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MENDOCINO COUNTY  
AIR QUALITY MANAGEMENT DISTRICT

**Enforcement Policy #5, Equipment Breakdown  
Breakdown Reporting Form**

A “Breakdown” condition means an unforeseeable failure or malfunction of any air pollution control equipment or related operating equipment that causes a violation of any emissions limitation.

Mendocino County Air Quality Management District Regulation 1, Rule 1-540 (b) requires that a “Breakdown” be reported to the District office within one (1) hour of its detection.

In the event of a “Breakdown”, please use this form to notify the District. Completion of this form will also comply with the corrective action requirements of Regulation 1, Rule 1-540 (c) Breakdown Reporting.

**Initial Report to the District – Within One Hour of Occurrence – by telephone or fax**

1. Facility Name: \_\_\_\_\_
2. Facility Address: \_\_\_\_\_
3. City: \_\_\_\_\_ Contact #: \_\_\_\_\_
4. Name of the Person Completing this Report: \_\_\_\_\_
5. Permit to Operate #: \_\_\_\_\_
6. Equipment Involved: \_\_\_\_\_
7. Date of the Breakdown: \_\_\_\_\_ Time of the Breakdown: \_\_\_\_\_
8. Description of the Breakdown: \_\_\_\_\_  
\_\_\_\_\_

**Contact the District immediately for any breakdown that cannot be corrected within 24 hours.**

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**Follow-up Report – To be Completed and Submitted to the District within 10 Days of Correction**

9. Date of Correction: \_\_\_\_\_
10. Duration of Emissions Exceedance: \_\_\_\_\_
11. Quantity of Excess Emissions: \_\_\_\_\_
12. Cause of the Breakdown Occurrence: \_\_\_\_\_  
\_\_\_\_\_
13. Corrective Measures to Prevent Recurrence: \_\_\_\_\_  
\_\_\_\_\_

Attach additional documentation if necessary.