

## 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 requirement to install an enhanced vapor recovery system upgrade, including In-Station Diagnostics (if required), for your Phase II system with an underground storage tank system that includes a liquid condensate trap (LCT), you must do the following:

### 1. Complete the blank Compliance Agreement.

The compliance agreement contains blank lines to complete. Adjacent to the blank line is a description of what to fill in that line. A further description of terms used on pages 1, 7, 8 and 9 follows:

- **Name of Owner:** Official full name of the person or company who owns the gasoline dispensing facility;
- **Business Name:** The fictitious or other business name that the Owner runs the gas station under, if any, e.g., “doing business as;”
- **Business Type of Owner:** Legal entity of the Owner, e.g., sole proprietorship, corporation, or partnership;
- **Owner Business Address:** Owner’s business street address, city and ZIP code;
- **Authorized Representative:** Person authorized to act on behalf of the Owner in this matter, e.g., signing and implementing the compliance agreement, such as the president of the corporation that is the Owner of the facility;
- **Facility Name or Station Name:** Name of the gasoline dispensing facility or gas station where the upgrade work is to be completed;
- **GDF No.:** Site number assigned to the Facility by the Air District; the GDF No. is included on the Facility’s permit to operate issued by the Air District;
- **Name of Operator:** Name of person or company who operates the Facility; the Owner and the Contact may be the same person;
- **Business Name of Operator:** The fictitious or other business name that the Operator runs the gas station under, if any, e.g., “doing business as;”
- **Business Type of Operator:** Legal entity of the Operator, e.g., sole proprietorship, corporation, or partnership;
- **Operator Business Address:** Operator’s business street address, city, and ZIP code;
- **Authorized Representative:** Person authorized to act on behalf of the Operator in this matter.

The person who signs the compliance agreement must be the Owner or authorized to sign the agreement on behalf of the Owner.

**2. Submit the Penalty Payment with the Signed Compliance Agreement.**

After you have completed the Form, print it out, sign it and send it in with the applicable penalty payment amount listed in Paragraph 7 of the Compliance Agreement. Note that the penalty amount is calculated based on the postmarked date of the signed Compliance Agreement packet (or, if hand-delivered to the Air District, based on the stamped “Received” date by the Air District).

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. If the Air District receives an incomplete Compliance Agreement or incorrect penalty payment, the Air District will return the Compliance Agreement packet. The Air District will not sign the Compliance Agreement or process the penalty payment.