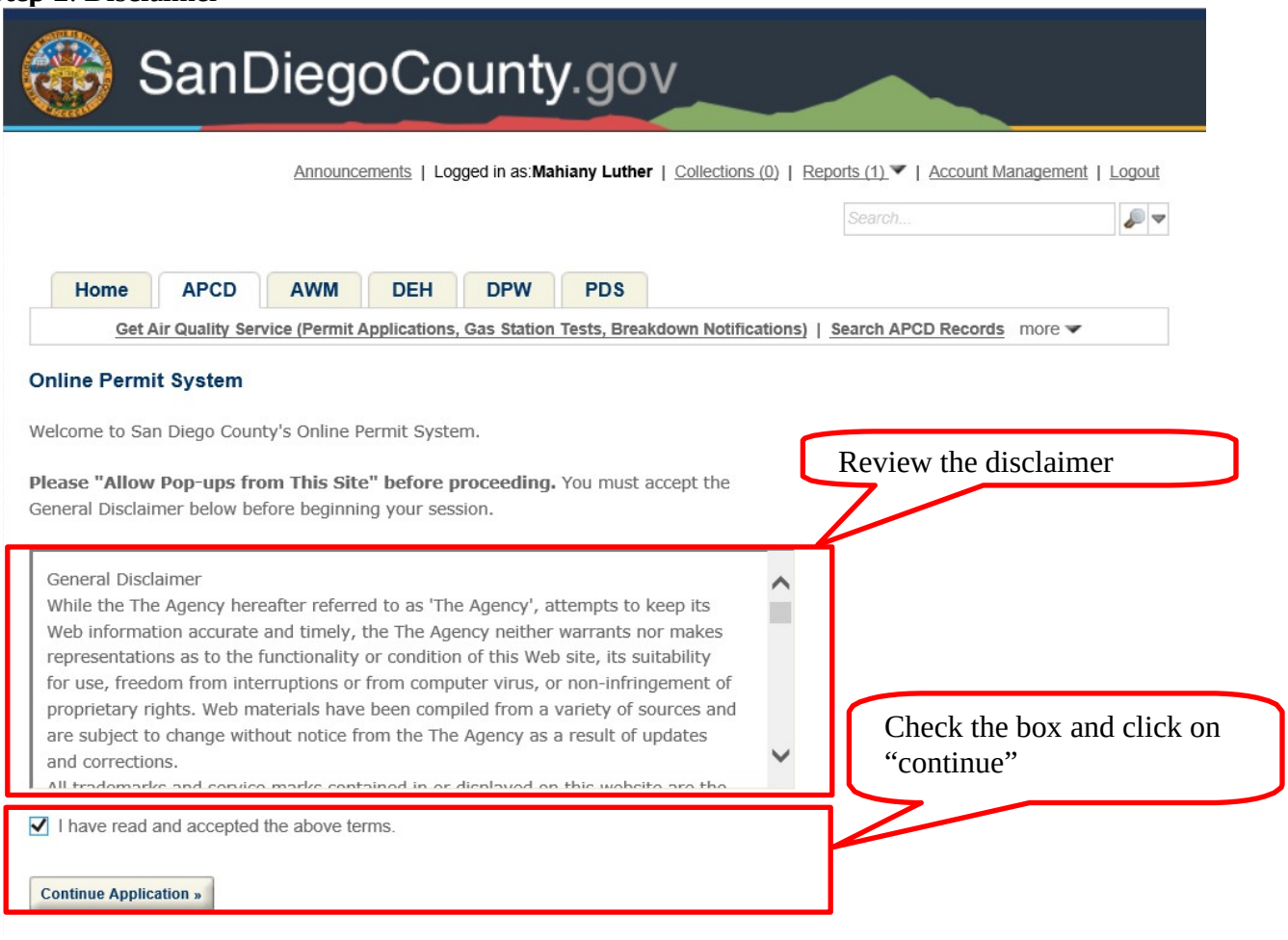
How to submit gas station performance test notifications and performance test reports electronically

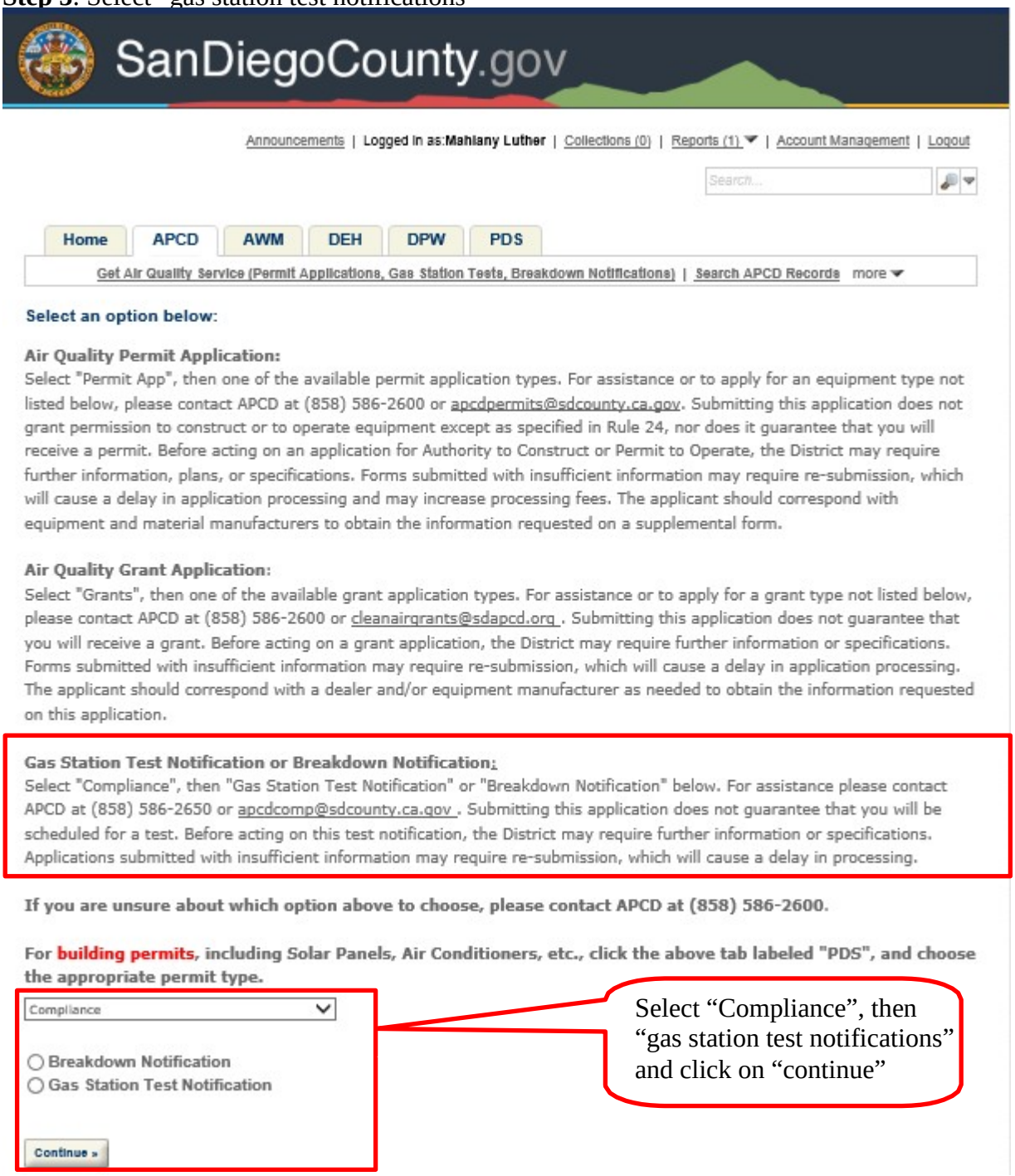
Submitting Gas Station Performance Test Notification

Step 1: From the Accela Citizen Access (ACA) login screen, enter a username and password then click "Login". If you do not have an ACA account please click here to find out how to sign up.

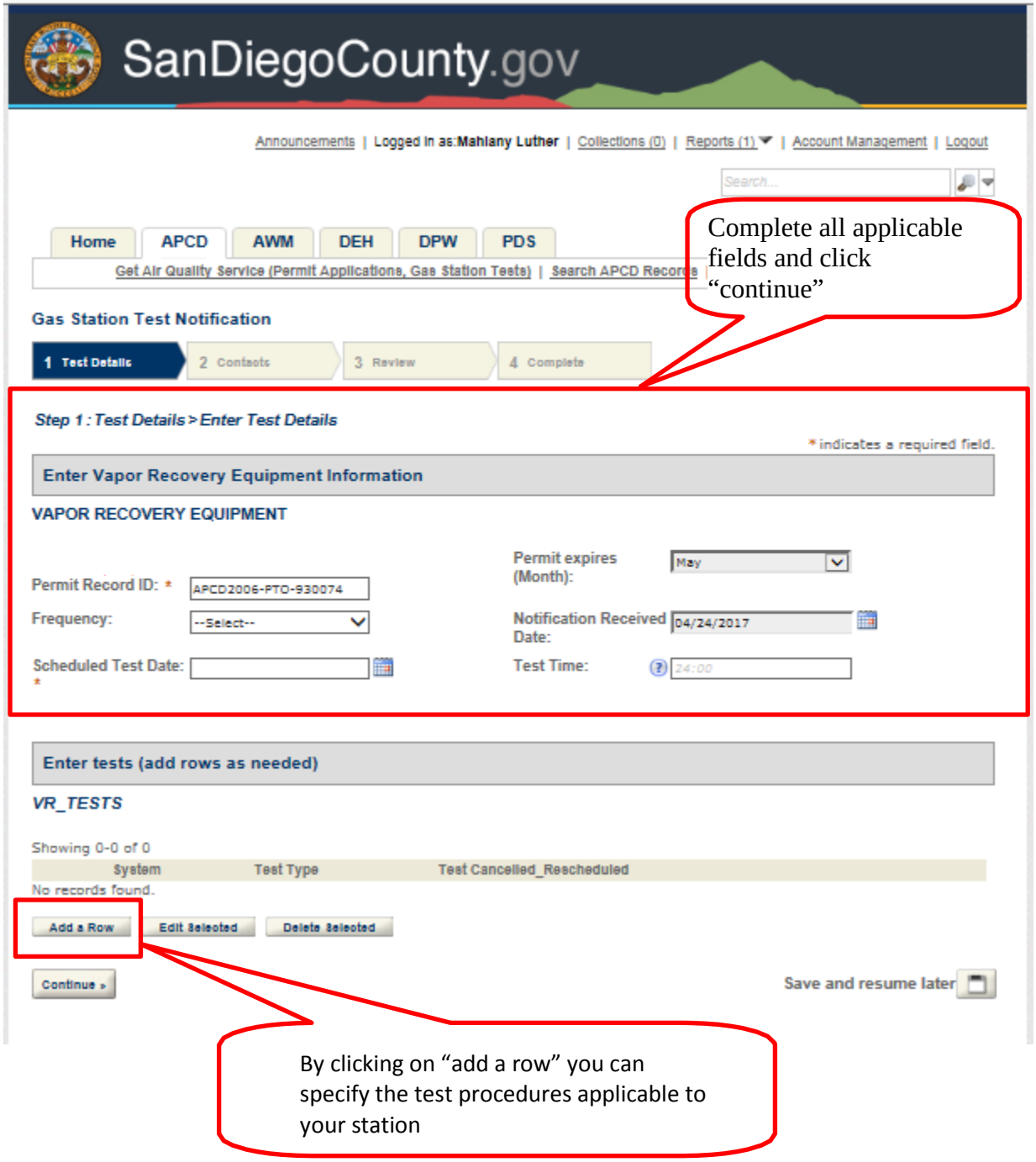
Step 2: Disclaimer



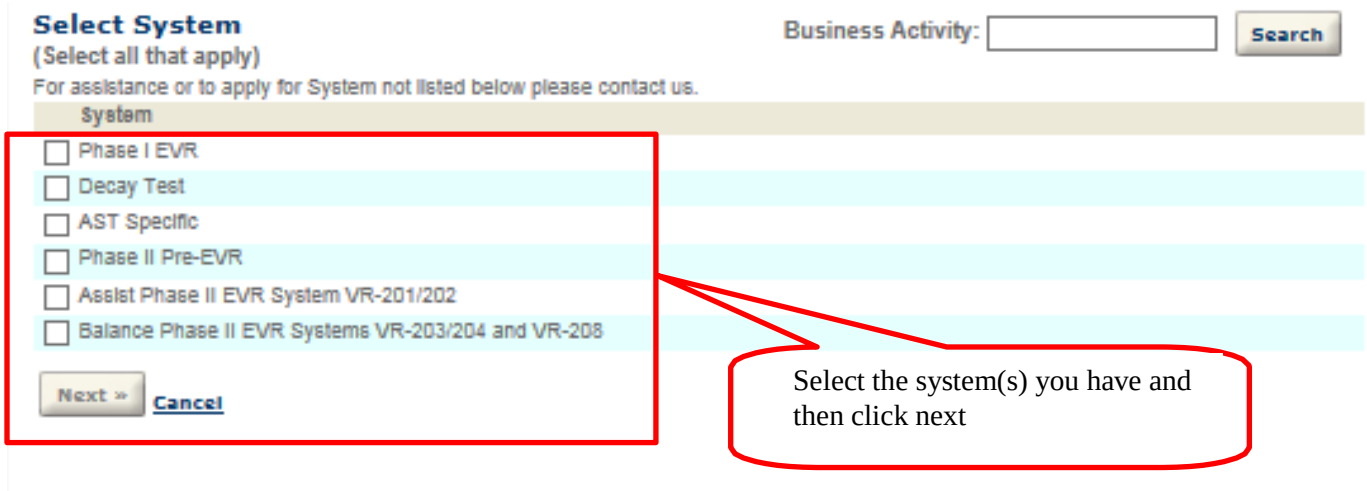
Step 3: Select “gas station test notifications”



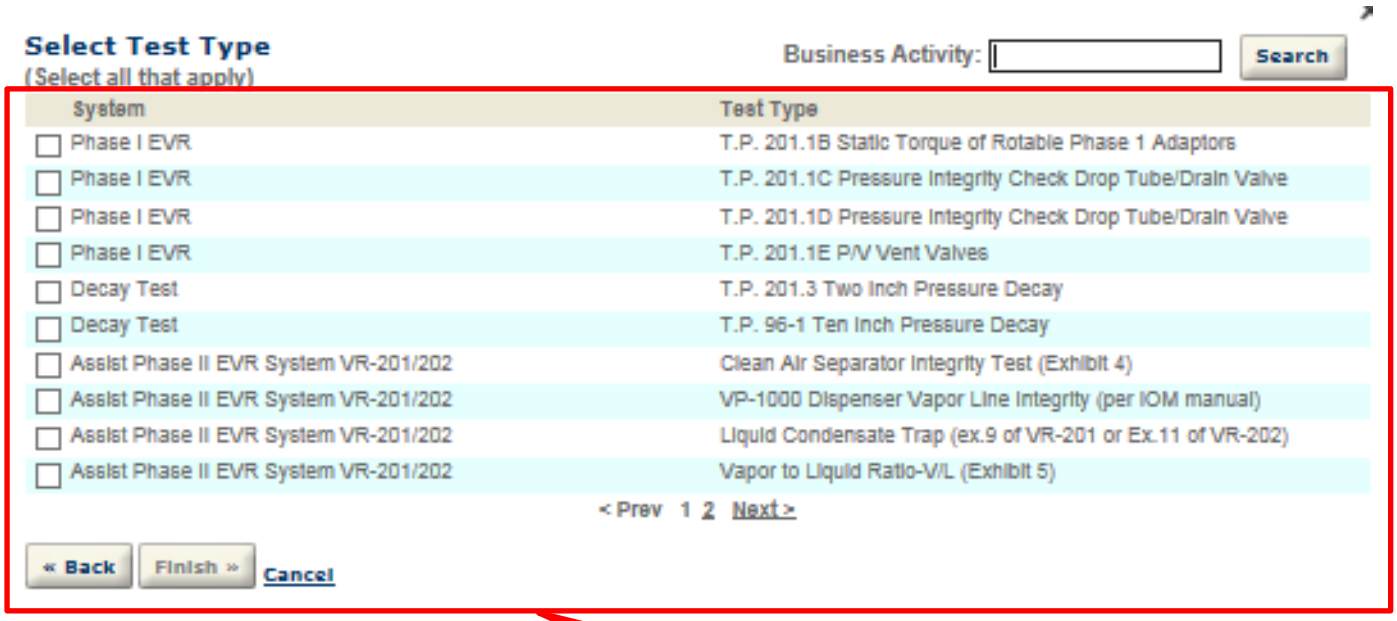
Step 4: Report the test notification



Step 5: Specify the test procedures applicable to your gas station. Once you click on "add a row" above, the following screens will appear and you can select the test procedures

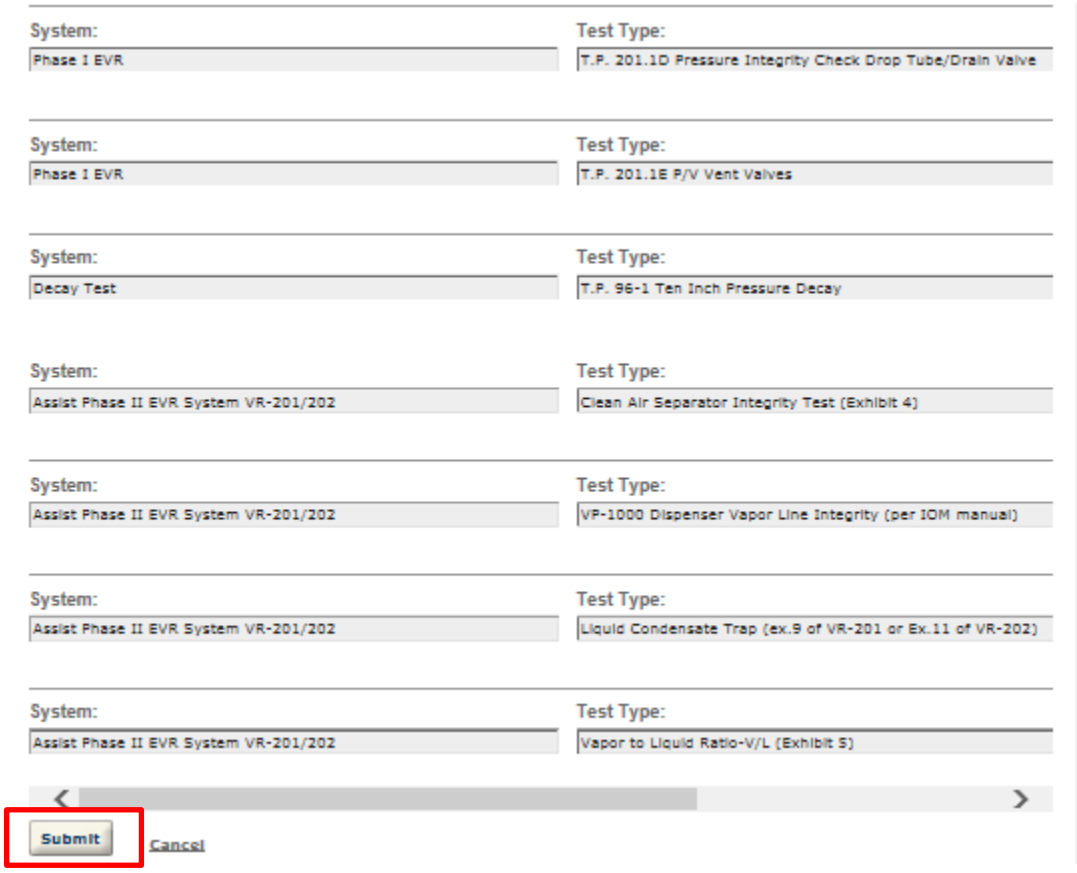


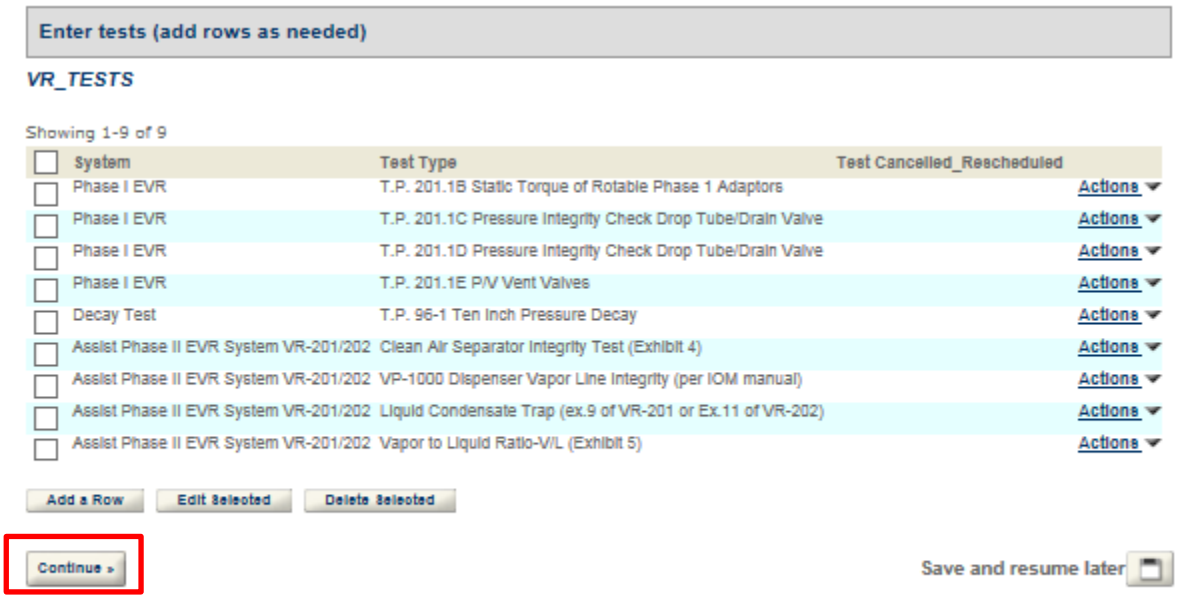
Select the system(s) you have and then click next



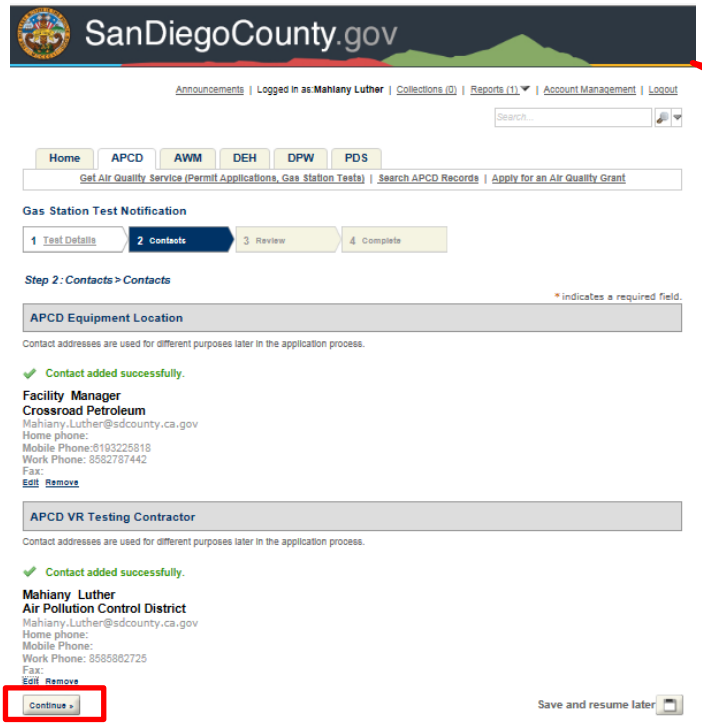
Select the test procedures and then click "finish"

Step 6: Confirming your selections. The following two screens summarize your selections. Please click on “submit” and then “continue”





Step 7: Entering contact information. You may “select from account”, “add new”, or “look up”



The contacts you selected will be displayed. Please click “continue”

Step 8: Review the information submitted. You will be able to review the information submitted. If the information is correct please click “continue”

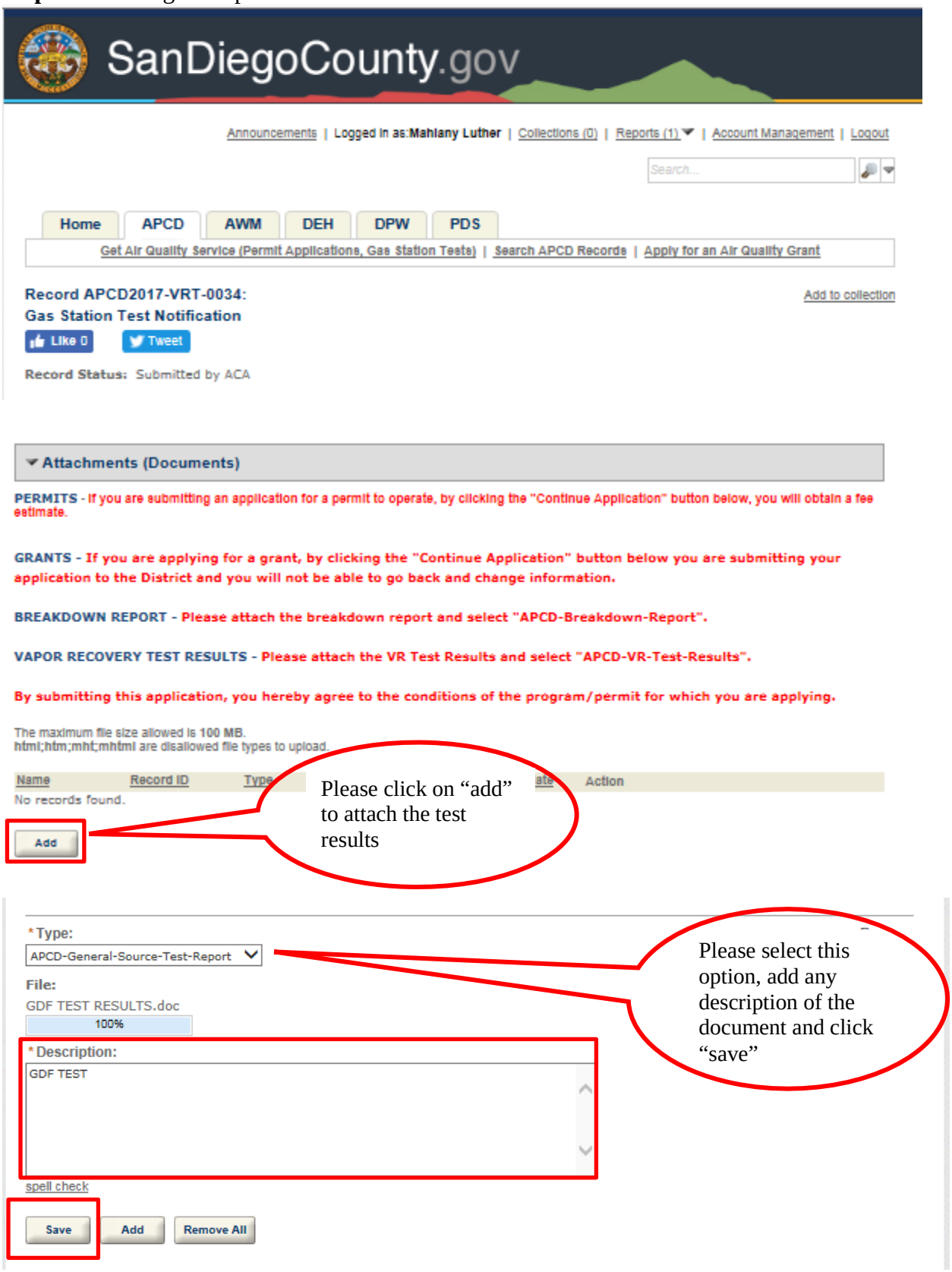
Step 9: Obtaining confirmation. You will get the following message stating the notification was successfully submitted

Submitting Gas Station Test Results

Step 1: From the Accela Citizen Access (ACA) login screen, enter a username and password then click "Login". Once logged in click on the "APCD" tab.

Step 2: Once you click on the APCD tab you will be able to view the gas station notification you have submitted

Step 3: Attaching the report



Step 4: Confirmation. You will receive the following message and an e-mail confirming the test result has been received

Vapor recovery tests results for notification record ID APCD2017-VRT-0035, Air Pollution Control District located at 10124 Old Grove Road, San Diego, CA 92131 has been received on 04/25/2017 03:06 for permit record ID APCD2006-PTO-020241. Please note that the tests results are subject to review for completeness and accuracy.

Record created by: PUBLICUSER6401

This is an automatically generated email, please do not reply. This mailbox is not monitored and you will not receive a response.
If you have any questions, please contact Karen Wilkins at Karen.Wilkins@sdcounty.ca.gov