Gas Station Annual Testing Online Notification Guidance Document

The San Diego Air Pollution Control District (APCD) has implemented an online notification submittal for the annual testing of gas stations. Contractors/owners/operators now have the option of submitting their initial notification of testing via the Accela Citizen Access Portal (ACA) instead of emailing the form to the District.

Benefits of Online Submittal

- No need to email the document
- Can submit notifications outside of business hours*1
- No lengthy forms to complete or attach to emails
- You will receive a notification number upon submittal
- You will still receive a confirmation email of receipt within 2-3 business days
- You can view any changes or updates to your submittal
- You can submit test results online*2

There are some limitations to the Online Submittal.

- 1You will not be able to reschedule or cancel a previous submitted notification. Those will still need to be emailed to William Jacques at William.Jacques@sdcounty.ca.gov. However you will be able to see any changes made to notification via the online portal.
- 2You can submit test results online. However you can only submit those test results for which the original notification was submitted online. If you submitted the notification via email, mail or fax, those test results will need to be emailed to William however you will be able to see that the test results have been processed via the online portal.

How do I begin the Process of Online Submittal?

- First you will need to register for an account. Access the online portal at https://publicservices.sdcounty.ca.gov/citizenaccess/ Click on “New Users: Register for an Account”
- Choose a user name and password
- Input personal and contact information
- Review and accept the general disclaimer terms (check the box) and click on “Continue Registration”

Once complete click on “Continue Registration”. If multiple persons will be accessing this system, you can set up a generic account.
You will then receive a confirmation message that your account has been successfully created

Submitting your Online Notification
- First log on to the portal
Select Get Air Quality Service from the Home Page

Welcome Karen Wilkins
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

- **General Information**
  - Lookup Property Information

- **APCD**
  - Get Air Quality Service (Permit Applications, Gas Station Tests)
  - Search APCD Records
  - Apply for an Air Quality Grant

- **DEH**
  - Create an Application
  - Search Applications

- **AWM**
  - Search Applications

- **DPW**
  - Apply for a Record (Recycling Permits, Stormwater Complaints)
  - Search Records

- **PDS**
  - Apply for a Record
  - Search Records

Read and accept the General Disclaimer terms. Also set your computer/tablet/phone to accept “Pop Ups”
Scroll to the bottom of the page and select “Compliance” and then click “Continue”

In order to complete the online submittal you must have the following information in order to proceed. If you don’t you can save and resume later. You will need the full permit record ID, facility name, the equipment location address and the permit expiration month. A sample copy of the permit is on the next page where all the information can be found. An additional copy is located on the last page of this document.
Enter the full permit record ID. Once you enter the permit record ID, the facility name and address will appear in red. This is the data we have in our database. If it differs from your records, please confirm with the station owner. Contact the District at 858-586-2600 to have the address updated.

Step 1: Test Details > Enter Test Details

Enter Vapor Recovery Equipment Information

VAPOR RECOVERY EQUIPMENT

PTO APCD2006-PTO-979209; Sports Arena AM PM; 3580 Sports Arena Bl; San Diego, CA, 92110

Frequency: --Select--

Scheduled Test Date: / / Test Time: 24:00

Enter the scheduled test date. The test date should be no more than 60 calendar days prior to last date of the expiration month and the scheduled test date no less than 11 days from the current date. You enter a test date greater than 60 days from the permit expiration date or less than 11 days from the current date you will receive an error message. For tests that will be conducted on or after the last day the permit expires or for other special circumstances, please email the District your notification do not submit the notification online.

Step 1: Test Details > Enter Test Details

Enter Vapor Recovery Equipment Information

VAPOR RECOVERY EQUIPMENT

PTO APCD2007-PTO-978278; Carlsbad Arco; 810 Tamarack Avenue, Carlsbad, CA, 92008

The scheduled test date must be at least 11 calendar days from the notification received date of 07/18/2017

Scheduled Test Date: 07/23/2017
• Select the frequency from the drop down list

Step 1: Test Details > Enter Test Details

Enter Vapor Recovery Equipment Information

VAPORECOVERY EQUIPMENT

PTO APCD2007-PTO-979278; Carlsbad Arco; 810 Tamarack Avenue,
Carlsbad, CA, 92008

Permit Number: APCD2007-PTO-979278
Permit expires: July

Frequency: Annual
Notification Received Date: 07/18/2017
Test Time: 14:00

Scheduled Test Date: 07/28/2017

• Enter the test time in 24 hour format; 14:00 for a test at 2:00 p.m. or 08:30 for a test at 8:30 a.m. You can also click on the “?” for additional help.

Gas Station Test Notification

1 Test Details 2 Contacts 3 Review 4 Complete

Step 1: Test Details > Enter Test Details

Enter Vapor Recovery Equipment Information

VAPORECOVERY EQUIPMENT

PTO APCD2007-PTO-979278; Carlsbad Arco; 810 Tamarack Avenue,
Carlsbad, CA, 92008

Permit Number: APCD2007-PTO-979278
Permit expires: July

Frequency: Annual
Notification Received Date: 07/18/2017
Test Time: 14:00

Scheduled Test Date: 07/28/2017

• Enter the tests that will be conducted. Click on “Add a Row”

Enter tests (add rows as needed)

VR_TESTS

Showing 0-0 of 0

System Test Type Test Cancelled_Rescheduled
No records found.

Add a Row Edit Selected Delete Selected

The next screen follows the same format as the form, select the VR Test systems. You can select more than one system. Click “Next”
Select all tests that apply, you may have to select “page 2” as all the tests may not be available on the screen. Once you have selected the tests, click “Finish”.

You can view and confirm the test(s) selected. Click “Submit” if correct. If incorrect, click “Cancel” and you will need to begin again. To avoid this click “Submit” even though you have incorrect choices. You will be able to delete the incorrect ones individually at the next step.
If you have an incorrect test(s) selected, you can delete it by checking the box next to the test(s) and choose “Delete Selected”. A message will pop up asking you to confirm.

You can also edit the selection and change the information. Check the box next the test(s), click on “Edit Selected”,
Select system(s) Click “Next”

Choose the correct test(s) and click “Finish”

Verify the test(s) selected and click “Submit”
If you need to add additional test(s), click on “Add a Row” and follow the previous steps.

Once you have selected all your tests, click “Continue”
Add the contact information. To add the facility location information, click on “Add New” under APCD Equipment location. Do not click on “Select from Account”.

Verify information and click on “Continue”. If the address needs to be updated contact the District at 858-586-2600 to have the address updated.
Facility location contact successfully added.

Gas Station Test Notification

Step 2: Contacts

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

Successfully added:
Sridhar Namburi
Sports Arena AM PM
Home phone:
Mobile Phone:
Work Phone:
Fax:
Edit Remove
To add the VR Testing Contractor contact information, click on “Select from Account”

APCD VR Testing Contractor

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

Select from Account  Add New  Look Up

Continue »

Contact Information from your account is added to the record, then click “Continue”.

APCD VR Testing Contractor

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

✔ Contact added successfully.

Karen Wilkins
Government
karen.wilkins@sdcounty.ca.gov
Home phone:  
Mobile Phone:
Work Phone: 8585662688
Fax: 8585662651
Edit  Remove

Continue »
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**
- Permit Record ID: APCD2006-PTO-979209
- Frequency: Annual
- Test Times: 08:30

### Enter tests (add rows as needed)

**VR TESTS**

<table>
<thead>
<tr>
<th>System</th>
<th>Test Type</th>
<th>Test Cancelled_Rescheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1 EVR</td>
<td>T.R. 20116 Static Torque of Rotable Phase 1 Adaptors</td>
<td></td>
</tr>
</tbody>
</table>

### APCD Equipment Location

Gridhar Namburi  
Sports Arena AM PM  
3580 Sports Arena BL  
San Diego, CA, 92110  
United States

### APCD VR Testing Contractor

Karen Wilkins  
Government  
10124 Old Grove Road  
San Diego, CA, 92131  
United States  
Work Phone: 8585625698  
Fax: 858562651  
E-mail: karen.wilkins@sdcounty.ca.gov

Verify that the information is complete and make any necessary changes by clicking on “Edit” in any of the areas. Once information is verified, click on “Continue”
You will receive a confirmation message and a notification number. Please refer to this number for reschedules, cancellations and test result submittals.

As a reminder reschedules, test cancellations need to be emailed to the District at William.Jacques@sdcounty.ca.gov or by fax to 858-586-2651. Test results can be submitted online if the original notification was submitted online.

You can review updates to your online notification by logging into your account. Click on the APCD tab and select the specific record you are looking for (click on the hyperlink). A status of “Scheduled” means we have processed the notification and scheduled the tests with the inspector. A status of “Submitted by ACA” means we have not processed the notification.
You can then view the updated information (for example rescheduled tests)

<table>
<thead>
<tr>
<th>Record Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Grove Shell</td>
</tr>
<tr>
<td>APCD2006-PTO-97742</td>
</tr>
</tbody>
</table>

| System: T.F. 201.1B Static Torque of Rotable Phase 1 Adaptors |

<table>
<thead>
<tr>
<th>Phase I EVR</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/28/2016</td>
</tr>
<tr>
<td>02/15/2016</td>
</tr>
<tr>
<td>08:30</td>
</tr>
</tbody>
</table>

| Record Status: Scheduled |

<table>
<thead>
<tr>
<th>Land/Parcel Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>185 OLD GROVE RD</td>
</tr>
<tr>
<td>OCEANSIDE CA 920571218</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Record Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>More Details</td>
</tr>
<tr>
<td>Related Contacts</td>
</tr>
<tr>
<td>Record information</td>
</tr>
<tr>
<td>Record information Tables</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VR_TESTS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reschedule Number: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reschedule Received Date: 01/28/2016</td>
</tr>
<tr>
<td>Scheduled Date: 02/15/2016</td>
</tr>
<tr>
<td>Scheduled Time: 08:30</td>
</tr>
<tr>
<td>System: Phase I EVR</td>
</tr>
<tr>
<td>Test Type: T.F. 201.1B Static Torque of Rotable Phase 1 Adaptors</td>
</tr>
</tbody>
</table>
Online Submittal of Test Results.

If you submitted your notification online, you can now submit your test results online. If your notification was submitted by email, fax or mail you cannot submit your test results online.

Log in to your account

1. Click on “Search APCD Records” a list of your submitted records will appear on a list. Click on the document you would like to attach the test results to.

2. Click on Attachments (Documents)
3. Click “Add”

4. Choose the option **APCD-VR- Test Results** under type and add a brief description and click “Save”

5. You will receive a confirmation message of receipt.
Additional copy of the permit to operate template.

COUNTY OF SAN DIEGO, AIR POLLUTION CONTROL DISTRICT
10124 OLD GROVE ROAD, SAN DIEGO, CA 92131
PHONE (858) 586-2600 FAX (858) 586-2601
www.sdapcd.org

Sectors: 3, I
Site Record ID: APCD2003-SITE-04814
Application Record ID: APCD2008-APP-987254

PERMIT RECORD ID
APCD2006-PTO-979209

You will need the full record ID in order to complete the online submittal. It is found on the top right hand corner of the permit to operate.

EQUIPMENT ADDRESS
Sports Arena AM PM
Sridhar Namburi
3580 Sports Arena Bl
San Diego CA 92110

PERMIT TO OPERATE
EXPIRES: March 31, 2016
You will need the current permit expiration date

Sports Arena AM PM
Kevin Sullivan
3580 Sports Arena Bl
San Diego CA 92110