**Section 680.702 Procedures**

a) Any person may initiate the procedure for sanction by filing a written complaint with the Agency. The complaint shall state the name and address of the complainant, the name of the operator and all information that supports the complaint. If the Agency determines that the complaint is duplicitous or frivolous, it shall notify the person filing the complaint, but shall take no further action.

b) If the Agency determines that a sanction procedure is warranted, either on the basis of a valid complaint or on its own motion, it shall notify the operator by certified mail.

c) Such notice shall specify the cause for which sanction is sought and shall meet the requirements of the Agency's Procedures for Contested Case Hearings, 35 Ill. Adm. Code 168.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)