LAWA
LOS ANGELES WORLD AIRPORTS

Ground Support Equipment and Vehicle Reporting Form and Portal User Guide

> **Please use Edge, Chrome, or Firefox as site may not load properly on Internet Explorer.**
>
> GSE and Vehicle Reporting Portal URL:
> https://www.appsheet.com/start/d1221be8-2a5c-4787-bac4-5b0f5f24df0e
> or https://bit.ly/3geN9Z0
> GSE and Vehicle Reporting Form (EIL and VIL Reporting Form): https://www.lawa.org/lawa-environment/lax/lax-gse-emissions-reduction-program

GSE POLICY OVERVIEW

LAWA's GSE Emissions Reduction Policy requires each GSE Operator to meet the average composite emissions factors to achieve the 2023 and 2031 LAX GSE Emissions Goals.

- By December 31, 2022, GSE Operators emission factor is equal to or less than 1.8 g/hp-h of HC plus NOx
- By December 31, 2030, GSE Operators emission factor is equal to or less than 1.0 g/hp-h of HC plus NOx
- Upon achieving the 2023 and 2031 LAX GSE Fleet Operator Emissions Targets, each GSE Operator shall be required to ensure its fleet average does not thereafter exceed the targets.

Each GSE Operator is required to submit annual reports **online** to LAWA documenting the composition of its GSE Fleet at LAX, validating its composite emissions factor, and attesting to the accuracy of the information provided. **Use the portal for online reporting.**

- The Online Annual Report shall be due on or before January 22nd of each year for the prior year, reporting for the fleet as it was on December 31st of the previous year (e.g., December 31, 2021 for reporting year 2021)
- GSE Operators are also required to submit a report within 30 days of equipment/vehicle updates.

Information documenting the composition of its GSE Fleet at LAX and validating its composite emissions factor will be provided through submittal of the completed EIL and VIL Reporting Form. Submittal of the Excel file shall occur by uploading to the LAX GSE and Vehicle Portal. Instructions are found in this document. Any questions can be directed to Amylou Canonizado: GSEreporting@lawa.org, Phone: (424) 646-6483.

USING THE PORTAL

1. Request access to portal by sending email to GSEreporting@lawa.org.
    The first time you visit the GSE & Vehicle Portal you will need to Sign In. You should have received an email from LAWA that confirms the Email used to set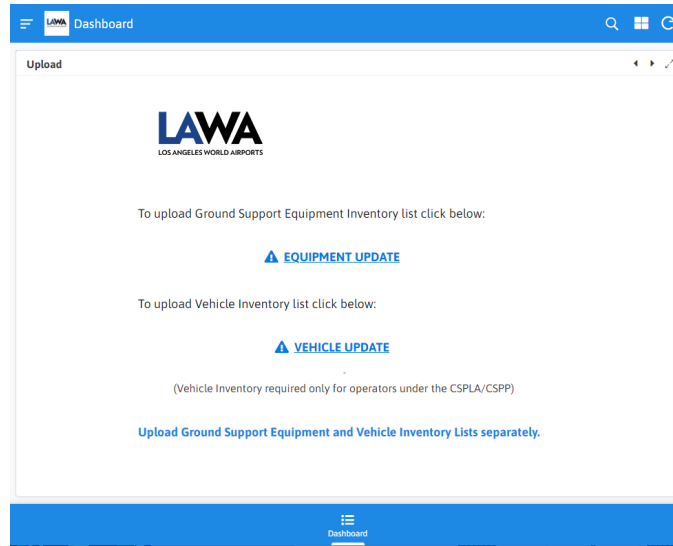 up your company's Portal account, as well as the designated 4-digit Passcode. If you have questions about your Email or Passcode, please contact GSEReporting@lawa.org or the Program Administrator, Amylou Canonizado, at 424-646-6483.

2. Login to LAX GSE and Vehicle Portal (https://bit.ly/3geN9Z0)

3. Following the Sign In page you will reach the Upload options page:

4. From here **you will need to upload your EIL and VIL report <u>twice</u>** – once each for the EQUIPMENT UPDATE and VEHICLE UPDATE links.

5. Click EQUIPMENT UPDATE link.

6. On the Equipment Update Form, verify Contact Email, LAX Company Code, and DBA are correct. (**DBA and LAX Company Code *must* match what you provide in columns C and A of your upload, respectively.** See **Appendix A** for more detail.)

   Fields marked "*" are required. "Note" field is optional.

7. "Does your company have any GSEs?":

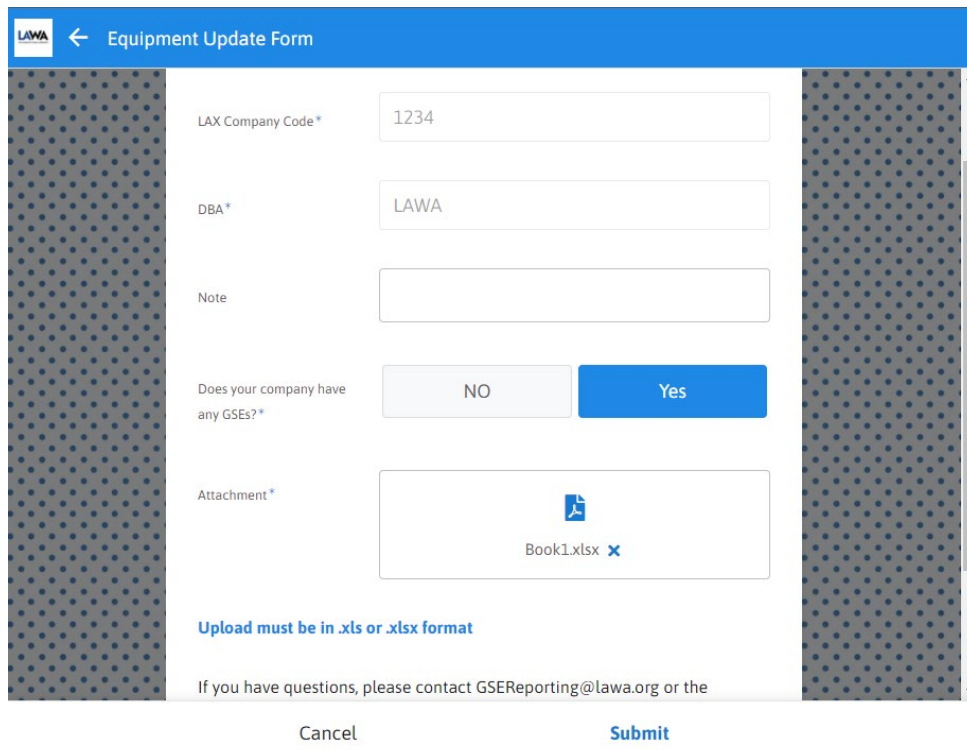   If no, click "NO" then "Submit".

   If yes, click "YES" and click the "Attachment" icon to browse for your upload file:
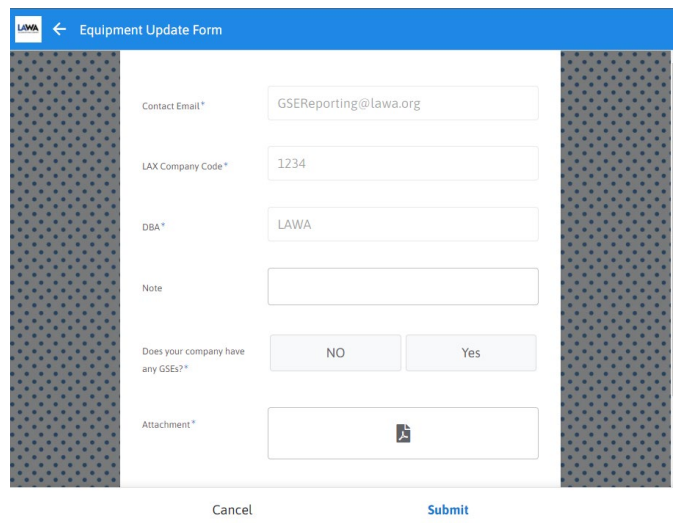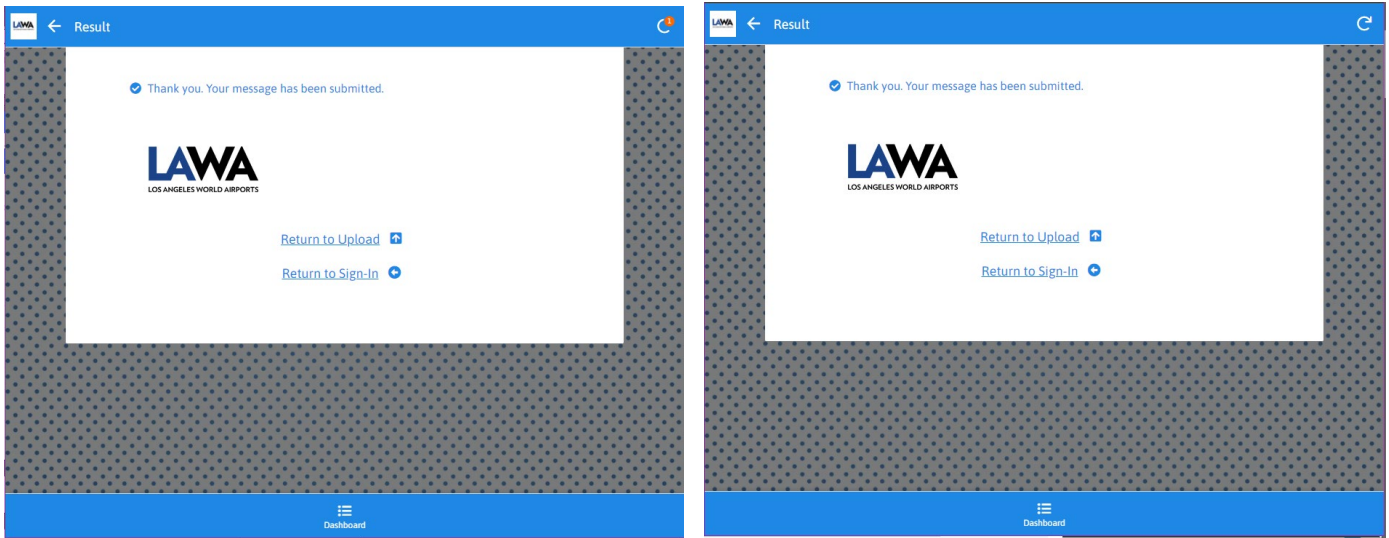
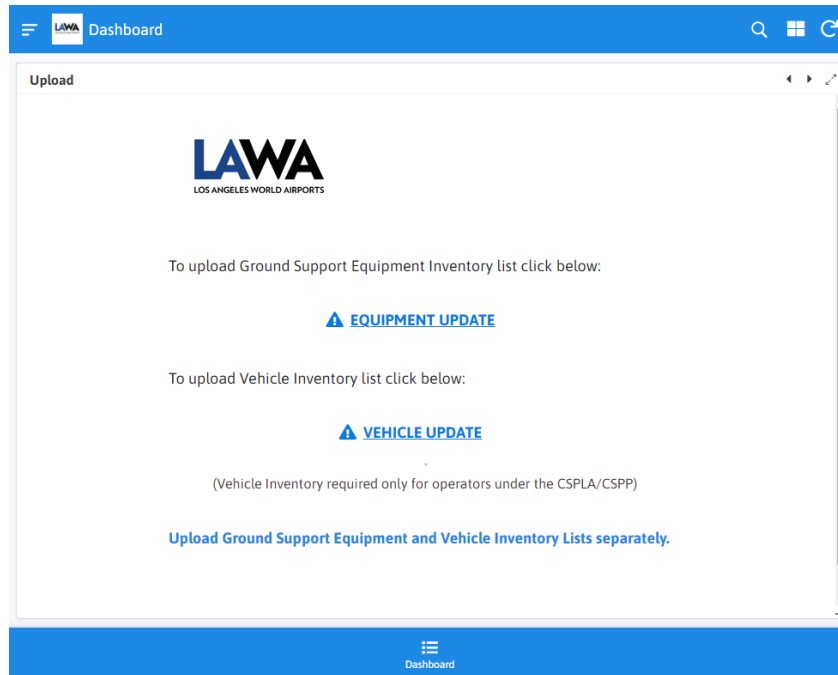8.   Browse on your computer for the completed EIL and VIL spreadsheet.
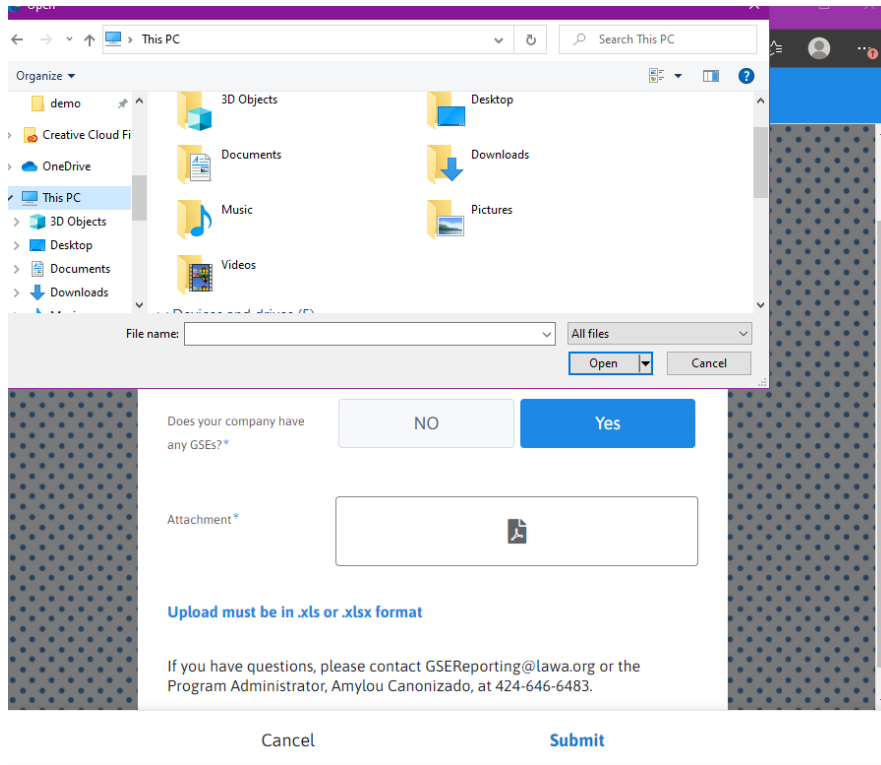
9.   Once the file is selected and you see it listed as an "Attachment", click "Submit".

10. Wait for the refresh arrow in the upper right corner to change from to

11. To upload a Vehicle Inventory, or to report there are no vehicles in your inventory, click "Return to Upload" then the VEHICLE UPDATE link.

12. Perform steps 5-9 above to upload your EIL and VIL spreadsheet using the Vehicle Update Form.

13. Once complete, click "Return to Sign In" to return to the start page.

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STATUS UPDATE EMAILS

SUBMISSION CONFIRMATION

You will receive automated emails to help you track the status of your submissions.

Once an Inventory is submitted, an automated email confirmation will be sent. You will receive one each for Equipment Update and Vehicle Update submissions.
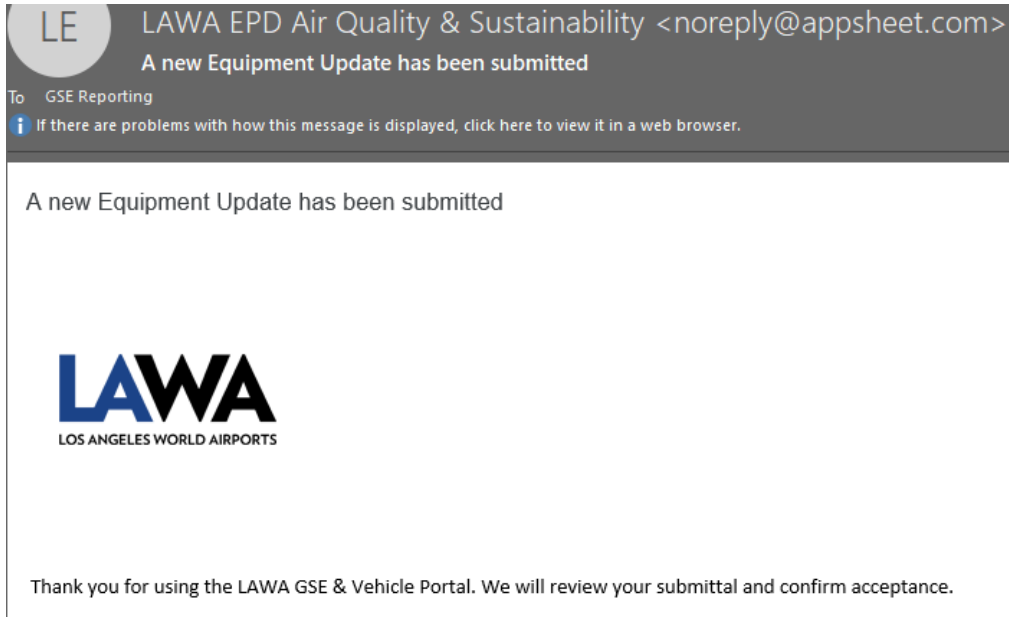
AUTOCHECK

The system performs an Auto check for conformity to certain parameters within the spreadsheet. (See **Appendix A** for details.)
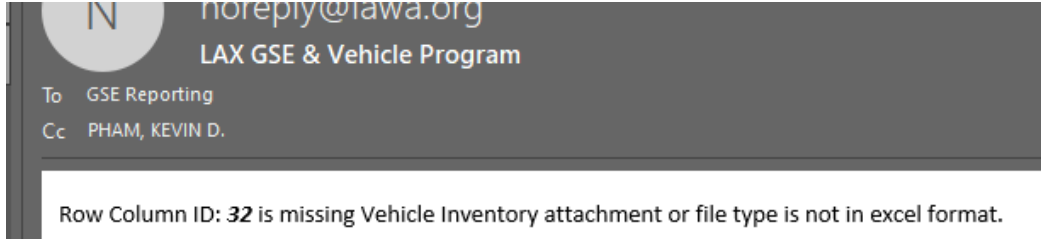
If Auto check passes, LAWA will be notified for internal review (see section on *LAWA REVIEW*) and a confirmation email will be sent:
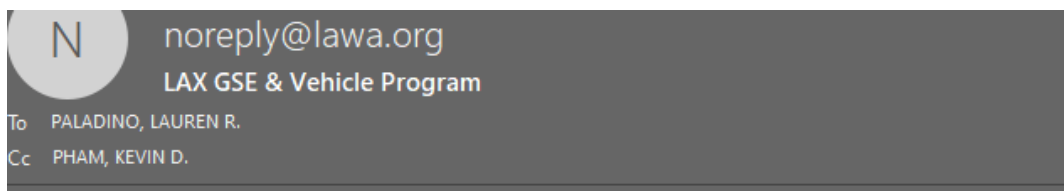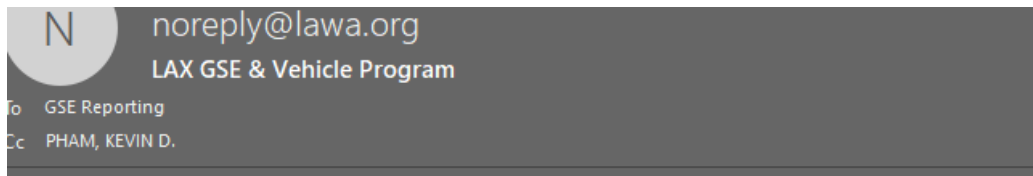
If Auto check **fails**, you will receive an email indicating the reason for failure. **You will need to correct and resubmit.**   Examples are below:
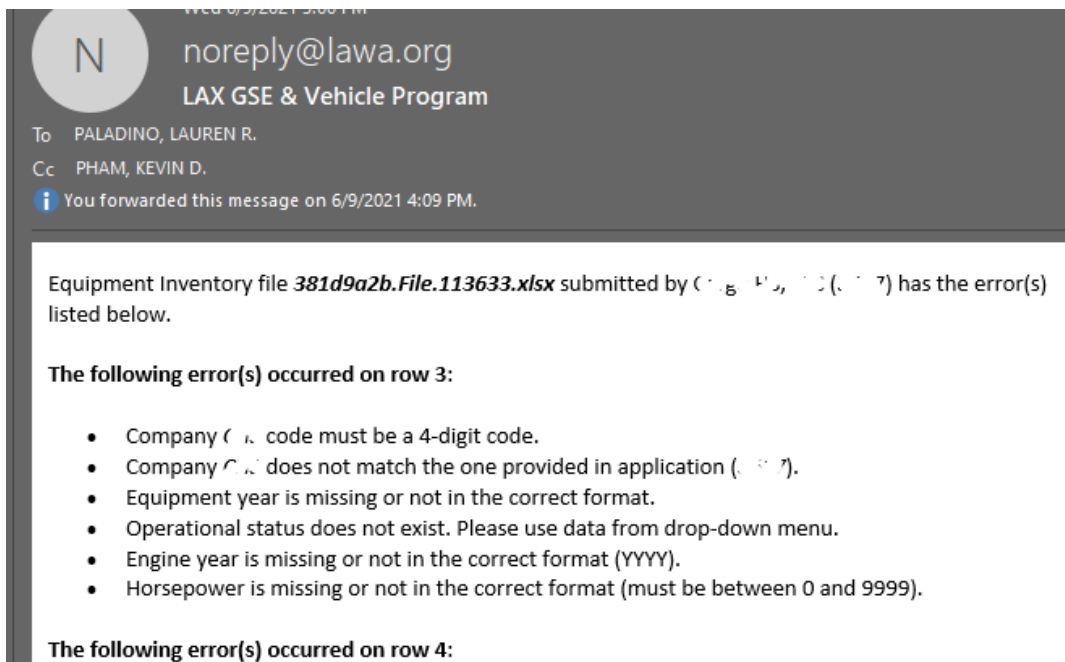
- A submitted file will be rejected if it is not in Excel format (. xls or .xlsx):

noreply@lawa.org
LAX GSE & Vehicle Program
To   GSE Reporting
Cc   PHAM, KEVIN D.

Row Column ID: *32* is missing Vehicle Inventory attachment or file type is not in excel format.

- The uploaded file does not contain the required tab name ("Equipment Inventory List" or "Vehicle Inventory List"):

noreply@lawa.org
LAX GSE & Vehicle Program
To   GSE Reporting
Cc   PHAM, KEVIN D.

Equipment Inventory file *90956fc7.File.101905.xlsx* submitted by LAWA (1234) doesn't have the required Equipment Inventory List worksheet.

- Errors were identified in the submitted data. The erroneous cells can be located using the listed row number and column name:

noreply@lawa.org
LAX GSE & Vehicle Program
To   PALADINO, LAUREN R.
Cc   PHAM, KEVIN D.
ⓘ You forwarded this message on 6/9/2021 4:09 PM.

Equipment Inventory file *381d9a2b.File.113633.xlsx* submitted by (ꞏ ᵦ Pꞏ⹁ ꞏꞏ(ꞏ ꞏꞏ) has the error(s) listed below.

The following error(s) occurred on row 3:

- Company Cꞏ ꞏ code must be a 4-digit code.
- Company Cꞏ ꞏ does not match the one provided in application (ꞏ ꞏ ꞏ).
- Equipment year is missing or not in the correct format.
- Operational status does not exist. Please use data from drop-down menu.
- Engine year is missing or not in the correct format (YYYY).
- Horsepower is missing or not in the correct format (must be between 0 and 9999).

The following error(s) occurred on row 4:

LAWA REVIEW

Once the Auto check passes, LAWA staff will review the submitted Equipment and Vehicle lists for approval/rejection.

If the Equipment or Vehicle file is rejected by LAWA staff, a detailed email will be sent by staff. **You will need to correct and resubmit.**

If the Equipment or Vehicle file is approved by LAWA staff, a confirmation email will be sent:

<div style="border: 2px solid black; text-align: center;">
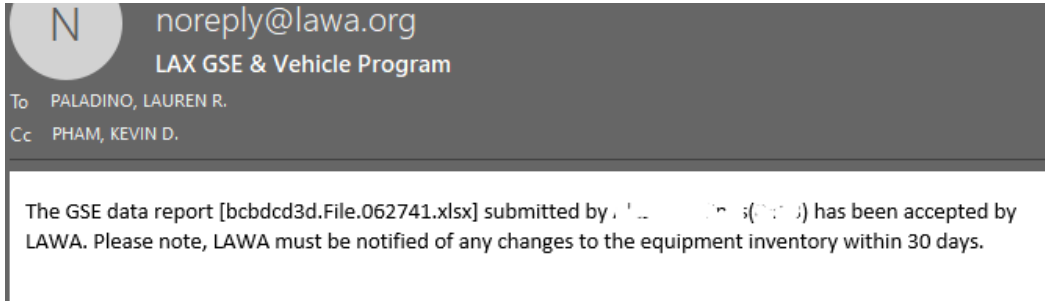
Please save the Equipment and Vehicle approval confirmation emails for your records.

LAWA must be notified of any changes to your inventory within 30 days.

</div>

Appendix A: Inventory form Requirements

> Before uploading please review the following:
>
> ✓ File must be in EXCEL (.xls or .xlsx) format,
> ✓ Tab names must not be changed
> ✓ Column headers (Rows 1 and 2) must not be changed
> ✓ Inventory data entry begins on Row 3

Passing the Auto check - Requirements for Equipment Inventory List

1. On the Equipment Update Form, **DBA** and **LAX COMPANY CODE** *must* match columns C and A of upload.

*LAX COMPANY CODE is a four-digit code issued by the LAX Badge Office.

2. **EQUIPMENT TYPE** must be selected from (or found on) the drop-down menu. See **Appendix B** for a description of each Equipment Type/GSE Category. Equipment Type/GSE Category are designated from the California Air Resources Board Off-Road Diesel and Large Spark Ignition Regulations, and the Portable Equipment Registration Program.

EQUIPMENT TYPES (GSE Categories) *Italicized/Blue* Equipment Types are primarily for Airfield Ops Use (Non-Motorized)		
Air Conditioner	De-icer	Lift
Air Start	*Dollies (LD-3)*	Other (Motorized)
Aircraft Tractor (Pushback)	*Dollies (LD-6)*	*Other (Non-Motorized)*
Baggage Carts (Bulk Carts)	*Dollies (LD-7)*	Passenger Stand (Stair Truck)
Baggage Tractor (Tug)	*Dollies (LD-20)*	Service Truck (Panel Van, Box Truck, Pick-Up)
Belt Loader	Forklift	*Smart Carts*
Bobtail	Fuel Truck	*Stairs (Non-Motorized)*
Bus	Generator (Light Plant, portable unit)	Sweeper
Car, Truck, SUV	Ground Power Unit (GPU)	*Tail stand*
Cargo Loader (Deck Loader)	*Hydrant Cart*	*Tow Bar*
Cargo Tractor	Hydrant Truck	*Water Cart*
Cart (E-Cart, UTV)	Lavatory Cart	Water Truck
Catering Truck	Lavatory Truck	*Wheelchairs*

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3. **OPERATIONAL STATUS** must be selected from (or found on) the drop-down menu.

OPERATIONAL STATUS
In Service
Removed/Salvaged

4. **GENERAL STORAGE/OPERATIONAL LOCATION** must be selected from (or found on) the drop-down menu. A complete list of options is also listed here:

LOCATIONS	
Taxiplane A2 Leasehold	Terminal 1
American Eagle	Terminal 2
Taxiplane B1 Leasehold	Terminal 3
Taxiplane C1 Leasehold	Terminal 4
Imperial Cargo Complex	Terminal 5
Midfield Satellite Concourse	Terminal 6
Vehicle Service Road A	Terminal 7
Vehicle Service Road C	Terminal 8
Vehicle Service Road E	Terminal 9
South Pads	West Airfield Maintenance Area
Tom Bradley International Terminal	West Imperial Terminal
Terminal 0	West Remote Gates

5. **FUEL TYPE** must be selected from (or found on) the drop-down menu.

FUEL TYPE
CNG
Diesel
Electric
Gasoline
LPG/Propane

If **FUEL TYPE** selected is CNG, Diesel, Gasoline, or LPG/Propane, both **YEAR (engine)** and **HORSEPOWER / KW (if electric)** are required inputs. If **FUEL TYPE** selected is Electric, then **YEAR (engine)** and **HORSEPOWER / KW (if electric)** are *optional*.

6. **CARB EIN# or PERP REGISTRATION # (Column Q)** must be entered for motorized equipment.

7. **OFF-ROAD or ON-ROAD** must be selected from (or found on) the drop-down menu.

OFF-ROAD or ON-ROAD
Off-Road
On-Road

8. **LOW USE (<200 hr./calendar yr.) or EMERGENCY USE** must be selected from (or found on) the drop-down menu.

LOW USE (<200 hr./calendar yr.) or EMERGENCY USE
Yes
No
Emergency

Passing the Auto check - Requirements for Vehicle Inventory List

1. On the Vehicle Update Form, **DBA** and **LAX COMPANY CODE** *must* match columns C and A of upload.

*LAX COMPANY CODE** is a four-digit code issued by the LAX Badge Office.

2. **GVWR (pounds)** must be provided. All vehicles greater than 8500 lbs. Gross Vehicle Weight Rating must comply with the LAX Alternative Fuel Vehicle Requirement.

Appendix B: Equipment Types/GSE Categories

The table below presents common categories of GSE, recognizing that specific types of equipment may be referenced differently by individual GSE operators; however, use of the following GSE category names by LAX GSE operators when calculating GSE composite emission factors and in submitting annual report data will help achieve better consistency and compatibility of airport-wide data.

Table. Equipment Types/GSE Categories, Descriptions, and Examples		
GSE Category	**Description**	**Reference Model/Picture**
Air Conditioner	PORTABLE; either on skids, carts, or on the back of truck beds, that provide conditioned air to aircraft	 ACE 802: www.fsm-vienna.at
		 ACE 804: www.fsm-vienna.at
Air Start	PORTABLE; that provide high air flow to start aircraft jet engines; can be internal combustion (IC) engines or turbine engines. Will be assumed to be IC unless specified as turbine. Bottle-starts (compressed air) will not be included in GSE emissions calculations	 ACE 300/400: www.fsm-vienna.at
Aircraft Tractor (Pushback)	Includes wide-body, narrow-body, push-back, and long-haul or maintenance tractors used to move aircraft (aka pay mover); conventional and tearless; (mounted GPU engines should be reported as a separate unit under "Ground Power Unit" – see below)	 S&S/TUG GT-35: www.ssss.com

		 S&S/TUG MC: www.ssss.com
		 Douglas TBL-180: www.douglas-tugmaster.co.uk
		 Douglas TBL-400: www.douglas-tugmaster.co.uk
		 S&S/TUG GT-50G: www.ssss.com
		 S&S/TUG T-750: www.ssss.com
Baggage Tractor (Tug)	Hitched to a series of carts to transport luggage between the aircraft and the terminal; distinguished from cargo tractor by drawbar (3,000 lbs. vs. 5,000 lbs. for cargo tractor), tow capacity (30,000 lbs. vs. 50,000 lbs.) and duty cycle (intermittent vs. 6-12 hrs. non-stop) (see also "Cargo Tractor" description below)	 S&S/TUG MA-50: www.ssss.com
Belt Loader	Used to load baggage into aircraft	 S&S TUG 660: www.ssss.com
Bobtail	ORE	 Eagle Bobtail F350: www.eagleindustrialtruck.com

Cabin Service Truck	ORE; classify as "Catering Truck" (same duty cycle, emissions)	 Hi-Way/TUG 660 chassis: www.tescohilift.com
		 Hi-Way F650 chassis: www.tescohilift.com
Cargo Loader (Deck Loader)	Loads cargo in aircraft via a platform that is loaded then launched up to the deck level	 FMC Commander 15: www.fsm-vienna.at
		 FMC Commander 30: www.airport-technology.com
Cargo Tractor	Hauls heavy cargo loads in carts; distinguished from baggage tractors by drawbar (4,000-12,000 lbs. vs. 3,000-3,500 lbs. for baggage tractors), tow capacity (50,000-60,000 lbs. vs. 30,000 lbs.) and duty cycle (6-12 hrs. non-stop vs. intermittent); also, cargo tractors frequently use a side hitch (see also description of "Baggage Tractor" above)	 S&S/TUG MT: www.ssss.com
Cart (E-Cart, UTV)	Include only self-propelled carts (e.g., personnel carts, some lavatory carts and hydrant carts) in the inventory; do not include baggage carts, cargo carts, hydrant carts, etc., that are towed.	 Taylor Dunn: www.taylor-dunn.com

Catering Truck	ORE; classify as "Catering Truck"; include cabin service trucks of all types in this category	 Hi-Way/TUG 660 chassis: www.tescohilift.com
		 Hi-Way F650 chassis: www.tescohilift.com
Deicer	Used to spray deicing fluid on aircraft; list both engines in the inventory	 FMC LMD, Dual engines: www.airport-technology.com
		 FMC Tempest II, single engine: www.fsm-vienna.at
Fork Lift	All fork lifts are included in this category, including aircraft engine fork lifts	 Toyota 5,000 lb.: www.loadstarmhe.com
Fuel Truck	ORE; Classify as "Fuel Truck"	 F750, DART: www.dukestransportation.com
		 DART 10,000 gal: www.dukestransportation.com

Generator (Light Plant, portable unit)	PORTABLE; includes welders, light stands, etc.; only include portable generators in the inventory; stationary emergency backup generators, shop generators, and handheld generators smaller than the threshold cutoff (25 hp) should not be listed	 MD-3: www.victorygse.com
Ground Power Unit (GPU)	PORTABLE; provides electrical power to aircraft located in remote areas, when the APU is not operational, or when the gate does not supply power	 TLD GPU-4000: www.tld-gse.com
		 TLD ACE: www.tld-gse.com
		 TLD GPU-4090: www.tld-gse.com
Hydrant Truck	ORE; do not include non-motorized hydrant carts	Ford F250/F350 chassis
Lavatory Truck	ORE; Classify as "Lavatory Truck"	 TLD ACE-1410: www.tld-gse.com

		Willard TLS-770/F350 chassis: www.gseservices-llc.com
Lift		ML15-20: www.tescohilift.com
Passenger Stand (Stair Truck)		Wollard CMPS170/228: www.nmc-wollard.com
Service Truck (Panel Van, Box Truck, Pick-Up)	ORE; this category is broad, but does not include passenger cars, vans, or buses; Classify non-maintenance vehicles as "Service Truck"; Classify vehicles used for mechanical maintenance as "Maintenance Truck"	Ford F250/F350: www.contentedits.com
Sweeper	Street and shop sweepers	Tennant: www.tennantco.com
Water Truck	ORE; Classify as "Water Truck"	Wollard TWS-402, F250/F350 chassis: www.nmc-wollard.com