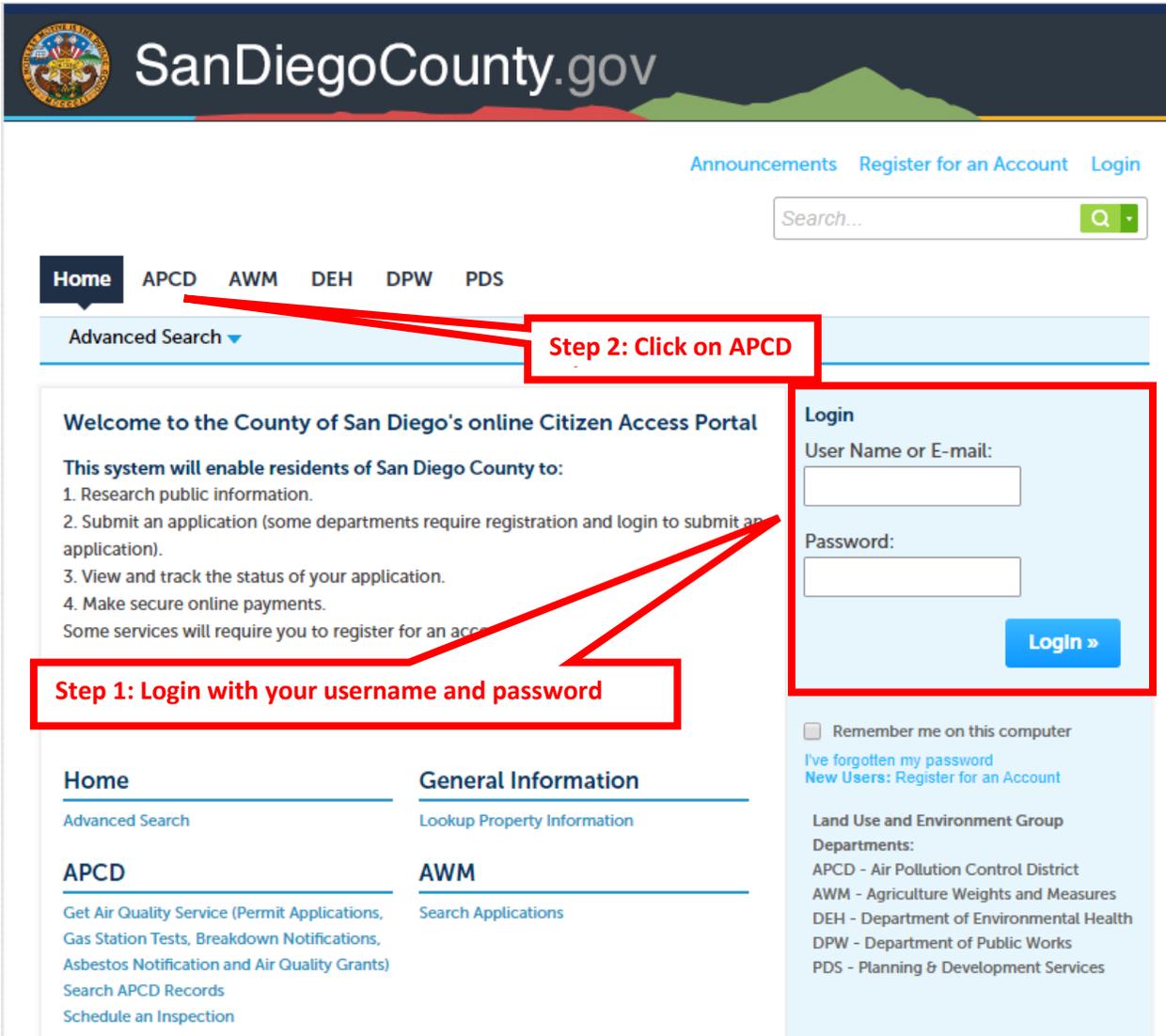


## How to access an APCD record:

**Step 1:** From the Accela Citizen Access login screen, enter a username and password then click “Login”. Once logged in click on the “APCD” tab.



The screenshot shows the San Diego County government website. At the top, there is a navigation bar with the following links: [Announcements](#), [Register for an Account](#), and [Login](#). Below this is a search bar with the text "Search..." and a green search icon. The main navigation menu includes [Home](#), [APCD](#), [AWM](#), [DEH](#), [DPW](#), and [PDS](#). The [APCD](#) tab is highlighted with a red box and an arrow pointing to it, with the text "Step 2: Click on APCD". Below the navigation menu is an "Advanced Search" dropdown. The main content area features a "Welcome to the County of San Diego's online Citizen Access Portal" section with a list of services: 1. Research public information, 2. Submit an application, 3. View and track the status of your application, and 4. Make secure online payments. To the right of this section is a "Login" form with fields for "User Name or E-mail:" and "Password:", and a "Login »" button. A red box and arrow point to the login form with the text "Step 1: Login with your username and password". Below the main content area are several sections: "Home" with a link to "Advanced Search", "General Information" with a link to "Lookup Property Information", "APCD" with links to "Get Air Quality Service", "Gas Station Tests", "Asbestos Notification", "Search APCD Records", and "Schedule an Inspection", and "AWM" with a link to "Search Applications". On the right side, there is a "Land Use and Environment Group Departments" section listing APCD, AWM, DEH, DPW, and PDS.

**Step 2: You will see your linked records. Click on the record for more detail.**

SanDiegoCounty.gov

Announcements Logged in as: ejocson Collections (0) Reports (3) Account Management Logout

Search...

Home **APCD** AWM DEH DPW PDS

Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications, Asbestos Notification) more

### Records

Showing 1-6 of 6 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Submit Date	Record ID	Type	Address	Expiration Date	Status	Action
<input type="checkbox"/>	12/06/2019	19TMP-027713	Asbestos Notification Online				<a href="#">View</a>
<input type="checkbox"/>	08/07/2019	<a href="#">APCD2019-ASB-000901</a>	Asbestos Notification Online				<a href="#">View</a>
<input type="checkbox"/>	07/18/2019	APCD2019-ASB-000829	Asbestos Notification Online			Void	<a href="#">Edit</a>
<input type="checkbox"/>	06/19/2019	APCD2019-ASB-000694	Asbestos Notification Online			Void	<a href="#">Edit</a>
<input type="checkbox"/>	06/17/2019	<a href="#">APCD2019-APP-005887</a>	Boilers and Heaters (50 MM BTU/hr or less and an annual heat input less than 220,000 therms)		01/31/2019	Void	
<input type="checkbox"/>	02/22/2019	APCD2019-ASB-000196	Asbestos Notification Online			Void	<a href="#">Edit</a>

### Search APCD Records

Enter information below to search for Sites, Applications, and Permits within the District's database. Information can be retrieved by searching on the Record ID.

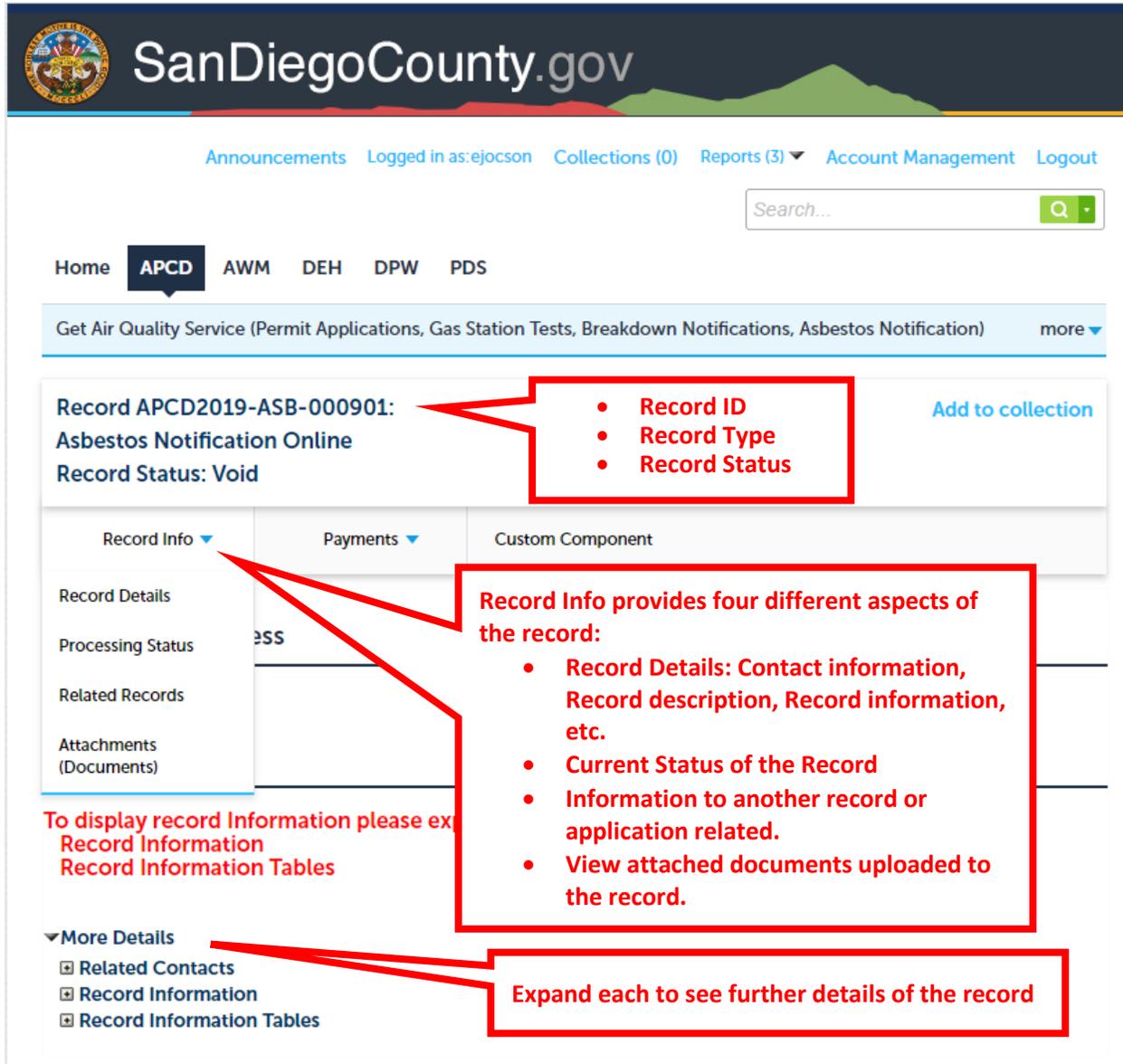
#### Search by Record Information

Record ID  [?](#)

[Search](#) [Clear](#)

You can search for a specific record that is linked to your account.

### Step 3: Record overview



SanDiegoCounty.gov

Announcements Logged in as: ejocson Collections (0) Reports (3) Account Management Logout

Search...

Home **APCD** AWM DEH DPW PDS

Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications, Asbestos Notification) more

**Record APCD2019-ASB-000901:**  
**Asbestos Notification Online**  
**Record Status: Void**

**Add to collection**

Record Info Payments Custom Component

Record Details  
 Processing Status  
 Related Records  
 Attachments (Documents)

**Record Info provides four different aspects of the record:**

- Record ID
- Record Type
- Record Status
- Record Details: Contact information, Record description, Record information, etc.
- Current Status of the Record
- Information to another record or application related.
- View attached documents uploaded to the record.

To display record information please expand Record Information Record Information Tables

**More Details**

- Related Contacts
- Record Information
- Record Information Tables

**Expand each to see further details of the record**

## Record Details:

### Record Details

To display record Information please expand "More Details" and see:  
 Record Information  
 Record Information Tables

▼ More Details

☐ Related Contacts

APCD ASB Facility information

John Doe  
 APCD TEST ACCOUNT  
 10124 Old Grove Rd  
 San Diego, CA, 92131  
 United States  
 Business Phone: 8585862720  
 E-mail: apcdit.lueg@sdcounty.ca.gov

APCD ASB Facility Owner information

John Doe  
 APCD TEST ACCOUNT  
 10124 Old Grove Rd  
 San Diego, CA, 92131  
 United States  
 Business Phone: 8585862720  
 E-mail: apcdit.lueg@sdcounty.ca.gov

Contact Information specific to the type of contact pertaining to the record type.

☐ Record Information

NOTIFICATION

Notification Submittal Date: 08/07/2019

PROJECT TYPE

Project Type: Renovation (Removal)

Record information that was entered pertaining to the record type.

ASBESTOS REMOVAL OPERATIONS

Asbestos Removal Start Date: 08/05/2019

ASBESTOS AMOUNT TO BE REMOVED

Total RACM: 500sqft

REVISION

Material: Acoustic/Popcorn Ceiling  
 Material Condition: Good  
 Amount of Material: 1500  
 Revised Total RACM: 1500

Material Category: Friable  
 Removal method: Bead blast  
 Regulated: Yes

☐ Record Information Tables

MATERIAL DETAILS

Material:	Acoustic/Popcorn Ceiling
Type of Material:	Friable
Material Condition:	Good
Removal method:	Bead blast
Amount of Material (square feet):	500
Regulated:	Yes

Please note that not all records are the same

## Processing Status:

### Processing Status

-  ▶ Asbestos Intake
-  ▶ Notification to Finance
-  ▶ Notification to Contractor
- Assign Field Inspector
- Supervisor Review

**Task Status:**

-  **Asterisk = Complete**
-  **Hourglass = Task Pending**

## Attachments (Documents):

### Attachments (Documents)

**PERMITS** - If you are submitting an application for a permit to operate, by clicking the "Continue Application" button below, you will obtain a fee estimate.

**GRANTS** - If you are applying for a grant, by clicking the "Continue Application" button below you are submitting your application to the District and you will not be able to go back and change information.

**BREAKDOWN REPORT** - Please attach the breakdown report and select "APCD-Breakdown-Report".

**VAPOR RECOVERY TEST RESULTS** - Please attach the VR Test Results and select "APCD-VR-Test-Results".

**ASBESTOS NOTIFICATION** - Select Asbestos Notification and attach documents as needed: **Emergency Demolition:** A copy of the demolition order must be uploaded via Documents Tab in Step 2. (insert upload instructions or link to instructions). **Emergency Renovation:** Photos of the sudden unexpected event must be uploaded via Documents Tab in Step 2. (insert upload instructions or link to instructions).  
 By submitting this application, you hereby agree to the conditions of the program/permit for which you are applying.

The maximum file size allowed is 100 MB.  
 html;htm;mht;mhtml are disallowed file types to upload

Document Information

Name	Record Type	Upload Date	Type	Latest Update	Action	Size
APCD2019-ASB-000901-Inspector Assignment Notification.pdf	Asbestos Notification Online	08/07/2019	APCD-General-Correspondence	08/07/2019	<a href="#">Actions</a> ▼	3.47 KB

Select Action to View Document

## Add Attachments (Documents):

The maximum file size allowed is 100 MB.  
 html;htm;mht;mhtml are disallowed file types to upload.

Name	Record Type	Upload Date	Type	Latest Update	Action	Size
APCD2019-ASB-000901-Inspector Assignment Notification.pdf	Asbestos Notification Online	08/07/2019	APCD-General-Correspondence	08/07/2019	Actions ▾	3.47 KB

**Add** Click on Add to attach documents pertaining to the record.

### File Upload

The maximum file size allowed is 100 MB.  
 html;htm;mht;mhtml are disallowed file types to upload.

TEST DOC.docx 100%

**Click on Add to select file to upload then Continue to upload the file to the record**

Continue
Add
Remove All
Cancel

\*Type: APCD-General-Application

File: TEST DOC.docx 100%

\*Description: This is a demo document

**Select document type and provide a document description. Then Save**

spell check

Save
Add
Remove All

## Successfully uploaded attachment:



**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

Record APCD2019-ASB-000901:

[Add to collection](#)

Asbestos Notification Online

Record Status: Void

Record Info ▾

Payments ▾

Custom Component

### Attachments (Documents)

**PERMITS** - If you are submitting an application for a permit to operate, by clicking the "Continue Application" button below, you will obtain a fee estimate.

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Name	Record Type	Upload Date	Type	Latest Update	Action	Size	E
APCD2019-ASB-000901-Inspector Assignment Notification.pdf	Asbestos Notification Online	08/07/2019	APCD-General-Correspondence	08/07/2019	<a href="#">Actions ▾</a>	3.47 KB	A N C A O
<a href="#">TEST DOC.docx</a>	Asbestos Notification Online	02/25/2020	APCD-General-Application	02/25/2020	<a href="#">Actions ▾</a>	11.54 KB	A N C A O