WAIRE Compliance Training Video 5
South Coast Air Quality Management District

*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.
All owners of warehouses ≥100,000 sq ft must submit a WON report

WON spreadsheet template
- Available through the WAIRE Program Online Portal (WAIRE POP)
- Accommodates multiple warehouses / lessees / sublessees in one spreadsheet
SECTION 1: GENERAL INFORMATION

- Initial Report due September 1, 2021 for all applicable warehouses
- Updated WON Reports are required for the following
  - Within 14 days of a new lessee
  - Within 30 days following renovations that result in a change to warehouse size
- Indicate the total number of warehouse buildings included in the spreadsheet
### SECTION 2: WAREHOUSE BUILDING

This is a draft template. For WAIRE POP submittal, download the template from the WAIRE POP.

<table>
<thead>
<tr>
<th>Building Number Identifier (if only one warehouse building is included in this spreadsheet, fill in &quot;1&quot; for each row)</th>
<th>Location name (if applicable)</th>
<th>Address number</th>
<th>Number suffix</th>
<th>Street direction</th>
<th>Street name</th>
<th>Street suffix</th>
<th>Building/Unit/Suite Number</th>
<th>City</th>
<th>County</th>
<th>State</th>
<th>Zip code</th>
<th>Total Building Square Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Warehouse 1)</td>
<td>Sample WAIRE Business Park I</td>
<td>21865</td>
<td></td>
<td>Copley</td>
<td>Dr</td>
<td></td>
<td></td>
<td>Diamond Bar</td>
<td>Los Angeles</td>
<td>CA</td>
<td>91765</td>
<td>300,000</td>
</tr>
<tr>
<td>(Warehouse 1)</td>
<td>Sample WAIRE Business Park I</td>
<td>21865</td>
<td></td>
<td>Copley</td>
<td>Dr</td>
<td></td>
<td></td>
<td>Diamond Bar</td>
<td>Los Angeles</td>
<td>CA</td>
<td>91765</td>
<td>300,000</td>
</tr>
<tr>
<td>(Warehouse 2)</td>
<td>Sample WAIRE Business Park II</td>
<td>1500</td>
<td>W</td>
<td>Carson</td>
<td>St</td>
<td>#115</td>
<td></td>
<td>Long Beach</td>
<td>Los Angeles</td>
<td>CA</td>
<td>90810</td>
<td>100,000</td>
</tr>
</tbody>
</table>

- One row per applicable warehouse building lessee
- Provide complete address
- Provide the total square footage
SECTION 3: WAREHOUSE FACILITY OWNER

- Provide the legal owner (same as shown on the Assessor Tax Roll)
- Provide the warehouse owner mailing address, phone and email contract information
- Indicate if the warehouse is owner occupied and the square footage operated
- Indicate the square footage used by the warehouse owner for warehousing activities
**SECTION 4: WAREHOUSE LAND OWNER**  
(ONLY IF LAND OWNER IS DIFFERENT FROM WAREHOUSE FACILITY OWNER)

This is a draft template. For WAIRE POP submittal, download the template from the WAIRE POP.

### Section 4: Warehouse Land Owner (Fill in Section 4 only if land owner is different from facility owner)

| Legal owner (For multiple owners list all owners as appeared in Property Tax Records and separate each owner by semicolons) | First name of contact person | Last name of contact person | Mailing address number | Number suffix | Street direction | Street name | Street suffix | Building Unit/Suite Number | City | State | Zip code | Phone number | Email |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (Warehouse 1) | | | | | | | | | | | | | | |
| (Warehouse 1) | | | | | | | | | | | | | | |
| (Warehouse 2) | | | | | | | | | | | | | | |

- Not a common scenario
- Requires similar fields as the warehouse facility owner
### SECTION 5: WAREHOUSE LESSEE
(EACH ENTITY SHOULD BE ENTERED IN SEPARATE ROWS)

- **One row per lessee, if applicable**
- **Provide information on all lessees who lease at least 50,000 sq ft including**
  - Name of lessee and contact information
  - Lease start and end dates
  - Square footage leased and the square footage that may be used for warehousing Activities

<table>
<thead>
<tr>
<th>Number of lessee(s) in this warehouse (Include unleased vacant space in the count, for unleased vacant space, fill in Column A: All only)</th>
<th>Square footage leased (if greater than or equal to 50,000 sq ft, fill in Column B: All only)</th>
<th>Square footage that may be used for warehousing activities (if the exact lessee known)</th>
<th>Legal name of lessee (As included in the lease contract)</th>
<th>Lease start date (MM/DD/YYYY)</th>
<th>Lease end date (MM/DD/YYYY)</th>
<th>First name of contact person</th>
<th>Last name of contact person</th>
<th>Address number</th>
<th>Street direction</th>
<th>Street suffix</th>
<th>Street name</th>
<th>Building/Unit/Suite Number</th>
<th>City</th>
<th>State</th>
<th>Zip code</th>
<th>Phone number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse 2</td>
<td>2</td>
<td>150,000</td>
<td>135,000</td>
<td>Clean Air Logistics</td>
<td>1/1/2010</td>
<td>12/31/2030</td>
<td>Richard</td>
<td>Public</td>
<td>21865</td>
<td>Copley Dr</td>
<td>Diamond Bar</td>
<td>CA</td>
<td>91765</td>
<td>909-396-2001</td>
<td><a href="mailto:Sample2@exmld.com">Sample2@exmld.com</a></td>
<td><a href="mailto:Sample2@exmld.com">Sample2@exmld.com</a></td>
<td></td>
</tr>
<tr>
<td>Warehouse 2</td>
<td>2</td>
<td>70,000</td>
<td>60,000</td>
<td>Blue Sky Home Creations</td>
<td>1/1/2020</td>
<td>12/31/2025</td>
<td>Frederica</td>
<td>Public</td>
<td>21866</td>
<td>Copley Dr</td>
<td>Diamond Bar</td>
<td>CA</td>
<td>91765</td>
<td>909-396-2002</td>
<td><a href="mailto:Sample3@exmld.com">Sample3@exmld.com</a></td>
<td><a href="mailto:Sample3@exmld.com">Sample3@exmld.com</a></td>
<td></td>
</tr>
<tr>
<td>Warehouse 2</td>
<td>1</td>
<td>100,000</td>
<td>95,000</td>
<td>Clean Air Logistics</td>
<td>1/1/2010</td>
<td>12/31/2030</td>
<td>Richard</td>
<td>Public</td>
<td>21865</td>
<td>Copley Dr</td>
<td>Diamond Bar</td>
<td>CA</td>
<td>91765</td>
<td>909-396-2001</td>
<td><a href="mailto:Sample4@exmld.com">Sample4@exmld.com</a></td>
<td><a href="mailto:Sample4@exmld.com">Sample4@exmld.com</a></td>
<td></td>
</tr>
</tbody>
</table>
### SECTION 6: SUB-LESSEE
(EACH ENTITY SHOULD BE ENTERED IN SEPARATE ROWS)

- Provide similar information as Section 5 for the lessee
- One row per sub-lessee, if applicable
- Applicable to sub-lessees leasing out at least 50,000 sf

<table>
<thead>
<tr>
<th>Number of sub-lessees in this warehouse</th>
<th>Square footage leased (if greater than or equal to 50,000 sq ft)</th>
<th>Square footage that may be used for warehousing activities (to the extent known)</th>
<th>Legal name of sub-lessee(s) (As included in the lease contract)</th>
<th>Sub-lease start date (MM/DD/YYYY)</th>
<th>Sub-lease end date (MM/DD/YYYY)</th>
<th>First name of contact person</th>
<th>Last name of contact person</th>
<th>Mailing address number</th>
<th>Number suffix</th>
<th>Street suffix</th>
<th>Street name</th>
<th>Street direction</th>
<th>Building /Unit/ Suite Number</th>
<th>City</th>
<th>State</th>
<th>Zip code</th>
<th>Phone number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Warehouse 1)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Warehouse 1)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Warehouse 2)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SECTION 7: IMMEDIATE PRIOR LESSEE
(ONLY IMMEDIATE PRIOR LESSEES SINCE MAY 7, 2021)

This is a draft template. For WAIRE POP submittal, download the template from the WAIRE POP.

| Number of immediate prior lessee(s) in Warehouse Building (excluding the owner) | Square footage leased (if greater than or equal to 50,000 sq ft) | Square footage that may be used for warehousing activities (to the extent known) | Legal name of lessee (As included in the lease contract) | Lease start date (MM/DD/YYYY) | Lease end date (MM/DD/YYYY) | First name of contact person | Last name of contact person | Mailing address number | Number suffix | Street direction | Street name | Street suffix | Building /Unit/ Suite Number | City | State | Zip code | Phone number | Email |
|  | | | | | | | | | | | | | | | | | | | | |

- Provide immediate prior lessee(s) from May 7, 2021 onward
- Provide similar information as Section 4 for the lessee
SECTION 8: MISCELLANEOUS

- Indicate the Presence of Business Confidential Information
  - If data requested through public records act, staff will follow Board-approved procedures
  - If applicable, provide an affirmation for any lessee that leases less than 50,000 square feet in the warehouse building
  - If applicable, provide comments or notes pertaining to that row of information
### SECTION 9: REPORT PREPARER

This is a draft template. For WAIRE POP submittal, download the template from the WAIRE POP.

#### Section 9: Report Preparer

<table>
<thead>
<tr>
<th>Company name</th>
<th>First name</th>
<th>Last name</th>
<th>Address number</th>
<th>Number suffix</th>
<th>Street direction</th>
<th>Street name</th>
<th>Street suffix</th>
<th>Building /Unit/ Suite Number</th>
<th>City</th>
<th>State</th>
<th>Zip code</th>
<th>Phone number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Warehouse 1)</td>
<td>J &amp; D Consulting</td>
<td>Diane</td>
<td>Doe</td>
<td>123</td>
<td>Sample</td>
<td>St</td>
<td></td>
<td>Diamond Bar</td>
<td>CA</td>
<td>91765</td>
<td>909-396-2000</td>
<td><a href="mailto:WAIRE_sample@agmd.gov">WAIRE_sample@agmd.gov</a></td>
<td></td>
</tr>
<tr>
<td>(Warehouse 1)</td>
<td>J &amp; D Consulting</td>
<td>Diane</td>
<td>Doe</td>
<td>123</td>
<td>Sample</td>
<td>St</td>
<td></td>
<td>Diamond Bar</td>
<td>CA</td>
<td>91765</td>
<td>909-396-2000</td>
<td><a href="mailto:WAIRE_sample@agmd.gov">WAIRE_sample@agmd.gov</a></td>
<td></td>
</tr>
<tr>
<td>(Warehouse 2)</td>
<td>J &amp; D Consulting</td>
<td>Diane</td>
<td>Doe</td>
<td>123</td>
<td>Sample</td>
<td>St</td>
<td></td>
<td>Diamond Bar</td>
<td>CA</td>
<td>91765</td>
<td>909-396-2000</td>
<td><a href="mailto:WAIRE_sample@agmd.gov">WAIRE_sample@agmd.gov</a></td>
<td></td>
</tr>
</tbody>
</table>

- Provide Company Name of Consultant or Consulting Company (if applicable), Name and Contact Information for the Person who Prepared the WON Report.
STEPS TO SUBMITTING THE WON REPORT

TO SUBMIT THROUGH THE WAIRE PROGRAM ONLINE PORTAL (WAIRE POP)

1) Create a User Account in WAIRE POP (To be available at www.aqmd.gov/waire)
2) Download the WON Spreadsheet Template
3) Complete the WON Spreadsheet Template (Can be completed offline)
4) Upload the Completed WON Spreadsheet Template
5) Certify the WON Report
6) Pay the $29.51 administrative fee per applicable warehouse
7) WON Report Submission Complete Upon Receipt of the WON Report and Payment
QUESTIONS?

waire-program@aqmd.gov

(909) 396-3140

www.aqmd.gov/waire

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

*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.