



January 2025

EMISSIONS INVENTORY FACILITY ID: «EID»

«Site_Mailing_Name»

«Site_Mailing_Address1»

«Site_Mailing_City» ««Site_Mailing_State» «Site_Mailing_Zip»

CALENDAR YEAR 2024 «TAG» EMISSION INVENTORY REQUEST

Local, State and Federal rules, regulations, and mandates require the San Diego County Air Pollution Control District (District) to conduct an air pollutant emission inventory for your facility. To meet these requirements, all information necessary to calculate emissions for calendar year 2024 at «Site_Mailing_Name» located at «Site_Address1» in «Site_City» must be submitted to the District's Emissions Inventory System (EIS) Portal no later than **April 5, 2025**. Extensions may be granted on a case-by-case basis upon request and will not exceed May 1, 2025. To request an extension please email APCDInventory@sdapcd.org.

Per District Rule 19.3, facility or stationary source 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, previous and upcoming webinars, please refer to the 'Emission Inventory System (EIS) Portal' attachment. The EIS Portal will be open for reporting starting **February 5, 2025**.

The District staff will be hosting the following training webinars:

- **Tuesday, February 25, 2025, at 9:00 AM**
- **Wednesday, March 19, 2025, at 2:00 PM**

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

The District will determine the facility's emissions based on the data submitted; to review the calculation methods and default emission factors used, please refer to the [District's Emission Calculation Procedures Webpage](#). 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 **April 5, 2025, or May 1, 2025, if an extension has been approved by the District, 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 at: [Sign up for District News & Information via Email](#). For inquiries related to emission inventories please contact APCDInventory@sdapcd.org, and for inquiries 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 2024 emission inventory data to be reported in calendar year 2025. Starting reporting of emission inventory data for calendar year 2024, 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 2024:

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 5, 2025.

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

Each facility is required to have at least one Responsible Official (RO) assigned within the EIS Portal. 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 RO for this facility is the designee on this letter.** If there are multiple RO's for a facility, then the first available RO was chosen.

EIS Support

For EIS support please use the following resources:

EIS Technical Support - including creating/modifying login information or designating an RO if the previous RO is no longer available, please contact

EIS.support@weblakes.com

District Support - Please contact the APCDInventory@sdapcd.org