

South Coast AQMD Source Test Tracking UI Screens

Security Portal Dashboard

Once user successfully logged-in, the Source Test Protocol and Report Tracking System link will be shown as part of their Applications. User can click and launch the application



South Coast Air Quality Management District

Welcome Facility User

[Logout](#)



Dashboard

Your Applications

Online Application Filing

Online Application Filing

Source Test Protocol and Report Tracking System



Notifications

i No Notifications to display

Last Refreshed - 06/30/2020 10:57:42 AM

[Refresh Notifications](#)



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User Dashboard – External User

Facility user dashboard with all the Facilities associated with him/her. Counts of requests with different status for each facility will be shown and user can navigate to a specific facility details by clicking on the Facility Name. User will be allowed to add new facility by clicking Add New Facility.



South Coast
AQMD



Dashboard

New Request

Welcome Facility User

Logout

Source Test Protocol and Report Tracking System

Hide Tooltip

Select Facility that you wish to work on by clicking on the facility name from the list below. The number underneath the status bar indicates the number of Source Test Requests associated with that status condition.

If your Facility ID is not listed below, please add/create a new facility using this link: [Add New Facility](#).

Facility ID & Facility Name	Created	In-Progress	Submitted	Under Review	Completed
987 TEST FACILITY	0	1	1	0	1
1203 SAM FACILITY	0	0	0	0	0




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User Facility level Dashboard – External User




This will be Facility level dashboard with list of all the requests associated to that facility. User can select a different facility also by using the facility dropdown. User can also filter the requests based on the status. Details of the request can be seen by clicking on the ST# link. Action drop-down will have possible actions available for a request based on the status. (Ex., Re-Test option for a Submitted Request & Edit option for an In-Progress Report)

Dashboard New Request Welcome Facility User Logout


Source Test Protocol and Report Tracking System

Facility:

Show entries Expedited Request

ST#	AQMD Ref#	Request Type	Current Status	Last Updated Date	Reason for Review	Department Current	Created Date	Action
ST-01-20-A	12345	Protocol Review	 In-Progress	05/12/2020	Compliance	Source Test	06/02/2020	Action ▾
ST-05-20-C	12346	Results Review	 Submitted	06/22/2020	Performance	Permit & Engineering	05/26/2020	Action ▾
ST-07-20-X	12349	Protocol Review	 Completed	05/27/2020	Performance	Permit & Engineering	05/12/2020	Action ▾ Re-open

Showing 1 to 3 of 50 entries Previous 1 2 3 4 5 6 7 Next




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Create New Request

When the user clicks on the New request link on the top menu, the user will start filling the below to create a Request. User will provide the Reason for Testing and Review Type. User can select one primary reason and one/more additional reasons for the submission. The system will be using the reason to identify the corresponding department and send it to them automatically. If more than one reason selected, the request will be reviewed first by the Primary department and then by the additional departments sequentially.

Dashboard New Request Welcome Facility User Logout

Source Test Protocol and Report Tracking System

Hide Tooltip

Show/Hide Instruction

Instructions

Select Primary and additional reasons for submission
Select the Review type for the request

Choose the Primary reason for the Source Test Submission

Performance Compliance CEMS Application Package AER AB 25 88


Choose additional reason(s) if any for the Source Test Submission

Performance CEMS Application Package AER AB 25 88

Choose the Review Type

Protocol Review Results Review CEMS Package Review

Continue Cancel



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Create New Request

User will be filling the Request details with the web forms. The system will allow the users to navigate step by step by using the Top, Left and bottom navigation links. The Top & Left navigation menus will show appropriate status icons and color coding to illustrate the completeness as shown below.

 [Dashboard](#) [New Request](#) Welcome Facility User [Logout](#)

Source Test Protocol and Report Tracking System [Hide Tooltip](#)

Request Documents Form ST1 Submission

Facility: 987 | ST#: PR123 - Results Review Request [Show/Hide Instruction](#)
Status: Request Created

Instructions
Facility Details

Facility Details

Request Details
 Equipment Details
 Test Lab Details
 Expedite

Operator Information

Facility ID: Facility Name: Business Owner's Name:


Equipment Location Address:

Mailing Address and Contact

Mailing Address: Contact Name:

Mobile: FAX: Email:

[Save & Exit](#) [Next](#)


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Create New Request

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Dashboard New Request Welcome Facility User Logout

Source Test Protocol and Report Tracking System

Hide Tooltip

Request Documents Form ST1 Submission

Facility: 987 | ST#: PR123 - Results Review Request Show/Hide Instruction

Status: Request Created

Instructions

Request Details

- ✓ Facility Details
- 1 Request Details
- Equipment Details
- Test Lab Details
- Expedite

Application # Request Type

Results Review


Protocol (only applicable for review requests)

We have an approved protocol and attached the same with the request

We are going to use the standard protocol

Protocol Ref #

Previous Save & Exit Next



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Create New Request

User will be filling the Request details with the web forms. The system will allow the users to navigate step by step by using the Top, Left and bottom navigation links. The Top & Left navigation menus will show appropriate status icons and color coding to illustrate the completeness as shown below.

Dashboard New Request Welcome Facility User Logout
Source Test Protocol and Report Tracking System Hide Tooltip

Request Documents Form ST1 Submission

Facility: 987 | Application#: 123456 | ST#: PR123 - Results Review Request Show/Hide Instruction

Status: Request Created

Instructions

Equipment Details

- ✓ Facility Details
- ✓ Request Details
- Equipment Details**
- Test Lab Details
- Expedite

Equipment Address


123, South Main Street, r City, State - 12345

Basic Equipment

Equipment ID (DevID P/N)

RECLAIM USE ONLY (SOX MAJ LGE PRC NOX AJ)

Previous Save & Exit Next



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Create New Request

User will be filling the Request details with the web forms. The system will allow the users to navigate step by step by using the Top, Left and bottom navigation links. The Top & Left navigation menus will show appropriate status icons and color coding to illustrate the completeness as shown below.

Dashboard New Request Welcome Facility User Logout

 **Source Test Protocol and Report Tracking System** Hide Tooltip

Request Documents Form ST1 Submission

Facility: 987 | Application#: 123456 | ST#: PR123 - Results Review Request Show/Hide Instruction

Status: Request Created

Instructions

Test Lab Details

- Facility Details
- Request Details
- Equipment Details
- Test Lab Details
- Expedite


Testing Lab

Test Date (for reports)

Comments

Contact Person Phone Email

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Create New Request

User will be filling the Request details with the web forms. The system will allow the users to navigate step by step by using the Top, Left and bottom navigation links. The Top & Left navigation menus will show appropriate status icons and color coding to illustrate the completeness as shown below.

Dashboard New Request Welcome Facility User Logout

Source Test Protocol and Report Tracking System

Hide Tooltip

Request Documents Form ST1 Submission

Facility: 987 | Application#: 123456 | ST#: PR123 - Results Review Request Show/Hide Instruction

Status: Request Created

Instructions

Fill the form if the request need to be Expedited

- ✓ Facility Details
- ✓ Request Details
- ✓ Equipment Details
- ✓ Test Lab Details
- ! Expedite


Expedited

Expedited evaluation will not be performed unless all remaining acknowledgements are checked-off


- I understand that this request may incur additional fees after completion of evaluation as allowed by District R
- I understand that this request cannot be cancelled once an evaluation has been initiated
- I understand that this request for expedited review neither guarantees action by any specific date not does i

Certification

I hereby certify that all information contained herein and information submitted with this document is true and correct

Type or print name of responsible officer of firm	Title of responsible officer of firm
<input type="text"/>	<input type="text"/>
Telephone number	Date signed 
<input type="text"/>	<input type="text"/>

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Create New Request

Upload Document – Screen1 - This screen allows the user to upload the documents needed for the submission. User will upload Protocol, Test Results as the main documents based on the Review type. User will also need to upload the documents to Fulfill the ST1 form checklist.

 [Dashboard](#) [New Request](#) Welcome Facility User [Logout](#)

Source Test Protocol and Report Tracking System [Hide Tooltip](#)

Request Documents Form ST1 Submission

Facility: 987 | Application#: 123456 | ST#: PR123 - Results Review Request [Show/Hide Instruction](#)

Status: Document Upload

Instructions

Please upload the all the required documents.
Please add the below documents as well as needed using the Upload Additional Documents button.


All Source Test Reports Must Include

- Field raw data sheets and laboratory data forms, where applicable.
- Gas monitoring stripcharts and/or DAS printouts, legible and properly annotated, where applicable.
- Complete calculations for volumetric flowrates and emissions rates, where applicable.
- Complete QA supporting documentation (sampling equipment, cal gases, lab analyses, custodies).
- (CEMS & Fuel Meters): Full identification/documentation for CEMS components and fuel meters (analyzer/fuel meter make, model, s/n, range, calibrations, etc.).
- (RECLAIM/Large Source): "Certificate of No Exceptions for testing RECLAIM Large Sources" completed and signed.

Applicable Source Specific Protocols / Reports Must Also Include

- (VOC Efficiency): VOC overall efficiency (capture/collection plus control efficiencies), or transfer efficiency describes all sample collection points, verifies total collection, and shows all calculations and documentation, according to specified requirements.
- (Organics Loading): Organic (VOC) liquid loading testing describes all sample collection/monitoring points (both liquid and vapor), verifies representative

Upload Documents * Required

StandardProtocol.docx 

Results * Required

No file chosen

Supplemental Documents * Required

Brief process description, including maximum and normal operating temperatures, pressures, through-put, etc

No file chosen **OR** Please check if it is part of Protocol and/or Results

Brief description of sampling and analytical methods for each constituent to be measured. If a standard District, EPA, or ARB method "without any deviation" will be used, reference it by method number.

No file chosen **OR** Please check if it is part of Protocol and/or Results

* Required

Create New Request

Upload Document – Screen1 - This screen allows the user to upload the documents needed for the submission. User will upload Protocol, Test Results as the main documents based on the Review type. User will also need to upload the documents to Fulfill the ST1 form checklist. A proper description for the required document will be shown to the user as shown below. If the details are part of the Protocol/Results, user can skip the upload by checking the Checkbox next to upload option. Users can also upload other documents using Additional Documents link.

Supplemental Documents * Required

Brief process description, including maximum and normal operating temperatures, pressures, through-put, etc

No file chosen OR Please check if it is part of Protocol and/or Results

Supplemental Documents * Required

Brief description of sampling and analytical methods for each constituent to be measured. If a standard District, EPA, or ARB method "without any deviation" will be used, reference it by method number.

No file chosen OR Please check if it is part of Protocol and/or Results

Supplemental Documents * Required

Brief process description, including maximum and normal operating temperatures, pressures, through-put, etc

No file chosen OR Please check if it is part of Protocol and/or Results

Supplemental Documents * Required

Process schematic diagram showing the ports and sampling locations, including the dimensions of the ducts/stacks at the sampling locations, along with upstream and downstream distances to flow disturbances, (e.g. elbows, tees, fans) from the sampling locations.

No file chosen OR Please check if it is part of Protocol and/or Results

Supplemental Documents * Required

Calibration and quality assurance (QA) procedures identified.

No file chosen OR Please check if it is part of Protocol and/or Results

Supplemental Documents * Required

Statement that source test firm/laboratory qualifies as an "independent testing laboratory" under Rule 304 (no conflict of interest), and is approved by AQMD or ARB, if required.

No file chosen OR Please check if it is part of Protocol and/or Results

Supplemental Documents * Required


Test firm AQMD-LAP or CARB approval, if required.

No file chosen OR Please check if it is part of Protocol and/or Results



Create New Request

ST-1 Form Checklist is a read-only for user review

Dashboard New Request Welcome Facility User Logout

Source Test Protocol and Report Tracking System

Hide Tooltip

Request Documents Form ST1 Submission

Facility: 987 | Application#: 123456 | ST#: PR123 - Results Review Request Show/Hide Instruction

Status: Ready for Submit

Instructions

ST1 Form is read only and filled by the system based on the documents uploaded.

All Source Test Protocols and Reports Must Include:

- Completed Review Request Memorandum. (A request for a "Priority Review" involves Hearing Board, Abatement Order, or similar critical action, and must be authorized by a manager).
- Statement of Confidentiality of Test Information, or similar statement, provided by company (if included).
- Information Request FORM ST-2 with those applicable parts filled out completely.
- Reason for test, including proposed operating test loads, reference to applicable rules/permit conditions, and key facility, test firm and AQMD personnel.
- Complete Permit to Construct or Permit to Operate, including all conditions.
- Brief process description, including maximum and normal operating temperatures, pressures, through-put, etc.
- Brief description of sampling and analytical methods for each constituent to be measured. If a standard District, EPA, or ARB method "without any deviation" will be used reference it by method number.
- Process schematic diagram showing the ports and sampling locations, including the dimensions of the ducts/stacks at the sampling locations, along with upstream and downstream distances to flow disturbances, (e.g. elbows, tees, fans) from the sampling locations.
- Calibration and quality assurance (QA) procedures identified.
- Statement that source test firm/laboratory qualifies as an "independent testing laboratory" under Rule 304 (no conflict of interest), and is approved by AQMD or ARB, if required.
- Attached test firm AQMD-LAP or CARB approval, if required.


All Source Test Reports Must Also Include:

- Field raw data sheets and laboratory data forms, where applicable.
- Gas monitoring stripcharts and/or DAS printouts, legible and properly annotated, where applicable.
- Complete calculations for volumetric flowrates and emissions rates, where applicable.
- Complete QA supporting documentation (sampling equipment, cal gases, lab analyses, custodies).
- (CEMS & Fuel Meters): Full identification/documentation for CEMS components and fuel meters (analyzer/fuel meter make, model, s/n, range, calibrations, etc.).
- (RECLAIM/Large Source): "Certificate of No Exceptions for testing RECLAIM Large Sources" completed and signed.

Applicable Source Specific Protocols / Reports Must Also Include

- (VOC Efficiency): VOC overall efficiency (capture/collection plus control efficiencies), or transfer efficiency describes all sample collection points, verifies total collection, and shows all calculations and documentation, according to specified requirements.
- (Organics Loading): Organic (VOC) liquid loading testing describes all sample collection/monitoring points (both liquid and vapor), verifies representative start/stop time, and shows all calculations and documentation, according to specified requirements.
- (Particulates/sulfur): Particulate testing of effluent gas streams with high amounts of sulfur compounds addresses additional test preparation, equipment, calculations, and documentation.

Previous Save & Exit Next



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Create New Request

This screen is the detailed summary page which will show the complete details of the request before the submission.

User will be providing the Statement of Confidentiality in this Page. By Clicking on Submit, user will be navigated to a Reporting Portal for E-Sign & Submit.

Dashboard New Request Welcome Facility User Logout

Source Test Protocol and Report Tracking System

Hide Tooltip

Request Documents Form ST1 Submission

Facility: 987 | Application#: 123456 | ST#: PR123 - Results Review Request Show/Hide Instruction
Status: Ready for Submit

Instructions
Review the summary and proceed to Sign & Submit

Summary & Acknowledgement

Facility & Request Details

Application #:	123456	Protocol:	We have an approved protocol and attached the same with the request
Facility ID:	987	Submission Date:	06/13/2020
Facility Name:	TEST FACILITY	Testing Reason:	Permitting
Equipment Address:	123, South Main Street,/r City, State - 12345	Submission By:	Logged-in user name
Request Type:	Results Review		

Uploaded Documents

Document Name	Type
Test Protocol Sample	Protocol
Restuls for the Protocol	Results
Test Company Certificate	Other

ST-1 Form

Applicable Source Specific Protocols / Reports Must Also Include

- Completed Review Request Memorandum. (A request for a "Priority Review" involves Hearing Board, Abatement Order, or similar critical action, and must be authorized by a manager).
- Statement of Confidentiality of Test Information, or similar statement, provided by company (if included).
- Information Request FORM ST-2 with those applicable parts filled out completely.
- Reason for test, including proposed operating test loads, reference to applicable rules/permit conditions, and key facility, test firm and AQMD personnel.
- Complete Permit to Construct or Permit to Operate, including all conditions.
- Brief process description, including maximum and normal operating temperatures, pressures, through-put, etc.
- Brief description of sampling and analytical methods for each constituent to be measured. If a standard District, EPA, or ARB method "without any deviation" reference it by method number.
- Process schematic diagram showing the ports and sampling locations, including the dimensions of the ducts/stacks at the sampling locations, along with upstream and downstream distances to flow disturbances, (e.g. elbows, tees, fans) from the sampling locations.
- Calibration and quality assurance (QA) procedures identified.
- Statement that source test firm/laboratory qualifies as an "independent testing laboratory" under Rule 304 (no conflict of interest), and is approved by AQMD if required.

Create New Request

This screen is the detailed summary page which will show the complete details of the request before the submission.

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All Source Test Reports Must Also Include

- Field raw data sheets and laboratory data forms, where applicable.
- Gas monitoring stripcharts and/or DAS printouts, legible and properly annotated, where applicable.
- Complete calculations for volumetric flowrates and emissions rates, where applicable.
- Complete QA supporting documentation (sampling equipment, cal gases, lab analyses, custodies).
- (CEMS & Fuel Meters): Full identification/documentation for CEMS components and fuel meters (analyzer/fuel meter make, model, s/n, range, calibrations, etc)

Applicable Source Specific Protocols / Reports Must Also Include

- (VOC Efficiency): VOC overall efficiency (capture/collection plus control efficiencies), or transfer efficiency describes all sample collection points, verifies total collection, and shows all calculations and documentation, according to specified requirements.
- (Organics Loading): Organic (VOC) liquid loading testing describes all sample collection/monitoring points (both liquid and vapor), verifies representative start/stop time, and shows all calculations and documentation, according to specified requirements.
- (Particulates/sulfur): Particulate testing of effluent gas streams with high amounts of sulfur compounds addresses additional test preparation, equipment, calculations, and documentation.

ADDITIONAL DOCUMENTATION (REQUIRED AS OF MARCH 2002)

Pursuant to the Public Records Act, part or all of the above document attached for evaluation may be subject to public disclosure unless the company claims that the information contained within is "proprietary", "confidential", or a "trade secret". If such a statement was included when this document was submitted to you it must be included, or affirmed by you that such a document

- Document containing a "Statement of Confidentiality" or similar statement, is included with this request for evaluation.
- No "Statement of Confidentiality" or similar document was included when this document was submitted to me by the facility or owner/operator.

SIGNED:

TITLE:

DATE:

[Previous](#)

[Submit](#)



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Notifications:

After the Successful submission of the Source Test Request, system will send the Online Request Submission Notification to the facility along with the submission details . System will also notify the Facility by email on subsequent statuses against the progress.

Sample Notification for Request Submission:

The South Coast Air Quality Management District has received your on-line Source Test Request submission (Source Test # ST-123) for a Source Test Results Review.

This email confirms that your online request submission process is complete. Your request is assigned to the Engineering & Permit Division for review.

The attached summary document is based on the information you provided.

To login to your account, please click [here](#)

If you have any questions related to your online application, please contact us at onlinestrequest@aqmd.gov.

Sample Notification against progress:

Your On-line Source Test Request submission (Source Test # ST-123) for a Source Test Results Review is reviewed by the Engineering & Permit Division and forwarded to the Source Testing Team for Evaluation.

To login to your account, please click [here](#)

If you have any questions related to your online application, please contact us at onlinestrequest@aqmd.gov.

Request Details :

This page shows the summary details of a Request. This contains three major sections.

Request Information - Provides the details of the request

Progress Status – The progress of a request along with the status with a list of milestone. The status of the stages will be represented graphically using different icons.

History – This will show the complete audit status of the request along with key dates and departments details

Sample #1 – A request in In-Progress Stage

South Coast AQMD | Dashboard | New Request | Welcome Facility User | Logout

Source Test Protocol and Report Tracking System

Hide Tooltip

Request Specific Information

Source Test Number:	ST01-20-A	Request Type:	Protocol Review	Requested Date:	
Facility ID:	987	Reason for Testing:	Compliance	Current Diary Entry:	INPROGRESS - In Progress
Facility Name:	TEST FACILITY	Test Lab Name:	ABC Test Inc	Current Diary Date:	7/13/2020 10:56:58 AM
Permit Number:	--	Test Date:	07/07/2020	Comments:	
Equipment Type:	B - BASIC	Expedite:	YES		
BCAT:	--				
CCAT:	--				

Request Status Progress

Created 06/02/2020 | In-Progress 07/16/2020 | Submitted | Department Review | Source Test Review | Completed

Request History

Show 10 entries | Search entries

Progress Status	Status Date	Target Date	Closed Date	Closed By	Department	Engineer
Request In-Progress with Facility	07/16/2020	--	--	--	Facility	UserName
Request Created by Facility	06/02/2020	--	--	--	Facility	UserName

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Request Details :

This page shows the summary details of a Request. This contains three major sections.

Request Information - Provides the details of the request

Progress Status – The progress of a request along with the status with a list of milestone. The status of the stages will be represented graphically using different icons.

History – This will show the complete audit status of the request along with key dates and departments details

Sample #2 – A request in Submitted Stage

Dashboard New Request Welcome Facility User Logout

South Coast AQMD Source Test Protocol and Report Tracking System Hide Tooltip

Request Specific Information

Source Test Number:	ST05-20-C	Request Type:	Results Review	Requested Date:	
Facility ID:	987	Reason for Testing:	Performance	Current Diary Entry:	SUBMITTED - Request Submitted for Review
Facility Name:	TEST FACILITY	Test Lab Name:	ABCTest Inc	Current Diary Date:	6/22/2020 10:56:58 AM
Permit Number:	--	Test Date:	04/07/2020		
Equipment Type:	B - BASIC	Comments:			
BCAT:	--	Expedite:	YES		
CCAT:	--				

Request Status Progress

Created 05/26/2020 In-Progress 05/30/2020 Submitted 06/22/2020 Department Review Source Test Review Completed

Request History

Show 10 entries Search entries

Progress Status	Status Date	Target Date	Closed Date	Closed By	Department	Engineer
Request Submitted for Review	06/22/2020	--	--	--	Facility	UserName
Request In-Progress with Facility	05/30/2020	--	--	--	Facility	UserName
Request Created by Facility	05/26/2020	--	--	--	Facility	UserName

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Request Details :

This page shows the summary details of a Request. This contains three major sections.

Request Information - Provides the details of the request

Progress Status – The progress of a request along with the status with a list of milestone. The status of the stages will be represented graphically using different icons.

History – This will show the complete audit status of the request along with key dates and departments details

Sample #3 – A Completed Request

The screenshot displays the 'Source Test Protocol and Report Tracking System' interface. At the top, there is a navigation bar with 'Dashboard' and 'New Request' links, and a user profile section for 'Welcome Facility User' with a 'Logout' button. The main content area is divided into three sections:

- Request Specific Information:** A table-like layout showing details for request ST07-20-X. It includes fields for Facility ID (987), Facility Name (TEST FACILITY), Application Number (12349), Equipment Type (B - BASIC), BCAT, CCAT, Request Type (Protocol Review), Reason for Testing (Performance), Test Lab Name (ABC Test Inc), Test Date (04/07/2020), Expedite (YES), Requested Date, Current Diary Entry (COMPLETED - Request completed), and Current Diary Date (5/27/2020 10:56:58 AM).
- Request Status Progress:** A horizontal timeline with six green checkmark icons representing completed stages: Created (05/12/2020), In-Progress (05/15/2020), Submitted (05/18/2020), Department Review (05/22/2020), Source Test Review (05/24/2020), and Completed (05/27/2020).
- Request History:** A table listing the audit trail of the request. It includes a search bar and a table with columns for Progress Status, Status Date, Target Date, Closed Date, Closed By, Department, and Engineer.

Progress Status	Status Date	Target Date	Closed Date	Closed By	Department	Engineer
Request Completed by Dep.	05/27/2020	--	--	--	ST	ENGG
Request Reviewed by ST.	05/24/2020	--	--	--	ST	ENGG
Request Reviewed by Dep.	05/22/2020	--	--	--	DEP	ENGG
Request Submitted for Review	05/18/2020	--	--	--	Facility	UserName
Request In-Progress with Facility	05/15/2020	--	--	--	Facility	UserName
Request Created by Facility	05/12/2020	--	--	--	Facility	UserName

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