To: Distribution

From: Barry G. Cox

Date: 16 March 1993

Subject: Violation Issuance

Purpose:
To assure all ECB violations written in the field are accounted for in the office.

Effective: Immediately

Specifics:
At the end of each work day, each inspector must turn in all violations written and have a supervisor verify that the entries made on the violation control sheet (attached) correspond to the appropriate violation as written. Any supervisor must initial and date the control sheet next to each violation listed on the control sheet.

The intent of this is to make certain an accurate accounting record is maintained of all ECB violations written or voided. The supervisor initialling the verification is not responsible for the "correctness" of the violation itself, only that the violation was handed in.

JMc: mh

RESCINDED
<table>
<thead>
<tr>
<th>Control #</th>
<th>Violation #</th>
<th>Person Served/Mailed to</th>
<th>Location of Violation</th>
<th>Vio. Law #</th>
<th>Categ.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>XYZ WCT Corp</td>
<td>60 Hudson St.</td>
<td>27-127</td>
<td></td>
</tr>
</tbody>
</table>

THIS IS TO CERTIFY THAT ALL OF THE ABOVE NUMBERED VIOLATIONS WERE ISSUED IN ACCORDANCE WITH DEPARTMENTAL RULES AND REGULATIONS. THOSE VIOLATIONS VOIDED, DAMAGED OR NOT ISSUED ARE ATTACHED IN THEIR ORIGINAL FORM.

INSPECTOR: ___________________  SUPERVISOR: ___________________

UPON COMPLETION RETURN TO EXECUTIVE OFFICES, 60 HUDSON STREET