



Instructions: Facility Contacts Form

Introduction	Use the following instructions to help guide you through the <i>Facility Contacts form</i>. Bay Area Air Quality Management District's new computer system requires all facilities have three contacts; owner contact, operator contact and billing contact. If you are an existing facility, until your contacts are updated, your current site contact will be used as all three contacts.
Who should use this form?	This form is for: ➤ New facilities that have no contacts associated with their facility. A <i>Facility Creation & Update form</i> must also be submitted. ➤ Existing facilities that need to update information on contacts already associated with the facility.
BAAQMD ID	Facility Name – Enter the name as it appears on the BAAQMD permit or invoice. BAAQMD Facility ID - The facility ID is available on the permit or invoice issued by BAAQMD.
Contact Types	Owner Contact – The individual representing the owner. The owner is the individual, partnership, limited liability company, corporation, or other entity that owns or controls the permitted equipment and is responsible for the permit to operate. Operator Contact – The individual responsible for day to day operations and/or air quality issues at the facility. Billing Contact – The individual responsible for paying invoices (accounts receivable). This individual is the default contact to receive all invoices from BAAQMD.
E-Mail Address	BAAQMD is working on a system with online features and increased communication through e-mail. Please provide e-mail address(es), so that we can inform you when the system is available.
Still need help?	Call the Engineering Division at (415) 749-4990.