

EMISSION INVENTORY SYSTEM (EIS) FACILITY PORTAL GUIDE

February 8, 2019

San Diego Air Pollution Control District Engineering Division
Toxics and Emissions Inventory Section

PREFACE

The District has a new web based program called EIS (Emissions Inventory System) to facilitate the implementation of the emissions inventory programs. EIS allows facilities to submit required inventory information and review their data online. Facilities that are subject to emissions inventory requirements and wish to utilize EIS may contact the District's Emissions Inventory Section to set up an account. If you have questions on how to complete the data request forms, detailed instructions are provided on-line and can be found by clicking [here](#).

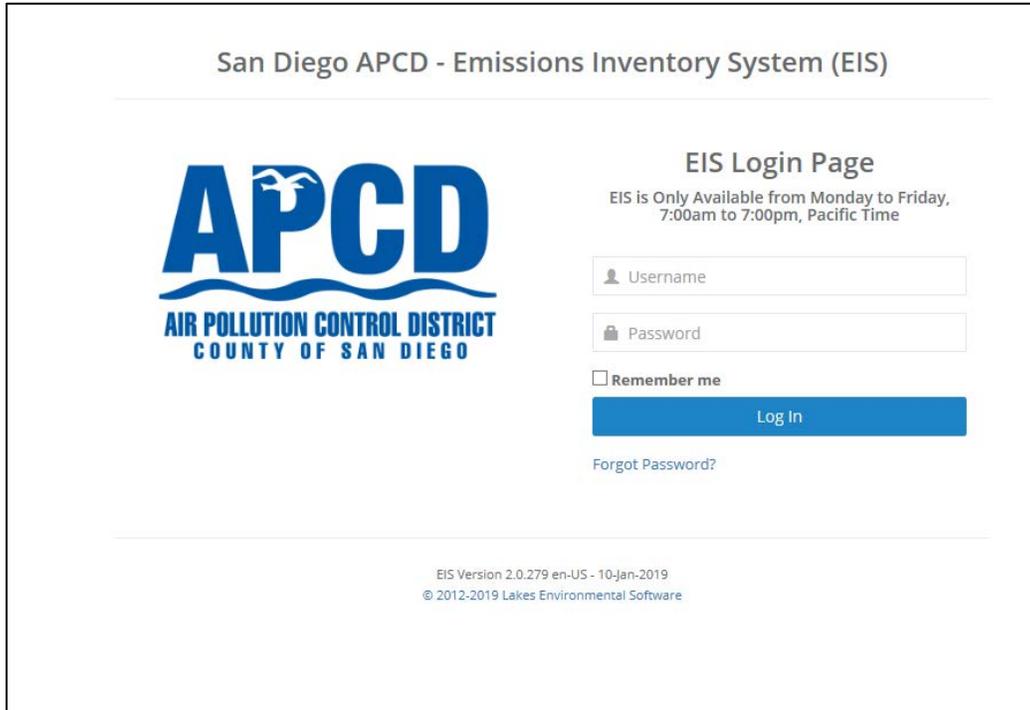
This guide is a working copy and will be updated as EIS development proceeds. If you have any comments regarding EIS, please share them with the District.
Note: EIS is only available on Mondays through Fridays, 7am to 7pm.

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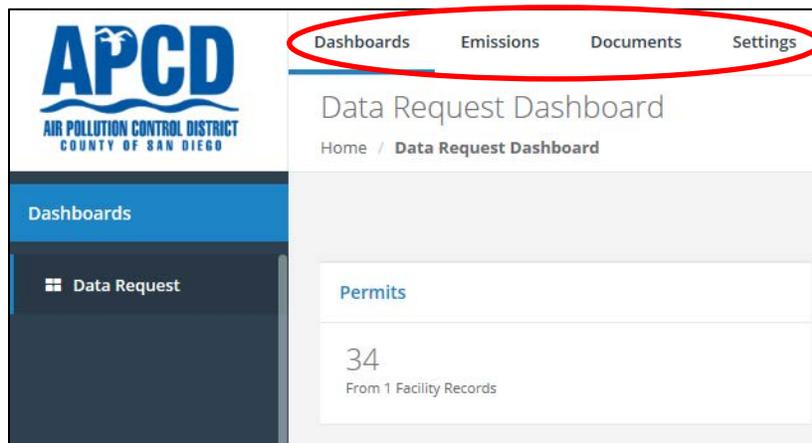
1.0 HOW TO LOGIN

- a) Go to the following web address which will take you to the EIS Login Page:
<https://eis.sandiegocounty.gov/Portal>



The screenshot shows the login page for the San Diego APCD - Emissions Inventory System (EIS). The page features the APCD logo on the left, which includes the text "APCD AIR POLLUTION CONTROL DISTRICT COUNTY OF SAN DIEGO". On the right, the title "EIS Login Page" is displayed above a note: "EIS is Only Available from Monday to Friday, 7:00am to 7:00pm, Pacific Time". Below this are input fields for "Username" and "Password", a "Remember me" checkbox, and a blue "Log In" button. A "Forgot Password?" link is located below the button. At the bottom of the page, the version information "EIS Version 2.0.279 en-US - 10-Jan-2019" and copyright notice "© 2012-2019 Lakes Environmental Software" are visible.

- b) Log in using the email address you provided to the District and the password you created when setting up your EIS account.
- c) Upon logging in, you will be taken to the Data Request Dashboard and will see the following four navigational links:



- Dashboards – shows a summary breakdown of how many sites, permits, devices, and materials affiliated with the facility. You will also see the progress of the data entered for your facility.
- Emissions – access fields to enter data for each device / material required to be inventoried by your

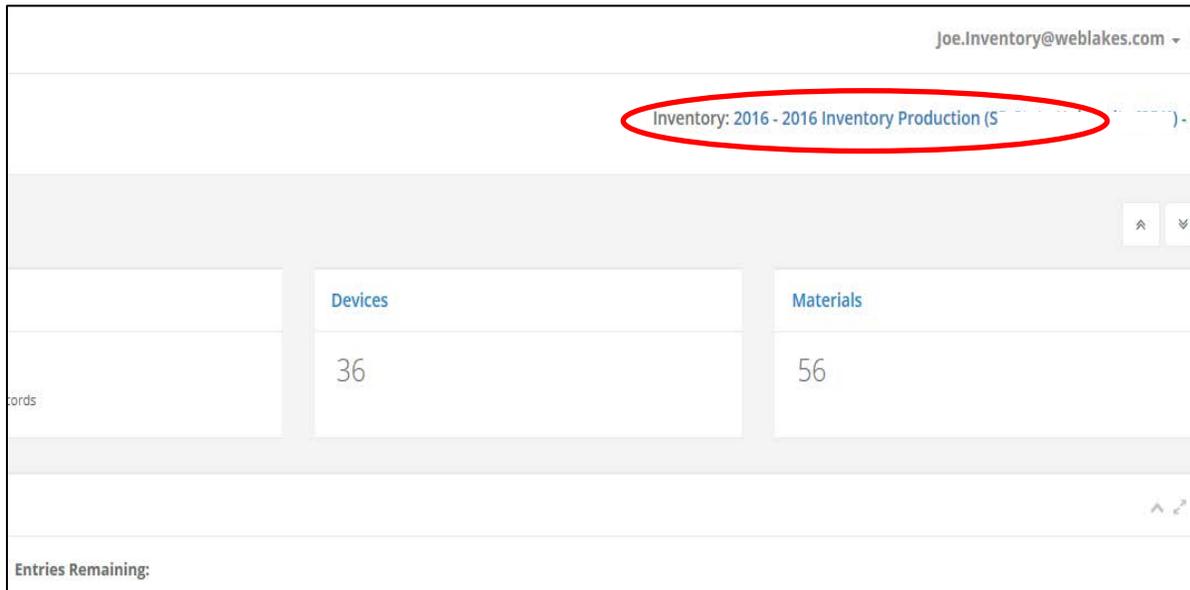
facility.

- Documents – browse and download documents for your facility.
- Settings – manage your profile settings.

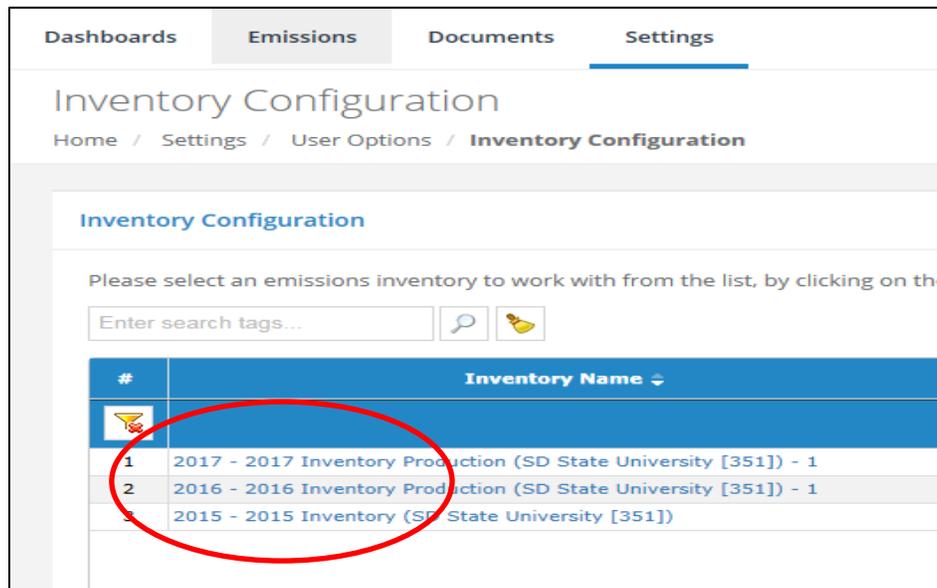
d) If you have difficulties with logging in, you may try resetting your password by clicking on “Forgot Password?” After providing a new password, log in with your new password. If you are having further difficulties logging in, please contact the District’s Emissions Inventory Section.

2.0 DIRECT DATA ENTRY

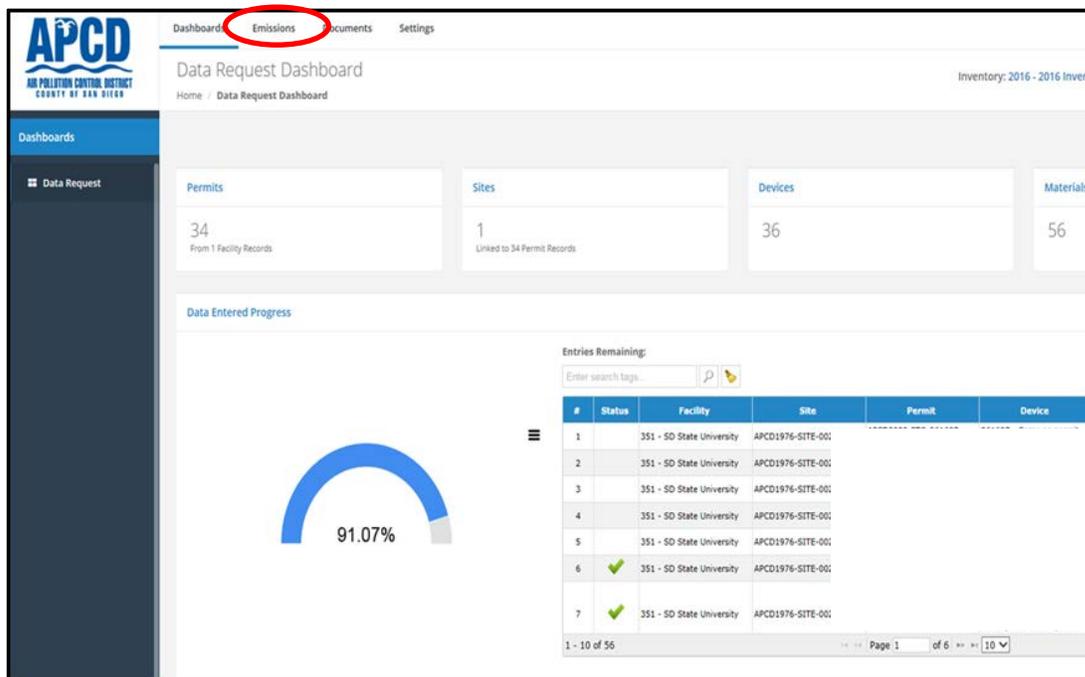
- a) In the upper right-hand corner of the page, click on the inventory link shown as “Inventory: *Calendar Year Inventory Production (Facility Name)*” which will bring you to the Inventory Configuration screen where you will see a list of all inventories you have access to.



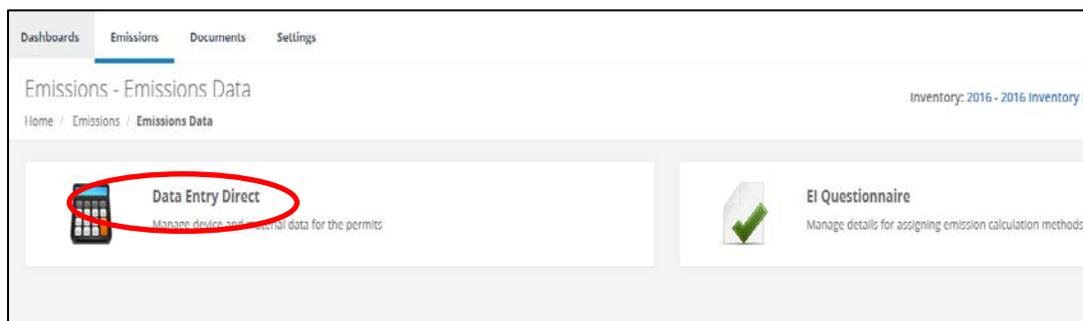
- b) Under the “Inventory Name” column click the link with the calendar year and facility that you want to provide data for. This will take you back to the main Dashboard where you will again see the summary breakdown of sites, permits, devices, and materials.



- c) In the upper left hand corner, click on the “Emissions” navigational link which will take you to two data entry formats “Data Entry Direct” and “EI Questionnaire”. You can use either link to enter data, both will show all facility related sites, permits, devices, and materials required to be reported for the emissions inventory.



- d) To start entering data, click on “Data Entry Direct”. This will take you to another screen where you will be able to view all facility related materials.



- e) Find the material you want to enter data for. To find a specific material, you will have to first find the corresponding site, permit and device. Your facility may have many sites. Each site may have many permits. Each permit may have many devices. Each device may have many materials. You can use the search bars to find specific sites, permits, devices and materials quickly.

Calculation Configuration

Change EIF ID: Current Facility:

Facility Permits

#	Permit #	Permit Version	Site Record ID	Permit Description
1	APCD000-PTD-97	3	APCD197H0T WATER BOILER: RITE, MODEL 750 WG, 7.5 SITE- MMBTU/HR, NATURAL GAS FIRED, S/N WITH FLUE GAS REC	see more >
2	APCD000-PTD-97	3	APCD197H0T WATER BOILER: RITE, MODEL 750 WG, 7.5 SITE- MMBTU/HR, NATURAL GAS FIRED, S/N WITH FLUE GAS REC	see more >
3	APCD000-PTD-97	3	APCD197H0T WATER BOILER: RITE, MODEL 750 WG, 7.5 SITE- MMBTU/HR, NATURAL GAS FIRED, S/N WITH FLUE GAS REC	see more >

Devices

#	Device ID	Description
1		NOX AND CO EMISSION FACTORS WERE BASED ON SOURCE TEST RESULTS.

Materials

#	Material ID	SCC	Description
1			Natural Gas

Material Cancel Save

- f) Once you've found the specific material you want to enter data for: select the material in the list, scroll down the page, and click on "Calculator Parameters & Requests" to expand the menu. You will then see the following tabs on screen: "Data Requests", "Control Requests", and "Emission Factors". Click on these tabs to enter data being requested for your emissions inventory. Enter your data under the "Value" columns. Please be thorough when entering data in the "Value" boxes within each tab. The data being requested is the same data being requested on the hard copy data request forms or electronic PDF documents the District provided.

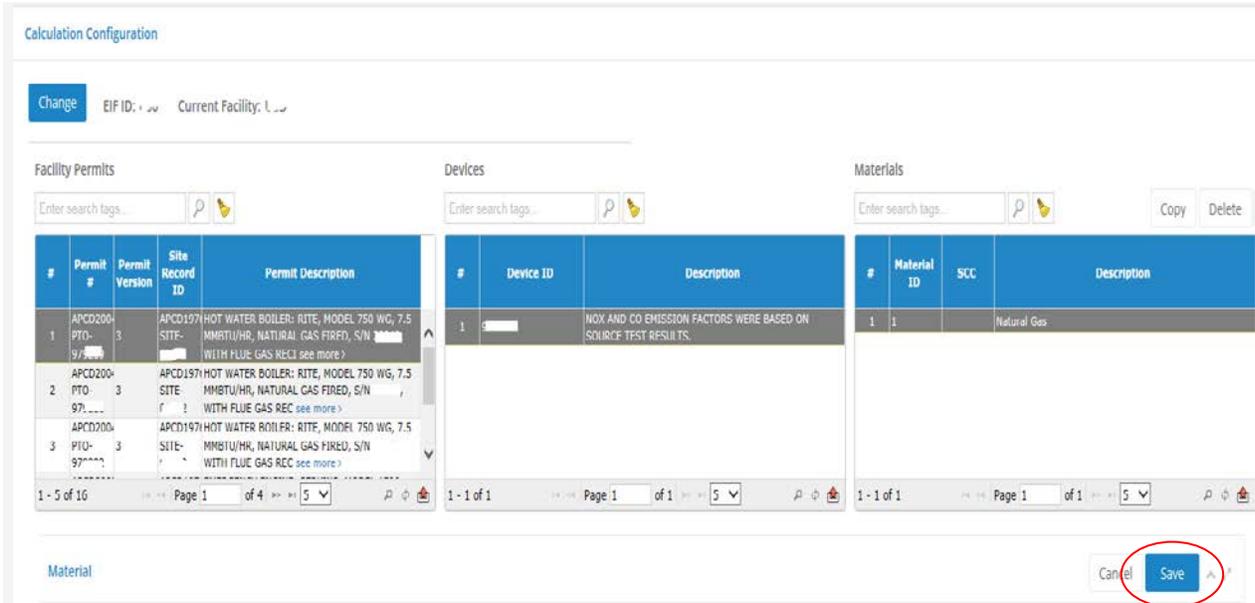
Calculator Parameters & Requests

Data Requests **Control Requests** Emission Factors Surrogate Pollutants

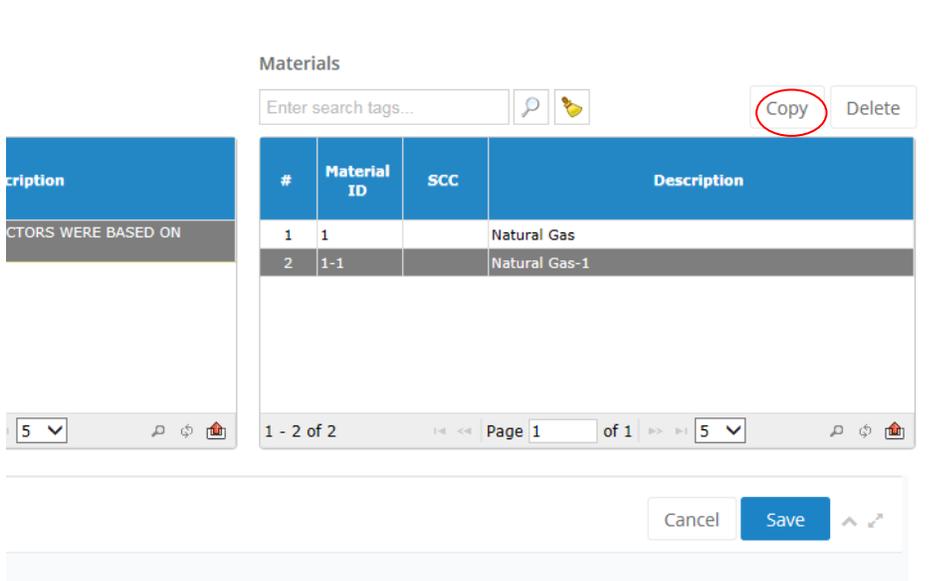
Description	Value	Description	Value
Material Name:	MISC PAINTS	Device Operating Schedule:	
Manufacturer/Supplier:	VARIOUS	- Daily Operation (hours/day):	1
Annual Material Usage (gals/year):	30	- Weekly Operation (days/week):	2
Waste Shipped Off Site (gals/year):	0	- Annual Operation (days/year):	30
Maximum Hourly Usage (gals/hour):	1		
Density (lbs/gal):	9.95		
VOC Content (lbs/gal):	1.62		
Application Method:	AIR GUN		
Transfer Efficiency (%):	50		
Fallout Fraction (%):	50		
Type of Operation:	WOOD PRODUCTS		
Type of Material:			
Water-based coating (yes/no):	Yes		

- g) Important: Once all data is entered for that single material, click on the "Save" button to ensure all data entries are saved for that material. The "Save" button is located just below the Materials list. If you do not

save the data entered for EACH material, when you move on to the next material, the data from the previous entry will not be saved.



- h) If you need to report more materials than what is listed in EIS for any device, click on “Copy” located above the “Materials” list. In the example below, the Material “Natural Gas” was copied to create “Natural Gas-1”.



- i) When a material is copied, you can rename the new material in the “Material Overview” section under “Material Description”. Once renamed, remember to save after all data is entered for that newly created material. The “Save” button is located just below the Materials list.

Devices

Enter search tags...  

#	Device ID	Description
1		NOX AND CO EMISSION FACTORS WERE BASED ON SOURCE TEST RESULTS.

1 - 1 of 1 Page 1 of 1 5

Materials

Enter search tags...   Copy Delete

#	Material ID	SCC	Description
1	1		Natural Gas
2	1-1		Natural Gas-1

1 - 2 of 2 Page 1 of 1 5

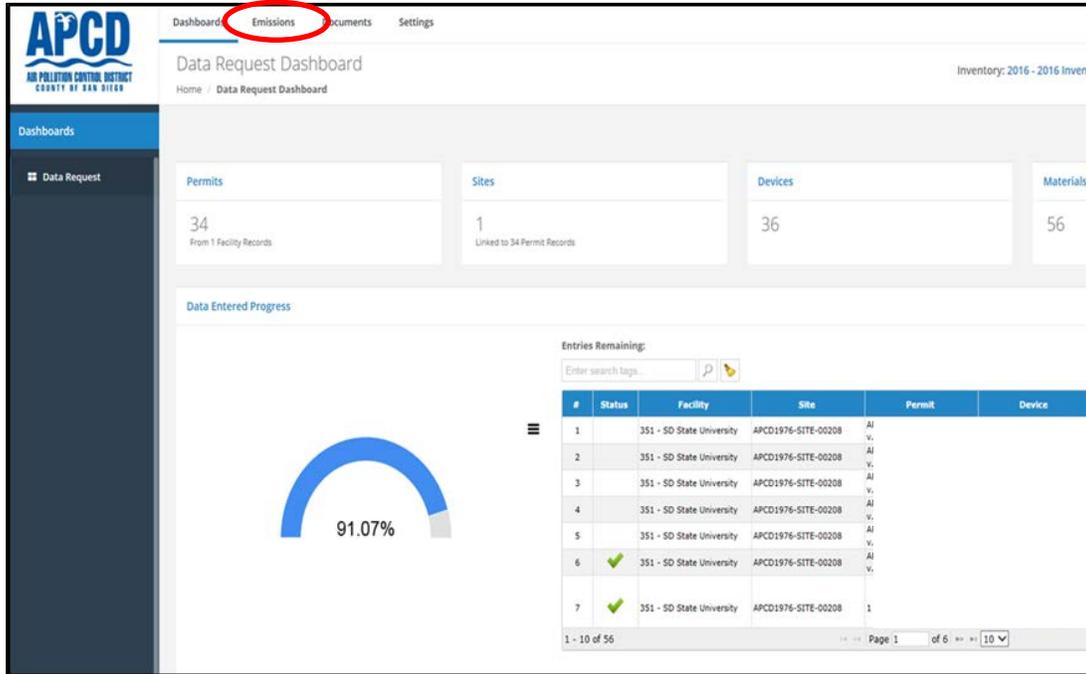
Cancel Save

Material Description:

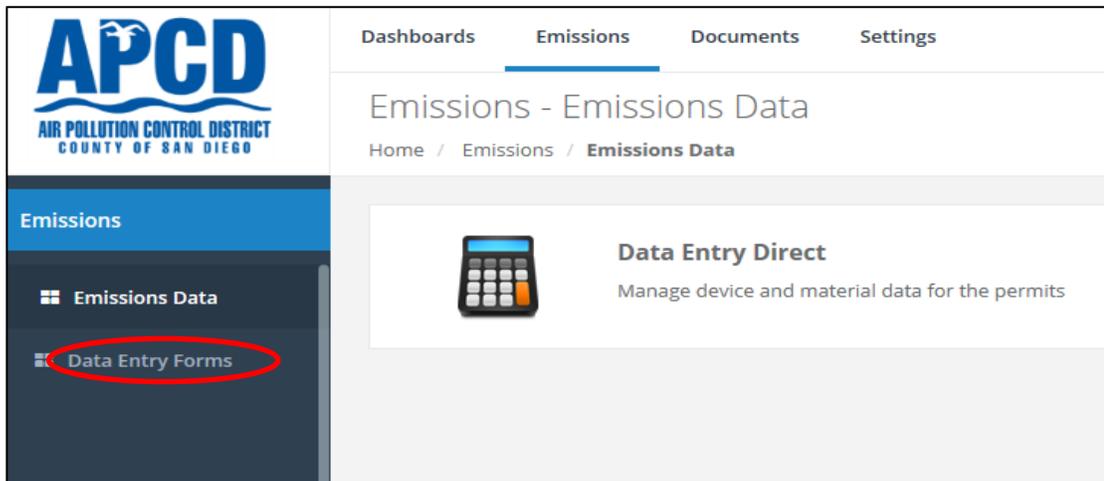
Source Classification Code:

3.0 HOW TO DOWNLOAD DATA REQUEST FORMS IN EXCEL FORMAT

a) Click on the “Emissions” link in the upper left hand corner of the page



b) Click on “Data Entry Forms” on the left-hand side navigation menu



c) Click on “Download EIQ Spreadsheet”

The screenshot shows a web interface titled "Emissions - Data Entry Forms". Below the title is a breadcrumb trail: "Home / Emissions / Data Entry Forms". There are two main buttons: "Download EIQ Spreadsheet" with an XLS icon and a green arrow, and "Download EIQ PDF Forms" with a PDF icon and a green arrow. The "Download EIQ Spreadsheet" button is circled in red. The text below the first button reads "Export EIQ data to an Excel file". The text below the second button reads "Generate a PDF of completed and blank EIQ data forms".

d) Select your facility by clicking on it under “Facility Name” which will highlight it gray. Continue by clicking “Next” in the lower right-hand corner of the screen.

The screenshot shows a web interface titled "Step 1/2: Download EIQ Spreadsheet". On the left, there is an XLS icon with a green arrow and the text "Facility Selection". Below this, it says "Select the facility for which you wish to download Emissions Inventory Questionnaire (EIQ) data." On the right, there is a "Select Facility:" section with a search input field containing "Enter search tags...", a magnifying glass icon, and a bell icon. Below the search field is a table with the following data:

#	Facility Name	EIF ID
1	SD State University	351

- e) You will now see a list of all permits associated with your facility. Under Options, you can choose to export all forms (in Excel) as a zip file, as individual spreadsheets or both. For Data Entry purposes, select all of the Permit Numbers required for inventory under the “Selected” column. This can be quickly done by clicking on the “check all boxes” icon indicated below. Then click “Finish” in the lower right-hand side of the screen.

Options:

- Export Required Fields as Blank
- Export File(s) as ZIP

Selected Facility: SD State University

Select Permits:

Enter search tags...  

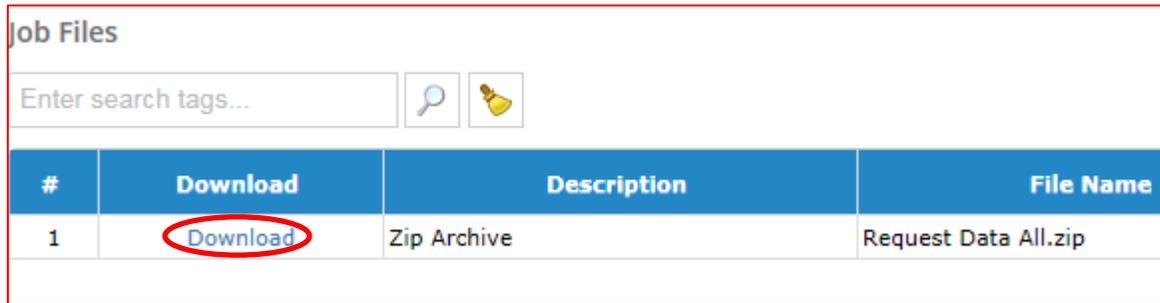
#	Selected	Air Permit Number	Version	Site Record ID
1	<input checked="" type="checkbox"/>	0	0	APCD1976-SITE-0
2	<input checked="" type="checkbox"/>	1	0	APCD1976-SITE-0
3	<input checked="" type="checkbox"/>	APCD2000-PTO-I	2	APCD1976-SITE-0
4	<input checked="" type="checkbox"/>	APCD2000-PTO-I	3	APCD1976-SITE-0
5	<input checked="" type="checkbox"/>	APCD2000-PTO-I	3	APCD1976-SITE-0

- f) EIS will begin downloading all selected permits and generating data request forms. After the download is complete click on “View Files” under the “Action” column.

My Jobs
 All Jobs
 Current Inventory
 All Inventories

Message	Action
Finished	Delete View Files Resubmit
Finished	Delete View Files Resubmit
Finished	Delete View Files Resubmit
Finished	Delete View Files Resubmit
Finished	Delete View Files Resubmit

- g) A screen will pop-up displaying the zip file available for download. Click on “Download” and then “Open” the requested zip files.



The screenshot shows a web interface titled "Job Files". At the top, there is a search bar with the placeholder text "Enter search tags..." and two icons: a magnifying glass and a bell. Below the search bar is a table with the following structure:

#	Download	Description	File Name
1	Download	Zip Archive	Request Data All.zip

The "Download" button in the first row is circled in red.



- h) Each permit will have a separate spreadsheet associated with it for the facility. Within each spreadsheet, there will be a Table of Contents and a second worksheet (“P1”) where all data should be entered. Fill out all necessary information in each permit spreadsheet thoroughly.

4.0 SUBMITTING EMISSIONS INVENTORY DATA

- a) If all the inventory data was entered in EIS directly as in Section 2.0 and has been properly saved, there is no need to do anything more except to inform the District that all the data is entered in EIS. This may be done by emailing or calling your Emissions Inventory contact (the District personnel that signed your data request cover letter).
- b) If the inventory data was entered into Excel spreadsheets as in Section 3.0, please email all attachments to your Emissions Inventory contact (the District personnel that signed you data request cover letter).
- c) If inventory data is provided on completed hard copy data request forms or any other hard copy documents, please mail the completed documents to: APCD Emissions Inventory Section, 10124 Old Grove Road, San Diego, CA 92131 and provide the Attention to your Emissions Inventory contact (the District personnel that signed the data request cover letter).