

# RULE 2305 – WAREHOUSE INDIRECT SOURCE RULE WAREHOUSE OPERATIONS NOTIFICATION (WON) SPREADSHEET TEMPLATE

WAIRE Compliance Training Video 5  
South Coast Air Quality Management District

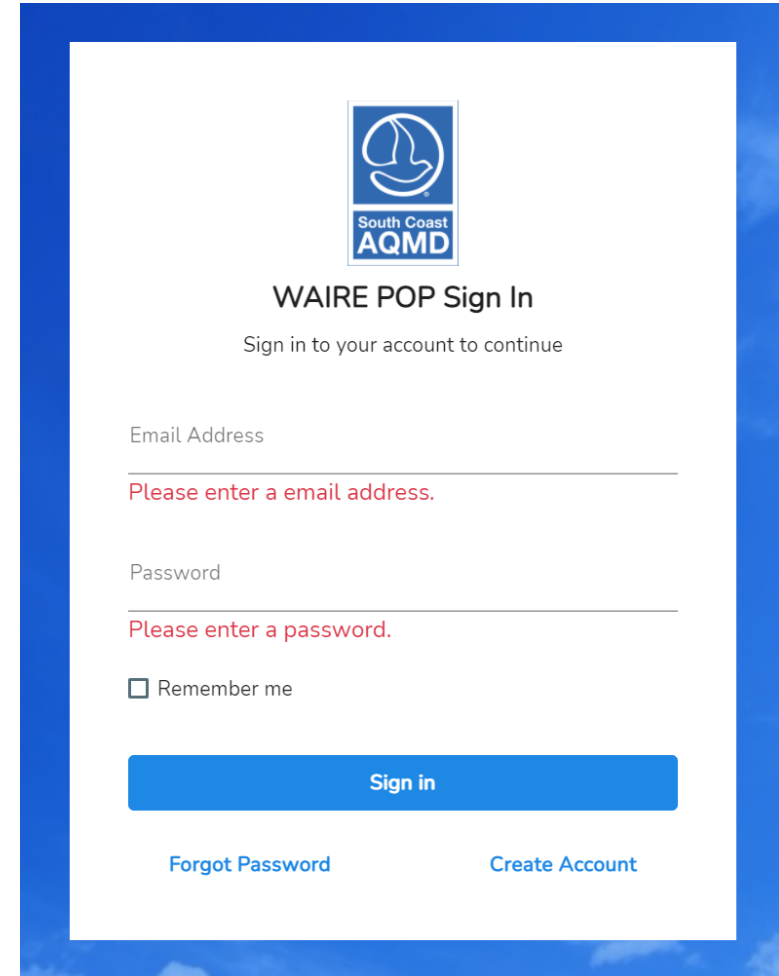



\*The training videos are meant to provide warehouse operators and owners with further guidance on complying with [Rule 2305](#) and [Rule 316](#). In any instance where an interpretation of requirements in this training video conflicts with the rules, the rule language takes precedence.

*Updated 8/6/2021*

# WON SPREADSHEET TEMPLATE

- All owners of warehouses  $\geq 100,000$  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





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

Email Address  
*Please enter a email address.*

Password  
*Please enter a password.*

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# SECTION I: GENERAL INFORMATION

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

## Section 1: General Information (Ver. 1.0)

Total number of warehouse buildings included in this spreadsheet (One building is considered one warehouse) (This is a single field)	Reason for submitting this form (please identify for each warehouse building): (1) Initial submission (2) Change of ownership/lessee(s)/sub-lessee(s)/contact info (3) Change of total warehouse space that may be used for warehousing activities; (4) Request of South Coast AQMD; (5) Other (Please explain under Section 8)
2	1
	1
	1

- 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.

## Section 2: Warehouse Building

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

- One row per applicable warehouse building lessee
- Provide complete address
- Provide the total square footage

# SECTION 3: WAREHOUSE FACILITY OWNER

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

Section 3: Warehouse 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	Is the Owner also an Operator in this warehouse? (Yes/No)	Number of square feet operated by owner (if applicable)	Number of square feet that may be used for warehousing activity operated by owner (if applicable)
(Warehouse 1) John Doe Family Trust; XYZ, Inc; Jane Doe	Diane	Doe	100			Sample	St		Diamond Bar	CA	91765	909-396-2000	<a href="mailto:WAIRE_sample@aqmd.gov">WAIRE_sample@aqmd.gov</a>	Yes	80,000	75,000
(Warehouse 1) John Doe Family Trust; XYZ, Inc; Jane Doe	Diane	Doe	100			Sample	St		Diamond Bar	CA	91765	909-396-2000	<a href="mailto:WAIRE_sample@aqmd.gov">WAIRE_sample@aqmd.gov</a>	Yes	80,000	75,000
(Warehouse 2) John Doe Family Trust; XYZ, Inc; Jane Doe	Diane	Doe	12	½		Sample	St		Diamond Bar	CA	91765	909-396-2000	<a href="mailto:WAIRE_sample@aqmd.gov">WAIRE_sample@aqmd.gov</a>	No		

- 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)

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

- Not a common scenario
- Requires similar fields as the warehouse facility owner

# SECTION 5: WAREHOUSE LESSEE

(EACH ENTITY SHOULD BE ENTERED IN SEPARATE ROWS)

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

Section 5: Warehouse Lessee (each lessee should be entered in a separate row)

	Number of all lessee(s) in this warehouse (Include unleased vacant space in the count; for unleased vacant space, fill in Column AV only)	Square footage leased (if greater than or equal to 50,000 sq ft). If all lessees operate below 50,000 sq ft, move to Section 7. For unleased vacant space, list the square footage that is vacant	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	Address number	Number suffix	Street direction	Street name	Street suffix	Building /Unit/ Suite Number	City	State	Zip code	Phone number	Email
(Warehouse 1)	2	150,000	135,000	Clean Air Logistics	1/1/2010	12/31/2030	Richard	Public	21865			Copley	Dr		Diamond Bar	CA	91765	909-396-2001	<a href="mailto:Sample1@aqmd.gov">Sample1@aqmd.gov</a>
(Warehouse 1)	2	70,000	60,000	Blue Sky Home Creations	1/1/2020	12/31/2025	Pamela	Public	21865			Copley	Dr		Diamond Bar	CA	91765	909-396-2002	<a href="mailto:Sample2@aqmd.gov">Sample2@aqmd.gov</a>
(Warehouse 2)	1	100,000	95,000	Clean Air Logistics	1/1/2010	12/31/2030	Richard	Public	21865			Copley	Dr		Diamond Bar	CA	91765	909-396-2001	<a href="mailto:Sample3@aqmd.gov">Sample3@aqmd.gov</a>

- 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

# SECTION 6: SUB-LESSEE

(EACH ENTITY SHOULD BE ENTERED IN SEPARATE ROWS)

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

## Section 6: Sub-Lessee (each sub-lessee should be entered in a separate row)

	<i>Number of sub-lessee(s) in this warehouse</i>	<i>Square footage leased (if greater than or equal to 50,000 sq ft)</i>	<i>Square footage that may be used for warehousing activities (to the extent known)</i>	<i>Legal name of sub-lessee(s) (As included in the lease contract)</i>	<i>Sub-lease start date (MM/DD/YYYY)</i>	<i>Sub-lease end date (MM/DD/YYYY)</i>	<i>First name of contact person</i>	<i>Last name of contact person</i>	<i>Mailing address number</i>	<i>Number suffix</i>	<i>Street direction</i>	<i>Street name</i>	<i>Street suffix</i>	<i>Building /Unit/ Suite Number</i>	<i>City</i>	<i>State</i>	<i>Zip code</i>	<i>Phone number</i>	<i>Email</i>
<i>(Warehouse 1)</i>	0																		
<i>(Warehouse 1)</i>	0																		
<i>(Warehouse 2)</i>	0																		

- 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



# 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.

## Section 7: Immediate Prior Lessee (Only records from May 7, 2021 or later are required)

<i>Number of immediate prior lessee(s) in Warehouse Building (excluding the owner)</i>	<i>Square footage leased (if greater than or equal to 50,000 sq ft)</i>	<i>Square footage that may be used for warehousing activities (to the extent known)</i>	<i>Legal name of lessee (As included in the lease contract)</i>	<i>Lease start date (MM/DD/YYYY)</i>	<i>Lease end date (MM/DD/YYYY)</i>	<i>First name of contact person</i>	<i>Last name of contact person</i>	<i>Mailing address number</i>	<i>Number suffix</i>	<i>Street direction</i>	<i>Street name</i>	<i>Street suffix</i>	<i>Building /Unit/ Suite Number</i>	<i>City</i>	<i>State</i>	<i>Zip code</i>	<i>Phone number</i>	<i>Email</i>	
<i>(Warehouse 1)</i>																			
<i>(Warehouse 1)</i>																			
<i>(Warehouse 2)</i>																			

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

# SECTION 8: MISCELLANEOUS

This is a draft template.

## Section 8: Miscellaneous

	Indicate if information in this row is considered business confidential (Yes/No). If yes, list the column(s) that is considered business confidential separated by	Do you confirm that all of the lessees in this building operate less than 50,000 sq ft? (Yes/Not Applicable)	Comments/Notes
(Warehouse 1)	No	NA	None
(Warehouse 1)	No	NA	None
(Warehouse 2)	No	NA	None

- Indicate the Presence of Business Confidential Information
  - If data requested through public records act, staff will follow Board-approved procedures  
<http://www.aqmd.gov/docs/default-source/default-document-library/Guidelines/praguidelines.pdf>
- 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

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

- 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



Step 2 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

UPLOADED FILE

VJ\_Test3\_AQMD\_ISR\_WON\_template\_V1.xlsx



Upload Confirmed

08/06/2021  
3:40 PM

PROCEED TO SUBMIT WON REPORT AND PAY

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](http://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](mailto:waire-program@aqmd.gov)



(909) 396-3140



[www.aqmd.gov/waire](http://www.aqmd.gov/waire)



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