



IOWA DEPARTMENT OF NATURAL RESOURCES

LEADING IOWANS IN CARING FOR OUR NATURAL RESOURCES

Minor Source Emissions Inventory SPARS Training: Site Management

Webinar #1

Emissions Inventory & SPARS Help Desk

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SPARS Training



- Minor Source Emissions Inventory SPARS Training – Site Management

Site Management Training - Purpose

- The purpose of this training is to show you how you can update your facility's site management, which in turn, will help you update your new inventory.

Site Management Training – SPARS Website

- SPARS Website:
 - <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/SPARS.aspx>
 - SPARS overview
 - Access SPARS (web link to the SPARS database)
 - Reports
 - Help and information (including secure e-mail set up for new users)
 - Contact information

Site Management Training – Accessing SPARS Web

- Requesting SPARS access
 - Facility administrator
 - Responsible official
 - Facility consultant
 - Secure e-mail set up for new users
- SPARS forms are found at:
 - <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/SPARS/HelpInfo.aspx>

Site Management Training – New User Secure E-Mail Set Up

- Review List Message Regarding Secure E-Mail
 - In an effort to streamline the process for sending new or revised user information to the SPARS community, we will be using a new process for the transfer of this information to you by SecureMail instead of certified letters.
 - This process will require SPARS Web users (you) to log into a secure server to retrieve your user id, password, and PIN (if you are the Responsible Official). The instructions for accessing this system are located on our Help & Info webpage.

Site Management Training – New User Secure E-Mail Set Up

- The main reasons for making this change are:
 - Faster turnaround for user login credentials than by using certified mail.
 - Reducing costs to the Bureau (and fee payers) by eliminating the use of certified mail.
 - Two-way secure communication between the Bureau and users, and users and the Bureau.

Site Management Training – New User Secure E-Mail Set Up

- Using the secure e-mail system the first time
 - If you do not have a state enterprise A&A account, the recipient will be guided through the state enterprise A&A account creation process and then directed to logon to the secure e-mail system and presented with their secure e-mail message.
 - After you create an enterprise A&A account, you will need to logon to the secure e-mail system using your account ID and password without having to go through the registration process again.
 - Remember, secure e-mail is only available for 14 days from the day it was sent. After 14 days, it is automatically deleted. Save these e-mail to your computer to keep them.

Site Management Training – What are we going to cover?

- What is site management?
- The most common warning message in site management
- Preparing to update site management
- Updating site management using SPARS Web

Site Management Training – What is Site Management?

- Section of the database where the following facility information may be found:
 - Plant number, facility address, mailing address, contact names, addresses, phone numbers and email addresses.
 - Industrial classification (SIC/NAICS), equipment identification, descriptions and maximum rated capacities.
 - Facility location data (latitude, longitude, UTM coordinates and zone, etc.).

Site Management Training – What is Site Management?

File Edit View Reports IDNR Site Management Security Window Help

SPARS Web : Site Management

Select Site ID: Select Site Name: SPARS SAMPLE FACILITY

Query Site Information Site ID: 1000000003131 Name: SPARS SAMPLE FACILITY

Responsible Official Mailing Address Parent Address

Site and Location Other Information Business Description Comments

* Company/Site Name: SPARS SAMPLE FACILITY

* County: STORY

Address 1: 124 E 28TH ST

Address 2:

City: GILBERT

State: IA Zip Code: 50022 EIQ No: 92-7727

UTM Zone No.: 15 UTM Easting Amt Meters: 685,041 UTM Northing Amt Meters: 4,706,605

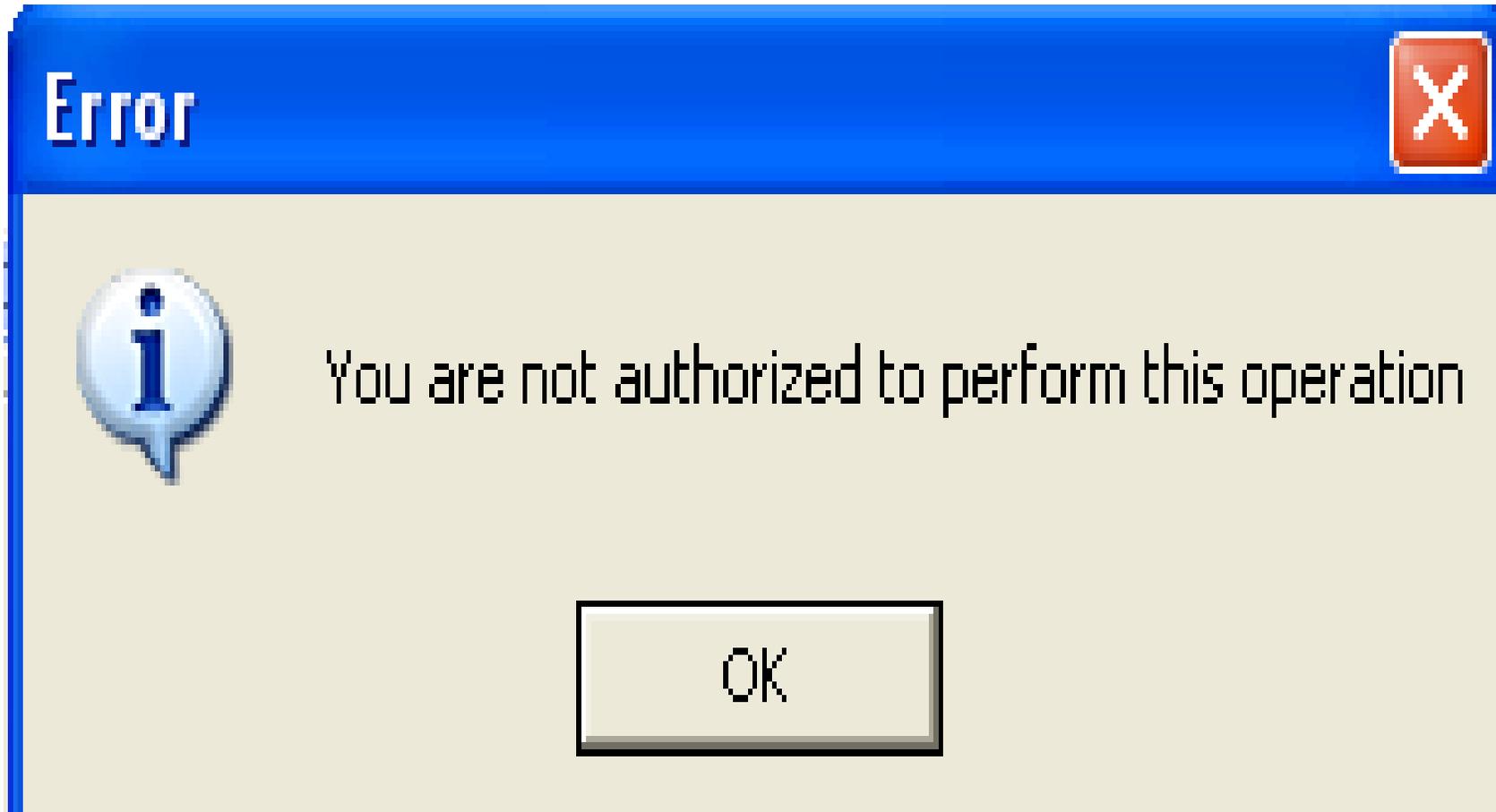
Latitude: 40.5 Longitude: 72.6

Facility Type Facility ID

TITLE V 85-02-999

Points	Units
Control	Monitor

Site Management Training – The Most Common Warning Message

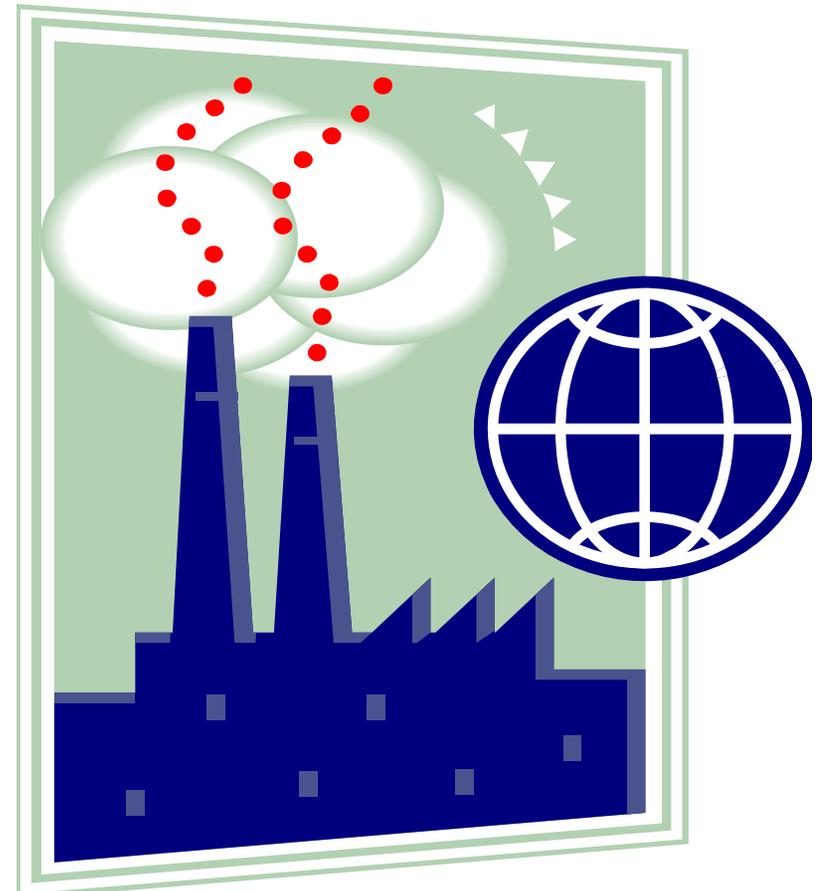


Site Management Training – Preparing to Update Site Management

- Copies of construction permits received since your facility's last inventory submittal
- Construction, installation, and start-operation dates for any equipment that started operation since the last inventory submittal
- Cease-operation dates for any equipment that discontinued operation since the last inventory submittal

2014 Minor Source Emissions Inventory SPARS Training: Site Management

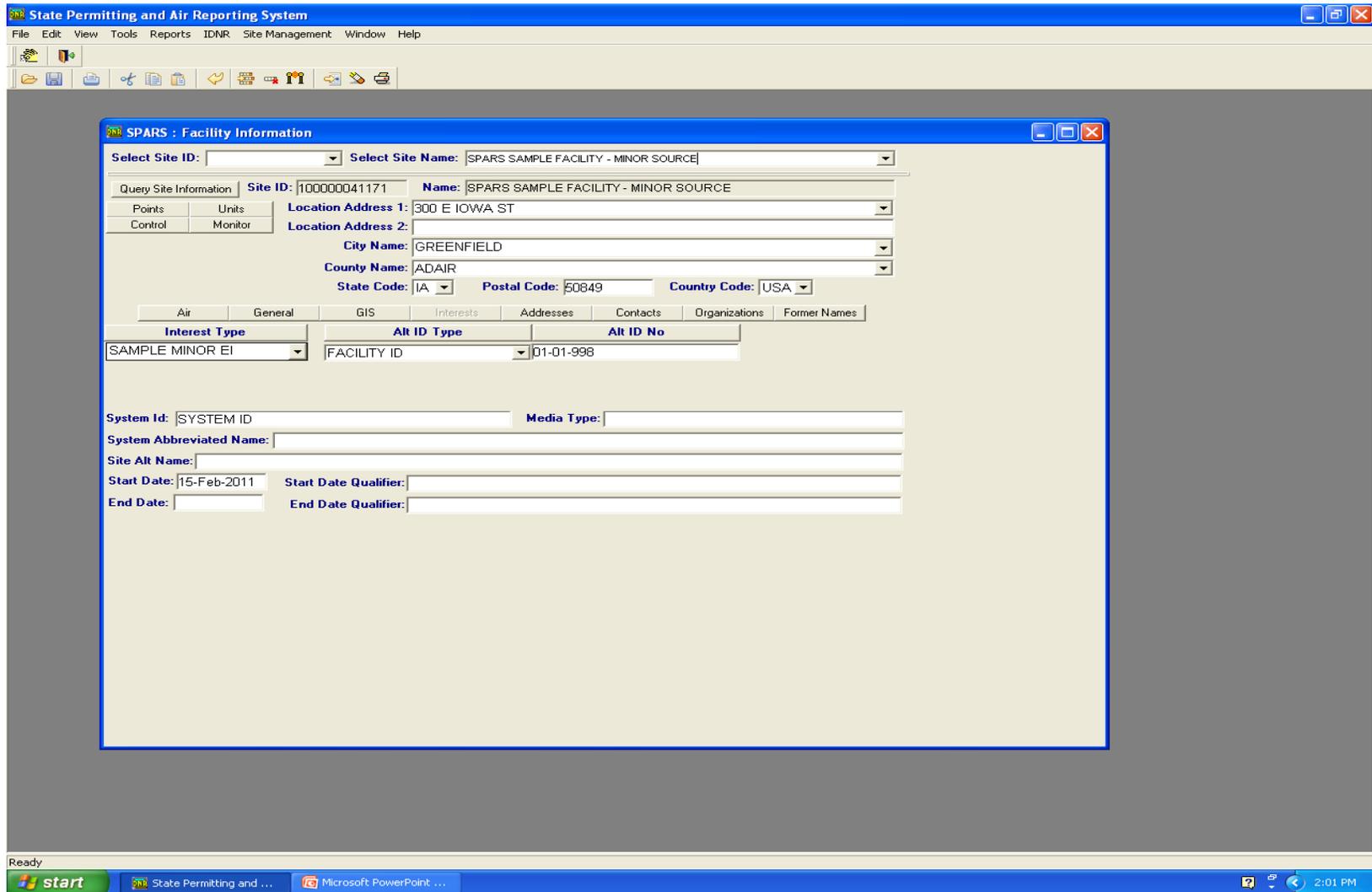
- Any questions?



SPARS Interactive Training – Logging Into SPARS

- Login (<https://spars.iowadnr.gov/spars.htm>)
- Username
- Password

SPARS Interactive Training – Working In Site Management



Purpose of the Minor Source Emissions Inventory (MSEI)

- The data Iowa DNR receives through the MSEI helps:
 - Assist in tracking Iowa's progress towards meeting national air quality standards
 - Perform regional and local air pollution dispersion modeling
 - Develop control and maintenance strategies required by the Clean Air Act
 - Identify emission levels and trends throughout the state
 - Verify emissions data contained in nationally-published reports (USA Today School Air Toxics, NATA, TRI, etc.)
 - A complete air pollutant inventory is required by Iowa Administrative Code (567) sub rule IAC 21.1(3)

Options for submitting the 2014 MSEI

- Electronically via the SPARS website
 - <http://spars.iowadnr.gov/spars.htm>
- Paper via the MSEI forms
 - <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/EmissionsInventory/MinorSourceForms.aspx>
- Specialized forms for stationary concrete, asphalt, and limestone crushing plants and Group 2 Grain Elevators
 - <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/EmissionsInventory/EmissionsEstimateTools.aspx>

How to gain access to the SPARS website

- Facility Administrator form
 - <http://www.iowadnr.gov/portals/idnr/uploads/forms/5422005.pdf?amp;tabid=1476>
- Responsible Official form
 - <http://www.iowadnr.gov/portals/idnr/uploads/forms/5422004.pdf?amp;tabid=1476>
- SPARS help and information
 - <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/SPARS/HelpInfo.aspx>

MSEI Resources

- Worksheets, example calculations, SCC numbers, and links to websites for emission factors and SIC & NAICS codes
 - <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/EmissionsInventory/EmissionsEstimateTools.aspx>
- MSEI instruction booklet
 - http://www.iowadnr.gov/portals/idnr/uploads/air/insidednr/emissinv/msei_instructions.pdf

MSEI Resources

- Tips on completing the inventory
 - http://www.iowadnr.gov/portals/idnr/uploads/air/insidednr/emissinv/msei_tips.pdf?amp;tabid=1570
- Frequently asked questions
 - http://www.iowadnr.gov/portals/idnr/uploads/air/insidednr/emissinv/msei_faqs.pdf?amp;tabid=1570
- Exemptions
 - http://www.iowadnr.gov/portals/idnr/uploads/air/insidednr/emissinv/msei_exemptions.pdf?amp;tabid=1570

MSEI Resources

- Iowa Air Emissions Assistance Program inventory tools
 - <http://mse.iwrc.org/>



Questions?

- Next SPARS Minor Source Emissions Inventory Training Webinar:
 - March 5, 2015
 - 9:00 a.m. to 11:00 a.m. CST
 - Will include instructions on how to create and submit a Minor Source Emissions Inventory from SPARS, example calculations for common processes, available resources, common errors, and a Q&S session.