



**WELCOME**

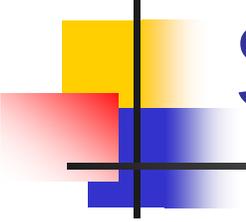


Title V Emissions Inventory  
SPARS Training – Site Management

# Site Management Training - Host & Presenter

- Kevin Connolly –  
SPARS  
Administrator





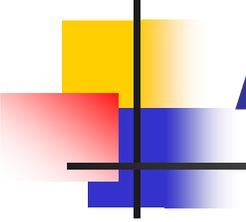
# Site Management Training - SPARS Website

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- SPARS Website:

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

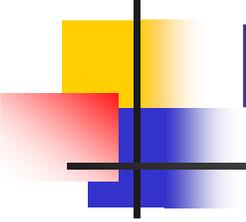
- SPARS Overview
  - Access SPARS (web link to the SPARS database)
  - Reports
  - Help and Info (including Secure Email setup for new users)



# Site Management Training - Accessing SPARS Web

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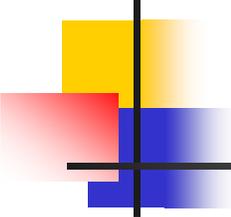
- Requesting SPARS Access
  - Facility Administrator
  - Responsible Official
  - Secure Email setup for new users
- Again, SPARS Forms are found at <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/SPARS/HelpInfo.aspx>



# Site Management Training – New User Secure Email Setup

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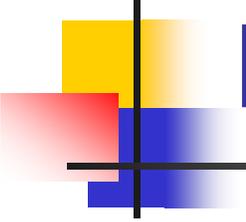
- Review List Message sent 12/23/2013
- If you did not receive the Message, email me for a copy, and to include you on future mailings.
- Secure Email Instructions found at:  
<http://www.iowadnr.gov/InsideDNR/RegulatoryAir/SPARS/HelpInfo.aspx> in Instructions, Guidance and Misc. Information



# Site Management Training – New User Secure Email Setup

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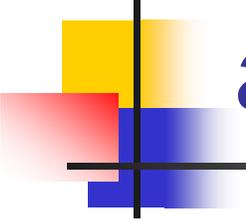
- **Using the Secure Email System the first time**
- If you do not have a State Enterprise A&A Account, the recipient will be guided through the State Enterprise A&A Account creation process and then directed to logon to the Secure Email System and presented with their secure email message.
- After you 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 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

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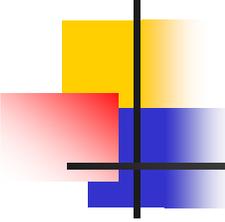
The purpose of this training is to show you how you can update your facility's Site Management, which, in turn, will help you update your new inventory.



# Site Management Training - What are we going to cover?

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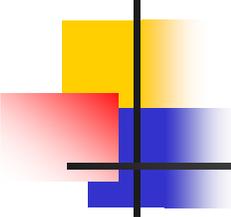
- The inventory submittal process
- What is Site Management?
- The most common warning message in Site Management
- Preparing to update Site Management
- Updating Site Management using SPARS Web



# The Inventory Submittal Process

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- 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*)



# What is Site Management?

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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, equipment description, latitude, longitude, UTM coordinates, etc.



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:

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

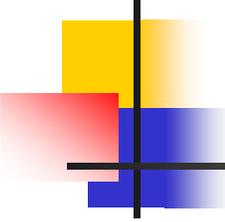
Latitude: 40.5 Longitude: 72.6

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

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

# Updating Site Management - Let's get started....

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Emission Inventory  
Manual for SPARS  
Web

Logging in

