APCD PUBLIC SEARCH

Document library **User Guide**

Created: December 2021
Last Updated: December 2022

Purpose:

This guide is intended to assist public users and customers with searching and finding documents related to our Permitting, Compliance, Toxics Inventory, and health risk assessment programs.
Documents are added continuously. Documents beyond program retention timelines are removed.

Contents

How to perform basic Search

Choose from five available Document Type Options at top - multiple selection option is available. Enforcement cases include Notices of Violation, Notices to Comply, and Mobile Source Citations.

Document Type *

Select an option ▾

☐ Permit Application
☐ Enforcement Case
☐ Air Toxic Inventory
☐ Health Risk Assessment
☐ Permit to Operate
No option selected

Document From Date

01/01/2018

Document To Date

12/23/2022

Search by Keyword	Search by Record ID

Find documents by their associated Record ID. Optionally, enter additional information to further refine your search.

Record ID

Record ID (examples APCD2022-PTO-123456, APCD2022-NOV-123456)

Organization Name

Street Number

Street Name

Use only road name, like "Broadway"

City

Search	Reset

Program References

Mobile Source Program:

https://www.sdapcd.org/content/sdapcd/compliance/compliance-requirements/mobile-source-program.html

Toxics/Emissions Inventory

https://www.sdapcd.org/content/sdapcd/permits/toxics-emissions.html

Compliance (Enforcement, Notices of Violation)

https://www.sdapcd.org/content/sdapcd/compliance/violation-information.html

Alternatively, you can search using the Keyword search which searches for specific words (including business, road names, Zip codes) within documents and related record information.

OR

Search Document Content

Keyword Search

Genesee

| Reset | Search |

Sort By: | Object Name | Description | Document Type
Click the plus sign ⊕ to view the additional fields. Click the negative sign ⊖ to hide the additional fields.

Show 10 ⌄ entries   Search: [   ]

	Record ID	Document Name	Description	Document Type	Created Date
⊙	APCD2019-NOV-000924	APCD - NOV Insp_APCD2019-NOV-000924_10.17.2019.pdf	APCD - NOV Inspection	Enforcement Case	10/18/2019 11:19 AM
⊙	APCD2019-NOV-000925	APCD - NOV Insp_APCD2019-NOV-000925_10.17.2019.pdf	APCD - NOV Inspection	Enforcement Case	10/18/2019 11:46 AM
⊙	APCD2020-NOV-000360	APCD - NOV Insp_APCD2020-NOV-000360_06.18.2020.pdf	APCD - NOV Inspection	Enforcement Case	06/18/2020 12:45 AM
⊙	APCD2021-NOV-000506	APCD - NOV Insp_APCD2021-NOV-000506_08.06.2021.pdf		Enforcement Case	08/06/2021 04:57 PM
⊙	APCD2021-NTC-00120	APCD - NTC Insp_APCD2021-NTC-00120_06.04.2021.pdf		Enforcement Case	06/04/2021 05:36 PM
⊙	APCD1976-SITE-00213	2016_Report Package_EID 197600213.pdf		Air Toxic Inventory	08/04/2021 07:25 AM
⊙	APCD1976-SITE-00243	CampusMap-Real_Estate.pdf	2017 TEI refinement	Air Toxic Inventory	02/11/2021 07:32 AM
⊙	APCD1976-SITE-00243	Campus Acreages - La Jolla.pdf	2017 TEI refinement	Air Toxic Inventory	02/11/2021 07:31 AM

Showing 1 to 8 of 8 entries   Previous 1 Next

If you know, or are looking for a specific Record ID, you can add that in the Record ID field:

Record ID *

[Record ID]

Record ID Formats

Site Record IDs: APCDYYYY-SITE-###### - example: APCD2022-SITE-123456

Permit Record IDs: APCDYYYY-PTO-###### - example: APCD2022-PTO-123456

Notice of Violation Record IDs: APCDYYYY-NOV-###### - example: APCD2022-NOV-123456

Notice to Comply Record IDs: APCDYYYY-NTC-###### - example: APCD2022-NTC-123456

Mobile Source Citation Record ID format: APCDYYYY-MSC-#### - example: APCD2022-MSC-1234

Permit Applications Record ID Format: APCD YYYY-APP-###### - Example: APCD2022-APP-123456

Title V Permits Record ID Format: APCDYYYY-TVP-###### - Example: APCD2022-TVP-123456

Find Specific Documents Appendix

Searches submitted with data in the Record ID box return APCD documents with matching Record ID. Combinations of Organization Name, Street Address, City, and/or date fields can be combined to create targeted searches. Note that older documents do not have full text search available.

1. Document type – Select from options provided.
2. Record ID – Specify the APCD Record ID in this field if you know it.
3. Organization Name
4. Street Number – Specify the property's Street Number in this field.
5. Street Name – Specify property's Street Name in this field.   Exclude directional prefixes, street types or street type suffixes. For example, search "Mission" instead of "N. Mission Ave".
6. Document Dates – Specify the date range. Searches including only a From date will return documents created after that date. Searches including only a "To" date will return documents created before that date.

Search Document Content Appendix

Searches submitted with terms in the Search Document Content box return APCD documents that contain matching text in the document itself or its properties. Not all documents function with content searches.

1. Document type
2. Use specific search terms for best search performance.
3. Please allow up to 5 minutes for content searches due to document library size.
4. Search results are limited to 350 Documents.

How to Refine Search Results

To refine, or search within initial search results, you can use the Search box at top of result set.

Sort By: | Object Name | Description | Document Type
* You have more than 350 results, please consider refining your search.
Click the plus sign ⊕ to view the additional fields. Click the negative sign ⊖ to hide the additional fields.

Show [10 ▾] entries   Search: [_____]

▲	Record ID ⬍	Document Name ⬍	Description ⬍	Document Type ⬍	Created Date ⬍
○	APCD1993-	FID 199308671 SiteId APCD1993-		Air Toxic	01/15/2020

Example Search all documents by Street name

Document Type *

[Select an option ▾]

☑ Permit Application
☑ Enforcement Case
☑ Air Toxic Inventory
☑ Health Risk Assessment
☑ Permit to Operate

5 options selected - Permit Application,Enforcement Case,Air Toxic Inventory,Health Risk Assessment,Permit to Operate

Document From Date

[01/01/2018   📅]

Document To Date

[12/23/2022   📅]

Search by Keyword	Search by Record ID

Find documents by their associated Record ID. Optionally, enter additional information to further refine your search.

Record ID

[Record ID (examples APCD2022-PTO-123456, APCD2022-NOV-123456)]

Organization Name

[   ]

Street Number

[   ]

Street Name

[Mission   ]

City

[   ]

Search	Reset

Sort By: | Document Name | Description | Document Type

Example Search by Record ID

If you know a specific Record ID, you can add that to the [Record ID] search field.

Document Type *

Select an option	⌄

☑ Permit Application
☑ Enforcement Case
☑ Air Toxic Inventory
☑ Health Risk Assessment
☑ Permit to Operate

5 options selected - Permit Application,Enforcement Case,Air Toxic Inventory,Health Risk Assessment,Permit to Operate

Document From Date

01/01/2018	🗂

Document To Date

12/23/2022	🗂

Search by Keyword	Search by Record ID

Find documents by their associated Record ID. Optionally, enter additional information to further refine your search.

Record ID

APCD2022-PTO-123456

Organization Name

Street Number

Street Name

Use only road name, like "Broadway"

City

Search	Reset

How to Search For Permits by Zip Code

Document Type *

[Select an option   ▼]

☐ Permit Application
☐ Enforcement Case
☐ Air Toxic Inventory
☐ Health Risk Assessment
☑ Permit to Operate
1 option selected - Permit to Operate

Document From Date

[mm/dd/yyyy   📅]

Document To Date

[mm/dd/yyyy   📅]

Search by Keyword	Search by Record ID

Find documents by their content using keywords.

Keyword Search

[92101]

Search	Reset

Sort By: | Document Name | Description | Document Type
* You have more than 350 results, please consider refining your search.
Click the plus sign ⊕ to view the additional fields. Click the negative sign ⊖ to hide the additional fields.

Show [10   ▼] entries   Search: [   ]

	Record ID ⬍	Document Name ⬍	Description ⬍	Document Type ⬍	Created Date ⬍
⊙	APCD2012-PTO-001362	APCD2012-PTO-001362-Revised-Registration-Renewal-2021.pdf		Permit to Operate	05/18/2021 12:37 AM
⊙	APCD2012-PTO-001362	APCD2012-PTO-001362-Renewal Permit_2023.pdf		Permit to Operate	08/18/2022 09:20 AM
⊙	APCD2012-	APCD2012-PTO-001362-Permit		Permit to	08/26/2021

A full list of current Permits is available here:

https://data.sandiegocounty.gov/Environment/Air-Pollution-Equipment-Permits/33xy-2ab9

Example Search for Notices of Violation

Note that the percent sign is the wildcard character, so using %NOV% will return all Record IDs with "NOV". Using %2020%NOV% will return all 2020 Notices.

Please Click Here for User Guide

Document Type *

Select an option ▼

☐ Permit Application
☑ Enforcement Case
☐ Air Toxic Inventory
☐ Health Risk Assessment
1 option selected - Enforcement Case

Record ID *

%NOV%

Organization Name

Street Number

Street Name

City

Document From Date

06/09/1999

Document To Date

01/04/2022

Example Search by Organization or Road Name using Text/keyword Search

OR

Search Document Content

Keyword Search

Genesee

[Reset] [Search]

Sort By: | Object Name | Description | Document Type |
Click the plus sign ⊕ to view the additional fields. Click the negative sign ⊖ to hide the additional fields.

Show [10 ▼] entries   Search: [   ]

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⊙	APCD1976-SITE-00243	Campus Acreages - La Jolla.pdf	2017 TEI refinement	Air Toxic Inventory	02/11/2021 07:31 AM

Showing 1 to 8 of 8 entries   Previous   1   Next

Example Search by Permit Application Type

To search for recent permit Applications with "engine' in the forms, use the following criteria (you can expand the search duration by setting the "from" date).

Most applications will be for equipment or operations that require an Authority to Construct and Permit to Operate, and will have "APP" in the Application Record ID.

Certain types of equipment have less impact on air quality and therefore only require Certificate of Registration, and will include "CER" in the Application Record ID.

Larger sources may also require a Federal Operating Permit known as Title V. Title V Applications have "APP" in the Application Record ID.

Public Comments on Applications

We accept public comments on any permit application during the review process. This review process can take from a few days for simple equipment and up to six months for more complicated evaluations.

To comment on a specific application, refer to the Application Record ID and submit your comment(s) via email. to APCDEngineering@sdapcd.org.

Additionally, certain applications will require public notifications and formal comment periods.

Select one or more categories that apply. Enter the date range when the document(s) was created.

Document Type *

Select an option ▾

☑ Permit Application
☐ Enforcement Case
☐ Air Toxic Inventory
☐ Health Risk Assessment
1 option selected - Permit Application

Document From Date

09/02/2022 🗓

Document To Date

10/03/2022 🗓

Search by Keyword	Search by Record ID

Find documents by their content using keywords.

Keyword Search

engine

Search	**Reset**

System updates

We will update available fields and add document types going forward, in addition to updating the data elements displayed.
Please check back for updated guidance.