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If you require assistance in obtaining access to the presentations, call the Public Affairs Office at (916) 341-6300 or Dennis Corcoran at (916) 341-6395.

POST-INSPECTION

Hands-on Workshop for Tire Enforcement Agencies

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WHEN TO REFER

Business still in violation

- ❖ Compliance not achieved
- ❖ Extend the compliance date?
- ❖ Refer the business to the CIWMB
 - ❖ further enforcement actions, including administrative and civil penalty actions.
- ❖ Refer within 30 days of the last inspection.

HOW TO REFER

- ❖ Check “CIWMB Referral” on the inspection form, **AND**
- ❖ Complete the CIWMB referral form.
- ❖ Once a facility has been referred to the CIWMB, all Grantee inspections will be coordinated through the CIWMB, until that facility is in compliance.

<http://www.ciwmb.ca.gov/Tires/Enforcement/Inspections/Forms.htm#Referral>

State of California
CIWMB 228 (New 9/06)

California Integrated Waste
Management Board

CIWMB REFERRAL FORM		
Waste Tire Enforcement		
DATE:	TPID/SWIS NO.	
Grantee Jurisdiction		
Facility Name:		
Facility Address:		
City:	State:	ZIP Code:
Assessor's Parcel Number		
INSPECTOR INFORMATION		
Inspector's Name:		
Inspector's Phone:		Inspector's E-mail:
CASE BACKGROUND		
Initial Inspection Date:		
Violations and Observations (may be typed on a separate sheet):		
List of Attachments: <input type="checkbox"/> Inspection Report <input type="checkbox"/> Photos <input type="checkbox"/> Correspondence <input type="checkbox"/> Other _____		
Follow-Up Inspection Date:		
Violations and Observations (may be typed on a separate sheet):		
List of Attachments: <input type="checkbox"/> Inspection Report <input type="checkbox"/> Photos <input type="checkbox"/> Correspondence <input type="checkbox"/> Other _____		
Signature:	Date:	Photos Attached (Please Circle) Yes No

CIWMB REFERRAL FORM

A cover
letter for
the
“Referral
Package”

The **Referral Package** must include evidence collected, including:

- All Inspection Reports (or can include prior inspection form numbers)
- Photographs
- A chronology of the enforcement history
- Operator allegations and arguments
- Witness Statements
- Names of property owner(s) and operator(s), and if possible, get business licenses, leases, or deeds

WHAT NOW?

- ❖ Send the Referral Package via e-mail or mail to the CIWMB Field Staff Contact and their Supervisor.
- ❖ Make sure all documentation you have is shared with the CIWMB.
- ❖ You will be contacted if the CIWMB needs any additional information.

CIWMB Process For Waste Tire Storage Violations

- ❖ Clean-up and Abatement Order (not necessary for hauler violations)
- ❖ No Compliance within Specified Time
- ❖ Proceed to Administrative Complaint
- ❖ You may be contacted if you are needed to be a witness at a hearing on the case.

ON THE STAND

- You are sworn to tell the truth
- Speak clearly and loudly
- Know your facts, but don't memorize your testimony

ON THE STAND (cont)

For Direct Examination:

- State the facts you observed in response to open questions a fact at a time.

For Cross Exam:

- Listen carefully to each question
- Understand the question before you answer
- If you don't understand the question, and the agency attorney doesn't object, you can ask to:
 - a. Have the question repeated
 - b. Ask to rephrase the question

ON THE STAND (cont)

For Cross Examination (continued):

- Answer directly and simply, with a “yes” or “no” if possible.
- Do not volunteer additional information that is not requested. (may cause you to appear biased).
- If you cannot answer the question “yes” or “no,” then you may explain.