



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

COMPLIANCE & ENFORCEMENT DIVISION

Notification Form

Reportable
Compliance
Activity (RCA)

[See back of form for instructions](#) →

1. **BREAKDOWN RELIEF: *District Use Only* BREAKDOWN REFERENCE #:**

2. **MONITOR EXCESS EMISSION or EXCURSION: *District Use Only* REFERENCE #:**

3. **MONITOR IS INOPERATIVE: *District Use Only* REFERENCE #:**

4. **PRESSURE RELIEF DEVICE (PRD): *District Use Only* PRD REFERENCE #:**

SITE INFORMATION AND DESCRIPTION INFORMATION (REQUIRED)

Company		Site #	
Address		Source #	
Reported by		Phone #	
Indicated Excess		Fax #	
Allowable Limit		Averaging Time	
Start Time/Date		Clear Time	
Monitor/device type(s)	<input type="checkbox"/> ▶ CEM	<input type="checkbox"/> ▶ GLM	<input type="checkbox"/> ▶ Parametric <input type="checkbox"/> ▶ PRD <input type="checkbox"/> ▶ Non-monitor
Monitor description(s)			
Parameter(s) exceeded or not functioning due to inoperation			
<input type="checkbox"/> ▶ NO _x	<input type="checkbox"/> ▶ SO ₂	<input type="checkbox"/> ▶ CO	<input type="checkbox"/> ▶ CO ₂ <input type="checkbox"/> ▶ H ₂ S <input type="checkbox"/> ▶ TRS <input type="checkbox"/> ▶ NH ₃
<input type="checkbox"/> ▶ O ₂	<input type="checkbox"/> ▶ H ₂ O	<input type="checkbox"/> ▶ Opacity	<input type="checkbox"/> ▶ Lead <input type="checkbox"/> ▶ Gauge Pressure <input type="checkbox"/> ▶ Flow
<input type="checkbox"/> ▶ Hydrocarbon Breakthrough (VOC)	<input type="checkbox"/> ▶ Temperature	<input type="checkbox"/> ▶ Wind Speed	
<input type="checkbox"/> ▶ Wind Direction	<input type="checkbox"/> ▶ Steam	<input type="checkbox"/> ▶ Other (describe)	
Unit(s) of Measurement			
<input type="checkbox"/> ▶ ppm	<input type="checkbox"/> ▶ ppb	<input type="checkbox"/> ▶ min/hr > 20%	<input type="checkbox"/> ▶ inches H ₂ O <input type="checkbox"/> ▶ mmHg
<input type="checkbox"/> ▶ psig	<input type="checkbox"/> ▶ pH	<input type="checkbox"/> ▶ °Fahrenheit	<input type="checkbox"/> ▶ Other (describe)

Event Description:

District Use Only

Received by

Date

Time

General Instructions

- ✓ Check the Box numbers 1- 4 that apply to the RCA you are trying to report or request and read the detailed instructions.
- ✓ You will receive an ID # for each RCA you submit. In the case of a request for Breakdown Relief where multiple monitors are affected, you do not need to submit multiple forms, as long as all necessary information is given on one form. RCA reported during other than core business hours will be assigned an ID # the following working day. If you do not receive an ID #, it is your responsibility to contact the BAAQMD to get one.
- ✓ You may submit only one request for breakdown relief per form. However, you may submit multiple indicated excess, inoperative monitors and PRD reports on one form, provided that the start and end times given for the events in the required information section is inclusive of all events. Information on parameters exceeded, units of measurement and allowable limits can be provided in the event description box or when contacted by District staff with questions.
- ✓ Fill out the "Site Information and Description Information Required" areas of this form and fax to (415) 928-0338
- ✓ **A 30-day written follow-up report is required for Breakdown Requests and PRD Releases.** Reports for these types of RCA must contain a quantification of emissions, the calculations used to derive the emissions, and their duration. Reference [Breakdown Admissions Advisory dated 12/3/04](#). Send 30-day report letters to: BAAQMD Compliance and Enforcement Division, MAILSTOP: RCA 30-DAY REPORT, 939 Ellis Street, San Francisco, CA 94109. NOTE: **You may have additional report requirements under Title V.**

Detailed Instructions

Box 1: To Request Breakdown Relief (Regulations 1-112, 1-113, 1-208, 1-431, 1-432)

If you have an equipment malfunction (e.g.; breakdown) that leads to the release of air pollutants above the regulatory or your permitted levels, you may request relief from BAAQMD enforcement action.

- Check Box #1.
- **NOTE:** Start and end times given for these events in the required information section must be inclusive of all events.
- Fill out all the information in the "Site Information and Description Information (Required)" area of the form.
- Requests for breakdown relief may not be withdrawn and must be called in or faxed to the BAAQMD immediately upon discovery of an equipment malfunction.
- Receipt of an RCA ID# for a breakdown does not mean relief has been granted. An Inspector will visit your facility to determine compliance.

Box 2: Monitor Indicates Excess Emission or Excursion (Regulation 1-522.7, 1-523.3, 1-542)

When a BAAQMD-required monitor indicates an excess or excursion, you must report it to the BAAQMD.

- Check Box #2.
- Fill out all the information in the "Site Information and Description Information (Required)" area of the form.
- Any excess emission indicated by a CEM or excursion of a parametric monitor, shall be reported to the BAAQMD within 96 hours.
- Area concentration excesses over the limits prescribed in District regulations shall be reported to the BAAQMD within the next normal working day following the examination of data.

Box 3: Monitor Is Inoperative (Regulations 1-522, 1-523, 1-530)

When a BAAQMD-required monitor is inoperative for greater than 24 hours, you must report it to the BAAQMD.

- Check Box #3 only if inoperative for greater than 24 hours.
- Fill out all the information in the "Site Information and Description Information (Required)" area of the form.
- All reports of inoperative monitors must be reported by the following BAAQMD working day and additionally be cleared by a notification of resumption of monitoring. To notify the BAAQMD regarding the resumption of monitoring, do not send in a separate RCA form; call (415) 749-4979 and give the RCA ID #, date, and the time of resumption.
- Inoperative monitors (except parametric monitors) with downtime greater than 15 days must furnish proof of expedited repair in a follow-up report.

Box 4: Pressure Relief Device (PRD) Is Released (Regulation 8-28-401)

When a PRD at your refinery/chemical plant vents to the atmosphere, you must report it to the BAAQMD.

- Check Box #4 only if a pressure relief device is released.
- Separate RCA ID #'s can be applied to monitor(s) affected by a PRD by also checking Box #2 if other monitors record an excess or excursion.
- Fill out all the information in the "Site Information and Description Information (Required)" area of the form.
- All PRD release reports must be reported by the following BAAQMD working day.

Fax ► 415.928.0338 - Telephone ► 415.749.4979 (M-F 8:30 am – 5:00 pm) - After core business hours, fax or call ► 415.749.4666

Form Revision Dated: 06-20-06