

EMISSION INVENTORY SYSTEM (EIS) **PORTAL USER'S GUIDE**

FEB 27, 2025



SAN DIEGO COUNTY AIR POLLUTION CONTROL DISTRICT,
ENGINEERING DIVISION, TOXIC AND EMISSION INVENTORY SECTION
[10124 Old Grove Road, San Diego, CA 92131](#)

Emission Inventory System (EIS) Portal User's Guide

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OVERVIEW

The Emissions Inventory System (EIS) is a web-based program made available by SDAPCD and administered by Lakes Environmental Software, to facilitate the implementation of the District's emissions inventory programs. Operators within San Diego County are required to submit required inventory information and review their data online; in fulfillment of the District Rule 19.3.

EIS is available for access 24 hours a day, 7 days a week during reporting periods (January -May) and requires user's registration to be accessed.

Follow the step-by-step instructions in this general guidance document for emissions inventory data entry and reporting. For more details regarding particular operations guidelines, calculation methods, and default emission factors; please refer to the [District's Emission Calculation Procedures](#).

For frequently asked questions visit document [EIS – Frequently Asked Questions](#)

For more details, support materials and updates, visit the [Help and Support Section](#) of this guide. This guide is a working copy and will be updated for any EIS developments.

HOW TO LOG INTO THE EIS PORTAL?

To use EIS portal, all prior and new EIS users will need to register with EIS Technical Support by selecting 'Request Access' on the EIS Login Page.

If required to report that year, EIS support team will send registration/account activation emails to all prior EIS users, If you need access and didn't get a registration email, contact EIS.support@weblakes.com.

A registered user can use the link (<http://eis.sandiegocounty.gov/Portal>) to reach EIS log in site. User can log in using Username and password.

San Diego APCD - Emissions Inventory System (EIS)

San Diego County Air Pollution Control District

Email or Login ID

Password

☐ Remember me

Log In

Forgot Password?

Request Access Request RO Status

EIS Version 4.4.49 en-US - 25-Nov-2024
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Lakes Software

Type in your email or Login ID and password to log in. If you forgot your password, click (Forgot Password) to get a reset email.

If you need to register, please use the "Request Access" button.

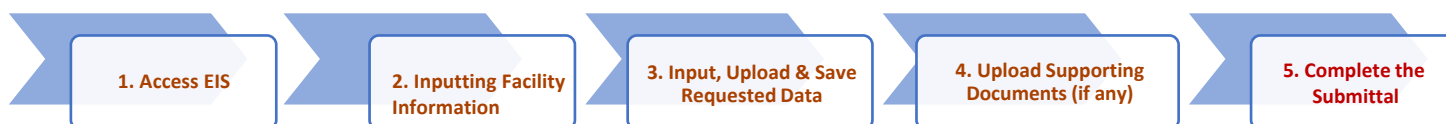
If you wish to claim the Facility Responsible Official (RO) rule, please use the "Request RO Status" button.

HOW TO FIX LOG IN ISSUES?

- All new or previous EIS users MUST register to be able to use EIS portal. Users can register by selecting 'Request Access' on the EIS Login Page
- Contact EIS Technical Support (EIS.support@weblakes.com) for any issues with logging in to EIS portal, including: registering, creating/modifying login information or designating a Responsible Official (RO).

ENTERING YOUR DATA:

OVERVIEW:



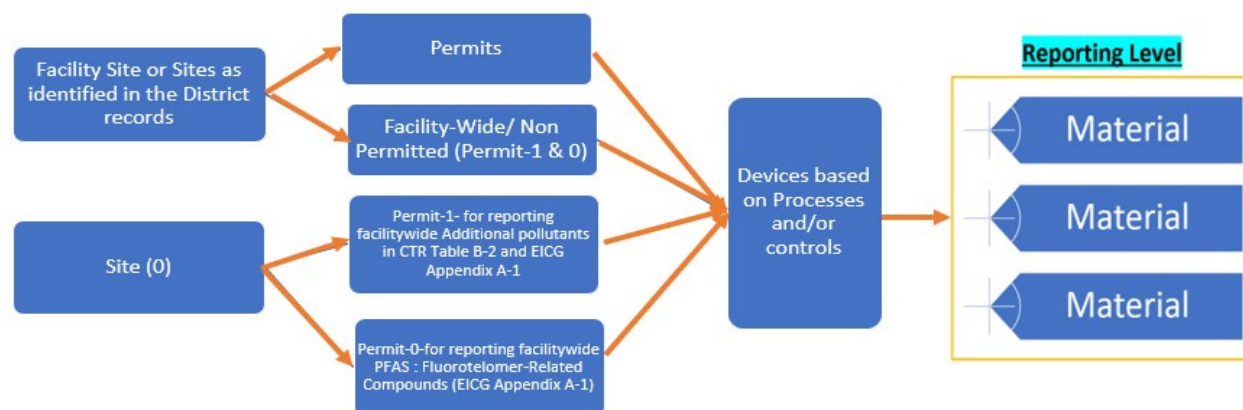
BACKGROUND: HOW EIS IS SET UP?

Every facility is presented in EIS, according to the following:

The system is built to include air emissions from all sources at the facility, whether it is a permitted equipment or non-permitted operation.

The system divides each permitted or non-permitted operation into devices, based on processes and/or controls, and requests reporting throughputs of materials used by these devices.

Most processes ask for a mandatory information (such as material annual usages, material maximum hourly usages), required activity data, some optional information, and any control methods applied to the equipment and/or process.



For more details regarding how different Permits/devices are set up, refer to the document [EIS – Frequently Asked Questions](#).

For details on how emissions for each type of operation/equipment is calculated, review the [District's Emission Calculation Procedures](#).

VERIFYING/CHANGING INVENTORY YEAR:

The facility should first verify the inventory year on the top right corner. If the facility wishes to change inventory year, access the Dashboards Tab on the Top Menu; then access the Start menu from the home screen. Click the drop down menu and select the wanted year as seen below.

San Diego County Air Pollution Control District

Start Dashboard

Home / Start Dashboard

Inventory: 2010 - Validation (2024 Portal Demo [25001])

Inventory Preparation

- Data Entry**
Enter Emission Inventory Data
- EIQ Forms**
Download and submit EIQ forms in Excel Format
- Report Submittal**
Submit Completed Emission Inventory

Inventory Tools

- EI Reports**
Emission Inventory Reports
- Supporting Documents**
Upload supporting documents for your submittal
- Facility Information**
Enter facility address and location

Available Inventories (Current: 2010 - Validation (2024 Portal Demo [25001]))

Enter search tags...

Inventory Year: 2010

#	EIF ID	Inventory	Actions
1	25001	2010 - Validation (2024 Portal Demo [25001])	Current
2	1000000	2010 - Validation (Sample Town [1000000])	Switch

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If there are multiple sites that need to be reported, one can switch between facilities by clicking on the "Switch" option, as shown below.

San Diego County Air Pollution Control District

Start Dashboard

Home / Start Dashboard

Inventory: 2010 - Validation (2024 Portal Demo [25001])

Inventory Tools

- EI Reports**
Emission Inventory Reports
- Supporting Documents**
Upload supporting documents for your submittal
- Facility Information**
Enter facility address and location

Available Inventories (Current: 2010 - Validation (2024 Portal Demo [25001]))

Enter search tags...

Inventory Year: 2010

#	EIF ID	Inventory	Actions
1	25001	2010 - Validation (2024 Portal Demo [25001])	Current
2	1000000	2010 - Validation (Sample Town [1000000])	Switch

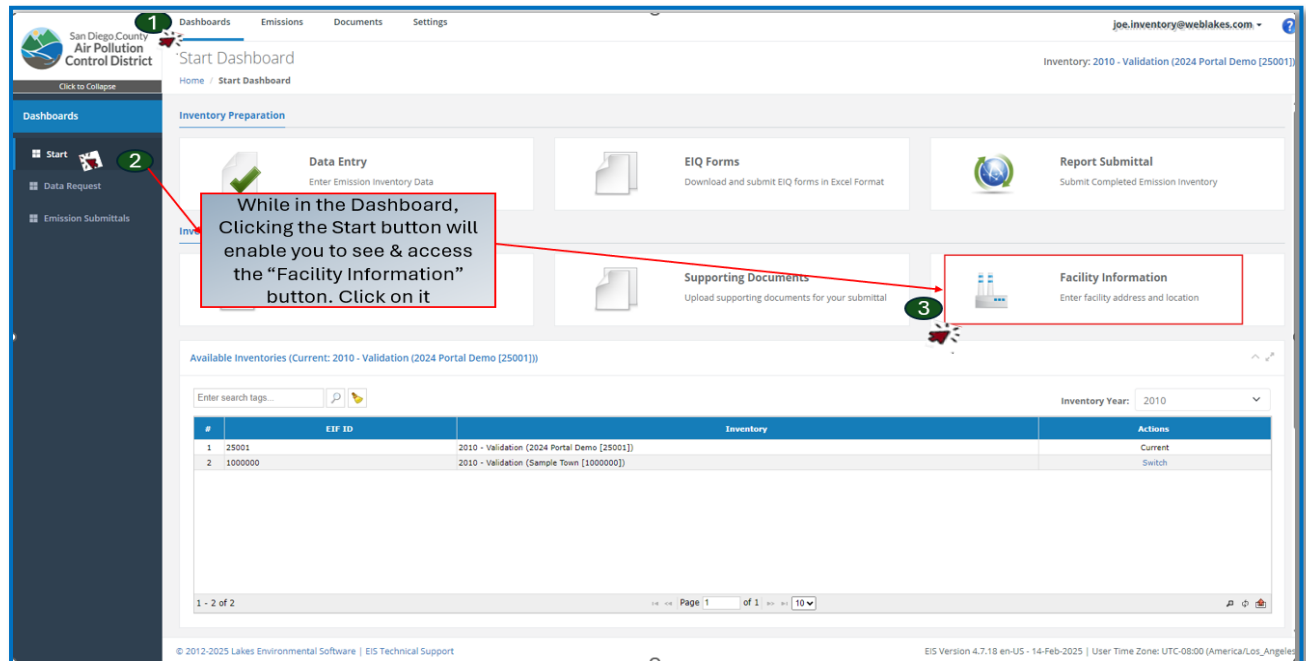
After clicking on the "Switch" option, verify that the inventory year has been updated to the desired one.

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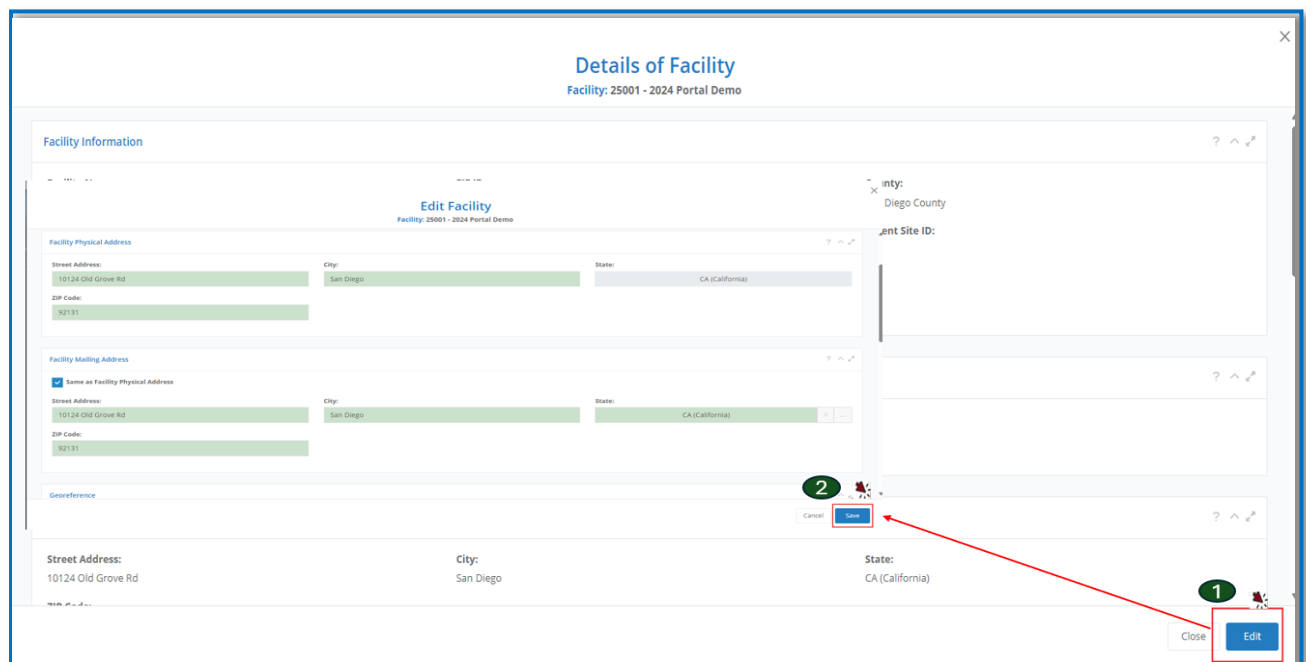
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INPUTTING FACILITY INFORMATION:

The facility should access the Dashboards Tab on the Top Menu then access the Start menu from the home screen, where the "Facility Information" option should be come available, as shown below:



After selecting on "Facility Information", select the edit button. Green fields will populate where the required information should be filled out, as seen below. After filling out the information, make sure to click on the save button.



DATA ENTRY OPTIONS:

The Facility can choose between two main routes for submitting its data in EIS:

1. **Input data directly in EIS**, using either one of the two modules: Data Entry Direct or EI Questionnaire. To enter data with Data Entry Direct, click the specific Permit, then Device, and finally the Material (Permit→Device→Material). With EI Questionnaire, all the materials are listed in the table and each material is listed in a single row of that table, click on the specific material row to enter data. The user must save after inputting data for each material.
2. **Download the Emissions Inventory Questionnaire (EIQ)** workbook from EIS, complete the spreadsheet, and then upload it to EIS using the EIS Import functions.

The following sections will give instructions on how to use each route as well as highlight the advantages and limitations of each.

INPUT DATA DIRECTLY INTO EIS PORTAL:

The Facility should access the Emissions tab from the Top Menu of the home screen and two modules are available to enter data directly in EIS, as seen below:

San Diego County Air Pollution Control District

Dashboards Emissions Documents Settings

joe.inventory@weblakes.com

Emissions - Emissions Data

Home / Emissions / Emissions Data

Inventory: 2010 - Validation (Portal Demo (2500)) - 1

Emissions Data

Data Entry Forms

Tools

Data Entry Direct
Manage device and material data for permits

EI Questionnaire
Manage details for assigning emission calculation methods

Module (1)

The “Data Entry Direct” is the (Full Service) route where you can add/delete devices and/or materials, choose Calculation Methods, Input Data, and assign Control Efficiency (if any).

Module (2)

The “EI Questionnaire” is a good choice if there is no need to add or delete Devices/Materials. It allows you to choose Calculation Methods, input data, and assign Control Efficiency (if any).

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Both modules will lead you to the Data input Platform called “**Calculator Parameters & Requests**”. There is no difference between the data requested in either module.

While both modules will allow you to input data and choose to right calc methods the “Data Entry Direct” module has more features that you can use if needed. It allows the user to add, remove, or move devices between facility permits (if needed). It also allows the user to add more materials and delete those that are no longer used by the facility.

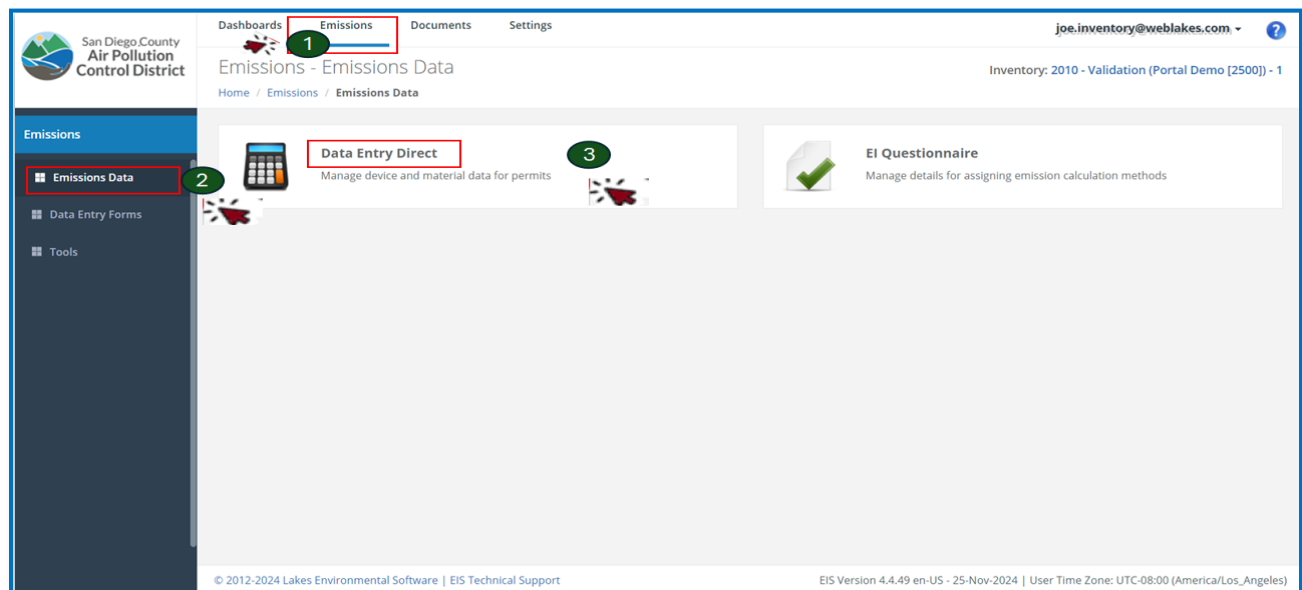
The EI Questionnaire is limited to the initial facility setup created by the District and the only change allowed is to the calculation methods. If the facility needs to add or delete devices or materials and/or change the existing devices setup, it MUST use the “Data Entry Direct” module.

Deleting, adding, or moving permits is not allowed. If the facility wishes to review information at the permits level, they can send an email to: APCDInventory@sdapcd.org.

Use the following steps to reach the “Calculator Parameters & Requests” platform and input data.

For guidelines regarding Specific processes/operations, refer to the [District’s Emission Calculation Procedures](#).

USING “DATA ENTRY DIRECT” MODULE:



Select the “Data Entry Direct” Module to access the Calculation Configuration platform with all setup levels (Permits, Devices & Materials).

San Diego County Air Pollution Control District

Calculations Configuration

Home / Emissions / Emissions Data / Data Entry Direct / Details

Inventory 2022 Inventory Production (Portal Demo-2500)-1

Calculations Configuration

< Facilities EIF ID:2500 Current Facility:Portal Demo

Enter facility name or ID for lookup

Facility Permits

Enter search tags...

#	Permit #	Version	Site Record ID	Permit Description
3	PTD-000001	1	APCD2500-SITE-00123	Combustion Devices: GASEOUS FUEL, LIQUID FUEL, DIESEL FUELED, OTHER
4	APCD2500-PTD-000002	1	APCD2500-SITE-00123	Spray Booth, Surface coating Station, Coating room, etc.
5	PTD-000003	1	APCD2500-SITE-00123	Resins and Fiberglass

1 - 8 of 8 Page 1 of 1

Devices

Enter search tags...

#	Device ID	Device Description
1	200001	Painting and Surface coating operations using paints, coatings, Glue, Thinners, Solvents, Resins, etc. (see more >)

1 - 1 of 1 Page 1 of 1

Materials

Enter search tags...

#	Material ID	SCC	Description
1	1	40201399	Coating
2	2	401002	Solvents

1 - 2 of 2 Page 1 of 1

Here you will see which Level is active "Permit in this case"

3

Permit Information

Air Permit Number: APCD2500-PTD-000002

Version: 1

Permit Description: Spray Booth, Surface coating Station, Coating room, etc.

Permit Memo:

Site Record ID: APCD2500-SITE-00123

2

You will see all three levels of your facility setup: Permits, Devices and Material. Clicking on the item will activate it

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Report data by selecting the correct order Permit → Device → Material to activate the "Source Classification Code (SCC)" & "Calculator Parameters & Requests".

San Diego County Air Pollution Control District

Calculations Configuration

Home / Emissions / Emissions Data / Data Entry Direct / Details

Inventory 2022 Inventory Production (Portal Demo-2500)-1

Calculations Configuration

< Facilities EIF ID:2500 Current Facility:Portal Demo

Enter facility name or ID for lookup

Facility Permits

Enter search tags...

#	Permit #	Version	Site Record ID	Permit Description
3	PTD-000001	1	APCD2500-SITE-00123	FUEL, LIQUID FUEL, DIESEL FUELED, OTHER
4	APCD2500-PTD-000002	1	APCD2500-SITE-00123	Spray Booth, Surface coating Station, Coating room, etc.
5	PTD-000003	1	APCD2500-SITE-00123	Resins and Fiberglass

1 - 8 of 8 Page 1 of 1

Devices

Enter search tags...

#	Device ID	Device Description
1	200001	Painting and Surface coating operations using paints, coatings, Glue, Thinners, Solvents, Resins, etc. (see more >)

1 - 1 of 1 Page 1 of 1

Materials

Enter search tags...

#	Material ID	SCC	Description
1	1	40201399	Coating
2	2	401002	Solvents

1 - 2 of 2 Page 1 of 1

Material

Material ID: 1

Material Description: Coating

Source Classification Code (SCC): 40201399 Surface Coating Operations

Paper Coating

Other Not Classified

1

First: select the Permit

2

Then select the Device

3

Last: choose the material you need to update

4

Make Sure you see the Material, scroll down to reach the "Calculator Parameters & Requests" platform and report your data

Cancel Save

San Diego County Air Pollution Control District

Joe.Inventory@webblakes.com

Inventory: 2010 - Validation (Portal Demo [2500]) - 1

Calculation Configuration

Home / Emissions / Emissions Data / Data Entry Direct / Details

00123

APCD250 PTD-000001 1 APCD250 Emergency Diesel Engine Generator Perkins (Engine: model CA-4 (Caterpillar D100-6); serial number SC-see more 2)

1 - 6 of 6 Page 1 of 1 10

1 - 1 of 1 Page 1 of 1 5

1 - 1 of 1 Page 1 of 1 5

Material

Material Information

Material ID: 1 Material Description: Diesel

Source Classification Code (SCC):

Select Source ID

#	SCC	SCC 1 Description	SCC 2 Description	SCC 3 Description	SCC 4 Description	Material	Last Inventory Year	Registration Code
341	20000000	Emergency Diesel Engine	Industrial	Emergency Diesel Engine	Emergency Diesel Engine	Other	2005	20001700
342	20000000	Emergency Diesel Engine	Industrial	Emergency Diesel Engine	Emergency Diesel Engine	Other	2005	20001700
343	20000000	Emergency Diesel Engine	Industrial	Emergency Diesel Engine	Emergency Diesel Engine	Other	2005	20001700
344	20000000	Emergency Diesel Engine	Industrial	Emergency Diesel Engine	Emergency Diesel Engine	Other	2005	20001700
345	20000000	Emergency Diesel Engine	Industrial	Emergency Diesel Engine	Emergency Diesel Engine	Other	2005	20001700
346	20000000	Emergency Diesel Engine	Industrial	Emergency Diesel Engine	Emergency Diesel Engine	Other	2005	20001700
347	20000000	Emergency Diesel Engine	Industrial	Emergency Diesel Engine	Emergency Diesel Engine	Other	2005	20001700
348	20000000	Emergency Diesel Engine	Industrial	Emergency Diesel Engine	Emergency Diesel Engine	Other	2005	20001700
349	20000000	Emergency Diesel Engine	Industrial	Emergency Diesel Engine	Emergency Diesel Engine	Other	2005	20001700
350	20000000	Emergency Diesel Engine	Industrial	Emergency Diesel Engine	Emergency Diesel Engine	Other	2005	20001700

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Select the Source Classification Code in pop up window that best fits your equipment description based on the SCC1, SCC 3, and SCC 6 description options provided.

If Source Classification Code has been pre-filled, please keep scrolling until you reached the “Calculator Parameters & Requests” platform for data reporting.

You reached the “Calculator Parameters & Requests” platform for data reporting

San Diego County Air Pollution Control District

Joe.Inventory@webblakes.com

Inventory: 2010 - Validation (Portal Demo [2500]) - 1

Calculation Configuration

Home / Emissions / Emissions Data / Data Entry Direct / Details

Calculator Parameters & Requests

Calculator Name: F01-P03 Description: F01-P03-Marine Coatings-Rule 67.18 Version: 1

Clear Select Calculator

Zero Emissions QA/QC

Data Requests Control Requests Emission Factors Surrogate Pollutants

Note: Report Transfer Efficiency (%) and Fallout Percent (%) using the APCD refc

Material Name:	QA/QC
Manufacturer/Supplier:	QA/QC
Annual Material Usage (gal/year):	QA/QC
Waste Shipped Off Site (gal/year):	QA/QC
Maximum Hourly Usage (gal/hour):	QA/QC
Density (lb/gal):	QA/QC
VOC Content (lb/gal):	QA/QC
Percent Solids (%):	QA/QC
Application Method:	QA/QC
Transfer Efficiency (%):	QA/QC
Fallout Percent (%):	QA/QC
Type of Operation:	QA/QC
Type of Material:	QA/QC
Water-based coating (yes/no): No	QA/QC

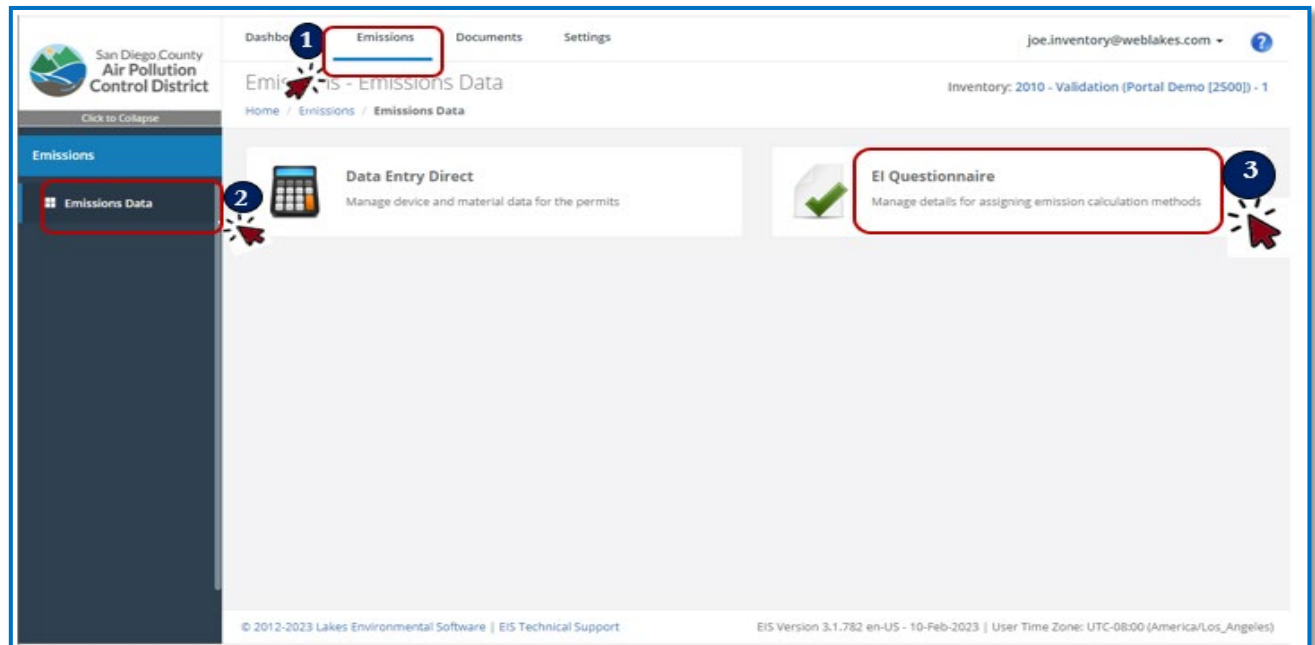
Device Operating Schedule:

Device Operating Schedule:	QA/QC
Daily Operation (hours/day):	QA/QC
Weekly Operation (days/week):	QA/QC
Annual Operation (days/year):	QA/QC

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USING “EI QUESTIONNAIRE” MODULE:



When you access the “EI Questionnaire” Module you shall see a table that list all the Sites, Permits, Devices and Materials in your facility

Each row represents one material under a specific device under a specific permit. Each material is connected to a calculation method.

NAICS: Undefined

Enter facility name or ID for lookup

#	Air Permit Number	Site Record ID	Permit Description	Device ID	Device Description	Material ID	Material Description	Method Name
1	APCD2500-PTO-000002	APCD2500-SITE-00123	One (1) coating manufacturing operation consisting of a mixer and associated transfer equipment/pip see more >	200001	Painting and Surface coating operations using paints, coatings, Glue, thinners, Styrene-free resins see more >	1	Coating	F01-000
2	APCD2500-PTO-000002	APCD2500-SITE-00123	One (1) coating manufacturing operation consisting of a mixer and associated transfer equipment/pip see more >	200001	Painting and Surface coating operations using paints, coatings, Glue, thinners, Styrene-free resins see more >	3	Marine Coating-123	F01-P03
3	APCD2500-PTO-000001	APCD2500-SITE-00123	Emergency Diesel Engine Generator: Perkins Engine; model C4.4 (caterpillar D100-6); serial number XX see more >	100003	Same as permit description	1	Diesel	A05-E10
4	1	0	Additional Substances Subject to Quantification and Reporting	099	Add any additional pollutants found in CTR Table B-2 and EICG Appendix A-1 and not quantified elsewhere see more >	1	Additional Substance	S17-G01
5	0	APCD2500-SITE-00123	NON-PERMITTED DEVICES	123001	IF APPLICABLE, FACILITY WIDE SOLVENT USAGE ON SITE, NOT REPORTED ELSEWHERE	1	Solvent	E01-000
6	0	APCD2500-SITE-00123	NON-PERMITTED DEVICES	123002	IF APPLICABLE, FACILITY WIDE WELDING OPERATIONS ON SITE, NOT REPORTED ELSEWHERE	1	Welding Material	J02-S126
7	0	0	PFAS: Fluorotelomer-Related Compounds	099	Add PFAS : Fluorotelomer-Related Compounds as seen in EICG Appendix A-1. Each material should repres see more >	1	Fluorotelomer-Related Compound	S09-G01

1 - 7 of 7

Page 1 of 1

Material

Calculator Parameters & Requests

Click the material row to activate it, then scroll down to reach the “Calculator Parameters & Requests” platform and report your data.

Cancel Save

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If NAICS has been pre-filled, please keep scrolling until you reached the “Calculator Parameters & Requests” platform for data reporting.

You reached the “Calculator Parameters & Requests” platform for data reporting

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STEPS POST CHOOSING & FOLLOWING A MODULE:

Following either routes, Data Entry Direct or EI Questionnaire, will take you to the “Calculator Parameters and Requests” platform. This is the primary are where you can input data and controls in two or three tabs.

San Diego County Air Pollution Control District

Calculation Configuration

Home / Emissions / Emissions Data / Data Entry / Request / Details

Calculator Name: P01-000 Description: PAINTING AND SURFACE COATING OPERATIONS Variant: 1

Clear Select Calculator

Options QA/QC

Data Requests Control Requests Emission Factors Surrogate Pollutants

Note: Report Transfer Efficiency (%) and Fallout Percent (%) using the APCD refs

Material Name: [QA] Manufacturer/Supplier: [QA] Annual Material Usage (gals/year): [QA] Waste Shipped Off Site (gals/year): [QA] Maximum Hourly Usage (gals/hour): [QA] Density (lb/gal): [QA] VOC Content (lb/gal): [QA] Percent Solids (%): [QA] Application Method: [QA] Transfer Efficiency (%): [QA] Fallout Percent (%): [QA] Type of Operation: [QA] Type of Material: [QA] Water-based coating (yes/no): No [QA]

Device Operating Schedule:

Daily Operation (hours/day): [QA] Weekly Operation (days/week): [QA] Annual Operation (days/year): [QA]

Data Entry QA and Log

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All the three tabs (Data request, Control request, and Emissions factors) must be visited to input any mandatory information (Mandatory information will be highlighted green).

San Diego County Air Pollution Control District

Calculation Configuration

Home / Emissions / Emissions Data / Data Entry / Request / Details

Calculator Name: P01-000 Description: PAINTING AND SURFACE COATING OPERATIONS Variant: 1

Clear Select Calculator

Options QA/QC

Zero Emissions

Data Requests Control Requests Emission Factors Surrogate Pollutants

Note: Report Transfer Efficiency (%) and Fallout Percent (%) using the APCD refs

Material Name: [QA] Manufacturer/Supplier: [QA] Annual Material Usage (gals/year): [QA] Waste Shipped Off Site (gals/year): [QA] Maximum Hourly Usage (gals/hour): [QA] Density (lb/gal): [QA] VOC Content (lb/gal): [QA] Percent Solids (%): [QA] Application Method: [QA] Transfer Efficiency (%): [QA] Fallout Percent (%): [QA] Type of Operation: [QA] Type of Material: [QA] Water-based coating (yes/no): No [QA]

Device Operating Schedule:

Daily Operation (hours/day): [QA] Weekly Operation (days/week): [QA] Annual Operation (days/year): [QA]

Data Entry QA and Log

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Essential Functions and (Must Do) actions for reporting any process or material

Every Material is connected to a calculation method. The "Select Calculator" enables the facility to switch to a different one.

All three tabs **MUST** be checked to fill any Mandatory Information

All the information highlighted green **MUST** be filled

The facility can choose to input Non-mandatory information that will help the district better understand and evaluate the process.

HOW TO ENTER DATA USING EIQ WORKBOOKS?

EIQ workbooks upload is another option to upload data in the EIS Portal, however, before choosing this option the facility **MUST** know that these EIQ workbooks are pre-rendered and note the following:

- Adding, removing devices and changes to calculation methods **MUST** be done in the Direct Data Entry Modules and cannot be done in the EIQ workbooks.
- The pre-rendered EIQ workbooks will not reflect changes made in the Direct Data Entry Modules
- EIQ workbooks will overwrite data in Direct Data Entry Modules. If the facility used EIS to directly input partial data and then uploaded EIQ workbooks to update part of the data, the EIQ upload will overwrite the data that was input initially, and it will be lost.
- The workbook format shall not be changed, for example: don't rename, delete, or add extra sheets; don't make any changes to the labels of column A; and don't replace calc methods in the same workbook with ones of a different family.
- When uploading files, the file extension shall be (.XLSX). Classic forms of Excel such as (.XLS) and (.CSV) will be rejected.
- While you can download your EIQ workbooks in a zipped file, it is not possible to use the "upload" function to upload zipped EIQ files.
- **No data validation is performed in the uploaded data.** Completeness is enforced during the QA/QC and submittal processes.

The following the steps are to download, fill and upload EIQ workbooks:

Step (1): Download the EIQ workbooks from EIS:

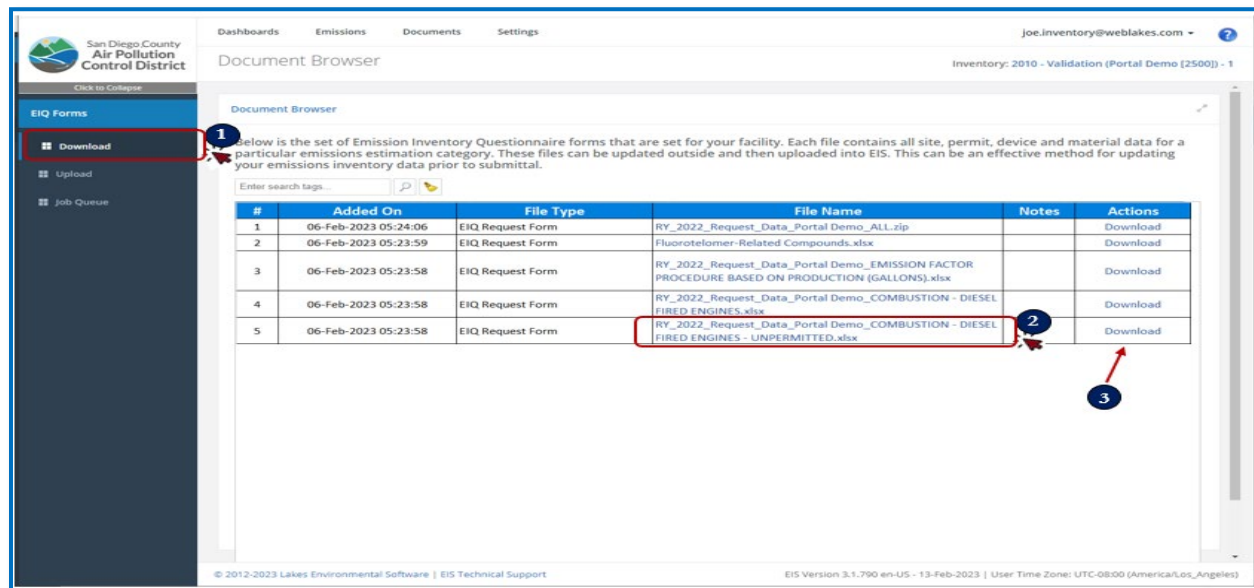
Choose the "Dashboard" from the top menu and "Start" from the side bar to see the "EIQ Forms" area.

The screenshot shows the EIS Portal Dashboard. The top navigation bar includes 'Dashboards', 'Documents', and 'Settings'. The left sidebar has 'Start', 'Data Request', and 'Emission Submittals'. The main content area is titled 'Start Dashboard' and includes a section for 'Inventory Preparation' with buttons for 'Data Entry', 'EIQ Forms', 'Report Submittal', 'Supporting Documents', and 'Facility Information'. A red box highlights the 'EIQ Forms' button, and a red arrow points to it from a text box that says: 'While in the Dashboard, Clicking the Start Button will enable you to see & access the "EIQ Forms" button. Click on it.' Below this, there is a table titled 'Available Inventories (Current: 2010 - Validation (Portal Demo [2500]) - 1)' with columns for '#', 'EIQ ID', 'Inventory', and 'Actions'.

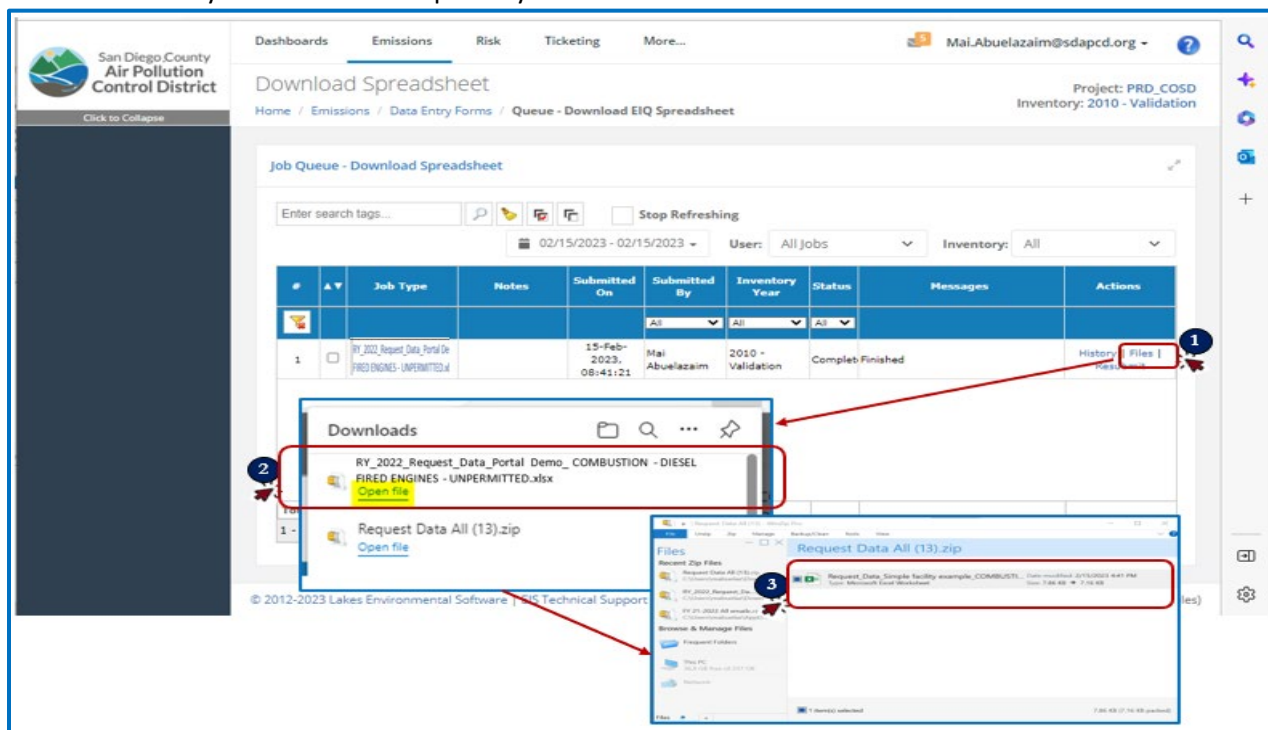
#	EIQ ID	Inventory	Actions
1	2500	2010 - Validation (Portal Demo [2500]) - 1	Current
2	9999	2010 - Validation (Simple facility example [9999]) - 1	Switch

Click on the “EIQ Forms” button to see the side bar options for Download, Upload or Job Queue of EIQ workbooks.

To download EIQ workbooks choose “Download” and choose the workbook type of operations you want to fill and click “Download”.



A window with the “Job Queue” will show you the progress of the download and make the EIQ workbook files available for you to download in a Zip format. Choose “Files” and you will have a download window that shows all the files you have been downloading, choose “Open Files” for the desired one and you shall see WinZip with your file.

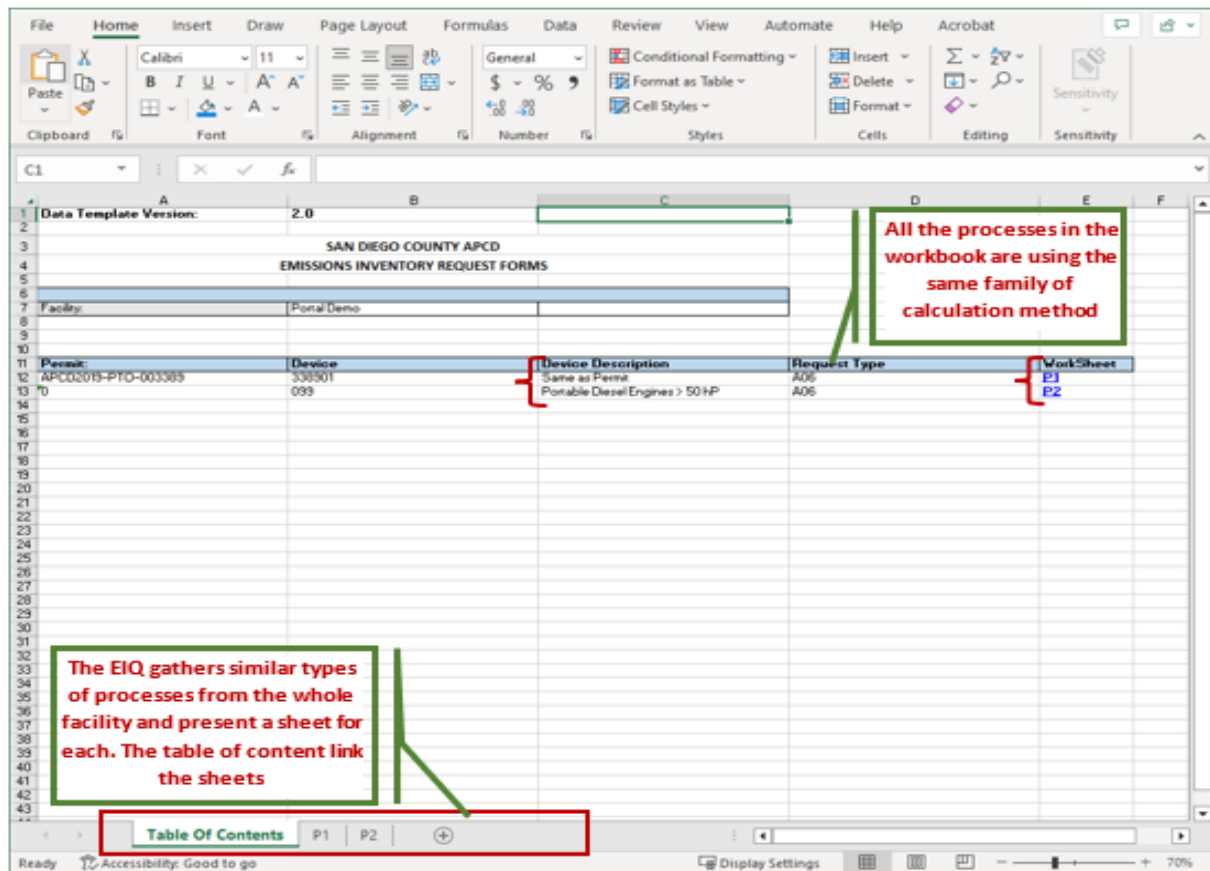


Step (2): Input the usage data in the EIQ workbooks

The EIQ workbooks group similar emission sources in one workbook. For example, if you downloaded EIQ workbook F01, it would reflect all the coating operations (F01) on the site, regardless of which permit this operation is attached to.

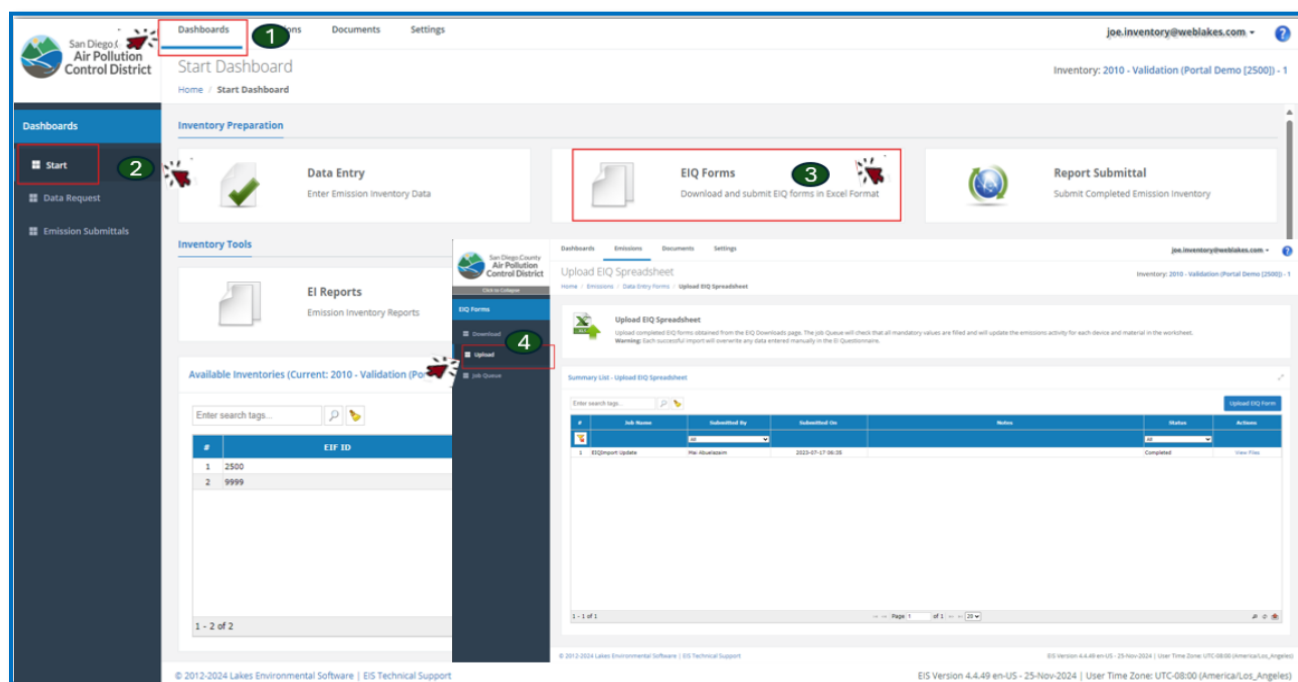
The first tab has a table of contents, and each following tab will represent a material or group of materials being listed under the same device, each tab is identified by its permit.

Note: the EIQ sheets are pre-rendered to the initial setup of the facility, if the facility needs to make any changes (such as reporting more materials), changes and data input MUST be completed directly in EIS (Data Entry Direct).

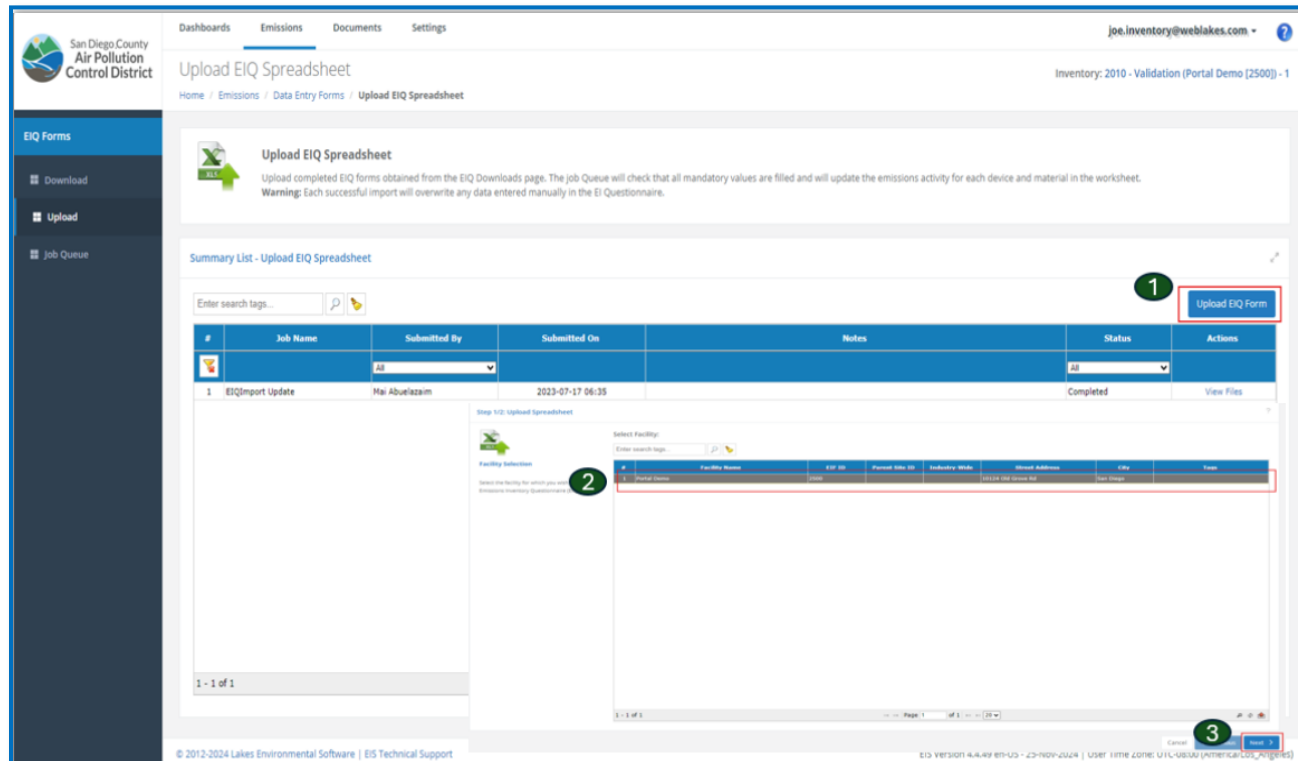


Step (3): Upload the filled EIQ workbooks to EIS

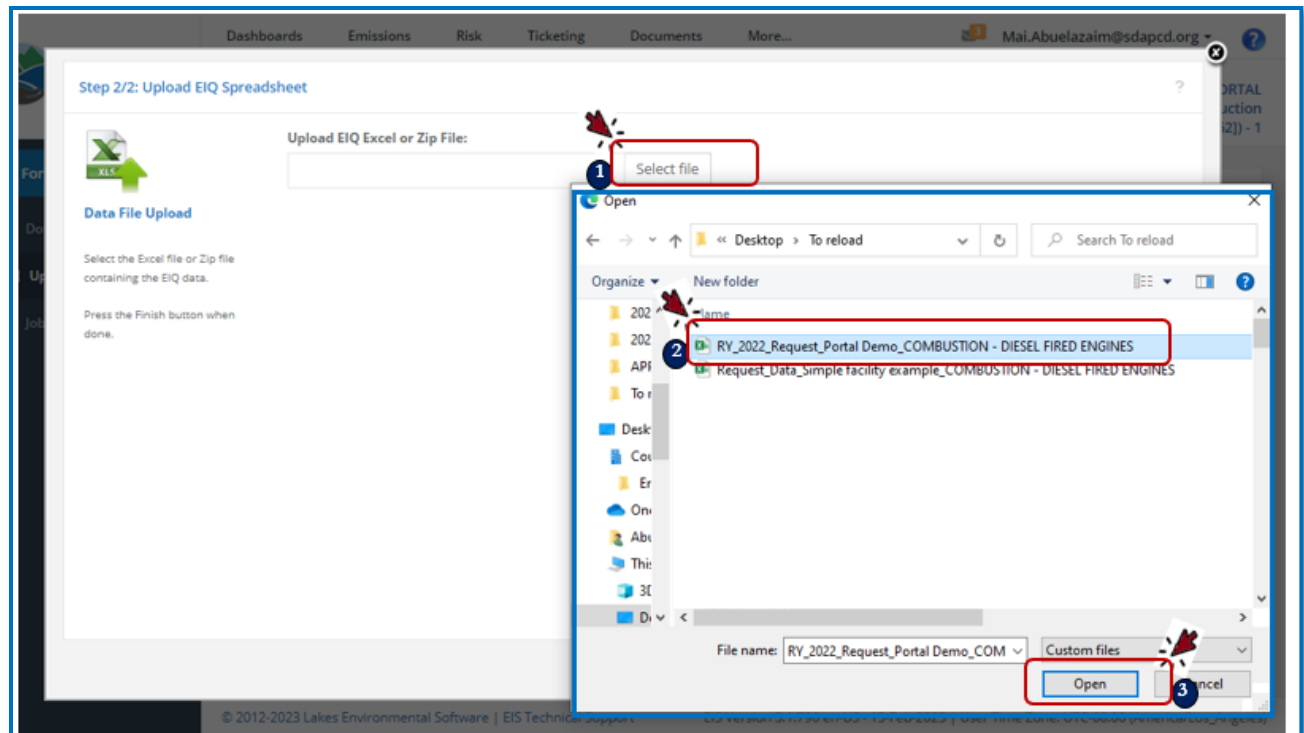
When you are done with updating your EIQ workbook(s) EIS allows you to use the "upload" function to upload the files and populate the fields from the files. To see the "upload" function please use the "Dashboard" from the top menu and "Start" from the side bar to see the "EIQ Forms" area. Click on it and choose "Upload" from the Sidebar.



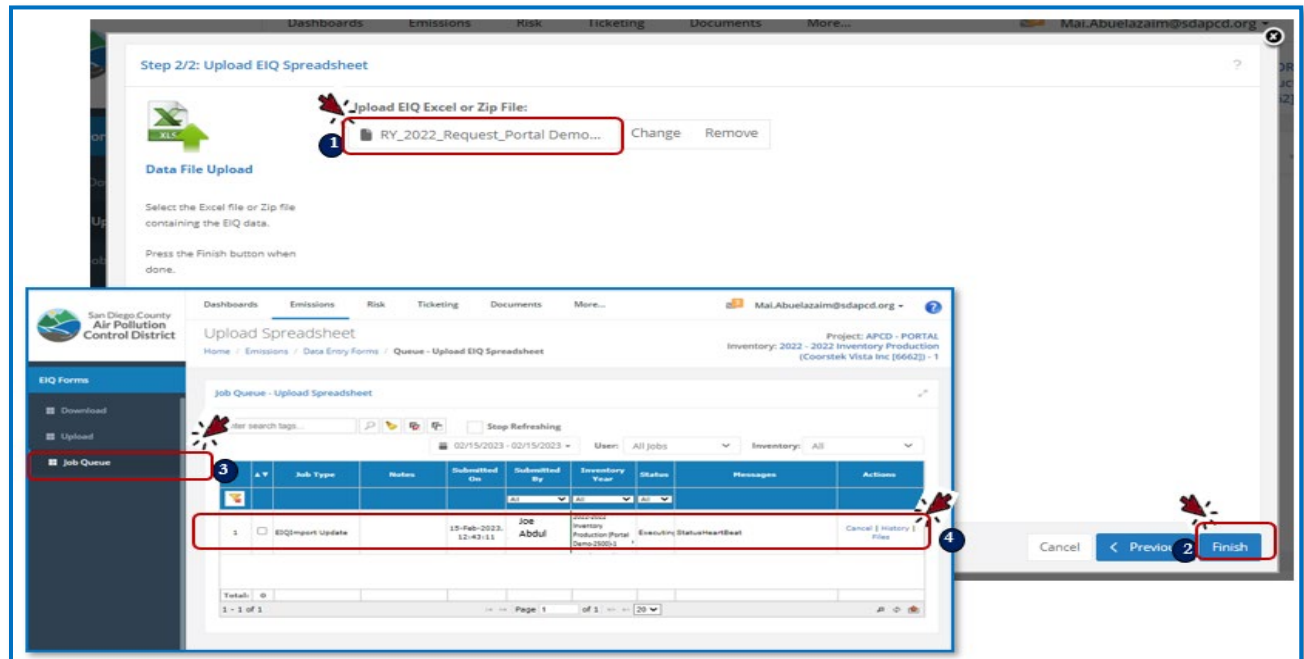
Choose “Upload EIQ Form” in the window that popped up and choose the facility in the platform that will open. Select “Next”.



Choose “Select file” to be able to choose the file you want to upload from your desktop or OneDrive.



Choose “Finish” after your chosen file is visible in the window. This will complete the upload step and jump to the to be “Job Queue” to see the list and status of the uploading jobs you submitted.



Step (4): Review and mitigate the data migrated from the EIQ workbooks to EIS

Once you have a success upload for all the files you need to review the data migrated to EIS, since there is **No data validation performed in the uploaded data**. After making sure that all the data migrated

properly, please proceed with: uploading any supporting documents to EIS following ([HOW TO UPLOAD SUPPORTING DOCUMENTS?](#)) section; running a QA/QC report using ([HOW TO RUN QA/QC REPORT](#)) section; and completing and Certifying the Emissions Inventory Submittal step using ([HOW TO SUBMIT FINAL REPORT](#)) section.

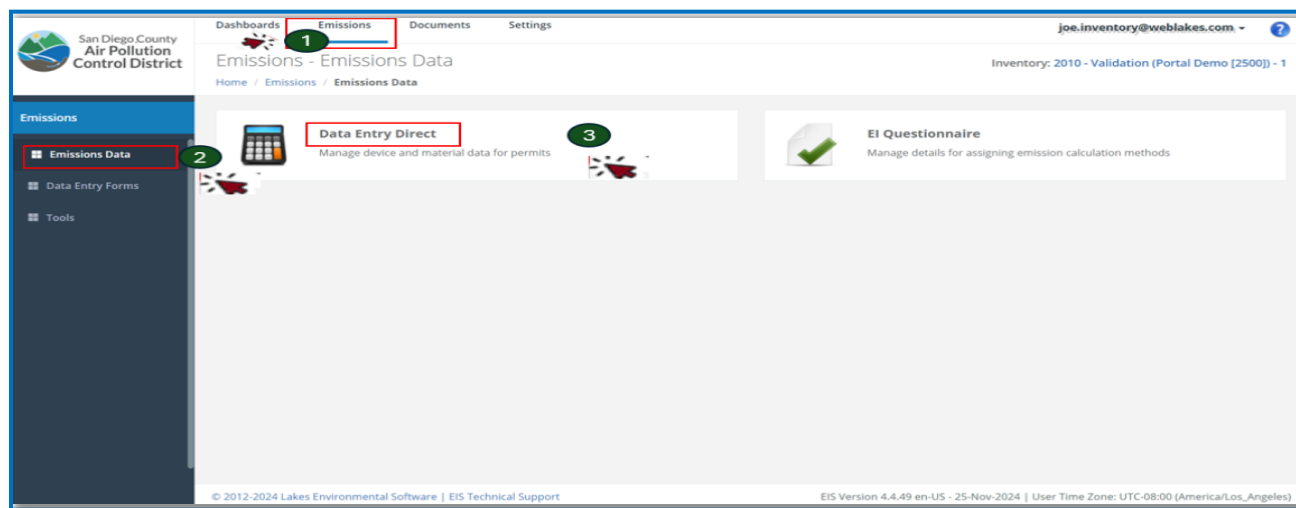
HOW TO EDIT EXISTING FACILITY SET UP?

The user can add, delete, or move devices/materials.

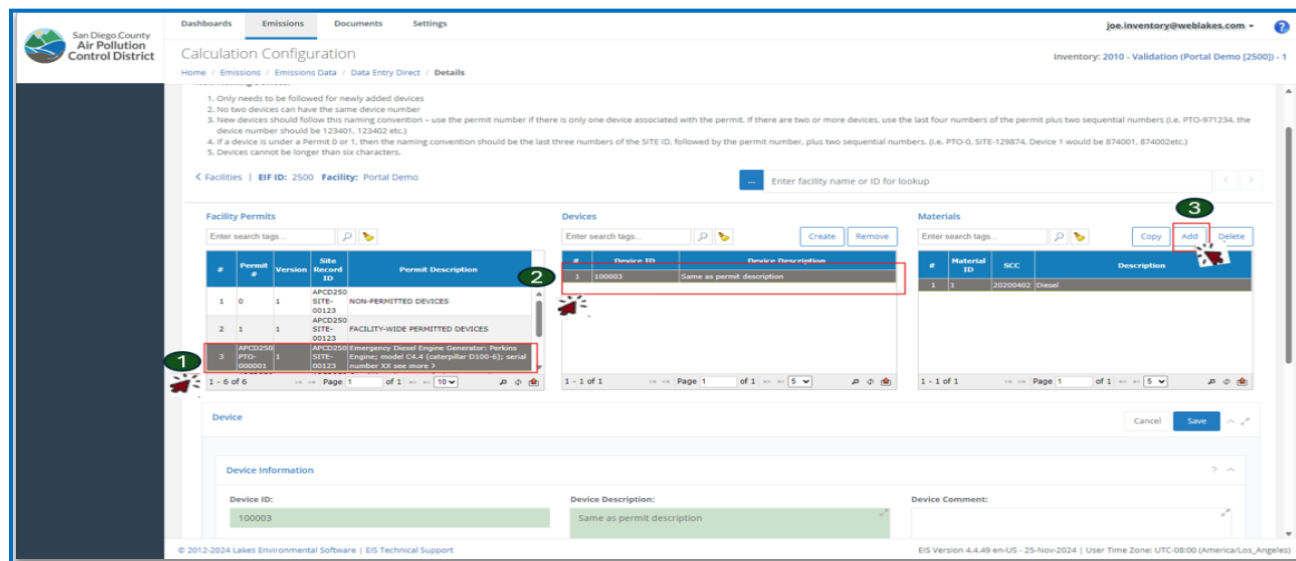
ADD A MATERIAL:

Some facilities with specific types of operations, such as welding, coating, printing, etc.; to report more than one material under the device. The following images will demonstrate the steps needed to add a material - this can only be completed in the EIS “Data Entry Direct” module.

Step (1): Choose the “DATA ENTRY DIRECT” module:



Step (2): Choose the desired Permit, then the Device and click add for material:



Step (3): Type the Material ID and Material name in the windows that open and Click “SAVE”:

San Diego County Air Pollution Control District

Joe.Inventory@webblakes.com

Inventory: 2010 - Validation (Portal Demo [2500]) - 1

Calculation Configuration

Home / Emissions / Emissions Data / Data Entry Direct / Details

Facilities | EIF ID: 2500 | Facility: Portal Demo

Enter facility name or ID for lookup

Facility Permits

Enter search tags...

#	Permit #	Version	Site Record ID	Permit Description
3	APCD250	1	APCD250	Emergency Diesel Engine Generator: Perkins Engine: model C4.4 (caterpillar D100-6); serial 000001
4	APCD250	1	APCD250	One (1) coating manufacturing operation consisting of a mixer and associated transfer equipment (see more...)
5	0	0	0	PFAS: Fluorotelomer-Related Compounds
6	1	0	0	Additional Substances Subject to Quantification and Reporting

1 - 6 of 6 Page 1 of 1

Devices

Enter search tags...

#	Device ID	Device Description
1	200001	Painting and Surface coating operations using paints, coatings, Glue, thinners, Styrene-free resins (see more...)

1 - 1 of 1 Page 1 of 1

Materials

Enter search tags...

#	Material ID	SCC	Description
1	40201399		Coating
2	40202399		Marine Coating-123

1 - 2 of 2 Page 1 of 1

Material

Cancel Save

Material Information

Material ID: 3

Material Description: Marine Coating-123

Source Classification Code (SCC): 40202399 Surface Coating Operations Large Ships Other Not Classified

Notes:

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Step (4): Connect the added Material to a Calculation Methods:

All material MUST be connected to a calculation method to allow users to reach the proper “Calculator Parameters & Requests” platform for data entry. Select the material and scroll down to “Select a calculator”:

San Diego County Air Pollution Control District

Joe.Inventory@webblakes.com

Inventory: 2010 - Validation (Portal Demo [2500]) - 1

Calculation Configuration

Home / Emissions / Emissions Data / Data Entry Direct / Details

Facilities | EIF ID: 2500 | Facility: Portal Demo

Enter facility name or ID for lookup

Facility Permits

Enter search tags...

#	Permit #	Version	Site Record ID	Permit Description
3	APCD250	1	APCD250	Emergency Diesel Engine Generator: Perkins Engine: model C4.4 (caterpillar D100-6); serial 000001
4	APCD250	1	APCD250	One (1) coating manufacturing operation consisting of a mixer and associated transfer equipment (see more...)
5	0	0	0	PFAS: Fluorotelomer-Related Compounds
6	1	0	0	Additional Substances Subject to Quantification and Reporting

1 - 6 of 6 Page 1 of 1

Devices

Enter search tags...

#	Device ID	Device Description
1	200001	Painting and Surface coating operations using paints, coatings, Glue, thinners, Styrene-free resins (see more...)

1 - 1 of 1 Page 1 of 1

Materials

Enter search tags...

#	Material ID	SCC	Description
1	40201399		Coating
2	40202399		Marine Coating-123

1 - 2 of 2 Page 1 of 1

Material

Choose the added material, click “Edit” then scroll down to see the “Select Calculator” Button

Material Information

Material ID: 3

Material Description: Marine Coating-123

Source Classification Code (SCC): 40202399 Surface Coating Operations Large Ships Other Not Classified

Notes:

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Visit ([EIS Calculation Methods List](#)) to find the best match for your process/material. You can also connect your material to the generic calculation method of the process family, identified (000) and the District will pick the best before completing the calculations.

San Diego County Air Pollution Control District

Calculation Configuration

Material ID: 3

Material Description: Marine Coating-123

Source Classification Code (SCC): 40202399 Surface Coating Operations

When you press the "Select Calculator" button, a pop-up window will have the full list of EIS-calculation methods. "Data Request" drop down will group methods by family type.

Select Calculator

Select User Calculator

Enter search tags...

#	Name	Description	Version	Active	Data Request	Control Request	Reference	CEIDARS Process Description	CEIDARS Process ID	Date of Last Change
1	F01-000	PAINTING AND SURFACE COATING OPERATIONS	1	Yes	F01	F01-CTRL		Unknown		04-Feb-2023
2	F01-P01	F01-P01-Aerospace Coatings-Rule 67.9	1	Yes	F01	F01-CTRL	http://www.sdpco.org/toxics/em	Aerospace Coatings	91	04-Feb-2023
3	F01-P02	F01-P02-Architectural Coatings-Rule 67.10	1	Yes	F01	F01-CTRL		Architectural Coatings	93	04-Feb-2023
4	F01-P03	F01-P03-Marine Coatings-Rule 67.18	1	Yes	F01	F01-CTRL		Marine Coatings	90	04-Feb-2023
5	F01-P04	F01-P04-Metal-Buildings and Coil Coatings-Rule 67.4	1	Yes	F01	F01-CTRL		Metal-Buildings and Coil Coatings	88	04-Feb-2023
6	F01-P05	F01-P05-Metal Parts and Products Coatings-Rule 67.3	1	Yes	F01	F01-CTRL		Metal Parts and Products Coatings	92	04-Feb-2023
7	F01-P06	F01-P06-Motor Vehicle and Mobile Equipment-Rule 67.20	1	Yes	F01	F01-CTRL		Motor Vehicle and Mobile Equipment	87	04-Feb-2023
8	F01-P07	F01-P07-Paper, Film and Fabric Coatings-Rule 67.5	1	Yes	F01	F01-CTRL		Paper, Film and Fabric Coatings	86	04-Feb-2023
9	F01-P08	F01-P08-Wood Product Coatings-Rule 67.11	1	Yes	F01	F01-CTRL		Wood Product Coatings	89	04-Feb-2023
10	F01-P09	F01-P09-Other Miscellaneous Coating Operation	1	Yes	F01	F01-CTRL		Other Miscellaneous Coating Operation	93	04-Feb-2023
11	F01-P10	F01-P10-Auto Body Shop Generic Coating Operation	1	Yes	F01	F01-CTRL		Auto Body Shop Generic Coating Operation	87	04-Feb-2023

1 - 12 of 12

Select

Selecting the calc method will open the "Calculator Parameters & Requests" platform for data input. Mandatory fields (green) in all tabs need to be filled and don't forget to save.

HOW TO ADD, MOVE OR DELETE DEVICES:

Devices are typically based on those listed or expected to be associated with permits or non-permitted activities. Typical reasons to change device configuration:

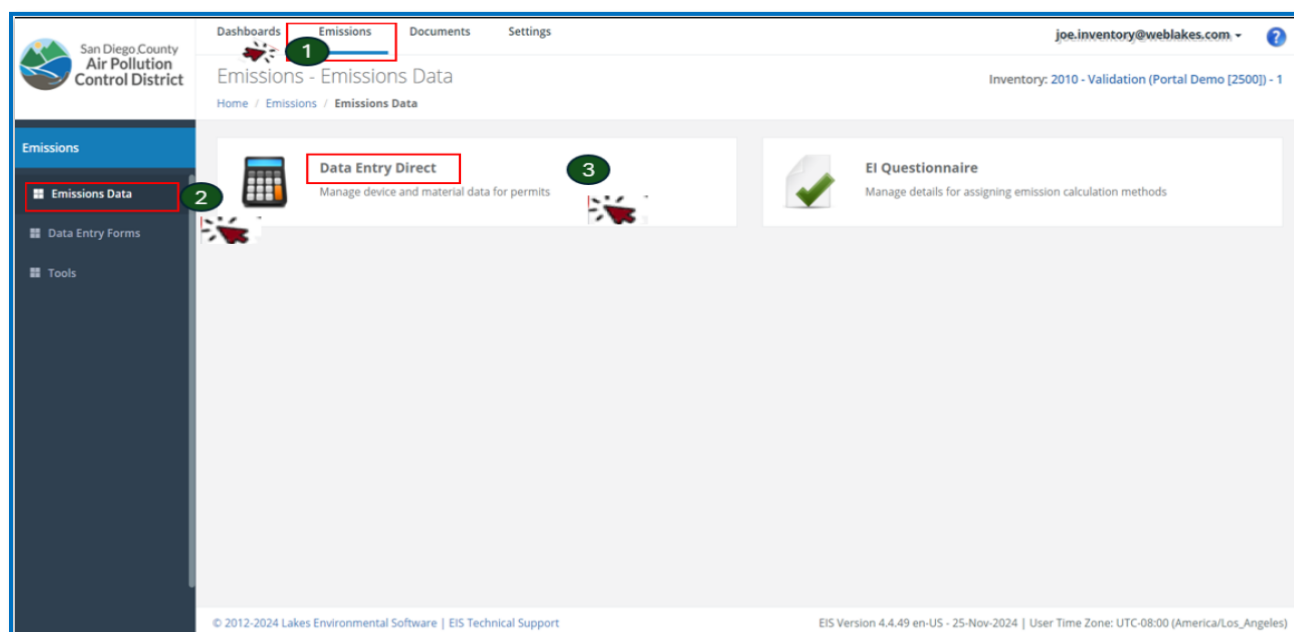
- Add a missing device
- Remove an inactive device
- Move under a different permit

Note that devices added under Permit (0) and Permit (1) and those under Site (0) shall not be deleted as “not existing” and the facility should rather use the “Zero Emissions” function instead.

Please note that when adding a new Device, the facility must follow the following Naming Convention:

1. Only needs to be followed for newly added devices
2. No two devices can have the same device number
3. New devices should follow this naming convention – use the permit number if there is only one device associated with the permit. If there are two or more devices, use the last four numbers of the permit plus two sequential numbers (i.e. PTO-971234, the device number should be 123401, 123402 etc.)
4. If a device is under a Permit 0 or 1, then the naming convention should be the last three numbers of the SITE ID, followed by the permit number, plus two sequential numbers. (i.e. PTO-0, SITE-129874, Device 1 would be 874001, 874002etc.)
5. Devices cannot be longer than six characters.

Step (1) for adding, deleting, or switching Devices: Choose the “DATA ENTRY DIRECT” module:



Adding a device: Select the permit and choose “Create”. Type the device ID (based on the naming convention explained above and listed in EIS) and the Device Name and “Save”. Note you must add a

material under the new device to be able to report data. Follow the steps in the (HOW TO ADD A MATERIAL IN EIS) section.

San Diego County Air Pollution Control District

Calculation Configuration

Home / Emissions / Emissions Data / Data Entry Direct / Details

Inventory: 2010 - Validation (Portal Demo [2500]) - 1

< Facilities | EIF ID: 2500 Facility: Portal Demo

Enter facility name or ID for lookup

Facility Permits

Enter search tags...

#	Permit #	Version	Site Record ID	Permit Description
3	APCD250 PTD-000001	1	00123	APCD250 Emergency Diesel Engine Generator: Perkins Engine; model C4.4 (caterpillar D100-6); serial 000001
4	APCD250 PTD-000002	1	00123	APCD250 One (1) coating manufacturing operation consisting of a mixer and associated transfer equipment (see more...)
5	0	0	0	PFAS: Fluorotelomer-Related Compounds
6	1	0	0	Additional Substances Subject to Quantification and Reporting

1 - 6 of 6 Page 1 of 1

Devices

Enter search tags...

#	Device ID	Device Description
1	200001	Painting and Surface coating operations using paints, coatings, Glue, thinners, Styrene-free resins (see more...)

1 - 1 of 1 Page 1 of 1

Materials

Enter search tags...

#	Material ID	SCC	Description
1	1	40201399	Coating
2	3	40202399	Marine Coating-123

1 - 2 of 2 Page 1 of 1

Device

Device Information

Device ID: 200001

Device Description: Painting and Surface coating operations using paints, coatings, Glue, thinners, Styrene-free resins and cleanup solvents

Device Comment:

Notes:

Unit Type Code: Unclassified (999)

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Deleting a device: select the permit then the Device. Make sure you see the device ID and name in the active window then choose “Remove” then “save”. The materials under the deleted device will also be deleted and there is no need to remove materials individually.

San Diego County Air Pollution Control District

Calculation Configuration

Home / Emissions / Emissions Data / Data Entry Direct / Details

Inventory: 2010 - Validation (Portal Demo [2500]) - 1

< Facilities | EIF ID: 2500 Facility: Portal Demo

Enter facility name or ID for lookup

Facility Permits

Enter search tags...

#	Permit #	Version	Site Record ID	Permit Description
3	APCD250 PTD-000001	1	00123	APCD250 Emergency Diesel Engine Generator: Perkins Engine; model C4.4 (caterpillar D100-6); serial 000001
4	APCD250 PTD-000002	1	00123	APCD250 One (1) coating manufacturing operation consisting of a mixer and associated transfer equipment (see more...)
5	0	0	0	PFAS: Fluorotelomer-Related Compounds
6	1	0	0	Additional Substances Subject to Quantification and Reporting

1 - 6 of 6 Page 1 of 1

Devices

Enter search tags...

#	Device ID	Device Description
1	200001	Painting and Surface coating operations using paints, coatings, Glue, thinners, Styrene-free resins (see more...)

1 - 1 of 1 Page 1 of 1

Materials

Enter search tags...

#	Material ID	SCC	Description
1	1	40201399	Coating
2	3	40202399	Marine Coating-123

1 - 2 of 2 Page 1 of 1

Device

Device Information

Device ID: 200001

Device Description: Painting and Surface coating operations using paints, coatings, Glue, thinners, Styrene-free resins and cleanup solvents

Device Comment:

Notes:

Unit Type Code: Unclassified (999)

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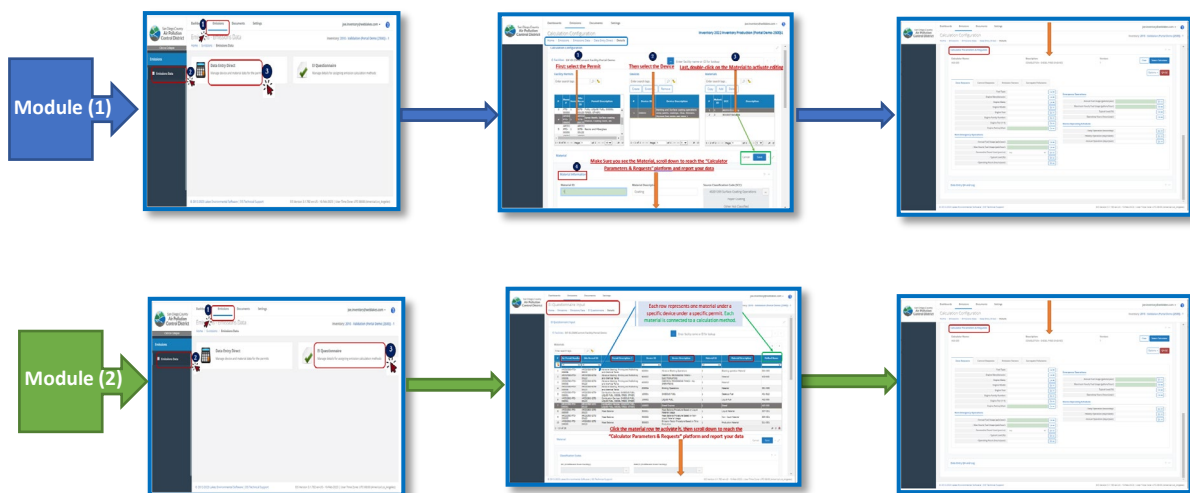
“ZERO EMISSIONS” FUNCTION TO REPORT NO USAGE OF A MATERIAL, DEVICE, OR PERMIT:

If a pre-existing material was not used in the data year but it should be kept in the facility setup, use the Zero-Emissions function. This will allow the user to proceed with submitting data without triggering QA/QC issues and at the same time maintains the material in EIS for future reporting.

Another situation to use the “Zero Emissions” function is when you address Site zero, permit (0), or Permit (1). Please note that if the facility didn’t use any of the Devices/materials listed under Site (0), Permit (0), or Permit (1) the facility shall use the “Zero Emissions” function to avoid any QA/QC errors that may be triggered by the un-populated mandatory fields under these records. The facility shall not delete materials under any of these records.

The use of “Zero Emissions” Function is available in both modules of EIS and can be completed using the following steps:

Step (1): Choose a module to reach the “Calculator Parameters & Requests” platform:



Step (2): Click “Zero Emissions” and follow the steps to and choose (Zero Emissions):

San Diego County Air Pollution Control District

Joe.Inventory@weblakes.com

Inventory: 2010 - Validation (Portal Demo [2500]) - 1

Calculation Configuration

Home / Emissions / Emissions Data / Data Entry Direct / Details

Calculator Parameters & Requests

Calculator Name: F01-000 Description: PAINTING AND SURFACE COATING OPERATIONS Version: 1

Clear Select Calculator

Data Requests Control Requests Emission Factors Surrogate Pollutants

Zero Emissions

Emission Unit/Process: 200001 - 1

#	Period	Zero Emissions	Select Reason
1	Annual	<input checked="" type="checkbox"/>	...

Click “Zero Emissions”, a window will pop up

Click “...” and a window with different reasons for the “Zero Emissions” reporting will open.

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Step (3): Select a reason from the popup window to justify the “Zero Emissions” reporting:

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Calculation Configuration

Home / Emissions / Emissions Data / Data Entry Direct / Details

Reason for Zero Emissions

Enter search tags...

#	Reason
1	Installed in reporting year
2	Maintenance
3	Not Applicable
4	Other
5	Out of service
6	Removed in reporting year
7	Report Elsewhere

1 - 7 of 7

Page 1 of 1

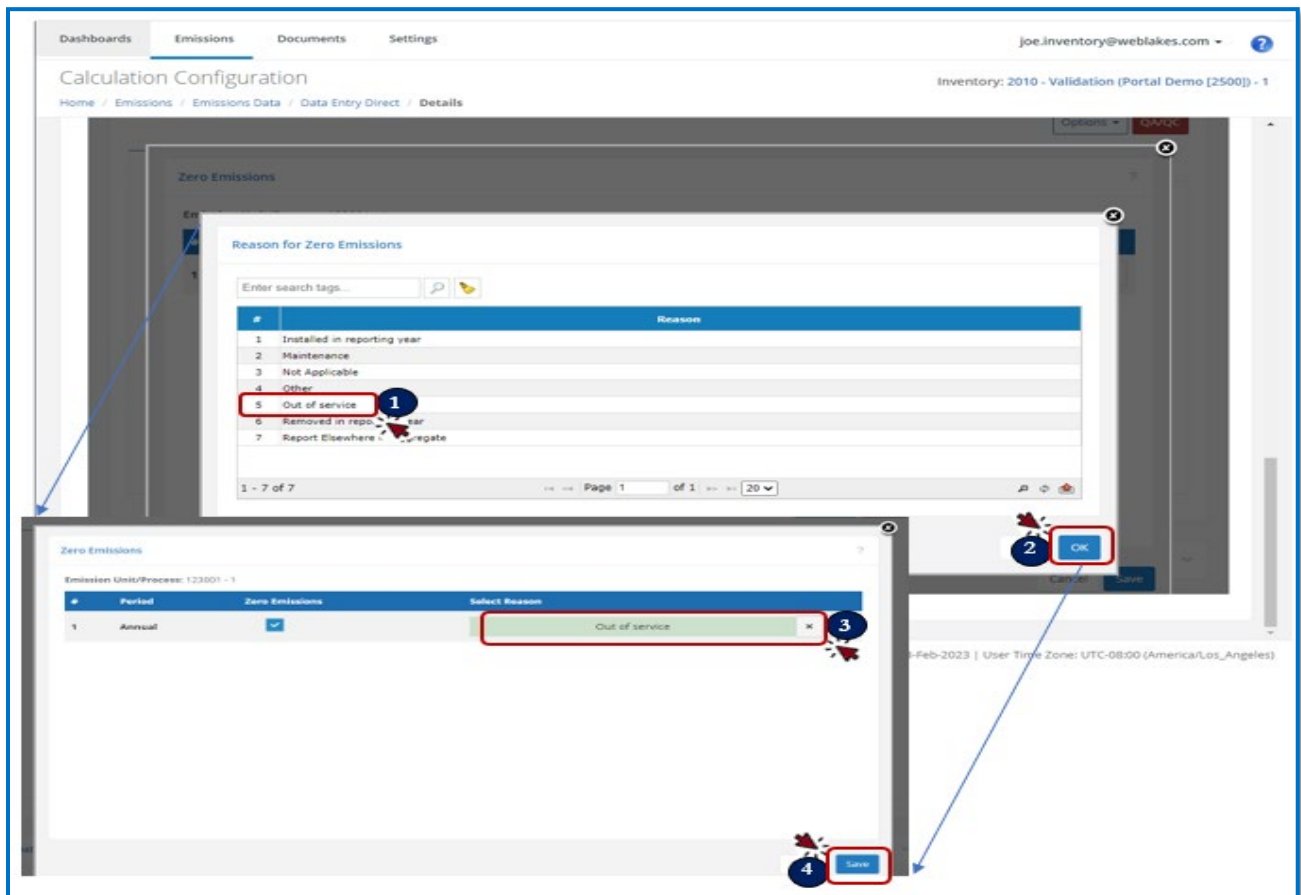
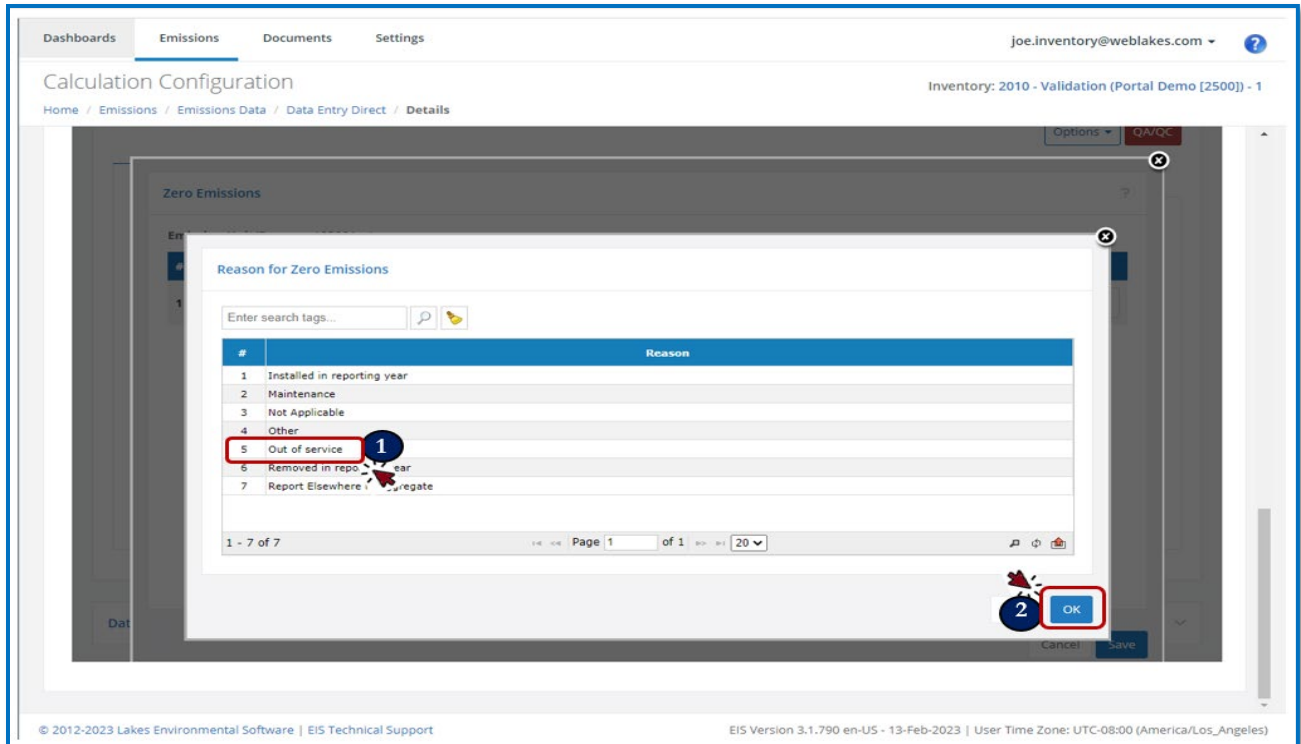
20

OK

Cancel Save

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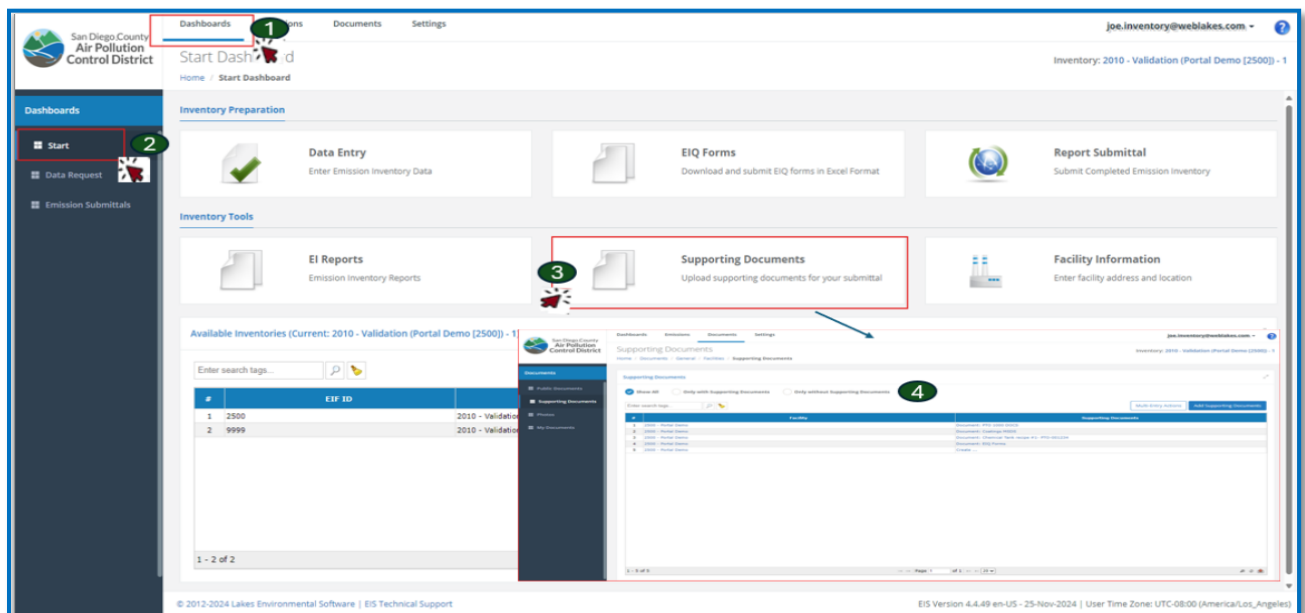


HOW TO UPLOAD SUPPORTING DOCUMENTS?

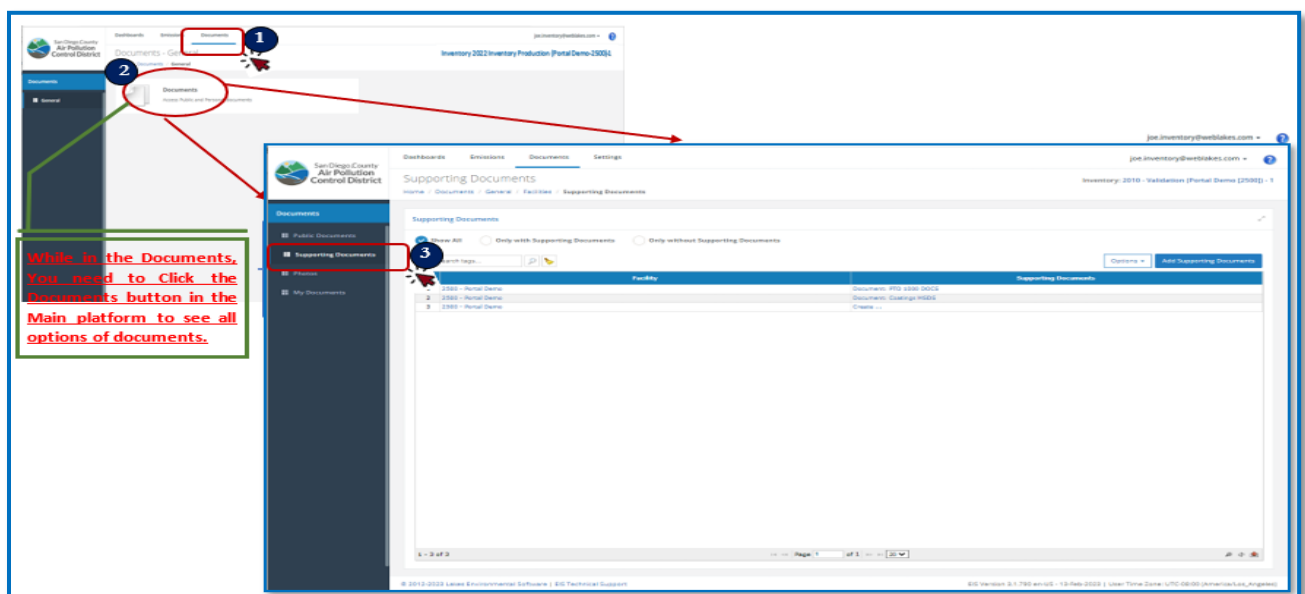
A facility may need to provide supporting documents for controls, non-default emission factors, and/or activity data. For an extended list of supporting documents example, visit the (What kind of supporting documents are required for different process/equipment usage reporting?) section of the [EIS-Reporting-Frequently-Asked-Questions](#).

The following images will demonstrate the steps needed to upload documents in EIS. There are two options for uploading supporting documents:

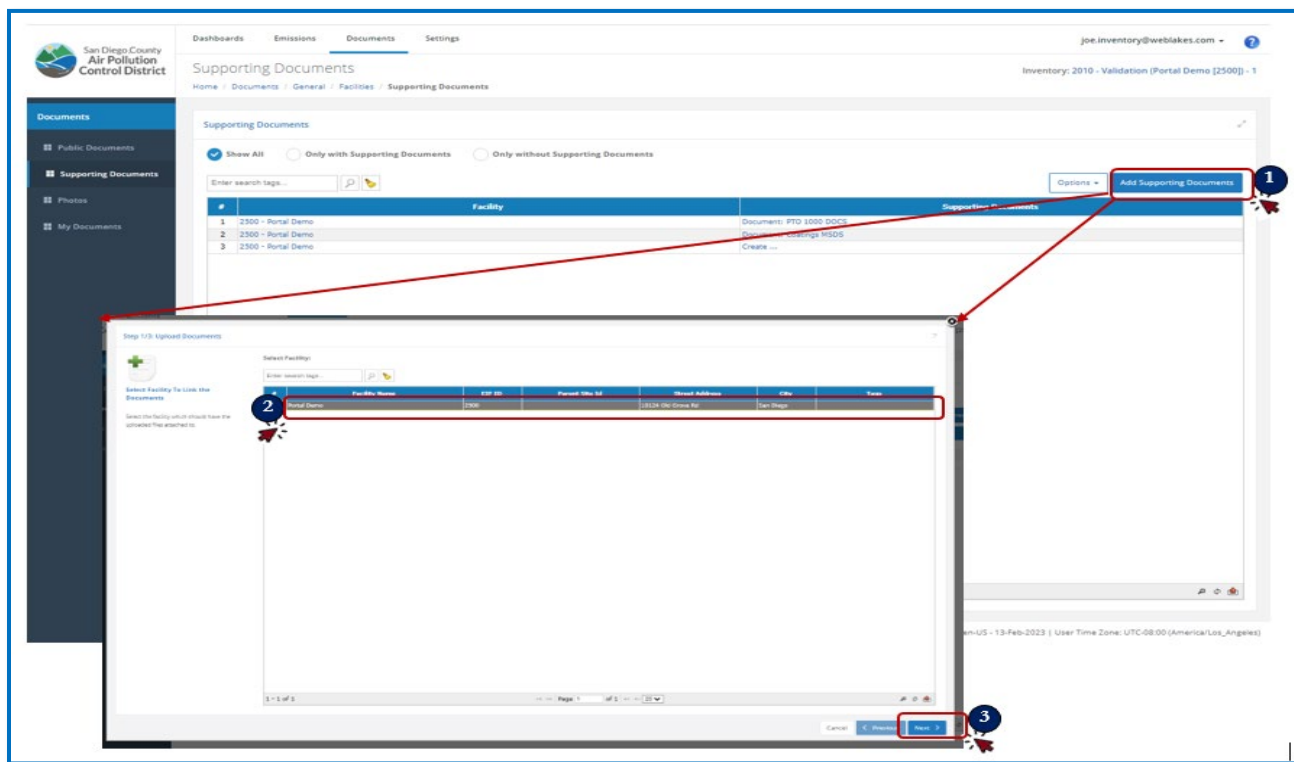
1. Use the “Dashboards” button from the top menu and the “Start” from the Side bar to see the “Supporting documents” button.



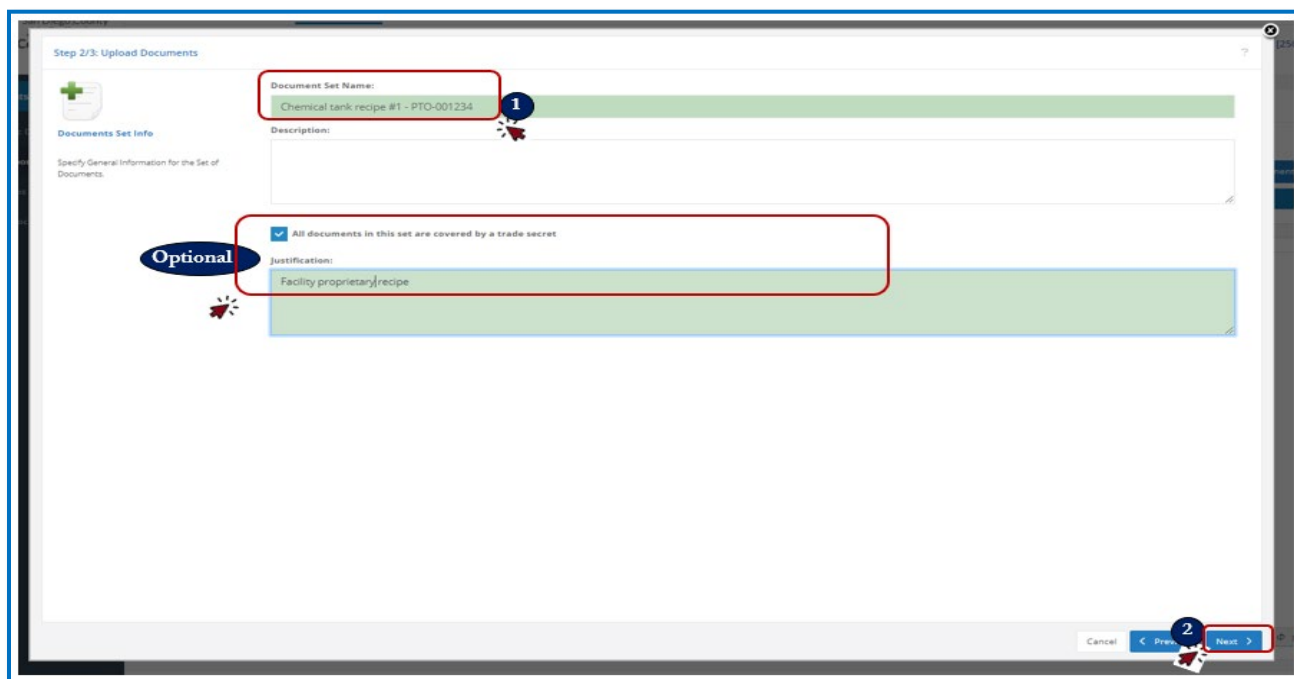
2. Use the “Documents” button from the top menu and the “Documents” button in the platform and you will see several options for documents including the “Supporting documents” button.



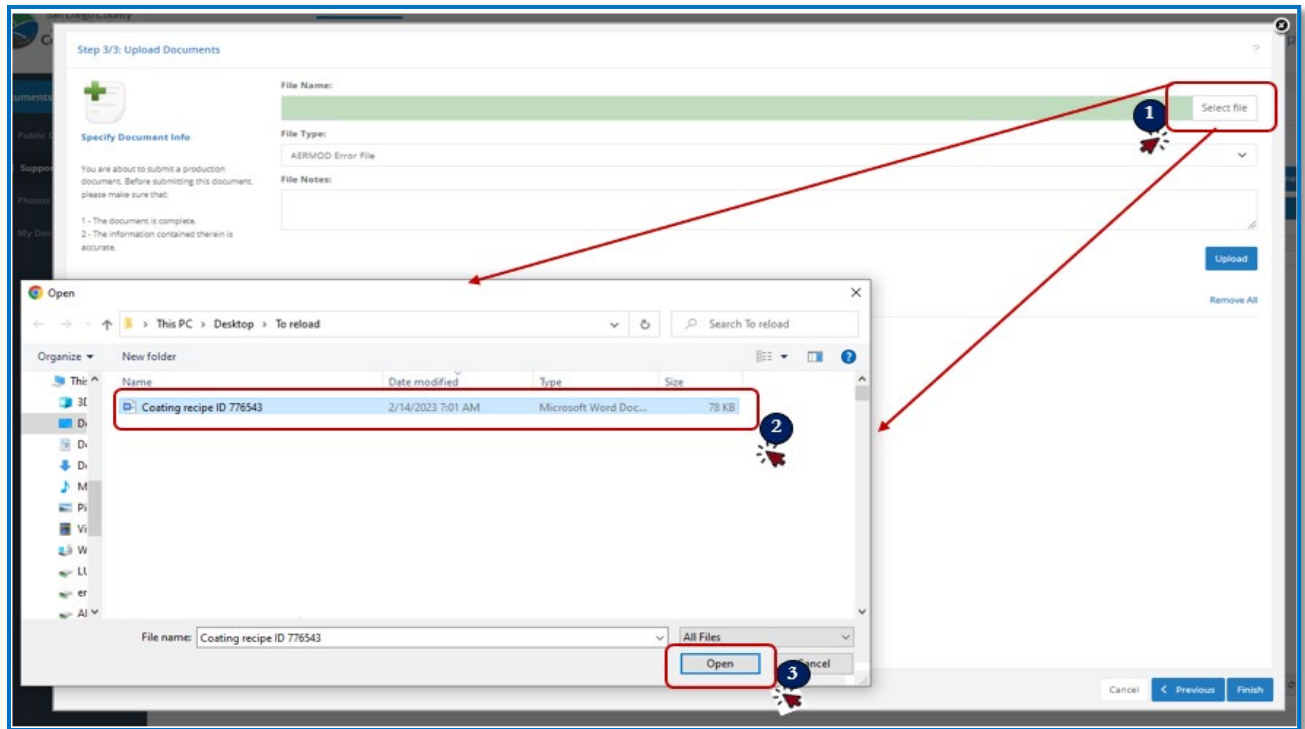
Following either option you can proceed with the following steps to upload documents: Click the button “add supporting Documents” and from the popup window select the facility to link the documents to and click “Next”.



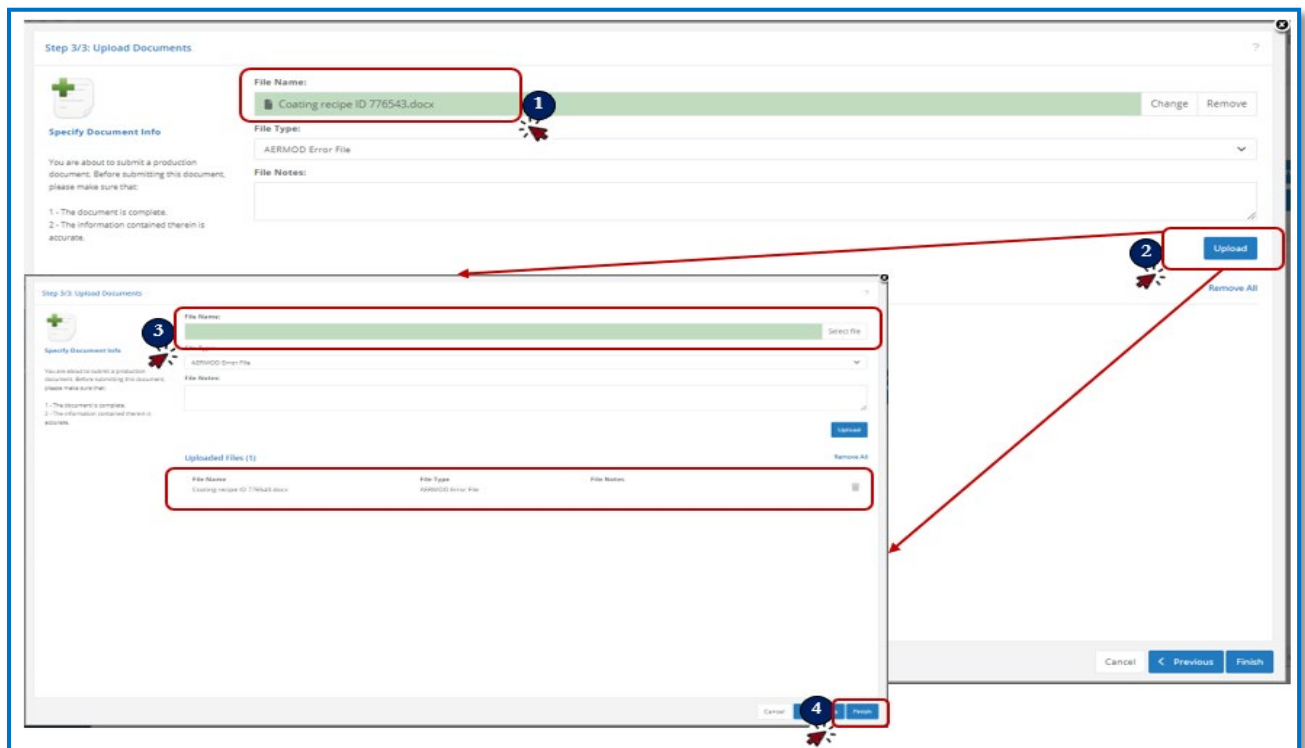
A second popup window will allow users to add name and description (optional) to the documents being uploaded (e.g., Chemical tank recipe #1 - PTO-001234). If the documents being added are considered (Trade Secret) label it by clicking the Trade Secret button and adding a justification Hit “Next”.



A second pop up window will open to choose the documents for upload



Once the document is selected, proceed to the finish button. However, if more documents need to be uploaded under the same file name, click “upload” to upload more documents. Documents uploaded will appear in the second window and then click finish when done.



Step 3/3: Upload Documents

File Name:

SDS sheets for Coating recipe ID 776543.docx

File Type:

AERMOD Error File

File Notes:

Change

Remove

Upload

Remove All

Uploaded Files (1)

File Name	File Type	File Notes
Coating recipe ID 776543.docx	AERMOD Error File	

Cancel < Prev 3 Finish

Once finish is chosen, go back to the Supporting Documents page and see a list of all the grouped sets of documents uploaded.

San Diego County Air Pollution Control District

Dashboards Emissions Documents Settings

Supporting Documents

Inventory: 2010 - Validation (Portal Demo [2500]) - 1

Home / Documents / General / Facilities / Supporting Documents

Supporting Documents

☒ Show All ☐ Only with Supporting Documents ☐ Only without Supporting Documents

Enter search tags...

Options Add Supporting Documents

#	Facility	Supporting Documents
1	2500 - Portal Demo	Documents: PTD 1000 DOCS
2	2500 - Portal Demo	Documents: Coatings MSDS
3	2500 - Portal Demo	Documents: Chemical Tank recipe #1 - PTD-001234
4	2500 - Portal Demo	Create ...

1 - 4 of 4

Page 1 of 1

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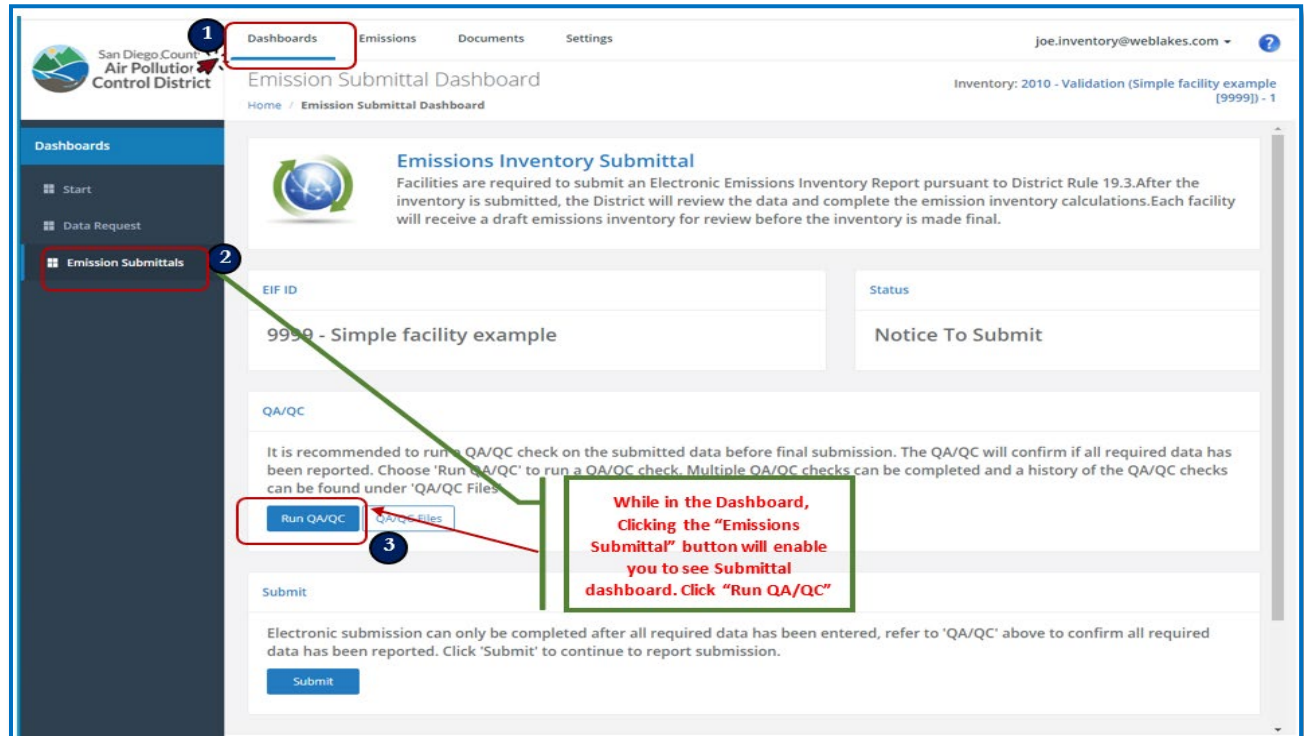
EID_B635_Siteid_A...pdf EID_B635_Siteid_A...pdf APCD2017-PTD-0...pdf APCD2017-PTD-0...pdf

Show all

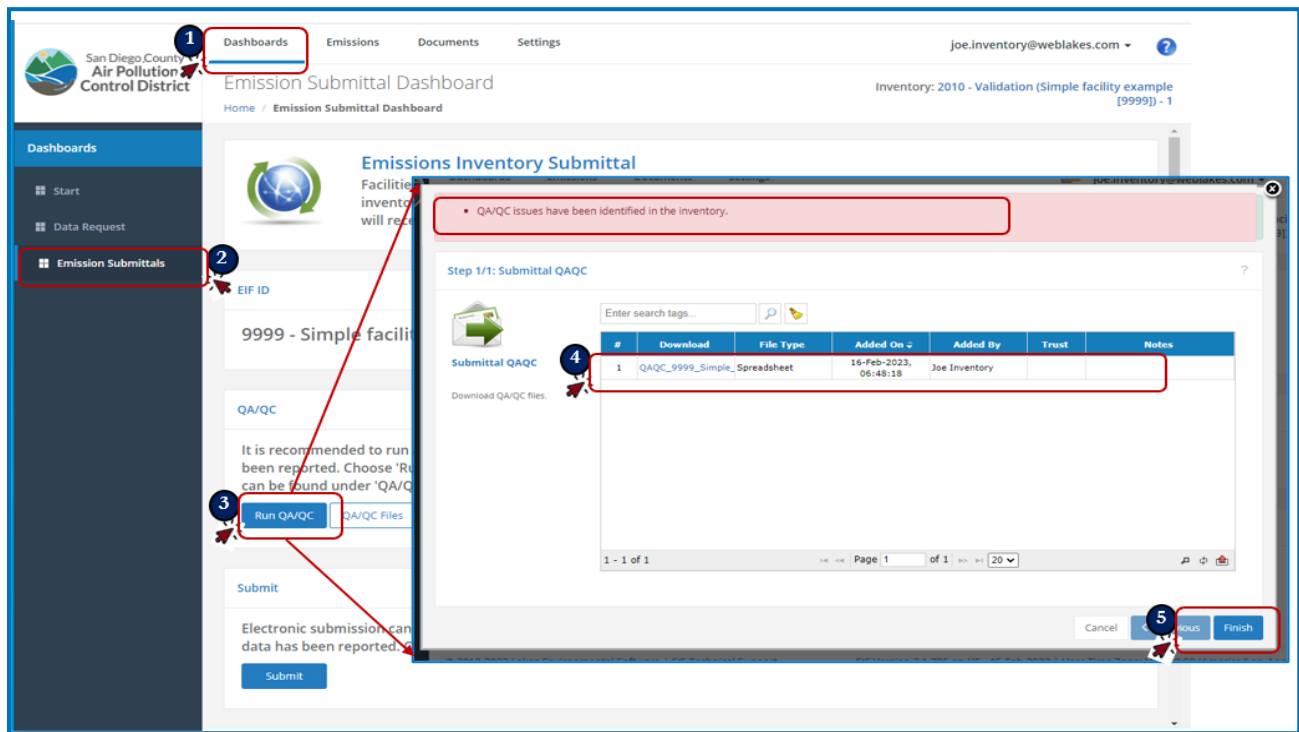
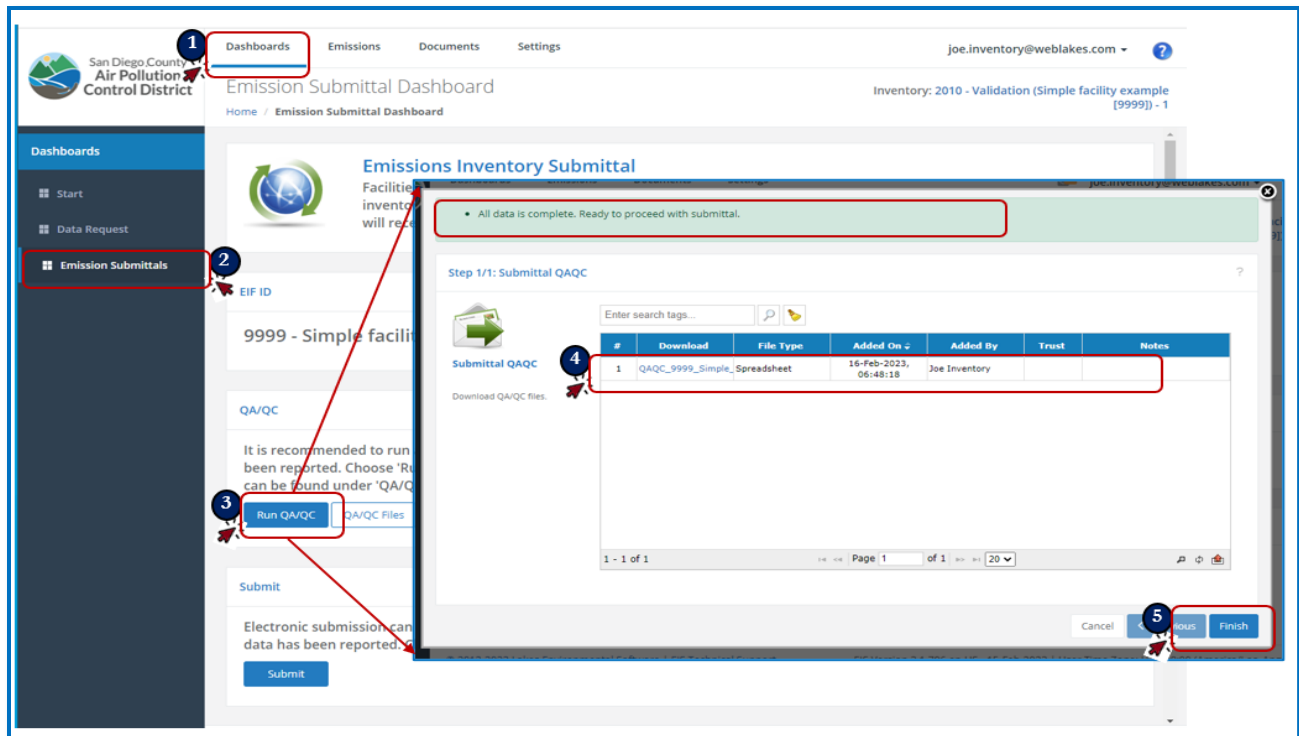
HOW TO RUN QA/QC REPORT?

The QA/QC will confirm if all required data has been reported. The QA/QC can be run at any time, although it should always be run before report submittal to determine if all required data has been input. The following images demonstrate the steps to run a QA/QC report:

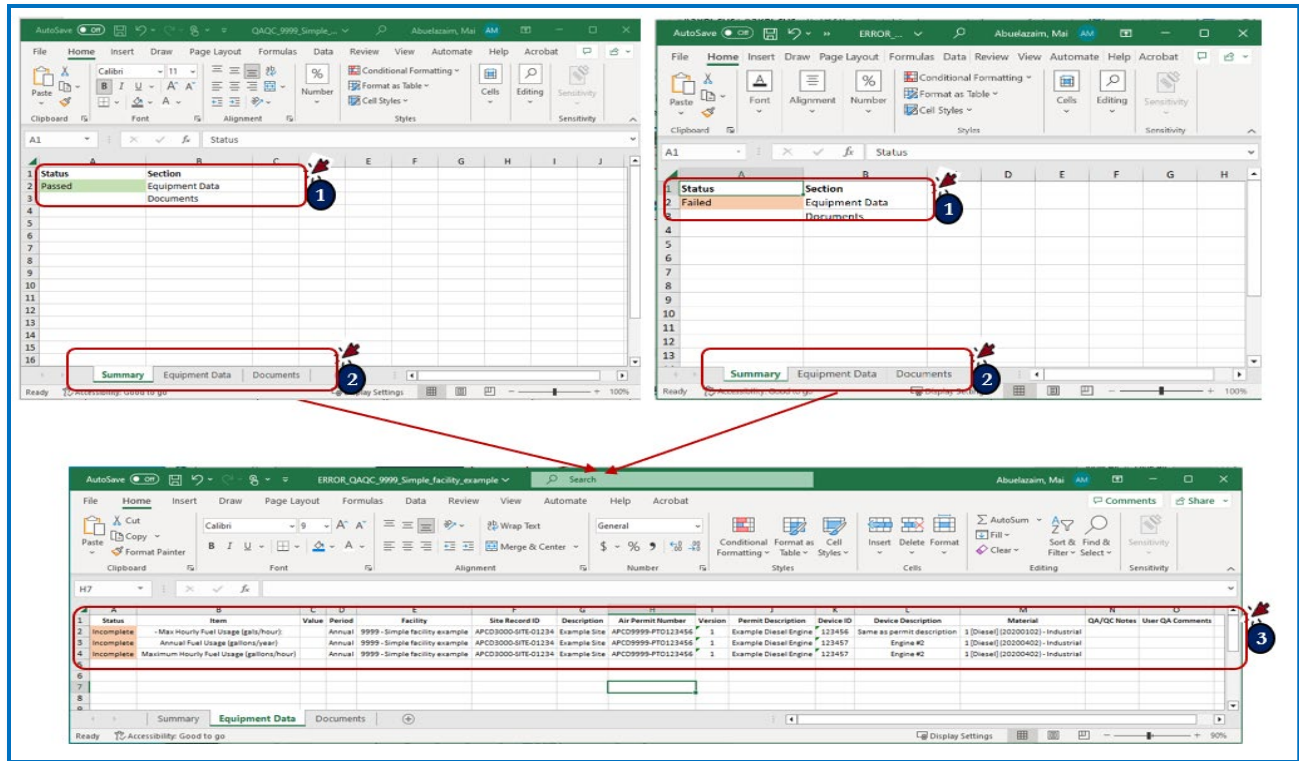
Start QA/QC run through the “Emissions Inventory Submittal” dashboard and clicking the 'Run QA/QC' button:



A QA/QC window will open which has the QA/QC report and a highlighted message that will either be highlighted green and reads (All data is complete) or highlighted red and reads (QA/QC issues has been identified in the Inventory), see images below:

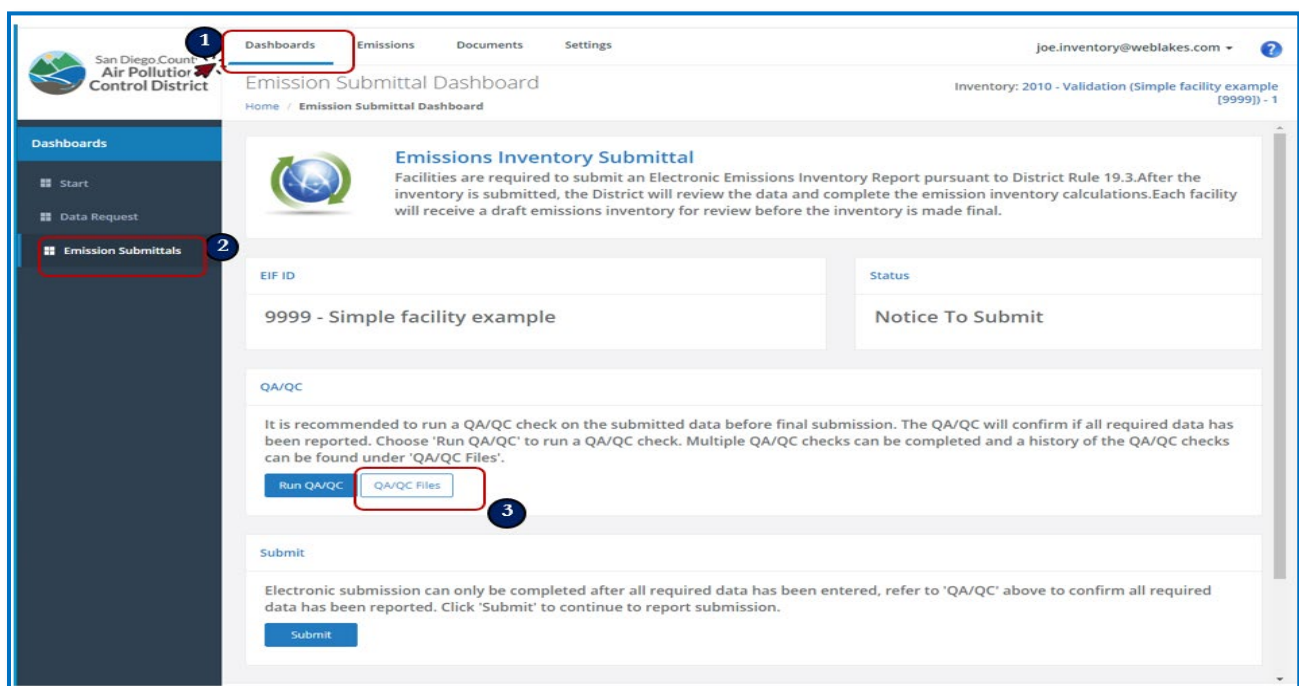


Click "finish" and the QA/QC workbook report will open. Different sheets in the workbook will list the status of and each item in the facility reporting and identify any issues (if applicable). The image below shows examples of both failed and successful reports of QA/QC runs:



If the QA/QC run identifies failures, the user must correct all errors before submitting. Please see ([HOW TO HANDLE QA/QC ISSUES](#)) section for more details.

Multiple QA/QC checks can be completed, and a history of the QA/QC checks can be found under 'QA/QC Files'.



When you use the “QA/QC” button, a report of all the errors in the data entry of that material will show up. Note that all the missing data will have a red border to highlight it.

QA/QC Data

#	Period	Section	Status	Description	Details	Value
1	Annual	Data Requests	Error	- Max Hourly Fuel Usage (gals/hour)	Need to enter a value	
2	Annual	Control Requests	Error	Diameter (ft)	Need to enter a value	

The section will list the tab where the information is missing, the Description will specify the field and the details will tell you what is wrong.

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Once the QA/QC errors are corrected and saved, the error message will not be displayed.

San Diego County Air Pollution Control District
EIS Version 3.1.790 en-US - 13-Feb-2023 | User Time Zone: UTC-08:00 (America/Los_Angeles)

QA/QC ERRORS - EIQ WORKBOOK UPLOAD?

Common EIQ Workbook upload errors:

- The upload may fail if the workbook extension is not (.XLSX).
- Trying to upload Zip files will fail.

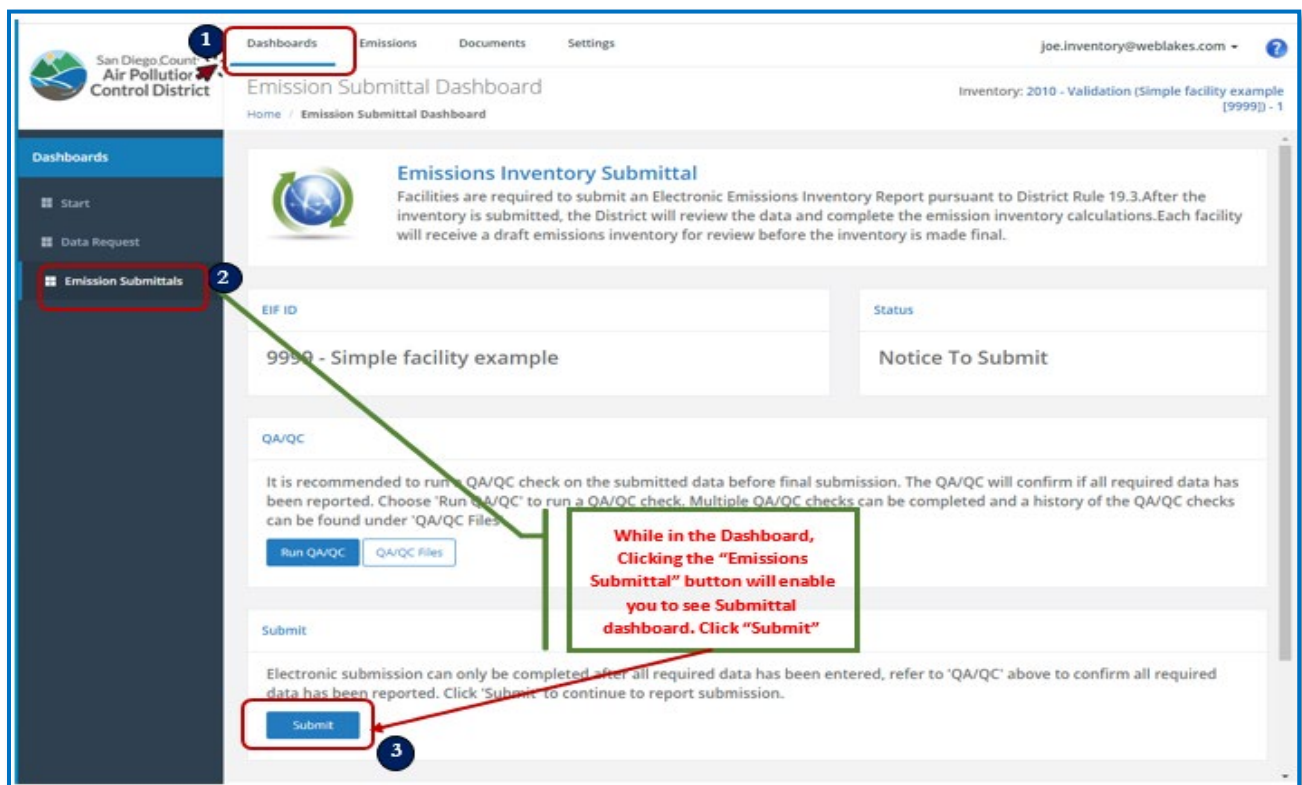
- The workbook sheets were pre-named in sequence with a leading letter (P). Renaming the sheets will result in an error.
- Do not add sheets to the workbook
- Do not add, delete, or move around the columns of any sheet.
- Do not alter the labels or reformat the text in column A, these are used to match up with the original request to input.
- Calculation method is already assigned in the sheet, do not to delete it.
- Each workbook has devices of the same Calculation Methods family, do not mix or consolidate different workbooks.
- If Emission Factors are changed, the pollutant names MUST match those listed in EIS. Click here to see [EIS listed pollutants](#).

After reviewing and correcting any errors, the EIQ workbooks needs to be re-uploaded to EIS.

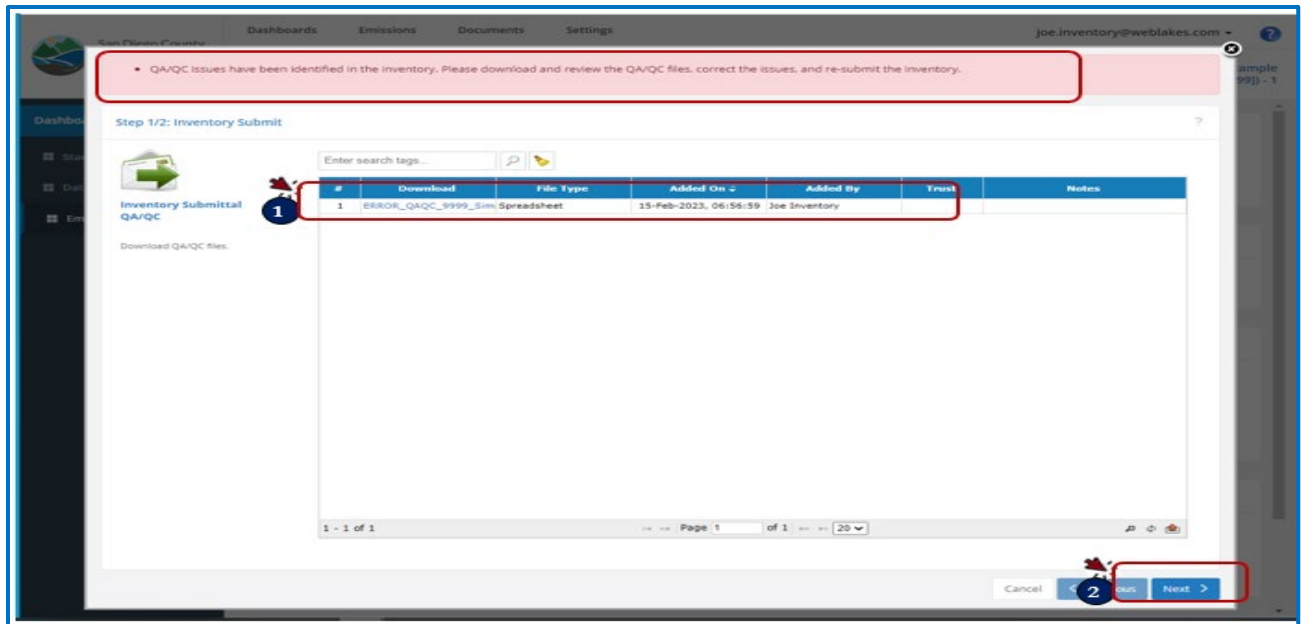
If the facility has technical issues with the use of the database, including downloading and uploading EIQ workbooks, contact EIS Technical Support at (EIS.support@weblakes.com) for assistance.

QA/QC ERRORS - SUBMITTAL?

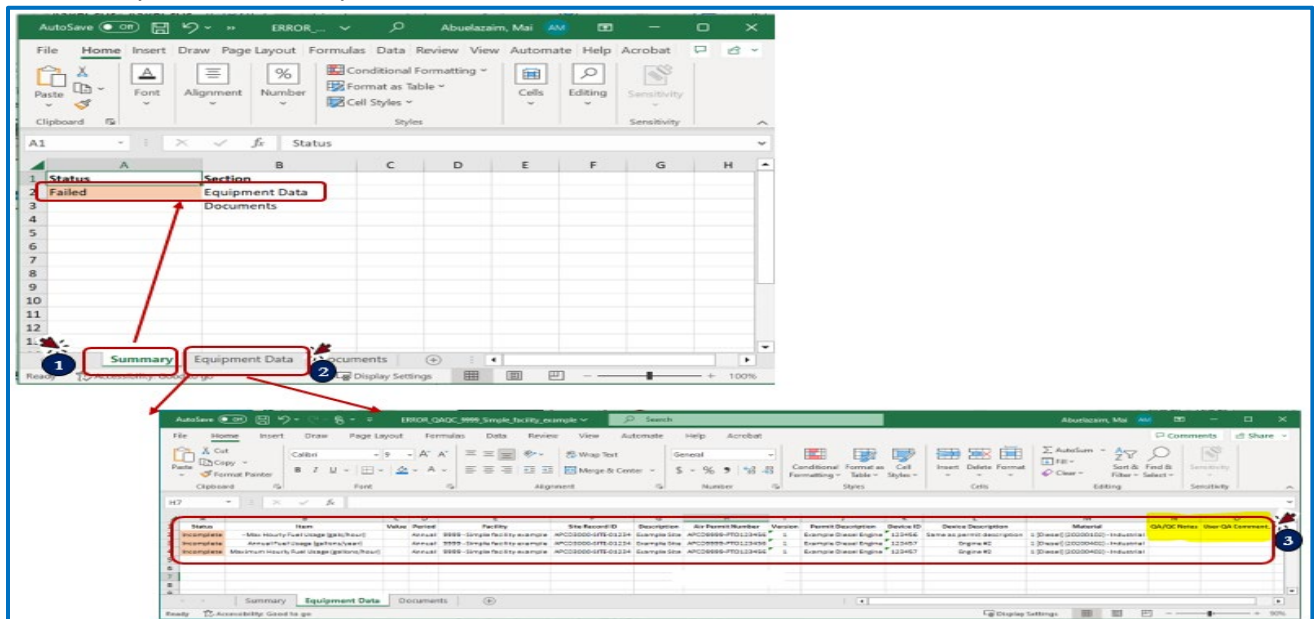
If QA/QC messages are not corrected during data entry then the Emissions Submittal will fail, and a QA/QC must be completed to find and fix the errors. The following demonstrates a QA/QC run at the time of submittal:



As the data input was missing some mandatory fields, the following message will pop up. If you double - click on the error file or if you choose "next" an excel workbook that summarizes the issues will open up.



The workbook will have a summary sheet indicating errors due to the “Equipment data” or due to document upload. The next two tabs will give the exact details. In this example it highlights the issues and identify the item/Facility/ Site/Permit/device/material with the issue.



After fixing all the errors, the user can go back to the “Emissions Submittal” page and follow the steps outlined in the ([HOW TO SUBMIT FINAL REPORT](#)) section, to certify and complete the data submittal.

HOW TO SUBMIT FINAL REPORT?

It is critical to submit the final report for the reporting requirement to be fulfilled. Select ‘Dashboard’ in the top menu and “Emissions Submittal” on the Sidebar and click “Submit”, see below:

San Diego County Air Pollution Control District

Dashboard Emissions Documents Settings

Inventory: 2010 - Validation (Simple facility example [9999]) - 1

Emissions Inventory Submittal

Facilities are required to submit an Electronic Emissions Inventory Report pursuant to District Rule 19.3. After the inventory is submitted, the District will review the data and complete the emission inventory calculations. Each facility will receive a draft emissions inventory for review before the inventory is made final.

EIF ID: 9999 - Simple facility example

Status: Notice To Submit

QA/QC

It is recommended to run a QA/QC check on the submitted data before final submission. The QA/QC will confirm if all required data has been reported. Choose 'Run QA/QC' to run a QA/QC check. Multiple QA/QC checks can be completed and a history of the QA/QC checks can be found under 'QA/QC Files'.

Run QA/QC QA/QC Files

Submit

Electronic submission can only be completed after all required data has been entered, refer to 'QA/QC' above to confirm all required data has been reported. Click 'Submit' to continue to report submission.

Submit

If all the data input and documents upload were successful, you will see a pop-up window with a green highlighted message that says (All data is complete. Ready to proceed with submittal). Click "Finish"

San Diego County Air Pollution Control District

Dashboard Emissions Documents Settings

Inventory: 2010 - Validation (Simple facility example [9999]) - 1

Emissions Inventory Submittal

Facilities are required to submit an Electronic Emissions Inventory Report pursuant to District Rule 19.3. After the inventory is submitted, the District will review the data and complete the emission inventory calculations. Each facility will receive a draft emissions inventory for review before the inventory is made final.

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Run QA/QC QA/QC Files

Submit

Electronic submission can only be completed after all required data has been entered, refer to 'QA/QC' above to confirm all required data has been reported. Click 'Submit' to continue to report submission.

Submit

Step 1/2: Inventory Submit

Enter search tags:

	Download	File Type	Added On	Added By	Time	Action
1	QA/QC_9999_Simple_Facility_Spreadsheet		15-Feb-2023, 07:45:28	Joe Inventory		Download

Download QA/QC Files.

1 - 1 of 1

Page 1 of 1

Cancel Finish

A certification window will open for you to certify your submittal and give you the option to leave any comments regarding your reporting. Click "Finish"

San Diego County Air Pollution Control District

Joe Inventory

Step 2/2: Inventory Submit

You are about to submit your emissions inventory for review. By Pressing [Finish] your inventory will be locked, preventing any changes until it has been reviewed.

☒ I certify that I am authorized by the Owner/Operator of this facility to make this electronic emissions inventory submission and certify the data submitted is accurate to the best of my knowledge.

Comments for Reviewer:

Cancel Previous Finish

Congratulation: The data submittal is complete and certified!

San Diego County Air Pollution Control District

Joe Inventory

Emission Submittal Dashboard

Inventory: 2010 - Validation (Simple facility example [9999]) - 1

Emissions Inventory Submittal

Facilities are required to submit an Electronic Emissions Inventory Report pursuant to District Rule 19.3. After the inventory is submitted, the District will review the data and complete the emission inventory calculations. Each facility will receive a draft emissions inventory for review before the inventory is made final.

EIF ID

9999 - Simple facility example

Submitted

You completed and certified the data submittal of your facility for the data year requested. Thank you

It is recommended to run a QA/QC check on the submitted data before final submission. The QA/QC will confirm if all required data has been reported. Choose 'Run QA/QC' to run a QA/QC check. Multiple QA/QC checks can be completed and a history of the QA/QC checks can be found under 'QA/QC Files'.

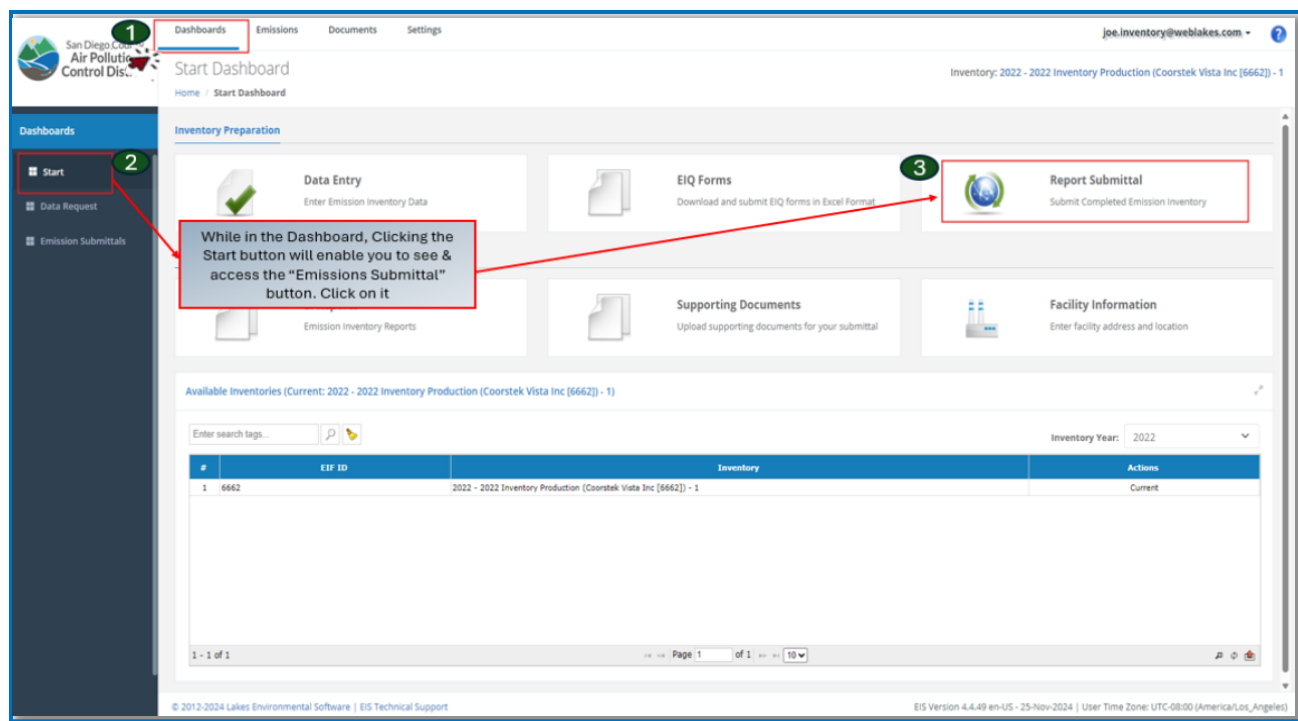
Run QA/QC QA/QC Files

History

Last Update: 14-Feb-2023, 13:18:33

Log

Hint: You may also reach the "Emissions Submittal" page through this route.



STEP BY STEP EXAMPLE: DIESEL ENGINES:

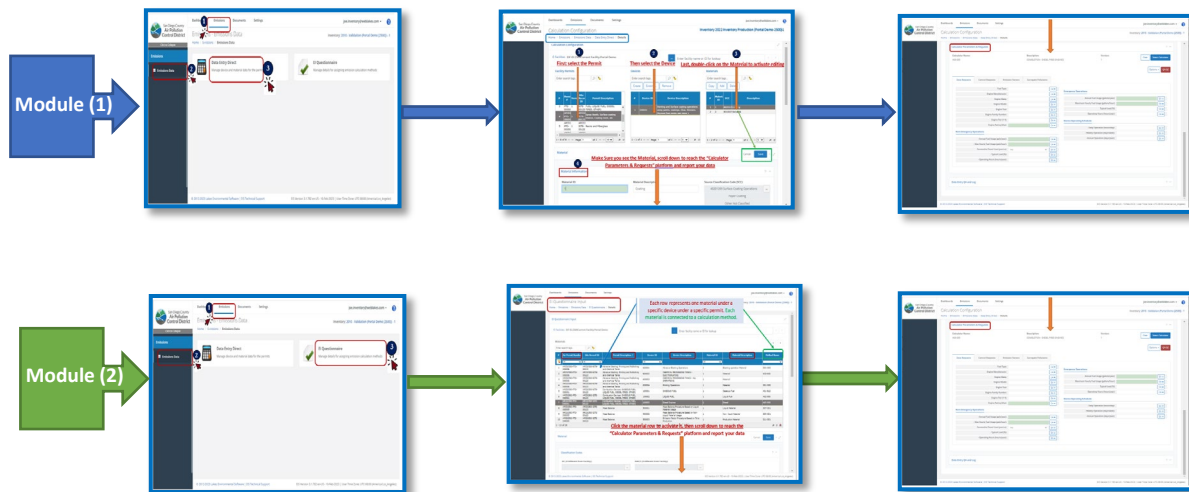
In the following tutorial we will go through a full tutorial of inputting data for facility:

Given: the facility has only one permit with the following Description listed in the Permit renewal document: (Emergency Diesel Engine: CATERPILLAR, Model C15, 839 BHP, Model Year 2015, Tier 3 Certified, Engine Family No. CCPXL.15.2NZS, driving a backup generator).

The facility has the Engine's Technical documents or requested it from the manufacturer and would like to use certification Emission factors based on the Engine Certification.

The facility either knows the Stack longitude and latitude values or has access to google maps to collect approximate values, based on the facility address.

Step (1): Choose a module to reach the "Calculator Parameters & Requests" platform:



Step (2): Review the Calculation Method:

- Each material is already set up with a calculation method from a family that aligns with the process and/or material being inventoried, however, the facility has the option to switch it to a different one if think it is a better fit. Switching calculation methods **MUST** be completed before inputting the data as it changes the reporting fields.
- There is no need to switch the calculation method, if it is accurate or if opt not to do so, as the District will review all calc methods choices based on the information you provide.
- In this example, I know that my Engine rating is > 600 bhp, so I followed the steps below to switch the calc method from (A05-000- COMBUSTION - DIESEL FIRED ENGINES) to (A05-E10-Engines-Diesel Fired->>600 bhp-Uncontrolled), for being a better fit.

San Diego County Air Pollution Control District

Dashboards Emissions Documents Settings

Calculation Configuration

Home / Emissions / Emissions Data / Data Entry Direct / Details

Calculator Parameters & Requests

Calculator Name: A05-000 Description: COMBUSTION - DIESEL FIRED ENGINES Version: 1

1 Data Requests 2 Control Requests 3 Emission Factors 4 Summary

5 Each material has a calculation method chosen by the district, (e.g., A05-000), if you need to change it you **MUST** do that before you input the data to avoid losing it. I will switch it to A05-E10 since my Engine's rating is > 600 bhp.

6 Select Calculator

Options QA/QC

Pop-up Window

Calculator ID	Description	Version	Fuel Rating	Control Request	Reference	Emissions Process Description	Emissions Process ID	Date of Last Change
A05-000	Combustion - Diesel Fired Engines	1	100	A05-000-000	Engines	100	04-Feb-2023	
A05-010	Combustion - Diesel Fired Engines	1	100	A05-010-000	Engines	100	04-Feb-2023	
A05-011	Combustion - Diesel Fired Engines	1	100	A05-011-000	Engines	100	04-Feb-2023	
A05-012	Combustion - Diesel Fired Engines	1	100	A05-012-000	Engines	100	04-Feb-2023	
A05-013	Combustion - Diesel Fired Engines	1	100	A05-013-000	Engines	100	04-Feb-2023	
A05-014	Combustion - Diesel Fired Engines	1	100	A05-014-000	Engines	100	04-Feb-2023	
A05-015	Combustion - Diesel Fired Engines	1	100	A05-015-000	Engines	100	04-Feb-2023	

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The available options for switching a Calc method is limited to those under the Family. The “COMBUSTION - DIESEL FIRED ENGINES” has the following options, based on rating and control measures:

Calculation Method Name	Calculation Method Description
A05-000	COMBUSTION - DIESEL FIRED ENGINES
A05-E10	A05-E10-Engines-Diesel Fired->600 bhp-Uncontrolled
A05-E11	A05-E11-Engines-Diesel Fired-> 600 bhp with ignition timing retard
A05-E12	A05-E12-Engines-Diesel Fired-> 600 bhp with increased air to fuel ratio
A05-E13	A05-E13-Engines-Diesel Fired-> 600 bhp with water injection
A05-E14	A05-E14-Engines-Diesel Fired-> 600 bhp with selective catalytic reduction
A05-E15	A05-E15-Engines-Diesel Fired-<= 600 bhp uncontrolled

Step (3): Input data in the “Data & Requests” Tab:

Each type of equipment/process requires certain types of information for the district to be able to calculate emissions.

All the information highlighted in green is mandatory information and **MUST** be filled by the facility. If the mandatory information is incomplete the facility will not be able to submit their electronic emissions inventory report.

The diesel engines mandatory information in the “Data & request” tab is engine rating, emergency usage, and non-emergency usages:

Annual Fuel Usage: Annual quantity of fuel (gallons) combusted in the inventory year

Max Hourly Fuel Usage: The maximum quantity of fuel (gallons) combusted in a single hour, during the inventory year. If the engine did not run for an hour at the time of maximum usage, the max amount of fuel combusted during the hour should be used.

Most of the non-mandatory data is associated with specifying controls or providing more details about a process. Reporting non-mandatory information can help the District create a more accurate evaluation of the facility’s emissions. Non-mandatory information are fields available in EIS for reporting data which are not highlighted in any color.

Step (4): Input data in the “Control Requests” Tab:

Next you need to fill the mandatory data in the control request tab:

- All stack information, except the height above ground, can be located by consulting the engine manufacturer or visiting the engine’s Technical Specification documents
- The height above ground will depend on the engine’s staging in the facility and may need to be measured or estimated.
- The stack longitude and latitude information can be accessed in Google’s Map. Search for your engine location in the map, right click on the location pinned.

San Diego County Air Pollution Control District

Dashboards Emissions Documents Settings

joe.inventory@webblakes.com

Inventory: 2010 - Validation (Portal Demo (2500)) - 1

EI Questionnaire Input

Home / Emissions / Emissions Data / EI Questionnaire / Details

Calculator Parameters & Requests

Calculator Name: A05-E10 Description: A05-E10-Engines-Diesel Fired->600 bhp-Uncontrolled Version: 1

Options QA/QC

1 Control Requests

STACK (DUCTED EMISSIONS)

Height Above Ground (ft): 6.57 QA

Exhaust Gas Temperature (F): 957.9 QA

Diameter (ft): 0.5 QA

Exhaust Gas Flowrate (CFM): 957.9 QA

Control Device Description: NA QA

Other Control Type: QA

Control Efficiency (%): 0 QA

LOCATION

Longitude (Decimal Degrees): -117.10888 QA

Latitude (Decimal Degrees): 32.89942 QA

Datum: NAD 83 QA

Is this location confidential?: No QA

2 Input Mandatory Stack Data. Consult Engine reference documents and or manufacturer for this information

3 Input Mandatory Stack Longitude and Latitude Data. Type equipment address in google maps and right click in the dropped pin to see it

TECHNICAL DATA

Open Generator Set - 1800 rpm/60 Hz/480 Volts		DMB157	
Generator Set Package Performance	887.5 kVA	550 kW	
Generator Power rating @ 0.8 pf			
Generator Power rating with fan			
Exhaust System	0.12 kPa	0.48 in. water	
Air flow restriction (system)	822 m³/min	30029 cfm	
Air flow (max @ rated speed for radiator arrangement)	57.8 L	1.5 gal	
Engine Coolant capacity with radiator/resp. tank	26.8 L	7.1 gal	
Engine coolant capacity	27.8 L	7.4 gal	
Radiator coolant capacity			
Exhaust System	514.4 °C	857.9 °F	
Exhaust stack gas temperature	121.8 m³/min	4301.3 cfm	
Exhaust gas flow rate	152.4 mm	6.0 in	
Exhaust flange size (internal diameter)	6.8 kPa	27.3 in. water	
Exhaust system backpressure (maximum allowable)			

Step (6): Input data in the “Emission Factors” Tab (optional):

This step is generally dependent on to the type of process being reported. For diesel engines the District has set default emission factors under each calculation method. However, if a user wishes to use engine specific certification emission factors, then fill the certification information in the “Data & Requests”

Tab, convert the emission factors units to match those in EIS and input the values in the “Emission Factors” Tab.

For diesel engines, the pollutants that may be updated are limited to (Carbon Monoxide (CO), Nitrogen Oxides (NOx), Total Organic Gases (TOG), Particulate Matter (PM10), Total Particulates (TSP), Volatile Organic Compounds (VOC), & Diesel Particulate).

When a default factor is changed, the user MUST choose the ‘Origin’ of the updated factor from the drop-down list, to avoid QA/QC issues.

San Diego County Air Pollution Control District

Calculation Configuration

Inventory: 2010 - Validation (Portal Demo (2500)) - 1

Calculator Parameters & Requests

Calculator Name: A05-E10 Description: A05-E10-Engines-Diesel Fired->600 bhp-Uncontrolled

1 Emission Factors

Note: Control efficiencies must be included in emission factors

2 LBS / 1000 GALLONS

3

4

POLLUTANT NAME	POLLUTANT CODE	EF	UNIT
Carbon Monoxide (CO)	42101	51.5	LBS / 1000 GALLONS
Nitrogen Oxides (NOx)	42603	173	LBS / 1000 GALLONS
Total Organic Gases (TOG)	43101	2.9	LBS / 1000 GALLONS
Particulate Matter (PM10)	85101	7.852	LBS / 1000 GALLONS
Total Particulates (TSP)	11101	9.551	LBS / 1000 GALLONS
Sulfur Oxides (SOx)	42401	0.213	LBS / 1000 GALLONS
1,3-Butadiene	106990	0.217	LBS / 1000 GALLONS
Acetaldehyde	75070	0.783	LBS / 1000 GALLONS
Acrolein	107028	0.0339	LBS / 1000 GALLONS
Arsenic (inorganic)	1016	0.0016	LBS / 1000 GALLONS

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EIS Version 4.4.49-en-US - 25-Nov-2024 | User Time Zone: UTC-08:00 (America/Los_Angeles)

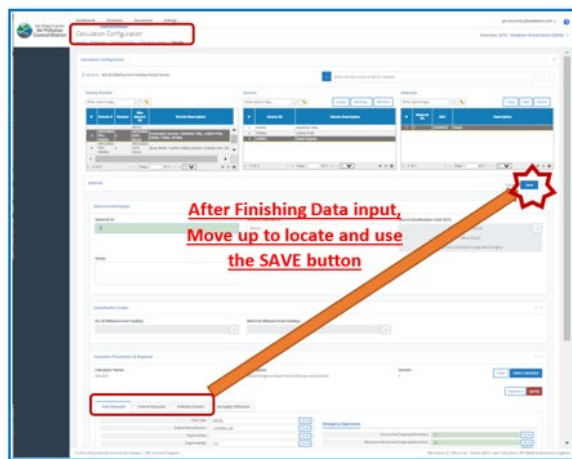
For more information, see (Can I use engine-specific certification emission factors?) and (How to convert units of the Engine’s EFs?) section of the [\(EIS\) Reporting- Frequently Asked Questions \(FAQ\)](#) posted on the District website.



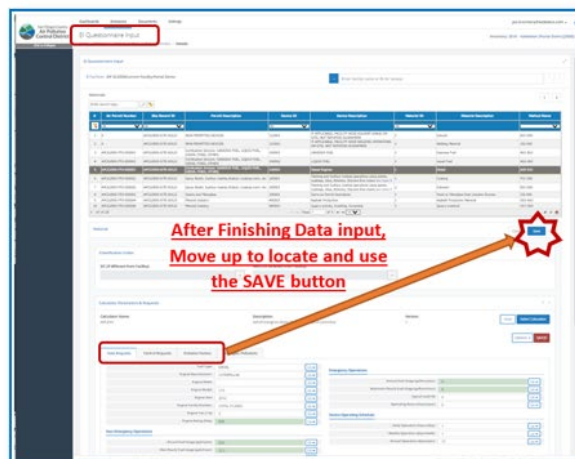
You MUST save the data you input for any Material before moving to the next material.

If you clicked on the device level or the Permit level, before saving the data you input for the Material, you will lose your data.

You don’t lose data when navigating between different tabs of the same Material, just don’t forget to save when you are done with the Material.



Module (1) "SAVE" button Location



Module (2) "SAVE" button Location

HELP AND SUPPORT

To register to use EIS, request access, reset password, or request RO designation, please visit [EIS Portal Log in page](#).

For more details regarding particular operations guidelines, calculation methods, and default emission factors- refer to the [District's Emission Calculation Procedures](#).

For Frequently Asked Questions- visit ([Emission Inventory System \(EIS\) Reporting Frequently Asked Questions \(FAQs\)](#)))

For live and/or recorded Training workshops please visit the District website at the [Emission Inventory System Webpage](#).

For EIS Technical Support –contact EIS.support@weblakes.com, for:

1. Registration/EIS Access
2. Changing/Updating RO designations
3. System/Upload Issues

For District Emissions Inventory Team Support - contact the APCDInventory@sdapcd.org

1. If you have questions of facing any of the issues listed in the FAQ document.
2. Questions related to data requested/to be reported
3. Updates to materials/devices not possible through EIS current setup.