

February 26, 2014
Minor Source Emissions Inventory
SPARS Training: Site Management

Webinar #1

Emissions Inventory
&
SPARS Helpdesk

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SPARS Training



- ▶ **Minor Source Emissions Inventory
SPARS Training – Site Management**

Site Management Training – SPARS Website

➤ **SPARS Website:**

- [http://www.iowadnr.gov/InsideDNR/Regulatory Air/SPARS.aspx](http://www.iowadnr.gov/InsideDNR/RegulatoryAir/SPARS.aspx)
- **SPARS overview**
- **Access SPARS (web link to the SPARS database)**
- **Reports**
- **Help and information (including secure email setup for new users)**

Site Management Training – Accessing SPARS Web

- **Requesting SPARS access**

- Facility Administrator

- Responsible Official

- Secure email setup for new users

- **SPARS forms are found at**

- <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/SPARS/HelpInfo.aspx>**

Site Management Training – New User Secure Email Setup

- **Review list message sent 12/23/2013**
- **If you did not receive the message, email me for a copy, and to include you on future mailings**
- **Secure email instructions found at:**
<http://www.iowadnr.gov/InsideDNR/RegulatoryAir/SPARS/HelpInfo.aspx>
in instructions, guidance, and misc. information

Site Management Training – New User Secure Email Setup

- **Using the secure email 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 email system and presented with their secure email message.**

Site Management Training – New User Secure Email Setup

- **Using the secure email system the first time (continued)**
- **After you create an enterprise A&A account, you will need to logon to the secure email system using your account ID and password without having to go through the registration process again.**

Site Management Training – New User Secure Email Setup

- **Using the secure email system the first time (continued)**
- **Remember, secure email is only available for 14 days from the day it was sent. After 14 days, it is automatically deleted. So save these emails to your computer to keep them.**

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 – 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**

What is Site Management?

- **Section of the database where the following facility information may be found:**
 - **Location**
 - **Mailing address**
 - **Name and addresses for its contacts**
 - **Classification**
 - **Plant number**
 - **Equipment identification**

What is Site Management?

- **Section of the database where the following facility information may be found (continued):**
 - **Equipment description**
 - **Latitude**
 - **Longitude**
 - **UTM coordinates**
 - **And more**



SPARS Web : Site Management



Select Site ID: [dropdown] Select Site Name: SPARS SAMPLE FACILITY [dropdown]

Query Site Information Site ID: 100000003131 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 [dropdown]

Address 1: 124 E 28TH ST

Address 2: [empty]

City: GILBERT [dropdown]

State: IA [dropdown] Zip Code: 50022 EIQ No: 92-7727

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

Latitude: 40.5 Longitude: 72.6

Facility Type: TITLE V [dropdown] Facility ID: 85-02-999

Points	Units
Control	Monitor

The Most Common Warning Message in Site Management



Preparing to Update Site Management

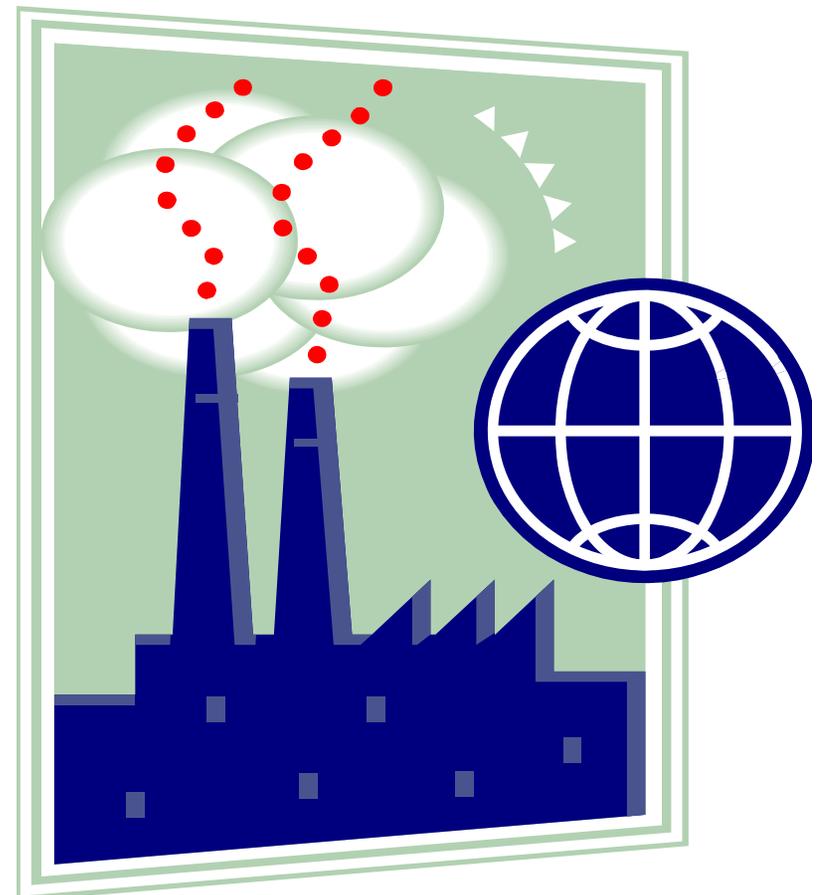
- **Copies of construction permits received after your facility's last inventory submittal**
- **Construction, installation, and start-operation dates for any equipment that started operation after the last inventory submittal**

Preparing to Update Site Management

- **Cease-operation dates for any equipment that discontinued operation after the last inventory submittal**

2013 Minor Source Emissions Inventory SPARS Training: Site Management

➤ **Questions?**



SPARS Interactive Training: Logging Into SPARS

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

SPARS Interactive Training: Working in Site Management

The screenshot shows a web browser window titled "State Permitting and Air Reporting System". The main content is a form titled "SPARS : Facility Information". The form contains the following fields and sections:

- Select Site ID:** [Dropdown menu]
- Select Site Name:** [Dropdown menu] (Value: SPARS SAMPLE FACILITY - MINOR SOURCE)
- Query Site Information:** Site ID: 100000041171, Name: SPARS SAMPLE FACILITY - MINOR SOURCE
- Location Address 1:** 300 E IOWA ST
- Location Address 2:** [Text field]
- City Name:** GREENFIELD
- County Name:** ADAIR
- State Code:** IA, **Postal Code:** 50849, **Country Code:** USA
- Interest Type:** SAMPLE MINOR EI
- Alt ID Type:** FACILITY ID
- Alt ID No:** 01-01-998
- System Id:** SYSTEM ID, **Media Type:** [Text field]
- System Abbreviated Name:** [Text field]
- Site Alt Name:** [Text field]
- Start Date:** 15-Feb-2011, **Start Date Qualifier:** [Text field]
- End Date:** [Text field], **End Date Qualifier:** [Text field]

The form also includes tabs for "Air", "General", "GIS", "Interests", "Addresses", "Contacts", "Organizations", and "Former Names". The bottom of the browser window shows the Windows taskbar with the Start button, open applications (State Permitting and..., Microsoft PowerPoint...), and the system tray (Ready, 2:01 PM).

Purpose of the Minor Source Emissions Inventory (MSEI)

- **The data IDNR 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, etc.)**
 - **A complete air pollutant inventory is required by Iowa Administrative Code (567) sub rule IAC 21.1(3)**

Options for submitting the 2013 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 portable and 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

- **Iowa Air Emissions Assistance Program inventory tools**

- <http://mse.iwrc.org/>

Questions?

- **Next SPARS Minor Source Emissions Inventory Training Webinar:**
 - **February 27, 2014**
 - **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&A session.**