SLO COUNTY apcd

Air Pollution Control District
San Luis Obispo County

Laserfiche Forms

Dora Drexler, Engineering and Compliance Manager

BACKGROUND

- 2018 SLO APCD was looking for a solution to manage documents and move to an electronic file storage format

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BACKGROUND

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Document management

- Repository for historic documents (scanned)
- Consistent filing of documents
- Easy access to data/records-searches

- **Accessibility of documents**
  - Desktop, web or mobile devices
  - Cloud and on-premise hosting

- **Available add-ons**
  - Process Automation
  - Workflows
  - Forward facing forms
  - More….

BACKGROUND

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- **Available add-ons**
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  - Workflows
  - Forward facing forms
  - More….

Each Division identified a LF “super user” who attended LF training and worked with Division staff to identify priorities and begin the process of incorporating Forms and Workflows into tasks and activities

BACKGROUND

All divisions within the APCD utilize the Forms process:

- Admin/Fiscal Services
- Engineering & Compliance
- Planning, Monitoring and Grants

Currently most Forms associated with Engineering & Compliance

- Defined processes
- Accuracy in identifying data required
- Multiple approval /checks
- Workload tracking

INCOMING DOCUMENTS WORKFLOW

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BACKGROUND

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It was important to develop a basic foundation of information to identify records

- **Site ID** is associated with all documents and processes in Engineering and Compliance

- Other metadata identified depending on the type of document being processed/created. Metadata information can be managed to optimize searches, etc.

INCOMING DOCUMENTS WORKFLOW

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LASERFICHE FORMS

Sites - Laserfiche

File Edit View Tasks Tools Window Help

Location: SLOAPCDlocalrepo\Engineering & Compliance\Sites

Folders

- Laserfiche Repositories
  - SLOAPCDlocalrepo
    - Admin
    - Board
    - Engineering & Compliance
      - Asbestos
      - Burn Program
      - Complaint
      - Grants
      - Incoming Emissions Inventory
      - Industry Resources
      - Rules
      - Sites
    - Facility
    - Legal
    - Major Projects
    - Monitoring
    - OISIT
    - Other Agency Coordination
    - Outreach
    - Planning
    - Policies & Procedures
      - Admin
      - COVID-19
      - DCNPP
      - Engineering & Compliance
        - Abrasive Blasting

Name	Page Count	Creation Date	Last Modified	Template Name
Incoming Docs		11/28/2018 9:00 AM	6/16/2022 3:45 PM	Site Folder
7208		6/14/2022 1:35 PM	6/14/2022 1:35 PM	Site Folder
7207		6/13/2022 10:42 AM	6/13/2022 10:50 AM	Site Folder
7195		5/18/2022 3:02 PM	5/18/2022 3:02 PM	Site Folder
7194		5/10/2022 8:38 AM	5/10/2022 8:38 AM	Site Folder
7192		5/6/2022 10:29 AM	6/9/2022 10:43 AM	Site Folder
7188		4/26/2022 3:27 PM	6/9/2022 1:01 PM	Site Folder
7187		4/26/2022 3:11 PM	6/2/2022 5:04 PM	Site Folder
7186		4/26/2022 2:54 PM	5/20/2022 1:58 PM	Site Folder
7185		4/26/2022 2:36 PM	6/9/2022 8:30 PM	Site Folder
7184		4/26/2022 2:09 PM	4/26/2022 2:10 PM	Site Folder
7181		4/13/2022 1:54 PM	4/13/2022 1:54 PM	Site Folder
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7178		4/12/2022 12:41 PM	4/12/2022 12:41 PM	Site Folder
7177		4/18/2022 12:49 PM	5/12/2022 9:26 AM	Site Folder
7176		4/7/2022 4:31 PM	4/7/2022 4:31 PM	Site Folder
7174		4/6/2022 5:20 PM	4/8/2022 8:24 AM	Site Folder
7172		3/31/2022 2:43 PM	5/24/2022 4:02 PM	Site Folder
7171		3/31/2022 2:41 PM	5/11/2022 4:28 PM	Site Folder
7166		3/21/2022 4:07 PM	3/21/2022 4:10 PM	Site Folder
7165		3/21/2022 4:29 PM	3/21/2022 4:33 PM	Site Folder
7163		3/21/2022 4:43 PM	3/21/2022 4:47 PM	Site Folder
7161		3/11/2022 4:10 PM	4/1/2022 1:40 PM	Site Folder
7160		3/3/2022 9:09 AM	3/3/2022 9:09 AM	Site Folder
7159		3/1/2022 2:25 PM	3/2/2022 9:55 AM	Site Folder
7158		2/28/2022 3:20 PM	4/9/2022 9:44 AM	Site Folder
7157		2/28/2022 3:02 PM	5/3/2022 2:08 PM	Site Folder
7156		2/28/2022 1:48 PM	2/28/2022 1:48 PM	Site Folder
7155		2/28/2022 11:07 AM	4/8/2022 4:40 PM	Site Folder

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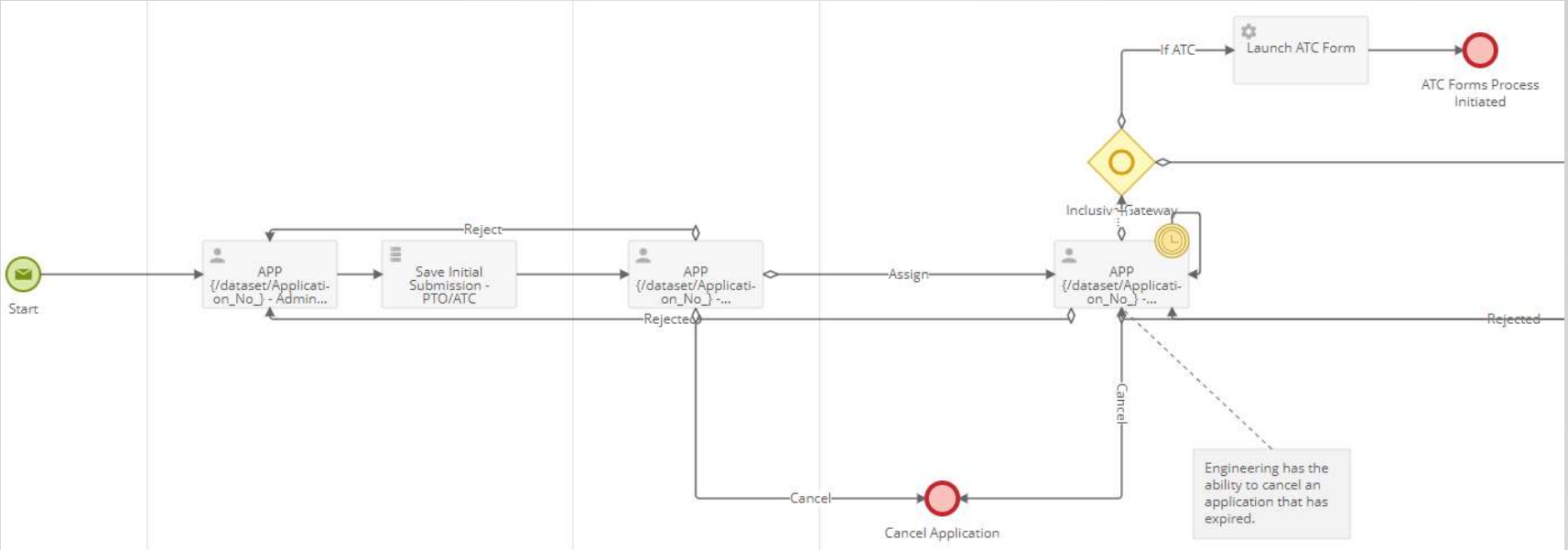
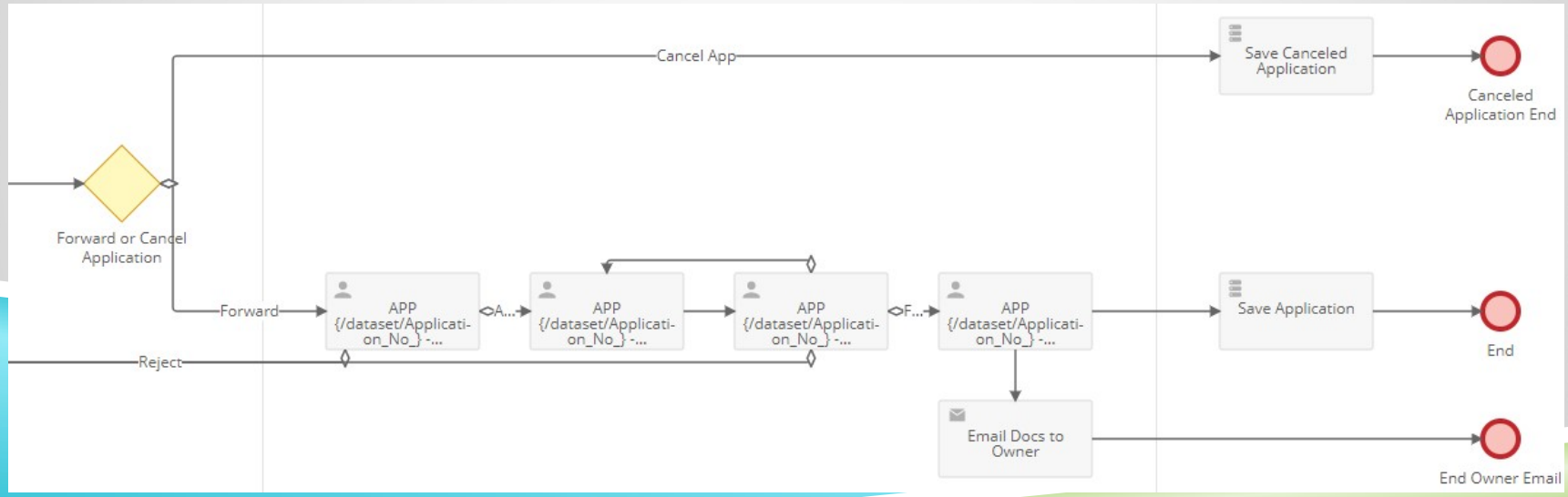
LASERFICHE FORMS

Permit Application Process





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SLO COUNTY apcd | Air Pollution Control District
San Luis Obispo County

Authority to Construct / Permit Application

$220 filing fee **Process form(s) must be attached** **Signature on Application**

Applications are evaluated on a cost recovery basis - the filing fee will be applied as a credit to the final amount

To pay by credit card, please contact us at (805) 781-5912

Application Information

Existing Permit #

Reason for Application *

Reason for Application:

- [ ] Build / Install New Equipment
- [ ] Modify Authority to Construct
- [ ] Permit Exemption
- [ ] Permit to Operate Existing Unit
- [ ] Modify Permit or Condition
- [ ] Relocation of Equipment
- [ ] Emission Reduction Credits
- [ ] Conditions

Process Type *

Process Type: (Complete and attach the process specific form for each device included in this application. Process Forms can be downloaded from our website at: https://www.slocleanair.org/library/download-forms.php)

- [ ] Abrasive Blasting
- [ ] Mineral Processing
- [ ] Degreasing Operations
- [ ] Dry Cleaning
- [ ] Fuel Combustion & Engines
- [ ] Gasoline Dispensing
- [ ] Winery
- [ ] Organic Liquid Storage
- [ ] Surface Coating
- [ ] General (Describe below)

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Facility Information

Facility Name *

Facility Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Contact Information

Owner/Operator: *

Contact Person *

Work *

Company Name *

Fax # *

Cell Phone # *

Email

Mailing Address Same as Company Address?

Yes No

Mailing Address *

Street Address

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LASERFICHE FORMS

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Other Contacts

Facility Operations *

- Same as Owner
- Other

Inspections *

- Same as Owner
- Other

Billing *

- Same as Owner
- Other

Emissions Inventory *

- Same as Owner
- Other

Description of Project and Process, or Explanation of Permit Modifications

Attach additional pages if needed

Description of Project

Additional Questions

Direction and Straight Line Distance to nearest K-12 School:

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School Name

Straight Line Distance to Nearest Residence

Straight Line Distance to the Nearest Offsite Workplace

Do you claim that any data submitted with this application is a trade secret?*

Yes No

Is this permit application a result of a district enforcement action?*

Yes No

Is this permit project subject to California Environmental Quality Act review?*

Yes No

Is the project approved by a city/county/ other planning agency?*

Yes No

Are you subject to the California's Air Toxic Hot Spot Program?*

Yes No

Are you subject to a federal Part 70 Permit? If so attach appropriate Title V Forms.*

Yes No

Are toxic air contaminants emitted? If so, include an emission estimate in terms of maximum and average pounds per hour and annual total. Also, include a screening or formal risk assessment (The District will perform a screening assessment upon request.)*

Yes No

Additional Documents

File Upload

Applicants may submit additional supplemental information by uploading files onto this form

Upload

OIS Entry

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Application No.*

Site ID*

Received Date

Comments

Engineering Evaluation

Permit or Authority to Construct*

Permit ATC

Engineering Evaluation Filepath

Insert H:drive Word doc filepath

Engineering Evaluation Completion Date*

Peer Review Signature*

Sign

Images

Upload

Supplemental Information

Upload

Approved by:*

Sign

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Special Instructions to Manager

Engineering Manager Final Approval

Engineering Evaluation Final

Upload document if approved.

Upload

Final Approval by Engineering Manager: *

Sign

Special Processing Instructions

Admin Formatting

File Upload *

PTO/ATC - Ready to Sign

Upload

APCO Signature

E-Signature on PTO/ATC Document & Cover Letter

PTO/ATC & Cover Letter Signed *

- [x] Signed
- [ ] Rejected

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LASERFICHE FORMS

Special Instructions to Manager

Engineering Manager Final Approval

Engineering Evaluation Final

Upload document if approved.

Upload

Final Approval by Engineering Manager: *

Sign

Special Processing Instructions

Admin Formatting

File Upload *

PTO/ATC - Ready to Sign

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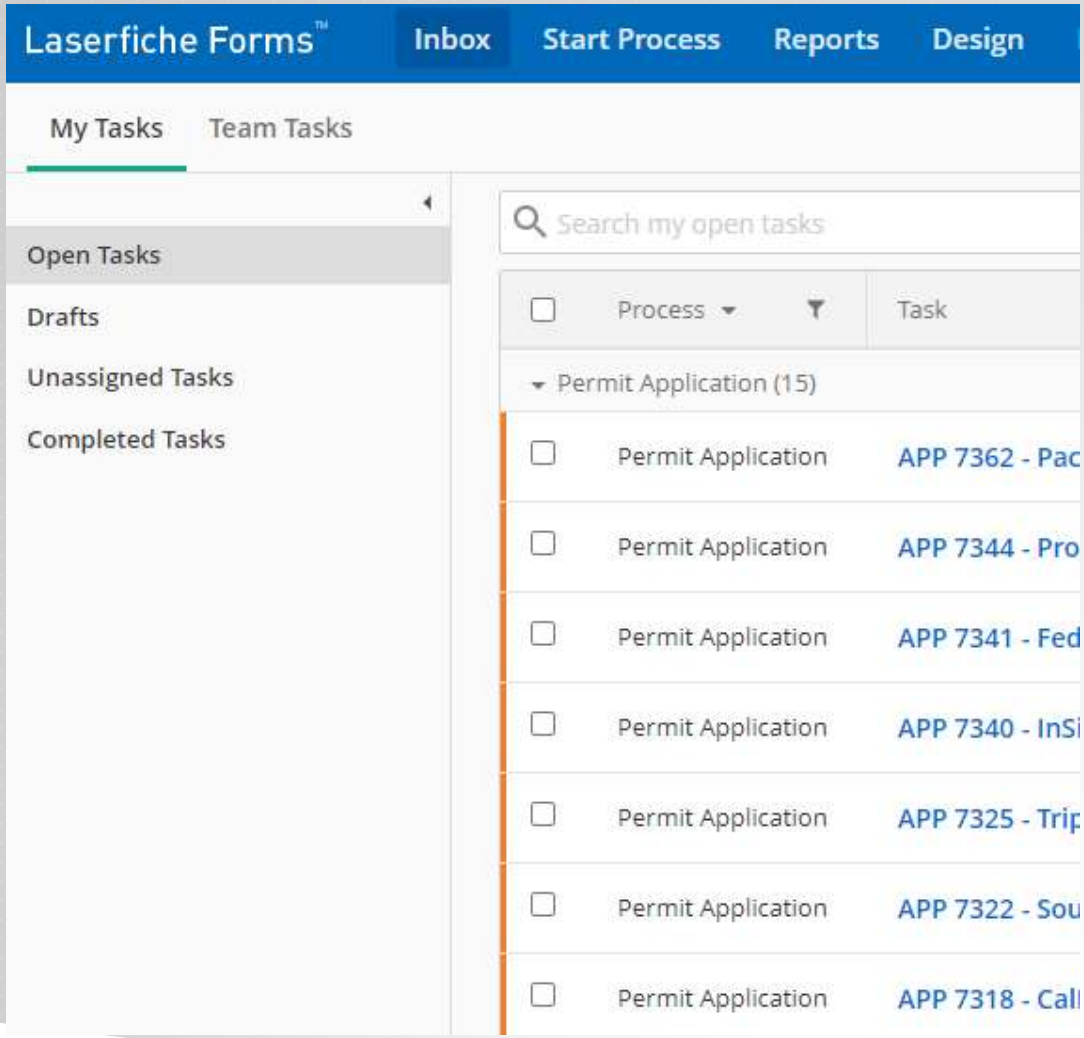

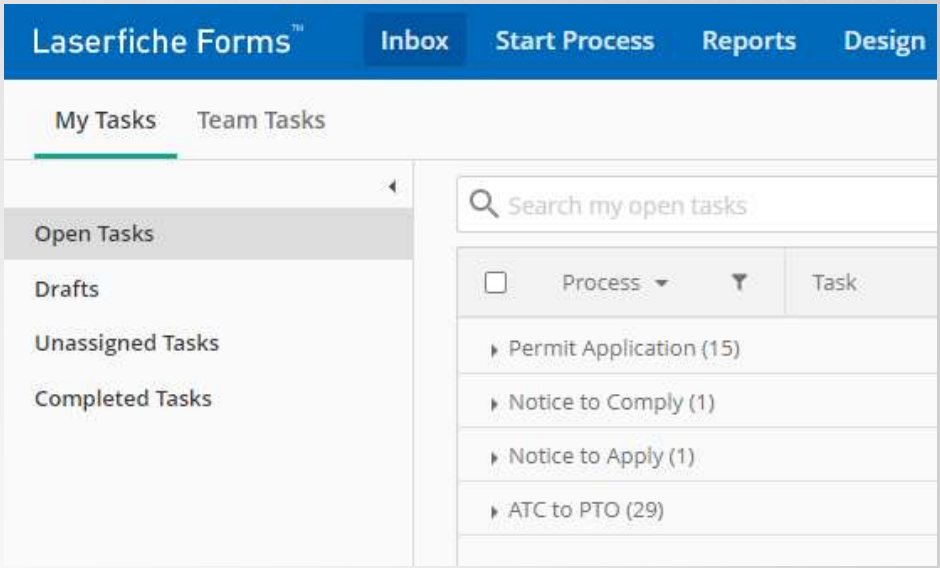

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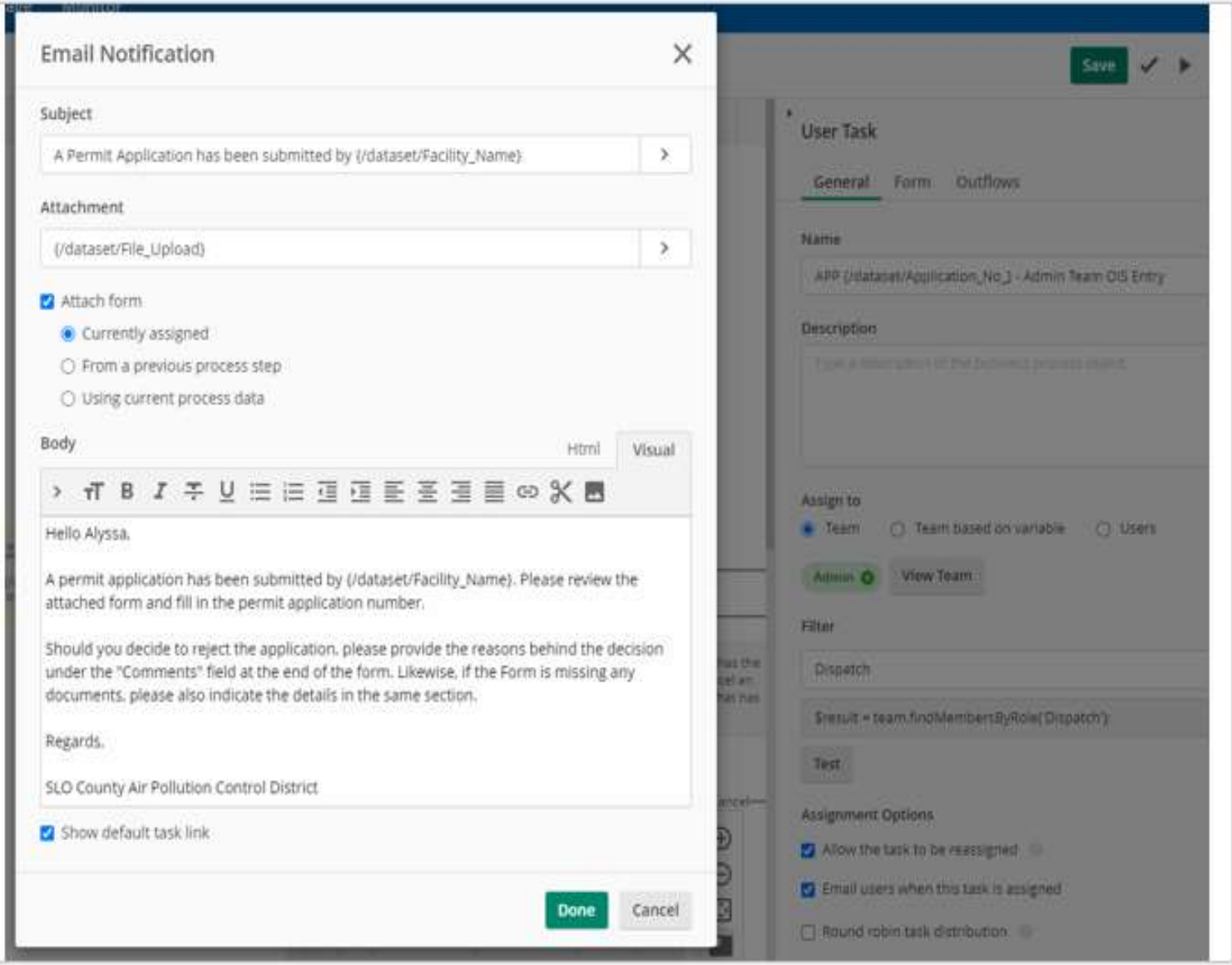
Behind the scenes:
Email setup for
Permit App process



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Email received by engineer assigned

New Permit Application - Pacific Petroleum California

Reply | Reply All | Forward

A APCD_slocleanair
To Sarah E. Wade

Tue 6/14/2022 11:33 AM

This message was sent with High importance.

Form.pdf 413 KB

APP 7362 RCVD 6-10-22.pdf 2 MB

Start your reply all with: Approved. | Done! | Will do, thank you. | Feedback

Hello Engineering Team,

A new permit application has been submitted by Pacific Petroleum California, Inc.. Please check the application and assign an air pollution engineer for review. Once you have designated an engineer, please click on the "Forward" button.

Regards,

SLO County Air Pollution Control District

Click here to open this task in Forms.

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QUESTIONS?

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