



# 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

No Notifications to display

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

[Refresh Notifications](#)

**South Coast AQMD**  
21865 Copley Dr, Diamond Bar, CA 91765  
(909)-396-2000

Accessibility  
Sitemap  
Privacy Policy

© Copyright 2020 by South Coast Air Quality Management District [Report Website Problem](#) | [Questions/Need Info?](#)

**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.

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

South Coast AQMD  
 21865 Copley Dr, Diamond Bar, CA 91765  
 (909) 396-2000

Accessibility Sitemap Privacy Policy

© Copyright 2020 by South Coast Air Quality Management District Report Website Problem | Questions/Need Info?

**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 Hide Tooltip

Facility: Test Facility All

Show 3 entries Search 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

South Coast AQMD  
 21865 Copley Dr, Diamond Bar, CA 91765  
 (909) 396-2000

Accessibility Sitemap Privacy Policy

© Copyright 2020 by South Coast Air Quality Management District Report Website Problem | Questions/Need Info?

**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.

Source Test Protocol and Report Tracking System

**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

South Coast AQMD  
21865 Copley Dr, Diamond Bar, CA 91765  
909-396-2000

Accessibility Statement Privacy Policy

© Copyright 2020 by South Coast Air Quality Management District Report Website Problem | Questions/Need Info?

**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.

Source Test Protocol and Report Tracking System

Request Documents Form ST1 Submission

**Facility: 987 | ST#- PR123 - Results Review Request**  
Status: Request Created

**Instructions**  
Facility Details

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

**Operator Information**  
Facility ID: 987 Facility Name: TEST FACILITY Business Owner's Name: N/A  
Equipment Location Address: VARIOUS LOCATIONS IN SCAQMD, DIAMOND BAR, CA 91765

**Mailing Address and Contact**  
Mailing Address: 11221 SAMPLE BLVD, DIAMOND BAR, CA 91765 Contact Name: TEST USER  
Mobile: (909) 333-2222 FAX: N/A Email: N/A

Save & Exit Next

South Coast AQMD  
21865 Copley Dr, Diamond Bar, CA 91765  
909-396-2000

Accessibility Statement Privacy Policy

© Copyright 2020 by South Coast Air Quality Management District Report Website Problem | Questions/Need Info?

**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.

South Coast AQMD  
21865 Copley Dr, Diamond Bar, CA 91765  
(909) 396-2000

© Copyright 2020 by South Coast Air Quality Management District

Report Website Problem | Questions/Need Info?

**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.

South Coast AQMD  
21865 Copley Dr, Diamond Bar, CA 91765  
(909) 396-2000

© Copyright 2020 by South Coast Air Quality Management District

Report Website Problem | Questions/Need Info?

**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.

The screenshot shows the 'Request Created' form in the Source Test Protocol and Report Tracking System. The top navigation bar includes 'Dashboard', 'New Request', and 'Welcome Facility User'. The breadcrumb trail shows 'Request', 'Documents', 'Form ST1', and 'Submission'. The form header displays 'Facility: 987 | Application#: 123456 | ST#: PR123 - Results Review Request' and 'Status: Request Created'. A left sidebar contains navigation links: 'Facility Details', 'Request Details', 'Equipment Details', 'Test Lab Details' (selected), and 'Expedite'. The main form area includes 'Instructions' (Test Lab Details), 'Testing Lab' and 'Test Date (for reports)' fields, a 'Comments' text area, and 'Contact Person', 'Phone', and 'Email' fields. Navigation buttons 'Previous', 'Save & Exit', and 'Next' are at the bottom. The footer contains South Coast AQMD contact information and accessibility links.

**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.

The screenshot shows the 'Expedite' form in the Source Test Protocol and Report Tracking System. The top navigation bar and breadcrumb trail are identical to the previous screenshot. The form header displays 'Facility: 987 | Application#: 123456 | ST#: PR123 - Results Review Request' and 'Status: Request Created'. The left sidebar navigation links are: 'Facility Details', 'Request Details', 'Equipment Details', 'Test Lab Details', and 'Expedite' (selected). The main form area includes 'Instructions' (Fill the form if the request need to be Expedited), an 'Expedite' checkbox, and a section for 'Expedited evaluation will not be performed unless all remaining acknowledgements are checked-off' with three checkboxes. Below this is a 'Certification' section with a statement and fields for 'Type or print name of responsible officer of firm', 'Title of responsible officer of firm', 'Telephone number', and 'Date signed'. Navigation buttons 'Previous', 'Save & Exit', and 'Next' are at the bottom. The footer contains South Coast AQMD contact information and accessibility links.

**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.

**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.

**Create New Request**  
 ST-1 Form Checklist is a read-only for user review

**Facility: 987 | Application: 123456 | ST#: PR123 - Results Review Request**  
**Status: Ready for Submit**

**Instructions**  
 ST-1 Form is read only and filled by the system based on the documents uploaded.

**All Source Test Protocols and Reports Must Include:**

- Completed Review Memorandum, (it request for a "Priority Review" involves Hearing Board, Statement 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 rule/permit conditions, and key facility, test form and AQMD personnel.
- Complete Permit to Construct or Permit to Operate, including all conditions.
- Brief process description, including maximum and normal operating temperatures, pressures, throughputs, etc.
- Brief description of sampling and analytical methods for each constituent to be measured. If a standard District, EPA, or AER method "without any disclaimer" reference is by method number.
- Process schematic diagram showing the parts and sampling locations, including the dimensions of the duct/tracks at the sampling locations, along with upstream and downstream distance to flow duct branch (if different flow lines from the sampling location).
- Calibration and quality assurance (CQA) 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 AER, if required.
- Attached test form AQMD-148 or LRB approval if required.

**All Source Test Reports Must Also Include:**

- Field use data sheets and laboratory data forms, where applicable.
- Site monitoring worksheets and/or CQA protocols, logfiles and property associated, where applicable.
- Complete calculations for volumetric flowrate and emission rates, where applicable.
- Complete QA supporting documentation (sampling equipment, cal gases, lab analysis, certificates).
- CMAA Self Report: Full identification (documentation for CMAA compliance) and full names analysis field meter make, model, s/n, range, calibrations, etc.
- WQCA/MSA Sample "Certificate of Test" responses for testing WQCA/MSA sample "browser" completed and signed.

**Applicable Source Specific Protocols / Reports Must Also Include**

- OGC Efficiency: OGC overall efficiency calculation (plus control efficiency), or transfer efficiency describes all sample collection points, verify total collection, and show all calculations and show monitoring according to specific requirements.
- Organic Loading: Organic OGC: Applicable loading testing details of sample collection/monitoring points (both liquid and gas), verify representative sampling times, and show all calculations and measurements according to specific requirements.
- Particulate/Total Particulate testing of effluent gas streams with high amounts of sulfur compounds addresses additional test preparation, equipment, calculations, and documentation.

Buttons: **Previous** **Save & Exit** **Next**

South Coast AQMD  
 11800 Century Dr., Diamond Bar, CA 91765  
 951-766-2000

Accountability  
 Settings  
 Privacy Policy

© Copyright 2019 by South Coast Air Quality Management District Report Review Problems | Questions/Feedback

**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.

**Facility: 987 | Application: 123456 | ST#: PR123 - Results Review Request**  
**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: 09/15/2020
Facility Name: TEST FACILITY	Testing Reason: Pending
Equipment Address: 123 South Main Street, City State - 12345	Submission By: Logged in user name
Request Type: Results Review	

**Uploaded Documents**

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

**ST-1 Form**

**Applicable Source Specific Protocols / Reports Must Also Include**

- Completed Review Memorandum, (it request for a "Priority Review" involves Hearing Board, Statement 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 rule/permit conditions, and key facility, test form and AQMD personnel.
- Complete Permit to Construct or Permit to Operate, including all conditions.
- Brief process description, including maximum and normal operating temperatures, pressures, throughputs, etc.
- Brief description of sampling and analytical methods for each constituent to be measured. If a standard District, EPA, or AER method "without any disclaimer" reference is by method number.
- Process schematic diagram showing the parts and sampling locations, including the dimensions of the duct/tracks at the sampling locations, along with upstream and downstream distances to flow duct branch (if different flow lines from the sampling location).
- Calibration and quality assurance (CQA) 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. 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.

**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 analyzers, cutdies).
- (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:
---------	--------	-------



**South Coast AQMD**  
21865 Copley Dr, Diamond Bar, CA 91765  
9097-396-2000

Accessibility  
Disclaimer  
Privacy Policy

© Copyright 2020 by South Coast Air Quality Management District Report Website Problems | Questions/Need Help?

**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](mailto: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](mailto: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

**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**

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

Showing 1 to 2 of 2 entries

South Coast AQMD  
21865 Copley Dr, Diamond Bar, CA 91765  
(909) 396-2000

© Copyright 2020 by South Coast Air Quality Management District

Report Website Problem | Questions/Need Info

**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

**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:	ABC Test Inc	Current Diary Date:	6/22/2020 10:56:58 AM
Permit Number:	--	Test Date:	04/07/2020	Comments:	
Equipment Type:	B - BASIC	Expedite:	YES		
BCAT:	--				
CCAT:	--				

**Request Status Progress**

Created 05/04/2020 | In Progress 05/30/2020 | Submitted 06/22/2020 | Department Review | Source Test Review | Completed

**Request History**

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	05/04/2020	--	--	--	Facility	UserName

Showing 1 to 3 of 3 entries

South Coast AQMD  
21865 Copley Dr, Diamond Bar, CA 91765  
(909) 396-2000

© Copyright 2020 by South Coast Air Quality Management District

Report Website Problem | Questions/Need Info

**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', 'New Request', and a user profile 'Welcome Facility User' with a 'Logout' button. The main content is divided into three sections: 'Request Specific Information', 'Request Status Progress', and 'Request History'.

**Request Specific Information:**

Source Test Number: 5707-20-X	Request Type: Protocol Review	Requested Date:
Facility ID: 987	Reason for Testing: Performance	Current Diary Entry: COMPLETED - Request completed
Facility Name: TEST FACILITY	Test Lab Name: ABC Test Inc	Current Diary Date: 5/27/2020 10:56:58 AM
Application Number: 12349	Test Date: 04/07/2020	
Equipment Type: B - BASIC	Comments:	
BCAD: -	Expedite: YES	
CCAD: -		

**Request Status Progress:**

A progress bar shows six stages, each with a checkmark icon:

- Created 05/12/2020
- In Progress 05/18/2020
- Submitted 05/18/2020
- Department Review 05/22/2020
- Source Test Review 05/24/2020
- Completed 05/27/2020

**Request History:**

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

Showing 1 out of 6 entries. Previous | Next

Footer: South Coast AQMD, 21865 Caping Dr, Chatsworth, CA 91311, 909-396-2000. © Copyright 2020 by South Coast Air Quality Management District. Report Website Problems | Questions/Need Help?