



NPV Submitted to the Authority  
NPV# Assigned

Letter of NPV Receipt Sent to NPV Filer

Initial Staff Review

Notice of Investigation Sent to Probable Violator

NPV Presented to Authority Board for Review & Recommendation

1st Letter Authority's Recommendation  
Option 1 - Pay Fine & Schedule Training  
Option 2 - Request a Hearing  
30 Days to Respond

Hearing Requested

Fine Paid & Training Completed  
NPV Closed

Hearing Scheduled Violator Notified of Hearing Date by Certified Mail

Hearing Held Determination by Authority

1st Letter Authority's Determination  
Option 1 - Pay Fine and Schedule Training  
Option 2 - Appeal to the Circuit Court  
30 Days to Respond

Fine Paid/ Training Completed  
NPV Closed

Appealing

2nd Letter Reminder/Follow-up Violator Loses Right to Appeal  
30 Days to Respond

Sent to Collections

No violation found case dismissed

Fine Paid/Training Completed  
NPV Closed

1st Letter Authority's Determination  
30 Days to Respond

Appealing

2nd Letter Reminder/Follow-up  
30 Days to Respond

Hearing Scheduled Violator Notified of Hearing Date by Certified Mail

Past 30 days Violator is issued a Subpeona to Appear before the Authority for Hearing

Hearing Held Determination by Authority

2nd Letter Reminder/Follow-up Violator Loses Right to Appeal  
30 Days to Respond

Sent to Collections

Maryland Underground Facilities Damage Prevention Authority ("The Authority")  
Operating Practices  
Notice of Probable Violation Process  
2.0