

# San Diego County Air Pollution Control District



**Virtual Training Webinar  
Data for Calendar Year 2023 Emission Inventory  
March 20, 2024**

# Agenda

DY23 Timeline & Extensions

EIS Demo

Calculated Emissions

Report Submission

EIQ Form Demo

Add/Remove/Zero

**Resources**

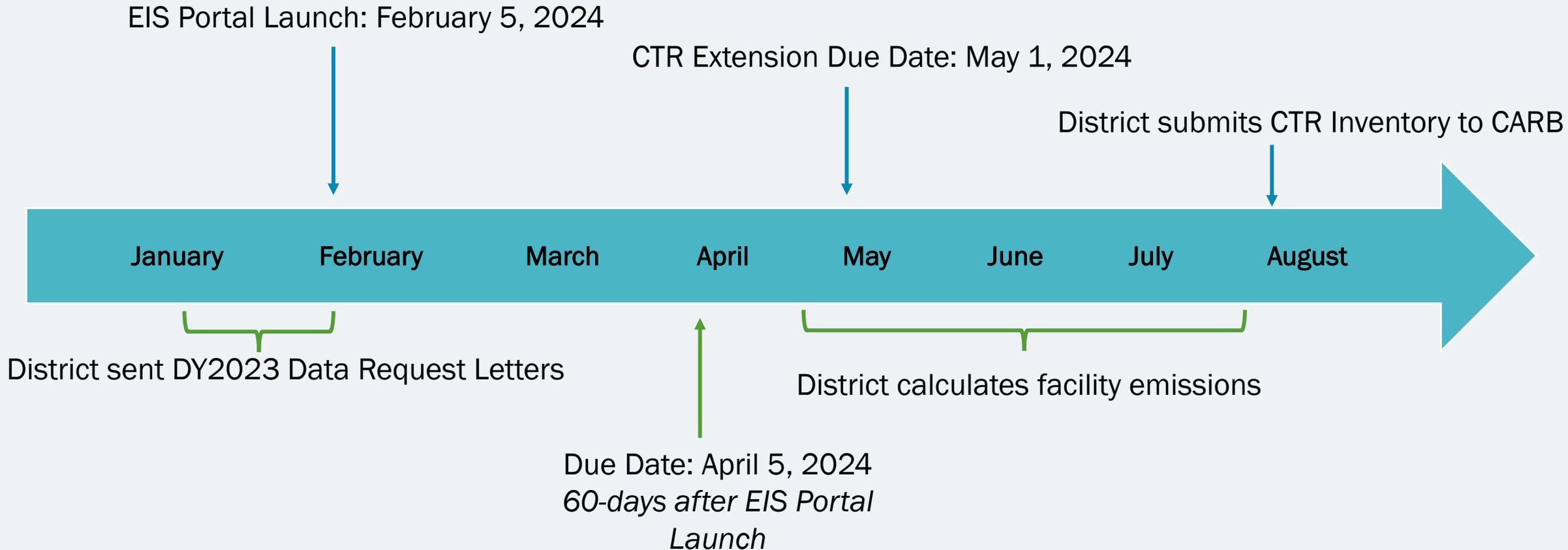
Calculation Methods

Contacts

Q&A



# 2023 Schedule

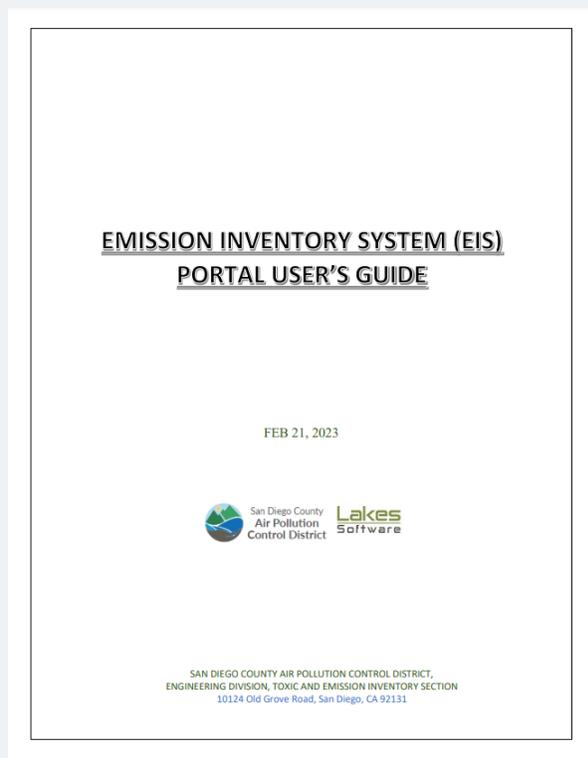


To request an extension please email [APCDInventory@sdapcd.org](mailto:APCDInventory@sdapcd.org). If reporting is delayed due to EIS Portal Technical Issues, the District will allow extensions to the best extent possible.



# EIS Resources

## EIS Portal User's Guide



## EIS Frequently Ask Questions

**Emission Inventory System (EIS) Reporting-  
Frequently Asked Questions (FAQs)**

**Contents**

**Requirements** .....3

What are the required reporting programs?.....3

- **Criteria Emissions Inventory (CEI)**.....3
- **Toxics Emissions Inventory (TEI)**.....3
- **Criteria Air Pollutants and Toxic Air Contaminants (CTR)**.....3
- **Community Air Protection Program (CAPP) - Assembly Bill (AB) 617**.....3

How do I know if my facility is subject to reporting? .....3

Is my facility subject to Reporting under CARB's Regulations and/or Hot Spots - AB2588?.....4

My facility was never asked by the District to report emissions. Why now?.....4

What if my facility is subject to reporting, but it is not listed for this year. What should I do?.....4

What if my facility is listed by the District to report emissions, but I believe it is not subject to reporting in that year. What should I do? .....4

Are facilities allowed to complete Abbreviated Reporting for Part of its Processes and/or Equipment? ... 4

Is this Reporting program or its due date affecting my Permit(s) renewal or processing?.....5

Can the information collected by the District's compliance inspectors be used in lieu of reporting?.....5

Will this EIS reporting replace onsite Inspectors visits or Audits?.....5

**Deadlines and Extensions** .....5

What is the deadline to report my data?.....5

What is the 2022 CTR reporting timeline and deadline for submitting my data?.....5

How can I request an extension? And, if approved, what would the extended due date be? .....6

What should I do if I missed my deadline or/and my extended deadline? .....7

**Access and Setup** .....7

I do not know my facility EIF ID. How can I request that?.....7

What is the Emission Inventory System (EIS) Portal Responsible Official (RO) designation? and .....7

How can I change the facility's Responsible Official (RO)?.....8

Can I have multiple Responsible Officials (ROs) for my facility?.....8

Can a single user be an RO for multiple Facilities in EIS?.....8

Can I use the same RO log-in (email/password) that I used to submit data in previous years?.....8

I forgot my email/password. What should I do next? .....8

I contacted EIS Support but did not receive a setup confirmation email. What should I do? .....8

What if I want multiple users to have access to the EIS Portal for my facility?.....9

How do I report a status change for my facility?.....9

How does a facility status change affect my reporting requirements?.....9

**Using the Emissions Inventory Portal (EIS)** .....9

How do I use the EIS Portal? .....9

How do I access my facility information? .....10

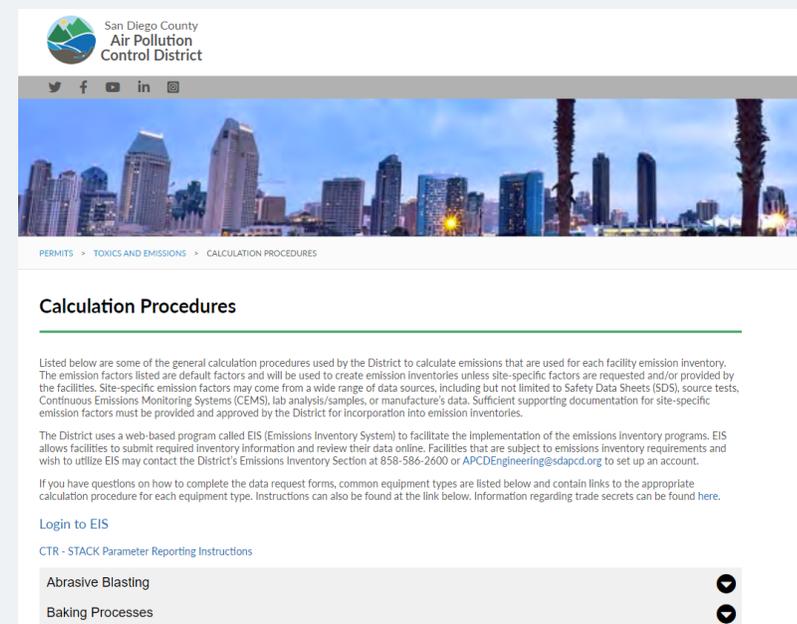
How are my equipment set up in EIS for reporting? .....10

Which Calculation Method should I use? .....11

The devices/materials set up in EIS doesn't match the operations at my facility. What should I do?.....11

1

## Emissions Calculation Procedures



# EIS Demo

# EQ Form Demo



# Support & Resources

- EIS Technical Support - including creating/modifying login information or designating an RO, please contact [EIS.support@weblakes.com](mailto:EIS.support@weblakes.com)
- District Support - Please contact the [APCDInventory@sdapcd.org](mailto:APCDInventory@sdapcd.org)
- Training Webinars – Current and Historical
  - <https://www.sdapcd.org/content/sdapcd/permits/toxics-emissions/eis.html>
- Calculation Methods & Reporting Guidance
  - <https://www.sdapcd.org/content/sdapcd/permits/toxics-emissions/calculation-procedures.html>
- EIS
  - <http://eis.sandiegocounty.gov/Portal/Account/LogOn>