



**AIR QUALITY
UPSET LOG AND EXCESS EMISSIONS REPORT**

Pursuant to Excess Emissions Rules
OAR 340-214-0300 through 0360

State of Oregon
Department of
Environmental
Quality

Instructions: Complete one form for the whole facility

Facility Name _____ Permit Number: _____

DEQ will determine if enforcement action is warranted based on the information provided below. Complete details related to each excess emissions event must be provided. Please attach additional information to this form if necessary.

Emissions Problem:	
EXCESS EMISSIONS COULD ENDANGER PUBLIC HEALTH (Required to notify DEQ immediately)	NO DANGER (Enter in log; Report to DEQ within 15 days of event, if required by the permit or requested by DEQ)
PLANNED EXCESS EMISSION (Anticipated) Date of DEQ approval:	UNPLANNED UPSET
Date and time excess emission or upset began:	Date and time upset reported:
Name of DEQ staff contacted:	Name of person notifying DEQ:
Method of notification:	Operator(s) on duty:
CAUSE (Check all that apply): Process startup Process shutdown Scheduled maintenance Breakdown Malfunction Emergency Fuel problem Other known problem Unknown at this time	EQUIPMENT INVOLVED:
Duration or estimated time until return to normal operation:	
Describe steps taken to mitigate emissions and corrective actions taken:	
Measures taken to prevent reoccurrence:	
Magnitude and duration of increased emissions over normal rates (based on continuous monitoring data or estimate?) (Show calculation factor and equations)	
Describe efforts made to minimize amount/duration of emissions:	



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Describe how process or handling equipment and pollution control equipment were maintained and operated in a manner consistent with good practice for minimizing emissions:
Describe how repairs or corrections were made in a timely manner. Indicate if overtime labor or contract labor/equipment was used to reduce amount and duration of excess emissions:
The final resolution of the cause of the excess emissions:
Have there been previous excess emissions of this kind? If so, briefly describe the cause of these events:
Operator(s) on duty:
Report completed by:

When required by a permit or requested by DEQ, Excess Emissions Reports must be submitted to DEQ within 15 days of the date of the event (OAR 340-214-0340), unless another time period is specified by a permit condition. Excess emissions that are an emergency condition or that could endanger public health must be reported immediately. An upset log must be kept of all planned and unplanned excess emissions in accordance with OAR 340-214-0340(3). A copy of the upset log must be submitted to DEQ along with the Annual Report.