  
Annual Renewal Questionnaire for Special District Risk Management Authority

## WORK ELEMENT 1 - ADMINISTRATION

### Project 1.2 - Mountain Counties Air Basin

#### Purpose:

Provide support for the Basin Control Council, in partnership with basin air districts.  
Encourage uniform planning, rule development, and permitting activities.  
Share information  
Share resources, where appropriate.

#### Normal, Ongoing Work:

Assist in preparation of annual plan of activities.  
Assist in preparation of annual budget and district appropriations.  
Assist in preparation of agendas, minutes, notices, and correspondence.  
Participate in monthly meetings of the Mountain Counties Air Basin Technical Advisory Committee and subcommittees.  
Participate in semi-annual meetings of the Mountain Counties Air Basin Control Council.  
Analyze rules and regulations, and recommend changes to achieve better consistency.  
Develop consistent land use development review/CEQA policies.  
Prepare comment letters on federal and state legislation, regulations, and policies  
Procure basin equipment.  
Assist with maintenance of basin assets inventory.

#### Products:

Annual Budget and Overall Work Plan  
Documentation of Basin Control Council meetings  
Budget reports  
Documentation of Technical Advisory Committee meetings  
Basin assets inventory  
Public education pamphlets

## WORK ELEMENT 2 - STATIONARY SOURCE PROGRAM, NON-MAJOR SOURCES

### Project 2.1 - Permitting Activities

#### Purpose:

Provide and maintain a permitting system that meets the requirements of the HSC §42300 et seq, and ARB Criteria.  
Ensure that any emissions equipment or process does not interfere with the attainment or maintenance of any air quality standard, as well as any state or federal regulation.  
Evaluate and process permit renewals to ensure that permit conditions accurately represent all current regulations. Meet any new requirements and address requested changes by the facility owner/operator.

#### Normal, Ongoing Work:

Evaluate emissions, air toxic exposure, and controls for new sources of air pollution.  
Issue Authorities to Construct and renew Permits to Operate.  
Issue and enforce portable equipment permits.  
Respond to stationary source-related inquiries.  
Develop and maintain an emissions inventory for criteria pollutants.  
Review and comment on proposed state and federal regulations.  
Develop rules and regulations.  
Conduct and promote workshops to help individuals and businesses understand new district rules, and state and federal air pollution regulations.  
Review new state and federal regulations to determine applicability to local facilities.  
Participate in CAPCOA Committee meetings related to implementing state and federal rules and regulations affecting stationary sources.  
Attend CARB training sessions on permitting of stationary sources.  
Prepare monthly, quarterly, and annual reports to CARB.  
Collect fees.

#### Products:

Engineering Evaluations for all new sources.  
Authorities to Construct.  
Permits to Operate.  
Annual emissions inventory update to CARB.  
Monthly, quarterly, and annual reports to CARB.  
Staff reports on new and amended rules.  
Correspondence

## WORK ELEMENT 2 - STATIONARY SOURCE PROGRAM, NON-MAJOR SOURCES

### Project 2.2 - Compliance/Enforcement

Purpose: Provide a system to assure compliance with the District's rules and regulations, permit conditions, and applicable state and federal regulations.

#### Normal, Ongoing Work:

- Maintain Visual Emissions Evaluation (VEE) inspection certifications for inspectors.
- Conduct inspections of permitted sources to confirm the equipment/process is operating within their permitted conditions.
- Conduct inspections of sources of pollutants that might cause reasonably foreseeable risk to K-12 schools from air toxics under AB 3205.
- Enforce rules and regulations that reduce air pollution and protect public health.
- Draft and issue Notices to Comply and Notices of Violation.
- Prepare staff reports for variance/Hearing Board activity.
- Prepare variance orders issued by the Hearing Board.
- Monitor progress toward meeting variance order requirements.
- Prepare monthly variance report to CARB.
- Review source testing protocols, witness source tests, and review source test reports.
- Respond to and investigate complaints related to stationary sources.
- Attend CARB training sessions on compliance inspections of stationary sources.
- Compile monthly, quarterly, and annual reports to CARB.
- Apply the mutual settlement policy for administrative settlements of violation citations.
- Draft and issue settlement letters.
- Participate with the District Attorney's office on stipulated judgements when mutual settlements are not possible.
- Provide compliance assistance.
- Collect penalties.

#### Products:

- Inspection records showing compliance with permit conditions.
- Notices to Comply and Notices of Violation.
- Mutual settlements and settlement letters.
- Variance Orders.
- Monthly Variance Report to CARB
- Monthly Significant Violators/High Priority Violators Report to CARB.
- Quarterly Excess Emissions Report to CARB
- Complaint Reports
- Mutual Settlement Policies and Procedures
- Stipulated Judgements

WORK ELEMENT 3 - ENFORCEMENT/COMPLIANCE PROGRAM (non-Stationary Source, non-Smoke Management)

Project 3.1 - Miscellaneous Enforcement

Purpose: Provide a system of enforcing District rules, and state and federal regulations that do not fall under the Stationary Source Program and Smoke Management Program (e.g. odors, illegal asbestos activities, woodstoves, accidental/emergency releases, and dust emissions from mobile sources, etc.)

Normal, Ongoing Work:

Respond to and investigate miscellaneous complaints.  
Prepare staff reports for variance/Hearing Board activity.  
Monitor progress toward meeting variance order requirements.  
Attend training sessions on compliance inspections of miscellaneous emissions sources.  
Coordinate emergency response activities with County OES, County Dept. of Environmental Health.  
Develop mutual settlements on violations where possible.  
Participate with the District Attorney's office on stipulated judgements when mutual settlements are not possible.  
Draft and issue settlement letters.  
Coordinate multi-jurisdictional and cross-jurisdictional enforcement activities.  
Provide compliance assistance.  
Collect penalties.

Products:

Complaint Reports  
Variances  
Notices to Comply and Notices of Violation  
Mutual Settlement Policies and Procedures  
Settlement letters  
Stipulated Judgements  
Annual AB 3205 Notifications to School Districts with Charter Schools

## WORK ELEMENT 4 - VAPOR RECOVERY PROGRAM

### Project 4.1 - Vapor Recovery Permits and Inspections

Purpose: Provide a system for permitting and inspection of vapor recovery systems at gasoline marketing operations in Compliance with related rules in District Regulation 2 and Title 17, Subchapter 8, Article 1, Section 94000 et seq.

#### Normal, Ongoing Work:

- Evaluate emissions and controls for new gasoline service stations and bulk plants.
- Issue Authorities to Construct and renew Permits to Operate.
- Attend CARB training sessions on permitting and inspection of gasoline service stations and bulk plants.
- Follow ARB/CAPCOA Vapor Recovery Committee activity/information
- Inspect gasoline dispensing facilities in Nevada, Plumas and Sierra Counties
- Respond to and investigate complaints.
- Draft Notices to Comply.
- Draft Notices of Violation.
- Develop mutual settlements on violations where possible.
- Participate with the District Attorney's office on stipulated judgements when mutual settlements are not possible.
- Draft and issue settlement letters.
- Annual billing and fee collection.
- Develop and maintain database.
- Provide compliance assistance.
- Collect penalties.
- Implement requirements of Enhanced Vapor Recovery

#### Products:

- Authorities to Construct and Permits to Operate.
- Inspection Reports.
- Complaint Reports.
- Notices to Comply and Notices of Violation
- Settlement letters

## WORK ELEMENT 5 - SMOKE MANAGEMENT PROGRAM

### Project 5.1 - Burn Permits

Purpose: Provide a system to regulate and lessen smoke impacts from open burning and prescribed burning conducted in accordance with the District's rules and regulations and CCR Title 17, 80100, et seq.

#### Normal, Ongoing Work:

- Review smoke management plans to assure compliance with all rules and regulations.
- Issue burn permits and daily burn authorizations.
- Inspect burn projects to assure that burn plan and permit conditions are being met.
- Compile annual report on all permitted burn activity per Title 17, §80130 et seq.
- Prepare staff reports for rule development.
- Amend and adopt open burning rules, as needed.
- Conduct workshops and public hearings on new and amended open burning rules.
- Attend meetings of councils and committees established to balance the need for healthy air with the need to reduce fire risk and provide a healthy ecosystem (e.g. Interagency Air and Smoke Council, Fire Safe Council of Nevada County, Mountain Counties Air Basin Smoke Management Alliance, Northeast Air Alliance).
- Review and comment on state and federal regulations, policies, and guidance as they are developed to assure the rural and urban-rural perspective is represented.
- Notify adjacent air districts/states of prescribed burn projects to prevent combined impacts and coordinate where necessary.
- Review, comment, inspect, and canvass fire agency training burns.
- Review applications for variance from burn-day and issue *No-Burn Authorizations*.
- Maintain data base to track burn permits and complaints.
- Document and track actual burn acres for state and federal land managers for annual billing.
- Educate building and planning departments and contractors associations on burn rules and regulations.
- Review/Respond to CEQA/NEPA environmental documents with regards to prescribed burning.
- Collect fees.

#### Products:

- Burn permits
- Burn plan comments
- Annual Agricultural Burning Summary to CARB
- Policies and Procedures for reviewing burn plans and issuing permits
- Comments on regulations, policies, guidance
- Smoke Management Program
- Smoke Management Plan forms
- Staff Reports, Rules and Regulations
- No Burn Authorizations
- EIR/EIS responses
- Annual Report to CARB



## WORK ELEMENT 5 - SMOKE MANAGEMENT PROGRAM

### Project 5.2 - Open Burning Enforcement/Compliance

Purpose: Provide a system to assure compliance with the District's rules and regulations, and permit conditions related to open burning.

Normal, Ongoing Work:

Draft and issue Notices to Comply and Notices of Violation.

Draft and issue settlement letters.

Maintain burn day messages on burn recorders 365 days per year.

Maintain and repair burn day messages as needed.

Use aerial surveillance to locate the source of smoke intrusions if needed.

Review air quality monitoring data and correlate with prescribed burns and wildfires.

Develop and maintain complaint database.

Collect penalties.

Track and log-in all complaints in database.

Products:

Notices to Comply and Notices of Violation

Settlement Letters

Support new local ordinances for open burning.

Annual report to the Board on complaints

## WORK ELEMENT 5 - SMOKE MANAGEMENT PROGRAM

### Project 5.3 - Public Education

#### Purpose:

- Reduce the smoke impacts from open burning and woodstoves.
- Improve public awareness of the health impacts related to fine particles (smoke).
- Improve the public's awareness of alternatives to open burning.
- Notify the public when poor air quality exists.

#### Normal, Ongoing Work:

- Develop media for public awareness.
- Educate Chambers of Commerce, and community groups.
- Conduct workshops and utilize other public education techniques to train the public on composting, mulching, firewise landscaping, reducing the burden on landfills, and soil erosion prevention.
- Provide public education on the health effects of fine particulate (PM2.5).
- Request voluntary curtailment steps from the public when air quality is poor.
- Provide education to the public and public officials on regulatory impacts of federal nonattainment of particulate matter ambient air quality standards.
- Proactively work with Fire Safe Council, local governments, waste management, neighborhood associations to find alternatives to open burning of vegetative material and reduce residential open burning emissions.
- Promote green waste pickup.
- Work with fire agencies.

#### Products:

- Pamphlets on woodstoves, residential open burning, composting
- Reduced open burning smoke impacts
- Changes in open burning habits/behaviors/practices
- Changes in woodstove burning habits/behaviors/practices

## WORK ELEMENT 5 - SMOKE MANAGEMENT PROGRAM

### Project 5.4 - PM 2.5 Attainment Plan

#### Purpose:

Protect the public health by preventing exceedances of the PM2.5 National Ambient Air Quality Standards.

Provide a regulatory framework to maintain attainment, if necessary.

#### Normal, Ongoing Work:

Educate elected officials on the health effects of fine particulate and the ramifications of federal nonattainment.

Conduct workshops on control strategies, local ordinances, air quality management plans.

Develop local ordinances where needed.

Conduct or participate in public hearings for adoption of air quality management plans, local ordinances, and rules and regulations.

Promote woodstove change-out incentive programs.

Provide support for the Grass Valley, Portola, Quincy, and Truckee woodstove ordinances.

#### Products:

Clean Air Plan or Air Quality Management Plan for Nonattainment areas.

Local ordinances

Rules and regulations

Great Stove Change-Out promotions

## WORK ELEMENT 6 - PLANNING PROGRAM

### Project 6.1 - Land Use Plan Review

#### Purpose:

Assure that additional air pollution emissions associated with land use projects do not interfere with the attainment or maintenance of any air quality standard.  
Prevent public health impacts due to short-term and long-term air quality degradation  
Prevent onerous and burdensome state and federal requirements that damage, or eliminate healthy economic growth.

#### Normal, Ongoing Work:

Review land use plans for public and private development projects and provide *Commenting Agency* comments.  
Review emissions increases associated with projects and determine if the emissions increases associated with the project exceed the District's levels of significance for each pollutant.  
Provide justification and rationale for the necessary mitigations to reduce emissions to below the levels of significance.  
Pursue on-site and off-site mitigations where necessary to prevent significant impacts.  
Coordinate with planning agencies to streamline and simplify the review process and assure consistency.  
Review developments and changes related to state and federal ambient air quality standards as they apply to the planning function.  
Implement ARB's Air Toxic Control Measure (ATCM) for asbestos in serpentine rock, as it pertains to construction. Develop land use comments to address dust control when serpentine rock is found at construction sites.  
Evaluate cumulative exposure. Work with other air district's to develop guidelines on cumulative exposure.

#### Products:

Commenting Agency comments (including Regional Transportation Plan).  
Emissions calculations on proposed projects and recommended mitigations.

## WORK ELEMENT 6 - PLANNING PROGRAM

### Project 6.2 - General Plan Review

Purpose: Assure City and County General Plans adequately address air quality, including goals, policies, and programs that when adopted will control the growth of vehicle trips and miles traveled and prevent deterioration of air quality.

#### Normal, Ongoing Work:

Assist cities and counties with general plan air quality elements, providing appropriate recommendations and technical support.

Provide local planning agencies with a comprehensive set of goals, and policies that will improve or maintain (as needed) air quality if adopted in a general plan.

Provide justification and rationale for the goals and policies that will help decision makers, developers, and the public understand that they are appropriate and necessary to prevent public health impacts and onerous, burdensome state and federal requirements that damage, or eliminate healthy growth.

#### Products:

Commenting Agency comments.

## WORK ELEMENT 6 - PLANNING PROGRAM

Project 6.5 - Attainment Plan (SIP) for Ozone National Ambient Air Quality Standard  
(Western Nevada County Only)

Purpose: Re-attain the NAAQS for 8-hour ozone.

### Normal, Ongoing Work:

Review and comment on enhanced emissions inventories for the Statewide and local State Implementation Plan (SIP)

Stationary Source

Area Source

Review mobile source inputs

Maintain pressure on upwind areas for additional controls designed to bring attainment to downwind areas.

Attend workshops and meetings to learn about development of Transportation Conformity consultation procedures with NCTC and CalTrans District 3 to:

Circulate documents.

Define agency roles and responsibilities.

Establish framework for planning and technical meetings.

Develop list of transportation control measures.

Choose models and assumptions for regional transportation modeling.

Choose triggers for conformity review.

Define regionally significant projects.

Assist NCTC with transportation conformity determinations

Land use planning

Review and comment on all updates to general plans for incorporated areas in western Nevada County to make air quality elements more effective .

### Products:

Emissions inventory

Urban air shed model for ozone for Central California, that includes western Nevada County.

Ozone Attainment Plan (SIP).

Transportation Conformity Consultation Agreement

## WORK ELEMENT 7 - FEDERAL OPERATING PERMIT PROGRAM

### Project 7.1 - Title V

(Plumas and Sierra Counties Only)

#### Purpose:

Implement the requirements of Title V of the *Clean Air Act of 1990* (CAA) and related District Rule 522 for permits to operate required for major sources of regulated air pollutants and other applicable sources.

#### Normal, Ongoing Work:

Maintain Visual Emissions Evaluation (VEE) inspection certifications for inspectors.  
Review applications for completeness as they become due.  
Issue required permits.  
Conduct inspections of permitted sources to confirm the equipment/process is operating within their permitted conditions.  
Draft Notices to Comply and Notices of Violation.  
Draft and issue settlement letters.  
Prepare staff reports for Hearing Board variances/compliance plans.  
Track progress of meeting the requirements contained in a compliance plan.  
Participate in CAPCOA Committee meetings and CARB workshops related to the Title V Program.  
Review Title V implementation guidance received from ARB and EPA and notify major sources of White Papers and assist in their understanding.  
Conduct workshops to help Title V sources understand and comply with federal requirements.  
Review source testing protocols, witness source tests, and review source test reports.  
Respond to and investigate complaints related to Title V sources.  
Compile monthly, quarterly, and annual reports to CARB/EPA.  
Collect fees and penalties

#### Products:

Title V Permits  
Inspection Reports  
Notices to Comply  
Notices of Violation  
Settlement Letters  
Complaint Reports  
Hearing Board Compliance Plans  
Monthly Significant Violator Report to CARB  
Quarterly Excess Emissions Reports to CARB

## WORK ELEMENT 8 - AIR TOXICS PROGRAM

### Project 8.1 - Air Toxic "Hot Spots" Act Implementation and Fee Regulation

#### Purpose:

- Determine emissions of air toxics and hazardous air pollutants from applicable sources and whether such emissions present a significant health risk to neighboring public and sensitive receptors.
- Develop an air toxics emission inventory.
- Reduce the health risk to below the level of significance for high risk facilities.

#### Normal, Ongoing Work:

- Implement Air Toxics Control Measures promulgated by the State.
- Implement NESHAPS promulgated by EPA (Federal law requires states to implement, State law requires districts to implement).
- Provide information and assistance to affected facilities on the requirements.
- Review and approve facility emission inventory plans submitted by the facilities that comply with the requirements. Provide further assistance where necessary.
- Review and approve the one-time surveys submitted by facilities that comply with the requirements. Provide further assistance where necessary.
- Notify new facilities of deadlines for compliance.
- Calculate air toxics emissions for "Industry-wide" facilities.
- Develop and maintain air toxics emissions inventory and report to ARB.
- Respond to ARB surveys for facility counts, emissions, fees, documentation, etc.
- Place sources on quadrennial update status and fee applicability when prioritization score is between 1 and 10.
- Collect District and ARB fees.

#### Products:

- Facility Prioritization Guidelines
- Approved Air Toxics Emissions Inventory Plans
- Approved Air Toxics Emissions Inventory Reports
- Prioritization scores for applicable facilities
- Risk assessments for applicable facilities
- District Air Toxics Emissions Inventory
- Fee Regulation with related documentation
- Annual Report to Public/Board



## WORK ELEMENT 8 - AIR TOXICS PROGRAM

### Project 8.2 - Air Toxics Control Measures

#### Purpose:

Reduce air toxics exposure and risk to the public and nearby businesses.  
Reduce the health risk to below the level of significance for high risk facilities.

#### Normal, Ongoing Work:

Attend workshops and meetings, and review and comment on draft regulations - state Air Toxics Control Measures (ATCMs) and related National Emissions Standards for Hazardous Air Pollutants (NESHAPS).

Provide public notices, staff reports, public hearings and rule adoptions to adopt state and federal regulations by reference.

Implement state ATCMs and related NESHAPS as required by state law.

Monitor the NESHAPS being developed and approved for applicable facilities in the District.

#### Products:

Rules that refer to the State and federal regulations.

Permits with special conditions designed to comply with state and federal regulations and protect the public health.

## WORK ELEMENT 9 - AB 2766 GRANTS PROGRAM

### Project 9.1 - External Project Selection, Monitoring, and Reporting

Purpose: Reduce air pollution from motor vehicles and conduct related planning, monitoring, enforcement, and technical studies necessary for the implementation of the California Clean Air Act of 1988.

Normal, Ongoing Work:

- Develop plan and projected budget for DMV registration funds on external projects.
- Develop and distribute a screening RFP for external grant projects and programs.
- Review screening proposals, select best ones for detailed proposal, provide comments that will improve the quality of these proposals.
- Conduct RFP workshops to train applicants on proposal requirements.
- Arrange meetings of Board's ad hoc grant committees to review, evaluate, and rank proposals.
- Prepare grant award recommendations for Board consideration.
- Negotiate alternative funding and scope of work with applicants where needed.
- Draft contractual agreements for each grant.
- Develop and distribute Grant Guidance.
- Review and approve monthly requests for reimbursement and request clarifications, as needed.
- Track funds dispersed for each grant.
- Review monthly progress reports and request clarifications, as needed.
- Notify grantees that mid-cycle monitoring reports are due.
- Review mid-cycle monitoring reports and request clarifications, as needed.
- Request each grantee notify the District of funds needed for disbursement after the end of the fiscal year.
- Encumber grant funds that have not be used by the end of the fiscal year, but which will be needed to complete Board-approved work during the next fiscal year, but during grant cycle.
- Notify grantees that work should be complete and final reports are due.
- Review Final Reports for each grant project and request clarifications, as needed.
- Prepare Annual CARB Report on all internal and external projects and programs, in addition to overall District program. Check the cost-effectiveness of each project.
- Audit selected grants, if needed.

Products:

- Plan for Use of AB 2766 DMV Surcharge Funds
- Screening RFP for grant projects
- Detailed RFP for grant projects
- Budget for External AB 2766 DMV Projects and Programs
- Project proposal ranking and recommendations
- Grant contract agreements
- Grant Guidance

## WORK ELEMENT 10 - AB 2766 INTERNAL PROGRAMS

### Project 10.1 - Public Education

#### Purpose:

Reduce air pollution from motor vehicles and conduct related planning, monitoring, enforcement, and technical studies necessary for the implementation of the California Clean Air Act of 1988. Notify the public when air quality is poor, educate the public on public health impacts, and how they can voluntarily improve air quality (episode curtailment).

#### Normal, Ongoing Work:

Issue predictions of the Air Quality Index (AQI) and recommended steps the public can take to protect themselves and help prevent the air from getting worse.

Issue public health advisories to local newspapers, radio stations, schools, recreation districts, hospitals, senior centers, convalescent hospitals, etc. when air pollution episodes occur. Advise on public health impacts of the pollutant of concern, how to avoid exposure, and what the public can do to help curtail an episode.

Speak to local businesses and service organizations on air quality issues and what they can do personally to reduce emissions of nonattainment pollutants.

Participate in radio, newspaper, and cable television interviews on air quality impacts on public health, and what the public can do voluntarily to reduce emissions of air pollution.

Promote public reporting of smoking vehicles to CARB, who will send violators a letter asking them to repair or scrap their vehicles.

Attend meetings of committees, coalitions, and forums related to clean fuels, clean air, and ozone transport to learn about what other areas are doing and to lobby upwind areas to do more to clean up their air (thus reducing the air pollution being transported to downwind areas, which impacts air quality and pollutant attainment status).

Develop pamphlets, flyers and inserts that can be used to convey the message of what the public can do to change their behavior in a way that reduces emissions of nonattainment pollutants.

Work with dealers of electric vehicles and super low emissions vehicles to promote their products in western Nevada County.

#### Products:

Daily AQI notifications.

CARB Smoking Vehicle Reports.

Notifications to affected parties of upcoming rules and regulations.

Pamphlets, fliers, inserts, and videos related to SPARE THE AIR AND AQI.

Report to ARB.

## WORK ELEMENT 10 – Carl Moyer INTERNAL PROGRAMS

Project 10.2 - Carl Moyer Air Quality Standards Attainment Program; Incentives for Lower Emission Heavy Duty Diesel Engines.

Purpose: Reduce emissions from heavy duty diesel engines.

### Normal, Ongoing Work:

Apply annually to ARB for grant funding.

Implement District Carl Moyer Program.

Promote the program locally.

Conduct workshops.

Review applications, on first come first served basis. Calculate cost-effectiveness for each project.

Select most cost-effective projects.

Draft and approve contractual agreements for each project.

Inspect pre- and post-installations of engines.

Review reimbursement requests and issue reimbursement checks.

Track funds for each project.

Monitor maintenance records, fuel consumption, miles traveled (or hours operated) within and outside of District.

Report to ARB.

Follow changing program requirements as they develop.

### Products:

District Carl Moyer Program

Grant agreements.

Reduced diesel engine emissions.

Reports to ARB.

## WORK ELEMENT 11 - AIR MONITORING PROGRAM

### Project 11.1 - Air Monitoring

#### Purpose:

Required to determine attainment status for state and federal ambient air quality standards. Attainment status establishes the regulatory basis for and the scope of control strategies for industrial, area, and motor vehicle air pollution sources.

#### Normal, Ongoing Work:

Install and maintain air monitoring equipment.  
Conduct calibration, maintenance, equipment upgrades, and quality assurance checks on the instruments and data acquisition equipment.  
Collect data and reduce to data reporting formats.  
Investigate new technologies to reduce maintenance costs.  
Identify exceedances of the California Ambient Air Quality Standard (CAAQS) and National Ambient Air Quality Standard (NAAQS), and analyze and document the District's opinion on whether they are due to transport or natural events beyond the control of man.  
Flag data and prepare reports to justify the exclusion of data related to transport, prescribed burns, and/or natural events.  
Analyze monitoring data to determine air quality trends.  
Make recommendations on what monitoring is needed.  
Attend CAPCOA/CARB meetings and training related to air monitoring.  
Report to EPA through AIRS.  
Prepare NSAQMD Annual Air Monitoring Report for Board, public, and interested parties review.  
Bill CAPCOA/ARB/EPA for funding of the PM2.5 monitoring network.  
Maintain the PM2.5 monitoring network in accordance with the agreement with CAPCOA/ARB/EPA.

#### Products:

Data used to make the AQI predictions.  
Daily, monthly, quarterly, and annual reports to CARB.  
NSAQMD Annual Air Monitoring Report.  
Annual Agreement with ARB to conduct air monitoring in Quincy.  
Agreement with CAPCOA/ARB/EPA