IOWA DEPARTMENT OF NATURAL RESOURCES

GENERAL PERMITS 5, 8, & 9 DATABASE

User Guide for External GP5 Users

Documentation Revision History		
Version	Date	Comment
1.0	6/19/20	
1.1	8/23/22	

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Q&A

What can I do without creating an account?

You can use the Search Function. This allows you to search for eNOIs that the DNR has approved or denied. It does not show eNOIs that have not been submitted or are under review. (Chapter 2, page 11)

How do I create an account?

From the database landing page, click **Create Account** at the lower right. (Chapter 3, page 16)

What does Editor mean? How about Signatory? What's the difference?

Editors can create eNOIs, change them, and add authorized users. Signatories can do everything Editors can do as well as sign and submit eNOIs and eDMRs. Under the Iowa Administrative Code, the person signing an NOI has to meet certain requirements. (User Levels, page 7)

How do I tell if I'm an Editor or a Signatory?

Log in and click Manage Account in the gray bar near the top of the page. Your account status is shown in bold. (Managing Your Account, page 19)

How do I find my eNOIs?

Log in and go to **My Permits**. You'll see tables with all the eNOIs associated with your account. (Chapter 6, page 38)

If the eNOI is Active, Denied, Discontinued, or Expired it will also be available through Search. (Chapter 2, page 11)

Can I create an eNOI without creating an account?

No, you must create an account. This allows you to save an eNOI and come back to it later.

Can I quit an eNOI and come back to it later?

Yes. At the bottom of each eNOI Step, you can Save & Continue or Save & Exit. If you have completed the step, click **Save & Exit**. If you want to exit without saving the step, close your browser window or log out. Any steps you have already saved will remain saved.

When you are ready to continue, log in and go to **My Permits.**

What is with all the verifications and security and what-not?

U.S. EPA has requirements regarding electronic submittals and identity proofing. The e-Reporting Rule requires us to take permit applications, including eNOIs, electronically and transmit them to EPA. The Cross-Media Electronic Reporting Rule (CROMERR) establishes the requirements for a person to prove their identity when signing a document electronically. This includes submitting information to LexisNexis® for identity proofing.

Why was I logged out of the database?

The database is set up to log a user out after 20 minutes of inactivity. After 15 minutes, you should receive a five-minute warning; click **Reset** to reset the timer back to 20 minutes.

If you have more than one browser tab open, you may not see the warning. Be cautious when using multiple tabs.

What if the contact person needs to change? What if the person is the same, but their phone or email changes?

- **For the contact person listed on the eNOI**, it depends on the status of the eNOI ():
  - Approved – contact DNR so we can update the affiliates
  - Denied, Expired, or Discontinued – changing the contact information is probably not necessary. If you wish to do it anyway, contact DNR
  - Under Review – contact DNR. We'll likely change the eNOI status to More Information Needed so one of the eNOI users can change the info.
  - In Process or More Information Needed – edit Step 1 of the eNOI ()
- **For account information changes,** use the Manage Account page. ()

What are known issues with identity proofing?

- Using nicknames or short names causes problems. Use your full legal name, that is, enter Robert instead of Bob or Katherine instead of Kate.
- Be sure to use your personal address and phone number on the identity proofing page. The process verifies that you are who you say you are, not that your company is what you say it is.
- Hyphenated last names have also caused problems. As far as we know, there is no fix for this. You can try, but if ID Proofing fails, you may need to find someone else in your organization to be the Signatory.
- If your browser auto fills a field, check to make sure that field was entered correctly. We have tried to prevent auto filling, but it may happen if you've been through the page a few times.

Where should I use my business contact information? Where should I use my personal contact information?

- You should use your business contact information as your account contact information. ([Creating an Account, page 16](#) and [Managing Your Account, page 19](#))
- You should also use your business information if you are the owner, operator, or co-permittee on Step 1 of the eNOI. ([Step 1, page 29](#))
- You should use your personal information only on the identity proofing step when you are becoming a signatory. ([Modifying a Signatory Account, page 22](#)).

Why did I get redirected to my screening questions?

If you are trying to pass ID proofing and end up on a page where you can change your screening questions, it is because you have too many failed attempts (5 in 24 hours). You can try changing your screening questions and answers, then attempt ID proofing again.

What happens if I try ID proofing too many times?

You will be redirected to a page where you can change your screening questions. If you change your screening questions and answers, you may be able to try ID proofing again and pass. You can also wait 24 hours and try again.

What if I forget my password?

Click the **Forgot Password** link on the login page. Enter the email address that is your user ID and click **Email Link**. You will receive an email with an auto-generated password. Return to the login page and use the auto-generated password to log in. You will be prompted to change your password.

What if my account locks?

If your account locks due to too many failed attempts to log in, you need to reset your password. Click the **Forgot Password** link on the login page. Enter the email address that is your user ID and click **Email Link**. You will receive an email with an auto-generated password. Return to the login page and use the auto-generated password to log in. You will be prompted to change your password.

Why can't I enter anything on Step 7?

If you get to Step 7 of the eNOI and you can't enter your job title or enter your password, it's because you are not a Signatory. Go to **Manage Account** and check your account status.

- If your account status is Editor, you need to complete ID Proofing and sign the Electronic Signature Agreement. Click **Begin Identity Proofing**. ([Identity Proofing, page 22](#))

- If your account status is Signatory – pending Electronic Signature Agreement, you need to sign the Electronic Signature agreement. ([Signing the ESA, page 24](#))

Glossary and Abbreviations

Affiliate – a person with an account that is connected to a given facility. Affiliates have the ability to enter AMR data and pay fees. Affiliates who are also Signatories are able to submit AMR data and Notices of Discontinuation.

AMR – Annual Monitoring Report

Authorization [document] – document authorizing the discharge as described in the eNOI

BMPs – Best Management Practices; procedures, practices, treatments, and other measures used to prevent pollution.

Certification statement – legal statement in which the signer takes responsibility for the accuracy of the eNOI

CFR – Code of Federal Regulations

CoR – Copy of Record; electronic document that includes all the information from the eNOI and is the official copy electronically submitted to US EPA.

CROMERR – Cross-Media Electronic Reporting Rule; EPA rule requiring electronic submission of certain documents associated with NPDES permits

DNR – [Iowa] Department of Natural Resources

eNOI – electronic Notice of Intent; an application to receive authorization to discharge under a general permit that is submitted by way of the internet.

EPA – [U.S.] Environmental Protection Agency

ESA – Electronic Signature Agreement - a document that includes the conditions you must meet and agree to in order to submit an eNOI

GP – general permit - in wastewater and stormwater, an NPDES and/or state operation permit that covers many similar discharges under one permit

IAC – Iowa Administrative Code

LexisNexis – a third-party identity verification tool

NAICS – North American Industrial Classification System; a structure developed by the U.S. Census Bureau that provides numeric codes corresponding to business and industry. Codes can 2, 4, or 6 digits long; the longer the code is, the more specific it is.

NPDES – National Pollutant Discharge Elimination System

SIC – Standard Industrial Classification; a 2 to 4 digit numeric code that corresponds to a business or industry.

Chapter 1: Overview (All Users)

This chapter provides an overview of the database. It briefly describes the eNOI process, and it defines user levels and eNOI statuses.

The General Permits Database exists to support the Iowa DNR in issuing and tracking three NPDES General Permits (GPs. Dischargers can use the database to submit electronic Notices of Intent (eNOIs), pay permit fees, and submit monitoring informaton. This manual covers use of the database for GP5.

General Permit #5 (GP5) is an NPDES permit. It covers discharges to waters of the United States from certain mining and processing facilities.

> **NOTE**
>
> The purpose of this guide is to help users with the database. There is very limited discussion of the permit itself or any permitting requirements that do not relate to the database. For that information, please visit DNR's General Permit #5 Website.

Navigating this Document

This manual has many references to other parts of the document. Most references include a link and a page number. They are shown in blue text with underlines. If you are reading on your computer, you can click the link to go to the referenced location. If you are reading a print copy, use the page number.

There are also a few links to websites. These are also shown in blue text with underlines. For ease of reading, the URL is not shown. If you are reading a print copy of this manual, go to to see full Internet addresses.

Chapters 1 and 2 are for all users.

    Chapter 1 provides overviews of the manual and the database.

    Chapter 2 describes how to access and use the Search function.

Chapters 3 – 7 only apply to Editors and Signatories

    Chapter 3 explains how to create, modify, and manage an account.

    Chapter 4 explains the steps of creating and submitting an eNOI.

Chapter 5 discusses what happens after an eNOI is submitted.

Chapter 6 describes the My Permits dashboard.

Chapter 7 Managing Facilities: fees, AMRs, affiliates, and discontinuation

User Levels

There are three user levels available to the public: Public, Editor, and Signatory.

Public Users are those users without an account, or who choose not to log into their account. Public Users are able to access the Search function. (Chapter 2, page 11) Through Search, you can find information on facilities with statuses of Approved, Denied, Discontinued, and Expired. You can view the eNOIs, authorizations, and eNODs. You cannot view eNOIs that have not been acted upon by DNR, such as eNOIs that have not been submitted to DNR or eNOIs that DNR is still reviewing.

Editors are required to create an account. Once you have an account, you are able to create eNOIs and pay fees. You are also able to edit eNOIs that have not been submitted or that DNR has requested more information on. You are not able to edit eNOIs that DNR is reviewing, has approved, or has denied. You are not able to sign and submit eNOIs or eAMRs. You also have all the privileges of the Public Users. You can modify your account to become a Signatory, if you meet the requirements.

Signatories have all the privileges of Editors, but Signatories can also sign and submit eNOIs and AMRs. Signatories must pass Identity Proofing and complete the Electronic Signature Agreement (ESA). (Chapter 3, page 22 and Appendix B, page 55)

> **NOTE**
>
> Signatories must meet certain requirements under Iowa law. See Appendix A, page 54 for the requirements.

The eNOI Process

First, an Editor or a Signatory creates an eNOI and enters all the required information. (Chapter 4, page 27) Next, a Signatory signs and submits the eNOI.

DNR reviews the eNOI. If necessary, DNR staff request additional information. Then the Editor or Signatory edits the eNOI to provide the requested information. The Signatory re-submits the eNOI. After review, DNR will either approve the eNOI and issue an authorization or deny the eNOI. After approval or denial, the eNOI and all associated documents become public information.

eNOI Status

Every eNOI in the database will have one of seven statuses:

Not Submitted – at least one step of eNOI has been completed, but it has not yet been electronically signed and submitted to DNR. Steps 1 through 6 are editable by all associated users.

Certified Not Paid – Steps 1 through 5 are complete. A Signatory has signed and submitted the eNOI (Step 7). However, a payment has not been recorded.

Paid Not Certified – Steps 1 through 6 are complete. The fee has been paid electronically or the applicant has indicated they will be mailing a check.

Under Review – eNOI has been signed and submitted; DNR review is occurring or pending. The eNOI is not editable when it is in this status.

More Information Requested - DNR has found an error or omission in the eNOI, or has a question about something. All associated users received an email stating what information is needed. All associated users are able to edit the eNOI.

Active – DNR has approved the eNOI. The expiration date has not been reached, and the authorization has not been discontinued. The eNOI and all associated documents are visible to all users (including the public) and are not editable.

Denied – DNR has denied the eNOI. The eNOI and all associated documents are visible to all users (including the public) and are not editable.

Expired – the expiration date of the authorization has passed. The permittee is no longer authorized to discharge. The eNOI and all associated documents are visible to all users (including the public) and are not editable. Expired permits can be made active by bringing the permit fees up to date.

Discontinued – This status is set manually, either at the request of the permittee or through DNR action. The permittee is no longer authorized to discharge. The eNOI and all associated documents are visible to all users (including the public) and are not editable. If you wish to have the discharge reauthorized, you must renew.

General Navigation

The Landing Page is the doorway to the database. At the very top of the page is a dark blue bar that you can use to get to other Iowa.gov websites. (Figure 1)

The Navigation Bar is the light gray bar that is just below the Iowa.gov bar and above the database title. It has four tabs: Home, Search, Help, and Contact Us. (Figure 1)

Figure 1: Navigation Bar

The Navigation Bar is available on every page in the database. When you are not logged in, it shows four tabs as in Figure 1, and the Home tab will return you to the landing page.

When you are logged in, two more tabs appear. (Figure 2) **Manage Account** will take you to a page for managing your account information. (Managing Your Account, page 19) **My Permits** will take you to your permit dashboard. (My Permits, page 38)
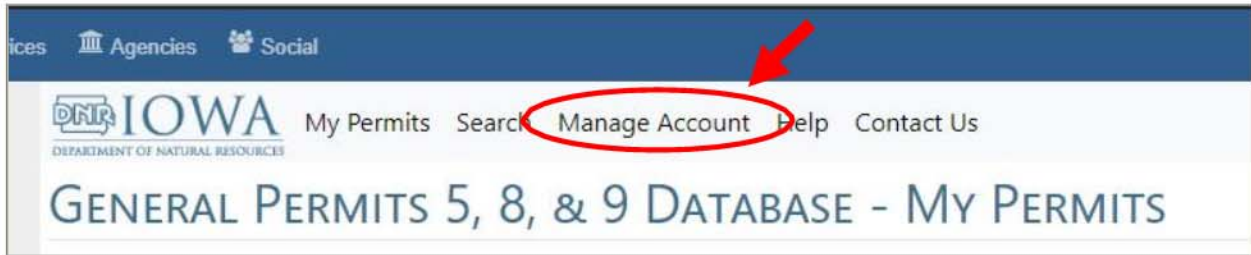

Figure 2: Navigation Bar when logged in

Problems Logging In

If you cannot recall your password or enter the wrong password too many times resulting in your account being locked, you will need to reset your password. Click **Forgot Password**. (Figure 3)

Figure 3: Forgot Password Link

You will be taken to a page where you can enter your email address. (Figure 4)
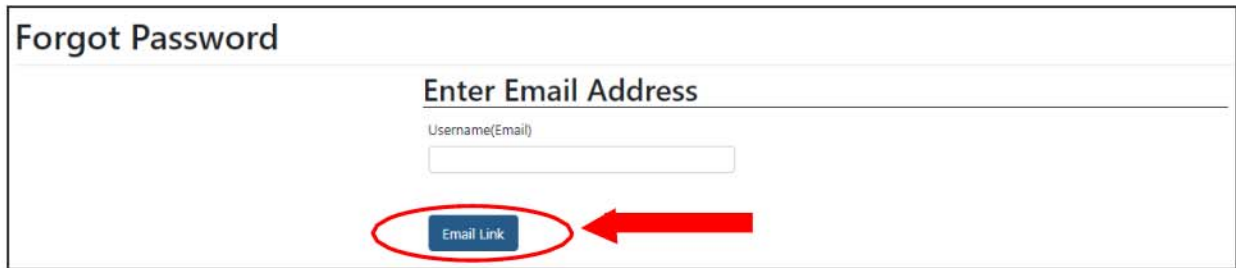
Figure 4: Forgot Password Page

Enter your email address and click **Email Link.** You will receive an email with a new password. Return to the landing page and log in with the new password. You will be taken to a page to create a new password.

My Permits Page

The **My Permits** page (when you are logged in) allows you to access your permit dashboard, view screening questionnaires for GP8 and GP9, and to begin an eNOI. The My Permits page first loads with the GP 5 accordion open and the GP8 and GP9 accordions closed. Figure 5 shows the My Permits page with all accordions closed.
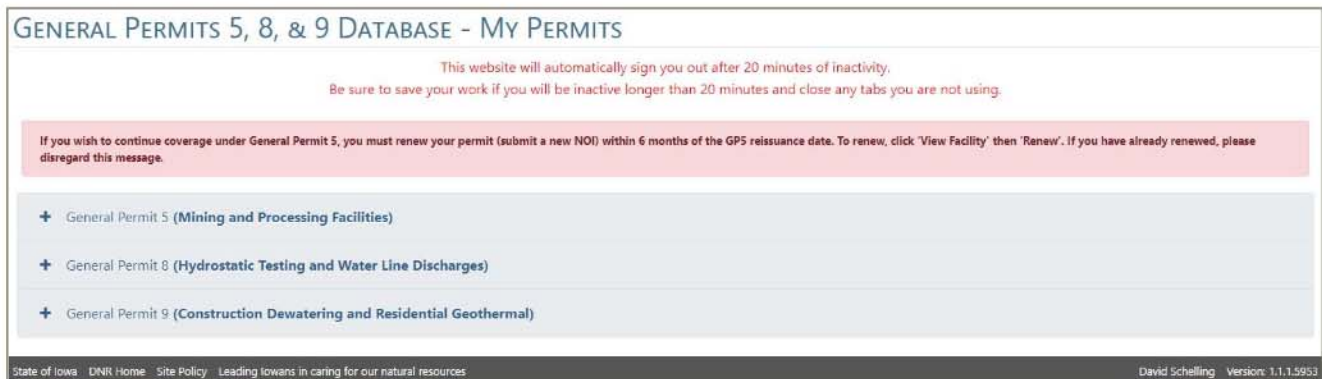
Figure 5: My Permits Page when logged in (accordions closed)

When you open one of the accordions, you will see links to more information about the GP. You will also see a link to begin the eNOI.(Figure 6)

Figure 6: My Permits page with accordion open

Chapter 2: Search Function (All Users)

This chapter discusses who can use the search function, what information is available, and how to access the search.

Who Can Use Search?

Everyone can use Search. It will display the same results to a Public User (someone who is not logged in), an Editor, or a Signatory.

How to Get to Search

Use the direct link https://programs.iowadnr.gov/generalpermits/Home/PermitSearch

Click Search on the landing page (blue button in lower left, Figure 7)

GENERAL PERMITS 5, 8, & 9 DATABASE - HOME

Welcome to the Iowa DNR General Permits 5, 8 & 9 Database. The database allows the public to search for authorizations and allows users to edit and submit electronic Notices of Intent (eNOIs) for Iowa NPDES General Permits 5, 8 and 9. The public may search for authorizations without creating an account. If you need to edit or submit an eNOI, you will need an account. If you have an existing account, please log in below. If you need to create an account, please use the link below.

If you have questions regarding the database, please contact the staff listed on the NPDES Databases page. For more information on General Permits 5, 8 and 9, please see the NPDES General Permits webpage.

Public Search
An account is not needed to perform a search.

[Search]

Public Log In
Email Address:
[Email address]
Password:
[Password]
Forgot Password

[Log In]
Your session has timed out. Please log in again.

Create Account
If you wish to create and edit or sign and submit eNOIs, you must create an account.

[Create Account]

State of Iowa DNR Home Site Policy Leading Iowans in caring for our natural resources   Version: 1.1.1.50

Figure 7: Landing Page showing Search Button

Use the Search tab in the navigation bar (top of page, **Search** is second from the left). (Figure 8)
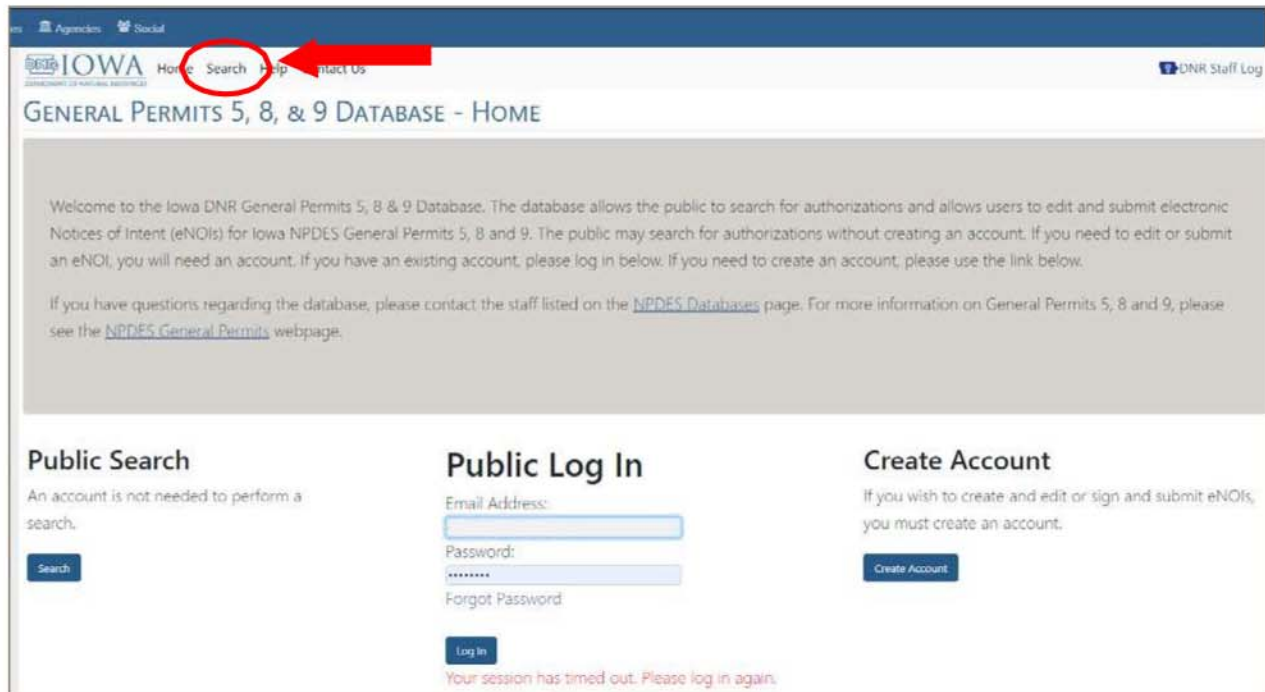
Figure 8: The Search Tab

eNOIs Visible Through Search

Only eNOIs with statuses of Active, Denied, Expired, or Discontinued are visible in Search. These are eNOIs where DNR has taken final action (approval or denial). eNOIs that have not been submitted or that are under review are not available through Search. (eNOI Status, page 8)

Search Fields

Figure 9 shows the Search screen. You can search by one or more of the eight different fields: Permit Type, NOI Authorization No., Facility/Site Name, Owner, City, County, DNR Field Office, or NOI Status.

Permit Type – General Permit 5, 8, or 9

NOI Authorization Number - This number is automatically generated. GP5 authorization numbers are in the format IAG140XXX. IAG stands for Iowa General.

Facility/Site Name – This is the name given to the site by the eNOI's creator.

Owner Organization – The owner listed in the eNOI.

City – The city where the discharge will occur.

County – The county where the discharge will occur.

DNR Field Office – The DNR Environmental Services Division Field Office that covers the county. (DNR Field Office website)

NOI Status – The status of the eNOI. (eNOI Status, page 8)

Operator Organization – The operator listed in the eNOI.

GENERAL PERMITS 5, 8, & 9 DATABASE - PERMIT SEARCH

Notes about this search page:
- Only active eNOIs on which DNR has taken final action are visible through this search.
- If you know the NOI Authorization number (e.g. IAG 8-2018-0005 or IAG140270), please use it for a precise search.
- The more fields you use, the narrower your search will be. Fewer fields will result in a broader search.

Search Criteria

Select at least one search criterion before you submit.

Permit Type	NOI Authorization Number	Facility/Site Name
Select one	IAG	
	(GP5 example: 140270 GP 8 or 9 example: 8-2018-0004)	
Owner Organization	City	County
		Select one
DNR Field Office	NOI Status	Operator Organization
Select one	Select one	
	If you make a selection here you must select an additional field to search	

Back   Search   Clear

Figure 9: Blank Search Form

TIPS:

- If you search by NOI Authorization number, you must use all digits of the number. A partial search will not work.

- If you want to find records with a certain status, you will have to select at least one additional field (e.g., search for Active GP5eNOIs).

How to Use Search

Enter text or use the drop-down menus to enter your search criteria. Figure 10 shows the search set up to find all GP5 eNOIs with an Active status. Once you have your criteria entered, click **Search**.

Figure 10: Search for Active GP5

Search Results

Figure 11 shows the results of the search for all GP5 eNOIs. The table shows 15 results per page; use the page numbers or arrows at the bottom to view other pages.

Figure 11: Search Results Table
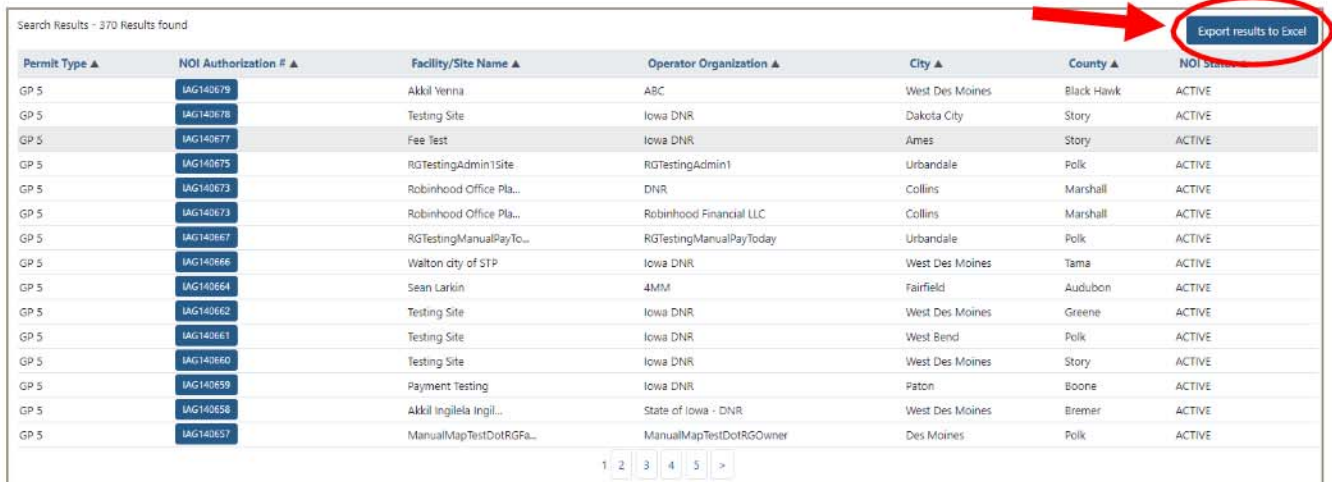
Export

You can export the search results to an Excel workbook. This can be useful if you want to save your results, or if you want to use sort or filter options not available in the database. To export, click **Export results to Excel** just above the

results table on the right. (Figure 12) An xlsx file will download and either open or save according to your browser's settings.

Figure 12: Search Results with Export to Excel circled

Chapter 3: Account Creation & Management (Editor & Signatory Users)

This chapter covers the steps to create an account and the options you have for account management. Your account will start out as an Editor account. This chapter also covers modifying your account into a Signatory account. You will need a Signatory account if you wish to sign and submit eNOIs or AMRs.

Creating an Account

From the Landing Page, click **Create Account** on the lower right side of the page.
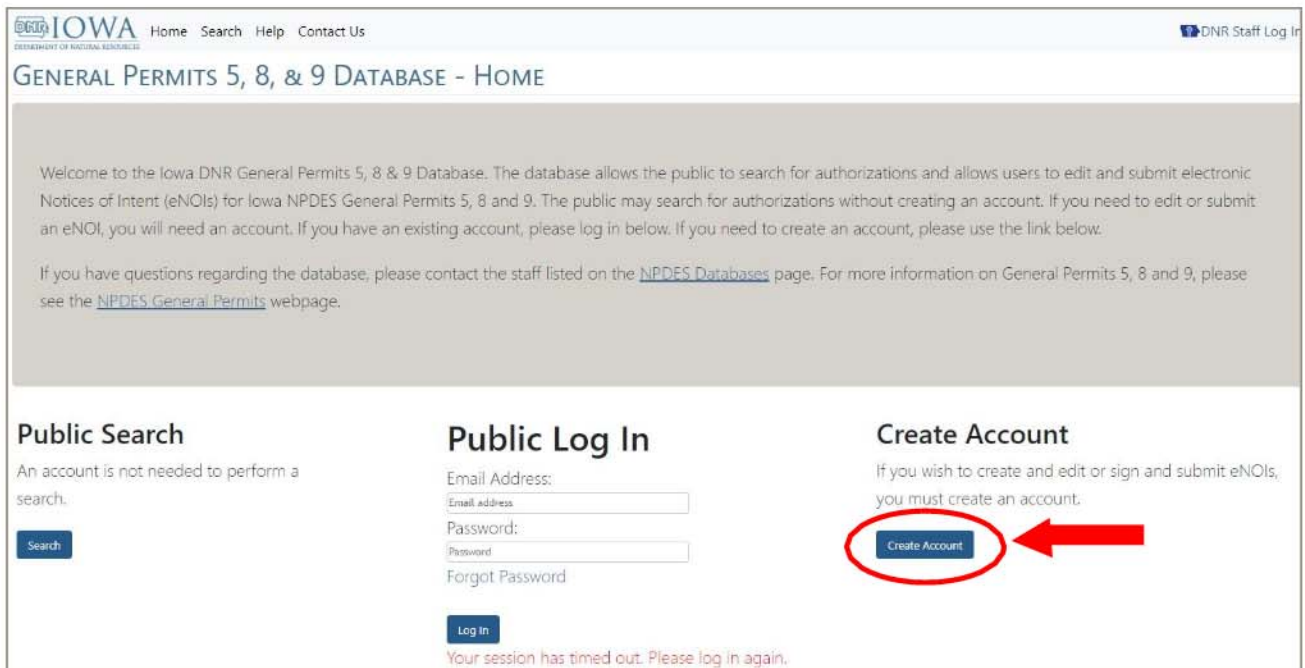
Figure 13: Landing Page showing Create Account button

Enter your email address (this will be your username) and create a password. Please create a password that is hard to guess. (Figure 14)

GENERAL PERMITS 5, 8, & 9 DATABASE - REGISTER ACCOUNT

Create Account

* Denotes Required Fields

Username/Password

* Username (Email)

* Password

* Confirm Password

For purposes of this database, I agree to select a password which will not be easily guessed (e.g. my name, my children's names, birthdays, etc.). Passwords must meet the following requirements:

- Does not contain the User ID
- Does not contain the word 'password'
- Contains only letters and numbers
- Contains at least one lowercase and one uppercase letter
- Contains at least one number
- Begins with a letter
- Be between 8 and 15 alpha-numeric characters (no spaces or special characters)
- Cannot be a password used previously

Figure 14: Username and Password portion of Create Account

Scroll down and enter your contact information. (Figure 15) This should be your business/professional contact information.

Contact Information

* First Name

* Last Name

* Organization Name

* Address

* City

* State

IA ∨

* ZIP

* Primary Phone
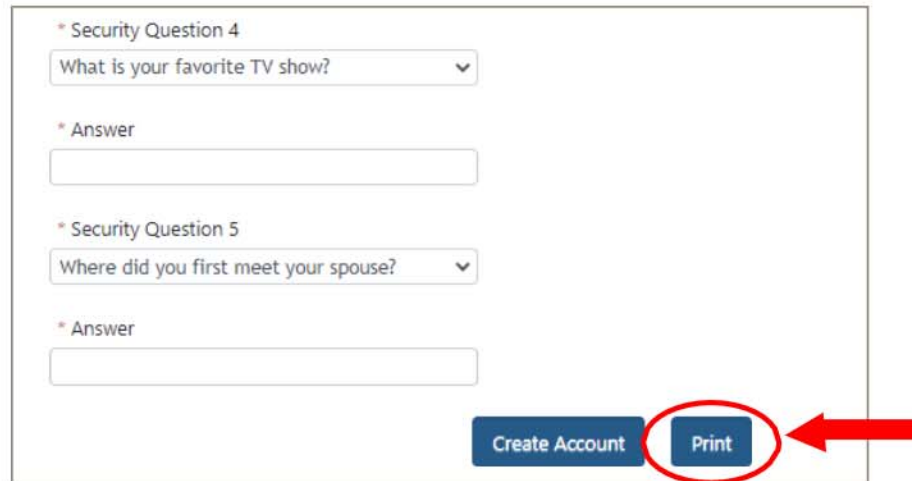
Cell Phone

Figure 15: Contact Information

Scroll down one more time to Security Questions. You must select five security questions and provide answers. DNR staff will not be able to see what questions you selected or what your answers are. Your answers must contain at least four characters. You must provide answers to all five questions.

Once you have entered all your information, you may print a copy of this page. The Print button is at the bottom. (Figure 16) You will be able to see your security questions and answers, contact information, and username. Your password will be hidden.

Figure 16: Security Questions blank form (partial)

After you have printed the form, click **Create Account**. The button is located at the bottom of the page, to the left of Print.

Email Verification

Once you have created your account, you should receive an email from the database (NPDES_GeneralPermits_589@dnr.iowa.gov). Click the link in the email to verify your address.

You can have the email re-sent to you from the **Manage Account** page (see next section).

> TIP:
>
> If you don't receive the verification email, check your spam/junk mail folder.

Managing Your Account

To access the Manage Account page, you must be logged in to your account. Click **Manage Account** in the navigation bar. (Menu bar immediately above the database title, Figure 17)

Figure 17: Finding the Manage Account button

If you haven't verified your email address, the first thing on the page will be the **Resend Email Verification** button. (Figure 18) Click **Resend Email Verification** if you need to get the email again.
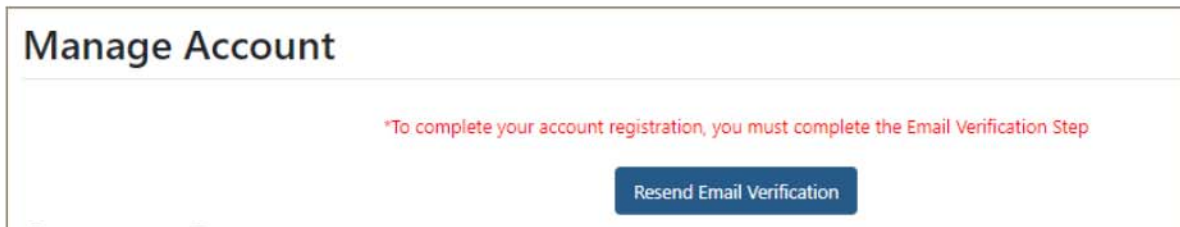
Figure 18: Resend Email Verification

Account Status is the next section on the page (the first section if you have verified your email address). (Figure 19) There are several possible account statuses:

- Email verification pending
- Editor
- Signatory —pending Electronic Signature Agreement
- Signatory

The **Username/Password** section shows your username, which is also your email address. If you would like to change your password, click **Change Password.** If you want to update your secret questions, click **Change Security Questions.**

Manage Account

Account Status

Your Account Status is: **Editor**

Editors can begin, review, enter information in to, and associate users with electronic documents, including electronic Notices of Intent (eNOIs). **Editors cannot sign or submit electronic documents.**

Signatories can begin, review, enter information in to, associate users with, and sign and submit electronic documents, including eNOIs.

If you are an Editor and wish to become a Signatory, please proceed to the Signatory Requirements section at the bottom of the page.

Username/Password

Username

[Change Password] [Change Security Questions]

Figure 19: Top of Manage Account page

Changing Contact Information

Your current contact information is shown in about the middle of the page. If you need to make changes, simply type the new information into the appropriate fields. Then click **Save Changes to Contact Information.** (Figure 20)

Figure 20: Changing Contact Information

NOTE FOR SIGNATORIES:

If you change your name, address, city, state, or ZIP, your account will revert to Editor Status.
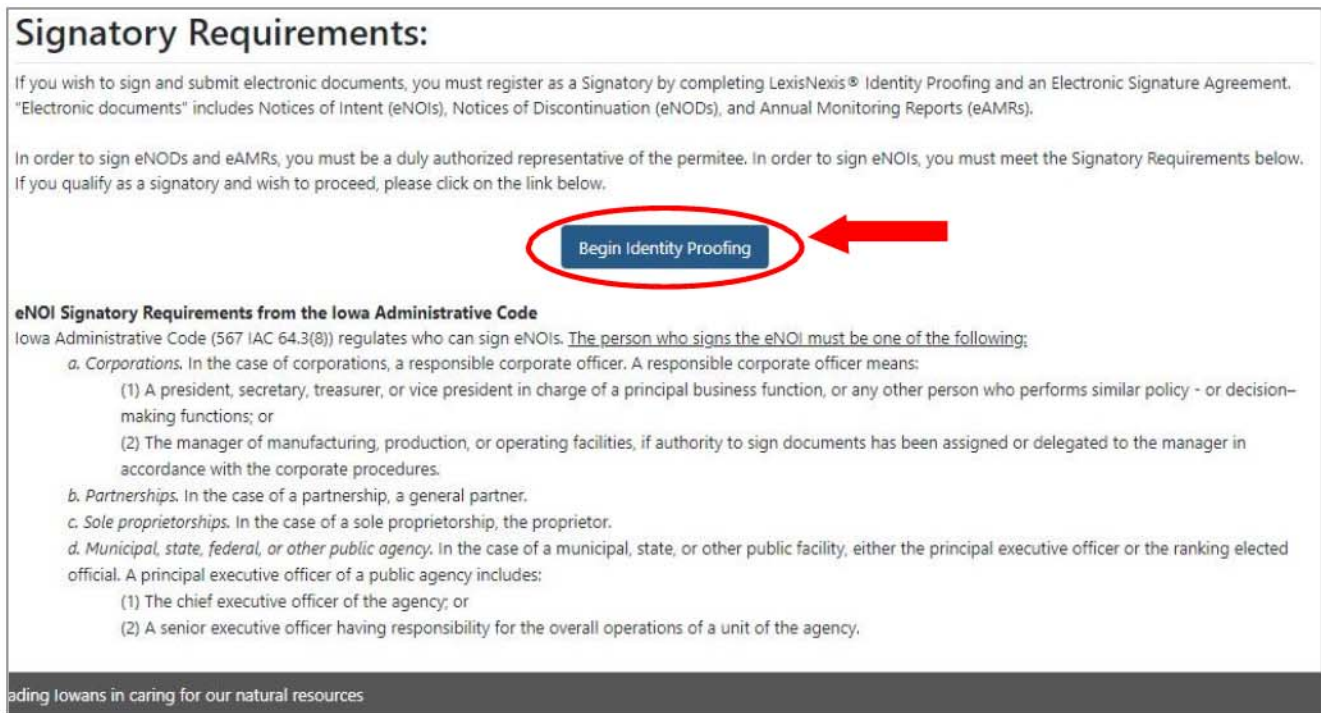
Modifying a Signatory Account

Editors cannot sign and submit eNOIs or eAMRs. Only Signatories are able to sign and submit. You can modify your Editor account to a Signatory account from the **Manage Account** page. Log in to your account and **click Manage Account** in the navigation bar. (Figure 17) There are two steps to modifying your account: Identity Proofing and signing the Electronic Signature Agreement.

Identity Proofing

Scroll down to the bottom of the page. Review the signatory requirements show there. They are also included in this manual. (Signatory Requirements, page 54)

If you meet the signatory requirements, click **Begin Identity Proofing.** The button is just above the eNOI signatory requirements. (Figure 21)

Signatory Requirements:

If you wish to sign and submit electronic documents, you must register as a Signatory by completing LexisNexis® Identity Proofing and an Electronic Signature Agreement. "Electronic documents" includes Notices of Intent (eNOIs), Notices of Discontinuation (eNODs), and Annual Monitoring Reports (eAMRs).

In order to sign eNODs and eAMRs, you must be a duly authorized representative of the permitee. In order to sign eNOIs, you must meet the Signatory Requirements below. If you qualify as a signatory and wish to proceed, please click on the link below.

Begin Identity Proofing

eNOI Signatory Requirements from the Iowa Administrative Code
Iowa Administrative Code (567 IAC 64.3(8)) regulates who can sign eNOIs. The person who signs the eNOI must be one of the following:
 a. *Corporations.* In the case of corporations, a responsible corporate officer. A responsible corporate officer means:
  (1) A president, secretary, treasurer, or vice president in charge of a principal business function, or any other person who performs similar policy - or decision–making functions; or
  (2) The manager of manufacturing, production, or operating facilities, if authority to sign documents has been assigned or delegated to the manager in accordance with the corporate procedures.
 b. *Partnerships.* In the case of a partnership, a general partner.
 c. *Sole proprietorships.* In the case of a sole proprietorship, the proprietor.
 d. *Municipal, state, federal, or other public agency.* In the case of a municipal, state, or other public facility, either the principal executive officer or the ranking elected official. A principal executive officer of a public agency includes:
  (1) The chief executive officer of the agency; or
  (2) A senior executive officer having responsibility for the overall operations of a unit of the agency.

ading Iowans in caring for our natural resources

Figure 21: Signatory Requirements and Identity Proofing Button

The next page is Terms and Conditions. You must accept these to proceed. Read through them, check the box next**,** then click **Proceed.** (Figure 22) The Terms and Conditions are also included in Appendix B on page 55.

Figure 22: Agreeing to Terms and Conditions

The final page asks for your personal information. This information will be compared to a LexisNexis database to confirm your identity. Iowa DNR will not store your information. No DNR staff will have access to it. It is important to use your _personal_ mailing address and phone number, not your business. Once you have filled out all the fields, click **Request Identity Proof.** (Figure 23)

Figure 23: Proof of Identity Form

It may take a few seconds to process. If identity proofing is successful, you'll be taken to the **Manage Account** page. A message will appear to tell you that identity proofing succeeded.

If proofing is not successful, you will see an error message. You can make five tries at identity proofing before your account will be locked. You will be taken to the Change Security Questions page. If you change your security questions and answers, it will reset the counter. Otherwise, after 24 hours, it will unlock and you can try again. This only applies to identity proofing. You'll be able to use the rest of the database normally.

> **TIPS/KNOWN ISSUES**
>
> - Be sure to use your personal address and phone number.
>
> - People with hyphenated names have trouble with identity proofing. We have not figured out how to get them through.
>
> - If your browser automatically fills any fields, check that they are correct.

Signing the ESA

At this point, your account status is "Signatory – Pending Electronic Signature Agreement." The Electronic Signature Agreement (or ESA) must be signed in order for you to submit an eNOI.

Figure 24: Manage Account Page when User Status is "Signatory - Pending ESA"

From the **Manage Account** page, click the blue **Complete ESA** button. (Figure 24)

The ESA appears on the next page. Your company information will be pre-populated at the top of the page. Read the ESA. The text of the agreement is included in this manual as Appendix C (page 56). After reading, you will see three buttons at the bottom of the page. (Figure 25)

Figure 25: Bottom of ESA

You can use the **Print Copy** button to either print a hard copy or save a PDF version of the page. We recommend that you keep a copy for your records.

You can decline the ESA by clicking **Decline.** However, you will not be able to sign or submit eNOIs.

If you accept the ESA, click **Accept.** To sign, you must log into the database again and verify your identity. Start by entering your database password in the Password box at the bottom of the page. (Figure 26) Click **Log In.**

Figure 26: Re-Log In

Once you have logged back in, you will have to answer one of the identity proofing questions (secret questions) that you established in Chapter 3, page 22. Figure 27 shows the bottom portion of the screen after you have logged in again. Type your answer in the field and click the **Submit Answer** button.

Figure 27: Answer Secret Question

Finally, you can submit the ESA. Click **Sign.** (Figure 28) It may take a few moments to process. If your submission is successful, you will be directed back to **Manage Account.**

Figure 28: Ready to Sign

Chapter 4: Creating and Submitting an eNOI (Editor and Signatory Users)

This chapter covers the process of creating, editing, and submitting eNOIs. Editors are able to complete Steps 1 -6 of the eNOI. Only Signatories can complete Step 7.

Start an eNOI

Log in to your account.

From the **My Permits** page, open the accordion of the General Permit you need. Figure 29 shows the accordion for GP5 open.
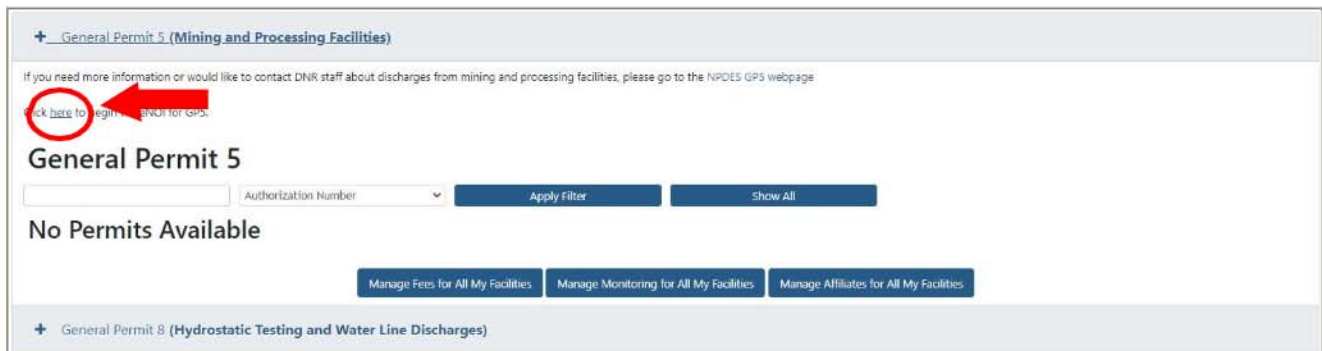
Figure 29: Home screen with GP5 accordion open

Click **here** on the second line within GP5's accordion (Figure 29).

Navigating in an eNOI

There are seven steps in an eNOI. ALL required fields must be filled out on each step before you will be allowed to save the page. You must do the steps in order; there is not a way to skip forward.

Near the top of the page is the navigation bar. (Chapter 1, page 6).
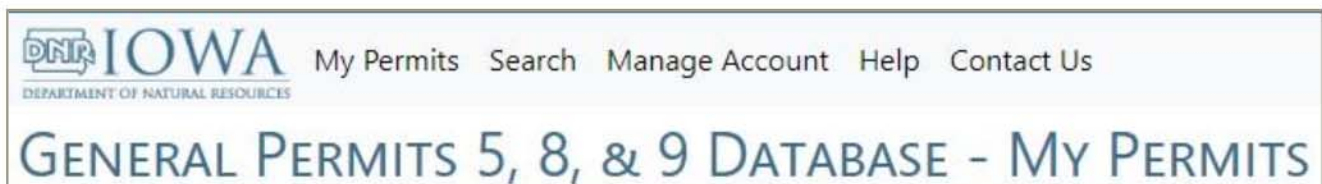
Figure 30: Navigation Bar when logged in

Below the database title is a bar consisting of seven arrows, one for each step. The arrow representing the step you are on is black, while the other six are gray. Figure 31 shows the arrow bar as it appears on Step 1.

GENERAL PERMITS 5, 8, & 9 DATABASE - GP5 OWNER INFO STEPONE

Notice of Intent: GP#5

Step 1 → Step 2 → Step 3 → Step 4 → Step 5 → Step 6 → Step 7

Figure 31: Arrow Bar on Step 1 of eNOI

GENERAL PERMITS 5, 8, & 9 DATABASE - DISCHARGE LOCATION

Notice of Intent: GP#5

Step 1 → Step 2 → Step 3 → Step 4 → Step 5 → Step 6 → Step 7

Figure 32: Arrow Bar on Step 2 of eNOI

When you are on later steps, you can use the arrow bar to go back to previously completed steps. In Figure 32, the user is on Step 2. They can click **Step 1** in the arrow to go back to Step 1. The arrows cannot be used to jump forward in the eNOI.

At the bottom of Steps 2 – 6, there are three blue buttons (Figure 33). **Previous** will take you to the previous step, without saving your work. **Save & Continue** will save your work and take you to the next step. **Save & Exit** will save your work and take you to your dashboard.
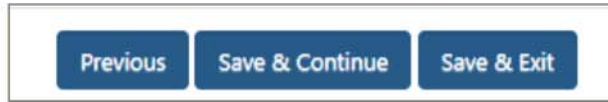
Figure 33: Navigation Buttons on Steps 2 - 6

> TIPS:
>
> - Clicking **Save & Continue** or **Save & Exit** triggers an error-checking process.
>
> - You will not be able to save your work if required fields are incomplete or not in the expected format.

Error-Checking

Once you click **Save & Continue** for a step, the computer will check to see that all the required fields are entered. It will also check that certain fields are in the expected format (phone numbers are 10 numerals, email addresses have the "@" sign, etc.). Fields with errors will be highlighted, and a list of errors will appear at the top of the step.

Continuing an eNOI

If you completed at least one step of an eNOI, it has been saved. Go to **My Permits** and find the eNOI in your list. Click **Complete eNOI** in the Action column to access your eNOI. (Chapter 6, page 38)

When returning to an eNOI, you will have to click through all the steps. Information previously entered will still be present. If you have no changes on a page, simply select **Save & Continue** until you reach your previous stopping point.

Step 1: Operator and Owner Information

Operator

You must provide contact information for a person at the company that will be conducting the discharge. All fields are required. In the ZIP code field, you can enter either the 5-digit or 9-digit (ZIP+4) codes. The phone number must include the area code.

Owner

You must provide information on the person or company who owns the mineral rights at the site. You must provide either an Organization name or First and Last Names. All other fields are required. In the ZIP code field, you can enter either the 5-digit or 9-digit (ZIP+4) codes. The phone number must include the area code.

Step 2: Location (facility entrance)

Use the map to find the facility location. Pan the map by clicking and dragging in the map window. Zoom the map using the buttons in the upper left corner or the scroll wheel on your mouse. Once you have found the location, click once to place a dot on the map at the facility entrance. Figure 34 shows Step 2 and the map zoom control.
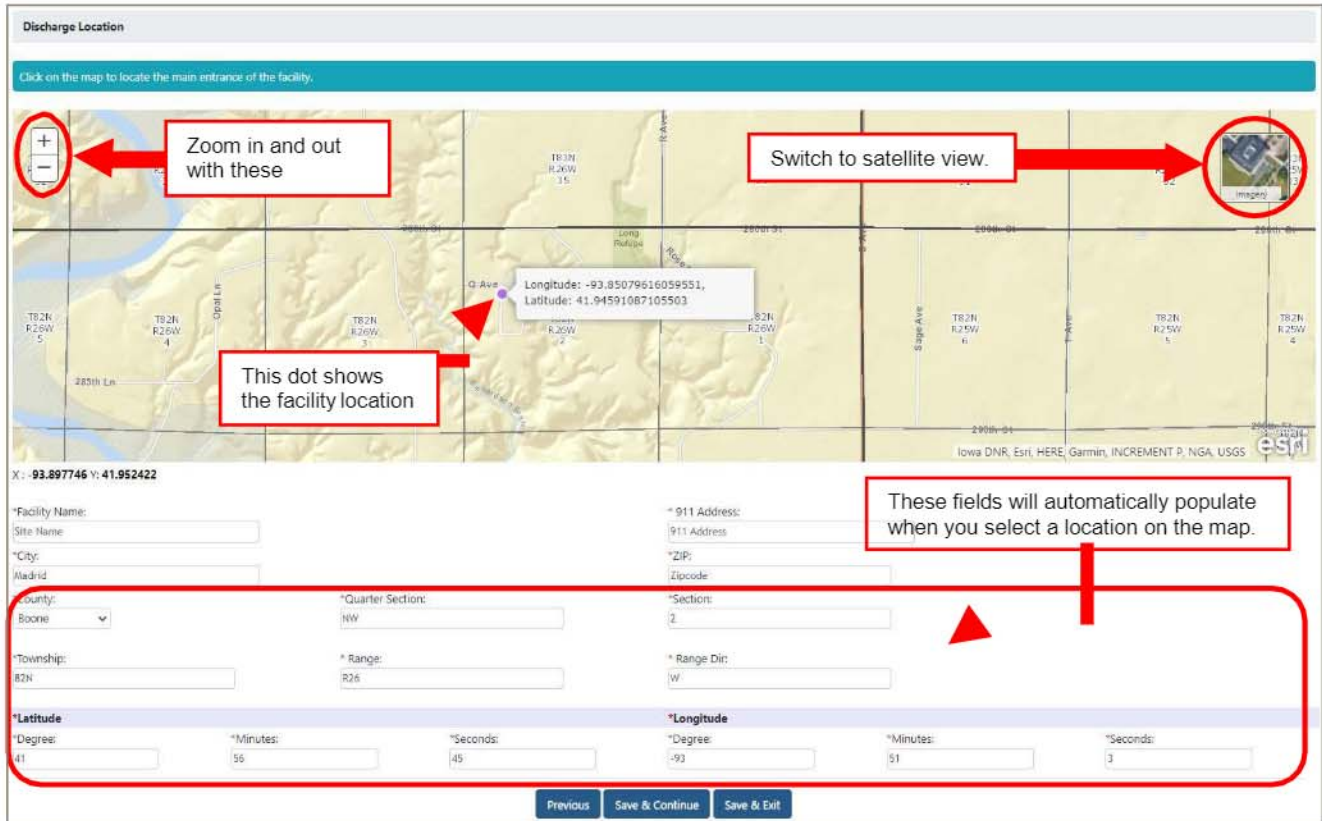
Figure 34: Step 2 with highlights

Once you select a location, the database will fill the City, County, Section, Township, Range, Longitude, and Latitude fields. If you have a 911 address for the discharge location, enter it. If not, please enter a description of the location, such as "1/4 mile east of the intersection of 110th Avenue and Magnolia Avenue."

After entering the location information, click either **Save & Continue** or **Save & Exit.**

Step 3: Outfall Information

The map should automatically zoom and center at the location you picked in Step 2. Click **Add an Outfall Location**, then click the location on the map to add the outfall. Latitude and longitude will populate automatically. You can add up to 6 outfalls. If you make a mistake, delete that outfall by clicking the **Delete** button link next to that outfall in the grid below the map and add a new outfall.
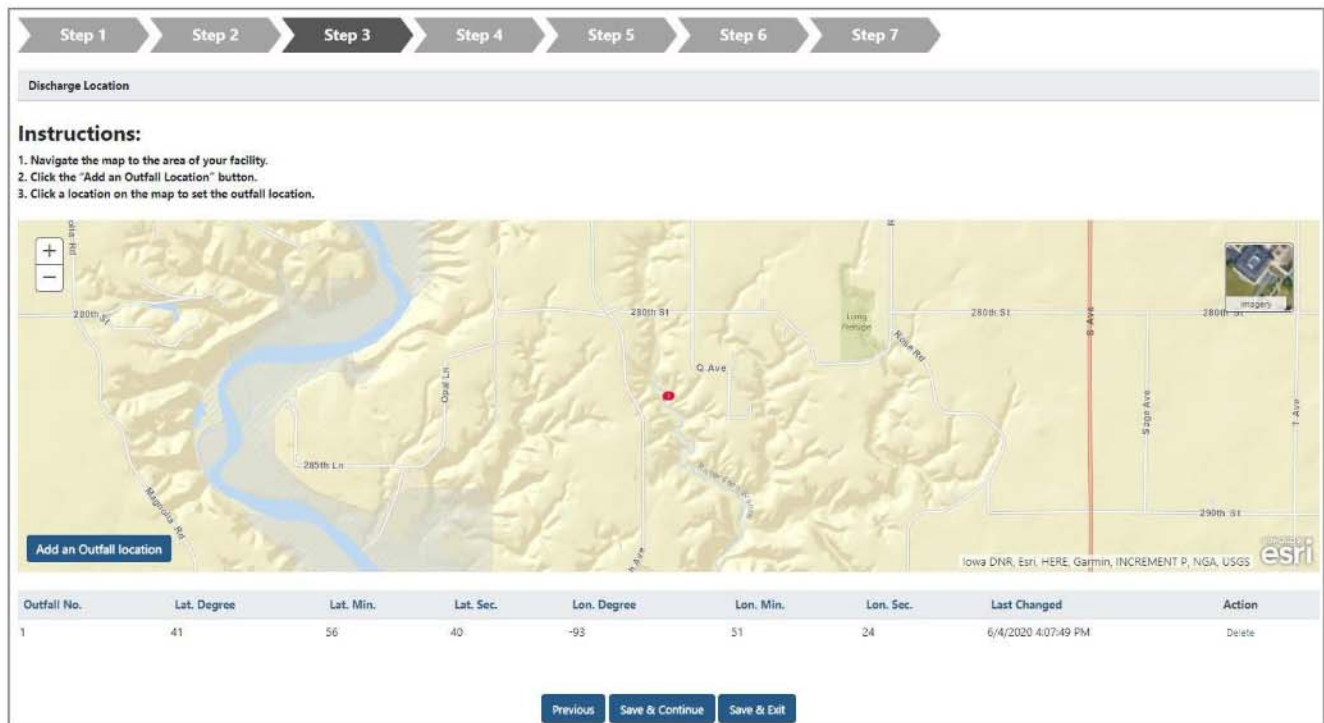
Figure 35: Outfall Location Page

Step 4: Discharge Questions, Industrial Classifications, and Sulfate Testing

Discharge Questions

Answer the question "which of the following will the discharge include?" by checking one or more of the boxes. Enter the date you are planning to begin discharging. Answer the questions about MS4s and quantitative data using the yes/no radio buttons. The number of discharge points will be pre-filled based on Step 3.

Industrial Classifications

Select at least one of the four SIC/NAICS code pairs. If you need definitions, clicking **Click to read** will bring up a window with the code definition.

Sulfate Testing

There will be one sulfate testing section for each outfall mapped on Step 3. The outfall numbers will be pre-filled. Everyone must fill out the outfall description and receiving stream boxes. Provide the receiving stream network to the first uniquely named stream.

If you have not yet discharged, and therefore have no data, check the No Discharge box.

If you have sulfate data, provide the outfall description and sample information. If you only have one sample, then First Date and Last Date will be the same. Maximum and Average Concentration will also be the same.

Step 5: Invite Additional Users

On this page, you can send an email invitation to any additional users you wish. Each user you invite will need to have an account in order to view the eNOI. All users you invite will be able to edit everything on the eNOI.

You can also invite users as Signatories. You will need to invite at least one Signatory if you do not meet the requirements.

Type in the email addresses of people you wish to invite. Once you have entered all the addresses, click **Send Emails.** The email boxes will empty, indicating that the emails have sent.

After inviting everyone you need to, click **Save & Continue**.

TIPS:

- If you want to share the information on the eNOI without requiring someone to create an account, or without allowing others to edit the eNOI, you can print it from Step 7.

- Once you have invited users, you can see the list of invitees by scrolling down below the blue buttons.

Step 6: Payment

You have three options here: skip to the certification , pay online, or pay offline. You can pay an annual fee, or a three, four, or five year fee as follows:
  - Annual Permit Fee: $125 (per year)
  - Three-year Permit Fee: $300
  - Four-year Permit Fee: $400
  - Five-year Permit Fee: $500

Save & Continue to Certification

This allows you to skip payment for the time being. You or another affiliated user will be able to come back later and pay online. Check the box and click **Save & Continue to Certification.** Your eNOI will not be complete until the fee is paid.

Pay Online

You can pay online by electronic check or by credit card. There is no fee for electronic check payments; there is a $10 fee for credit card payments. Click on the accordion labeled **I would like to pay online** to expand that option. Select your desired fee amount and payment method, then click **Review Payment.** You will be taken to a page summarizing the payment (with the credit card fee added). You can make changes by clicking **Edit Payment Options.** If you are ready to pay, click **Pay Now**. You will be taken to a secure online payment site through U.S. Bank. Complete the online form and click **Continue.** You will be given one more chance to review the payment; once you click **Confirm**, the payment will be made.

Pay Offline

Click on accordion labeled **I would like to pay offline** to expand this option, then click on **Print Invoice**. This will generate an invoice for you. Mail the invoice, along with a check for the fee, to the address given. <u>Your eNOI will not be considered complete until we receive the fee.</u>

Step 7: Sign and Submit (Signatory Only)

Editors can see the page and view the copy of record. Only Signatories can sign and submit the eNOI.

You cannot skip straight to Step 7. You have to walk through Steps 1-6 first, even if those steps are already completed. This provides you with a chance to review the information.

Review Copy of Record

Once you reach Step 7, you have the opportunity to review the eNOI in full. Click **Review NOI** about two-thirds of the way down the page. Figure 36 shows Step 7 with the Review eNOI button circled.

Figure 36: Step 7 with Review NOI Button Circled

This will open a new window showing all the information in the eNOI. This is the **Copy of Record**. Figure 37 shows the top three sections of the Copy of Record. We recommend that you save or print this page. There is a **Print** button at the bottom of the page that generates a print view of the Copy of Record.

Operator Information		
Company/Organization Name:	FLINT	
Address:	1260 HWY 18 EAST	
City:	BRITT	State/ZIP: IA - 56132
Contact Name:	Joe COMPANY	Contact Phone: 123-456-8521
Email Address:	joedoe@up.com	

Owner Information		
Company/Organization Name:	FLINT	
Contact Name:	Joe COMPANY	Contact Phone: 123-456-8521
Address:	1260 HWY 18 EAST	
City:	BRITT	State/ZIP: IA - 56132
Email Address:	joedoe@up.com	

Location Information		
Site Name:	Mymine	
Address:	123 this road	
City:	Madrid	State/ZIP: IA / 50224

Figure 37: Partial View of Copy of Record

Legal Stuff

Review the Signatory Requirements and Certification Requirement on Step 7. These are also included in Appendix A (page 54). If you meet the signatory requirements, check the box next to **I Meet the Signatory Requirements** (No. 1 in Figure 38). Enter your **Job Title** (No. 2). If you agree with the Certification Requirement, check the box next to **I Agree** (No. 3).

Figure 38: Step 7 with Check Boxes and Fields Circled

Sign & Submit

To submit the eNOI, you must log into the database again and verify your identity. Start by entering your database password in the Password box at the bottom of the page (Figure 39). Click **Re-Log In**.

Figure 39: Re-Log In

Once you have logged back in, you will have to answer one of the identity proofing questions (secret questions) that you established in Chapter 3, page 22. Figure 40 shows the bottom portion of the screen after you have logged in again. Type your answer in the field and click **Answer**.

Re-enter your log-in information and answer the security question to complete your electronic signature and submit the eNOI.

The security question will not be presented until you successfully complete the log in, and the submittal option will not be available until the question has been answered correctly.

User Name

Password
••••••••

Answer Secret Question

Question
What was your high school's mascot?

Answer

[Answer]

Figure 40: Answer Secret Question

Finally, you can submit the eNOI. Click **Sign Copy of Record.** It may take a few moments to process. If your submission is successful, you will be directed back to **My Permits.** You may see a brief pop-up saying that you successfully submitted the eNOI.

Re-enter your log-in information and answer the security question to complete your electronic signature and submit the eNOI.

The security question will not be presented until you successfully complete the log in, and the submittal option will not be available until the question has been answered correctly.

User Name

Password
••••••••

Answer Secret Question

Question
What is your favorite TV show?

Answer

Sign File

Click 'Sign Copy of Record' to complete your submission.

[Sign Copy of Record]

Figure 41: Ready to Sign

Troubleshooting

If you can't enter your job title or check the boxes on Step 7, you are not a Signatory. Either go back to Step 6 and add a Signatory or go to your **Manage Account** page and check that you have completed ID Proofing and signed the ESA. (Modifying a Signatory Account, page 22).

If you enter the wrong password too many times, your account will lock. Go to **Manage Account** and change your password. (Managing Your Account, page 19) Then log out, wait until you receive the email confirming your password change. Log in, go to **My Permits** and open the eNOI. Return to Step 7 and try again.

If you re-logged in but a secret question does not appear, you need to go to **Manage Account** and change your screening questions and answers. (Managing Your Account, page 19) Then return to Step 7 and try again.

If you enter the wrong answer to your secret question too many times, your account will lock. Go to **Manage Account** and change your screening questions and answers. (Managing Your Account, page 19) Return to Step 7 and try again.

Chapter 5: After Submission (Editor and Signatory Users)

This chapter discusses what happens after you submit your eNOI.

DNR Review

DNR staff will review the eNOI. We will check that all fields are properly filled out, that the discharge as described meets the requirements of the permit, that the Signatory meets qualifications, and that antidegradation requirements are met.

At this point, the eNOI is only viewable by you and users you have invited. The eNOI will show up in **My Permits** with the status "Under Review." You will be able to view the eNOI, but not make changes.

If you discover something in your eNOI that needs to be changed, contact DNR.

More Information

If we determine that more information is necessary, we will send you an email with the questions or comments we have. We will also change the permit status to "More Information Requested." This will allow you to make changes in the eNOI.

To change an eNOI, go to **My Permits.** (Chapter 6, page 38) Find the eNOI that needs changed in the table and select **Continue eNOI.** Refer to Chapter 4 for information on the steps. (Page 27)

Once you have made the necessary changes, a Signatory will need to re-sign and resubmit the eNOI.

Approval/Denial

After we have complete information, we will approve or deny the eNOI. You will receive an email with the decision. If the eNOI is approved, the email will include an authorization. If the eNOI is denied, the email will include the reason for the denial. The eNOI's status will be "Approved" or "Denied."

Approved or denied eNOIs are available from the Search function to all users. They will also still be in your **My Permits** dashboard.

Chapter 6: My Permits (Editor & Signatory Users)

This chapter describes the My Permits dashboard and its features. Only users with an account are able to access the dashboard. Public users do not have a My Permits dashboard.

Getting to My Permits

To access **My Permits**, log in through the Public Log In on the Home page. (Figure 42) A successful log in will redirect you to the **My Permits** dashboard.
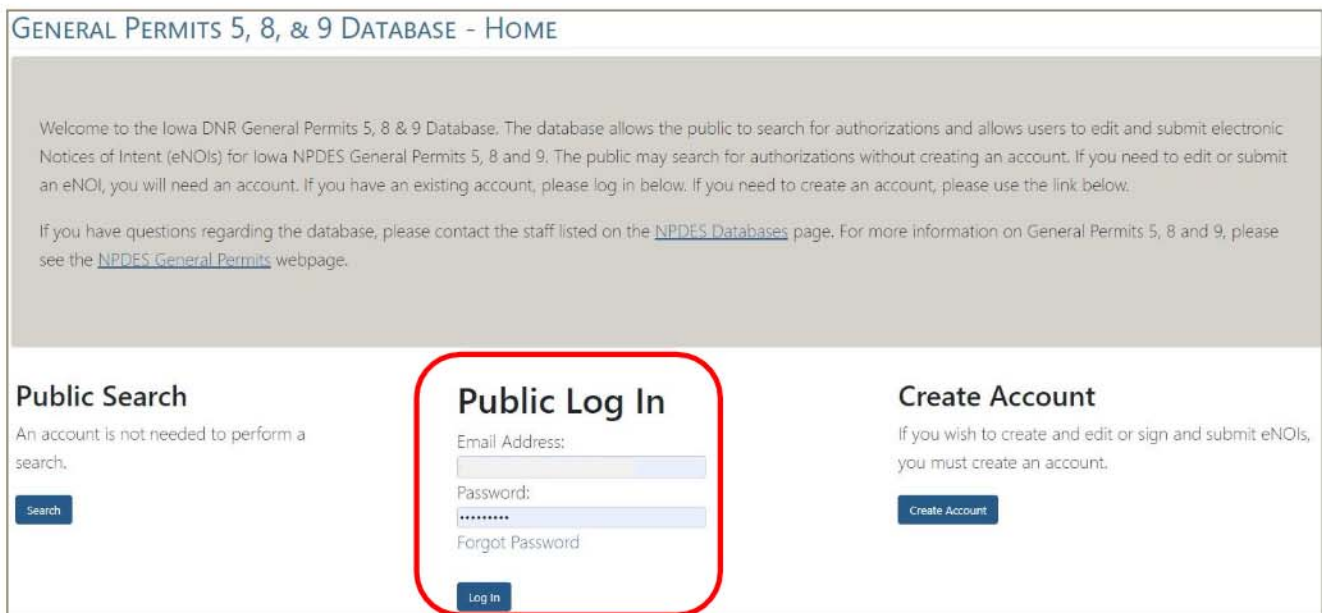
Figure 42: Home Page with Public Log In Circled

You can also access **My Permits** from the links above the database title. (Figure 43)

Figure 43: Link to My Permits

What You See

My Permits consists of an accordion containing three tables – one each for GP5, GP8, and GP9. The tables show all of the eNOIs that are associated with your account. (Figure 44)

Figure 44: Dashboard showing table for GP5

Authorization Number - This number is automatically generated. IAG stands for IowA General. General Permit 5 authorization numbers are sequential beginning with IAG140001.

Site Name – This is the name that you gave to the site when creating the eNOI.

City – The city where the discharge will occur.

County – The county where the discharge will occur.

Field Office – The DNR Environmental Services Division Field Office that covers the county. (www.iowdnr.gov/fieldoffice)

Status – The status of the eNOI. See eNOI Status (page 8) for more information.

Authorization Date – The date DNR approved the discharge. This will only be populated if the status is Active, Discontinued, or Expired.

Action – What you can do with this eNOI. "Continue eNOI" means that you can edit every step of the eNOI and upload or delete documents. This link will take you to Step 1. "View eNOI" means the eNOI is no longer editable. You can view everything you submitted but not make changes. "View Facility"

Comments – Clicking on this link provides a pop-up box with any comments the admin has made on your eNOI.

Filtering

You may come to a point when your **My Permits** tables have too many entries to view easily. When this happens, you can use filters to find eNOIs with certain characteristics. You can filter on any field, using any text that occurs in that field. Figure 45 shows a GP5 table showing only eNOIs in Boone County.

Figure 45: Filter Boone County

To use the filter:

1. Type the text you want to search on in the box.
2. Select the field you want.
3. Click Apply Filter.

Figure 46: How to filter on Field Office 4

> TIPS:
>
> If you don't receive any results, check that you entered the search text correctly. Also check that you selected the correct field. If that doesn't work, try using a less specific search.

To go back to displaying all of your eNOIs, click **Show All** next to Apply Filter. (Figure 47)

Figure 47: Show All

Chapter 7: Managing Facilities (Editor & Signatory)

Viewing a Facility

From **My Permits**, click the **View Facility** link (Figure 48) if you would like more information about that facility Figure 48: View Facility Link. **View Facility** will be available for Active, Denied, Expired, and Discontinued permits. **View Facility** will take you to a page with several tabs (Figure 49).

Figure 48: View Facility Link

Figure 49: View Facility Page

The Tabs

Overview – Shows general information about the facility: authorization number, dates, etc.

Location – Shows map, facility address, outfall locations, etc.

Fee History – Shows invoices sent and paid. Allows user to pay fees for a single facility.

Monitoring – Shows Annual Monitoring Reports submitted to Iowa DNR for 2019 and later years.

Affiliates – Shows owners, operators, and other contacts linked to the permit.

Permit Activity – Shows a history of the facility since the eNOI was created.

Fees

Fees are due annually by August 30th for the state fiscal year (July 1 – June 30). Invoices for sites with fees due are mailed in July. If you paid a fee for multiple years for a site, you will receive an invoice only when the number of years paid have elapsed.

You can pay fees one facility at a time or multiple facilities at a time.

Single Facility

For a single facility, you can view previous payments and outstanding invoices on the Fee History tab (see). You can also make payments for that facility.

The upper table on the Fee History page shows all the invoices that have been generated for the facility, along with their due dates and information about any reminders sent. You can pay one invoice at a time. Select the fee amount and payment method from the dropdowns, then click **Pay**.

Figure 50: Invoice History Table

You will be taken to a page summarizing the payment (with the credit card fee added, if applicable). You can make changes by clicking **Edit Payment Options.** If you are ready to pay, click **Pay Now**. You will be taken to a secure online payment site through U.S. Bank. Complete the online form and click **Continue.** You will be given one more chance to review the payment; once you click **Confirm**, the payment will be made.

If the payment amount and method are correct, click **Pay Now**

Multiple Facilities

If you have multiple facilities, you can pay fees for all of them at once. From **My Permits**, click **Manage Fees for All My Facilities** (Figure 51).

Figure 51: Manage Fees Button

In the fee payment table, select the fee amount you are going to pay for each facility (Figure 52).

Figure 52: Fee Payment Table with Selections Made

Once you have made your fee selections, scroll down to view your payment options (Figure 53). You may either pay online (credit card or electronic check) or pay offline. There is a $10 fee for online credit card payments; to avoid this fee pay by electronic check or pay offline. To pay online, select your payment method, then click **Review Payment**.

Figure 53: Options for Fee Payment

You will be taken to a page summarizing the payment (with the credit card fee added, if applicable). You can make changes by clicking **Edit Payment Options.** If you are ready to pay, click **Pay Now**. You will be taken to a secure online payment site through U.S. Bank. Complete the online form and click **Continue.** You will be given one more chance to review the payment; once you click **Confirm**, the payment will be made.

If the payment amount and method are correct, click **Pay Now**.

To reset the payment selections click **Reset** next to the **Exit Without Paying** button.

Monitoring

Annual monitoring must be entered and submitted by January 15 each year.

View Monitoring History
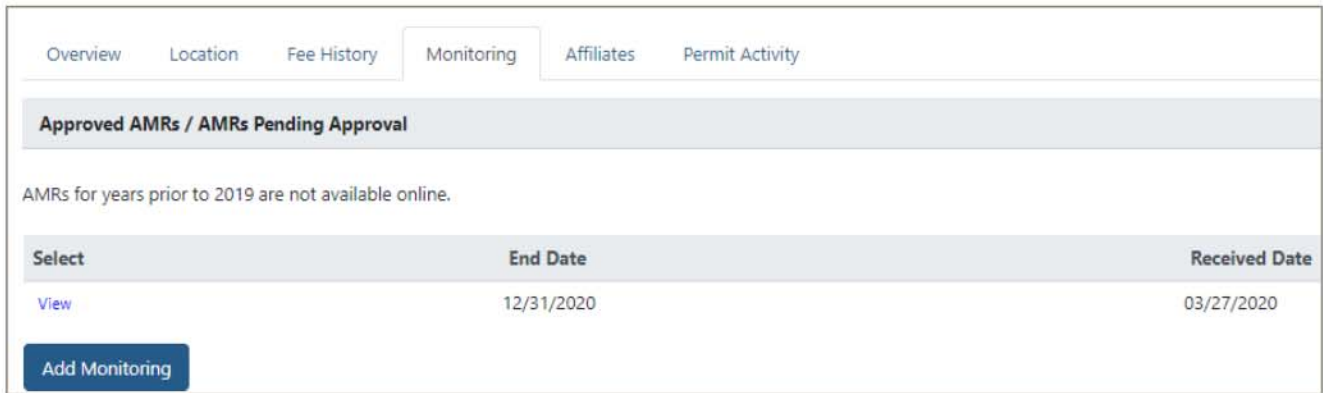You can view previous monitoring on the Monitoring History tab (see).

Figure 54: Monitoring History Tab

To view a monitoring report, click **View**, click on the **Outfall** you wish to expand, and click the month you would like to view.
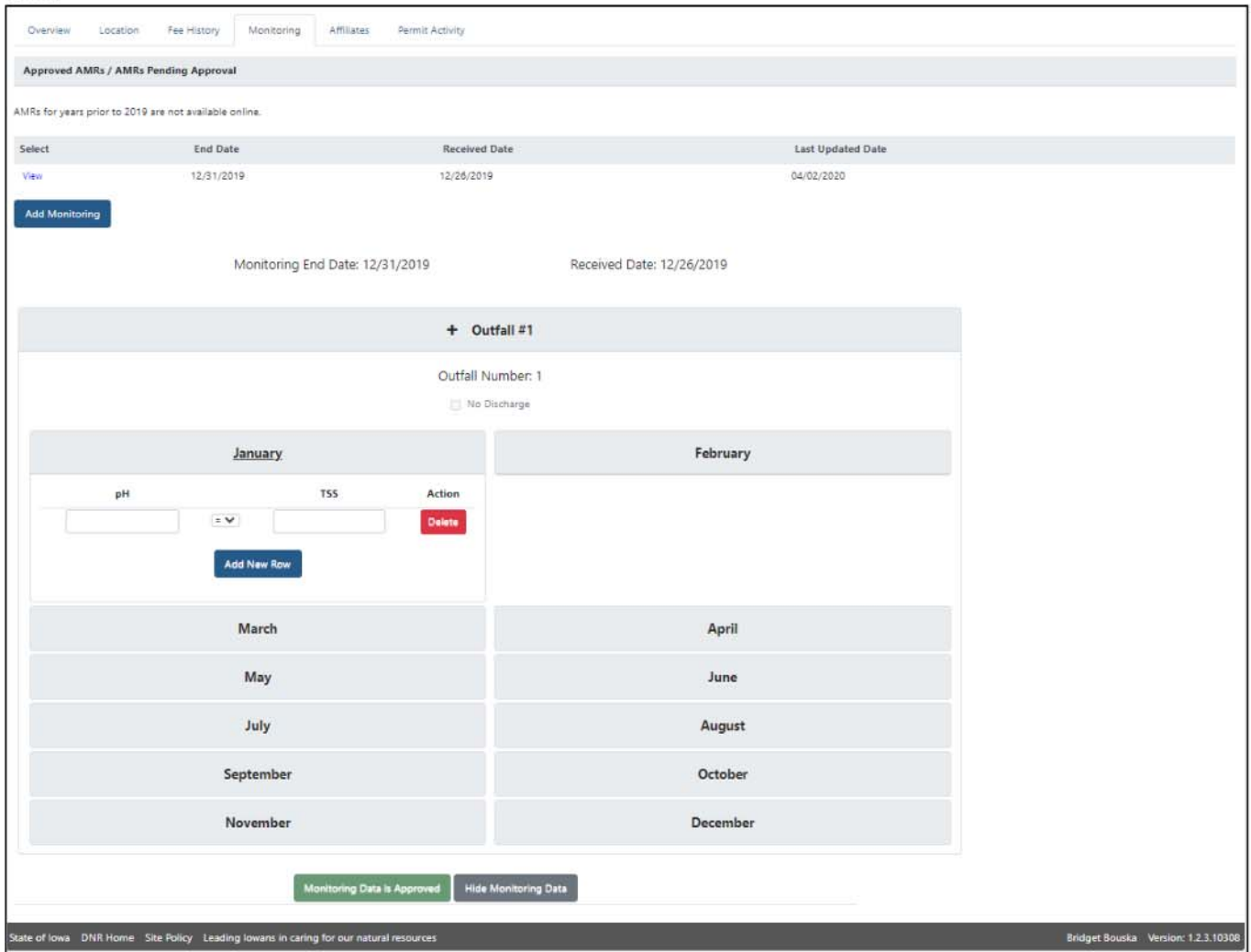

Figure 55: Viewing a Monitoring Report

Access Monitoring Submittal Page

To get to the monitoring data submittal page, you can either go through the Monitoring History tab or go through **My Permits**. To go through the Monitoring History tab, click **Add Monitoring** (Figure 56).
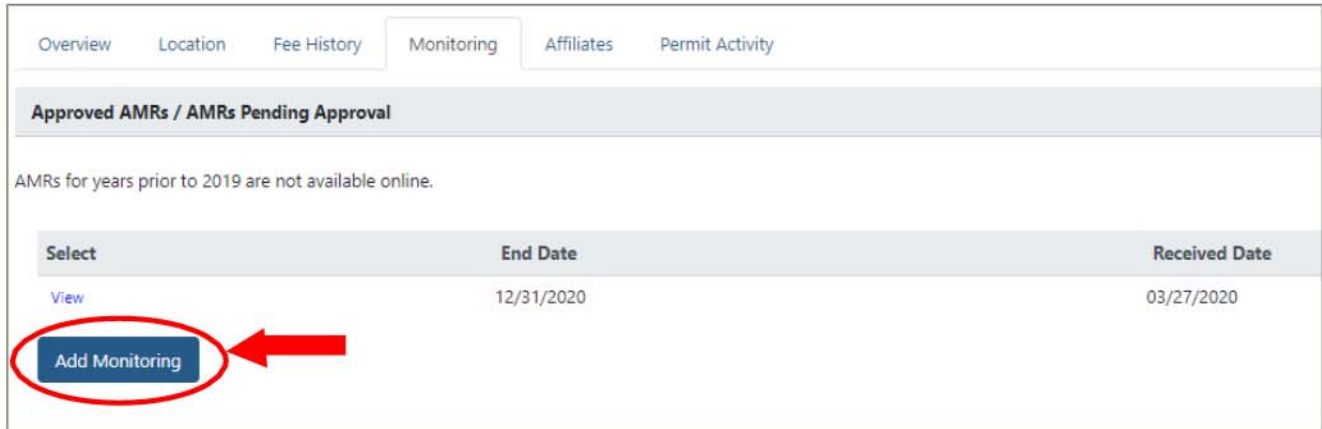

Figure 56: Monitoring History Tab

To access monitoring from **My Permits**, click **Manage Monitoring for All My Facilities** at the bottom of the GP5 table (Figure 57).
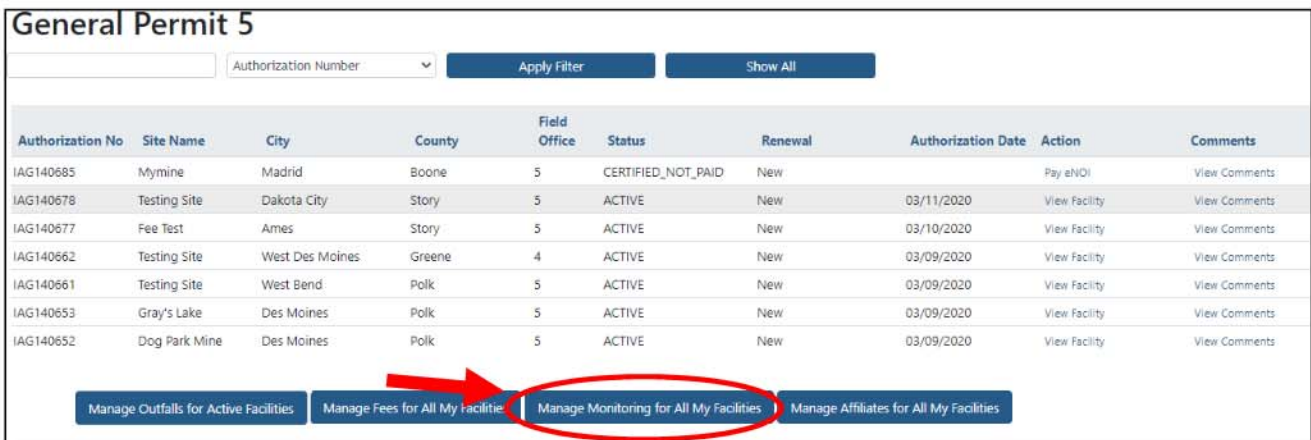

Figure 57: Accessing Monitoring from My Permits

Enter Monitoring

Once you are on the monitoring submittal page, select a monitoring year from the dropdown. Find the facility for which you want to enter monitoring data and click **Enter Monitoring** by the facility name. You can select **No Discharge** for the entire facility or for individual outfalls if that is true for the entire year. Enter monitoring data in the blanks. If you have less than values for TSS, change the dropdown to the left of the blank and enter the reporting level. For example, if the lab sheet says "< 5 mg/L", you would change the dropdown to "<" and enter "5" in the box.

Once you have entered all monitoring or selected No Discharge, click **Save (without Submitting)** to save your monitoring data. This does not submit monitoring to DNR.

TIPS

- You can come back to this site throughout the year to enter monitoring data as you acquire it.

- DO NOT submit monitoring until you have entered data for the entire year.

Figure 58: Example of entering monitoring data.

Submitting Monitoring

You must be a Signatory in order to submit monitoring. You should only submit monitoring when you have all the data entered for that calendar year.

You must save monitoring for each facility before submitting.

If you are a Signatory, click **Sign and Submit** at the bottom of the page. Read the Certification Statement and click the box next to **I Agree**. Then reenter your login information and click **Re-Log In.** Answer the secret question.

Figure 59: Signing and Submitting Monitoring Data

Affiliates

An affiliate is a person with an account that is connected to a given facility. Affiliates have the ability to enter AMR data and pay fees. Affiliates who are also Signatories are able to submit AMR data and Notices of Discontinuation.
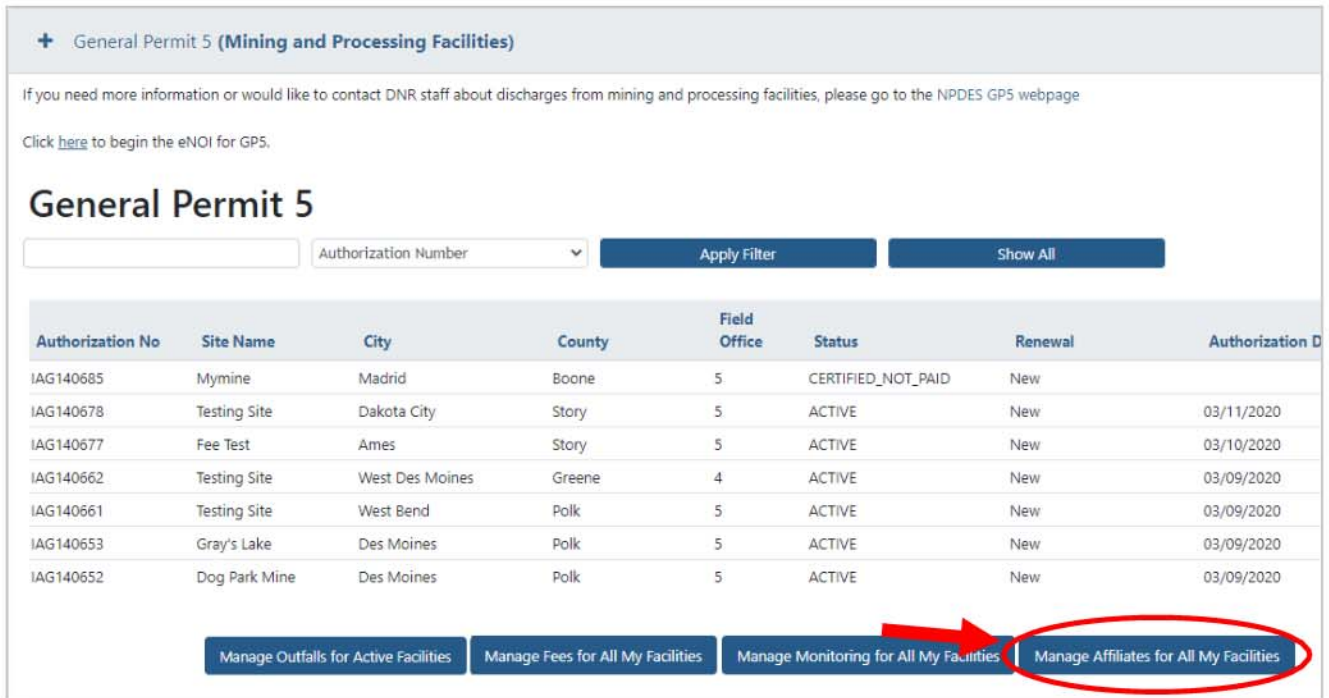
Viewing Affiliates

You can view affiliates through the facility affiliate tab or through **My Permits**. The facility affiliate tab only shows affiliates for that facility. (Figure 60)

Figure 60: Facility Affiliates Tab

To view affiliates for multiple facilities quickly, use **Manage Affiliates for All My Facilities** from the **My Permits** page. (Figure 61)

Figure 61: Manage Affiliates from My Permits Page

Request Facility Affiliations

You can submit a request to be affiliated with a facility. This will allow you to view details about the facility, pay fees, and submit monitoring. To get to the page, start at the **My Permits** page. Click **Manage Affiliates for All My Facilities** below the GP5 table. (Figure 61) Then click **Go to Request Affiliations Page**. (Figure 62)

Figure 62: Click to Visit Request Affiliations Page

Use the Search to find one or more facilities to affiliate with. For each facility, select the affiliate type from the dropdown. Once you have selected all the facilities you need, click **Request Affiliation with Selected Facilities.** (Figure 63) This sends a request to Iowa DNR for you to be affiliated with those facilities.

Figure 63: Request Facility Affiliation Page

Remove Facility Affiliations

This page also has a table showing all the facilities with which you are currently affiliated. You may remove yourself from a facility at any time by clicking **Delete** in the final column. (Figure 64)

Figure 64: Remove Affiliation with Facility

Pending Affiliation Requests

The final table on this page shows facility affiliation requests that DNR has not acted on. You may delete a request at any time by clicking delete in the final column.

Pending Affiliation Requests							
Authorization No	Facility/Site Name	Affiliate type	Operator Organization	City	County	Permit Status	Remove
IAG140673	Robinhood Office Place	Owner	Robinhood Financial LLC	Collins	Marshall	ACTIVE	Delete
IAG140673	Robinhood Office Place	Owner	DNR	Collins	Marshall	ACTIVE	Delete
IAG140675	RGTestingAdmin1Site	Operator	RGTestingAdmin1	Urbandale	Polk	ACTIVE	Delete
IAG140679	Akkil Yenna	Operator	ABC	West Des Moines	Black Hawk	ACTIVE	Delete

Figure 65: Pending Facility Affiliation Requests

Other Affiliates

To add or remove affiliates other than yourself, contact DNR directly.

Discontinuation

To discontinue a permit, start with the facility Overview Tab (Figure 49). At the bottom of the page, click **Begin Notice of Discontinuation**. (Figure 66, Number 1)The facility and operator fields will be pre-filled. Select the date the discharge was eliminated from the calendar. Read the Certification Statement and check the box next to **I Agree**. Sign and submit the Notice of Discontinuation (NOD) just like an eNOI.

Figure 66: Notice of Discontinuation/Renewal Buttons

Renewal

If you would like to recommence discharging from a facility with a discontinued permit, you'll have to renew. Go to the facility's overview tab and scroll to the bottom. Click **Renew** at the bottom right. (Figure 66, Number 2) This will start a renewal eNOI, which functions like a new eNOI. (Chapter 4, page 27)

Every five years, DNR reissues General Permit #5. At that time, all facilities must submit a renewal eNOI. A reminder will appear at the top of your dashboard, and the renewal button will become available for all facilities.

Appendix A: Signatory Requirements

Signatory Requirements for eNOIs from the Iowa Administrative Code

Iowa Administrative Code (567 IAC 64.3(8)) regulates who can sign eNOIs. The person who signs the eNOI (Signatory) must be one of the following:

a. Corporations. In the case of corporations, a responsible corporate officer. A responsible corporate officer means:

(1) A president, secretary, treasurer, or vice president in charge of a principal business function, or any other person who performs similar policy - or decision–making functions; or

(2) The manager of manufacturing, production, or operating facilities, if authority to sign documents has been assigned or delegated to the manager in accordance with the corporate procedures.

b. Partnerships. In the case of a partnership, a general partner.

c. Sole proprietorships. In the case of a sole proprietorship, the proprietor.

d. Municipal, state, federal, or other public agency. In the case of a municipal, state, or other public facility, either the principal executive officer or the ranking elected official. A principal executive officer of a public agency includes:

(1) The chief executive officer of the agency; or

(2) A senior executive officer having responsibility for the overall operations of a unit of the agency.

Certification Statement

I certify under penalty of law that this eNOI was prepared under my direct supervision in accordance with a system designed to assure that qualified people properly gathered and evaluated the information submitted. Based on the information and belief formed after reasonable inquiry, the statements and information contained in this submission are true, accurate and complete. I further certify under penalty of law that I have had the opportunity to review, in human-readable format, the content of the electronic document to which I here certify and attest. I am aware that there are significant penalties for submitting false information, and I understand that making any false statement, representation, or certification of this submission may result in criminal penalties.

Appendix B: Terms and Conditions

You must accept the terms and conditions in order to complete identity proofing. These are included below for your reference.

Terms and Conditions

Warning Notice

The Iowa Department of Natural Resources (Iowa DNR) General Permits Database registration procedure is part of a State of Iowa computer system which is for authorized use only. Unauthorized access or use of this computer system may subject violators to administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement

The Iowa DNR will use the personal identifying information which you provide for the expressed purpose of registration to the United States Environmental Protection Agency's Shared CROMERR Services site, validating user identity through the use of LexisNexis services, and for updating and correcting information in internal Iowa DNR databases as necessary. The Iowa DNR will not make this information available for other purposes unless required by law. The Iowa DNR does not sell or otherwise transfer personal information to an outside third party.

C : E S A

Appendix C: Electronic Signature Agreement

All Signatories have to accept the Electronic Signature Agreement (ESA) prior to submitting any eNOI. This Appendix includes the text of the ESA for your reference.

Text of the ESA

In accepting the electronic signature credential issued by the Iowa Department of Natural Resources to sign the electronic documents submitted to DNR's General Permits Notification System, and as a representative for:

Signatory Company Information	
Organization Name:	*(pre-populated)*
Address:	*(pre-populated)*
City, State, Zip:	*(pre-populated)*
Country:	*(pre-populated)*
Phone Number:	*(pre-populated)*
Email Address:	*(pre-populated)*
Signatory Name:	*(pre-populated)*
User Name:	*(pre-populated)*

I, *(pre-populated with signatory name [First name and Last Name]),*

(1) Agree to protect my electronic signature credential, consisting of my Iowa DNR General Permits Database user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

(2) Agree to contact the Iowa DNR as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.

(3) I agree to notify Iowa DNR by email within ten working days if my duties change and I no longer need to interact with the Iowa DNR on behalf of my organization.

(4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my password has been modified.

(5) Understand that the Iowa DNR General Permits Database reports the last date my user identification and password were used immediately after a successful database login.

(6) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.

(7) Understand that whenever I electronically sign and submit an electronic document to Iowa DNR, I will receive an e-mail at my registered e-mail address. This e-mail will inform me that a submission has been made to Iowa DNR from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR).

(8) Agree that if I receive an e-mail notification for any activity that I do not believe that I performed, I will notify Iowa DNR as soon as possible, but no later than 24 hours, after receipt.

(9) Agree to contact Iowa DNR if I do not receive an e-mail notification within 5 business days for any electronically signed submission using my credentials.

(10) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what Iowa DNR has received from me by contacting the Iowa DNR.

(11) Agree to notify the Iowa DNR if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting the Iowa DNR as soon as this change in relationship occurs and to sign a surrender certification at that time.

(12) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

(13) Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.

(14) Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name of Electronic Signature Holder: *(pre-populated with signatory name [First name and Last Name])*

Links

General Permits Database

https://programs.iowadnr.gov/generalpermits/

General Permits

Includes basic information on all general permits and links to each of the nine general permits.

http://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Wastewater-Permitting/NPDES-General-Permits

DNR Field Offices

Contact information for each of the six field offices, and a map of the counties served by each office.

http://www.iowadnr.gov/fieldoffice

USGS Topographic Maps

Find and download electronic versions of topographic maps. https://store.usgs.gov/map-locator

State Transportation Map

An electronic version of the road map published by Iowa DOT.

https://iowadot.gov/maps/digital-maps/state-maps/iowa-transportation-map

SIC and NAICS

SIC search: https://www.osha.gov/pls/imis/sicsearch.html

NAICS search: https://www.naics.com/search/ (also has SIC to NAICS and NAICS to SIC crosswalks)

Iowa Administrative Code

PDFs of the wastewater chapters of the IAC are available on our website.

http://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Wastewater-Permitting/NPDES-Rules

The Iowa Legislature's website has administrative rules for all state agencies.

https://www.legis.iowa.gov/law/administrativeRules

Code of Federal Regulations

The CFR is available electronically from https://www.ecfr.gov.

PDFs of the CFR are available from the Government Publishing Office (GPO) online.
https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR