

How to submit gas station performance test notifications and performance test reports electronically

Submitting Gas Station Performance Test Notification

Step 1: From the Accela Citizen Access (ACA) login screen, enter a username and password then click “Login”. If you do not have an ACA account please click [here](#) to find out how to sign up.

The screenshot shows the San Diego County.gov Accela Citizen Access Portal. At the top, there is a header with the county seal and the text "SanDiegoCounty.gov". Below the header, there are links for "Announcements", "Register for an Account", and "Login". A search bar is also present. A navigation menu includes "Home", "APCD", "AWM", "DEH", "DPW", and "PDS".

The main content area is titled "Welcome to the County of San Diego's online Citizen Access Portal". It lists the system's capabilities for residents and provides a list of services to get started. A red callout labeled "Login" points to the "Login" button in the login box on the right. Another red callout labeled "Select Get Air Quality Service" points to the "Get Air Quality Service" link under the APCD section in the services list.

Login

User Name or E-mail:
Password:

☐ Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

General Information
[Lookup Property Information](#)


APCD
[Get Air Quality Service \(Permit Applications, Gas Station Tests, Breakdown Notifications\)](#)
[Search APCD Records](#)
[Apply for an Air Quality Grant](#)

DEH
[Create an Application](#)
[Search Applications](#)

AWM
[Search Applications](#)

Land Use and Environment Group Departments:
APCD - Air Pollution Control District
AWM - Agriculture Weights and Measures
DEH - Department of Environmental Health

Step 2: Disclaimer



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Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications) | [Search APCD Records](#) more ▼

Online Permit System

Welcome to San Diego County's Online Permit System.

Please **"Allow Pop-ups from This Site"** before proceeding. You must accept the General Disclaimer below before beginning your session.

General Disclaimer

While the The Agency hereafter referred to as 'The Agency', attempts to keep its Web information accurate and timely, the The Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the The Agency as a result of updates and corrections.

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☒ I have read and accepted the above terms.

Continue Application »

Review the disclaimer

Check the box and click on "continue"

Step 3: Select “gas station test notifications”

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Search...

Home APCD AWM DEH DPW PDS

Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications) | Search APCD Records more ▾

Select an option below:

Air Quality Permit Application:
Select "Permit App", then one of the available permit application types. For assistance or to apply for an equipment type not listed below, please contact APCD at (858) 586-2600 or apcdpermits@sdcounty.ca.gov. Submitting this application does not grant permission to construct or to operate equipment except as specified in Rule 24, nor does it guarantee that you will receive a permit. Before acting on an application for Authority to Construct or Permit to Operate, the District may require further information, plans, or specifications. Forms submitted with insufficient information may require re-submission, which will cause a delay in application processing and may increase processing fees. The applicant should correspond with equipment and material manufacturers to obtain the information requested on a supplemental form.

Air Quality Grant Application:
Select "Grants", then one of the available grant application types. For assistance or to apply for a grant type not listed below, please contact APCD at (858) 586-2600 or cleanairgrants@sdapcd.org. Submitting this application does not guarantee that you will receive a grant. Before acting on a grant application, the District may require further information or specifications. Forms submitted with insufficient information may require re-submission, which will cause a delay in application processing. The applicant should correspond with a dealer and/or equipment manufacturer as needed to obtain the information requested on this application.

Gas Station Test Notification or Breakdown Notification:
Select "Compliance", then "Gas Station Test Notification" or "Breakdown Notification" below. For assistance please contact APCD at (858) 586-2650 or apcdcomp@sdcounty.ca.gov. Submitting this application does not guarantee that you will be scheduled for a test. Before acting on this test notification, the District may require further information or specifications. Applications submitted with insufficient information may require re-submission, which will cause a delay in processing.

If you are unsure about which option above to choose, please contact APCD at (858) 586-2600.

For building permits, including Solar Panels, Air Conditioners, etc., click the above tab labeled "PDS", and choose the appropriate permit type.

Compliance ▾

☐ Breakdown Notification

☐ Gas Station Test Notification

Continue »

Select “Compliance”, then “gas station test notifications” and click on “continue”

Step 4: Report the test notification

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Search...

Home | APCD | AWM | DEH | DPW | PDS

Get Air Quality Service (Permit Applications, Gas Station Tests) | Search APCD Records

Gas Station Test Notification

1 Test Details | 2 Contacts | 3 Review | 4 Complete

Step 1: Test Details > Enter Test Details

* indicates a required field.

Enter Vapor Recovery Equipment Information

VAPOR RECOVERY EQUIPMENT

Permit Record ID: * Permit expires (Month):

Frequency: Notification Received Date:

Scheduled Test Date: Test Time:

Enter tests (add rows as needed)

VR_TESTS

Showing 0-0 of 0

System	Test Type	Test Cancelled_Rescheduled
No records found.		

Complete all applicable fields and click "continue"

By clicking on "add a row" you can specify the test procedures applicable to your station

Step 5: Specify the test procedures applicable to your gas station. Once you click on “add a row” above, the following screens will appear and you can select the test procedures

Select System
(Select all that apply)
For assistance or to apply for System not listed below please contact us.

Business Activity: **Search**

System
<input type="checkbox"/> Phase I EVR
<input type="checkbox"/> Decay Test
<input type="checkbox"/> AST Specific
<input type="checkbox"/> Phase II Pre-EVR
<input type="checkbox"/> Assist Phase II EVR System VR-201/202
<input type="checkbox"/> Balance Phase II EVR Systems VR-203/204 and VR-208

Next >> **Cancel**

Select the system(s) you have and then click next

Select Test Type
(Select all that apply)

Business Activity: **Search**

System	Test Type
<input type="checkbox"/> Phase I EVR	T.P. 201.1B Static Torque of Rotable Phase 1 Adaptors
<input type="checkbox"/> Phase I EVR	T.P. 201.1C Pressure Integrity Check Drop Tube/Drain Valve
<input type="checkbox"/> Phase I EVR	T.P. 201.1D Pressure Integrity Check Drop Tube/Drain Valve
<input type="checkbox"/> Phase I EVR	T.P. 201.1E P/V Vent Valves
<input type="checkbox"/> Decay Test	T.P. 201.3 Two Inch Pressure Decay
<input type="checkbox"/> Decay Test	T.P. 96-1 Ten Inch Pressure Decay
<input type="checkbox"/> Assist Phase II EVR System VR-201/202	Clean Air Separator Integrity Test (Exhibit 4)
<input type="checkbox"/> Assist Phase II EVR System VR-201/202	VP-1000 Dispenser Vapor Line Integrity (per IOM manual)
<input type="checkbox"/> Assist Phase II EVR System VR-201/202	Liquid Condensate Trap (ex.9 of VR-201 or Ex.11 of VR-202)
<input type="checkbox"/> Assist Phase II EVR System VR-201/202	Vapor to Liquid Ratio-V/L (Exhibit 5)

< Prev 1 2 **Next** >

< Back **Finish >>** **Cancel**

Select the test procedures and then click “finish”

Step 6: Confirming your selections. The following two screens summarize your selections. Please click on “submit” and then “continue”

System:	Test Type:
Phase I EVR	T.P. 201.1D Pressure Integrity Check Drop Tube/Drain Valve
System:	Test Type:
Phase I EVR	T.P. 201.1E P/V Vent Valves
System:	Test Type:
Decay Test	T.P. 96-1 Ten Inch Pressure Decay
System:	Test Type:
Assist Phase II EVR System VR-201/202	Clean Air Separator Integrity Test (Exhibit 4)
System:	Test Type:
Assist Phase II EVR System VR-201/202	VP-1000 Dispenser Vapor Line Integrity (per IOM manual)
System:	Test Type:
Assist Phase II EVR System VR-201/202	Liquid Condensate Trap (ex.9 of VR-201 or Ex.11 of VR-202)
System:	Test Type:
Assist Phase II EVR System VR-201/202	Vapor to Liquid Ratio-V/L (Exhibit 5)
<div><div>Submit</div><div>Cancel</div></div>	

Enter tests (add rows as needed)

VR_TESTS

Showing 1-9 of 9

<input type="checkbox"/>	System	Test Type	Test Cancelled_Rescheduled	Actions
<input type="checkbox"/>	Phase I EVR	T.P. 201.1B Static Torque of Rotable Phase 1 Adaptors		Actions
<input type="checkbox"/>	Phase I EVR	T.P. 201.1C Pressure Integrity Check Drop Tube/Drain Valve		Actions
<input type="checkbox"/>	Phase I EVR	T.P. 201.1D Pressure Integrity Check Drop Tube/Drain Valve		Actions
<input type="checkbox"/>	Phase I EVR	T.P. 201.1E P/V Vent Valves		Actions
<input type="checkbox"/>	Decay Test	T.P. 96-1 Ten Inch Pressure Decay		Actions
<input type="checkbox"/>	Assist Phase II EVR System VR-201/202	Clean Air Separator Integrity Test (Exhibit 4)		Actions
<input type="checkbox"/>	Assist Phase II EVR System VR-201/202	VP-1000 Dispenser Vapor Line Integrity (per IOM manual)		Actions
<input type="checkbox"/>	Assist Phase II EVR System VR-201/202	Liquid Condensate Trap (ex.9 of VR-201 or Ex.11 of VR-202)		Actions
<input type="checkbox"/>	Assist Phase II EVR System VR-201/202	Vapor to Liquid Ratio-V/L (Exhibit 5)		Actions

Add a Row

Edit Selected

Delete Selected

Continue >

Save and resume later

Step 7: Entering contact information. You may “select from account”, “add new”, or “look up”



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[Get Air Quality Service \(Permit Applications, Gas Station Tests\)](#) | [Search APCD Records](#) | [Apply for an Air Quality Grant](#)

Gas Station Test Notification

1 Test Details | **2 Contacts** | 3 Review | 4 Complete

Step 2: Contacts > Contacts

* indicates a required field.

APCD Equipment Location

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

[Select from Account](#) | [Add New](#) | [Look Up](#)

APCD VR Testing Contractor

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

[Select from Account](#) | [Add New](#) | [Look Up](#)

[Continue >](#) | [Save and resume later](#)



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Gas Station Test Notification

1 Test Details | **2 Contacts** | 3 Review | 4 Complete

Step 2: Contacts > Contacts

* indicates a required field.

APCD Equipment Location

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

✔ Contact added successfully.

Facility Manager
Crossroad Petroleum
Mahiany.Luther@sdcounty.ca.gov
Home phone:
Mobile Phone: 6193225818
Work Phone: 8582787442
Fax:
[Edit](#) [Remove](#)

APCD VR Testing Contractor

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

✔ Contact added successfully.

Mahiany Luther
Air Pollution Control District
Mahiany.Luther@sdcounty.ca.gov
Home phone:
Mobile Phone:
Work Phone: 8585862725
Fax:
[Edit](#) [Remove](#)

[Continue >](#) | [Save and resume later](#)

The contacts you selected will be displayed. Please click “continue”

Step 8: Review the information submitted. You will be able to review the information submitted. If the information is correct please click “continue”



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Gas Station Test Notification

1 Test Details | 2 Contacts | **3 Review** | 4 Complete

Step 3: Review

[Continue »](#) Save and resume later

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.

Submission Type

Gas Station Test Notification

Enter Vapor Recovery Equipment Information

VAPOR RECOVERY EQUIPMENT Edit


Permit Record ID: APCD2008-PTO-891017 Permit expires (Month): June
Frequency: Annual Notification Received Date: 04/24/2017
Scheduled Test Date: 05/10/2017 Test Time: 11:00

Enter tests (add rows as needed)

VR_TESTS Edit

System	Test Type	Test Cancelled_Rescheduled
Phase I EVR	T.P. 201.1B Static Torque of Rotable Phase 1 Adaptors	
Phase I EVR	T.P. 201.1C Pressure Integrity Check Drop Tube/Drain Valve	
Phase I EVR	T.P. 201.1D Pressure Integrity Check Drop Tube/Drain Valve	
Phase I EVR	T.P. 201.1E P/V Vent Valves	
Decay Test	T.P. 95-1 Ten Inch Pressure Decay	

Step 9: Obtaining confirmation. You will get the following message stating the notification was successfully submitted



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[Get Air Quality Service \(Permit Applications, Gas Station Tests\)](#) | [Search APCD Records](#) | [Apply for an Air Quality Grant](#)

Gas Station Test Notification

1 Test Details | 2 Contacts | 3 Review | **4 Complete**

Step 4: Complete

 Your submission was successful.

Your Application Record ID is APCD2017-VRT-0034.

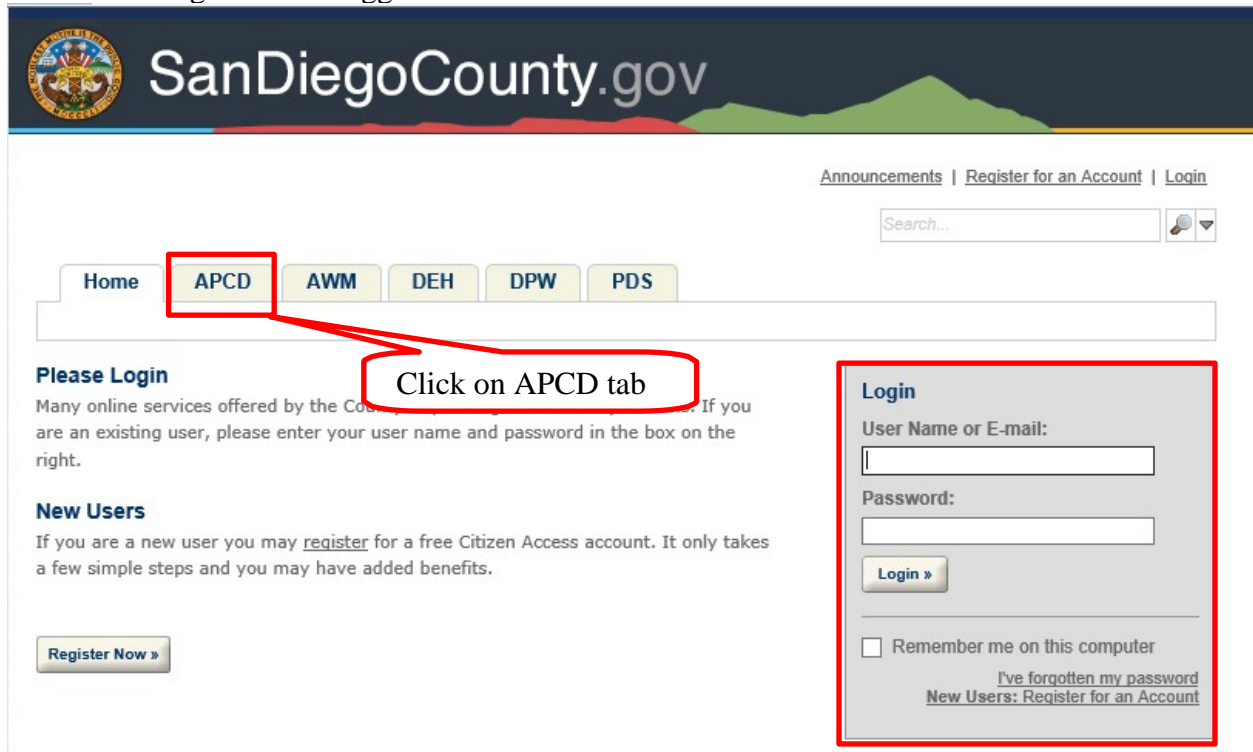
If applicable, you will need this Record ID to check the status of your Application.

Thank you for your submission. San Diego Air Pollution Control District values your input.

[View Submission Details »](#)

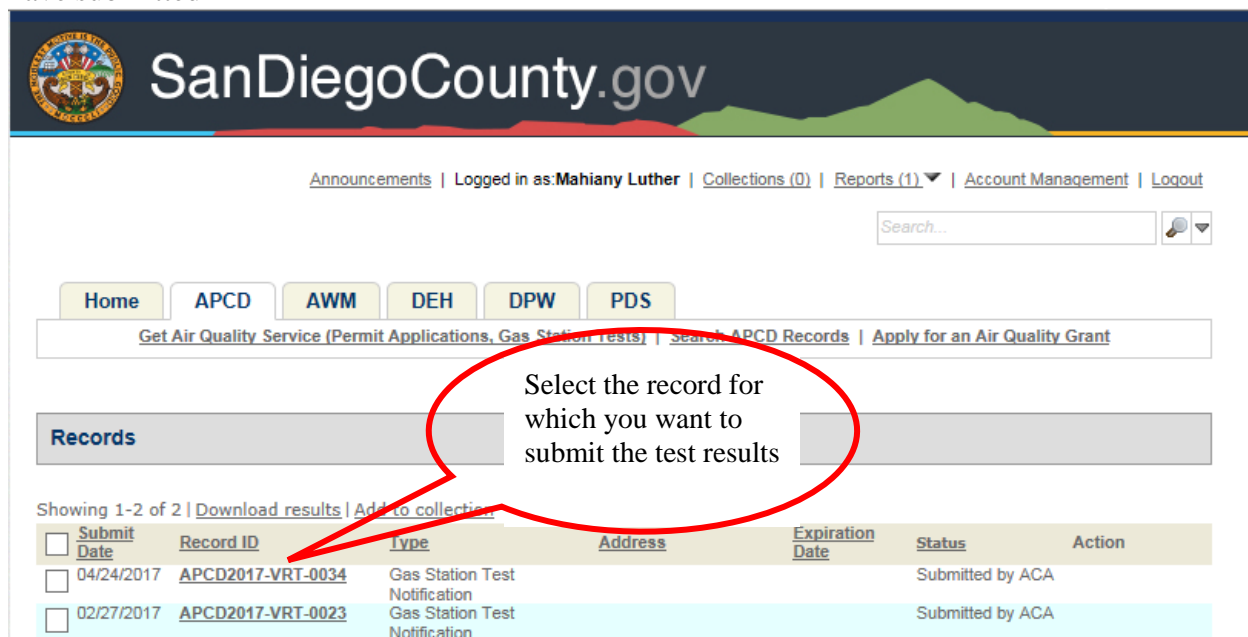
Submitting Gas Station Test Results

Step 1: From the Accela Citizen Access (ACA) login screen, enter a username and password then click “Login”. Once logged in click on the “APCD” tab.



The screenshot shows the San Diego County.gov website. At the top is the county seal and the text "SanDiegoCounty.gov". Below this are links for "Announcements", "Register for an Account", and "Login". A search bar is also present. A navigation bar contains tabs for "Home", "APCD", "AWM", "DEH", "DPW", and "PDS". The "APCD" tab is highlighted with a red box, and a red arrow points to it with the text "Click on APCD tab". Below the navigation bar, there is a "Please Login" section with instructions and a "New Users" section with a "Register Now" button. On the right side, there is a "Login" form with fields for "User Name or E-mail:" and "Password:", a "Login »" button, and a checkbox for "Remember me on this computer". Below the checkbox are links for "I've forgotten my password" and "New Users: Register for an Account".

Step 2: Once you click on the APCD tab you will be able to view the gas station notification you have submitted



The screenshot shows the San Diego County.gov website after logging in. The top navigation bar now includes "Logged in as: Mahiany Luther" and links for "Collections (0)", "Reports (1)", "Account Management", and "Logout". The "APCD" tab is selected in the navigation bar. Below the navigation bar, there are links for "Get Air Quality Service (Permit Applications, Gas Station Tests)", "Search APCD Records", and "Apply for an Air Quality Grant". A "Records" section is highlighted with a red box, and a red arrow points to it with the text "Select the record for which you want to submit the test results". Below this, there is a table showing two records:

Submit Date	Record ID	Type	Address	Expiration Date	Status	Action
<input type="checkbox"/> 04/24/2017	APCD2017-VRT-0034	Gas Station Test Notification			Submitted by ACA	
<input type="checkbox"/> 02/27/2017	APCD2017-VRT-0023	Gas Station Test Notification			Submitted by ACA	

Step 3: Attaching the report



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Record APCD2017-VRT-0034:
Gas Station Test Notification
[Like](#) [Tweet](#)
Record Status: Submitted by ACA

[Add to collection](#)

Attachments (Documents)

PERMITS - If you are submitting an application for a permit to operate, by clicking the "Continue Application" button below, you will obtain a fee estimate.

GRANTS - If you are applying for a grant, by clicking the "Continue Application" button below you are submitting your application to the District and you will not be able to go back and change information.

BREAKDOWN REPORT - Please attach the breakdown report and select "APCD-Breakdown-Report".

VAPOR RECOVERY TEST RESULTS - Please attach the VR Test Results and select "APCD-VR-Test-Results".

By submitting this application, you hereby agree to the conditions of the program/permit for which you are applying.

The maximum file size allowed is 100 MB.
htm;html;mhtml are disallowed file types to upload

Name	Record ID	Type	Date	Action
No records found.				

Add

Please click on "add" to attach the test results

* Type:
APCD-General-Source-Test-Report

File:
GDF TEST RESULTS.doc
100%

* Description:
GDF TEST

spell check

Save

Add

Remove All

Please select this option, add any description of the document and click "save"

Step 4: Confirmation. You will receive the following message and an e-mail confirming the test result has been received



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 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Record APCD2017-VRT-0035:
Gas Station Test Notification
[Like 0](#) [Tweet](#)
Record Status: Submitted by ACA [Add to collection](#)



Tue 4/25/2017 3:07 PM

noreply@sdcounty.ca.gov

BCMS_7.3D_EMSE|accel73t Vapor Recover Tests Results Received for Air Pollution Control District

To  Luther, Mahiany

[Retention Policy](#) [Inbox \(57 days\)](#) Expires 6/21/2017

Vapor recovery tests results for notification record ID APCD2017-VRT-0035, Air Pollution Control District located at 10124 Old Grove Road, San Diego, CA 92131 has been received on 04/25/2017 03:06 for permit record ID APCD2006-PTO-020241. Please note that the tests results are subject to review for completeness and accuracy.

Record created by: PUBLICUSER6401

This is an automatically generated email, please do not reply. This mailbox is not monitored and you will not receive a response.

If you have any questions, please contact Karen Wilkins at Karen.Wilkins@sdcounty.ca.gov