

## 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.



The screenshot shows the San Diego County.gov Citizen Access Portal. At the top, there is a navigation bar with links for Home, APCD, AWM, DEH, DPW, and PDS. A search bar is located in the top right corner. Below the navigation bar, there is a section titled "Welcome to the County of San Diego's online Citizen Access Portal" with a list of services: Research public information, Submit an application, View and track the status of your application, and Make secure online payments. A "Login" button is highlighted with a red callout box. To the right of the login button is a login form with fields for "User Name or E-mail:" and "Password:", a "Login »" button, and a "Remember me on this computer" checkbox. Below the login form is a section titled "Land Use and Environment Group Departments:" listing APCD, AWM, and DEH. The APCD department is highlighted with a red callout box, and the link "Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications)" is highlighted with a red callout box. A red callout box also points to the "Login" button with the text "Login". Another red callout box points to the "Get Air Quality Service" link with the text "Select Get Air Quality Service".

**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:

|   |  |
|---|--|
| <p><b>General Information</b></p> <p><a href="#">Lookup Property Information</a></p>                      | <p><b>APCD</b></p> <p><a href="#">Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications)</a></p> <p><a href="#">Search APCD Records</a></p> <p><a href="#">Apply for an Air Quality Grant</a></p> |
| <p><b>DEH</b></p> <p><a href="#">Create an Application</a></p> <p><a href="#">Search Applications</a></p> | <p><b>AWM</b></p> <p><a href="#">Search Applications</a></p>   |

**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:  
Login »

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. Below the navigation bar, there are several menu items: "Home", "APCD", "AWM", "DEH", "DPW", and "PDS". A secondary menu includes "Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications)", "Search APCD Records", and "more".

The main content area is titled "Online Permit System" and includes a welcome message: "Welcome to San Diego County's Online Permit System." Below this, a bold instruction reads: "Please 'Allow Pop-ups from This Site' before proceeding. You must accept the General Disclaimer below before beginning your session."

The "General Disclaimer" text is enclosed in a red box. It states: "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 property of their respective owners."

Below the disclaimer, there is a checkbox with the text "I have read and accepted the above terms." This checkbox is checked and is also enclosed in a red box. A callout bubble points to this checkbox with the text "Check the box and click on 'continue'".

At the bottom of the page, there is a button labeled "Continue Application »". A callout bubble points to this button with the text "Review the disclaimer".

### 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". Under the "APCD" tab, 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](mailto: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](mailto: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](mailto: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 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

\* indicates a required field.

ASI

#### BREAKDOWN INFORMATION

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

\* Permit ID:

\* Date Received:

\* Time Received:

Is the equipment a CEM:  
 Yes  No

Equipment Involved:

[spell check](#)

Cause of Breakdown:

[spell check](#)

Proposed corrective actions:

[spell check](#)

\* Date Breakdown discovered:

\* Time Breakdown discovered:

Date Breakdown occurred (if known) :

Time Breakdown occurred (if known):

Date breakdown corrected (If known):

Time breakdown corrected (If known):

Breakdown Received By:

**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 header "APCD Breakdown Contact" with a note "\* indicates a required field." Below the header, it states "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 save 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. Below the progress bar, there is a "Continue »" button and a "Save and resume later" button with a save icon.

A red text box contains the following instructions: "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 instructions, 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.

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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

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

**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.

| Name              | Record ID | Type | Size | Latest Update | Action |
|-------------------|-----------|------|------|---------------|--------|
| No records found. |           |      |      |               |        |

--Select--  
APCD-Breakdown-Report  
APCD-General-Application  
APCD-General-Site-Response-Letter  
APCD-General-Source-Test-Report

100%

\*Description:  
Breakdown Report for Facility ABC

spell check

Save Add Remove All


Remove

Select APCD-Breakdown-Report

Enter a description

Click save

**Step 5:** 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](#)

Search...

Home APCD AWM DEH DPW PDS

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

The attachment(s) has/have been successfully uploaded.  
It may take a few minutes before changes are reflected.

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

Record Status: Submitted by ACA