South Coast Air Quality Management District
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Vapor Recovery System Test Scheduling
Frequently Asked Questions

1) System Administration

   a) *Where do I access the system?*
   The link is https://onbase-pub.aqmd.gov/SAppNet/Login.aspx

   b) *What kind of accounts are there?*
   Accounts can be established for testing companies or testers. Both types of account can be used to schedule either vapor recovery system (VRS) tests or pre-backfill inspections. A testing company needs to identify a tester by his/her account ID to conduct a test (i.e. a testing company cannot conduct a vapor recovery test).

   c) *What do I need to establish a testing company account?*
   Any company may apply for a testing company account by providing a company name, contact address (no P.O. Box allowed), contact information (e-mail address, telephone number), and a contact person.

   d) *What do I need to establish a tester account?*
   A person who has completed a South Coast Air Quality Management District (SCAQMD) Rule 461 Tester Orientation class, possesses a valid International Code Council (ICC) Vapor Recovery System Testing and Repair (VT) certificate, and is not barred from conducting VRS test pursuant to SCAQMD Rule 461 may apply for a tester account. Required contact information includes non-P.O. Box mailing address, e-mail address (no shared e-mail addresses), and telephone number. For identification purposes, a photograph of the tester will be taken after completion of an Orientation class (see below).

   e) *I am a tester and have previously attended a Rule 461 Tester Orientation class. Can I use my existing tester ID number that was issued to me after I completed that class?*
   No, a new system ID will be issued for each tester account. The old tester IDs were invalidated when the new system was implemented. You will need to attend a training session on the new test scheduling system, show possession of valid ICC VT certificate and have your picture taken. The training session is scheduled at the end of each Rule 461 Tester Orientation class. You may sign up for the training session without additional fee.

   f) *Why don't I receive any account ID or password after completing my account request?*
   Account ID and temporary password are sent to you at the e-mail address you provided after it is issued. Issuance will take about two weeks. Please check your junk mail box. If you find the notice in your junk mail box, please add our e-mail address to your allowed sender list.

   g) *Help, I forgot my password*
   Send an email to rule461assistance@aqmd.gov with your account name and contact information. An email with a temporary password will be sent to the email address listed as the contact for the account.

   h) *Help, my account has been locked*
   To prevent unauthorized access, your account is locked for one hour after three failed sign-in attempts. If you have forgotten your username or password, send an email to rule461assistance@aqmd.gov with your SCAQMD ID and name on the account. An email showing the account name and temporary password will be sent to the email address listed as the contact for the account.

   i) *How do I change my contact information on the account?*

To change any of the permanent contact information on the account, please complete a Form 200-A for a change to the company name, or Form 200-B for other information (provide your address for the equipment location). The forms may be downloaded at our website at http://www.aqmd.gov/home/forms. The relevant form must be printed and signed by the company's responsible official. The form can be submitted by mailing it to SCAQMD at SCAQMD - Permit Services, P.O. Box 4944, Diamond Bar, CA 91765-0944 or by scanning and emailing to rule461assistance@aqmd.gov

2) Scheduling a test or pre-backfill inspection
   a) ***What are the steps to schedule a test or pre-backfill inspection?***
      You must first have a valid account to access the system, as detailed above. Once you log on to the system, the following information must be entered on the form prior to submitting:
      - Test type.
      - Test date and time.
      - Application number or permit number for the equipment being tested. The associated facility ID, facility name, location and permit status for the gas dispensing facility (GDF) will appear automatically once you click out or tab out of the application number/permit number box. Verify that the information is correct.
      - Contact information for facility where test is to be conducted: name and email address (mandatory); telephone and fax numbers (optional)
      - Phase I and Phase II controls for the GDF. The manufacturer of ISD and type of vapor processor changes automatically on the form depending upon the Phase II EVR you select.
      - The SCAQMD ID issued to you and the password to the account. Note: once signed-in, the same ID should be used to complete the request. Entering a different ID will result in rejection of the request. The associated contact information for the testing company will appear automatically once you click or tab out of the ID box. It is important to check the correctness of the testing company email address since all correspondence for the request will be sent to that email address. You have the option of changing the email address for each form.
      - The SCAQMD tester ID of the person conducting the tests (see other answers to other frequently asked questions for additional details on providing testers). The associated tester name, address, phone number and email address will appear automatically once you click or tab out of the ID box. It is important to check the correctness of the email address for the tester since correspondences regarding an approved and scheduled test, including any reminders for test results, will be sent to that email address. You have the option of changing this email address for each form.
   b) ***What kind of internet browser do I need?***
      Internet Explorer (7, 8, 9, 10, and 11) or Firefox ERS (17.x and 24.x) are the supported internet browsers at this time. However, there will be an update in September after which Internet Explorer 7 and 8 will no longer be supported.
      In addition to the above, some other internet browsers may be used with diminished supported functions, such as no multiple submittals with a single log on (i.e. a new log on is required after each submittal). When using these internet browsers, the scheduling system must be accessed via:
      https://onbase-pub.aqmd.gov/sAppNet/UnityForm.aspx?d=5DqgNSQZynOeGANsYyqYBf4%3d

   c) ***What are the steps to scheduling a test or pre-backfill inspection?***
      The following four steps must be completed before a test or pre-backfill inspection is scheduled:
      i.   A request is initiated by the user completing the required information under the user's account and submitting the completed form.

ii. A system check is made to ensure the form is complete and that the proposed date and time of the test can meet the scheduling requirement imposed by the rule. If all requirements are met, a completed request form will be sent by e-mail to the designated testing company e-mail address.

iii. The requestor must review the request form for accuracy, sign the form consenting to the conditions imposed and acknowledging that the information is true and correct, and submit the form via facsimile to (909) 396-3785. The signed request must be submitted by fax at least 72 hours prior to the scheduled time for testing. The 72 hour period must include 10 SCAQMD business hours (Tuesday through Friday, 7:00 am to 5:30 pm, excluding holidays).

iv. The submitted request will be reviewed and approved by SCAQMD staff if it meets time, completeness, and accuracy requirements. An approved scheduling form will be sent back to the testing company e-mail address. If a tester is already identified, test result cover sheets will also be included in this transmittal. The same package will also be sent to the tester e-mail address.

d) *Who can schedule a test?*
Any person with an active testing company or tester account with access to the system may submit a request.

e) *Who can schedule a pre-backfill inspection?*
Any testing company or tester with an active account allowing access to the system may submit a request for a pre-backfill inspection. However, a qualified contractor with a valid ICC certification for Vapor Recovery Installation and Repair (VI) and the relevant manufacturer certification must be present during the inspection.

f) *When can I schedule a test? Can I schedule it over the weekend, a holiday or on a Monday?*
Tests may be scheduled to start between 7 am and 6 pm. All tests must be completed by 8 pm. However, tests scheduled on a weekend, Monday, or holiday may be required to be re-tested at the operator's expense within 10 days in the presence of an SCAQMD inspector.

g) *When can I schedule a pre-backfill inspection? Can I schedule it over the weekend, a holiday or on a Monday?*
All pre-backfill inspections are performed by SCAQMD inspectors. Therefore, they must be scheduled to start between 7 am and 4:30 pm Tuesday through Friday, excluding holidays.

h) *What happens if I forget to submit the signed request form?*
There is no test or pre-backfill inspection scheduled until the form is signed, submitted to SCAQMD by fax, and an approval is issued. Furthermore, the scheduling time requirements of Rule 461 are evaluated based on the time the signed fax is submitted to SCAQMD. Completing and submitting a request form online is only a preliminary step to allow the creation of a document for you to sign and to submit by fax. The completed request form sent to you for signature does not constitute an authorization. If you forget to submit the signed request form you may not proceed with the test or pre-backfill inspection until an authorization is issued.

i) *Can a test be scheduled before a specific tester is identified/assigned to perform the test?*
We do not require you to provide a tester at the time you submit the request. Should the request be granted, an email with an authorization form as an attachment will be sent to you, but without test result forms. Test result cover sheets are issued after the tester has been identified. Tester can be identified up to 72 hours after the scheduled test time when pass/fail results are also due (see below). However, it is best to identify the tester as soon as that information is known to avoid last minute delays in submittal of pass/fail results.

j) *When do I have to designate a tester and how do I do it?*
All of the emails sent to you regarding an outstanding request have an embedded link which allows you to access the online form directly. After you log in, you can enter or change a tester on the request form. For test requests that have already been approved, you will receive an email with test result forms showing the assigned tester once you submit the form and the change is processed. For test requests that have not yet been approved at the time you identify the tester, you will be sent an email with a new request form for you to sign and fax back to SCAQMD. In both instances, the revision number on the request will also change, so it's important that you use the test result forms showing the latest revision. Only the original requestor can access and make changes to the request.

k) ***What has to be done when changing a designated tester prior to conducting the test?***
Click on the link embedded in any of the emails sent to you regarding that approved test request. You can enter or change a tester up until the time the pass/fail result is due, which is 72 hrs after the test. Once the change is processed, you will receive an email with test result forms showing the assigned tester. The revision on the request will also change, so it is important that you use the test result forms showing the latest revision. Do not wait until the last minute to provide the tester information since this may prevent you from reporting results on time. Tester changes are no longer allowed once the due date for the pass/fail result has passed.

l) ***I tried changing or entering a tester and it didn't work. What could be the cause?***
You can enter or change a tester up until the time the pass/fail result is due, which is 72 hrs after the scheduled test time. Tester changes are no longer allowed once the due date for the pass/fail result has passed. Please also be sure the tester's ICC certification has not expired (there will be a warning message on-screen if it has).

m) ***I arrived early at the site, can I start a test before the scheduled time?***
No, all tests have to be started at the scheduled time. An inspector may be assigned to witness the test. He/she expects to witness all required tests. If tests were started early, the inspector may demand a certain test to be performed again. There are also occasions where an inspector may request to see a particular test out of order.

3) Re-scheduling a scheduled test or pre-backfill inspection
a) ***How do I reschedule a test or pre-backfill inspection?***
Click on the link embedded in any of the emails sent back to you regarding that test request. Navigate to the section of the form titled "Cancel or Change Test Request." Enter a new test date, hour and minute for the test time and submit the form. Once the request is approved, you will receive an email notification confirming the new test date/time. The new test date/time needs to meet the scheduling requirements (see below).

b) ***What is the deadline for rescheduling a test or pre-backfill inspection?***
A request to reschedule must be submitted no later than 24 hours prior to the originally scheduled test date and time. Furthermore, the new date must be at least 72 hours from the time of when you submit the request to reschedule. Of the 72 hours, ten hours must be AQMD business hours, which are between 7 am to 5:30 pm from Tuesday through Friday excluding holidays.

c) ***What if I miss the deadline for rescheduling a test?***
You may cancel the test (see "***How do I cancel a scheduled test or pre-backfill inspection"***) and start a new request. If you cancel within 24 hours of the originally scheduled test time, you may be subject to the "No-Show Fee" (see question regarding this fee below) if an SCAQMD inspector appears at the test site and the tester does not show up for the test within an hour of the scheduled time.

4) Canceling a scheduled test or pre-backfill inspection
a) ***How do I cancel a scheduled test or pre-backfill inspection?***
Click on the link embedded in any of the emails sent back to you regarding that test request. Navigate to the section of the form titled "Cancel or Change Test Request." In the box labeled "Cancel Request (Y/N)", change the box from "N" to "Y," confirm the change and submit the form. You will receive an email notification confirming the cancellation.

b) ***What is the deadline for cancelling a scheduled test?***
You may cancel any scheduled test up until midnight of the scheduled test date. There is no penalty for a cancellation made 24 hours before the scheduled test date and time; however, a cancellation made less than 24 hours of the scheduled time may result in "No Show" fee (see below).

c) ***When is "No Show" fee charged and who is responsible to pay?***

No Show fee is charged when an SCAQMD inspector is present at the test or inspection site and the test or inspection is not started within one hour of the scheduled time. The tester or the testing company is responsible for paying the fee. The No Show fee is $381.41 as of January 2014. This fee is updated periodically by the SCAQMD Governing Board.

d) ***What is the deadline for cancelling a pre-backfill inspection?***

You must cancel a scheduled inspection 24 hours prior to the scheduled inspection time. An inspector is always assigned to inspect at the scheduled time. If an inspector arrives at the site and finds it is not ready for inspection, you may be subject to penalty for violating Rule 461(e)(3)(N).

5) Re-testing

a) ***How can a re-test be scheduled after a failed test or if some of the tests were not completed by 8 pm of the test date?***

You can schedule a re-test with a new request. When you complete the form, choose the option of either "re-test due to a failed test" or "re-test due to an incomplete test." Be sure to enter the previous test request number and the same application number or permit number for the equipment. A new request number will be assigned to the re-test request.

b) ***How far in advance must a re-test be scheduled?***

A request to re-test must be submitted 12 hours before the new proposed test date and time. Of these 12 hours, six must be SCAQMD business hours.

6) Submitting test results

a) ***When are test results due?***

Pass/fail results are due within 72 hours after each test. Detailed test results are due within 14 days of the test date.

b) ***What are the requirements for submitting test results?***

You are sent an email message with test result forms attached when a tester is identified for each approved test request. All test results must be sent to us by fax using the appropriate test result form as the first page for each test result. The test result forms are used to link the results to the scheduled test. Any results that are not received with a test result form as the first page will be discarded and the test will be identified as a test with delinquent results unless the results are resubmitted in a timely manner with the appropriate test result form as the first page. Notification of discarded test results will not be provided.

c) ***Do I get any notice for submitting test results?***

Late notices are sent to the e-mail addresses of the testing company as well as the tester after the dates for Pass/fail and /or detailed results become due. These notices are only sent out on SCAQMD business days.

d) ***Why don't I have any forms to submit test results?***

First make sure that your request to test was approved. If the request was approved, then you may not have identified a tester. Once you enter a tester, you will be sent a new email with the appropriate test result forms. See *"When do I have to designate a tester and how do I do it?"*

e) ***How do I know you received the test results?***

There are two steps to accepting results. The first step is to identify the test results with the Test Authorization Number. Next is to check to see the fax transmission was legible and all pages were received prpoperly. You will receive an email notification after we receive and identify the faxed results in the system. Once the test results are accepted, you will receive another email notification.

f) ***Can I fax in results for more than one test at a time?***

No, each set of test results must be identified by the first page of a fax transmittal. We will be using the system to process results as they are received. The system is trained to recognize the particular page and test authorization

number in order to associate the received results with the authorized test number. The system does not have the capability to scan through each page of a faxed document to identify any additional sets of test results.

7) Providing records to the owner of the gasoline dispensing facility

   a) ***Do I need to leave test results with my client, the owner/operator of the GDF, on the day of the test?***
   Yes, a person who performs testing is required by SCAQMD Rule 461(e)(6) to provide the owner/operator all records of tests at the end of each day when the service is provided. Result submittal to SCAQMD is an additional and separate requirement.

   b) ***What does my client need for his recordkeeping?***
   In addition to the test results, you should provide your client records of all components installed, defective components identified or repaired during the tests and/or self-compliance inspections, and repair logs documenting date and time of repair, person performing the repair, component information, and parts receipts. See Rule 461(e)(6) for more details.

8) Updating ICC certifications

   a) ***Which ICC certification do I need to perform vapor recovery system tests?***
   ICC VT – Vapor Recovery System Testing and Repair.

   b) ***What happens after the expiration of my ICC certification?***
   The system will prevent a person with an expired ICC certification to be identified as a tester.

   c) ***How do I inform SCAQMD after I renewed my ICC certification?***
   A passing certificate is issued by ICC after a successful completion of a re-certification test. Please send a copy of the certificate to rule461assistance@aqmd.gov. We will temporarily extend your expiration up to 30 days from the date of the original expiration date based upon the passing certificate from ICC. The new expiration will be recorded once we receive a copy of the new ICC certificate showing the name, license number and expiration date. You can scan and email us a copy of the certificate at rule461assistance@aqmd.gov.

   d) ***Which ICC certification do I need to perform vapor recovery system repairs or installation?***
   ICC VI – Vapor Recovery System Installation and Repair. This certificate is required if you want to perform repair or replacement of failed parts identified during a test.

9) Additional Help
   Please contact SCAQMD at rule461assistance@aqmd.gov for further clarification or help on issues not addressed above.

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