




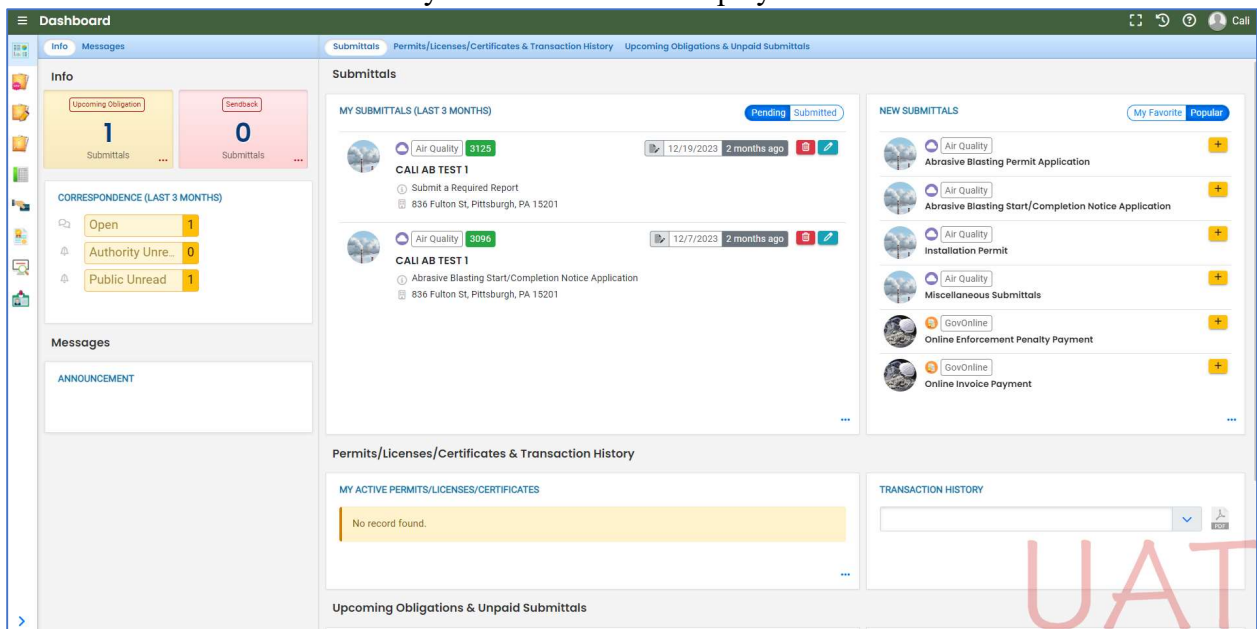
# Breakdown Submittal User Guide

Thank you for reviewing ACHD’s Breakdown Submittal User Guide. This guide will walk through the steps required to complete the submission of a breakdown report. The first section will illustrate each step using a Responsible Official REP login. The next section addresses submitting the report as a Consultant REP login and the last section shows how a Responsible Official approves a Consultant Submitted Report.

## Submitting a Breakdown using a Responsible Official User Account

1. Login to REP using your credentials, in this case the Responsible Official (“RO”) for your Facility. If you are having issues seeing your Facility please email [AQREP@AlleghenyCounty.US](mailto:AQREP@AlleghenyCounty.US).

2. Start at your Dashboard; the  icon ( Top, Far Left) will take you to the Dashboard. The Dashboard is your “Front Page”, containing a collected overview of Obligations and Submittals. Note: Clicking the “hamburger” icon (three stacked horizontal lines) expands the Dashboard icon menu so you can see the full display for each icon.



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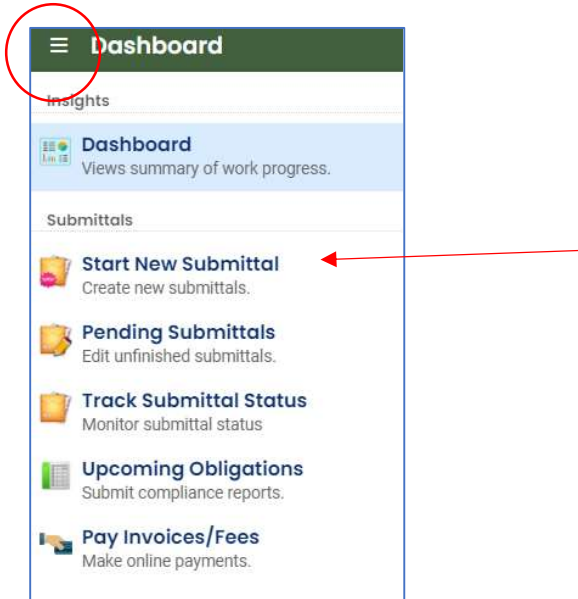




# Breakdown Submittal User Guide



- Once the dashboard is expanded, click the New Submittal Icon. It is directly below the Dashboard icon. The New Submittal is available without going to the Dashboard first, but it is important to be aware of the Dashboard.



- You will need to click the Create New Application button  on the right of Miscellaneous Submittals to begin.



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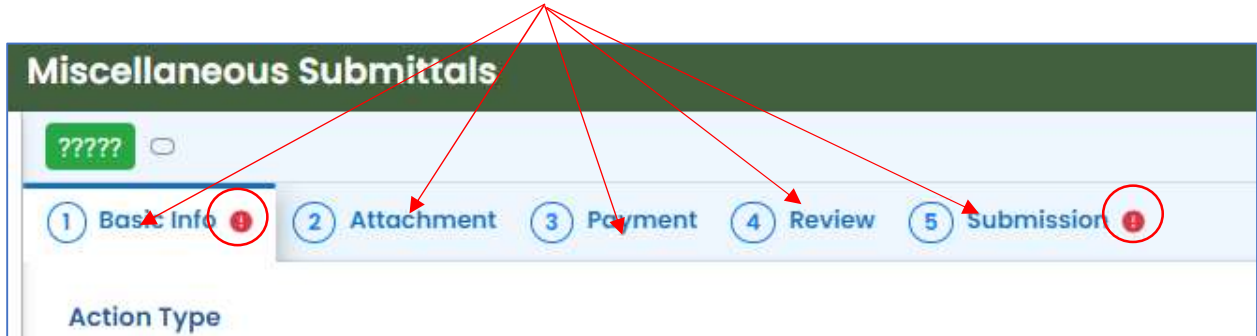
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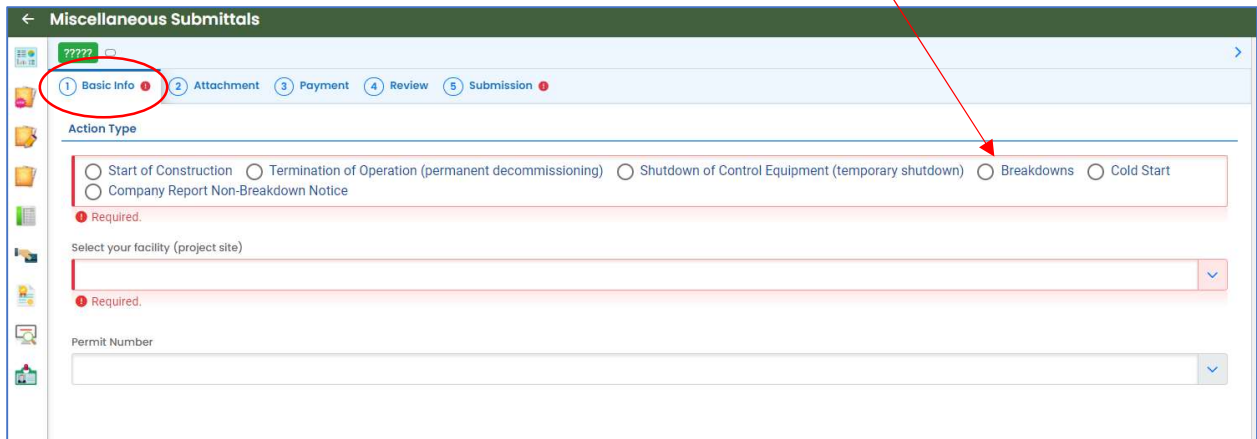
# Breakdown Submittal User Guide

5. Next, you will be presented with the first of five submission tabs for a report. The five tabs are seen in the image below and described in the next 5 sections. Watch for the symbol. This indicates that there are required items on these pages.



## 6. Basic Info Tab

- a. To begin a Breakdown submittal, you will need to select breakdown under Action Type.



- b. Once breakdown is selected, you will need to select your facility using the drop-down menu. Unless you are the RO for multiple facilities, you should only be able to select the facility that has been linked to your username.



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# Breakdown Submittal User Guide

- c. Next, you will need to select the Breakdown Start Time by clicking on the local date and time picker on the right side of the screen.

The screenshot shows a web form titled "Action Type". At the top, there are radio buttons for "Start of Construction", "Termination of Operation (permanent decommissioning)", "Shutdown of Control Equipment (temporary shutdown)", "Breakdowns" (which is selected), and "Cold Start". Below this is a "Company Report Non-Breakdown Notice" option. The next field is "Select your facility (project site)", which is a dropdown menu with a red "Required." error message below it. The "Breakdown Start Time" field is a date and time picker with a placeholder "mm/dd/yyyy --:-- --" and a date picker icon on the right, which is circled in red. A red arrow points to this icon. A red "Required." error message is also present below this field.

- d. Then, you will select the permit from the drop-down under Permit Number. This could be your facility's Installation or Operating Permit that permits the equipment experiencing the breakdown.

This screenshot shows the same form as above, but with the "Permit Number" field highlighted. The "Permit Number" field is a dropdown menu with a blue arrow icon on the right, which is circled in red. A red arrow points to this icon. The "Breakdown Start Time" field and its date picker icon are also visible, but not circled.



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# Breakdown Submittal User Guide

e. Next, you will move on to the Breakdowns section and select

**+ New**

Miscellaneous Submittals

\* [????] [ ]

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Action Type

Start of Construction  Termination of Operation (permanent decommissioning)  Shutdown of Control Equipment (temporary shutdown)  Breakdowns  Cold Start

Company Report Non-Breakdown Notice

Select your facility (project site)

[ ]

Required.

Breakdown Start Time

mm/dd/yyyy --:--

Required.

Permit Number

[ ]

Breakdowns

Identification of the specific equipment involved:

**+ New**

- 1) This will prompt you to select which emission unit and equipment type that is experiencing the breakdown using the drop-downs. Provide Location as to the breakdown within the equipment. For a baghouse, it could be a bag/compartments, filters or motors.
- 2) It is not required, but you can describe what other devices or equipment are affected by this breakdown.

Breakdowns

Identification of the specific equipment involved:

Emission Unit	Equipment Type	Equipment	Location
[ ]	[ ]	[ ]	[ ]

Emission Unit

Required

Equipment Type

Required

Location

Required

Permit Number (if any)

Potentially affected devices, equipment, and other sources

[ ]

1 Results

+ New



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# Breakdown Submittal User Guide

- f. Once the emission unit and equipment type has been described, you will move down the page and describe the nature and probable cause of the breakdown and the expected length of time that the equipment will be out of service.

The nature and probable cause of the breakdown:

Required.

Expected length of time that the equipment will be out of service:

Required.

Identification of the specific material(s) which are being, or are likely to be, emitted together with a statement concerning its toxic qualities, including its qualities as an irritant, and its potential for causing illness, disability, or mortality:

+ New

- g. Next, you will select **+ New** under identification of the specific material(s).

The nature and probable cause of the breakdown:

Required.

Expected length of time that the equipment will be out of service:

Required.

Identification of the specific material(s) which are being, or are likely to be, emitted together with a statement concerning its toxic qualities, including its qualities as an irritant, and its potential for causing illness, disability, or mortality:

+ New

- h. This will prompt you to select the pollutant from the drop-down, type the estimated quantity, unit for reporting and select the reporting date. You can select **+ New** again to submit multiple pollutants.

Pollutant	Quantity	Unit	Reporting Date
	0		
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>

Required. Required. Required. Required.

1 Results

+ New



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A completed nature and quantity of emission is shown below showing emissions of PM condensable of 153.3 pounds. The Unit can also be a rate like pounds per hour.

irritant, and its potential for causing illness, disability, or mortality:

Pollutant	Quantity	Unit	Reporting Date
(Criteria) PM Condensible	153.3	Pounds	2024-03-02

Pollutant	Quantity	Unit	Reporting Date
(Criteria) PM Condensible	153.3	Pounds	03/02/2024

1 Results

- Lastly under the Basic Info tab, you will describe which measures will be taken to minimize the breakdown and emissions from the breakdown.

Measures being taken to shut down or curtail the affected source(s) or the reasons why it is impossible or impractical to shut down the source(s), or any part thereof, during the breakdown

Required

- Attachment Tab: Attachments are not required for Breakdowns, but you are welcome to submit any attachments that you feel are important to include regarding the incident.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

Attachments are not required for current submittal.

When uploading an attachment, first click the file record and select a document type option for the uploaded file.

Click to Upload or Drag Files Over Here



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8. Payment Tab: There is no payment to submit a Breakdown. The total should be shown as \$0.00 on this tab.

1 Basic Info 2 Attachment 3 **Payment** 4 Review 5 Submission

Please ensure all required data is entered on the submittal form and required attachments are provided before you can pursue payment. For a new submittal, please click on the **SAVE** button to confirm the fee amount before you continue.

There is no payment due at this time.

Fee	Paid	Balance
\$ 0.00	\$ 0.00	\$ 0.00

Fees Payment Transactions

Fee is not required at this time. No payment transaction records.

9. Review Tab: If any required fields or submission types are missing, this tab will inform you.

1 Basic Info 2 Attachment 3 Payment 4 **Review** 5 Submission

Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF (PDF icon) hyperlink to open/save/print the PDF form.

× Basic Info

Fees/Payments

Fee	Paid	Balance
\$ 0.00	\$ 0.00	\$ 0.00

Mandatory Attachment Uploaded Attachment

Attachments are not required for this Submittal.

The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.



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# Breakdown Submittal User Guide

10. **Submission Tab:** Review and check the Certification Statement. Answer the Security Question and Enter PIN. Without all three correctly entered, you cannot finish the submission.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please check the required fields on the form.

**Certification Statement**

Declaration of accuracy information provided: \*

Based on information and belief formed after reasonable inquiry, the statements and information submitted are true, accurate and complete. Any attachments are based upon the best available information and comply with Article XXI, Section 2108.01.e.2.H reporting requirements.

I have read and agree to the above certification statement

**Security Question**

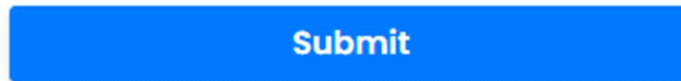
Security Question: where did you first meet your spouse? \*

Show Question Answer

**PIN Number**

PIN: \*

11. **SUBMIT:** With all 3 fields completed, the gray SUBMIT button at the bottom will turn blue.



12. **SAVE:** If, at any time, you need to save your work and return later, be sure to hit the Save Key at the bottom right of the page.



After you have successfully submitted the Breakdown Submission, you should receive a “Submission Successful!” message.

- a. Click  **Receipt** to print your receipt.



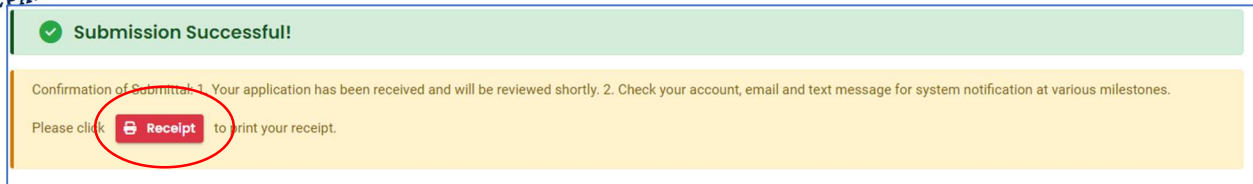
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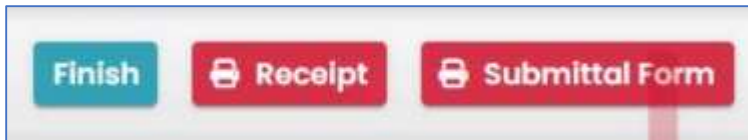




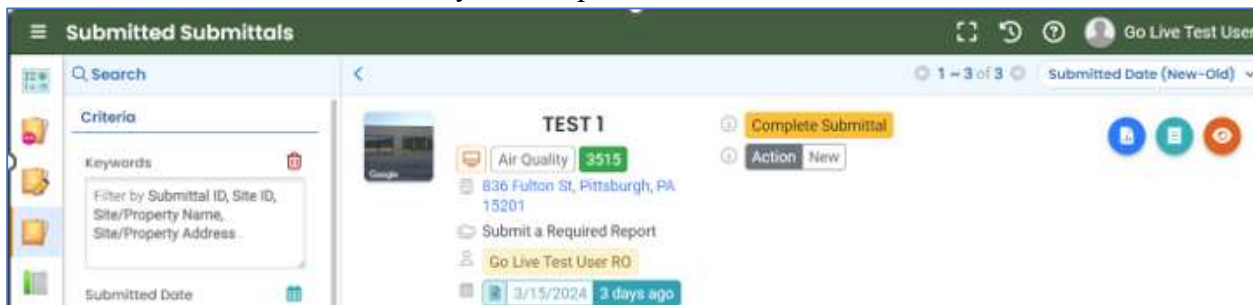
# Breakdown Submittal User Guide



14. At the bottom of the page, other options to Finish, Receipt, and Print are available.



a. If you select Finish, you will be redirected to the Submitted Submittals Page and will be able to view your completed Submittal.



b. If you select Receipt, you will be redirected to a Submittal Receipt Page and you can save/print for your records.



## Submittal Receipt

Allegheny County Health Department – Air Quality Program  
542 Fourth Avenue Pittsburgh, PA 15219 Create Date: 3/22/2024

### Submittal Summary

Submittal ID: 3597

Facility (project site): Go Live ACHD Test Facility

Submittal Name: Miscellaneous Submittals

Submitted By: Go Live Test User RO

Email: call.conley@alleghenycounty.us

Submitted Date: 03/22/2024

Submission Method: Online

### Payment Information

There is no payment due at this time.

### Certification

Certification Statement: Based on information and belief formed after reasonable inquiry, the statements and information submitted are true, accurate and complete. Any attachments are based upon the best available information and comply with Article XXI, Section 2108.01.e.2.H reporting requirements.

Certification Question: where did you graduate from high school?

Certification Question Answer: \*\*\*\*\*

IP Address: 199.224.24.11

Confidential Business Information (CBI): No

Responsible Official: Go Live Test User RO



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# Breakdown Submittal User Guide

- c. If you select Submittal Form, you will be redirected to a Submittal summary page and you can save/print for your records.

- 15. If you want to access the submittal at a later date, one can access the Completed Submittal in the Dashboard by clicking Submitted to the right of My Submittals.



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# Breakdown Submittal User Guide

## Submitting a Breakdown using a Consultant User Account

Consultants can prepare Submittals on behalf of their Responsible Official. Consultants should complete all the steps above until they reach the Review tab and follow the below steps to advance the Submittal to the Responsible Official for review and submission.

16. After reviewing the Submittal, the Consultant will need to select the Responsible Official using the Select RO drop-down and press  .

Miscellaneous Submittals

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF ( ) hyperlink to open/save/print the PDF form.

Basic Info

Fees/Payments

Fee	Paid	Balance
\$ 0.00	\$ 0.00	\$ 0.00

Mandatory Attachment

Attachments are not required for this Submittal.

The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.

Send Notification To RO

Click 'eNotify' button to send an email notification.

Select RO:

Required

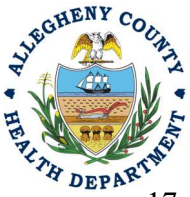
eNotify



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# Breakdown Submittal User Guide

17. Note that on the Submission Tab, Consultants do not have the ability to complete the Breakdown Submission.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

You are not allowed to submit this application. Please notify RO and let the RO submit the form.

Please check the required fields on the form.

Certification Statement

Declaration of accuracy information provided: \*

Based on information and belief formed after reasonable inquiry, the statements and information submitted are true, accurate and complete. Any attachments are based upon the best available information and comply with Article XXI, Section 2108.01.e.2.H reporting requirements.

I have read and agree to the above certification statement

Security Question

Security Question: what was your first pet's name? \*

Show Question Answer

PIN Number

PIN: \*



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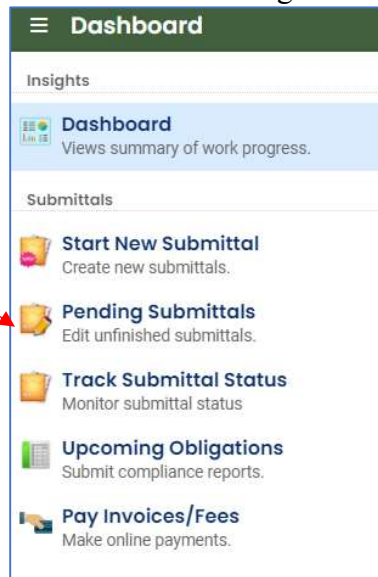
# Breakdown Submittal User Guide

## Responsible Official Submitting a Consultant Created Submittal

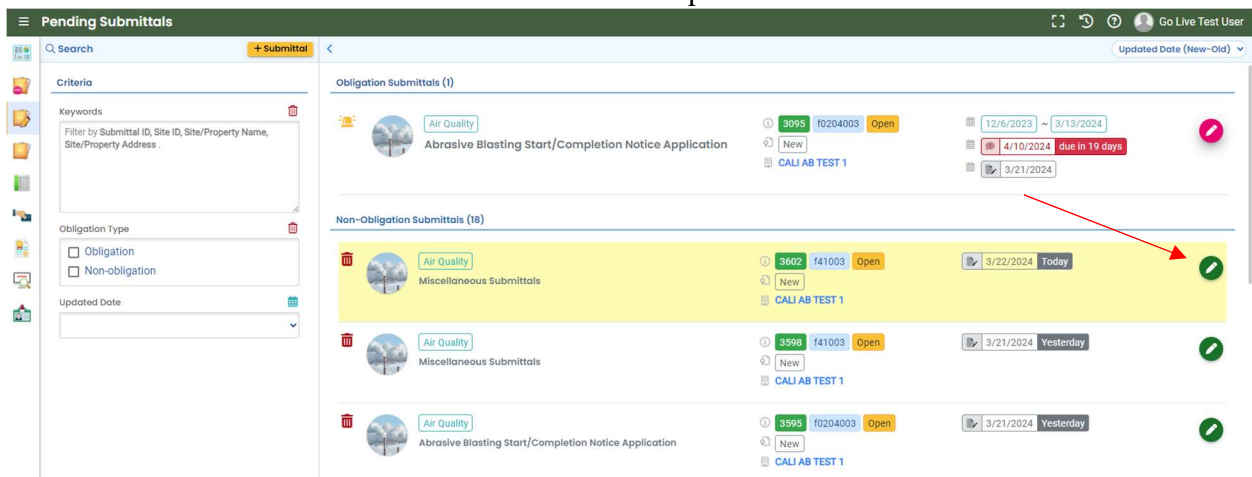
18. If the Consultant clicked the  button, the Responsible Official will be notified via email of the Consultant's Breakdown Submission. The Responsible Official will be responsible to complete the Submittal otherwise it will not be received by ACHD.
- After the Consultant Created Submission, the Responsible Official should login

and access their dashboard by selecting the Dashboard icon .

- Check for the Pending Submittal in Submittals on the Dashboard.



- Click on the Green Pencil icon to complete the submission.



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# Breakdown Submittal User Guide

- d. The Responsible Official should review each tab (Basic Info, Attachment, Payment, and Review) for accuracy. No tab should indicate any incomplete items.
- e. Submission Tab: The Submission tab is active for the Responsible Official to submit the Consultant created breakdown submission. Review and check the Certification Statement. Answer the Security Question and Enter PIN. Without all three correctly entered, you cannot finish the submission.

- f. **SUBMIT**: With all 3 fields completed, the gray SUBMIT button at the bottom will turn blue.



- g. **SAVE**: If, at any time, you need to save your work and return later, be sure to hit the Save Key at the bottom right of the page.



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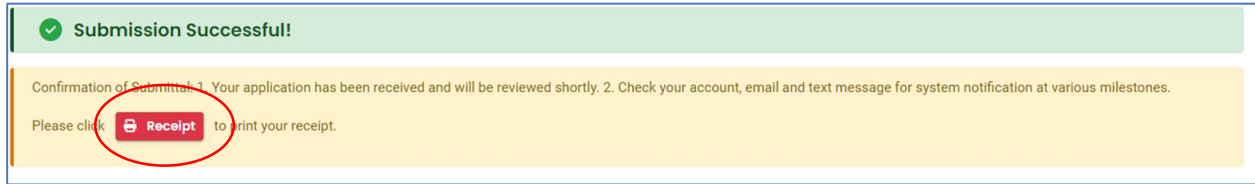




# Breakdown Submittal User Guide

h. After you have successfully submitted the Breakdown Submission, you should receive a “Submission Successful!” message.

1) Click  **Receipt** to print your receipt.



i. At the bottom of the page, other options to Finish, Receipt, and Print are available.



1) If you select Finish, you will be redirected to the Submitted Submittals Page and will be able to view your completed Submittal.



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# Breakdown Submittal User Guide

- 2) If you select Receipt, you will be redirected to a Submittal Receipt Page and you can save/print for your records.

**Submittal Receipt**

Allegheny County Health Department – Air Quality Program  
542 Fourth Avenue Pittsburgh, PA 15219 Create Date: 3/22/2024

---

**Submittal Summary** Submittal ID: 3597

Facility (project site): Go Live ACHD Test Facility

Submittal Name: Miscellaneous Submittals

Submitted By: Go Live Test User RO Email: [cail.conley@alleghenycounty.us](mailto:cail.conley@alleghenycounty.us)

Submitted Date: 03/22/2024 Submission Method: Online

---

**Payment Information**

There is no payment due at this time.

---

**Certification**

Certification Statement: Based on information and belief formed after reasonable inquiry, the statements and information submitted are true, accurate and complete. Any attachments are based upon the best available information and comply with Article XXI, Section 2108.01.e.2.H reporting requirements.

Certification Question: where did you graduate from high school?  
Certification Question Answer: \*\*\*\*\*  
PIN Number: \*\*\*\*\*  
IP Address: 199.224.24.11

Confidential Business Information (CBI): No  
Responsible Official: Go Live Test User RO

- 3) If you select Submittal Form, you will be redirected to a Submittal summary page and you can save/print for your records.

**Miscellaneous Submittals**

ID: 3597 | Submitted Date: 2024-03-22

---

**Basic Information**

---

**Owner Information**

Go Live Test User RO  
[cail.conley@alleghenycounty.us](mailto:cail.conley@alleghenycounty.us)  
 4125840301  
 301 39th Street, Pittsburgh, PA 15201

---

**Action Type**

Start of Construction  
 Termination of Operation (permanent decommissioning)  
 Shutdown of Control Equipment (temporary shutdown)  Breakdowns  
 Cold Start  Company Report Non-Breakdown Notice

Name: Go Live Test Facility Facility ID: 194215

Physical Location: NEVILLE RD, NEVILLE TOWNSHIP, PA 15225 (40.502458,-80.102982)

Permit Number: 0037a

---

**Shutdown of Control Equipment (temporary shutdown)**

Which equipment to shut down?  
Control Device

Reason for the Shutdown:  
safety

Expected length of time before the equipment will be out of service:



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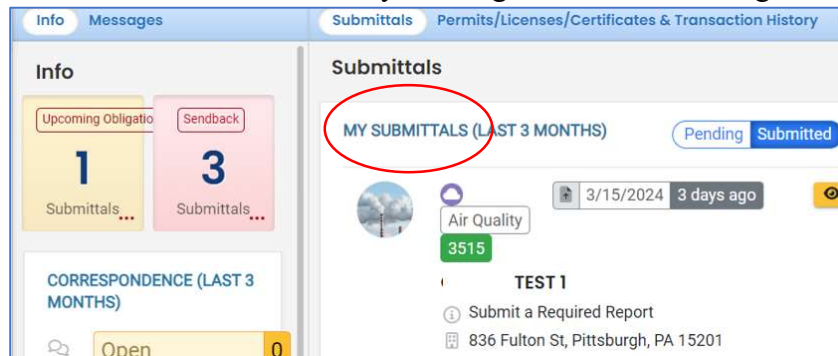
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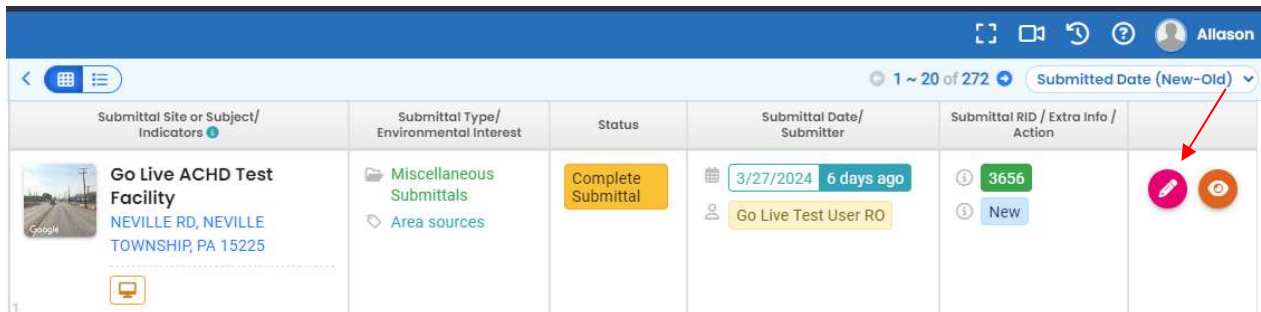
- j. If you want to access the submittal at a later date, one can access the Completed Submittal in the Dashboard by clicking Submitted to the right of My Submittals.



If you have any questions regarding submitting a Breakdown as a Responsible Official or Consultant, please contact ACHD by email at [AQREP@AlleghenyCounty.US](mailto:AQREP@AlleghenyCounty.US).

## Submitting the 7 Day Follow Up Report

Access the Completed Submitted Submittal from your Dashboard. Click the pink Pencil to edit the Complete submittal.



Update the reporting date for Pollutants to actual pollutants emitted. The facility may add an emission calculations spreadsheet to Attachments but it is not required.

Update the expected length of time that the equipment will be out of service to Actual time out of service.

Resubmit the Submission with the updated information.

If you have any questions regarding submitting a Breakdown as a Responsible Official or Consultant, please contact ACHD by email at [AQREP@AlleghenyCounty.US](mailto:AQREP@AlleghenyCounty.US)



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