**Section 276.802 Procedure for Filing Grievance**

a) Grievances shall be filed with the Agency within 30 days after the decision made by the Agency.

b) Grievances shall be made in writing on petition forms provided by the Agency.

c) Grievance petition forms and instructions shall be available at all full-service official inspection stations and by mail from the Agency.

d) Original repair orders, receipts, and other pertinent documentation shall be submitted with the grievance petition.

e) Grievances and supporting documentation shall be mailed to the Agency at the address specified on the grievance petition.

(Source: Amended at 35 Ill. Reg. 11268, effective June 28, 2011)