



New Process to Remove Or Add An Inspector From A Station Analyzer

If an inspector is no longer employed with an emissions station, the inspector must be removed from the station's analyzer within 24 hours.

There are two ways to remove an inspector:

- 1) The inspector sends an email to industry@cleanairforce.com to request he or she be removed from the station's analyzer. Please provide your inspector ID and former station ID.
- 2) The station owner and/or manager visits the GCAF Dashboard, <https://www.gadashboard.com>, and completes the following steps:
 1. Go to the welcome page of the GCAF Dashboard, located at <https://www.gadashboard.com>.
 2. Go to "Enrollment" and select "Inspector Assignments."
 3. Select the station ID that you would like to associate an inspector with. Scroll down the page to view station assignments.
 4. To remove an inspector: Visit the "Deassign" heading and change the tab from "No" to "Yes." Save the selection and the inspector will be removed from the station. You can always go back in and add inspectors again, if needed.
 5. To add an inspector: Select the "Add Inspector" tab. A new blank field will pull up under "Inspector ID" and you must type in the inspector ID number to pull up the inspector. Once the correct inspector has been selected, select the "Save" tab next to the "Add Inspector" tab, near the bottom of the page.
 6. Perform a data file refresh (DFR) on your GAS unit for the changes to appear. This is a mandatory step for the successful completion of adding or deleting an inspector.

If you have any questions, contact GCAF Station Assistance at 1.800.449.2471, option #2, via email at industry@cleanairforce.com, or via live chat, which is available at www.cleanairforce.com.

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If you would like to receive an email copy of GAS messages or be added to our quarterly e-newsletter, *Repair Watch* E-News, please send a request to info@cleanairforce.com.

~ GCAF and EPD require that you print, read, and store all GAS messages in a binder on or near the analyzer. GCAF and EPD also recommend that you print a second copy of these messages and post them in a prominent location for your employees to read. To retrieve and print a previous GAS message, go to

the GAS message retrieval function in your analyzer and select the appropriate message to print (the analyzer holds up to 500 messages). ~