

## Texas Commission on Environmental Quality

### CHECKLIST WORKSHEET

---

#### AIR QUALITY REVIEW

**Regulating Entity Name**

**Date :**

**Additional I D:**

**Investigator Name:**

<b>Item Number 1</b>	<b>Description</b>	Was the report/complaint submitted within established deadlines? If no, explain in the comments section.	
	<b>Answer</b>	<b>Citations</b>	<b>Notes</b>
<b>Item Number 2</b>	<b>Description</b>	Did the report/complaint contain the appropriate forms (i.e. complaints, EAR, letter (i.e. NOV, General Compliance, referral, complaint response) and IOM if applicable)? If no, explain in comments section.	
	<b>Answer</b>	<b>Citations</b>	<b>Notes</b>
<b>Item Number 3</b>	<b>Description</b>	Were all the appropriate checklists utilized in the investigation and all applicable sections of the current checklist accurately completed? If no, explain in comments.	
	<b>Answer</b>	<b>Citations</b>	<b>Notes</b>
<b>Item Number 4</b>	<b>Description</b>	Is each question on the checklist answered?	
	<b>Answer</b>	<b>Citations</b>	<b>Notes</b>
<b>Item Number 5</b>	<b>Description</b>	Are sufficient comments provided to explain the answers?	
	<b>Answer</b>	<b>Citations</b>	<b>Notes</b>
<b>Item Number 6</b>	<b>Description</b>	Are answers accurate and do the answers demonstrate correct application of policy/procedures and regulation?	
	<b>Answer</b>	<b>Citations</b>	<b>Notes</b>
<b>Item Number 7</b>	<b>Description</b>	Were violations cited correctly and supported with adequate documentation? If no, explain in comments.	
	<b>Answer</b>	<b>Citations</b>	<b>Notes</b>
<b>Item Number 8</b>	<b>Description</b>	Were comments included where needed? If no, explain in comments.	
	<b>Answer</b>	<b>Citations</b>	<b>Notes</b>
<b>Item Number 9</b>	<b>Description</b>	Comments?	
	<b>Answer</b>	<b>Citations</b>	<b>Notes</b>
<b>Item Number 10</b>	<b>Description</b>	Who performed the Quality Review for this investigation?	
	<b>Answer</b>	<b>Citations</b>	<b>Notes</b>