

RULE 2305 – WAREHOUSE INDIRECT SOURCE RULE

WAIRE Program Online Portal (WAIRE POP) for Submitting Warehouse Operations Notification (WON) Report

WAIRE Compliance Training Video 6

South Coast Air Quality Management District



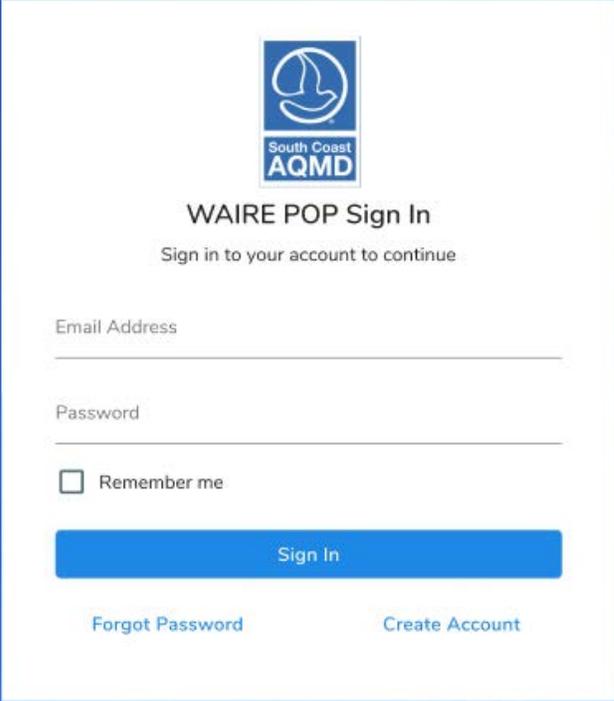
*The training videos are meant to provide warehouse operators and owners with further guidance on complying with [Rule 2305](#) and [Rule 316](#). In any instance where an interpretation of requirements in this training video conflicts with the rules, the rule language takes precedence.

Released 8/9/2021

What is the WAIRE Program Online Portal (WAIRE POP)?

- WAIRE POP – the online portal for submission of all WAIRE reports and fees
 - Reporting obligations under Rule 2305 – WAIRE Program
 - Warehouse Operations Notification (WON)
 - Initial Site Information Report (ISIR)
 - Annual WAIRE Report (AWR)
- Initial WON Report is due by September 1, 2021 and is required to be submitted to South Coast AQMD through WAIRE POP

WAIRE POP: Sign In




WAIRE POP Sign In
Sign in to your account to continue.

Email Address

Password

Remember me

[Sign In](#)

[Forgot Password](#) [Create Account](#)

- Accessible from the WAIRE Program Website: www.aqmd.gov/waire
- New Users - Click “Create Account”
- Returning Users - Enter your email address and password

← **Create Account**

Please fill out the information below to get started with WAIRE POP.

First Name *

Last Name *

Professional Title *

Company Name *

Email Address *

Street Address *

City *

State *
--Select--

Zip Code *

Sign Up

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

WAIRE POP: Download then Upload WON Spreadsheet Template

- Download the WON Spreadsheet Template (An excel spreadsheet)
 - Only this version will be accepted in WAIRE POP
- Fill in as discussed in WAIRE Compliance Training Video 5: WON Spreadsheet Template
- “Click here” or “Drag and Drop” to begin uploading completed template
 - Only one template file allowed per upload
 - Multiple warehouses can be submitted in one file



Step 1 of 3

Submit Warehouse Operations Notification (WON) Report

The WON report must be submitted by warehouse owners by September 1, 2021 for warehouse buildings of at least 100,000 sq ft of indoor floor space. Please follow the steps below to submit the WON report.

- 1) Download the WON Spreadsheet Template by clicking on the “DOWNLOAD TEMPLATE” icon below, then Upload the completed WON Spreadsheet Template report by
 - (a) selecting the file or
 - (b) dragging and dropping the file into the “UPLOAD FILE” box.
Only Excel or XLS files are accepted.
- 2) Proceed to certify and submit the WON Report submission by clicking the “SUBMIT WON REPORT AND PAY”.
- 3) Payment can be completed through WAIRE POP or an Invoice with Voucher Number can be created for payment mailing or drop off at the South Coast AQMD Cashier

**Payment must be received or postmarked by the report due date*

DOWNLOAD TEMPLATE

Click Here

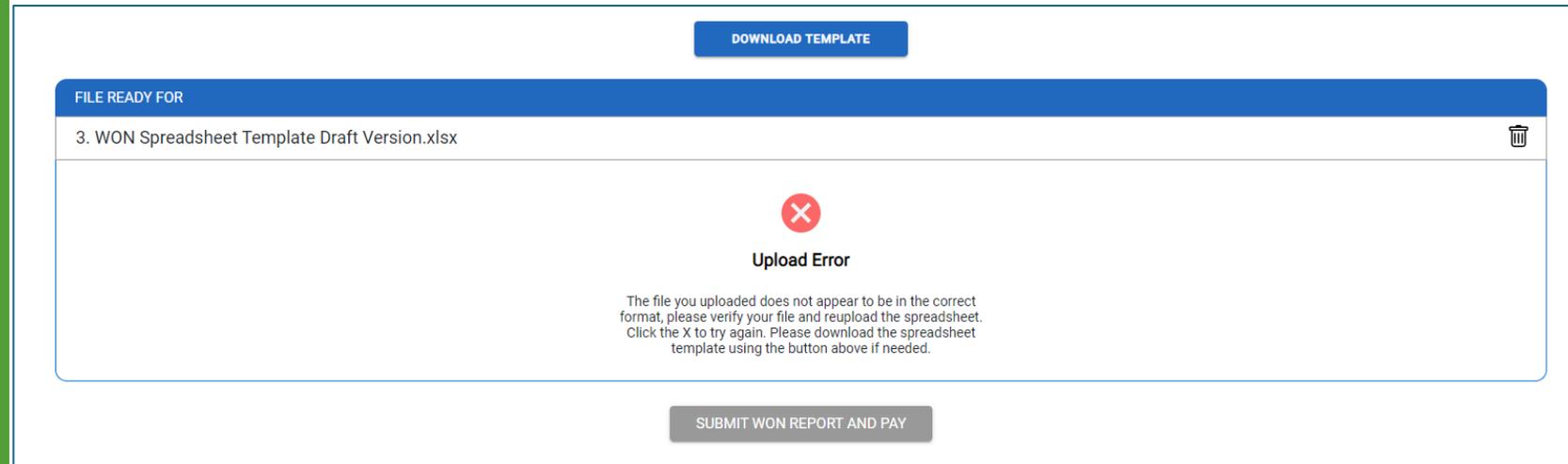
OR

Drag and Drop

to Select a Single WON Spreadsheet to Upload

WAIRE POP: How to Correct an Upload Error

- Error will appear if the wrong spreadsheet template or file type is uploaded
- Click the “X” or the trashcan icon to remove the uploaded spreadsheet



WAIRE POP: Certify WON Report

- Enter number of warehouses with at least 100,000 square feet that may be used for warehousing activities (“0” if none)
 - Value entered here determines administrative fee
- Read the agreement and check the box to acknowledge responsibility for information submitted
- Click “Proceed to Upload and Certify WON Report”



Step 2 of 3
Submit Warehouse Operations Notification (WON) Report

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**Payment must be received or postmarked by the report due date*

[DOWNLOAD TEMPLATE](#)

FILE READY FOR UPLOAD

AQMD_ISR_WON_template_V1.xlsx 

How many warehouses are you reporting that each have at least 100,000 sq ft that may be used for warehousing activities?

Please scroll down to read and accept the agreement.

I acknowledge that by certifying and submitting this agreement, I have read, and I understand and accept the terms and conditions of this electronic certification agreement for the report that I am submitting to comply with the requirements of South Coast AQMD Rule 2305 through this WAIRE Program Online Portal.

I acknowledge that South Coast AQMD reserves the right to audit the report and all records and calculations used in completing the report. The report and all supporting information must be maintained for a minimum of seven years from the reporting deadline and must be made available upon request by South Coast AQMD as required by Rule 2305. I certify that I am either an officer of the warehouse owner(s)

[PROCEED TO UPLOAD AND CERTIFY WON REPORT](#)



Page Loading. Please Wait..

WON Report submittal is not complete until
after finishing the payment process.

WAIRE POP: Submit WON Report

- Upload is confirmed
- Click “Proceed to Submit WON Report and Pay”
 - If ‘0’ entered for # of warehouses on previous screen, button labelled “Submit WON Report”
 - Fee is only required if at least one warehouse has at least 100,000 square feet that may be used for warehousing activities

UPLOADED FILE

AQMD_ISR_WON_template_V1.xlsx


Upload Confirmed
08/05/2021
9:49 AM

PROCEED TO SUBMIT WON REPORT AND PAY



Page Loading. Please Wait.



WON Report submittal is not complete until after finishing the payment process.

WAIRE POP: Payment process for zero warehouses with at least 100,000 square feet that may be used for warehousing activities



Step 3 of 3

WON Report Submitted

The information you entered on the prior screen indicates that you are not required to pay an administrative fee for this report submission because zero warehouses in your submitted report have greater than or equal to more than 100,000 square feet that is dedicated to warehousing activities. You will receive a confirmation email. Your WON submittal has completed and you can skip the payment process. If this is incorrect, please logout and restart the report submittal process.

If you have questions, please call the WAIRE hotline 909-396-3140
or email WAIRE staff at waire-pop@aqmd.gov



Upload Completed on 08/05/2021 9:51 AM

- No fee is required in this instance
- A confirmation email will be sent to your email address
- No further action required – you may log out by clicking this icon  in the top right corner of the screen

WAIRE POP: Payment process for one or more warehouses with at least 100,000 square feet that may be used for warehousing activities



South Coast AQMD Online Payment

[Online Invoice Payment](#) >>> [Payment Method](#)

Please select the payment method you would like to use and click "**Next**" to proceed with Checkout.

Please note:

- For credit card payments, a convenience fee will be added at the time of payment. The convenience fee is not retained by South Coast AQMD.
- South Coast AQMD is only able to process US based credit cards at this time. We're sorry about the inconvenience.

Select a Payment Method:

- Credit card** (convenience fee will be charged)
- E-Check / Checking or savings account** (no charge)

Next >>>

- Fee is required
- Fee is based on the number of warehouses with at least 100,000 square feet that may be used for warehousing activities
- Choose “Credit card” or “e-check/checking or savings account”

WAIRE POP: Payment process for one or more warehouses with at least 100,000 square feet that may be used for warehousing activities

SCAQMD Online Payment

Payment Details
Complete the information below and click "Continue."

Payment Method:

Card Information

Card Number

Re-enter Card Number

Expiration Date

Card Identification Code

Billing Information

*Name

*Address

*City

*State

*Zip

Phone

*Email

*Required fields.
Billing Information must match Account information.

[Terms of Payment](#) | [Terms of Use](#) | [Privacy & Security Policy](#)

[Browser Support](#)

- Follow the prompts to fill out your payment information
- Click "Continue"

WAIRE POP: Payment Confirmation for Online Payment



SCAQMD Online Payment

Thank you for your payment.

Please print this receipt and keep it for your records.

Facility ID : 0
Facility Name : South Coast AQMD

Invoice Number	Invoice Type	Amount Due
2232	Warehouse Operations Notification fee	\$29.51
		Payment Amount: \$29.51
		Convenience Fee: \$1.49
		Total Payment Amount: \$31.00

Receipt Number: 4006580792
Transaction Date: 08/05/2021 12:01 PM
Payment Type: 
Account Number: *5454

[Print](#) [View as PDF](#) [Finish](#)

[Browser Support](#)



[Terms of Payment](#) | [Terms of Use](#) | [Privacy & Security Policy](#)

- After payment was successfully processed, you will see this page
- A confirmation email will be sent to you to as a receipt of payment
- Click “Finish” to complete
 - If paying online, the report is not submitted until this button has been clicked

WAIRE POP: Final Page and Email Confirmation



Step 3 of 3

WON Report Payment

Thank you for submitting your WON Report! You will receive a confirmation email.
You may log out now.

DOWNLOAD TEMPLATE

UPLOADED FILE



Upload Complete

08/05/2021
10:02 AM



Payment Complete

08/05/2021
10:02 AM

Voucher Number

2232

WAIRE POP: Payment through a Check

SCAQMD Online Payment

Payment Details
Complete the information below and click "Continue."

Payment Method:

Card Information

Card Number

Re-enter Card Number

Expiration Date Month Year

Card Identification Code

Billing Information

*Name

*Address

*City

*State

*Zip

Phone

*Email

*Required fields.
Billing Information must match Account information.

[Terms of Payment](#) | [Terms of Use](#) | [Privacy & Security Policy](#)

[Browser Support](#)

- You may choose to pay by mailing a check to South Coast AQMD
- A voucher is needed when paying with a check
- To access the voucher, click “Cancel” when you reach this page

WAIRE POP: Access Payment Voucher



Step 3 of 3
WON Report Payment

Please note that payment needs to be received by South Coast AQMD or postmarked by the reporting due date or your electronic report submission will be incomplete and maybe late which could result in a violation of Rule 316.

[DOWNLOAD TEMPLATE](#)


Upload Complete
08/05/2021
3:15 PM


Payment Incomplete
Voucher Number : 2252
Please download the payment voucher below to complete your payment.

[DOWNLOAD PAYMENT VOUCHER](#)

[CLICK HERE TO MAKE THE PAYMENT ONLINE](#)

- Click “Download Payment Voucher” to generate a PDF of the payment voucher to send to South Coast AQMD for payment
- Mailing Address is included on the voucher

WAIRE POP: Submission History

The screenshot shows the 'South Coast AQMD WAIRE Program' interface. On the left is a dark sidebar with 'Dashboard' and 'Submission History' (selected). The main content area is titled 'WON Report Submission History'. It features a yellow box with 'South Coast AQMD Payment Requirements' and a list of three bullet points. Below this is a white box containing report details: Report ID: 3201, Submitted on 8/5/2021 3:05:34 PM, Number of Warehouses Subject to the Fee: 1, Amount Due: \$29.51, Voucher ID: 2252, and Payment Status: PAID. A green button labeled 'SEND REPORT SUBMISSION COMPLETION EMAIL' is at the bottom.

South Coast AQMD WAIRE Program

Dashboard

Submission History

WON Report Submission History

South Coast AQMD Payment Requirements

- Please note that payment needs to be received by South Coast AQMD or postmarked by the reporting due date or your electronic report submission will be incomplete and maybe late which could result in a violation of Rule 316.
- If you have already mailed in a check, it may take several business days before it is posted
- If you have made the payment online, it may take up to 24 hours for your report payment status to be updated

Report ID: **3201** • Submitted on 8/5/2021 3:05:34 PM

Number of Warehouses Subject to the Fee: 1

Amount Due: \$29.51

Voucher ID: 2252

Payment Status: **PAID**

[SEND REPORT SUBMISSION COMPLETION EMAIL](#)

- Click “Submission History” to see all WON Reports submitted in your account

QUESTIONS?



waire-program@aqmd.gov



(909) 396-3140



www.aqmd.gov/waire



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

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