



This Compliance Advisory is provided to inform you about activities of the Air District which may affect your organization's operation. It will assist you in your efforts to achieve and maintain compliance with applicable air pollution rules and regulations.

ATTENTION: OWNERS AND OPERATORS OF PERMITTED AIR POLLUTION FACILITIES

SUBJECT: REPORTABLE COMPLIANCE ACTIVITIES

The purpose of this advisory is to inform you that, effective immediately, Reportable Compliance Activity (RCA) notifications will no longer be accepted via the Air District Fax number.

The Air District will now accept RCA Notifications via email. Emailed RCA notifications shall be submitted as follows:

- 1) Address email to rca@baaqmd.gov with the Subject: "RCA Notification – (Facility Name) – (Air District Permit Number)"
- 2) Include your contact information in the body of the email message
- 3) Attach a filled-out PDF copy of the [RCA notification form](#) to the message

**Note – This email address is intended for RCA notifications only. It is important to follow these steps to ensure proper processing of the RCA.*

RCAs will continue to be accepted via telephone. To report an RCA via telephone, please use the following numbers:

- Monday through Friday from 8:30 a.m. to 5:00 p.m.: (415) 749-4979
- Breakdowns ONLY after business hours or on weekends: (415) 749-4666

Air District staff receiving an RCA will generate an ID# and contact you with this confirmation as soon as possible. When an RCA is reported during outside of normal working hours, an ID# is assigned the following working day. If you are not contacted with an ID# confirmation for the RCA reported, it is your responsibility to contact the Air District.

For questions about this advisory, please contact Paul Grazzini, Air Quality Specialist, at pgrazzini@baaqmd.gov or (415)749-4783.

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