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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

TITLE ~~47~~ 33
LEGISLATIVE RULES
DIVISION OF ENVIRONMENTAL PROTECTION
~~WATER RESOURCES~~ ~~WASTE MANAGEMENT~~
OFFICE OF WASTE MANAGEMENT
SERIES 4 22
ASSESSMENT OF CIVIL ADMINISTRATIVE PENALTIES

§47-4-1. 33-22-1. General.

1.1. **Scope and Purpose.** - This legislative rule establishes the criteria and procedures that shall be followed in the assessment of civil administrative penalties imposed under the provisions of W.Va. Code ~~§20-5E-16~~ §22-18-17 or W.Va. Code ~~§20-5F-6~~ §22-15-15.

1.2. **Authority.** - W.Va. Code ~~§20-5E-16~~ §22-18-17 and ~~20-5F-6~~ §22-15-15.

1.3. **Filing Date.** - April 5, 1991.

1.4. **Effective Date.** - April 22, 1991.

§47-4-2. 33-22-2. Definitions.

2.1. "Acts" means the West Virginia Hazardous Waste Management Act (W.Va. Code ~~§20-5E-1~~ §22-18-1, et seq.) and the West Virginia Solid Waste Management Act (W.Va. Code ~~§20-5F-1~~ §22-15-1, et seq.).

2.2. "Assessment Officer" means a person appointed by the director to carry out the review, assessment, and hearing procedures outlined in these regulations.

2.3. "Civil Administrative Penalty Referral" means a written document that includes the observations made by the inspector relative to the seriousness of the alleged violation and any good faith efforts made to comply with applicable requirements as well as any other appropriate factors established by these regulations.

2.4. "Director" means the director of the West Virginia Division of Natural Resources environmental protection or his or

her authorized representative.

2.5. "Facility" means the site of the alleged violation.

2.6. "Inspector" means an authorized representative of the director who as a normal function of his responsibilities conducts inspections, investigations, or sampling at facilities regulated under either of the Acts.

2.7. "Notice of Civil Administrative Penalty" means a written notification provided to a violator by the assessment officer, by means of certified mail or personal service, assessing a civil administrative penalty. A notice of civil administrative penalty shall include:

~~2.7.1.~~ 2.7.a. A reference to the section of the statute, rule, regulation, order, or permit condition allegedly violated;

~~2.7.2.~~ 2.7.b. A concise statement of the facts alleged to constitute the violation;

~~2.7.3.~~ 2.7.c. A statement of the amount of the initial civil administrative penalty to be imposed; and

~~2.7.4.~~ 2.7.d. A statement of the alleged violator's right to an informal hearing.

2.8. "Notice of Dismissal" means a written notification provided to a violator by the assessment officer or the director, by means of certified mail or personal service, dismissing and vacating the enforcement action. A notice of dismissal may be issued at any time during the proceedings.

2.9. "Notice of Violation" means a written notification provided to an alleged violator by the inspector within fifteen (15) calendar days of the date of inspection.

2.10. "Violator" means the person who is alleged to have violated the Acts, or any rule, regulation, order, or permit condition imposed pursuant to the Acts.

2.11. "Written Decision" means a written decision furnished to the violator concerning the director's final decision regarding the assessment of a civil administrative penalty and the reasons therefor.

~~§47-4-3.~~ 33-22-3. Notice of Violations.

3.1. General. An inspector or other authorized representative of the director may issue a notice of violation for any violation he observes.

3.2. Notice Procedures. A notice of violation shall be in writing, shall be signed by the inspector or other authorized representative of the director, and shall set forth with reasonable specificity:

~~3.2.1.~~ **3.2.a.** The nature of the violation with a reference to the section of the statute, rule, regulation, order, or permit condition that was allegedly violated;

~~3.2.2.~~ **3.2.b.** The time and date of the observance of the violation; and

~~3.2.3.~~ **3.2.c.** A reasonable description of the facility where the violation is observed, where within that facility the observation was observed, and the point of generation, treatment, storage, or disposal at which the violation occurred, if appropriate.

~~§47-4-4.~~ **33-22-4. Penalty Assessment Procedures.**

4.1. Review of Notice of Violation and Penalty Calculation. The assessment officer shall review each notice of violation referred to him for civil administrative penalty assessment to determine:

~~4.1.1.~~ **4.1.a.** The appropriateness of a civil administrative penalty;

~~4.1.2.~~ **4.1.b.** The initial amount of penalty, if any, based upon the rates and methods given in these regulations;

~~4.1.3.~~ **4.1.c.** The appropriateness of assessing a daily civil administrative penalty for continuing violations;

~~4.1.4.~~ **4.1.d.** The total initial civil administrative penalty assessed; and

~~4.1.5.~~ **4.1.e.** The appropriateness of assessing a civil administrative penalty against an individual.

4.2. Notice of Civil Administrative Penalty. The assessment officer shall provide the violator with:

~~4.2.1.~~ **4.2.a.** A notice of civil administrative penalty which

shall include procedures for requesting an informal hearing and a notification of applicable time constraints; or

~~4.2.2.~~ 4.2.b. A notice of dismissal.

~~§47-4-5.~~ 33-22-5. **Hearings and Appeals.**

5.1. Right to Informal Hearing. The violator shall have twenty (20) calendar days from his receipt of the notice of civil administrative penalty within which to request, in writing, an informal hearing before the assessment officer. If a hearing is requested, the assessment officer will hold the hearing to deduce the actual facts and circumstances regarding the violation and, based thereon, will make a final recommendation of civil administrative penalty assessment to the director. If no hearing is requested, the notice of civil administrative penalty shall become a final order after the expiration of the twenty-day period and the civil administrative penalty shall become due and payable.

5.2. Notice and Scheduling of Informal Hearing. If the violator requests an informal hearing within the twenty-day period, the assessment officer shall schedule such a hearing in accordance with the following procedures:

~~5.2.1.~~ 5.2.a The time and place the informal hearing is to be held is to be communicated to any inspector or other authorized representative of the director who filed a notice of violation bringing about the informal hearing and to the violator.

~~5.2.2.~~ 5.2.b. Such communication shall be provided at least fifteen (15) calendar days prior to the time of the hearing.

~~5.2.3.~~ 5.2.c. The assessment officer may continue the informal hearing only for good cause shown.

5.3. Informal Hearing Procedures. An informal hearing, as provided by these regulations, is intended to be an informal discussion of the facts which gave rise to the issuance of a notice of violation and shall be conducted in the following manner:

~~5.3.1.~~ 5.3.a The West Virginia Rules of Civil Procedure and West Virginia Rules of Evidence shall not apply.

~~5.3.2.~~ 5.3.b. A record of the informal hearing is not required but may be made by any party to the hearing at the party's expense. Any other party to the hearing may obtain copies thereof at the expense of the party requesting such copy.

~~5.3.3.~~ 5.3.c. At formal review proceedings which may ensue, no evidence as to any statement made by one party at the informal hearing may be introduced as evidence by another party, nor may any statement be used to impeach a witness, unless the statement is or was available as competent evidence independent of its introduction during the informal hearing.

5.4. Written Decision. Within thirty (30) calendar days following the informal hearing, the director shall issue and furnish to the violator a written decision affirming, decreasing, or dismissing the initial civil administrative penalty assessment and giving the reasons therefor.

5.5. Request for Formal Hearing. Within thirty (30) calendar days after notification of the director's decision, the violator may request a formal hearing before the ~~State Water Resources Board~~ environmental quality board in accordance with the provisions of the Acts. If no hearing is requested, the director's decision shall become a final order after the expiration of the thirty-day period and the civil administrative penalty shall become due and payable.

~~§47-4-6.~~ 33-22-6. **Individual Civil Administrative Penalties.**

6.1. The director may assess an individual civil administrative penalty against any corporate director, officer, agent, or employee of a violator, or any other person, who authorizes, orders, or carries out a violation of the statute, rule, regulation, order, or permit condition or who fails or refuses to follow an order from the director or the chief.

6.2. In determining the amount of a civil administrative penalty to be assessed against an individual, consideration shall be given to the criteria specified in Section 7 of ~~these regulations~~ this rule.

6.3. The director shall serve on each individual to be assessed an administrative penalty a notice of individual civil administrative penalty assessment. For purposes of Section 6.3 of ~~these regulations~~ this rule, service shall be deemed to be sufficient if it satisfies Rule 4 of the West Virginia Rules of Civil Procedure for service of a summons and complaint. A notice of individual civil administrative penalty assessment shall include:

~~6.3.1.~~ 6.3.a. A reference to the section of the statute, rule, regulation, order, or permit condition allegedly violated;

~~6.3.2.~~ 6.3.b. A concise statement of the facts alleged to constitute the violation;

~~6.3.3.~~ 6.3.c. A statement of the amount of the individual civil administrative penalty to be imposed;

~~6.3.4.~~ 6.3.d. A copy of the underlying notice of violation; and

~~6.3.5.~~ 6.3.e. A statement of the individual's right to an informal hearing.

6.4. The individual shall have twenty (20) calendar days from his receipt of the notice of individual civil administrative penalty assessment in which to request, in writing, an informal hearing before the assessment officer. If no hearing is requested, the notice of individual civil administrative penalty shall become a final order after expiration of the thirty-day period and the individual civil administrative penalty shall become due and payable.

6.5. The informal hearing, if requested, will be scheduled and conducted pursuant to Section subsection 5.2 et seq. of these regulations this rule.

~~§47-4-7.~~ 33-22-7. **Civil Administrative Penalty Calculation Procedures.**

7.1. The director shall calculate a civil administrative penalty by taking into account the seriousness of the alleged violation, negligence or good faith on the part of the violator, the type of facility, and any history of noncompliance by the violator.

~~7.1.1.~~ 7.1.a **Seriousness of Violation.** The director shall take into account the seriousness of the violation by assigning a rating for the extent of deviation from the requirement of the statute, rule, regulation, order, or permit condition in accordance with Table A of these regulations and a rating for the potential harm which may have resulted from the alleged violation in accordance with Table B of these regulations. These "seriousness of violation" ratings shall be used to determine the base penalty amount of the civil administrative penalty assessment through the use of Tables C and D of these regulations. Table C of these regulations shall be used for hazardous waste violations. Table D of these regulations shall be used for solid waste violations.

7.2. Negligence/Good Faith. The director shall take into account the negligence or good faith which the violator displayed with regard to the alleged violation by assigning a rating in accordance with Table E of ~~these regulations~~ this rule. The negligence/good faith rating shall be used to determine the multiplying factor to be applied to the base penalty amount through the use of Table F of ~~these regulations~~ this rule.

7.3. Adjustment Factor. The director shall take into account the type of facility by assigning an adjustment factor in accordance with Table G of ~~these regulations~~ this rule. The subtotal calculated pursuant to ~~Sections subsections~~ 7.1 and 7.2 of these regulations this rule shall be multiplied by the adjustment factor.

7.4. History of Noncompliance. The director shall take into account the violator's history of noncompliance by determining the number of previous enforcement actions (administrative, civil, or criminal) which have been taken against the facility during the twenty-four (24) months prior to the violation. Those enforcement actions which were withdrawn, dismissed, or vacated shall not be included in this determination. The number of previous enforcement actions shall be used to determine the dollar amount to be added to the penalty through the use of Tables H and I of ~~these regulations~~ this rule, Table H of ~~these regulations~~ this rule shall be used for hazardous waste violations. Table I of ~~these regulations~~ this rule shall be used for solid waste violations.

7.5. The civil administrative penalty shall be calculated by multiplying the base penalty amount (established from the seriousness of violation pursuant to ~~Section subsection~~ 7.1 of these regulations this rule) by the multiplying factor (established from the negligence/good faith ratings pursuant to ~~Section subsection~~ 7.2 of these regulations this rule), multiplying that product by the adjustment factor (established from the adjustment factor pursuant to ~~Section subsection~~ 7.3 of these regulations this rule) and then adding to that product a dollar amount (established from the history of noncompliance pursuant to ~~Section subsection~~ 7.4 of these regulations this rule) through the use of Table J of ~~these regulations~~ this rule.

7.6. The civil administrative penalty assessed may not exceed the maximum assessments prescribed by the Acts. The maximum assessment for hazardous waste violations shall not exceed seven thousand five hundred dollars (\$7,500) per day per violation, up to a maximum of twenty-two thousand five hundred dollars (\$22,500) total penalty. The maximum assessment for solid waste violations shall not exceed five thousand dollars (\$5,000) per day per

violation, up to a maximum of twenty thousand dollars (\$20,000)
total penalty.

TABLE A

Ratings for Deviation from Requirements

1 to 3 - The violator had completed nearly all requirements of the statute, rule, regulation, order, or permit condition in question. However, there were some aspects of the requirements which were clearly not accomplished or the requirements were completed in most, but not all, areas of the facility.

4 to 6 - The violator had completed approximately one-half of the requirements of the statute, rule, regulation, order, or permit condition in question or the requirements were not completed in approximately one-half of the areas of the facility.

7 to 9 - The violator has completed almost none of the requirements of the statute, rule, regulation, order, or permit condition in question. However, some aspects of the requirements clearly were accomplished or the requirements were not completed in most, but not all, areas of the facility.

10 - The violator had not completed any of the requirements of the statute, rule, regulation, order, or permit condition in question or the requirements were not completed in any area of the facility.

TABLE B

Ratings of Potential for Harm

1 to 3 - The violation is of an administrative nature and could not result in a potential for harm to human health or the environment.

4 to 6.- The violation is of an administrative or a physical nature and may result in a minor potential for harm to human health or the environment.

7 to 9 - The violation is of an administrative or a physical nature and may result in a moderate potential for harm to human health or the environment.

10 - The violation is of an administrative or physical nature and may result in a major potential for harm to human health or the environment.

TABLE C

Seriousness of Hazardous Waste Violation

Deviation from Requirement

	1	2	3	4	5	6	7	8	9	10
Potential for Harm										
1	200	245	300	365	440	525	620	730	855	1000
2	300	345	400	465	540	625	720	830	955	1100
3	500	545	600	665	740	825	920	1030	1155	1300
4	800	845	900	965	1040	1125	1220	1330	1455	1600
5	1200	1245	1300	1365	1440	1525	1620	1730	1855	2000
6	1700	1745	1800	1865	1940	2025	2120	2230	2355	2500
7	2250	2295	2350	2415	2490	2575	2670	2780	2905	3050
8	2850	2895	2950	3015	3090	3175	3270	3380	3505	3650
9	3500	3545	3600	3665	3740	3825	3920	4030	4155	4300
10	4200	4245	4300	4365	4440	4525	4620	4730	4855	5000

TABLE D

Seriousness of Solid Waste Violation

Potential for Harm	Deviation from Requirement									
	1	2	3	4	5	6	7	8	9	10
1	100	140	190	250	320	400	490	590	700	725
2	200	240	290	350	420	500	590	690	800	825
3	400	440	490	550	620	700	790	890	1000	1125
4	700	740	790	850	920	1000	1090	1190	1300	1425
5	1025	1065	1115	1175	1245	1325	1415	1515	1625	1750
6	1375	1415	1465	1525	1595	1675	1765	1865	1975	2100
7	1725	1765	1815	1875	1945	2025	2115	2215	2325	2450
8	2075	2115	2165	2225	2295	2375	2465	2565	2675	2800
9	2425	2465	2515	2575	2645	2725	2815	2915	3025	3150
10	2775	2815	2865	2925	2995	3075	3165	3265	3375	3500

TABLE E

Ratings for Negligence/Good Faith

1 - The violation is not the result of negligence and the violator expended all possible effort to comply with the requirement in question or the violator has completed all actions to correct the violation.

2 to 4 - The violation is the result of an oversight by the violator and could have been avoided if a more conscientious effort had been made in the operation of the facility or the violator has begun but not completed current actions to correct the violation.

5 to 7 - The violation is obvious and a result of a lack of reasonable care by the violator or the violator has taken inadequate action to correct the violation.

8 to 10 - The violation is the result of a complete disregard for the requirement in question or the violator failed to respond to a previous enforcement action pertaining to the same requirement.

TABLE F

Negligence/Good Faith

Negligence/Good Faith	Multiplying Factor
1	0.5
2	0.6
3	0.7
4	0.8
5	1.0
6	1.2
7	1.4
8	1.6
9	1.8
10	2.0

TABLE G .

Adjustment Factor

Type of Facility	Multiplying Factor
Conditionally Exempt Small Quantity Hazardous Waste Generator; Hazardous Waste Transporter	0.5
Small Quantity Hazardous Waste Generator; Class C Solid Waste Facility; Class D Solid Waste Facility; Transfer Station; Open Dump	0.75
Hazardous Waste Generator; Class B Solid Waste Facility; Class E Solid Waste Facility	1.0
Hazardous Waste Treatment, Storage, or Disposal Facility; Class A Solid Waste Facility; Class F Solid Waste Facility	1.5

TABLE H

History of Hazardous Waste Noncompliance

Number of Previous Enforcement Actions	Dollar Amount
1	\$250.00
2	\$500.00
3	\$1000.00
4	\$1750.00
5	\$2750.00
6	\$4000.00
7 and greater	\$5500.00

TABLE I

History of Solid Waste Noncompliance

Number of Previous Enforcement Actions	Dollar Amount
1	\$100.00
2	\$200.00
3	\$350.00
4	\$550.00
5	\$850.00
6	\$1250.00
7	\$1650.00
8	\$2150.00
9	\$2750.00
10 and greater	\$3350.00

TABLE J

Calculation of Civil Administrative Penalty Assessment

Seriousness of Violation	_____
Negligence/Good Faith	X _____
Subtotal:	_____
Adjustment Factor	X _____
Subtotal:	_____
History of Noncompliance	+ _____
Total Assessment:	_____

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DIVISION OF ENVIRONMENTAL PROTECTION

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

"Beginning on page 1, in the title, and continuing throughout the text of the rule, by striking the title number '47' and inserting in lieu thereof the title number '33';

Beginning on page 1, in the title, and continuing throughout the text of the rule, by striking the series number '4' and inserting in lieu thereof the series number '22';

On page 1, in the title, by striking the words 'WATER RESOURCES-WASTE MANAGEMENT' and inserting in lieu thereof the words 'OFFICE OF WASTE MANAGEMENT';

Beginning on page 1, subsection 1.1., and continuing throughout the text of the rule, by striking the code references '\$20-5E-16' and '\$20-5F-6' and inserting in lieu thereof the code references '\$22-18-17' and '\$22-15-15';

On page 1, subsection 2.1., by striking the code references '\$20-5E-1' and '\$20-5F-1' and inserting in lieu thereof the code references '\$22-18-1' and '\$22-15-1';

On page 1, subsection 2.4., by striking the words 'Natural Resources' and inserting in lieu thereof the words 'environmental protection';

On page 1, subsection 2.4., immediately following the word 'his' by inserting the words 'or her';

On page 1, by striking the subdivision references '2.7.1.', '2.7.2.', '2.7.3.', and '2.7.4.' and inserting in lieu thereof the

subdivision references '2.7.a.', '2.7.b.', '2.7.c.', and '2.7.d.';

On page 2, by striking the subdivision references '3.2.1.', '3.2.2.', and '3.2.3.', and inserting in lieu thereof the subdivision references '3.2.a.', '3.2.b.', and '3.2.c.';

On page 2, by striking the subdivision references '4.1.1.', '4.1.2.', '4.1.3.', '4.1.4.', and '4.1.5.', and inserting in lieu thereof the subdivision references '4.1.a.', '4.1.b.', '4.1.c.', '4.1.d.', and '4.1.e.';

On page 2, by striking the subdivision references '4.2.1.' and '4.2.2.' and inserting in lieu thereof the subdivision references '4.2.a.' and '4.2.b.';

On page 3, by striking the subdivision references '5.2.1.', '5.2.2.', and '5.2.3.', and inserting in lieu thereof the subdivision references '5.2.a.', '5.2.b.', and '5.2.c.';

On page 3, by striking the subdivision references '5.3.1.', '5.3.2.' and '5.3.3' and inserting in lieu thereof the subdivision references '5.3.a.', '5.3.b.' and '5.3.c.';

On page 3, subsection 5.5., by striking the words 'State Water Resources Board' and inserting in lieu thereof the words 'environmental quality board';

Beginning on page 3, subsection 6.2., and continuing throughout the text of the rule, by striking the words 'these regulations' and inserting in lieu thereof 'this rule';

On pages 3 and 4, by striking the subdivision references '6.3.1.', '6.3.2.', '6.3.3.', '6.3.4.', and '6.3.5.', and inserting in

lieu thereof the subdivision references '6.3.a.', '6.3.b.', '6.3.c.', '6.3.d.', and '6.3.e.';

On page 4, by striking the subdivision reference 7.1.1. and inserting in lieu thereof the subdivision reference 7.1.a.;

On page 4, subsections 6.5, 7.3. and 7.5, by striking the word 'Section' and inserting in lieu thereof the word 'subsection'."

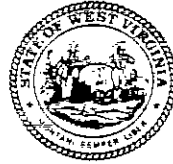
KEN HECHLER
Secretary of State

MARY P. RATLIFF
Deputy Secretary of State

JAN CASTO
Deputy Secretary of State

CATHERINE FREROTTE
Executive Assistant

Telephone: (304) 558-6000
Corporations: (304) 558-8000
FAX: (304) 558-0900



STATE OF WEST VIRGINIA

SECRETARY OF STATE

Building 1, Suite 157-K
1900 Kanawha Blvd., East
Charleston, WV 25305-0770

WILLIAM H. HARRINGTON
Chief of Staff

JUDY COOPER
Director, Administrative Law

PENNEY BARKER
Supervisor, Corporations

(Plus all the volunteer
help we can get)

TO: CARRIE CHAMBERS

AGENCY: DEP - OFFICE OF WASTE MANAGEMENT

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: July 31, 1997

OFFICE OF THE
SECRETARY OF STATE

AUG 13 9 20 AM '97

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THE ATTACHED RULE FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 22 TITLE: 33 DEP - OFFICE OF WASTE MANAGEMENT

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: [Signature]
TITLE OF PERSON SIGNING: Environmental Resources Specialist
DATE: 8-11-97

* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: _____
TITLE OF PERSON SIGNING: _____
DATE: _____

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.

TITLE 33
LEGISLATIVE RULES
DIVISION OF ENVIRONMENTAL PROTECTION
OFFICE OF WASTE MANAGEMENT

SERIES 22
ASSESSMENT OF CIVIL ADMINISTRATIVE PENALTIES

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1.2. Authority. - W. Va. Code W. Va. §22-18-17 and §22-15-15.

1.3. Filing Date. - April 5, 1991.

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4.1.c. The appropriateness of assessing a daily civil administrative penalty for continuing violations;

4.1.d. The total initial civil administrative penalty assessed; and

4.1.e. The appropriateness of assessing a civil administrative penalty against an individual.

4.2. Notice of Civil Administrative Penalty. The assessment officer shall provide the violator with:

4.2.a. A notice of civil administrative penalty which shall include procedures for requesting an informal hearing and a notification of applicable time constraints; or

4.2.b. A notice of dismissal.

§33-22-5. Hearings and Appeals.

5.1. Right to Informal Hearing. The violator shall have twenty (20) calendar days from his receipt of the notice of civil administrative penalty within which to request, in writing, an informal hearing before the assessment officer. If a hearing is requested, the assessment officer will hold the hearing to deduce the actual facts and circumstances regarding the violation and, based thereon, will make a final recommendation of civil administrative penalty assessment to the director. If no hearing is requested, the notice of civil administrative penalty shall become a final order after the expiration of the twenty-day period and the civil administrative penalty shall become due and payable.

5.2. Notice and Scheduling of Informal Hearing. If the violator requests an informal hearing within the twenty-day period, the assessment officer shall schedule such a hearing in accordance with the following procedures:

5.2.a. The time and place the informal hearing is to be held is to be communicated to any inspector or other authorized representative of the director who filed a notice of violation bringing about the informal hearing and to the violator.

5.2.b. Such communication shall be provided at least fifteen (15) calendar days prior to the time of the hearing.

5.2.c. The assessment officer may continue the informal hearing only for good cause shown.

5.3. Informal Hearing Procedures. An informal hearing, as provided by these regulations, is intended to be an informal discussion of the facts which gave rise to the issuance of a notice of violation and shall be conducted in the following manner:

5.3.a. The West Virginia Rules of Civil Procedure and West Virginia Rules of Evidence shall not apply.

5.3.b. A record of the informal hearing is not required but may be made by any party to the hearing at the party's expense. Any other party to the hearing may obtain copies thereof at the expense of the party requesting such copy.

5.3.c. At formal review proceedings which may ensue, no evidence as to any statement made by one party at the informal hearing may be introduced as evidence by another party, nor may any statement be used to impeach a witness, unless the statement is or was available as competent evidence independent of its introduction during the informal hearing.

5.4. Written Decision. Within thirty (30) calendar days following the informal hearing, the director shall issue and furnish to the violator a written decision affirming, decreasing, or dismissing the initial civil administrative penalty assessment and giving the reasons therefor.

5.5. Request for Formal Hearing. Within thirty (30) calendar days after notification of the director's decision, the violator may request a formal hearing before the Environmental Quality Board in accordance with the provisions of the Acts. If no hearing is requested, the director's decision shall become a final order after the expiration of the thirty-day period and the civil administrative penalty shall become due and payable.

§33-22-6. Individual Civil Administrative Penalties.

6.1. The director may assess an individual civil administrative penalty against any corporate director, officer, agent, or employee of a violator, or any other person, who authorizes, orders, or carries out a violation of the statute, rule, regulation, order, or permit condition or who fails or refuses to follow an order from the director or the chief.

6.2. In determining the amount of a civil administrative penalty to be assessed against an individual, consideration shall be given to the criteria specified in Section 7 of this rule.

6.3. The director shall serve on each individual to be assessed an administrative penalty a notice of individual civil administrative penalty assessment. For purposes of Section 6.3 of this rule, service shall be deemed to be sufficient if it satisfies Rule 4 of the West Virginia Rules of Civil Procedure for service of a summons and complaint. A notice of individual civil administrative penalty assessment shall include:

6.3.a. A reference to the section of the statute, rule, regulation, order, or permit condition allegedly violated;

6.3.b. A concise statement of the facts alleged to constitute the violation;

6.3.c. A statement of the amount of the individual civil administrative penalty to be imposed;

6.3.d. A copy of the underlying notice of violation; and

6.3.e. A statement of the individual's right to an informal hearing.

6.4. The individual shall have twenty (20) calendar days from his receipt of the notice of individual civil administrative penalty assessment in which to request, in writing, an informal hearing before the assessment officer. If no hearing is requested, the notice of individual civil administrative penalty shall become a final order after expiration of the thirty-day period and the individual civil administrative penalty shall become due and payable.

6.5. The informal hearing, if requested, will be scheduled and conducted pursuant to subsection 5.2 et seq. of this rule.

§3-22-7. Civil Administrative Penalty Calculation Procedures.

7.1. The director shall calculate a civil administrative penalty by taking into account the seriousness of the alleged violation, negligence or good faith on the part of the violator, the type of facility, and any history of noncompliance by the violator.

7.1.a. Seriousness of Violation. The director shall take into account the seriousness of the violation by assigning a rating for the extent of deviation from the requirement of the statute, rule, regulation, order, or permit condition in accordance with Table A of these regulations and a rating for the potential harm which may have resulted from the alleged violation in accordance with Table B of these regulations. These "seriousness of violation" ratings shall be used to determine the base penalty amount of the civil administrative penalty assessment through the use of Tables C and D of these regulations. Table C of these regulations shall be used for hazardous waste violations. Table D of these regulations shall be used for solid waste violations.

7.2. Negligence/Good Faith. The director shall take into account the negligence or good faith which the violator displayed with regard to the alleged violation by assigning a rating in accordance with Table E of this rule. The negligence/good faith rating shall be used to determine the multiplying factor to be applied to the base penalty amount through the use of Table F of this rule.

7.3. Adjustment Factor. The director shall take into account the type of facility by assigning an adjustment factor in accordance with Table G of this rule. The subtotal calculated pursuant to subsections 7.1 and 7.2 of this rule shall be multiplied by the adjustment factor.

7.4. History of Noncompliance. The director shall take into account the violator's history of noncompliance by determining the number of previous enforcement actions (administrative, civil, or criminal) which have been taken against the facility during the twenty-four (24) months prior to the violation. Those enforcement actions which were withdrawn, dismissed, or vacated shall not be included in this determination. The number of previous enforcement actions shall be used to determine the dollar amount to be added to the penalty through the use of Tables H and I of this rule, Table H of this rule shall be used for hazardous waste violations. Table I of this rule shall be used for solid waste violations.

7.5. The civil administrative penalty shall be calculated by multiplying the base penalty amount (established from the seriousness of violation pursuant to subsection 7.1 of this rule) by the multiplying factor (established from the negligence/good faith ratings pursuant to subsection 7.2 of this rule), multiplying that product by the adjustment factor (established from the adjustment factor pursuant to subsection 7.3 of this rule) and then adding to that product a dollar amount (established from the history of noncompliance pursuant to subsection 7.4 of this rule) through the use of Table J of this rule.

7.6. The civil administrative penalty assessed may not exceed the maximum assessments prescribed by the Acts. The maximum assessment for hazardous waste violations shall not exceed seven thousand five hundred dollars (\$7,500) per day per violation, up to a maximum of twenty-two thousand five hundred dollars (\$22,500) total penalty. The maximum assessment for solid waste violations shall not exceed five thousand dollars (\$5,000) per day per violation, up to a maximum of twenty thousand dollars (\$20,000) total penalty.

TABLE A

Ratings for Deviation from Requirements

1 to 3 - The violator had completed nearly all requirements of the statute, rule, regulation, order, or permit condition in question. However, there were some aspects of the requirements which were clearly not accomplished or the requirements were completed in most, but not all, areas of the facility.

4 to 6 - The violator had completed approximately one-half of the requirements of the statute, rule, regulation, order, or permit condition in question or the requirements were not completed in approximately one-half of the areas of the facility.

7 to 9 - The violator has completed almost none of the requirements of the statute, rule, regulation, order, or permit condition in question. However, some aspects of the requirements clearly were accomplished or the requirements were not completed in most, but not all, areas of the facility.

10 - The violator had not completed any of the requirements of the statute, rule, regulation, order, or permit condition in question or the requirements were not completed in any area of the facility.

TABLE B

Ratings of Potential for Harm

1 to 3 - The violation is of an administrative nature and could not result in a potential for harm to human health or the environment.

4 to 6 - The violation is of an administrative or a physical nature and may result in a minor potential for harm to human health or the environment.

7 to 9 - The violation is of an administrative or a physical nature and may result in a moderate potential for harm to human health or the environment.

10 - The violation is of an administrative or physical nature and may result in a major potential for harm to human health or the environment.

TABLE C

Seriousness of Hazardous Waste Violation

Deviation from Requirement

	1	2	3	4	5	6	7	8	9	10
Potential for Harm										
1	200	245	300	365	440	525	620	730	855	1000
2	300	345	400	465	540	625	720	830	955	1100
3	500	545	600	665	740	825	920	1030	1155	1300
4	800	845	900	965	1040	1125	1220	1330	1455	1600
5	1200	1245	1300	1365	1440	1525	1620	1730	1855	2000
6	1700	1745	1800	1865	1940	2025	2120	2230	2355	2500
7	2250	2295	2350	2415	2490	2575	2670	2780	2905	3050
8	2850	2895	2950	3015	3090	3175	3270	3380	3505	3650
9	3500	3545	3600	3665	3740	3825	3920	4030	4155	4300
10	4200	4245	4300	4365	4440	4525	4620	4730	4855	5000

TABLE D

Seriousness of Solid Waste Violation

Potential for Harm	Deviation from Requirement									
	1	2	3	4	5	6	7	8	9	10
1	100	140	190	250	320	400	490	590	700	725
2	200	240	290	350	420	500	590	690	800	825
3	400	440	490	550	620	700	790	890	1000	1125
4	700	740	790	850	920	1000	1090	1190	1300	1425
5	1025	1065	1115	1175	1245	1325	1415	1515	1625	1750
6	1375	1415	1465	1525	1595	1675	1765	1865	1975	2100
7	1725	1765	1815	1875	1945	2025	2115	2215	2325	2450
8	2075	2115	2165	2225	2295	2375	2465	2565	2675	2800
9	2425	2465	2515	2575	2645	2725	2815	2915	3025	3150
10	2775	2815	2865	2925	2995	3075	3165	3265	3375	3500

TABLE E

Ratings for Negligence/Good Faith

1 - The violation is not the result of negligence and the violator expended all possible effort to comply with the requirement in question or the violator has completed all actions to correct the violation.

2 to 4 - The violation is the result of an oversight by the violator and could have been avoided if a more conscientious effort had been made in the operation of the facility or the violator has begun but not completed current actions to correct the violation.

5 to 7 - The violation is obvious and a result of a lack of reasonable care by the violator or the violator has taken inadequate action to correct the violation.

8 to 10 - The violation is the result of a complete disregard for the requirement in question or the violator failed to respond to a previous enforcement action pertaining to the same requirement.

TABLE F

Negligence/Good Faith

Negligence/Good Faith	Multiplying Factor
1	0.5
2	0.6
3	0.7
4	0.8
5	1.0
6	1.2
7	1.4
8	1.6
9	1.8
10	2.0

TABLE G

Adjustment Factor

Type of Facility	Multiplying Factor
Conditionally Exempt Small Quantity Hazardous Waste Generator; Hazardous Waste Transporter	0.5
Small Quantity Hazardous Waste Generator; Class C Solid Waste Facility; Class D Solid Waste Facility; Transfer Station; Open Dump	0.75
Hazardous Waste Generator; Class B Solid Waste Facility; Class E Solid Waste Facility	1.0
Hazardous Waste Treatment, Storage, or Disposal Facility; Class A Solid Waste Facility; Class F Solid Waste Facility	1.5

TABLE H

History of Hazardous Waste Noncompliance

Number of Previous Enforcement Actions	Dollar Amount
1	\$250.00
2	\$500.00
3	\$1000.00
4	\$1750.00
5	\$2750.00
6	\$4000.00
7 and greater	\$5500.00

TABLE I

History of Solid Waste Noncompliance

Number of Previous Enforcement Actions	Dollar Amount
1	\$100.00
2	\$200.00
3	\$350.00
4	\$550.00
5	\$850.00
6	\$1250.00
7	\$1650.00
8	\$2150.00
9	\$2750.00
10 and greater	\$3350.00

TABLE J

Calculation of Civil Administrative Penalty Assessment

Seriousness of Violation	_____
Negligence/Good Faith	X _____
Subtotal:	_____
Adjustment Factor	X _____
Subtotal:	_____
History of Noncompliance	+ _____
Total Assessment:	_____