

I Received a Field Citation – What Happens Next?

(Revised 6/11/07)

The TCEQ conducted an investigation at your regulated entity. The investigator cited a violation(s) on an official TCEQ Field Citation form. The Field Citation is intended to promote a quick resolution for violations documented during a TCEQ investigation, while offering a reduced penalty as compared to a penalty calculated through the traditional enforcement process.

If you receive a field citation, you have two options:

Option #1 - Settle the Field Citation.

If you choose this option, you must do the following **TWO** things:

1. Sign the field citation form and mail the originally-signed form to the TCEQ along with the total assessed penalty payment within **30 days** from the investigation date. Mail the signed form and penalty payment to:
Financial Administration Division, MC 214
TCEQ
P.O. Box 13088
Austin, Texas, 78711-3088

Please include the Field Citation number (located on the top right-hand corner of the Field Citation form) on your payment method.

2. Correct the violation(s) and mail certification of your completed corrective action to the region address listed and circled on the back of the field citation form within **45 days** from the investigation date. Your certification of completed corrective action must include any documentation necessary to prove corrective measures have been completed, such as receipts, photographs, and copies of records.

Please be aware that payment of the penalty does not relieve you of your responsibility to correct all alleged violations within the 45-day timeframe.

NOTE: You have the right to appeal the Field Citation to the Regional Director within the 30 days from the investigation date. Please contact the Regional Director at the phone number on the back of the Field Citation. **Please be aware that after the 30th day, you will be subject to higher penalties for the unsettled field citation.**

Option #2 - Choose **NOT** to accept the Field Citation.

If you choose this option:

- Your Field Citation will be referred to the TCEQ Enforcement Division for a standard administrative order. In this process, you may choose to disagree with the violation and enter into discussions that may resolve the issue or may lead to litigation for resolution. The reduced penalty opportunity is removed during this process. An Enforcement Coordinator will contact you soon after you inform the associated investigator of your choice for this option.
- You will retain your opportunity to request an evidentiary hearing through the State Office of Administrative Hearings.

See information about the TCEQ Field Citation pilot program
at www.tceq.state.tx.us

Type "Field Citation" into the search engine

