



WELCOME



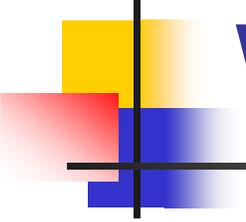
Title V Emissions Inventory SPARS Training – The Inventory

January 2014

SPARS Training - Hosts

- Kevin Connolly – SPARS Administrator
- Jason Dowie – SPARS Helpdesk



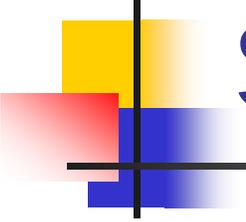


SPARS Training - SPARS Website

- SPARS Website:

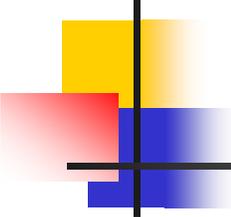
- <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/SPARS.aspx>

- SPARS Overview
 - Access SPARS (web link to the SPARS database)
 - Reports
 - Help and Info



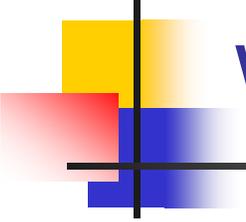
SPARS Training - Accessing SPARS Web

- Requesting SPARS Access
 - Facility Administrator
 - Responsible Official
 - Secure Email setup for new users
- SPARS Forms may be found at <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/SPARS/HelpInfo.aspx>



SPARS Training - Purpose

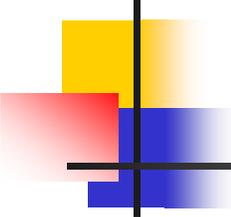
The purpose of this training is to show you how you can use SPARS to create, complete, review, sign, and submit an electronic copy of your facility's Title V emissions inventory.



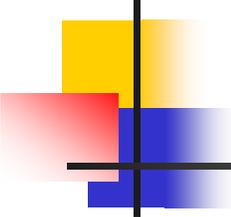
SPARS Training - What are we going to cover?

- The inventory submittal process
- The Application Query Tool
- The most common database error
- Preparing to complete your inventory
- Creating, completing, reviewing, signing, and submitting your inventory using SPARS Web

The Inventory Submittal Process



- Updating the facility's site information (*Chapter 6*)
- Creating the inventory (*Chapter 8*)
- Completing the inventory (*Chapter 9*)
- Reviewing the inventory (*Chapter 10*)
- Signing and submitting the inventory (*Chapter 11*)



The Application Query Tool

A SPARS database window, which allows the user to access, view, create, edit, delete, and submit applications and inventories.

The Application Query Tool

- To access the Application Query Tool, do the following:
 - 1. Access SPARS Web as indicated in Section 3.0
 - 2. Click the Quick Navigation Tool button (the hand). See Figure 7.1 below.



Figure 7.1 – The Hand (Quick Navigation Tool Button)

- 3. The Application Query Tool opens:

Site ID: [dropdown] Site Name: [dropdown]
EIQ No: [dropdown] City: [dropdown]
Permit No: [dropdown] County: [dropdown]
Facility ID: [dropdown] Project No: [dropdown] And Or

Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)

All Applications/Questionnaires

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EIQ	Create Minor Source EIQ	Create Construction App

Step 4 - Select either the "Site Name" or "Site ID" when querying in the Application Query Tool. It is recommended to always use the

SPARS Web : Application Query Tool

Site ID: Site Name: SPARS TITLE V TRAINING SITE

EIQ No: City:

Permit No: County:

Facility ID: Project No: And Or

Hint: Use a "%" with the information to find items which are similar to what you typed (ie. Facility%)

All Applications/Questionnaires

Operating Applications	Part 2 Applications	Title V Questionnaires	Minor Source Questionnaires	Construction Applications
Create Operating App	Create Part 2 App	Create Title V EIQ	Create Minor Source EIQ	Create Construction App

Site ID	Site Name	EIQ No	Year	Sub Date	App Type	Phase Code
100000034866	SPARS TITLE V TRAINING SITE	92-0001	2008	15-Mar-2009	INITIAL	INITIAL

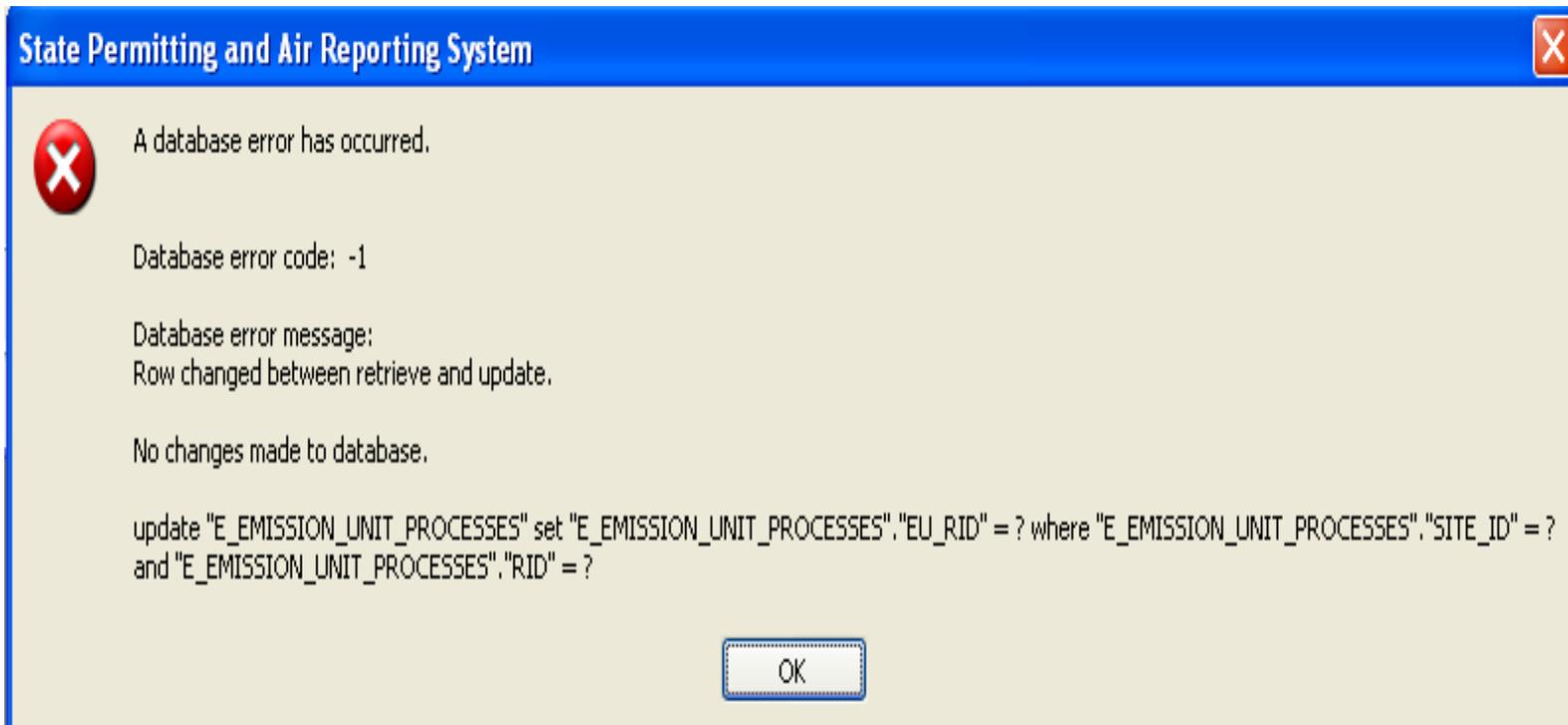
Refresh List | Clear Query | Edit Application | Delete Application | Submit To AQB | Cancel

The "Title V Questionnaires" button is grayed out, because this information is being displayed on this window

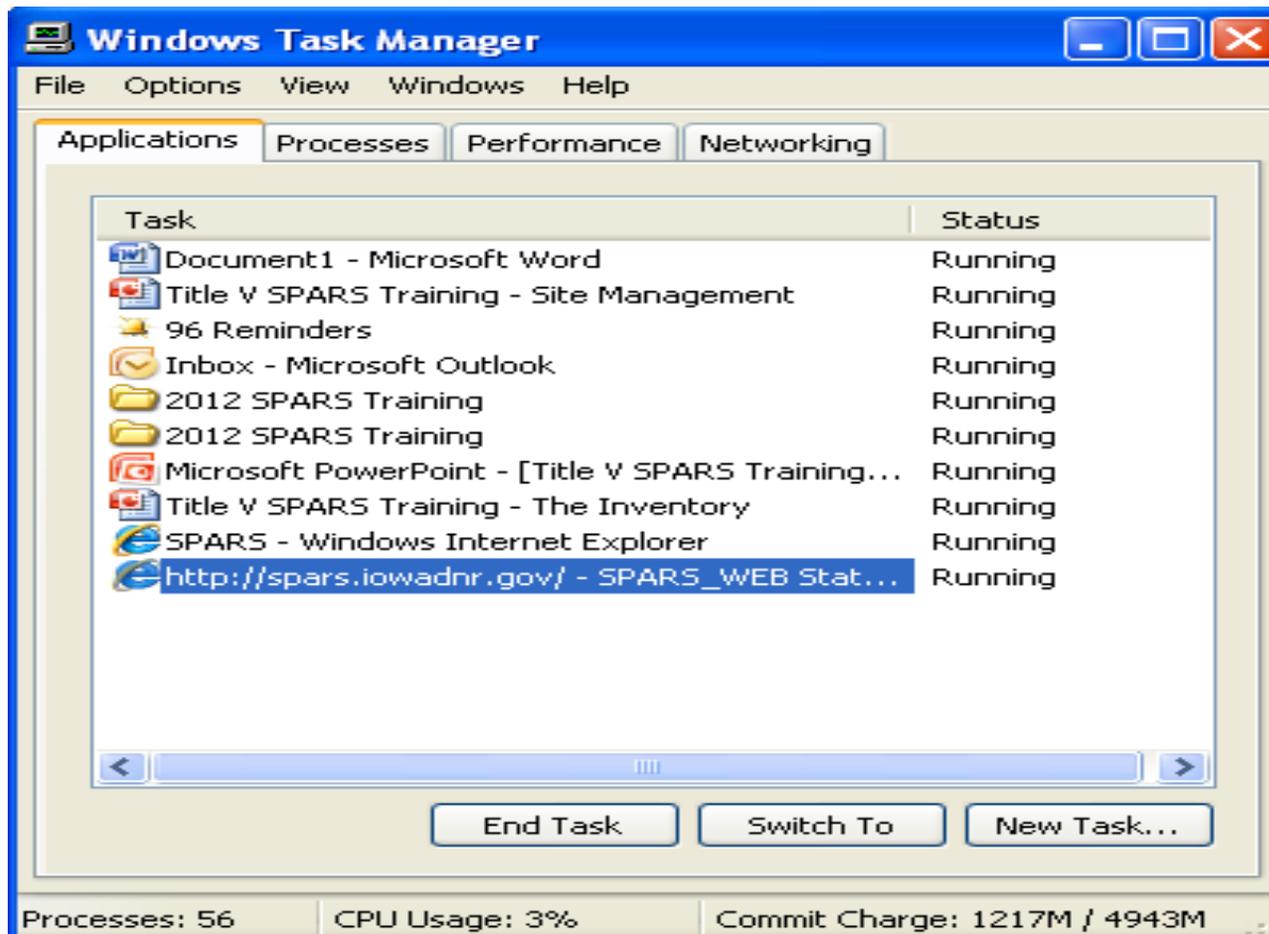
Since this inventory is in the INITIAL Phase, SPARS will not allow you to edit or delete it. If you open this inventory and attempt to see the information that it contains without using print-preview (see Chapter 10), a database error will occur and you will be disconnected from the database.

Click this button to create a Title V Emissions Inventory.

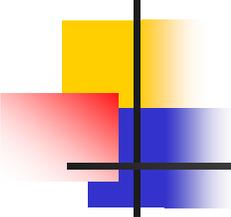
The most common database error



End Task

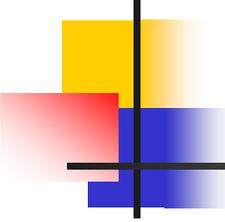


January 2014



You are not authorized....





Preparing to complete your inventory

- Get a copy of the last inventory that your facility submitted
- Total raw material amounts.
- Actual operating rates and schedule for each unit.
- SCCs, emission factors, emission factor source, ash or sulfur %, and control efficiency not included in your previous inventory.
- Corrections to previously submitted SCCs, emission factors, etc.
- Calculations to be entered into Form CA-01.
- Electronic documents to be attached to your new inventory.

SPARS Training - Let's get started....

Logging in

