Iowa Department of Natural Resources

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Title V Emission Inventory Training

Site Management

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Site Management Training

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Training Purpose

- The purpose of this training is to show you how you can update your facility's Site Management information.

- Completion of Site Management updates will help you update your new 2014 Title V Emissions Inventory Questionnaire (EIQ).

SPARS Website Information

- SPARS Website Location:

http://www.iowadnr.gov/InsideDNR/RegulatoryAir/SPARS.aspx

  - SPARS Overview (basic information and uses)
  - Access SPARS (web link to the SPARS database)
  - Generate Reports
  - Help & Info (including Secure Email setup for new users)
  - Contact Information

Accessing SPARS Web

- Requesting SPARS Access and User Role
  - Facility Administrator
  - Responsible Official
  - Facility Consultant

Forms are found on the SPARS Help & Info Website

  - Secure Email setup instructions are found at this website, too.

New User Secure Email Setup

- Review List Message Regarding Secure Email
  - 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 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.
- 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.

New User Secure Email Setup

- Using the Secure Email System for the first time
  - If you do not have a State Enterprise A&A Account, the recipient will be guided through the A&A Account creation process and then be directed to logon to the Secure Email System and presented with their secure email message.
  - 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.
  - Remember, Secure Email is only available for 14 days from the date it was sent. After 14 days, it is automatically deleted. So save these emails to your computer to keep them.

What are we going to cover?

- What is Site Management?
- The Inventory submittal process
- The most common warning message in Site Management
- Preparing to update Site Management
- Updating Site Management using SPARS Web

What is Site Management?

- This is the section of the database where the following facility information may be found:
  - 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.).

File Edit View Reports IDNR Site Management Security Window Help

SPARS_WEB SPARS Web : Site Management

Select Site ID: **Select Site Name:** SPARS SAMPLE FACILITY - TITLE V

Query Site Information **Site ID:** 100000003131 **Name:** SPARS SAMPLE FACILITY - TITLE V

Responsible Offical | Mailing Address | Parent Address

Site and Location | Other Information | Business Description | Comments

*** Company/Site Name:** SPARS SAMPLE FACILITY - TITLE V

*** County:** WAPELLO

Address 1: 3500 N COURT ST

Address 2:

City: OTTUMWA

State: IA **Zip Code:** 52501 **EIQ No:** 92-0001

UTM Zone No.: 15 **UTM Easting Amt Meters:** 549,620 **UTM Northing Amt Meters:** 4,546,175

Latitude: 41.07 **Longitude:** -92.41

Facility Type SAMPLE TITLE V

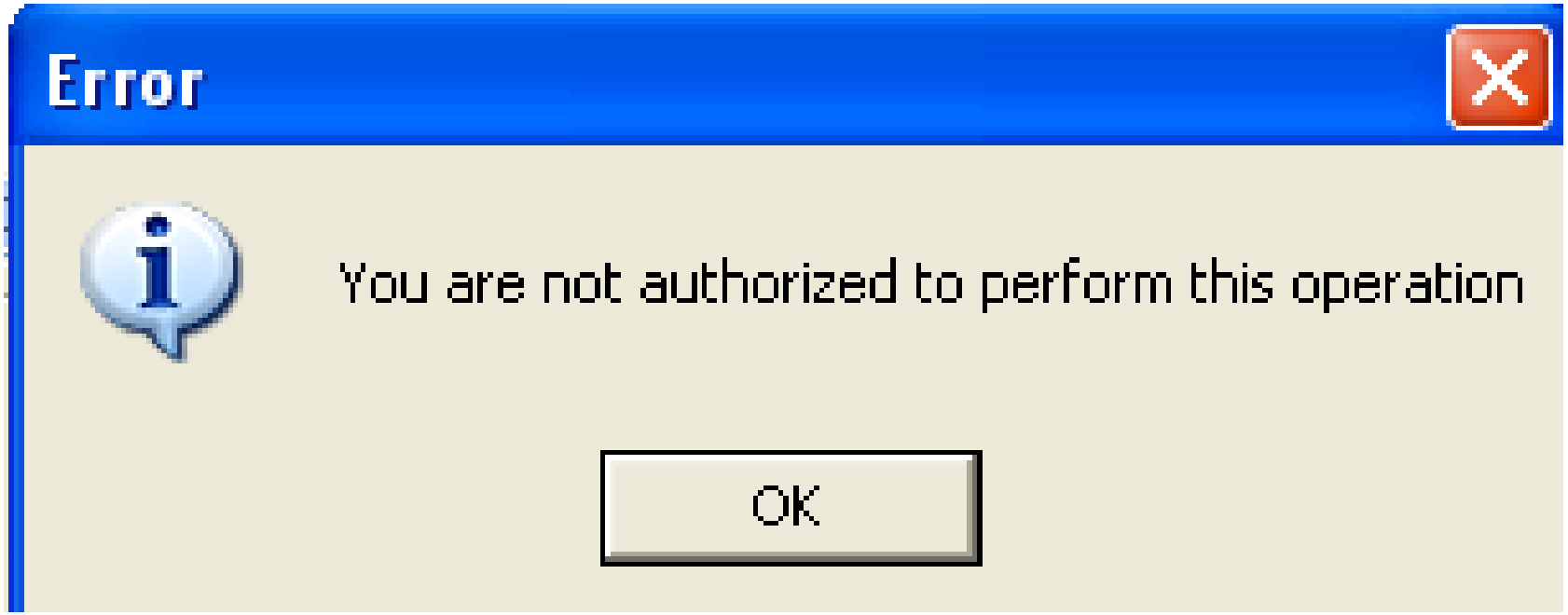
Facility ID 90-01-001

Points | Units | Control | Monitor

The Inventory Submittal Process

- Update the facility's site information (our topic for today).
- Create a 2014 EIQ (new or from previous year).
- Completing the Inventory data entry.
- Reviewing the Inventory for accuracy and completeness.
- Signing and submitting the Inventory by the Responsible Official.

The most common warning message in Site Management



Preparing to Update Site Management

- Review copies of construction permits received **since** your facility's last inventory submittal.
- Enter construction, installation and start-operation dates for any equipment that started operating **since** the last inventory submittal.
- Enter cease-operation dates for any equipment that discontinued operation **since** the last inventory submittal.

Updating Site Management
Let's get started…

Title V Emission Inventory Manual for SPARS Web is located on the Help & Information webpage.

Logging in….