

TEA 24 Inspection Priority Work Plan Instructions

Based on the number of inspections planned, as found in your TEA 24 grant application, CalRecycle has prepared the attached Inspection Priority Work Plan (work plan) for your jurisdiction for the TEA 24 grant cycle. All TPIDs on the work plan must be inspected during the TEA 24 grant performance period unless otherwise authorized by your CalRecycle inspector liaison. Please refer to the *TEA 24 Procedures and Requirements* for additional information about eligible and ineligible inspection-related activities. Contact your assigned CalRecycle inspector liaison if you have any questions about inspection priorities or any item on your work plan.

Record and Submit Inspection Data

You will notice that the work plan has three empty columns on the right side. Please fill in the inspection date, report number, and any necessary comments when you inspect any TPID on the work plan, and when you add inspections in the *Additional Inspections* section as described in each category below. As required by the *TEA 24 Procedures and Requirements*, when you submit your mid-year and final TEA 24 Performance Reports, you must also submit a copy of your updated work plan.

This work plan was created using the most up-to-date information available in CalRecycle's Waste Tire Management System (WTMS) on May 31, 2017. It is possible that TPIDs within your jurisdiction that you have recently inspected have been included on your work plan if the inspection reports were not in WTMS when the work plan was created. If this happens please provide the inspection date and report number on the work plan. In most cases an additional inspection of these facilities during TEA 24 will not be necessary.

Inspection of Work Plan TPIDs

All TPIDs on your work plan must be inspected during the TEA 24 grant performance period unless otherwise authorized by your CalRecycle inspector liaison. Your work plan has been prepared to include only active, eligible TPIDs. If you find a TPID has been included on your work plan that you believe is ineligible based on the *TEA 24 Procedures and Requirements* or the information contained below, do not inspect it. If you are unsure whether or not a TPID should be inspected, contact your CalRecycle inspector liaison prior to conducting the inspection. If you determine that any TPID is ineligible, include a comment in the *Comments* section of your work plan for the TPID stating "Inspection not completed because TPID belongs to a (ineligible facility type)."

Inspection of Non-Work Plan TPIDs

CalRecycle Inspection Requests

CalRecycle may request that you inspect waste tire locations or investigate alleged violations that are not on your TEA work plan. When you have completed the requested inspections, add them to your work plan in the *Additional Inspections* section and in the *Comments* section write "Inspection requested by (requestor's name) of CalRecycle on (date)."

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Notice of Violation Re-inspections

When you issue a Notice of Violation (NOV), you must re-inspect these TPIDs within 15 days following the compliance deadline date or the extended compliance deadline date, if applicable. Add these re-inspections to your work plan in the *Additional Inspections* section and in the *Comments* section write "NOV re-inspection for inspection #(inspection number)."

Inspections in Response to Complaints or Referrals

Grantees may inspect without pre-approval waste tire locations, operations, and issues you become aware of, or in response to complaints or referrals received from the general public, or from business and government representatives, involving:

- An illegal waste tire facility with 500 or more waste tires.
- An illegal waste or used tire hauler.
- A tire location that poses an immediate risk or threat to public health and safety, and/or the environment. (This does not apply to illegal sites that the Grantee knows CalRecycle is aware of and/or actively pursuing enforcement actions against).

If the waste tire location does not already have a TPID, obtain a TPID for the site by contacting the CalRecycle Waste Tire Hotline at 1-866-896-0600 (toll-free). Notify your CalRecycle inspector liaison within 48 hours following the inspection about your findings and the circumstances that necessitated an inspection. The inspection reports for these types of inspections must include a description of the complaint or referral that necessitated the inspection. Add these inspections to your work plan in the *Additional Inspections* section and in the *Comments* section write "Inspection in response to complaint/referral of (explanation). CalRecycle inspector liaison (name) notified on (date)."

Inspections of other non-work plan TPIDs

Within the limits of your approved budget, all other eligible, active TPIDs within your jurisdiction that are not on your work plan may be inspected as long as all of the work plan TPIDs will be inspected within the TEA 24 grant performance period. Inspections of work plan TPIDs are a priority but do not have to be completed before any non-work plan inspections can be conducted. The scheduling of all TEA 24 inspections is the responsibility and at the discretion of the TEA in accordance with their individual organizational structure, business practices, and workflow management. Add non-work plan inspections to your work plan in the *Additional Inspections* section.

Failure to complete all work plan inspections may result in your jurisdiction not being reimbursed for costs associated with the non-work plan inspections.

Do not inspect Small Quantity Generators not included in your work plan

TPIDs listed in WTMS with a single Role/Status designation as "Generator, Small Quantity" (SQG), as well as TPIDs with SQG and "End Use" Role/Status designations,

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that previously have been inspected at least once, may only be inspected if your assigned CalRecycle liaison has given pre-approval or requested you to perform the inspection. TPIDs with SQG and “Hauler” Role/Status designations should be inspected as with any other Hauler TPID and are not restricted by the SQG designation.

Inspections of SQGs included on your work plan as well as inspections of SQGs that previously have never been inspected are considered pre-approved. Add any non-work plan, pre-approved SQG inspections to your work plan in the *Additional Inspections* section and in the *Comments* section write either “Inspection of SQG not previously inspected” or “SQG inspection pre-approved by CalRecycle inspector liaison (name) on (date).” Contact your CalRecycle inspector liaison to clarify any discrepancies or questions prior to conducting any SQG inspections.

Failure to obtain pre-approval for SQG inspections not included on your work plan or not otherwise pre-approved may result in your jurisdiction not being reimbursed for costs associated with the inspections.

Do not inspect Closed and Inactive TPIDs

TPIDs listed in WTMS with a *Business Status* of “Closed” or “Inactive” may only be inspected if your assigned CalRecycle liaison has given pre-approval or requested you to perform the inspection. The reports for these types of inspections must include a description of the information received or observed that necessitated the inspection. Add these inspections to your work plan in the *Additional Inspections* section and in the *Comments* section write “Closed/inactive TPID inspected because (explanation). Inspection was pre-approved by CalRecycle liaison (name) on (date).” Contact your CalRecycle inspector liaison to clarify any discrepancies or questions prior to conducting any inspections of closed or inactive TPIDs.

Failure to obtain pre-approval for inspections of closed/inactive TPIDs may result in your jurisdiction not being reimbursed for costs associated with the inspections.

Do not inspect Farm/Ranch/Dairy/Ag TPIDs or TPIDs on Tribal Land

Inspections of agricultural TPIDs are the responsibility of CalRecycle and grantees may only inspect agricultural TPIDs when performing a joint inspection with CalRecycle or if requested and pre-approved by your CalRecycle inspector liaison. Alternatively, tribal land falls under federal jurisdiction and waste tire facilities on tribal land are not to be inspected by CalRecycle or TEA grantees. If you find a TPID has been included on your work plan that you believe is ineligible based on the above, do not inspect it. Contact your CalRecycle inspector liaison to clarify any discrepancies or questions prior to conducting the inspection. If you conduct a pre-approved inspection of one of these types of facilities, add it to your work plan in the *Additional Inspections* section and in the *Comments* section write “Inspection was pre-approved by CalRecycle inspector liaison (name) on (date).”

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Failure to obtain pre-approval for inspections of farm/ranch/dairy/ag TPIDs or TPIDs on tribal land may result in your jurisdiction not being reimbursed for costs associated with the inspections.

Do not inspect Major and Minor Permitted Waste Tire Facilities

Inspections of TPIDs listed in WTMS as being either a major or a minor permitted waste tire facility are the responsibility of CalRecycle and TEA grantees may only inspect permitted facilities when performing a joint inspection with CalRecycle. If you find a TPID has been included on your work plan that you believe is ineligible based on the above, do not inspect it. Contact your CalRecycle inspector liaison to clarify any discrepancies or questions prior to conducting the inspection. If you conduct a pre-approved inspection of a permitted waste tire facility, add it to your work plan in the *Additional Inspections* section and in the *Comments* section write "Inspection was preapproved by CalRecycle inspector liaison (name) on (date)."

Failure to obtain pre-approval for inspections of major and minor permitted waste tire facilities may result in your jurisdiction not being reimbursed for costs associated with the inspections.