



3433 Roberto Court • San Luis Obispo, CA 93401  
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Website: slocleanair.org  
Email form to: bd@slocleanair.org

### INITIAL BREAKDOWN/UPSET REPORT

- Notification must be made to the District within four (4) hours of breakdown/upset discovery.
- Notification can be made by telephone, facsimile or email.
- This Initial Breakdown Form can be faxed or attached to an email. A Breakdown/Upset Follow-Up Report must be submitted in writing within 10 days of initial notification after corrections are completed.
- See District Rule 107 for additional information/requirements.

**PERSON REPORTING THE BREAKDOWN/UPSET:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**BREAKDOWN/UPSET INFORMATION:**

**EXPLANATION/DESCRIPTION OF  
BREAKDOWN/UPSET CONDITION:**

Breakdown/Upset first observed: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_  AM  PM

Equipment Involved: \_\_\_\_\_

Estimated Duration\*: \_\_\_\_\_

\*If greater than 48-hours, variance petition required unless shutdown is possible.\*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will an Emergency Variance be needed? Yes  No

District Rule/Permit Condition which will be or has been violated:

Rule Number: \_\_\_\_\_ Rule Name: \_\_\_\_\_

Section: \_\_\_\_\_

Permit to Operate No: \_\_\_\_\_ Permit Condition No: \_\_\_\_\_

**SUSPECTED CAUSE OF BREAKDOWN/UPSET CONDITION:**

\_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION AND TIMING OF CORRECTIVE ACTION TAKEN:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*District Use Only*

Date Received: \_\_\_\_\_ Time \_\_\_\_\_  AM  PM Received by: \_\_\_\_\_