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El Centro, CA 92243

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CLEAR

PRINT

AIR POLLUTION CONTROL DISTRICT

REQUEST FOR PUBLIC INFORMATION

ATTENTION REQUESTOR *: To expedite your request, please fill out this form completely . Specifically identify the type of records you are requesting by providing a complete and detailed list of all items, records or files to be inspected. Failure to state the request completely will result in a delay of process. Attach an 8.5" x 11" sheet if necessary.*

REQUESTOR INFORMATION

NAME _____

COMPANY/AFFILIATION _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

MAIN PHONE _____ CELL PHONE _____

EMAIL _____ FAX _____

I HAVE READ THE DEPARTMENT'S GUIDELINES AND WISH TO INSPECT THE FOLLOWING PUBLIC RECORDS

DATE _____ SIGNATURE _____

*The person requesting the information **MUST** be the individual signing this document*

FOR OFFICIAL USE ONLY

DATE RECEIVED _____ BY _____ FORWARDED TO _____

DATE APPROVED _____ BY _____ ASSIGNED TO _____

☐ ENCLOSED ARE THE RECORDS REQUESTED

☐ WE ARE UNABLE TO PROVIDE THE RECORDS REQUESTED

- ☐ A search was made but no records were found
- ☐ We are unable to find the record requested because the request did not include sufficient information to find it
- ☐ Out of District's Jurisdiction
- ☐ Other explain _____

Completed by _____ Date _____

Total No. of Copies _____ Charge for copies _____ Charge for other _____

Total Due _____

All fees are due and payable upon delivery

Rule 102 attached

EMAIL TO ALL LISTED BELOW

cassihogue@co.imperial.ca.us

belenleon-lopez@co.imperial.ca.us

RULE 102 PUBLIC RECORDS
(Adopted 11/19/85; Revised 9/14/99)

All information, analyses, plans, or specifications that disclose the nature, extent, quantity, or degree of Air Contaminants or other pollution which any article, machine, Equipment, or other contrivance will produce, which the Air Pollution Control District requires any applicant to provide before such applicant builds, erects, alters, replaces, operates, sells, rents, or uses such article, machine, Equipment, or other contrivance, are public records.

All air and other pollution monitoring data, including data compiled from Stationary Sources, are public records.

Trade secrets are not public records under this Rule. Trade secrets may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information which is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.

All air pollution emission data, including those emission data, which constitute trade secrets, as described in the above paragraph, are public records. Data used to calculate emission data are not emission data for the purpose of this subdivision and data which constitute trade secrets and which are used to calculate emission data are not public records.

Any Person furnishing any records may label as "trade secret" any part of those records which are entitled to confidentiality. Written justification for the "trade secret" designation shall be furnished with the records so designated and the designation shall be a public record. The justification shall be as detailed as possible without disclosing the trade secret; the Person may submit additional information to support the justification, which information, upon request, will be kept confidential in the same manner as the record sought to be protected.

Upon the receipt of an Application for "Confidential" Classification of Source Data the Air Pollution Control Officer shall, within ten (10) working days, notify the applicant of his ruling. In cases of rejection, the Air Pollution Control Officer shall promptly notify the Person making the justification, in writing, that the records in questions shall, within twenty-one (21) days be subject to public inspection unless a justification is received and accepted