

## HOW TO FILL OUT THE COMPLIANCE AND SETTLEMENT AGREEMENT

To enter into a compliance and settlement agreement with the Bay Area Air Quality Management District that enables you to continue operating your gasoline dispensing facility, or gas station (“GDF”), for a limited period of time while you work to achieve compliance with the ISD requirements, you must do the following:

Go to the **Compliance Agreement Form**. Open up the fillable Form and proceed to fill in the highlighted areas or fields, which are on pages 1, 6, and 7 of the Compliance Agreement. There are 11 types of owner and GDF information fields to complete. A list of them, with an explanation, follows:

- **Owner** (name of the person or company that owns and/or operates the gasoline dispensing facility);
- **Type of Business Entity** (legal entity of the Owner, e.g., sole proprietorship, corporation, partnership);
- **Site Name** (name of the gasoline dispensing facility);
- **Site Street Address** (street address of the station);
- **Site City** (city in which the station is located);
- **GDF No.** (the number listed on the facility’s permit to operate that is issued by the District);
- **Contact Name** (name of person who authority to sign the agreement on behalf of the Owner, such as the president of the corporation that owns the GDF, and who can act on behalf of the Owner in fulfilling the Owner’s obligations under the Compliance Agreement; the Owner and the Contact may be the same person);
- **Contact’s Title** (business title of the Contact)
- **Contact Street Address** (street address of Contact’s office);
- **Contact City** (City of the Contact’s office);
- **Contact Zip** (zip code of the Contact's office address); and
- **E-mail address** (email address of the Contact).

After you have completed the Form, print it out, sign it and send it in with the applicable penalty payment amount listed in Paragraph 6 of the Compliance Agreement. Note that the penalty amount is calculated based on the postmarked date of the penalty and signed Compliance Agreement packet. If the District receives a penalty for an incorrect amount, the District will not execute the Agreement or process the payment.

Upon receipt of the signed Compliance Agreement and correct penalty payment, the District will execute the Agreement and return a copy of the fully-executed agreement for your records.