*The training videos are meant to provide warehouse operators and owners with further guidance on complying with Rule 2305 and Rule 316. In any instance where an interpretation of requirements in this training video conflicts with the rules, the rule language takes precedence.
What is the WAIRE POP?

- An online portal for submission of all WAIRE reports and fees
- WAIRE reports include:
  - Warehouse Operations Notification (WON)
  - Initial Site Information Report (ISIR)
  - Annual WAIRE Report (AWR)
- Warehouse operators who conduct operations in a warehouse building of $\geq 250,000$ square feet (SF) **must submit an ISIR by July 1, 2022** via the WAIRE POP
WAIRE POP: Sign In

- Accessible from the WAIRE Program Website: [www.aqmd.gov/waire](http://www.aqmd.gov/waire)
- New Users - Click “Create Account”
- Returning Users - Enter your email address and password
WAIRE POP: Creating a New Account

- Fill out the information as shown and click “Sign up”
- You will receive a confirmation email at the entered email address with a link to create a password
- After creating a password using the confirmation email link, you will be able to log in using your email and password.
- You will also need to select your “user type” as a warehouse operator or owner/operator before logging in for the first time
  - Warehouse owners who are not operators do not need to submit an ISIR
After logging in, you should see the warehouse facility that is associated with your account (if your name was listed as the lessee contact on the Warehouse Operations Notification (WON) submitted by the warehouse owner).

If your warehouse is not listed:
- Contact the warehouse owner to find out who they listed as lessee(s) in the WON
- Ask the WON report’s lessee contact to add you as an authorized user in the WAIRE POP (see the next slide)
- Contact the WAIRE Program staff to verify link to submitted WON report
- If above actions are not successful, please click “Add a New Warehouse Operation” and fill out the requested information
Adding an Authorized User

To add an authorized user, click “Warehouse Users” on the left side of the screen after logging in.

Click “invite a user” and enter the invited user’s email address.
Select a Warehouse to File an ISIR

My Warehouse Operations
The facilities listed are linked to your WAIRE POP account and allow the initiation/completion of the Annual WAIRE Report (AWIR). WAIRE Points balances are shown to inform decisions on the WAIRE Points needed to meet the compliance year WAIRE Points Compliance Obligation (WPCO).

- Add a New Warehouse Operation

<table>
<thead>
<tr>
<th>Warehouse Location Name</th>
<th>Facility ID</th>
<th>Company Name</th>
<th>Address</th>
<th>ISIR Filing</th>
<th>AWR Filing</th>
<th>Point Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse #1</td>
<td>102010</td>
<td>AGMD</td>
<td>123456 Main St, Suite 100, West Hollywood CA</td>
<td>START</td>
<td>START</td>
<td>0</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

Start the ISIR by clicking “START” under “ISIR Filing” for each warehouse location
After confirming basic warehouse information, you will need to enter information about your warehouse operations:

- **Truck fleet information (owned and leased):**
  - Trucks are categorized into two groups based on vehicle weight classification: Class 8 and Class 2b-7
  - Must specify fuel type (diesel, natural gas, battery-electric, hydrogen, etc.)
  - Total VMT by truck class and fuel type (and typical dwell time)

- **Yard truck fleet information (fuel type, engine size, annual hours of operation for all yard trucks)**

- **Onsite charging or alternative fueling stations, and energy generation/storage**
Here, you will need to enter truck trip information:

- Actual number of truck trips in previous 12 months*
- Anticipated number of truck trips for the current compliance period (January 1 to December 31, 2022)

Note: This number of truck trips will be used to calculate your anticipated WPCO

Note: The ISIR information is not binding – your actual WPCO may be different.

*Truck trip data must be representative and verifiable. See the WAIRE Implementation Guidelines, p. 4-5, available at www.aqmd.gov/waire
Meeting Your Anticipated WPCO

How do you plan on meeting your WAIRE Points Compliance Obligation (WPCO)? *(Please check all items that apply)*

- Earn WAIRE Points for implementing WAIRE Menu items
- Implement an approved Custom Plan
- Pay mitigation fee
- Apply banked WAIRE points
- Receive WAIRE Points from an owner or another warehouse in the operator’s control

- You will be asked to identify planned actions to earn WAIRE Points for this compliance period
- Select one or more of the following actions you plan to take to meet your WPCO
- Note: The ISIR information is not binding – your plan to meet your WPCO may change
Select and add WAIRE menu items that you expect to use to meet your anticipated WPCO.

The WAIRE Points associated with each WAIRE Menu item will appear in the Site Information Report Builder.

Banked points, transferred points, and/or mitigation fees can also be used to meet your anticipated WPCO.
WAIRE Points Example: Yard Truck Utilization

- Anticipated WPCO: -37.1
- Potential Earned Points: 29.1
  - ZE Hostler Usage: 29.1

- Equipment Type: ZE
- Equipment Class: Yard Truck
- Annual Hour of Operation: 100

Your proposed actions would not satisfy the estimated WPCO
WAIRE Points Example: Yard Truck Acquisition

- **Action Type:** Selections for Visits, Acquisition, Utilization
- **Equipment Type:** Selections for ZE, NZE
- **Acquisition Type:** Selections for Purchases, Lease/Rent
- **Equipment Class:** Yard Truck
- **Fuel Type:** Battery Electric
- **Number of Vehicles Purchased:** [Field]

**Site Information Report Builder**

- **Anticipated WPCO:** -37.1
- **Potential Earned Points:**
  - ZE Hostler Lease
  - ZE Hostler Acquisitions: 206.1
  - 29.1
  - 177.0
- **Apply Banked WAIRE Points:** 0
- **Receive Transfers:** 0
- **Points Subtotal:** 169.0

*Your proposed actions would satisfy the estimated WPCO.*
Review and File Report

Review your Initial Site Information Report

Upon demonstrating that a sufficient number of potential WARE Points have been earned to meet or surpass the estimated WPCO, the WARE POP user is taken to the ISIR Report Review. The WARE POP user can then verify the Annual Truck Trips, potential WARE Points earned or acquired, review the estimated fee totals, generate the summary PDR report, review the ISIR certification, and submit the ISIR then proceed to the report payment portal.

Site Information Report Builder

Annual Truck Trips

<table>
<thead>
<tr>
<th>Class</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 8:</td>
<td>10,000.0</td>
</tr>
<tr>
<td>Class 2x-7:</td>
<td>20,000.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site Information Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated WPCO ©</td>
</tr>
<tr>
<td>Potential Earned Points</td>
</tr>
<tr>
<td>Apply Earned WARE Points©</td>
</tr>
<tr>
<td>Receive Transfers©</td>
</tr>
<tr>
<td>Points Subtotal</td>
</tr>
</tbody>
</table>

WARE Mitigation Points Purchase ©

Your proposed actions would satisfy the estimated WPCO.

Estimated Payment Summary

<table>
<thead>
<tr>
<th>Count</th>
<th>Rate</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Site Information Report Filing Fee</td>
<td>[Details]</td>
<td>$140.68</td>
</tr>
</tbody>
</table>

Estimated Total

<table>
<thead>
<tr>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$140.68</td>
</tr>
</tbody>
</table>

Review Generated Report and Accept Its Accuracy

[Review Generated Report and Accept Its Accuracy]

I have read and accepted this document.

Presented in this report, based on the best available information at the time of submission of the report, and that I believe the information to be true, accurate, and complete. I understand and agree that I and the warehouse owner(s) and/or warehouse operator(s) on whose behalf I am submitting the information, will be held as legally bound, obligated, or responsible for the information provided herein. I further understand and agree that legal action can be taken against myself and/or the warehouse owner(s) and/or warehouse operator(s) on whose behalf I am submitting the information, for submitting false information in an electronic document to the South Coast AQMD WARE Program Online Portal.

I Agree (please scroll down the above statement to enable the checkbox) *

Required

<table>
<thead>
<tr>
<th>I Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
</tr>
</tbody>
</table>

Back | Save and Return to Warehouse List | File Report and Pay
Payment

My Warehouse Operations / Initial Site Information Report Filing

Invoice Number: 12345
Facility Number: 6789
Amount Due: $140.68

Select your payment method:

Pay Online Now

OR

Pay by Mail-in Check

RETURN TO WAREHOUSE LIST

NOTE: Your report filing will not be complete until payment has been completed by one of the methods above. Until payment is received, the report and any related WAIRE Points will be pending status and not be available for transfer to other facilities or applied to another report filing.
QUESTIONS?

waire-program@aqmd.gov  (909) 396-3140  www.aqmd.gov/waire

www.aqmd.gov/sign-up  → WAIRE Program Compliance

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