



Month XX, 2023

EMISSIONS INVENTORY FACILITY ID: EID

Site_Name
Site_Contact
Site_Mailing_Address

CALENDAR YEAR 2022 EMISSION INVENTORY DATA REQUEST

Local, State and Federal mandates require the San Diego County Air Pollution Control District (District) to conduct an air pollutant emission inventory for your facility. The California Air Resources Board (CARB) has recently amended its Reporting of the Criteria Air Pollutants and Toxic Air Contaminants (CTR) Regulation to include expanded applicability and new facilities will be subject to CTR reporting. District staff have identified facilities which are potentially subject to CTR reporting and it is the responsibility of each facility to report emissions according to CARB's CTR Regulation. To meet these requirements, all information necessary to calculate emissions for calendar year 2022 at **Site_Name** located at **Site_Address** in **Site_City** must be submitted to the District's Emissions Inventory System (EIS) no later than **60 days from the date of this letter**.

Per District Rule 19.3, as adopted by the District Board on December 09, 2021, facility operators must use the District's web-based program, EIS, to upload emission inventory data and supplemental information. For more information related to EIS, including account set-up, guides, and upcoming webinars, please refer to the 'Emission Inventory System (EIS) Portal' attachment.

The District staff will be hosting the following training webinars:

- **Wednesday, February 15, 2023, at 9:00 AM (co-hosted w/ CARB Staff)** – Webinar will include introduction to the use of EIS and focus on CTR reporting and amendments
- **Tuesday, March 7, 2023, at 2:00 PM** – Webinar will include detailed instructions for the use of EIS

Workshops will be held virtually and all information, including registration will be posted to the District website at [Emission Inventory System Webpage](#) prior to the first workshop.

The District will calculate the facility's emissions based of the data submitted; to review the calculation methods and default emission factors used, please refer to the [District's Emission Calculation Procedures](#). If the facility would like to propose calculation methods that differ from the District's standard methodologies, adequate supporting documentation must be provided to the District by **May 1, 2023 and such proposed calculation methods are subject to District's approval**.

To receive future updates related to the District's Emission Inventory program, please sign-up for the Emission Inventory subscription service. [Sign up for District News & Information via Email](#).

For inquiries related to emission inventories please contact APCDInventory@sdapcd.org, and for inquires related to the use of EIS please contact EIS.support@weblakes.com.

Note a copy of this letter will be sent to the contact email address on file with the District.

EMISSIONS INVENTORY SYSTEM (EIS) PORTAL

The District's Emission Inventory System (EIS) must be used by facilities to enter calendar year 2022 emission inventory data to be reported in year 2023. Starting reporting of emission inventory data for calendar year 2022, per the amended District Rule 19.3, facilities **are required** to use the EIS portal to upload facility data. EIS will allow you to review data requests, input/upload data for each calendar year, submit the electronic emissions inventory, and review user access to your account. Facilities may choose from the following options for reporting of emission inventory data for calendar year 2022:

1. Import data by source category with Emission Inventory Questionnaire (EIQ) excel spreadsheets
2. Input data directly into EIS based on permit/device/material

Either method is acceptable, although importing source data through EIQ excel spreadsheets will overwrite any previous inputted data.

EIS Portal will be available for reporting starting February 6, 2023.

Access to both [Emission Inventory System \(EIS\) Portal \(http://eis.sandiegocounty.gov/Portal\)](http://eis.sandiegocounty.gov/Portal) and to EIS Facility Portal Guide are available at: www.sdapcd.org. Examples of the EIQ excel spreadsheets can be found on the District Website, [EIQ Spreadsheets](#).

EIS Account Access

Anyone interested in creating an EIS account should contact EIS Technical Support (please see below for contact information). An active email account will be required for EIS account set-up. Account users should expect to receive an email from EIS Technical Support (Lakes Environmental), detailing current user status and registration instructions. There are two user types:

- Agent – User access to EIS for input/upload
- Responsible Official (RO) – User access to EIS for data input/upload, control agent access and responsibility of submitting electronic report

Responsible Official (RO) Designation

A new role of Responsible Official (RO) has been added for each facility within EIS. The assigned RO will be able to view, grant and remove user access to the facility account. To expedite reporting, current facility contacts have been assigned the RO role. **The default RO for this facility is the designee on this letter.**

To update/change an RO designation, please request the update by contacting EIS Technical Support at EIS.support@weblakes.com.

EIS Support

For EIS support please use the following resources:

EIS Technical Support - including creating/modifying login information or designating an RO, please contact EIS.support@weblakes.com

District Support - Please contact the APCDInventory@sdapcd.org