

# San Diego County Air Pollution Control District



**Virtual Webinar  
Data for Calendar Year 2024 Emission Inventory  
February 25, 2025**



# Webinars

- Today's Webinar - Tuesday, February 25, 2025, at 9:00 AM
- Wednesday, March 19, 2025, at 2:00 PM
- Meeting links can be found on our website:

## EIS Training Webinar

### Upcoming Training:

- February 25, 2025 at 9:00 AM  
Microsoft Teams: [Join Meeting](#)
  - Meeting ID: 224 075 204 550
  - Passcode: 9n4eu3hw
- March 19, 2025 at 2:00 PM  
Microsoft Teams: [Join Meeting](#)
  - Meeting ID: 264 977 449 413
  - Passcode: nh7JX2es

- Previously recorded webinars available on our website
  - [www.sdapcd.org/content/sdapcd/permits/toxics-emissions/eis](http://www.sdapcd.org/content/sdapcd/permits/toxics-emissions/eis)



# Agenda

- **Rule 19.3 Applicability**
- **Data Request**
- **Timeline & Extensions**
- **Updates to Calculation Breakouts for DY24**
- **EIS Portal Demo**
  - Login & Registration
  - RO Designation
  - Uploading & Submitting 2024 Data
    - EIQ Forms
- **Resources**
  - Calculation Methods
  - Contacts & FAQ



# District Rule 19.3 Applicability

## CARB AB2588 Hot Spots Program (Toxic)

- **Every 4 years**
  - Toxic Emissions, Appendix A of the EICG
  - Prioritization Scores
  - HRA Requirements if applicable

<https://ww2.arb.ca.gov/our-work/programs/ab-2588-air-toxics-hot-spots>

## CARB Criteria & Toxics Reporting (CTR)

- **Annual**
  - Mandatory Reporting Regulation Greenhouse Gas Facilities
  - Criteria > 250 tpy
  - Elevated Risk
  - **NEW APPLICABILITY – Facility with District Permits to Operate (PTO)**

<https://ww2.arb.ca.gov/our-work/programs/criteria-and-toxics-reporting>

## EPA Criteria

- **Annual**
  - 25 ton per year or more of NOx or VOC

<https://www.govinfo.gov/content/pkg/USCODE-2013-title42/html/USCODE-2013-title42-chap85-subchapl-partD-subpart2-sec7511b.htm>

## District Criteria

- **Annual**
  - 5 ton per year of more of NOx or VOC

<https://www.sdapcd.org/content/dam/sdapcd/documents/rules/current-rules/Rule-19.3.pdf>

## Community Emission Reduction Program (CERP)

- AB617 Communities
- As Requested

<https://www.sdapcd.org/content/sdapcd/community/community-air-protection-program/portside-cerp.html>



# 2024 Data Request

- District staff have made best efforts to help identify facilities that are subject to reporting for CTR Phase 2
- [List of Facilities Required to Report 2024 Data](#)
- District has sent about 2,800 Data Request Letters for DY 2024

**Please note that this list is not encompassing of all facilities required to report and if a facility is not listed, that does not mean it is exempt from reporting.**

January 2025

EMISSIONS INVENTORY FACILITY ID: «EID»

«Site\_Mailing\_Name»

«Site\_Mailing\_Address1»

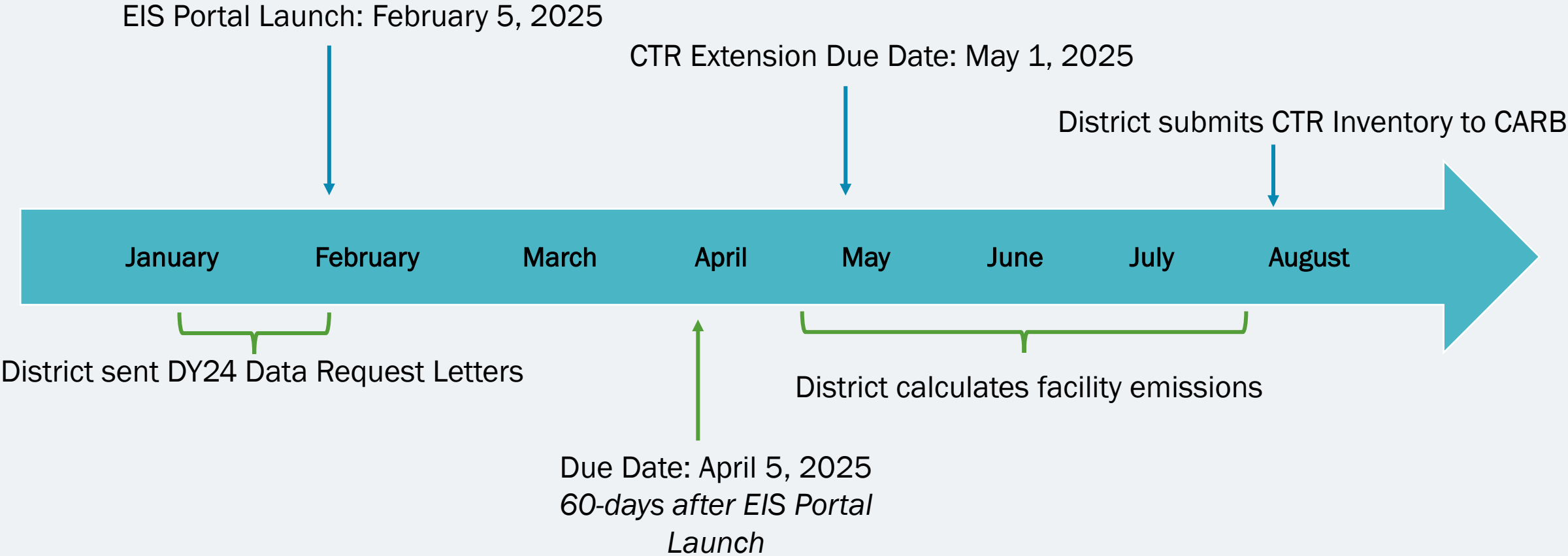
«Site\_Mailing\_City» ««Site\_Mailing\_State» «Site\_Mailing\_Zip»

## CALENDAR YEAR 2024 «TAG» EMISSION INVENTORY REQUEST

Local, State and Federal rules, regulations, and mandates require the San Diego County Air Pollution Control District (District) to conduct an air pollutant emission inventory for your facility. To meet these requirements, all information necessary to calculate emissions for calendar year 2024 at «Site\_Mailing\_Name» located at «Site\_Address1» in «Site\_City» must be submitted to the District's Emissions Inventory System (EIS) Portal no later than **April 5, 2025**. Extensions may be granted on a case-by-case basis upon request and will not exceed May 1, 2025. To request an extension please email [APCDInventory@sdapcd.org](mailto:APCDInventory@sdapcd.org).



# Reporting Schedule



To request an extension please email [APCDInventory@sdapcd.org](mailto:APCDInventory@sdapcd.org).



# EIS Portal

<https://www.sdapcd.org/eis.html>

## Emissions Inventory System

Starting with the reporting of emissions for Calendar Year 2021, the District's Emission Inventory System (EIS) must be used to enter emission inventory data as described in Rule 19.3. EIS allows facilities to upload Emission Inventory Request Forms, review data requests, input data for each calendar year and view the resulting inventory online after District approval.

[EIS Portal for data year 2024 will be available for reporting starting February 5, 2025.](#)

All emission inventories requested for data year 2024 have a due date will be April 5, 2025, with extensions allowed to May 1, 2025.

[Click Here for the EIS Portal](#)

### San Diego APCD - Emissions Inventory System (EIS)



San Diego County  
Air Pollution  
Control District

#### EIS Login Page

EIS is Only Available from Monday to Friday, 7:00am  
to 7:00pm, Pacific Time

Username

Password

Remember me

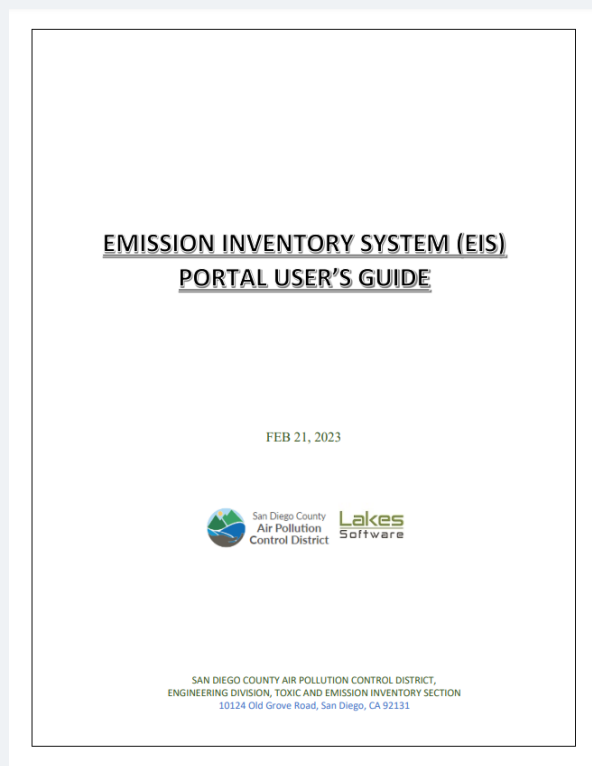
Log In

[Forgot Password?](#)



# EIS Resources

## EIS Portal User's Guide



## EIS Frequently Ask Questions

**Emission Inventory System (EIS) Reporting-  
Frequently Asked Questions (FAQs)**

**Contents**

**Requirements** .....3

What are the required reporting programs?.....3

- **Criteria Emissions Inventory (CEI)**.....3
- **Toxics Emissions Inventory (TEI)**.....3
- **Criteria Air Pollutants and Toxic Air Contaminants (CTR)**.....3
- **Community Air Protection Program (CAPP) - Assembly Bill (AB) 617**.....3

How do I know if my facility is subject to reporting? .....3

Is my facility subject to Reporting under CARB's Regulations and/or Hot Spots - AB2588?.....4

My facility was never asked by the District to report emissions. Why now?.....4

What if my facility is subject to reporting, but it is not listed for this year. What should I do?.....4

What if my facility is listed by the District to report emissions, but I believe it is not subject to reporting in that year. What should I do? .....4

Are facilities allowed to complete Abbreviated Reporting for Part of its Processes and/or Equipment? ... 4

Is this Reporting program or its due date affecting my Permit(s) renewal or processing?.....5

Can the information collected by the District's compliance inspectors be used in lieu of reporting?.....5

Will this EIS reporting replace onsite Inspectors visits or Audits?.....5

**Deadlines and Extensions** .....5

What is the deadline to report my data?.....5

What is the 2022 CTR reporting timeline and deadline for submitting my data?.....5

How can I request an extension? And, if approved, what would the extended due date be? .....6

What should I do if I missed my deadline or/and my extended deadline? .....7

**Access and Setup** .....7

I do not know my facility EIF ID. How can I request that?.....7

What is the Emission Inventory System (EIS) Portal Responsible Official (RO) designation? and .....7

How can I change the facility's Responsible Official (RO)?.....8

Can I have multiple Responsible Officials (ROs) for my facility?.....8

Can a single user be an RO for multiple Facilities in EIS?.....8

Can I use the same RO log-in (email/password) that I used to submit data in previous years?.....8

I forgot my email/password. What should I do next? .....8

I contacted EIS Support but did not receive a setup confirmation email. What should I do? .....8

What if I want multiple users to have access to the EIS Portal for my facility?.....9

How do I report a status change for my facility?.....9

How does a facility status change affect my reporting requirements?.....9

**Using the Emissions Inventory Portal (EIS)** .....9

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How do I access my facility information? .....10

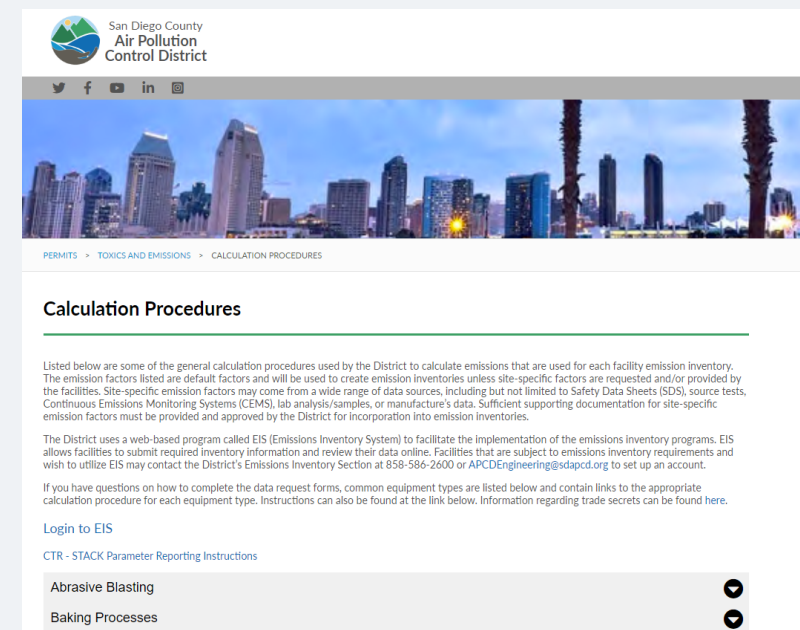
How are my equipment set up in EIS for reporting? .....10

Which Calculation Method should I use? .....11

The devices/materials set up in EIS doesn't match the operations at my facility. What should I do?.....11

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## Emissions Calculation Procedures







# Calculation Methods

1. Calculation methods are pre-selected for each device in EIS
2. If the District does not have a calculation method which fits the process, please use:
  - Emission Factor Procedure Based on Material Usage
  - Mass Balance Procedure

<https://www.sdapcd.org/content/sdapcd/permits/toxics-emissions/calculation-procedures.html>

## Calculation Procedures

Listed below are some of the general calculation procedures used by the District to calculate emissions that are used for each facility emission inventory. The emission factors listed are default factors and will be used to create emission inventories unless site-specific factors are requested and/or provided by the facilities. Site-specific emission factors may come from a wide range of data sources, including but not limited to Safety Data Sheets (SDS), source tests, Continuous Emissions Monitoring Systems (CEMS), lab analysis/samples, or manufacture's data. Sufficient supporting documentation for site-specific emission factors must be provided and approved by the District for incorporation into emission inventories.

The District uses a 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 at 858-586-2600 or [APCDEngineering@sdapcd.org](mailto:APCDEngineering@sdapcd.org) to set up an account. A guide to EIS can be found [here](#).

If you have questions on how to complete the data request forms, common equipment types are listed below and contain links to the appropriate calculation procedure for each equipment type. Instructions can also be found at the link below. Information regarding trade secrets can be found [here](#).

[Login to EIS](#)

[CTR - STACK Parameter Reporting Instructions](#)

Abrasive Blasting



Baking Processes



Chemical Processing Tanks



Combustion - Diesel Fired Engines



Combustion - Gas Fuels



Combustion - Liquid Fuels

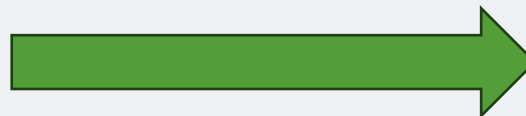




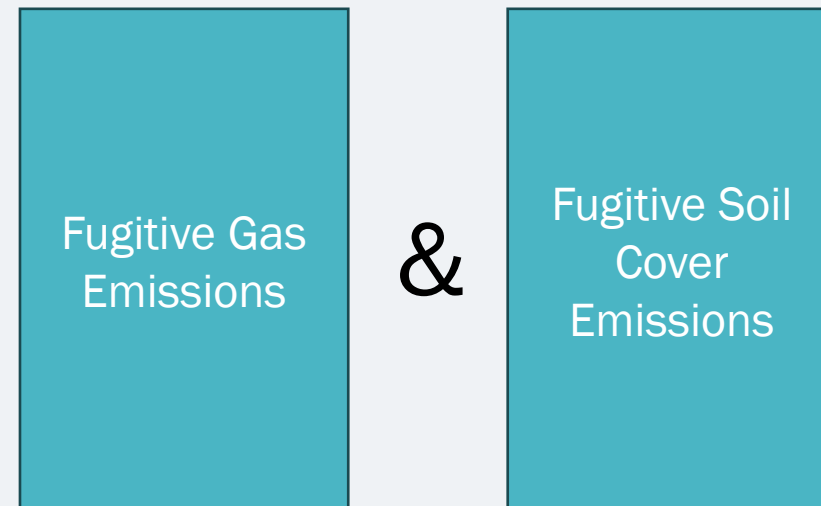
# What's New for Data Year 2024

- Calculation Methods are now broken out by source. This includes updates to the following methods:
  - Landfills (N01 & N02 → N04 & N05)
  - Crematories (B01 → B02)
  - Asphalt NG Fired (001 → 002)
  - Asphalt Distillate Fired (003 → 004)
  - Wet Drilling & Blasting (019 → 020)

## Previous Configuration



## New Configuration





# EIS Demo

- Demo
  - EIS Access/Registration
  - RO Request
  - Switching between inventories
  - Placeholders
    - Additional Pollutants, PFAS, and non-permitted portable diesel engines (aggregation for larger facilities)
  - Zero Emissions Function
  - Preview emission totals
  - Updates Data Requirements
    - Combustion units/design capacities
  - EIQ Form Upload
    - Adding/removing materials
  - QA/QC & Submission



# Support

- **EIS Technical Support** - including creating/modifying login information or designating an RO, please contact [EIS.support@weblakes.com](mailto:EIS.support@weblakes.com)
  - **District Support** - Please contact the [APCDInventory@sdapcd.org](mailto:APCDInventory@sdapcd.org)
- Guidelines**
- [EIS Frequently Ask Questions](#) - Online