

RULE 2305 – WAREHOUSE INDIRECT SOURCE RULE

WAIRE Program Online Portal (WAIRE POP) for Submitting Initial Site Information Report (ISIR)

WAIRE Compliance Training Video 9
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 6/7/2022

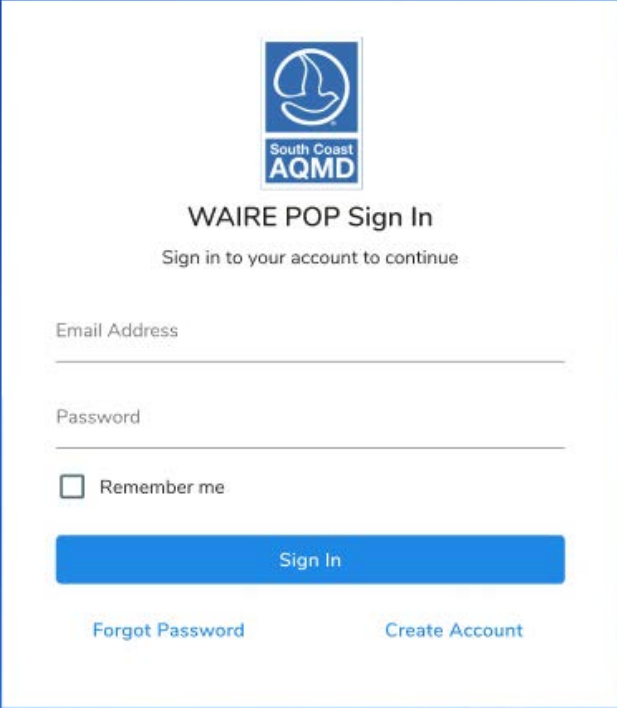



What is the WAIRE POP?

- 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




South Coast
AQMD

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

Email Address

Password

Remember me

Sign In

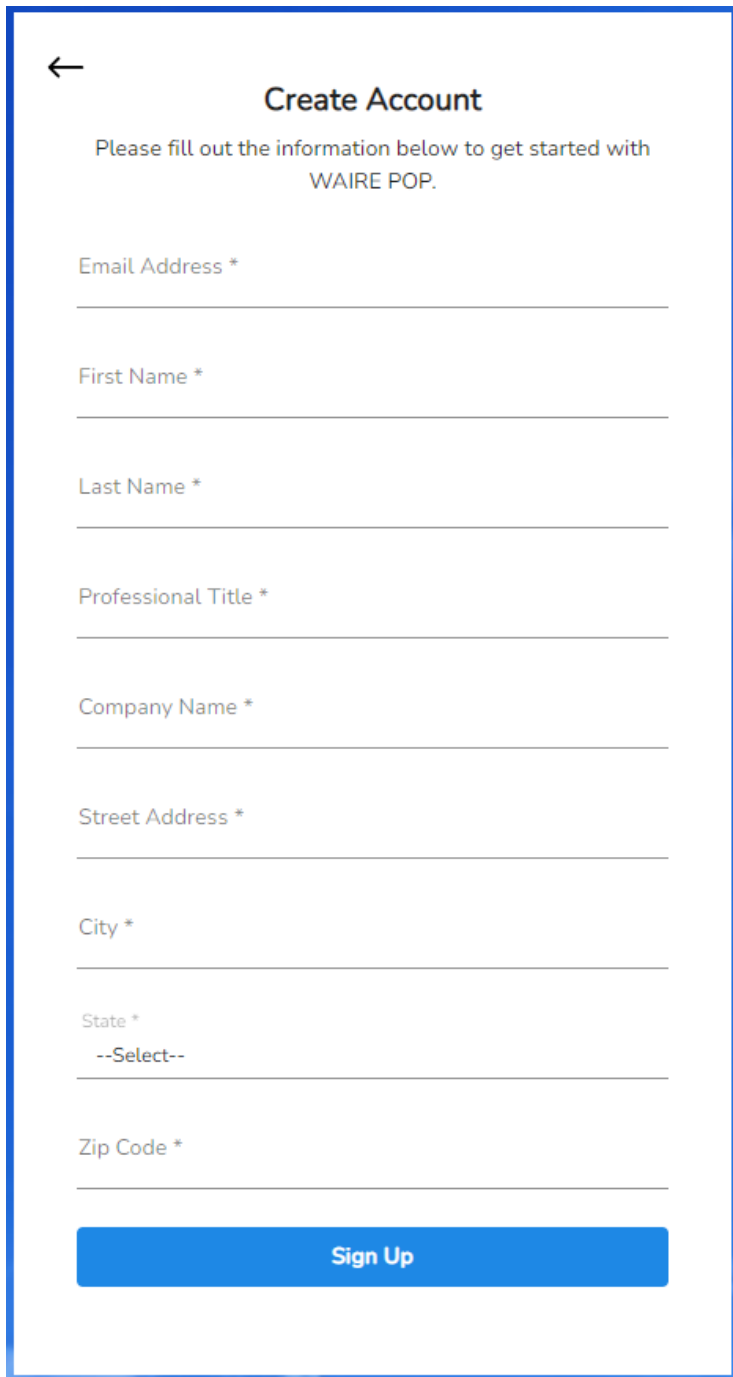
[Forgot Password](#) [Create Account](#)

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



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



The screenshot shows a 'Create Account' form with a blue border. At the top left is a back arrow. The title 'Create Account' is centered. Below it is the instruction: 'Please fill out the information below to get started with WAIRE POP.' The form contains the following fields, each with a horizontal line for input: 'Email Address *', 'First Name *', 'Last Name *', 'Professional Title *', 'Company Name *', 'Street Address *', 'City *', 'State *' (with a dropdown menu showing '--Select--'), and 'Zip Code *'. At the bottom is a blue button labeled 'Sign Up'.



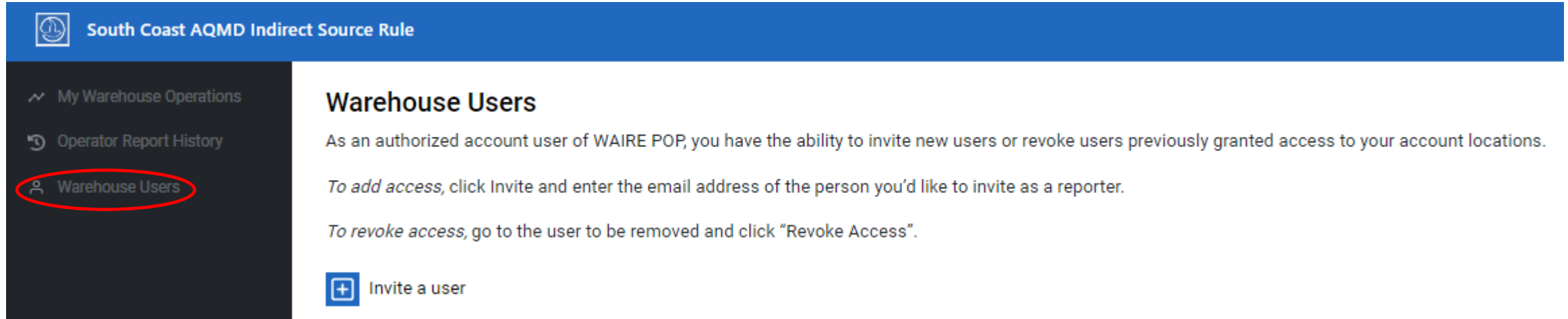
Select a Warehouse to File an ISIR

The screenshot shows the 'My Warehouse Operations' section of the South Coast AQMD Indirect Source Rule web application. The page title is 'South Coast AQMD Indirect Source Rule'. The left sidebar contains navigation links: 'My Warehouse Operations', 'Operator Report History', and 'Warehouse Users'. The main content area is titled 'My Warehouse Operations' and includes a descriptive paragraph: 'The facilities listed are linked to your WAIRE POP account and allow the initiation/completion of the Annual WAIRE Report (AWR). WAIRE Points balances are shown to inform decisions on the WAIRE Points needed to meet the compliance year WAIRE Points Compliance Obligation (WPCO)'. Below this is a '+ Add a New Warehouse Operation' button. To the right, there are controls for 'Show 10 entries' and a search box labeled 'Search: Search/Filter'. A table with the following columns is displayed: 'Warehouse Location Name', 'Facility ID', 'Company Name', 'Address', 'ISIR Filing', 'AWR Filing', and 'Point Balance'. The table is currently empty, with the text 'No data available in table' centered below the header. At the bottom left, it says 'Showing 0 to 0 of 0 entries', and at the bottom right, there are 'Previous' and 'Next' navigation buttons.

- 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



The screenshot shows a web interface for "South Coast AQMD Indirect Source Rule". On the left is a dark sidebar with three menu items: "My Warehouse Operations", "Operator Report History", and "Warehouse Users". The "Warehouse Users" item is circled in red. The main content area has a title "Warehouse Users" and a sub-header "Warehouse Users". Below the title is a paragraph: "As an authorized account user of WAIRE POP, you have the ability to invite new users or revoke users previously granted access to your account locations." This is followed by two instructions: "To add access, click Invite and enter the email address of the person you'd like to invite as a reporter." and "To revoke access, go to the user to be removed and click 'Revoke Access'". At the bottom of the main content area is a blue button with a white plus sign and the text "Invite a 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 (AWR). 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

Show 10 entries Search:

Warehouse Location Name	Facility ID	Company Name	Address	ISIR Filing	AWR Filing	Point Balance	
Warehouse #1	192910	AQMD	123456 Main Street, Suite 100, West Hollywood CA	START	START	0	⋮

Showing 1 to 1 of 1 entries

Previous 1 Next




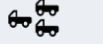
- Start the ISIR by clicking “START” under “ISIR Filing” for each warehouse location




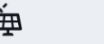
Warehouse Review and Site Information

Please add information about your Warehouse Operation:

 Truck Fleet Information

 Yard Truck Fleet Information

 EVSE/H2 Fueling Station Information

 Alt. Energy Generation & Storage Equipment

I do not have any equipment from this category

Total # of Trucks Owned or Leased by the Operator:

You have entered details for 0 of 0 trucks.

Choose Truck Class: Class 8 Class 2b-7

Fuel Type:

of Trucks Owned:

of Trucks Leased:

Total VMT for this Truck Type:

Typical Dwell Time at the Facility (minutes/day): min/day

ADD TO REPORT

BACK **SAVE AND RETURN TO WAREHOUSE LIST** **NEXT: WAIRE POINTS**

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



Estimated WAIRE Points Compliance Obligation (WPCO)

Calculate your Estimated/Projected Waire Points Compliance Obligation

Enter the number of truck trips in each class for the previous 12 Months:

Class 8:	<input type="text" value="0"/>	Class 2b-7:	<input type="text" value="0"/>
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Enter the estimated number of truck trips in each class that are anticipated to be reported in the upcoming Annual WAIRE Report for compliance period (2022):

Class 8:	<input type="text" value="0"/>	Class 2b-7:	<input type="text" value="0"/>	WATT Calculation:	0.0	?	WPCO Value:	0.0	?
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- 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





WAIRE Points: WAIRE Menu items


Select and Add WAIRE Menu Items That You Expect To Accomplish During Compliance Period (2022)

The WAIRE Calculator provides the potential Points that the warehouse operator may earn based on the potential actions completed by the warehouse operator. WAIRE Points are used to satisfy the estimated WPCO. Upon selecting each potential item, the user must input additional data to properly identify the appropriate level of implementation for each WAIRE Menu item. The WAIRE Points for each item will be reflected on the WAIRE Report Estimator after clicking "ADD TO REPORT"


Truck Trips/Visits and Acquisitions


ZE Charging/Fuel Use and Installation


Solar/Filters


Custom Plan

Action Type: Visits Acquisition Utilization

Equipment Type: ZE NZE

Equipment Class:

Fuel Type:

Number of Visits:

ADD TO REPORT

BACK **SAVE AND RETURN TO WAREHOUSE LIST** **NEXT: REVIEW & SUBMIT**

Site Information Report Builder

Anticipated WPCO	0.0
> Potential Earned Points	0
Apply Banked WAIRE Points	<input type="text" value="0"/>
Receive Transfers	<input type="text" value="0"/>
Points Subtotal	0.0
WAIRE Mitigation Points Purchase	<input type="text"/>

Your proposed actions would satisfy the estimated WPCO.

- 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



Truck Trips/Visits and Acquisitions



ZE Charging/Fuel Installation and/or Use



Solar/Filters



Custom Plan

Action Type: Visits Acquisition Utilization

Equipment Type: **ZE**

Equipment Class: **Yard Truck**

Annual Hour of Operation:

ADD TO REPORT

Site Information Report Builder

Anticipated WPCO ⓘ	-37.1
∨ Potential Earned Points	29.1
- ZE Hostler Usage	29.1
Apply Banked WAIRE Points ⓘ	<input type="text" value="0"/>
Receive Transfers ⓘ	<input type="text" value="0"/>
Points Subtotal	-8.0
WAIRE Mitigation Points Purchase ⓘ	<input type="text"/>

Your proposed actions would not satisfy the estimated WPCO



WAIRE Points Example: Yard Truck Acquisition



Truck Trips/Visits and Acquisitions



ZE Charging/Fuel Installation and/or Use



Solar/Filters



Custom Plan

Action Type: Visits Acquisition Utilization

Equipment Type: ZE NZE

Acquisition Type: Purchases Lease/Rent

Equipment Class: Yard Truck ▼

Fuel Type: Battery Electric ▼

Number of Vehicles Purchased: 1

ADD TO REPORT

Site Information Report Builder

Anticipated WPCO ⓘ **-37.1**

▼ Potential Earned Points **206.1**
⊖ [ZE Hostler Usage](#) 29.1
⊖ [ZE Hostler Acquisitions](#) 177.0

Apply Banked WAIRE Points ⓘ ▲▼

Receive Transfers ⓘ ▲▼

Points Subtotal **169.0**

WAIRE Mitigation Points Purchase ⓘ ▲▼

Your proposed actions would satisfy the estimated WPCO.



Review and File Report

1 Warehouse Review

2 Site Information

3 WAIRE Points

4 Review

5 Payment

Review your Initial Site Information Report


Upon demonstrating that a sufficient number of potential WAIRE Points have been earned to meet or surpass the estimated WPCO, the WAIRE POP user is taken to the ISIR Report Review. The WAIRE POP user can then verify the Annual Truck Trips, potential WAIRE 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

Class 8:	10,000.0
Class 2b-7:	20,000.0

> Site Information Items

Anticipated WPCO  **-37.1**

> Potential Earned Points **206.1**

Apply Banked WAIRE Points

Receive Transfers

Points Subtotal **169.0**

WAIRE Mitigation Points Purchase

Your proposed actions would satisfy the estimated WPCO.

Estimated Payment Summary

	Count	Rate	Item Cost
Initial Site Information Report Filing Fee			\$140.68
Estimated Total			\$140.68

Review Generated Report and Accept Its Accuracy

[D20220524-T195638-ReportID\[127\]-AWR Report -FacilityID\[192910\]ReportingYear\[2022\].pdf](#)

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 WAIRE Program Online Portal.

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

* Required

BACK

SAVE AND RETURN TO WAREHOUSE LIST

FILE REPORT AND PAY



Payment

South Coast AQMD Indirect Source Rule

My Warehouse Operations / Initial Site Information Report Filing

1 Warehouse Review — 2 WAIRE Menu — 3 Banked Points Review — 4 Review Filing — 5 **Payment**

Invoice Number:	Facility Number:	Amount Due:
12345	6789	\$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?



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www.aqmd.gov/waire



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

