Air Pollution Control District

Gas Station Annual Testing Online Notification Guidance Document
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The San Diego Air Pollution Control District (APCD) has implemented an online notification submittal for the annual testing of gas stations. Contractors/owners/operators now have the option of submitting their initial notification of testing via the Accela Citizen Access Portal (ACA) instead of emailing the form to the District.

Benefits of Online Submittal

• No need to email the document
• Can submit notifications outside of business hours*1
• No lengthy forms to complete or attach to emails
• You will receive a notification number upon submittal
• You will still receive a confirmation email of receipt within 2-3 business days
• You can view any changes or updates to your submittal
• You can submit test results online*2

There are some limitations to the Online Submittal.

• 1You will not be able to reschedule or cancel a previous submitted notification. Those will still need to be emailed to William Jacques at William.Jacques@sdcounty.ca.gov. However you will be able to see any changes made to notification via the online portal.
• 2You can submit test results online. However you can only submit those test results for which the original notification was submitted online. If you submitted the notification via email, mail or fax, those test results will need to be emailed to William however you will be able to see that the test results have been processed via the online portal.

How do I begin the Process of Online Submittal?

• First you will need to register for an account. Access the online portal at https://publicservices.sdcounty.ca.gov/citizenaccess/ Click on “New Users: Register for an Account”
• Choose a user name and password
• Input personal and contact information
• Review and accept the general disclaimer terms (check the box) and click on “Continue Registration”

Once complete click on “Continue Registration”. If multiple persons will be accessing this system, you can set up a generic account.
You will then receive a confirmation message that your account has been successfully created.

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**Submitting your Online Notification**

- First log on to the portal
Select Get Air Quality Service from the Home Page

Read and accept the General Disclaimer terms. Also set your computer/tablet/phone to accept “Pop Ups”
Scroll to the bottom of the page and select “**Compliance**” and then click “**Continue**”

In order to complete the online submittal you must have the following information in order to proceed. If you don’t you can save and resume later. You will need the full permit record ID, facility name, the equipment location address and the permit expiration month. A sample copy of the permit is on the next page where all the information can be found. An additional copy is located on the last page of this document.
Enter the full permit record ID. Once you enter the permit record ID, the facility name and address will appear in red. This is the data we have in our database. If it differs from your records, please confirm with the station owner. Contact the District at 858-586-2600 to have the address updated.

Enter the scheduled test date. The test date should be no more than 60 calendar days prior to last date of the expiration month and the scheduled test date no less than 11 days from the current date. You enter a test date greater than 60 days from the permit expiration date or less than 11 days from the current date you will receive an error message. For tests that will be conducted on or after the last day the permit expires or for other special circumstances, please email the District your notification do not submit the notification online.
Select the frequency from the drop down list

Enter the test time in 24 hour format; 14:00 for a test at 2:00 p.m. or 08:30 for a test at 8:30 a.m. You can also click on the “?” for additional help.

Enter the tests that will be conducted. Click on “Add a Row”

The next screen follows the same format as the form, select the VR Test systems. You can select more than one system. Click “Next”
Select all tests that apply, you may have to select “page 2” as all the tests may not be available on the screen. Once you have selected the tests, click “Finish”.

You can view and confirm the test(s) selected. Click “Submit” if correct. If incorrect, click “Cancel” and you will need to begin again. To avoid this click “Submit” even though you have incorrect choices. You will be able to delete the incorrect ones individually at the next step.
If you have an incorrect test(s) selected, you can delete it by checking the box next to the test(s) and choose “Delete Selected” A message will pop up asking you to confirm.

You can also edit the selection and change the information. Check the box next the test(s), click on “Edit Selected”,

<table>
<thead>
<tr>
<th>System</th>
<th>Test Type</th>
<th>Test Cancelled_Rescheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I EVR</td>
<td>T. P. 201.1B Static Torque of Rotatable Phase 1 Adaptors</td>
<td></td>
</tr>
<tr>
<td>Phase I EVR</td>
<td>T. P. 201.1C Pressure Integrity Check Drop Tube/Drain Valve</td>
<td></td>
</tr>
<tr>
<td>Phase I EVR</td>
<td>T. P. 201.1E P/V Vent Valves</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>T. P. 96-1 Ten Inch Pressure Decay</td>
<td></td>
</tr>
<tr>
<td>Phase II Healy EVR VR-201-XX/VR-202-XX</td>
<td>Vapor to Liquid Ratio (Exhibit 5)</td>
<td></td>
</tr>
<tr>
<td>Phase II Healy EVR VR-201-XX/VR-202-XX</td>
<td>Clean Air Separator Integrity Test (Exhibit 4)</td>
<td></td>
</tr>
<tr>
<td>Phase II Healy EVR VR-201-XX/VR-202-XX</td>
<td>VP-1000 Dispenser Vapor Line Tightness Test (per 10M manual)</td>
<td></td>
</tr>
<tr>
<td>Phase II Healy EVR VR-201-XX/VR-202-XX</td>
<td>Veeder Root (Exhibit 9)</td>
<td></td>
</tr>
</tbody>
</table>
Select system(s) Click **Next**

<table>
<thead>
<tr>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I EVR</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
</tr>
<tr>
<td>Phase II Heavy EVR: 201-XXV, 202-XX</td>
</tr>
<tr>
<td>Phase II VST/Enco-Wheaton EVR: 203-205/G07-209-XX</td>
</tr>
<tr>
<td>Phase II Balance Systems Pre EVR</td>
</tr>
</tbody>
</table>

Choose the correct test(s) and click **Finish**

<table>
<thead>
<tr>
<th>Test Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>T.P. 201.3 Two Inch Pressure Decay</td>
</tr>
<tr>
<td><strong>T.P. 56-1 Ten Inch Pressure Decay</strong></td>
</tr>
<tr>
<td>T.P. 201.3A Five Inch Pressure Decay</td>
</tr>
<tr>
<td>T.P. 201.3B Two Inch Pressure Decay</td>
</tr>
<tr>
<td>T.P. 201.3C Tie Tank Test</td>
</tr>
<tr>
<td>T.P. 201.4 Dynamic Back Pressure</td>
</tr>
<tr>
<td>T.P. 206.3 Two Inch Pressure Decay for ASTs (EVR)</td>
</tr>
<tr>
<td>EO 401 Exhibit 4 Pressure Decay</td>
</tr>
</tbody>
</table>

Verify the test(s) selected and click **Submit**
If you need to add additional test(s), click on “Add a Row” and follow the previous steps.

Once you have selected all your tests, click “Continue”
Add the contact information. To add the facility location information, click on “Add New” under APCD Equipment location. Do not click on “Select from Account”.

Verify information and click on “Continue”. If the address needs to be updated contact the District at 858-586-2600 to have the address updated.
Facility location contact successfully added.

Gas Station Test Notification

Step 2: Contacts > Contacts

APCD Equipment Location

Contact addresses are used for different purposes later in the application process.

Contact added successfully.

Sridhar Namburi
Sports Arena AM PM

Home phone:
Mobile Phone:
Work Phone:
Fax:

Edit Remove
To add the VR Testing Contractor contact information, click on “Select from Account”

Contact Information from your account is added to the record, then click “Continue”.

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Karen Wilkins  
Government  
karen.wilkins@sdcounty.ca.gov  
Home phone:  
Mobile Phone:  
Work Phone: 8585662688  
Fax: 8585662651  

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Continue »
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.

Verify that the information is complete and make any necessary changes by clicking on “Edit” in any of the areas. Once information is verified, click on “Continue.”
You will receive a confirmation message and a notification number. Please refer to this number for reschedules, cancellations and test result submittals.

As a reminder reschedules, test cancellations need to be emailed to the District at William.Jacques@sdcounty.ca.gov or by fax to 858-586-2651. Test results can be submitted online if the original notification was submitted online.

You can review updates to your online notification by logging into your account. Click on the APCD tab and select the specific record you are looking for (click on the hyperlink). A status of “Scheduled” means we have processed the notification and scheduled the tests with the inspector. A status of “Submitted by ACA” means we have not processed the notification.
You can then view the updated information (for example rescheduled tests)

Record APCD2016-VRT-0003: Vapor Recovery Test Notification

Record Status: Scheduled

Land/Parcel Address
185 OLD GROVE RD
OCEANSIDE CA 920571218

Record Details
Record Description:
Old Grove Shell
APCD2006:PTO-97742

More Details
Related Contacts
Record Information
Record Information Tables
VR_TESTS
System: Phase I EVR
Test Type: T.P. 201.1B Static Torque of Rotable Phase 1 Adaptors

APCD_VR_TEST_RESCHEDULE
Reschedule Number:
1
Reschedule Received Date:
01/28/2016
Scheduled Date:
02/15/2016
Scheduled Time:
08:30
System:
Phase I EVR
Test Type:
T.P. 201.1B Static Torque of Rotable Phase 1 Adaptors
Online Submittal of Test Results.

If you submitted your notification online, you can now submit your test results online. If your notification was submitted by email, fax or mail you cannot submit your test results online.

Log in to your account

1. Click on “Search APCD Records” a list of your submitted records will appear on a list. Click on the document you would like to attach the test results to.

2. Click on Attachments (Documents)
3. Click “Add”

4. Choose the option **APCD-VR- Test Results** under type and add a brief description and click “Save”

5. You will receive a confirmation message of receipt.
COUNTY OF SAN DIEGO, AIR POLLUTION CONTROL DISTRICT
10124 OLD GROVE ROAD, SAN DIEGO, CA 92131
PHONE (858) 586-2600  FAX (858) 586-2601
www.sdapcd.org

Sectors: 3, I
Site Record ID: APCD2003-SITE-04814
Application Record ID: APCD2008-APP-987254

PERMIT RECORD ID
APCD2006-PTO-979209

You will need the full record ID in order to complete the online submittal. It is found on the top right hand corner of the permit to operate.

EQUIPMENT ADDRESS
Sports Arena AM PM
Sridhar Namburi
3580 Sports Arena Bl
San Diego CA 92110

You will need the equipment location address to verify the correct address of the gas station.

PERMIT TO OPERATE
EXPIRES: March 31, 2016

You will need the current permit expiration date