


***VIOLATIONS AND PENALTIES - TABLE OF CONTENTS***

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**DEPARTMENT OF AVIATION  
CLARK COUNTY AVIATION SYSTEM****OPERATING DIRECTIVES**

<b>Title: Violations and Penalties Operating Directive</b>	<b>Number: 01-6</b>
	<b>Effective Date: June 1, 2001</b>
<b>Authority Signature: RANDALL H. WALKER, Director of Aviation</b> 	<b>No. of Pages:</b> <b>17</b>

***OPERATING DIRECTIVE 01-6: VIOLATIONS AND PENALTIES******A. INTRODUCTION***

There are concerns associated with violations of local, state, and federal environmental laws, statutes, rules, safety regulations, codes, ordinances, and FAA airport security regulations. The Director of Aviation has the enforcement authority provided for in Title 20 of the Clark County Code to enforce compliance with all applicable Airport Rules and Regulations and Operating Directives.

Applicable Airport rules and regulations, directives, and environmental, safety, and health documents that shall be adhered to include, but are not limited to, the following:

- 1.* Airport Rules and Regulations;
- 2.* Airport Operating Directives
- 3.* Airport Security Plan
- 4.* Applicable Lease, Contract, Agreement and/or Permit for Activities at the Airport.
- 5.* State of Nevada Department of Business & Industry, Occupational Safety and Health Standards for General and Construction Industries;
- 6.* Nevada Revised Statutes (NRS)
- 7.* Nevada Administrative Codes (NAC)
- 8.* National Fire Protection Association (NFPA) Codes and Standards; Clark County Health District Standards and Codes;

**9.** Code of Federal Regulations (CFR) Titles 14, 29, 40 and 49.

**10.** Applicable airport security regulations included in the Airport Security Plan are Federal Aviation Regulations (FAR) 107, 108, 109, 129, and the Air Carrier Standard Security Plan.

## **B. PURPOSE**

Administrative enforcement measures stated within this Operating Directive pertain to violations of any of the above stated laws, statutes, rules, codes, ordinances, and/or regulations, and compliance is mandatory for all airport tenants, their employees, agents, representatives, contractors, and/or sublessees. In addition, to facilitate overall regulatory compliance, this Operating Directive provides for a progressive enforcement mechanism and administrative costs intended to ensure the safe and expeditious operation of aircraft, vehicle traffic, and Ground Support Equipment (GSE) as well as the clean and efficient operations of the Airport.

A written "Notice of Violation" (NOV) will be issued for safety and environmental violations. A written "Airfield Citation" will be issued for all violations which occur on the AOA. A written warning will be issued for all non-criminal, non-moving violations which occur on the landside portions of the Airport, which includes ground transportation areas and parking areas.

## **C. ENFORCEMENT PROCEDURES**

A written violation, as identified in Section B above, will be issued that may specify a progressive penalty and/or an Administrative Assessment for such violations.

**1. General:** The enforcement action, including the amount of any Administrative Assessment, will be based, generally, on one or more of the following factors:

- a.** Severity of the violation.
- b.** The duration, quantity and quality of pollutants, and/or the affect on public safety and/or the environment (i.e. Did the violation cause extensive damage to the environment or cause an operational impact?).
- c.** If the violation did or could have resulted in personal injury, loss of human life, and/or damage to Airport property or facilities or nearby off-Airport property or facilities.
- d.** The violator's knowledge, either negligent or intentional, of the regulation violated.

- e. Any history of violations, including individuals and/or tenants, previous enforcement actions involving the site, Airport tenant, business or individual.
- f. The effectiveness of the enforcement action as a deterrent to similar violations in the regulated community.

2. **NOV or Airfield Citations:** The supervisor of the person who issues a NOV(s) or Airfield Citation shall forward a copy to the Airside Operations Manager for documentation purposes. The violator must acknowledge receipt of the NOV or Airfield Citation by calling the DOA ACC within twenty-four (24) hours. The violator will normally have fifteen (15) calendar days to correct the violation (s) or provide documentation that required corrective action is underway. The DOA may extend the fifteen (15) calendar day limit for corrective action upon receipt of a written request by the tenant.

3. **Enforcement Responsibilities:** DOA representatives may implement enforcement procedures and issue a NOV, Airfield Citation, and/or Parking Infraction as noted below:

a. **DOA Environmental, Safety and Health Section:** The DOA Environmental, Safety and Health (ES&H) Section shall enforce ES&H regulations. The ES&H Section will also be informed of regulatory violations through notification or complaints by tenants or other employees. If an ES&H problem is identified by an Airport Operations Coordinator or a Ground Transportation representative, the ES&H Section shall be contacted immediately during normal business hours. The DOA ES&H Section will determine if a NOV is warranted and may recommend a penalty and/or Administrative Assessment.

b. **DOA Airport Operations Coordinator:** The DOA Airport Operations Coordinator shall enforce regulations pertaining to operations and/or airfield driving violations.

c. **DOA Ground Transportation Representatives:** The DOA Ground Transportation Representatives shall enforce regulations pertaining to operations on the landside portion of the airport, which includes ground transportation and parking areas.

d. **METRO Officers**

METRO Officers shall also assist with the enforcement of regulations pertaining to airfield and landside violations.

#### 4. **Types of Enforcement**

The three (3) types of progressive enforcement that may be issued by the DOA, at its sole discretion and judgement, for any violation of the previously mentioned rules and regulations and/or operating directives are as follows:

- a.     **Retraining:*** Repeat offenders of ramp driving and vehicle operation violations may be offered retraining.
- b.     **Warnings:*** A “Warning” citation may be issued for first time offenses.
- c.     **Suspension / Termination of Driving Privileges:*** The DOA may temporarily or indefinitely suspend or terminate the driving privileges of the offender.
- d.     **Contractual Penalty and/or Administrative Assessment:***

(1) A “Contractual Penalty” and/or an “Administrative Assessment,” for the purposes of this Operating Directive, shall be defined as a monetary penalty which may, at the sole discretion and judgement of the Director of Aviation, be assessed for any violation of any Airport rules, regulations, or Operating Directives, and for violations of any other regulations as listed herein, arising from negligence, non-compliance, the failure to act upon required corrective measures, the failure to implement corrective measures in a timely manner, and the failure to comply with the terms and conditions of any lease, agreement, and/or permit. A Contractual Penalty and/or an Administrative Assessment can be levied by a written NOV, Airfield Citation, and/or Parking Infraction concerning violations that occur at any location on Airport property, including but not limited to, the airfield, ramp areas, terminal areas, roadways, runways, taxiways, tenant leasehold areas and any other designated DOA property. A Contractual Penalty and/or an Administrative Assessment can only be levied by the DOA, in addition to other remedies set forth in addition to other remedies set forth in a lease, contract, agreement, and/or permit.

(2) All citations that include a Contractual Penalty and/or an Administrative Assessment shall be forwarded to the Director of Aviation.

(3) The Director of Aviation or designee, will determine the Contractual Penalty and/or Administrative Assessment amount on a case by case basis. The Contractual Penalty and/or Administrative Assessment amount shall not exceed One Thousand and 00/100 (\$1,000.00) Dollars per violation, per day. Each day (24-hour period) shall be considered a new violation. The Director of Aviation may reduce or set the Contractual Penalty and/or Administrative Assessment, at his sole discretion and judgement, based on the factors identified in Section C.1 of this Operating Directive. The amount of the Contractual Penalty and/or Administrative Assessment will be determined by the severity of the violation. Certain excessive violations, such as accidents, drug/controlled substance use by personnel, security violations, or other violations that result in death, injury, and/or property damage, may require a maximum penalty and/or assessment and action to be taken

immediately. The Director of Aviation may also reduce the Contractual Penalty and/or Administrative Assessment to a Warning.

(4) An amount not to exceed fifty percent (50%) of the imposed Contractual Penalty and/or Administrative Assessment may be deferred, at the discretion of the Director of Aviation. Such deferred assessments shall be immediately reimposed in the event of repeat violations within a six (6) month time frame.

(5) The tenant will receive follow-up written notification from the Director of Aviation within five (5) working days from the date of the citation that will include the Contractual Penalty and/or Administrative Assessment amount.

*e. Double Jeopardy:* Whenever there are violations that result in a Contractual Penalty and/or an Administrative Assessment and/or penalties for non-compliance with the Airport Rules and Regulations and/or Operating Directives and a local, state, or federal agency, the violator will be subject to penalties imposed by the local, state, or federal agency. The DOA will not levy a Contractual Penalty and/or an Administrative Assessment of non-compliance in these instances, however the violator shall still be responsible for DOA administrative costs associated with such violations and penalties.

*f. Appeals Process:* The Director of Aviation or designee will consider appeals on a case by case basis and will respond in writing within fifteen (15) working days after receiving a written appeal.

(1) *Time Limit:* The tenant may appeal a NOV, Airfield Citation, or Parking Infraction, in writing, within fifteen (15) working days of the date of the written notification from the Director of Aviation.

(2) *Letter of Appeal:* The tenant shall send a letter of appeal to the Director of Aviation. The letter shall include the following information:

(a) A copy of the NOV or Airfield Citation.

(b) A copy of any previous written correspondence.

(c) Documentation of corrective measures thus far implemented.

(d) Remedial action measures that will help ensure that the violation is not repeated.

(3) Tenants may further appeal the decision of the Director of Aviation to the Board of County Commission, in writing, within ten (10) working days after receiving the final written decision from the Director of Aviation. Any such appeals

shall include the information required above and a copy of the final written decision from the Director of Aviation.

***g. Good Faith Efforts***

***(1) Self Reporting:*** Self reporting and demonstrated good faith efforts to comply with DOA operational, safety and environmental policies will be considered favorably during any enforcement and appeals process.

***(2) Leaks, Spills, or Discharges:*** Generally, the DOA will not initiate formal enforcement action on a self reported, unavoidable leak, spill, or discharge under the following circumstances:

- (a)*** When it is unreasonable to prevent such an occurrence.
- (b)*** The leak, spill, or discharge amount is minimal.
- (c)*** No substances have entered the storm drains.
- (d)*** The leak, spill, or discharge poses no significant or widespread risk to human health or the environment.

***D. TYPES OF VIOLATIONS, PENALTIES AND/OR ADMINISTRATIVE ASSESSMENTS***

The Director is as authorized and empowered by the Board of County Commissioners to issue written Operating Directives in order to implement the provision of Title 20 and Airport Rules and Regulations and to ensure compliance with all federal, state, and local laws, ordinances and regulations. As such the Director of Aviation is authorized and empowered to issue contractual penalties and/or administrative assessments upon any commercial lessee, permittee, or other commercial user of the Airport, at the Director's discretion, up to One Thousand and 00/100 (\$1,000.00) Dollars per violation, per day, for any violation to the Airport Rules and Regulations and/or Operating Directives, and/or terms of any commercial lease agreement, or permit which regulates the conduct of operations at the Airport. Said contractual penalty and/or administrative assessment is in addition to the remedies permitted in any lease, agreement, or permit. Each day (24 hour period) shall be considered a new violation. Certain excessive violations, such as accidents, drug/controlled substance use, or security violations, may require a maximum penalty and/or assessment action to be taken immediately.

Any such contractual penalty and/or administrative assessment shall not exclude or be intended to infer that such contractual penalty or administrative assessment would replace or is instead of any other fine, assessment, or other similar penalty that may be issued by an appropriate regulating agency.

***Notice of Violation:***

In the event that either tenants or contractors fail to comply with applicable federal, state, local and/or Department of Aviation (DOA) safety and health standards, regulations, or operating directives, the Director or designee, has the enforcement authority to enforce compliance with all applicable standards, regulations, or operating directives. For each violation found, a Notice of Violation will be forwarded to the appropriate party (violation).

The first Notice of Violation will be in writing and a written response will be required within ten (10) days of issuance, once the violation has been abated or if the Notice of Violation is being contested.

If a second Notice of Violation is required, a monetary fine and/or administrative assessment may be included. Again, a written response, within ten (10) days of issuance will be required once the violation is abated or if the Notice of Violation is being contested.

If a violation has created a situation considered an Imminent Danger, serious and/or a Willful Offense, the Director or designee has the authority to issue stop work orders, without penalty to contracts or agreements, and the Director or designee can proceed with the abatement of the violation with the responsible party being responsible for all reasonable costs incurred for the abatement of such violation(s). For the purposes herein, the terms **Imminent Danger** and **Willful Offense** are defined as follows:

- (1) “Imminent Danger” means the existence of any condition or practice in an area which could reasonably be expected immediately to cause death or serious physical harm to any person(s) if operations were to proceed in the area or if the person(s) were to enter it before the condition or practice is eliminated.
- (2) “Willful Offense” means a tenant has failed to abate the hazard for which a previous Notice of Violation has been issued, or when the tenant repeats a violation for which they have already received a Notice of Violation for.

***1. MOVING VIOLATIONS ON AOA***

<b>Type of Violation</b>	<b>Penalty</b>	<b>Administrative Assessment</b>
Speeding	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
Driving outside of designated roadways or Airport Ramp Roadway System	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day



Failure to yield to vehicles	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
Erratic or reckless driving	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
Failure to yield to aircraft	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
Stop sign - positions and method of stop	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
Failure to yield to pedestrians or other vehicles	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
Other moving violations	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
Unsafe, careless or improper operation of Aircraft	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
Interference with Formation or Progression of Traffic	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
Parking vehicles and/or equipment within 15 ft of fire hydrant or other fire control apparatus	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
Use of any type of personal conveyance on the AOA	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
Use of motorized (electric) carts without DOA approval	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day

Operating a vehicle within 20 ft of Aircraft without following proper guidance procedures	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Retraining 3 <sup>rd</sup> = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
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## 2. NON-MOVING VIOLATIONS ON AOA

Type of Violation	Penalty	Administrative Assessment
No Parking Zone	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
No Stopping/Fire Lane	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Vehicle Safety Violation	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Other Security Violation	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Unattended Vehicle in Load/Unload Zone	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Posted Time Limit Violation	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Decal and/or Transponder Violation	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Parking Outside of Designated Areas	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Starting or operating aircraft engines inside a hangar or building structure	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Running aircraft engines at above idle power without DOA approval	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Failure to properly register & mark equipment & vehicles	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of	Up to \$1,000 per violation, per day

	Privileges	
Unauthorized use of the Airport for commercial use without written permission of DOA	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Unauthorized construction, modification or improvement to airport facilities without DOA approval	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Conducting airplane tow banner pick-up or drop-off operations from or at the Airport	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Interfering or tampering with aircraft, equipment, vehicles or airport instruments	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Parking or storing derelict aircraft, vehicles or equipment without DOA authorization	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Failure to file and obtain approved FAA 7460-1 form for all crane, construction, or development activities.	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day
Parachute jumping / sky diving activities on the Airport	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Suspension / Termination of Privileges	Up to \$1,000 per violation, per day

### 3. **SECURITY VIOLATIONS**

Type of Violation	Penalty	Administrative Assessment
Airport Identification Badge Violation	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Airport Identification Badge - Faded/Damaged, Must Replace	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Other Security Violations	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Access, Area or Rating Violation	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Improperly displaying Airport Identification Badge	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day

Failure to properly respond to a security challenge to display Airport Identification Badge	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
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#### 4. **EQUIPMENT AND GROUND SERVICE VIOLATIONS**

Type of Violation	Penalty	Administrative Assessment
Maintenance in an Unauthorized Area	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Impounding Vehicle / Equipment 3 <sup>rd</sup> = Suspension / Termination of the Use of Vehicle / Equipment	Up to \$1,000 per violation, per day
Storage in an Unauthorized Area	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Impounding Vehicle / Equipment 3 <sup>rd</sup> = Suspension / Termination of the Use of Vehicle / Equipment	Up to \$1,000 per violation, per day
Short Term / Long Term Storage	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Impounding Vehicle / Equipment 3 <sup>rd</sup> = Suspension / Termination of the Use of Vehicle / Equipment	Up to \$1,000 per violation, per day
Derelict Equipment	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Impounding Vehicle / Equipment 3 <sup>rd</sup> = Suspension / Termination of the Use of Vehicle / Equipment	Up to \$1,000 per violation, per day
Parking Outside of Designated Areas	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Impounding Vehicle / Equipment 3 <sup>rd</sup> = Suspension / Termination of the Use of Vehicle / Equipment	Up to \$1,000 per violation, per day
Unauthorized Short or Long Term Storage of Derelict Equipment	1 <sup>st</sup> = Warning 2 <sup>nd</sup> = Impounding Vehicle / Equipment 3 <sup>rd</sup> = Suspension / Termination of the Use of Vehicle / Equipment	Up to \$1,000 per violation, per day

#### 5. **ENVIRONMENTAL VIOLATIONS - STORM WATER DRAIN DISCHARGE**

Type of Violation	Penalty	Administrative Assessment
Food-related Oil and Grease	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Septic/Sanitary Waste	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day

Blue Juice	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Acids and Bases, Batteries, Cleaning Supplies	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Automotive or Aircraft Related Products	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Gasoline and Other Fuels	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Paints, Solvents, Cleaners	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Paints, Solvents, Cleaners (Halogen Based or Other Organic Based Type)	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Pesticides / Herbicides	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Medical Wastes	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Mercury	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Any Other Hazardous Waste (As Listed in 40 CFR Part 261) Not Covered Above	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Construction Debris, Concrete, Asphalt, Gravel, Soil	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Hazardous substance, Asbestos, etc.	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Washing Vehicles Outside of a Wash Rack or DOA Approved Containment System	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day

## 6. ENVIRONMENTAL VIOLATIONS - ALL OTHERS

Type of Violation	Penalty	Administrative Assessment
Improper Containment of Products	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Improper Labeling of Drums (Owner/Contents)	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day

Improper Disposal of Waste	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Unauthorized or Non-Permitted Painting	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Heavy Maintenance Activities on Ramp or Unauthorized Area	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Unreported Spills	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Improper Containment and Clean Up of Spills	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Failure to Provide the DOA Spill Report Form Within Five (5) Calendar Days of the Spill	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Leaking GSE, Trucks, Vehicles or Aircraft	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Containment or Storage of Materials for which the DOA has not Issued a Permit	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Containment of Open Fluids and Materials	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Failure to Provide Material Inventory Reporting	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Repair of Aircraft or Engines, Propeller, or Aircraft Apparatus in Unauthorized Areas.	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day

## 7. SAFETY AND HEALTH VIOLATIONS

Type of Violation	Penalty	Administrative Assessment
Housekeeping Violations: Blocking Aisles, Doorways, Emergency Exits, Slipping, Trash, Tripping, or Falling Hazards	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Failure to Barricade and Post Areas Where Hazardous Operations are Being Conducted	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Hazard Communication	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per

Violations: No Labels on Containers, No Hazard Warning Signs Being Posted as Needed		day
Electrical Safety Violations: Using Improperly Rated Extension Cords, Using Extension Cords as Permanent Wiring	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Feeding Animals or Encouraging the Congregation of Birds or Other Animals on the Airport	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Failure to Barricade and Post Areas Where Highly Hazardous Operations are Being Conducted	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Failure to Follow Proper Lockout/Tagout Procedures	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Failure to Follow Proper Confined Space Entry Procedures	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Improper Use or Storage of Highly Hazardous Chemicals Including Toxic and Flammable	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Failure to Properly Dispose of Foreign Garbage	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Failure to Follow Proper Hot Work Procedures	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Fueling or defueling an aircraft inside any hangar or building.	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Fueling or defueling an aircraft during thunderstorm activity within 5 statute miles of the Airport	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Smoking in non-designated areas of the Airport.	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Presenting a danger to persons or property	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Parking fueling trucks within 50	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per

ft. of structures		day
Conducting improper or prohibitive fueling activities or in unauthorized areas.	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Failure to have the proper fire extinguishing equipment while conducting fueling activities	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day
Open flame operations on the AOA without DOA approval	1 <sup>st</sup> = Warning	Up to \$1,000 per violation, per day



**APPENDIX 1 - NOTICE OF VIOLATION FORM****DEPARTMENT OF AVIATION - NOTICE OF VIOLATION**

AIRPORT BADGE NUMBER	DATE OF ISSUANCE MO/DAY/YEAR	DATE OF VIOLATION MO/DAY/YEAR	TIME	WARNING <input type="checkbox"/>	NOTICE NO
VIOLATOR NAME			VIOLATOR'S EMPLOYER		
EMPLOYER'S ADDRESS			TENANT TO WHOM CONTRACTED (IF APPLICABLE)		
VEHICLE ID/LICENSE PLATE	IDENTIFY FAULTY EQUIPMENT (IF APPLICABLE)		LOCATION OF VIOLATION		
DESCRIPTION OF VIOLATION			RECOMMENDED MONETARY PENALTY		
VIOLATOR'S NAME (PRINT)			DEPARTMENT/DIVISION		
VIOLATOR'S SIGNATURE (Signature Acknowledges Receipt Of Written Instructions)		VIOLATOR'S SUPERVISOR		TELEPHONE NUMBER	
ISSUED BY			TITLE		
WRITTEN REPORT DUE WITHIN 15 DAYS • SEE ACCOMPANYING INSTRUCTIONS					

**\*\*Note: Supervisor/Manager must acknowledge receipt of the notice of violation by calling the DOA Control Center within 24 hours.**