South Coast AQMD Source Test Tracking UI Screens
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.
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.

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.

<table>
<thead>
<tr>
<th>Facility ID &amp; Facility Name</th>
<th>Created</th>
<th>In-Progress</th>
<th>Submitted</th>
<th>Under Review</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>987 TEST FACILITY</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1203 SAM FACILITY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
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)

![Source Test Protocol and Report Tracking System](image)

**Facility:** Test Facility

<table>
<thead>
<tr>
<th>ST#</th>
<th>AQMID Ref#</th>
<th>Request Type</th>
<th>Current Status</th>
<th>Last Updated Date</th>
<th>Reason for Review</th>
<th>Department Current</th>
<th>Created Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST-01-20-A</td>
<td>12345</td>
<td>Protocol Review</td>
<td>In-Progress</td>
<td>05/12/2020</td>
<td>Compliance</td>
<td>Source Test</td>
<td>06/02/2020</td>
<td>Action</td>
</tr>
<tr>
<td>ST-05-20-C</td>
<td>12346</td>
<td>Results Review</td>
<td>Submitted</td>
<td>06/22/2020</td>
<td>Performance</td>
<td>Permit &amp; Engineering</td>
<td>05/26/2020</td>
<td>Action</td>
</tr>
<tr>
<td>ST-07-20-X</td>
<td>12349</td>
<td>Protocol Review</td>
<td>Completed</td>
<td>05/27/2020</td>
<td>Performance</td>
<td>Permit &amp; Engineering</td>
<td>05/12/2020</td>
<td>Re-open</td>
</tr>
</tbody>
</table>

Showing 1 to 3 of 50 entries

Previous  | 2 | 3 | 4 | 5 | 6 | 7 | Next
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.
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.
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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.
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

- Brief process description, including water source and normal operating temperatures, pressures, throughput, etc.
- Brief description of sampling and analytical methods for each constituent to be measured. If a standard method, EPD or AER Method without any deviation will be used, reference it by method number.
- Correct process description, including water source and normal operating temperatures, pressures, throughput, etc.
- 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 the sampling location. For ducts, state the position from the sampling locations.
- Calibration and quality assurance (QA) parameters identified.
- Statement that ensures test from laboratory qualifies as an "independent testing laboratory" under Title 22 (or conflict of interest), and is approved by AQMD or AER (if required).
- Test form AQMD, EPA or CFRA approved (if required).

* Required

Choose File: No file chosen

Choose File: No file chosen

Choose File: No file chosen

Choose File: No file chosen

Choose File: No file chosen

Choose File: No file chosen

Choose File: No file chosen

Choose File: No file chosen

Choose File: No file chosen

Choose File: No file chosen
Create New Request
ST-1 Form Checklist is a read-only for user review
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.
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.
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.
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 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**

### Request Specific Information

<table>
<thead>
<tr>
<th>Source Text Protocol</th>
<th>Request Type</th>
<th>Protocol Review</th>
<th>Requested Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5TFR-292</td>
<td>Performance</td>
<td>5/27/2020</td>
<td>Completing</td>
</tr>
<tr>
<td>Facility ID</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>987</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Facility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Number</td>
<td>Test Lab/Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12349</td>
<td>ABC Test Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-SAGC</td>
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<td></td>
<td></td>
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<tr>
<td>(CR)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(CC)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Request Status Progress

- Created: 05/19/2020
- In Progress: 05/18/2020
- Submitted: 05/18/2020
- Department Review: 05/13/2020
- Source Text Review: 05/06/2020
- Complete: 05/27/2020

### Request History

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
<th>Target Date</th>
<th>Closed Date</th>
<th>Closed By</th>
<th>Department</th>
<th>Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Completed</td>
<td>05/27/2020</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>ST</td>
<td>ENGG</td>
</tr>
<tr>
<td>Request Reviewed</td>
<td>05/24/2020</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>ST</td>
<td>ENGG</td>
</tr>
<tr>
<td>Request Reviewed</td>
<td>05/27/2020</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>DEP</td>
<td>ENGG</td>
</tr>
<tr>
<td>Request Submitted</td>
<td>05/18/2020</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Facility</td>
<td>Username</td>
</tr>
<tr>
<td>Request In-Progress</td>
<td>05/15/2020</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Facility</td>
<td>Username</td>
</tr>
<tr>
<td>Request Created</td>
<td>05/12/2020</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Facility</td>
<td>Username</td>
</tr>
</tbody>
</table>

Showing 10 of 12 entries.