

How to submit breakdown notifications and breakdown reports electronically

Submitting Breakdown Notification

Step 1: From the Accela Citizen Access (ACA) login screen, enter a username and password then click “Login”. If you do not have an ACA account please click [here](#) to find out how to sign up.

San Diego County.gov

Announcements | Register for an Account | Login

Search...

Home APCD AWM DEH DPW PDS

Welcome to the County of San Diego's online Citizen Access Portal

This system will enable residents of San Diego County to:

1. Research public information.
2. Submit an application (some departments require registration and login to submit an application).
3. View and track the status of your application.
4. Make secure online payments.

Some services will require you to register for an account.

What would you like to do today?

To get started, select one of the services listed below:

General Information Lookup Property Information	APCD Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications) Search APCD Records Apply for an Air Quality Grant
DEH Create an Application Search Applications	AWM Search Applications

Land Use and Environment Group Departments:

- APCD - Air Pollution Control District
- AWM - Agriculture Weights and Measures
- DEH - Department of Environmental Health

Login

User Name or E-mail:
Password:

Remember me on this computer
[I've forgotten my password](#)
New Users: [Register for an Account](#)

Select Get Air Quality Service

Step 2: Disclaimer

The screenshot shows the San Diego County.gov website. At the top, there is a navigation bar with the county seal and the text "San Diego County.gov". Below this, there are links for "Announcements", "Logged in as: Mahiany Luther", "Collections (0)", "Reports (1)", "Account Management", and "Logout". A search bar is also present. A menu bar contains buttons for "Home", "APCD", "AWM", "DEH", "DPW", and "PDS". Below the menu bar, there is a link for "Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications)" and a "Search APCD Records" button. The main content area is titled "Online Permit System" and includes a welcome message and a disclaimer. A red box highlights the disclaimer text, and a callout bubble points to it with the text "Review the disclaimer". Another red box highlights the "I have read and accepted the above terms." checkbox, which is checked, and a callout bubble points to it with the text "Check the box and click on 'continue'". Below the checkbox is a "Continue Application »" button.

San Diego County.gov

Announcements | Logged in as: Mahiany Luther | Collections (0) | Reports (1) | Account Management | Logout

Search...

Home APCD AWM DEH DPW PDS

Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications) | Search APCD Records more ▾

Online Permit System

Welcome to San Diego County's Online Permit System.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your session.

General Disclaimer

While the The Agency hereafter referred to as 'The Agency', attempts to keep its Web information accurate and timely, the The Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the The Agency as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this website are the

I have read and accepted the above terms.

Continue Application »

Review the disclaimer

Check the box and click on "continue"

Step 3: Selecting “breakdown notification”

The screenshot shows the San Diego County.gov website. At the top, there is a navigation bar with the county logo and the text "San Diego County.gov". Below this, there are links for "Announcements", "Logged in as: Mahlany Luther", "Collections (0)", "Reports (1)", "Account Management", and "Logout". A search bar is also present. Below the navigation bar, there are tabs for "Home", "APCD", "AWM", "DEH", "DPW", and "PDS". Underneath the tabs, there is a link for "Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications)" and a link for "Search APCD Records".

Select an option below:

Air Quality Permit Application:
Select "Permit App", then one of the available permit application types. For assistance or to apply for an equipment type not listed below, please contact APCD at (858) 586-2600 or apcdpermits@sdcounty.ca.gov. Submitting this application does not grant permission to construct or to operate equipment except as specified in Rule 24, nor does it guarantee that you will receive a permit. Before acting on an application for Authority to Construct or Permit to Operate, the District may require further information, plans, or specifications. Forms submitted with insufficient information may require re-submission, which will cause a delay in application processing and may increase processing fees. The applicant should correspond with equipment and material manufacturers to obtain the information requested on a supplemental form.

Air Quality Grant Application:
Select "Grants", then one of the available grant application types. For assistance or to apply for a grant type not listed below, please contact APCD at (858) 586-2600 or cleanairgrants@sdapcd.org. Submitting this application does not guarantee that you will receive a grant. Before acting on a grant application, the District may require further information or specifications. Forms submitted with insufficient information may require re-submission, which will cause a delay in application processing. The applicant should correspond with a dealer and/or equipment manufacturer as needed to obtain the information requested on this application.

Gas Station Test Notification or Breakdown Notification:
Select "Compliance", then "Gas Station Test Notification" or "Breakdown Notification" below. For assistance please contact APCD at (858) 586-2650 or apcdcomp@sdcounty.ca.gov. Submitting this application does not guarantee that you will be scheduled for a test. Before acting on this test notification, the District may require further information or specifications. Applications submitted with insufficient information may require re-submission, which will cause a delay in processing.


If you are unsure about which option above to choose, please contact APCD at (858) 586-2600.

For building permits, including Solar Panels, Air Conditioners, etc., click the above tab labeled "PDS", and choose the appropriate permit type.

The form shows a dropdown menu with "Compliance" selected. Below the dropdown are two radio button options: "Breakdown Notification" and "Gas Station Test Notification". A "Continue" button is located at the bottom of the form.

Select “Compliance”, then “breakdown notifications” and click on “continue”

Step 4: Report the breakdown

 **SanDiegoCounty.gov**

Announcements | Logged in as: **Mahlany Luther** | Collections (0) | Reports (1) | Account Management | Logout

Search...

Home | **APCD** | AWM | DEH | DPW | PDS

Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications) | Search APCD Records more

Breakdown Notification

1 Breakdown Information | 2 Contacts | 3 Review | 4 Complete

Step 1 : Breakdown Information > Enter Breakdown Information

ASI * indicates a required field.

BREAKDOWN INFORMATION

Please list all additional permits affected by the breakdown being reported in the "Equipment Involved" space below.

<p>* Permit ID:</p> <input type="text"/>	<p>* Date Breakdown discovered:</p> <input type="text"/>
<p>* Date Received:</p> <input type="text" value="02/06/2017"/>	<p>* Time Breakdown discovered: ?</p> <input type="text" value="HH:MM 24-hour format"/>
<p>* Time Received:</p> <input type="text" value="15:53"/>	<p>Date Breakdown occurred (if known):</p> <input type="text"/>
<p>Is the equipment a CEM:</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>Time Breakdown occurred (if known): ?</p> <input type="text" value="HH:MM 24-hour format"/>
<p>Equipment Involved:</p> <div style="border: 1px solid #ccc; height: 50px; vertical-align: top;"></div>	<p>Date breakdown corrected (if known):</p> <input type="text"/>
<p><small>spell check</small></p> <p>Cause of Breakdown:</p> <div style="border: 1px solid #ccc; height: 50px; vertical-align: top;"></div>	<p>Time breakdown corrected (if known): ?</p> <input type="text" value="HH:MM 24-hour format"/>
<p><small>spell check</small></p> <p>Proposed corrective actions:</p> <div style="border: 1px solid #ccc; height: 50px; vertical-align: top;"></div>	<p>Breakdown Received By:</p> <input type="text" value="Online"/>
<p><small>spell check</small></p>	

Complete all applicable fields and click "continue"

Step 5: Entering contact information

The screenshot shows the San Diego County.gov website. At the top, there is a navigation bar with the county seal and the text "San Diego County.gov". Below this, there are links for "Announcements", "Logged in as: Mahiany Luther", and "Collections (0)". A secondary navigation bar contains buttons for "Home", "APCD", "AWM", "DEH", "DPW", and "PDS". A search bar contains the text "Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications)".

The main content area is titled "Breakdown Notification" and features a progress bar with four steps: "1 Breakdown Information", "2 Contacts", "3 Review", and "4 Complete". The "2 Contacts" step is currently active.

A red speech bubble points to the "2 Contacts" step with the text: "Enter or select breakdown contact information and click 'continue'".

The "Step 2: Contacts > Contacts" section is highlighted with a red border. It includes a sub-header "APCD Breakdown Contact" and a note: "* indicates a required field." Below this, there is a text input field with the placeholder "Email address is the recipient of the breakdown confirmation email". There are three buttons: "Select from Account", "Add New", and "Look Up". At the bottom of this section, there is a "Continue »" button and a "Save and resume later" button with a floppy disk icon.


Step 6: Review the information submitted. You will be able to review the information submitted. If the information is correct please click "continue"

The screenshot shows the "Breakdown Notification" process at Step 3: Review. The progress bar now has "3 Review" as the active step. The "Continue »" button is visible at the top left, and the "Save and resume later" button is at the top right.

A red text box contains the following instruction: "Please review all information below. Click the 'Edit' buttons to make changes to sections or click the 'Continue Application' button. By submitting this application, you hereby agree to the conditions of the program/permit for which you are applying."

Below the instruction, there is a section titled "Submission Type" with a dropdown menu currently set to "Breakdown Notification".

Step 7: Obtaining confirmation. You will get the following message stating the notification was successfully submitted



SanDiegoCounty.gov

[Announcements](#) | **Logged in as: Mahiany Luther** | [Collections \(0\)](#) | [Reports \(1\)](#) | [Account Management](#) | [Logout](#)

[Home](#) | [APCD](#) | [AWM](#) | [DEH](#) | [DPW](#) | [PDS](#)

[Get Air Quality Service \(Permit Applications, Gas Station Tests, Breakdown Notifications\)](#) | [Search APCD Records](#) more ▾

Breakdown Notification

1 Breakdown Information | 2 Contacts | 3 Review | **4 Complete**

Step 4: Complete

Your submission was successful.

Your Application Record ID is APCD2017-BRK-0016.

If applicable, you will need this Record ID to check the status of your Application.

Thank you for your submission. San Diego Air Pollution Control District values your input.

[View Submission Details »](#)

Submitting Breakdown Reports

Step 1: From the Accela Citizen Access (ACA) login screen, enter a username and password then click “Login”. Once logged in click on the “APCD” tab.

SanDiegoCounty.gov

Announcements | Register for an Account | Login

Search...

Home APCD AWM DEH DPW PDS

Please Login
Many online services offered by the County of San Diego are available through the Accela Citizen Access (ACA) system. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you may have added benefits.

Register Now »

Login
User Name or E-mail:
Password:
Login »
 Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

Step 2: Once you click on the APCD tab you will be able to view the breakdown notification you have submitted

SanDiegoCounty.gov

Announcements | Logged in as: Mahiany Luther | Collections (0) | Reports (1) | Account Management | Logout

Search...

Home APCD AWM DEH DPW PDS

Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications) | Search APCD Records more ▾

Records

Showing 1-10 of 15 | Download results | Add to favorites

<input type="checkbox"/>	Submit Date	Record ID	Type	Address	Expiration Date	Status	Action
<input type="checkbox"/>	02/06/2017	APCD2017-BRK-0016	Breakdown Notification			Submitted by ACA	

Step 3: Attaching the report

San Diego County.gov

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Search...

Home APCD AWM DEH DPW PDS

Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications) | Search APCD Records more

Record APCD2017-BRK-0016: [Add to collection](#)
Breakdown Notification

Record Status: Submitted by ACA

▼ Land/Parcel Address

▼ Record Details

Record Description:
Rapid Prep LLC

► More Details

► Fees

▼ Processing Status

- Receive Call
- Assign to Inspector
- Perform Inspection
- Supervisor Review/Closure

▼ Attachments (Documents)

PERMIT - If you are submitting an application for a permit to operate, by clicking the "Continue Application" button below, you will obtain a fee estimate.

GRANT - If you are applying for a grant, by clicking the "Continue Application" button below you are submitting your application to the District and you will not be able to go back and change information.

BREAKDOWN REPORT - Please attach the breakdown report and select "APCD-Breakdown_Report".

By submitting this application or report, you hereby agree to the conditions of the program/permit for which you are applying.

The maximum file size allowed is 100 MB.
htm;htm;mh;mh;html are disallowed file types to upload

Name	Record ID	Type	on
No records found.			

[Add](#)

Click on "add" and select the document you want to submit

Step 4: Naming the document

▼ Attachments (Documents)

PERMIT - If you are submitting an application for a permit to operate, by clicking the "Continue Application" button below, you will obtain a fee estimate.

GRANT - If you are applying for a grant, by clicking the "Continue Application" button below you are submitting your application to the District and you will not be able to go back and change information.

BREAKDOWN REPORT - Please attach the breakdown report and select "APCD-Breakdown_Report".

By submitting this application or report, you hereby agree to the conditions of the program/permit for which you are applying.

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

The screenshot shows a document upload form. At the top, there is a table header with columns: Name, Record ID, Type, Size, Latest Update, and Action. Below the header, it says "No records found." A dropdown menu is open, showing options: "--Select--", "APCD-Breakdown-Report", "APCD-General-Application", "APCD-General-Site-Response-Letter", and "APCD-General-Source-Test-Report". A red callout box points to "APCD-Breakdown-Report" with the text "Select APCD-Breakdown-Report". Below the dropdown, there is a "100%" progress indicator. A text area labeled "*Description:" contains the text "Breakdown Report for Facility ABC". A red callout box points to this text area with the text "Enter a description". At the bottom of the form, there are three buttons: "Save", "Add", and "Remove All". A red callout box points to the "Save" button with the text "Click save".

Step 5: Obtaining confirmation. You will get the following message stating the notification was successfully submitted

The screenshot shows the San Diego County government website. The header includes the San Diego County logo and the text "SanDiegoCounty.gov". Below the header, there is a navigation bar with links: "Announcements", "Logged in as: Mahiany Luther", "Collections (0)", "Reports (1)", "Account Management", and "Logout". A search bar is also present. Below the navigation bar, there is a menu with tabs: "Home", "APCD", "AWM", "DEH", "DPW", and "PDS". Under the "APCD" tab, there is a link: "Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications) | Search APCD Records more". A green confirmation message is displayed: "The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected." Below the message, the record information is shown: "Record APCD2017-BRK-0016: Breakdown Notification" and "Record Status: Submitted by ACA". There is also a link "Add to collection".