

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Northern Regional Office
Mobile Source Operations Section

OPERATIONAL PROCEDURE	NUMBER 7	EFFECTIVE DATE: September 11, 1991 Revised: June 1, 2011
SUBJECT AIR CHECK VIRGINIA AWARDS & RECOGNITION PROGRAM FOR INSPECTORS AND STATIONS	ORIGINATING UNIT MOBILE SOURCE OPERATIONS SECTION	

In recognition of the licensed emissions inspectors, certified repair technicians and station owners/managers who perform their jobs in an exemplary manner in support of "Air Check Virginia," Northern Virginia's Vehicle Emissions Inspection & Maintenance Program, a recognition program has been established.

Licensed Emissions Inspectors: A Letter of Appreciation (LOA) recognizing the licensed emissions inspector's exemplary performance may be presented to an emissions inspection station if the inspector performs a perfect inspection during a special inspection, and the station is also in compliance with basic requirements (Attachment #1). If the inspection was not observed in its entirety, then the VECO shall make a determination whether to recommend the LOA based on prior observations of the inspector's performance. Recipients of an LOA will be published in the quarterly newsletter (see below).

Quarterly Station Awards: Vehicle Emissions Compliance Officers (VECO) will nominate an emissions inspection station from their assigned districts for a "Station of the Quarter" award. Each VECO will address relevant comments and recommendations in a memorandum addressed to the Program Manager (PM). This memorandum may be in the form of an email as long as it contains all relevant information. Memorandums shall be forwarded to the VECO designated by the PM to lead an awards review committee, which will be comprised of three VECOs. The committee will review the recommendations in accordance with the above criteria and recommend an award winner and runner-up. The PM will then have final approval of the selections.

The criteria for selection will be as follows:

1. Special Inspection results
2. Analysis of inspection data
3. Voided inspection reports
4. Field Inspection Report results
5. Citizen complaints
6. Personal observations
7. Other relevant factors or circumstances submitted by the VECO

A presentation will be made by the PM or a designated representative, typically at the station, with the district VECO in attendance. The award will consist of a Station of the Quarter letter (Attachment #2) and a Certificate of Appreciation (Attachment #3), recognizing the exemplary performance of the station and inspector. The award will be presented to the station's owner, manager or designated representative(s). (Photographs should be taken whenever possible to document the presentation.)

The Station of the Quarter award winner and runner-up will be published in *Air Check Update*, MSOS' quarterly newsletter and on the Air Check Virginia Web site.

ATTACHMENTS

- 1) LETTER OF APPRECIATION (INSPECTOR)
- 2) STATION OF THE QUARTER AWARD LETTER
- 3) CERTIFICATE OF APPRECIATION



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

NORTHERN REGIONAL OFFICE

13901 Crown Court, Woodbridge, Virginia 22193-1453

(703) 583-3800 Fax (703) 583-3821

www.deq.virginia.gov

Douglas W. Domenech
Secretary of Natural Resources

David K. Paylor
Director

Thomas A. Faha
Regional Director

TO: [Facility Name]
[Facility Address]
[City, State, Zip+4]

SUBJECT: Vehicle Emissions Inspector [Inspector's Name]
Letter of Appreciation

DATE: [Date]

This letter is in recognition of your station's performance of a vehicle emissions inspection during a Mobile Source Operations special inspection. Your inspector performed the inspection in strict accordance with the regulations of the Virginia Department of Environmental Quality and the Code of Virginia governing the Virginia Vehicle Emissions Control Program.

Control of motor vehicle emissions is one of the key strategies for bringing the Northern Virginia area into compliance with air quality standards. The vehicle emissions inspection program ensures that vehicles registered in this area are operating at the exhaust emissions levels they were designed to meet and not producing excessive pollution. Accordingly, your station's exemplary performance of the inspection is to be commended.

Sincerely,

J. Michael Thompson, Jr.
Program Manager



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TO: «Company»
 «Address 1»
 «City», «State» «Postal Code»

SUBJECT: Vehicle Emissions Inspection Station
 Certificate of Appreciation

DATE: «Date»

This letter is in recognition of this station's inspection of motor vehicles in accordance with procedures for the Virginia Vehicle Emissions Inspection Program. There has been a dedicated and commendable performance of duties at this Official Emissions Inspection Station, pursuant to the regulations of the Virginia Air Pollution Control Board and the Code of Virginia governing the Motor Vehicle Emissions Inspection Program.

One of the key strategies for bringing Northern Virginia into compliance with air quality standards is the control of motor vehicle emissions. The vehicle emissions inspection program ensures that motor vehicles are operating at the exhaust emissions levels they were designed to meet, and are not producing excessive pollution. This station has performed vehicle emissions inspections in an exemplary manner, and is to be commended.

Sincerely,

J. Michael Thompson, Jr.
Program Manager

JMT/«TypedBy»
cc: File

Name

«Company»



Station No.

Commonwealth of Virginia

DEPARTMENT OF ENVIRONMENTAL QUALITY
MOBILE SOURCE OPERATIONS

Vehicle Emissions Inspection Station

CERTIFICATE OF APPRECIATION

This certifies that this Official Emissions Inspection Station has been recognized for complying with all the licensing requirements and performing vehicle emissions inspections in a dedicated and commendable manner according to the regulations of the Virginia Motor Vehicle Emissions Control Program.

Quarter

Program Manager

Regional Director