

Please note this guide is a working copy and will be updated as EIS development proceeds.

EIS Facility Portal Guide

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How to log in after setting up your EIS account

1. Go the following address: <http://eis.sandiegocounty.gov/Portal>.
2. Log in using the email address you provided to the District and the password you created when setting up your EIS account.
3. If you have difficulties with logging in, you may try re-setting your password by clicking on “Forgot Password”. After providing a new password, try logging in with the new password.

EIS



APCD
AIR POLLUTION CONTROL DISTRICT
COUNTY OF SAN DIEGO

User Login

User ID:

Password:

Remember me?

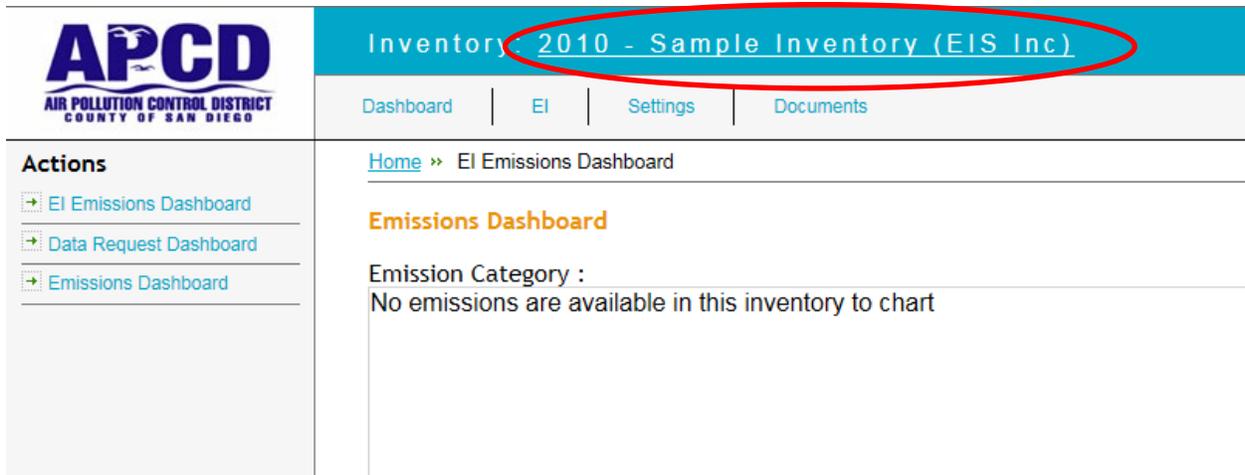
[Forgot Password](#)

EIS Version 1.43.6
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How to enter data directly in EIS

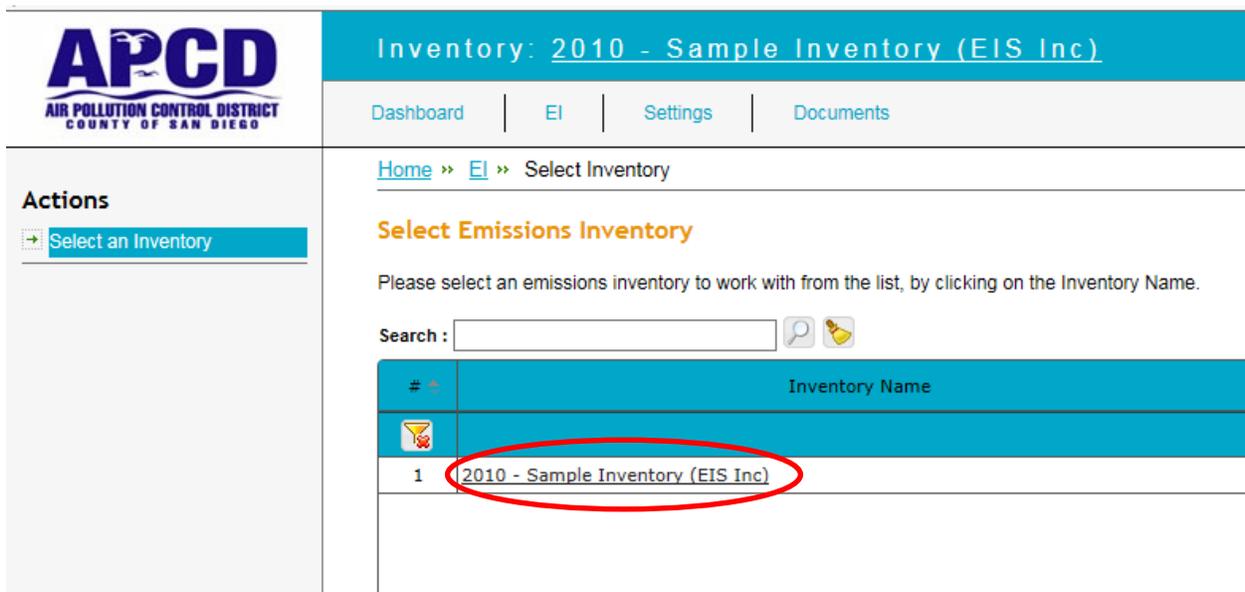
1. Click on the inventory project presented.

Emissions inventories are required to be updated annually or once every four years depending on State regulations, District rules and District policies. As your facility is required to update its emissions inventory, the number of projects listed in EIS for your facility will increase. This list allows you to see all your facility's emissions inventories. Also, EIS allows users to see multiple facilities if they are granted access to those facilities.



The screenshot shows the APCD (Air Pollution Control District, County of San Diego) interface. The top navigation bar is blue and contains the text "Inventory: 2010 - Sample Inventory (EIS Inc)", which is circled in red. Below this are tabs for "Dashboard", "EI", "Settings", and "Documents". The left sidebar has an "Actions" menu with three items: "EI Emissions Dashboard", "Data Request Dashboard", and "Emissions Dashboard". The main content area shows a breadcrumb trail "Home >> EI Emissions Dashboard" and a heading "Emissions Dashboard". Below the heading, it says "Emission Category : No emissions are available in this inventory to chart".

2. Click on the project you want to work on.



The screenshot shows the APCD interface for the "Select Emissions Inventory" page. The top navigation bar is blue and contains the text "Inventory: 2010 - Sample Inventory (EIS Inc)". Below this are tabs for "Dashboard", "EI", "Settings", and "Documents". The left sidebar has an "Actions" menu with one item: "Select an Inventory". The main content area shows a breadcrumb trail "Home >> EI >> Select Inventory" and a heading "Select Emissions Inventory". Below the heading, it says "Please select an emissions inventory to work with from the list, by clicking on the Inventory Name." There is a search bar with a magnifying glass icon and a bell icon. Below the search bar is a table with one row. The table has a header row with a blue background and the text "Inventory Name". The data row has a blue background and the text "1 2010 - Sample Inventory (EIS Inc)", where the text "2010 - Sample Inventory (EIS Inc)" is circled in red.

#	Inventory Name
1	2010 - Sample Inventory (EIS Inc)

3. Click on "EI".

The screenshot shows the APCD (Air Pollution Control District) website interface. The top left features the APCD logo with the text "AIR POLLUTION CONTROL DISTRICT COUNTY OF SAN DIEGO". The top right header displays "Inventory: 2010 - Sample Inventory (EIS Inc)". Below the header is a navigation bar with "Dashboard", "EI", "Settings", and "Documents". The "EI" link is circled in red. The main content area shows "Home » EI Emissions Dashboard" and "Emissions Dashboard". Under "Emission Category:", it states "No emissions are available in this inventory to chart". The left sidebar contains an "Actions" menu with "EI Emissions Dashboard", "Data Request Dashboard", and "Emissions Dashboard".

4. Click on "Inventory Projects".

The screenshot shows the APCD website interface. The top left features the APCD logo with the text "AIR POLLUTION CONTROL DISTRICT COUNTY OF SAN DIEGO". The top right header displays "Inventory: 2010 - Sample Inventory". Below the header is a navigation bar with "Dashboard", "EI", "Settings", and "Documents". The main content area shows "Home » EI" and "Emissions Inventory". There are two icons: a calendar icon with "12" and a calculator icon. Below the calendar icon is a link "Inventory Projects" which is circled in red. Below the calculator icon is a link "Data Entry Direct". The left sidebar contains an "Actions" menu with "EI" and "Data Entry - Other".

5. Click on the inventory you want to work on. You can also get to this screen by clicking on the name of the “Inventory” you are currently in.

The screenshot shows the APCD (Air Pollution Control District) web application interface. The top navigation bar includes the APCD logo and the text "Inventory: 2010 - Sample Inventory", which is circled in red. Below the navigation bar are links for "Dashboard", "EI", "Settings", and "Documents". The main content area shows a breadcrumb trail "Home » EI » Select Inventory" and a section titled "Select Emissions Inventory". A search bar is present, followed by a table with the following data:

#	Inventory Name
1	2010 - Sample Inventory
2	2010 - S-Town

The first row of the table, "2010 - Sample Inventory", is circled in red. The left sidebar contains an "Actions" menu with "Select an Inventory" highlighted.

6. After clicking on the inventory you want to work on, EIS will reset and revert back the Dashboard screen where you can click on the EI (same as step 2 above) to get back to the screen presented below. Click on “Data Entry Direct”.

The screenshot shows the APCD web application interface. The top navigation bar includes the APCD logo and the text "Inventory: 2010 - Sample Inventory". Below the navigation bar are links for "Dashboard", "EI", "Settings", and "Documents". The main content area shows a breadcrumb trail "Home » EI" and a section titled "Emissions Inventory". There are two icons: a calendar icon labeled "Inventory Projects" and a calculator icon labeled "Data Entry Direct". The "Data Entry Direct" link is circled in red. The left sidebar contains an "Actions" menu with "EI" and "Data Entry - Other" visible.

7. Click on the Facility you want to work on and then click on the “Select” button in the far right (not shown below). Note: users that are allowed to access more than one facility’s emissions inventory should be able to see all the facilities they can work on here.

APCD
AIR POLLUTION CONTROL DISTRICT
COUNTY OF SAN DIEGO

Inventory: 2010 - Sample Inventory

Dashboard | EI | Settings | Documents

Home >> EI >> Data Entry Direct

Facilities

Search :

# <	Facility Name
1	EIS Inc

8. Click on the Permit you want to provide information on. You may search for the Permit you are looking for by: (1) enter numbers and/or words in the Search box or (2) sort the any of the columns on the table by clicking on the column heading.

Inventory: 2010 - Sample Inventory

Dashboard | EI | Settings | Documents

Home >> EI >> Data Entry Direct >> Data Entry Direct - Details

Change EIF ID : 1 Current Site : EIS Inc

Facility Permits

Search :

# <	Permit #	Permit Version	Site Record ID	Permit Description
1	1	0	APCD1900-SITE-00001	FACILITY-WIDE PERMITTED DEVICES
2	APCD1900-PTO-100000	0	APCD1900-SITE-00001	Combustion - diesel Engine
3	APCD1900-PTO-200000	0	APCD1900-SITE-00001	Combustion - gaseous fuel
4	APCD1900-PTO-300000	0	APCD1900-SITE-00001	Combustion - liquid fuel
5	APCD1900-PTO-400000	0	APCD1900-SITE-00001	Painting operation
6	APCD1900-PTO-500000	0	APCD1900-SITE-00001	Abrasive blasting
7	0	0	APCD1900-SITE-00001	NON-PERMITTED DEVICES

1 - 7 of 7 Page 1 of 1 10

9. Click on the row the Permit is on to select it. EIS will then show all the Devices associated with that Permit.

10. To find the Device you want to work on, you may search for the Device you are looking for by: (1) enter numbers and/or words in the Search box or (2) sort any of the columns on the table by clicking on the column heading. Once you found the Device you want to work on, click on the row the Device is on. EIS will then show all the Materials associated with that Device

Device

Search :  

#	Device ID	Description
1	A03-000	A03-000
2	A03-E01	A03-E01
3	A03-E02	A03-E02
4	A03-E03	A03-E03
5	A03-E05	A03-E05

1 - 5 of 6 Page 1 of 2 5

Material

Search :  

#	Material ID	SCC	Description
1	A03-E01	20200402	

1 - 1 of 1 Page 1 of 1 5

11. Click on the Material you want to provide information on. You must click on the Material you want to work on in the Material table (as presented above) to have EIS show you the data reporting tabs on the right hand side of the screen. Click on the Data Request, Speciation and Controls tabs to see and enter your inventory data in the data fields. This is the same data the paper data requests ask for. After you have entered your data in the Data Request, Speciation and Controls tabs, click "Save".

Save Cancel

Material Overview Data Entry **Data Request** Speciations Controls Surrogate

Data Request

Description	Value
Fuel Type:	DIESEL
Engine Manufacturer:	CATERPILLAR
Engine Make:	3412TA
Engine Model/Year:	1983
Engine Family Number:	
Engine Rating (bhp):	890
Non-Emergency Operations:	
- Annual Fuel Usage (gals/year):	116
- Hourly Fuel Usage (gals/hour):	38.2
- Typical Load (%):	90
- Diesel PM Factor (g/bhp-hr):	0.185
- Operating Hours (hours/year):	2,511
Emergency Operations:	
- Annual Fuel Usage (gals/year):	23
- Hourly Fuel Usage (gals/hour):	9
- Typical Load (%):	90
- Diesel PM Factor (g/bhp-hr):	0.185
- Operating Hours (hours/year):	5
Device Operating Schedule:	
- Daily Operation (hours/day):	0
- Weekly Operation (days/week):	0
- Annual Operation (days/year):	0

Save Cancel

12. If you need to report more than one Material, click on the “Copy” button on the top right of the Materials table.

Device

Search :  

#	Device ID	Description
1	100000	Same as permit description

1 - 1 of 1 Page 1 of 1 5

Material

Search :   Copy Remove

#	Material ID	SCC	Description
1	Diesel		Diesel

1 - 1 of 1 Page 1 of 1 5

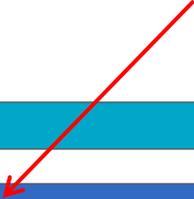
A copy of the selected material is made and added on the Materials table. You may remove any Material on the Material table by clicking on the “Remove” button.

Material

Search :   Copy Remove

#	Material ID	SCC	Description
1	A03-E01	20200402	
2	A03-E01-1	20200402	-1

1 - 2 of 2 Page 1 of 1 5



13. Click on the new copy of the Material. On the right side of the screen, click on the “Material Overview” tab. Under this tab, re-name the Material by clicking on the “Material Identifier” and “Material Description” data fields and typing in the desired information. Then, click on the Data Request, Speciation and Controls tabs to enter the data relevant for this new Material. Repeat this for each Material that is required to be reported under the corresponding Permit/Device.

Save Cancel

Material Overview Data Entry Data Request Speciations Controls Surrogate

Material Overview

Material Identifier :	A03-E01-1	
Material Description :	-1	
Source Classification Code :	20200402	...
SCC 3 Description -	Industrial	
SCC 6 Description -	Large Bore Engine	
SCC 8 Description -	Dual Fuel (Oil/Gas)	

Rename the copied material and its description.

How to provide data via spreadsheets in EIS

1. Click on “EI” to get the screen presented below and then click on the “Data Entry – Other”.

The screenshot shows the APCD (Air Pollution Control District) web application interface. The top navigation bar includes 'Dashboard', 'EI', 'Settings', and 'Documents', with 'EI' circled in red. The main content area is titled 'Inventory: 2010 - Validation (S-Town)' and shows 'Home >> EI'. Below this, there is a section for 'Emissions Inventory' with icons for a calendar and a calculator, and links for 'Inventory Projects' and 'Data Entry Direct'. On the left sidebar, under 'Actions', there is a 'Data Entry - Other' link circled in red.

2. Click on “Download Spreadsheet”.

The screenshot shows the 'Data Entry - Other' page in the APCD web application. The top navigation bar includes 'Dashboard', 'EI', 'Settings', and 'Documents'. The main content area is titled 'Inventory: 2010 - Validation (S-Town)' and shows 'Home >> EI >> Data Entry - Other'. Below this, there is a section for 'EIQ' with four icons and links: 'Download Spreadsheet' (circled in red), 'Download Spreadsheet Queue', 'Download PDF Forms', and 'Download PDF Forms Queue'.

3. Click on the Facility you want the spreadsheet for. Note: some users may have access to more than one facility. Click on the “Next” button located on the bottom right of the screen (not shown below).

Inventory: 2010 - Validation (S-Town)

Dashboard | EI | Settings | Documents

[Home](#) » [EI](#) » [Data Entry - Other](#) » Download Spreadsheet

Step 1/2: Download Spreadsheet

Facilities

Search:  

#	Facility Name	Company Name
1	S-Town	ACME, Inc

4. Click on the check box associated with the permit you want a spreadsheet for. Then, click on the “Finish” button located on the bottom right of the screen (not shown below).

Inventory: 2010 - Validation (S-Town)

Dashboard | EI | Settings | Documents

[Home](#) » [EI](#) » [Data Entry - Other](#) » Download Spreadsheet

Step 2/2: Download Spreadsheet

Blank required fields

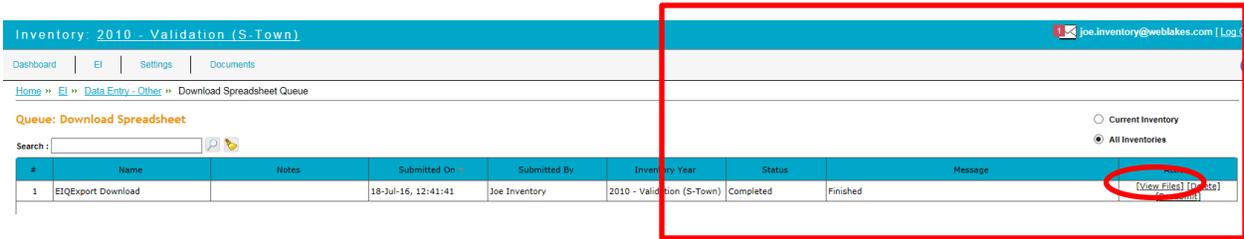
Compress into zip

Current Site : S-Town

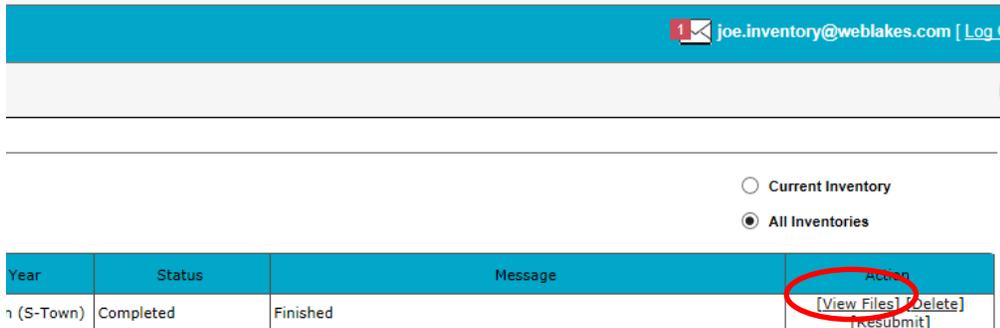
Search:  

#	Selected	Permit #	Permit Version	Facility ID	
1	<input type="checkbox"/>	1	0	A02	Liquid combustion
2	<input type="checkbox"/>	2	0	A03	Diesel combustion
3	<input type="checkbox"/>	3	0	F01	Painting and Coating Operations

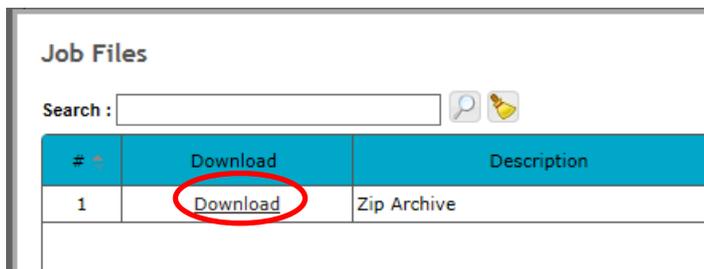
5. After the spreadsheet is rendered and the Message column says “Finished”, click on “[View Files]” under the Action column.



The below is an enlargement of the portion that is in the red box presented above.



6. Click on “Download”.



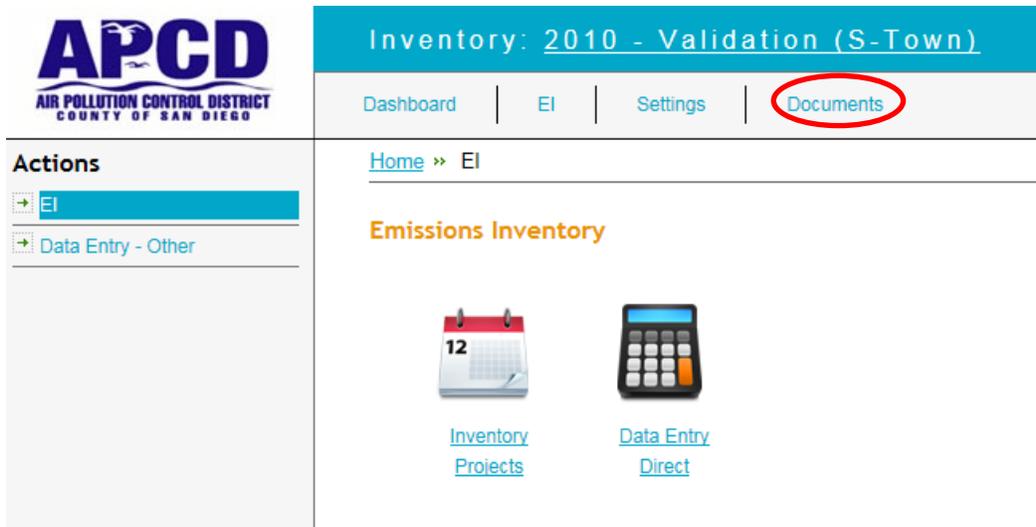
An additional window presented below may pop up. If so, click on the “Open” button.



A zip file window may temporarily pop up but the workbook should open automatically. You may now complete the workbook. Please note: the workbook may have many tabs (multiple spreadsheets) for each Device under the Permit you selected. Please complete the workbook for all the Devices. If you desire to add more Materials on a spreadsheet, please provide that information by entering it on the column to the right that has no data. Please do not add any rows on the spreadsheet except on the bottom to include more pollutants. Once you completed entering all the data spreadsheet(s), save the workbook. When saving the workbook, naming it with the Permit number will be helpful to quickly determine what the workbook is for.

How to submit completed inventory data to the District

1. If the inventory data was entered in EIS directly, there is no need to do anything more except to inform the District all the data is entered in EIS. This may be done by email to the District inventory lead person assigned to your facility (District personnel that signed the data request letter).
2. If inventory data is provided on completed paper forms, please mail the completed paper forms to the District's Emissions Inventory Section, 10124 Old Grove Road, San Diego, CA 92131.
3. If you completed an Excel workbook, please upload the workbook in to EIS. Click on "Documents".



APCD
AIR POLLUTION CONTROL DISTRICT
COUNTY OF SAN DIEGO

Inventory: 2010 - Validation (S-Town)

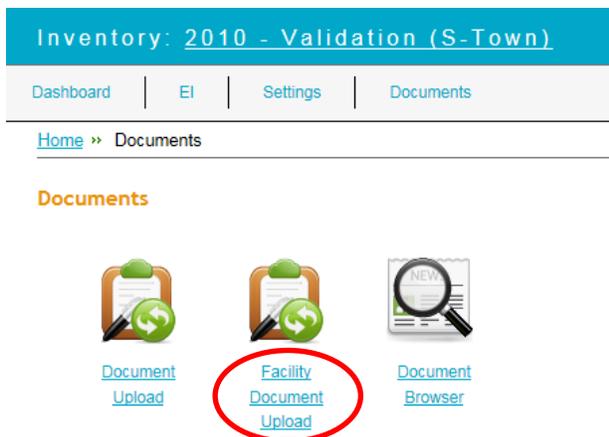
Dashboard | EI | Settings | **Documents**

Home » EI

Emissions Inventory

[Inventory Projects](#) [Data Entry Direct](#)

4. Click on "Facility Document Upload"



Inventory: 2010 - Validation (S-Town)

Dashboard | EI | Settings | Documents

Home » Documents

Documents

[Document Upload](#) [Facility Document Upload](#) [Document Browser](#)

5. Provide a Summary and Description for the workbook to be uploaded. Click on the “Browse” button. The Summary data field specifies the name of the document as it will be seen in EIS’s Document screen. It is recommended the Summary field be completed with a document name that includes the Permit number of the workbook is for. For example, a workbook can be named “Permit 1234 painting”.

Inventory: 2010 - Validation (S-Town)

Dashboard | EI | Settings | Documents

[Home](#) » [Documents](#) » Facility Document Upload

Step 2/2: Submit Facility Documents

NOTICE

You are about to submit a production document. Before submitting this document, please make sure that:

- The document is **complete**.
- The information contained therein is **accurate**.

General Document Information

Summary :
test

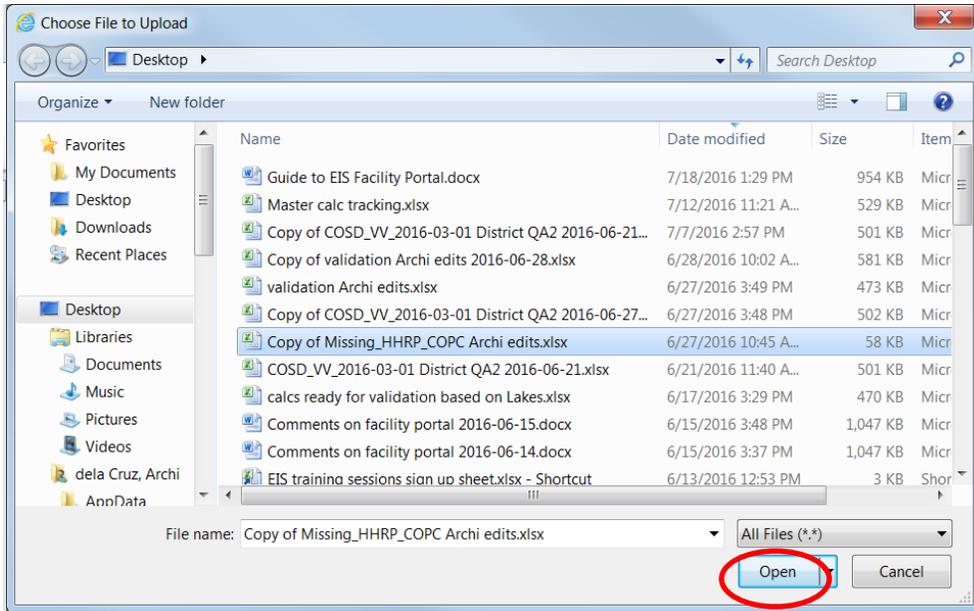
Description :
test

Upload File

File Notes :
test

Upload File :

6. A window will pop up so you can specify which workbook saved on your computer you want to upload. Select the workbook and click on the “Open” button to queue the workbook for uploading. Click on the “Finish” button on the lower right of the screen (not shown below).



7. The uploaded workbook may be seen in “General Documents”. Note: other electronic documents may be uploaded into EIS.



8. When all inventory data, workbooks and documents are entered and uploaded in EIS, please inform the District inventory person assigned to you (person that signed the data request letter) of this via email.