WWPIE

User Manual

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WWPIE User Manual - Contents

Introduction 3
Roles of the Three Classes of Registered Users 3
Registration 4
Log In to WWPIE 11
Registered User 12
Registered Applicant 13
Registered Signatory 14
Save Permit Search Criteria 15
Comment on a Draft Permit 17
Submit a Request for a New Permit 19
Complete an Application for a Permit Renewal 21
Validation of the Permit Application 24
Submittal of a Permit Application 25

Introduction

The online NPDES permit database, Wastewater Permit Information Exchange (WWPIE), can be used by anyone who has access to the internet. Users can search the database to see any permits that are final or any permit that is on public notice (draft or draft amendment). Users can also register and perform more functions with the database.

This manual describes how to register, save searches, comment on permits, complete permit applications, and submit permit applications.

The WWPIE main screen is at: http://programs.iowadnr.gov/wwpie. If you have questions on any part of the following manual, please contact Courtney Cswercko at courtney.cswercko@dnr.iowa.gov and 515/725-8411, or Mark Lasnek at mark.lasnek@dnr.iowa.gov and 515/725-3403. For assistance with Enterprise A&A (used to log in to WWPIE), please call 515-281-5703 or 1-800-532-1174.

Roles of the Three Classes of Registered Users

Registered Users can save search criteria, request email notifications when permits are put on public notice, and submit comments online.

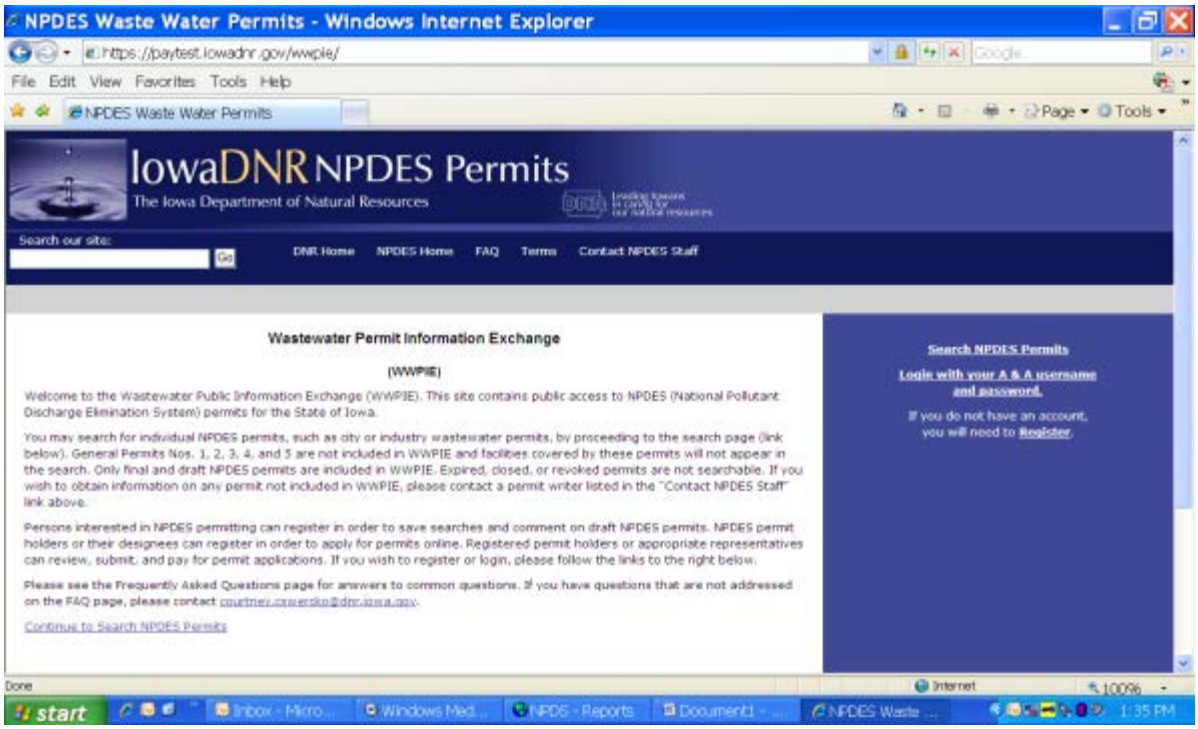
In addition to all the rights of a Registered User, a Registered Applicant can complete permit applications online.

In addition to all the rights of a Registered User, a Registered Signatory can sign, pay for, and submit permit applications online.

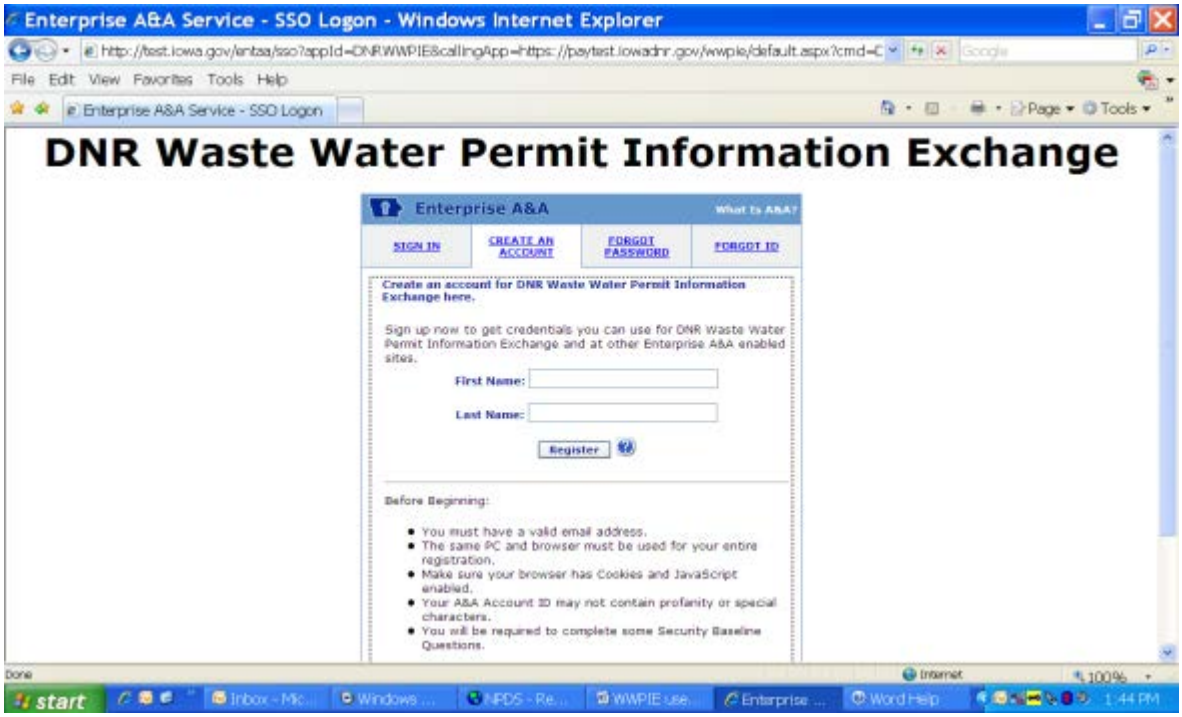
WWPIE uses Enterprise A&A to complete registrations. Enterprise A&A is a service provided by the State's Department of Administrative Services, Information Technology Enterprise (DAS-ITE). It is meant to replace all of the various user name/password combinations used by different web applications, and provide a "one-stop shop" for managing your identity information with the State of Iowa. The A&A service provides a central web page for logging on to any application, so users can be sure they are connecting to the State of Iowa and can use the same username and password.

Registration

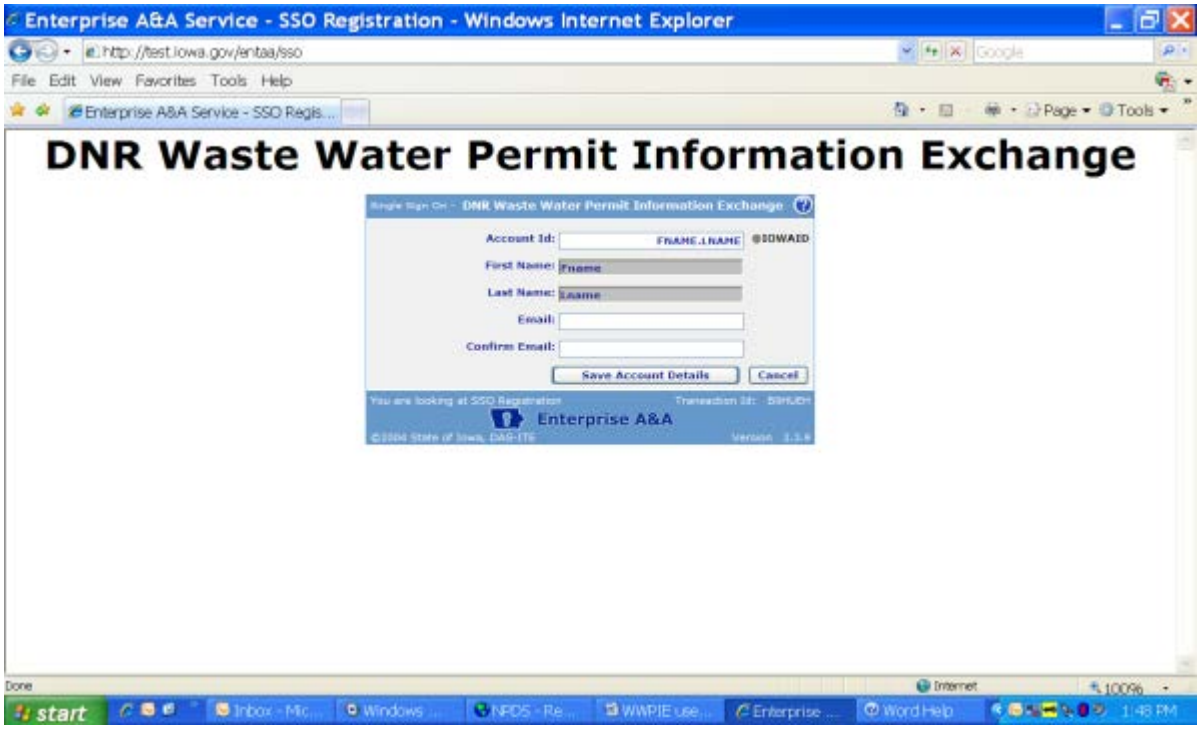
From the WWPIE main page (shown below), select "Register" to become a Registered User. Please note, you may only become a Registered Applicant or a Registered Signatory after you have become a Registered User.



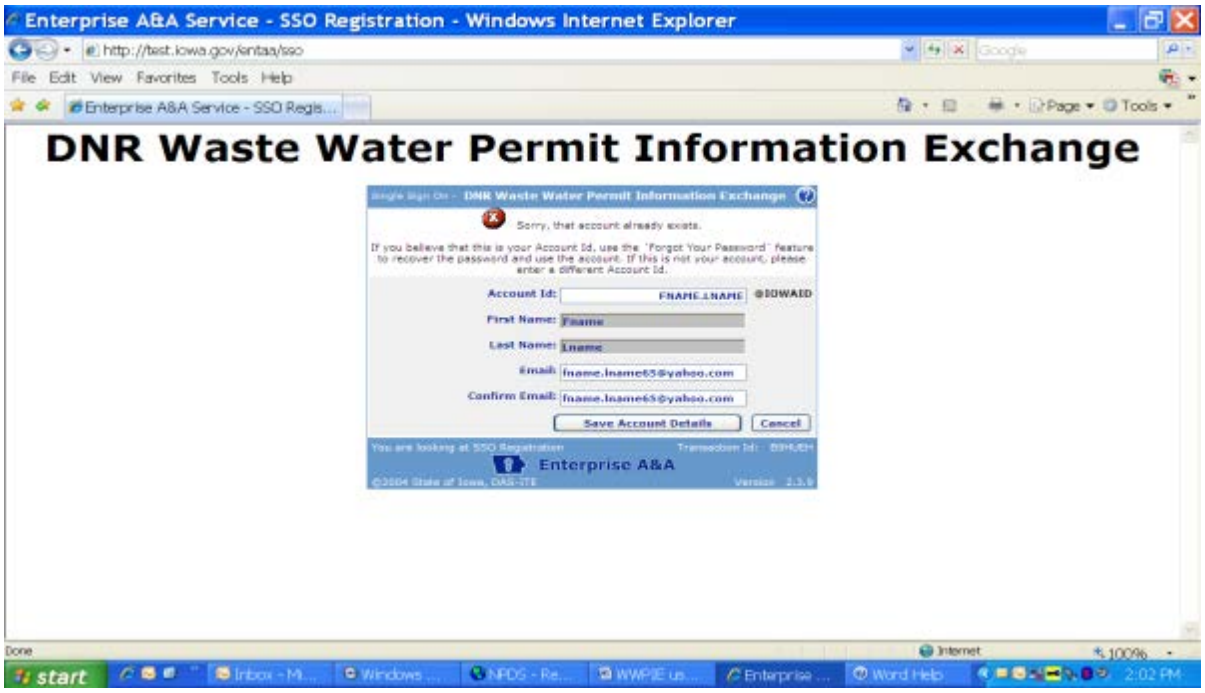
Enter your first name and last name and then hit the "register" button. If you already have an account with the State of Iowa through the Enterprise A&A system, please contact Courtney Cswercko at courtney.cswercko@dnr.iowa.gov or 515-281-7206 to obtain permissions on WWPIE.



Enter your email address twice to confirm its accuracy and then hit the “Save Account Details” button. Note, by default your user id for this system will be: your firstname.your lastname@Iowaid.

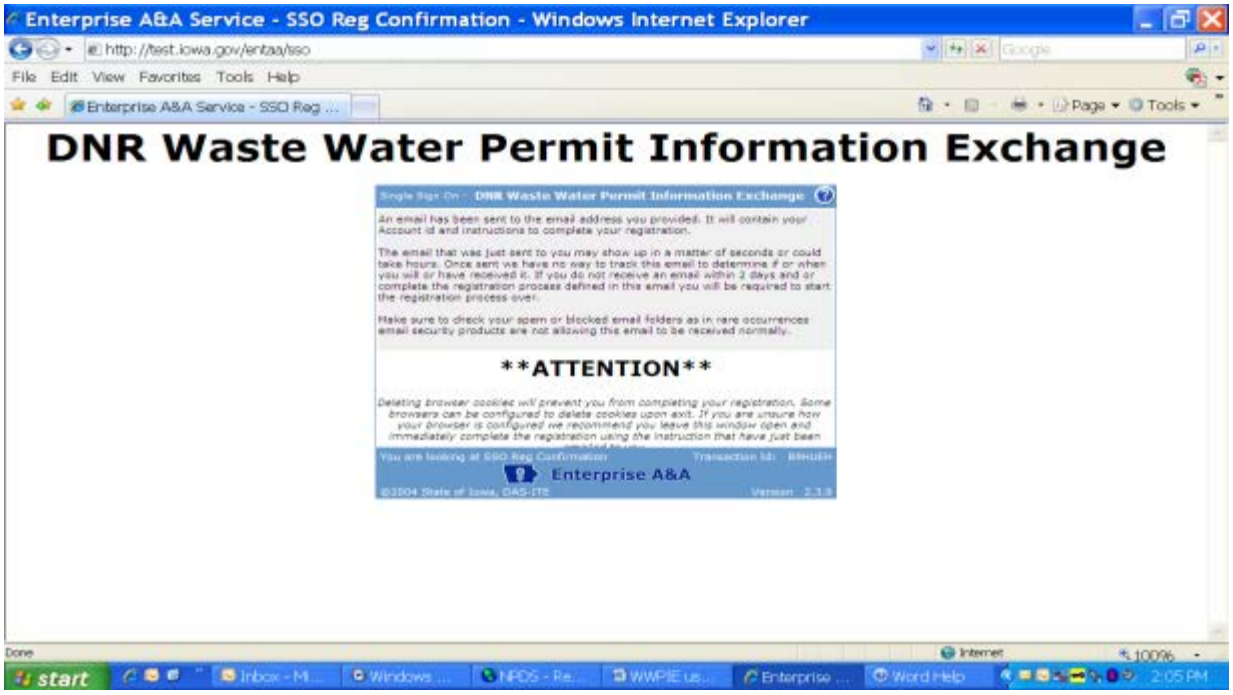


If the default user id with the combination of your first name and last name is used by another user, you will get the following error message:

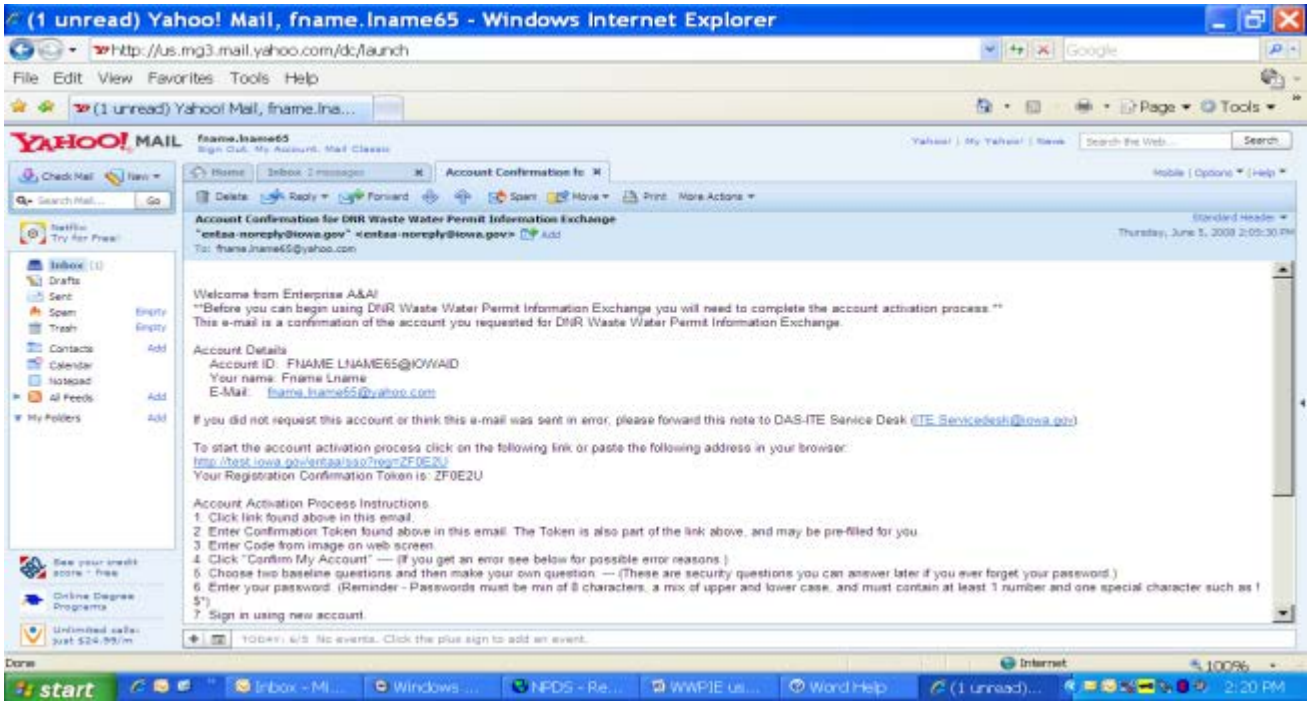


Modify the user id and hit the “Save Account Details” button again.

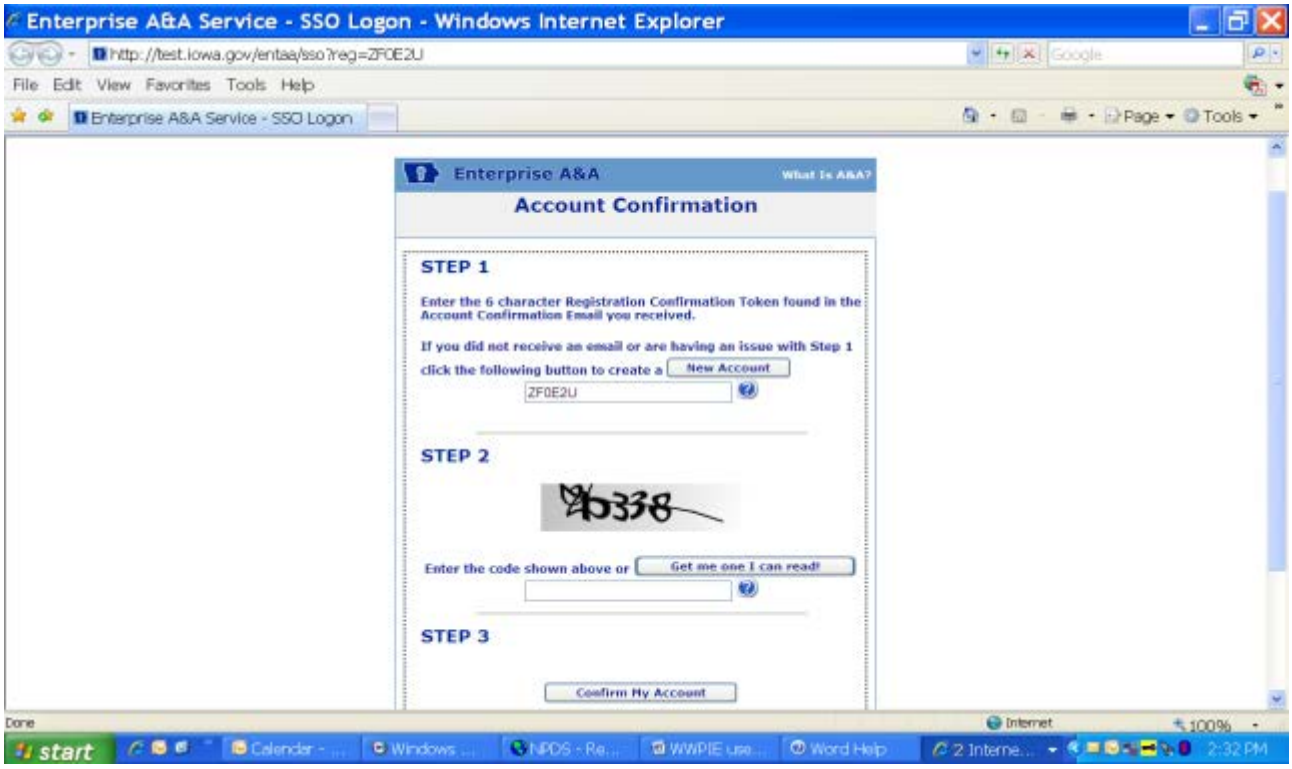
Once you see the following screen, follow the instructions and check your email to complete the registration process.



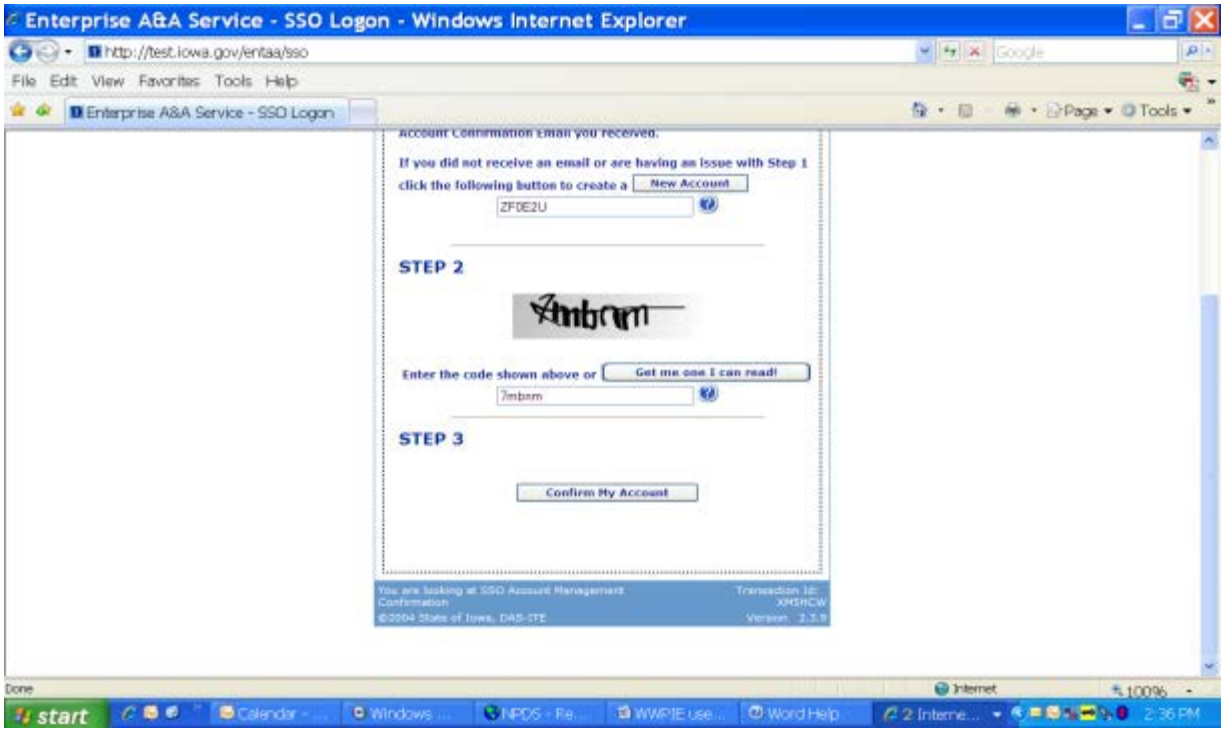
Open the email account that was used to register. Look for an email from "entaa-noreply@iowa.gov" and click on the activation link provided in that email.



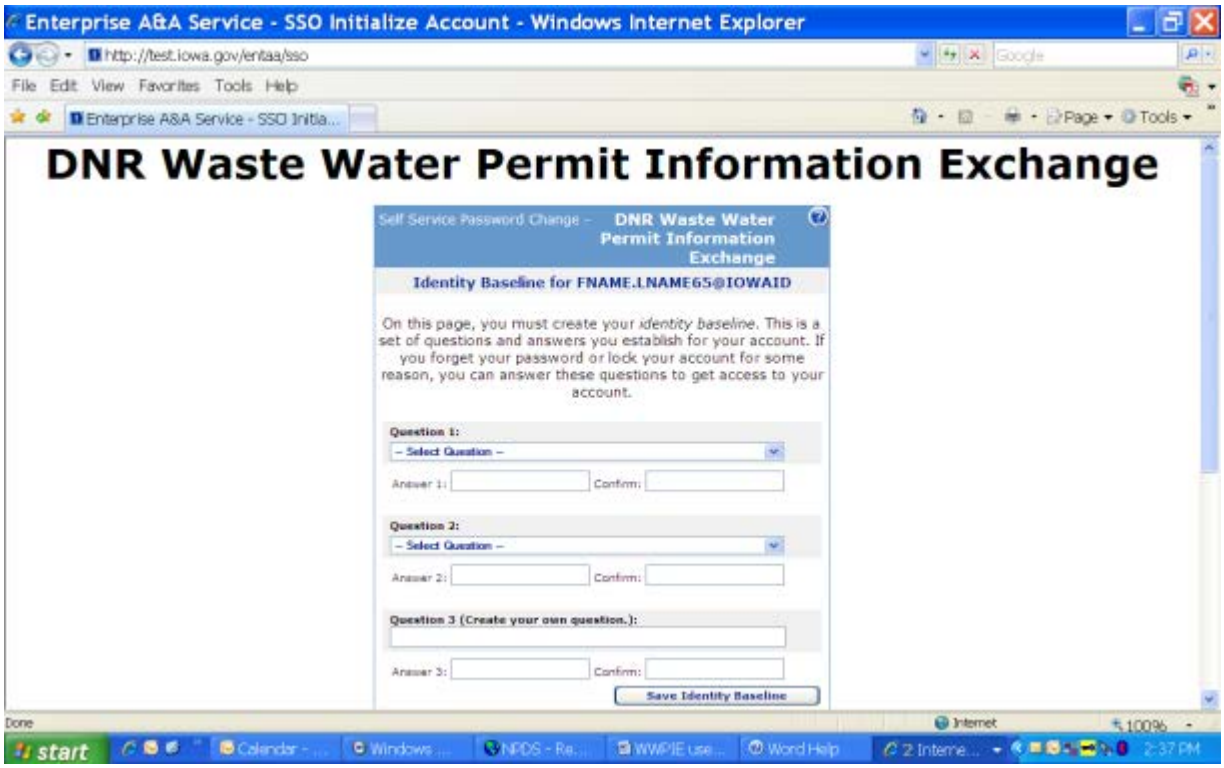
Complete the account confirmation steps as described.



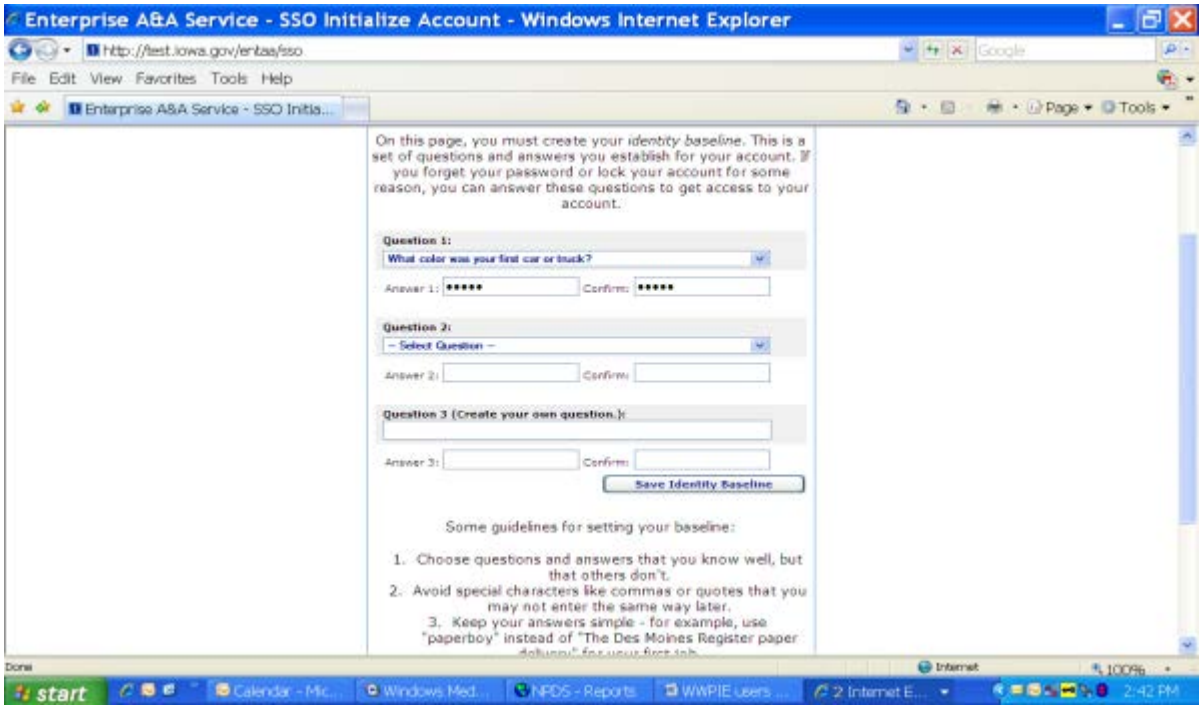
Click on “Confirm My Account”.



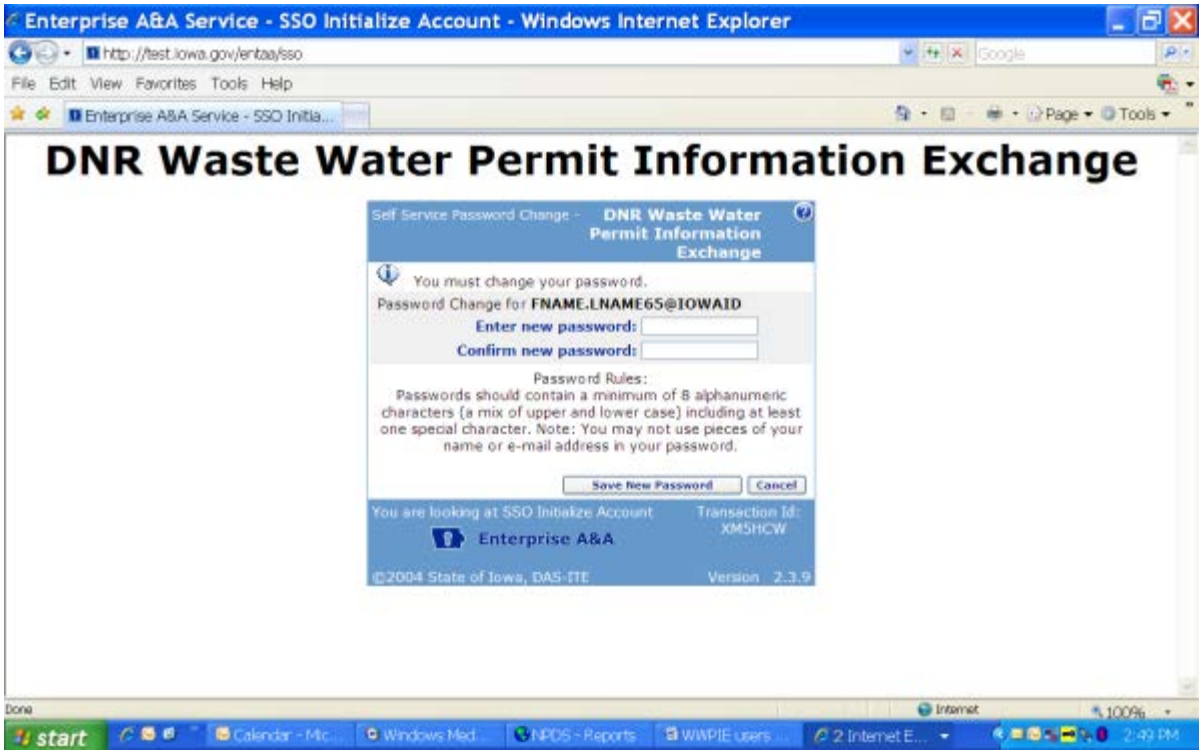
Enter your identity baseline information.



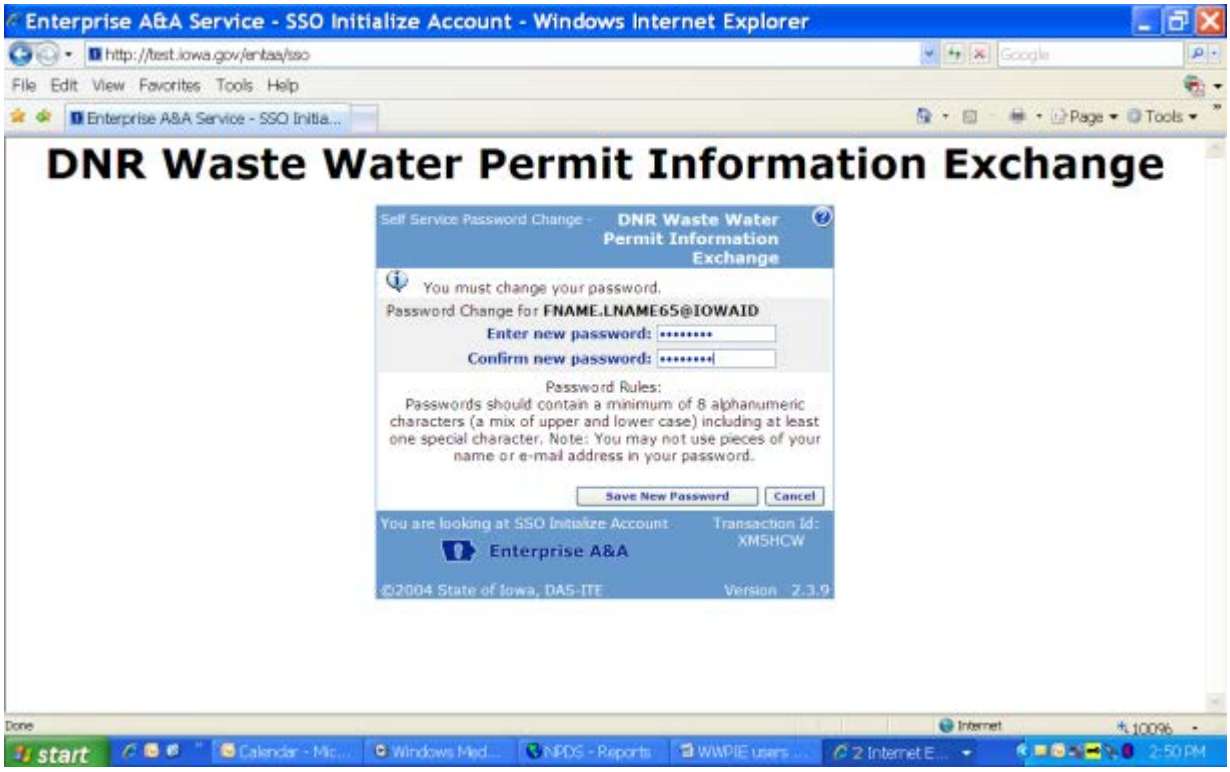
Follow the instructions to complete your identity baseline questions.



Hit the "Save Identity Baseline" button shown in the screen above. You will be directed to this page:



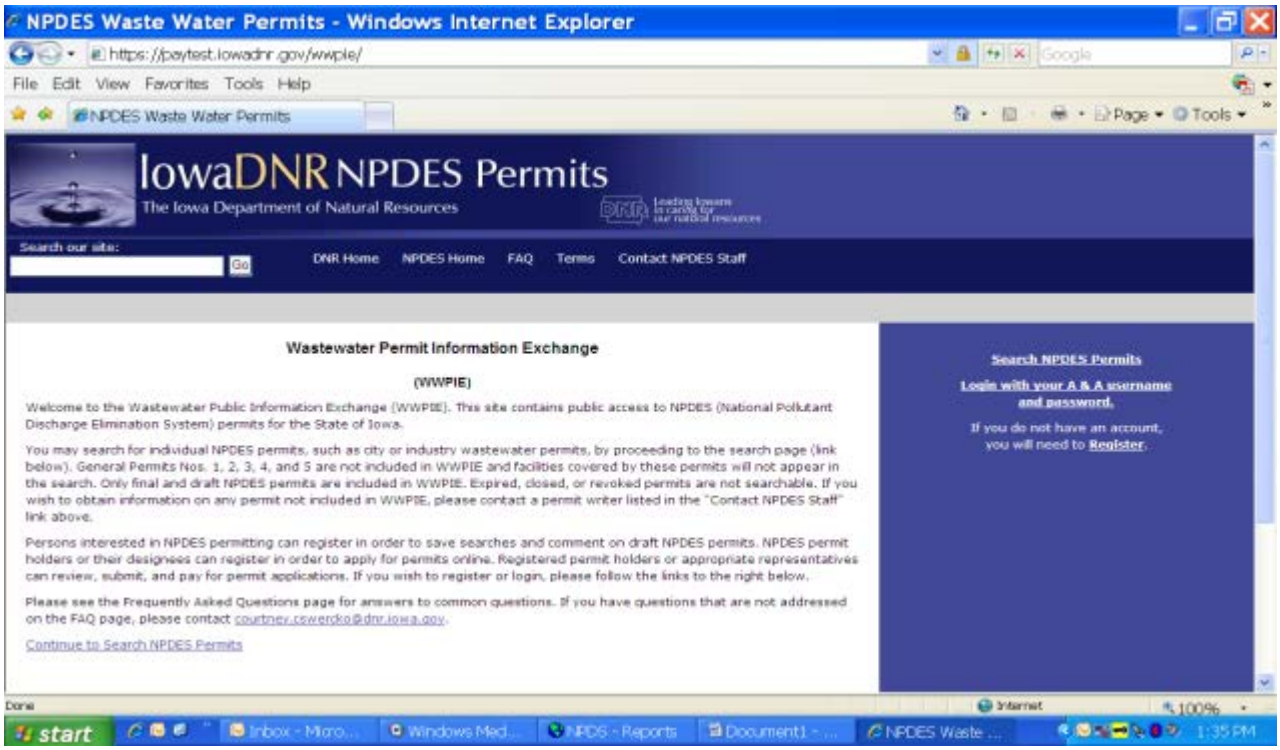
Enter your password and confirm it by re-entering the exact same password and hit the “Save New Password” button.



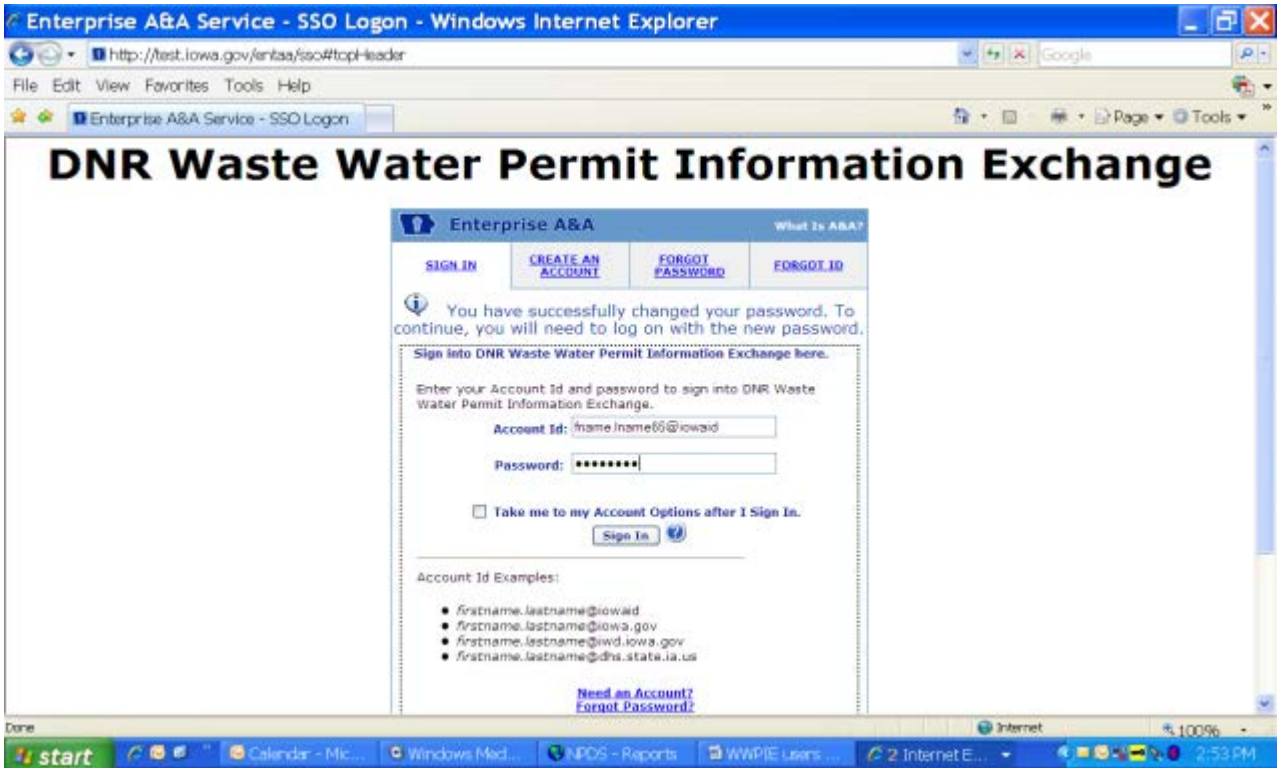
This completes the process to register on WWPIE with Iowa’s Enterprise A&A system. Now you are ready to use WWPIE. If you have difficulty completing the registration process through Enterprise A&A, please contact the Enterprise A&A helpdesk at 515-281-5703 or 1-800-523-1174. Please note, DNR staff cannot retrieve passwords or assist with identity baseline questions in WWPIE.

Log In to WWPIE

From the WWPIE main page, select “Login with your A & A username and password”.

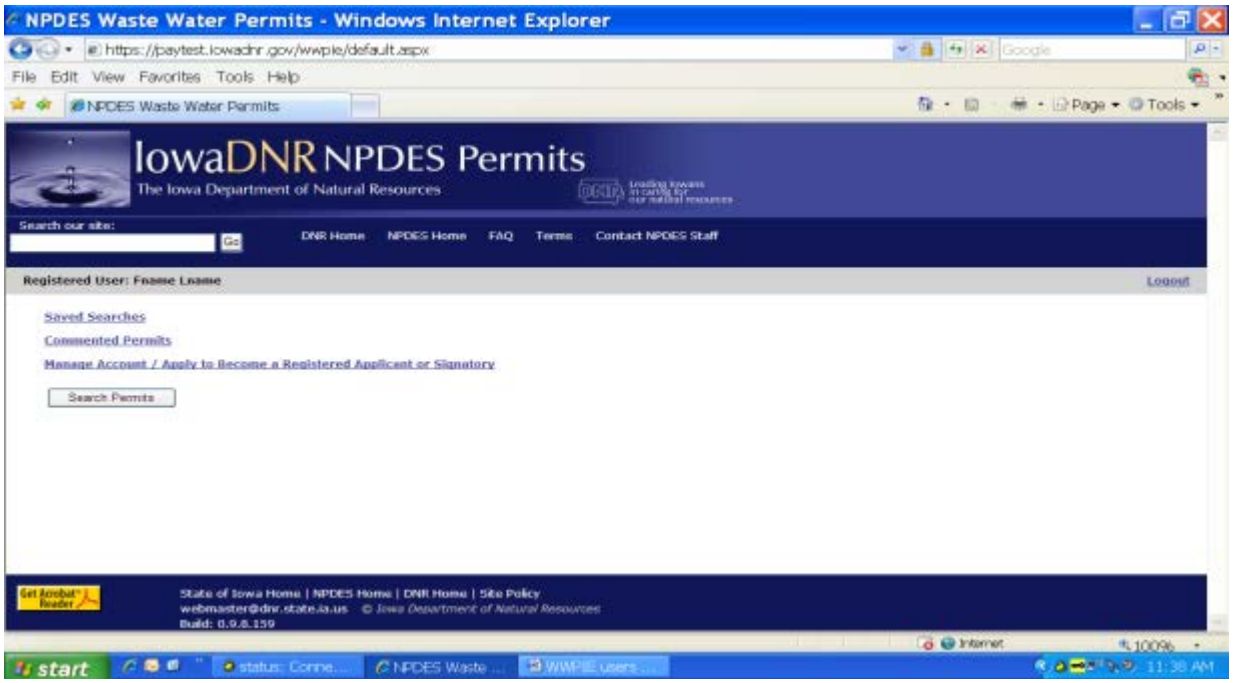


Type in your user ID and password and then hit the “sign in” button:

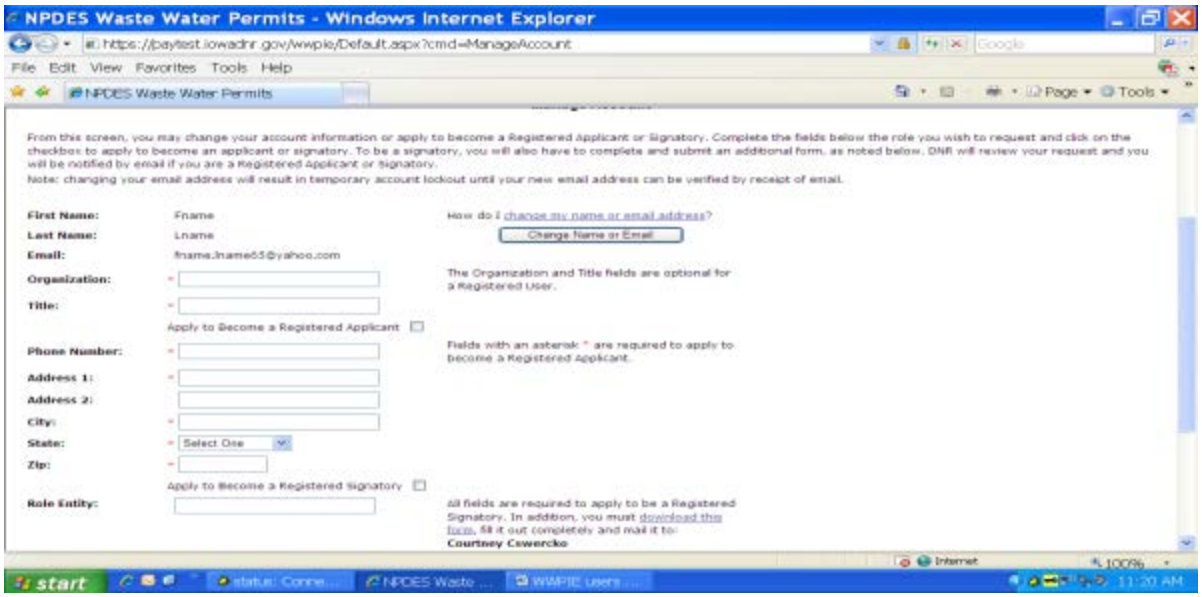


Registered User

Once you have logged in as a Registered User following the steps above, you will see a home page similar to the one below. If you wish to become a Registered Applicant or Registered Signatory, click on the "Manage Account" link.



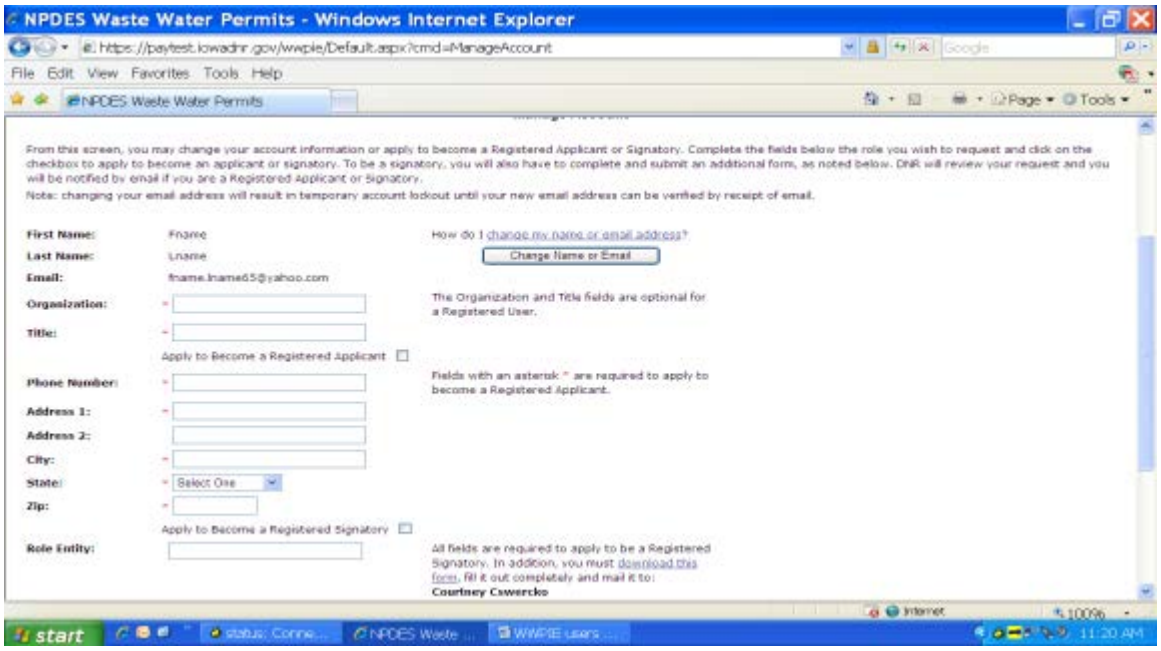
If you only wish to be a Registered User, you do not need to complete the Manage Account screen below. Click the "Home" button to return to your home page.



Please note that in order to close your session on WWPIE so you can log in successfully the next time you visit WWPIE, you must log out each time you exit. Please click the Logout link at the top of any page when you are ready to exit your session.

Registered Applicant

If you wish to become a Registered Applicant, check the appropriate box on the Manage Account screen and complete the required fields on the screen. Click on the "Submit" button at the bottom of the page only after you have checked the "Apply to Become a Registered Applicant" checkbox.

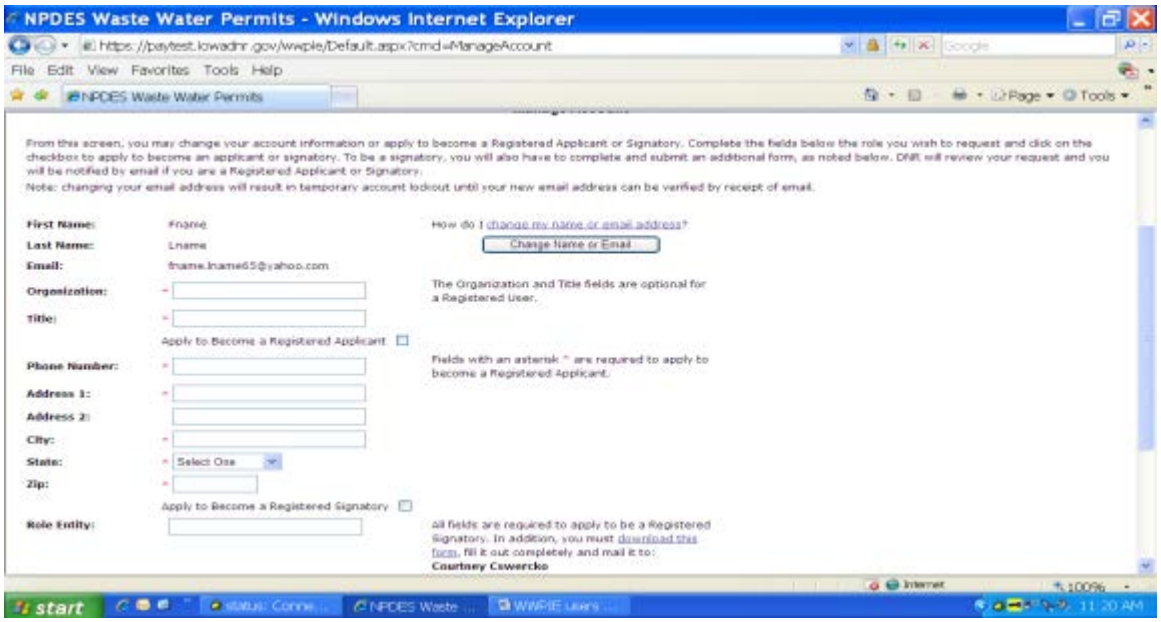


Once you have applied online to become Registered Applicant, DNR NPDES staff will verify your information before granting you the right to become a Registered Applicant. An email will be sent to you with the decision.

Click the Logout link at the top of any page when you are ready to exit your session.

Registered Signatory

If you wish to become a Registered Signatory, check the appropriate box (next to the text "Apply to Become a Registered Signatory") and complete the information required on the screen before clicking on the "Submit" button at the bottom of the Manage Account page. In addition, you must download the Signatory Certification Form, complete and sign it, then mail to DNR at the address shown. This signed form is required for the DNR to receive electronic records. Click on the "Submit" button at the bottom of the page only after you have checked the "Apply to Become a Registered Signatory" checkbox and you have downloaded the Signatory Certification Form.

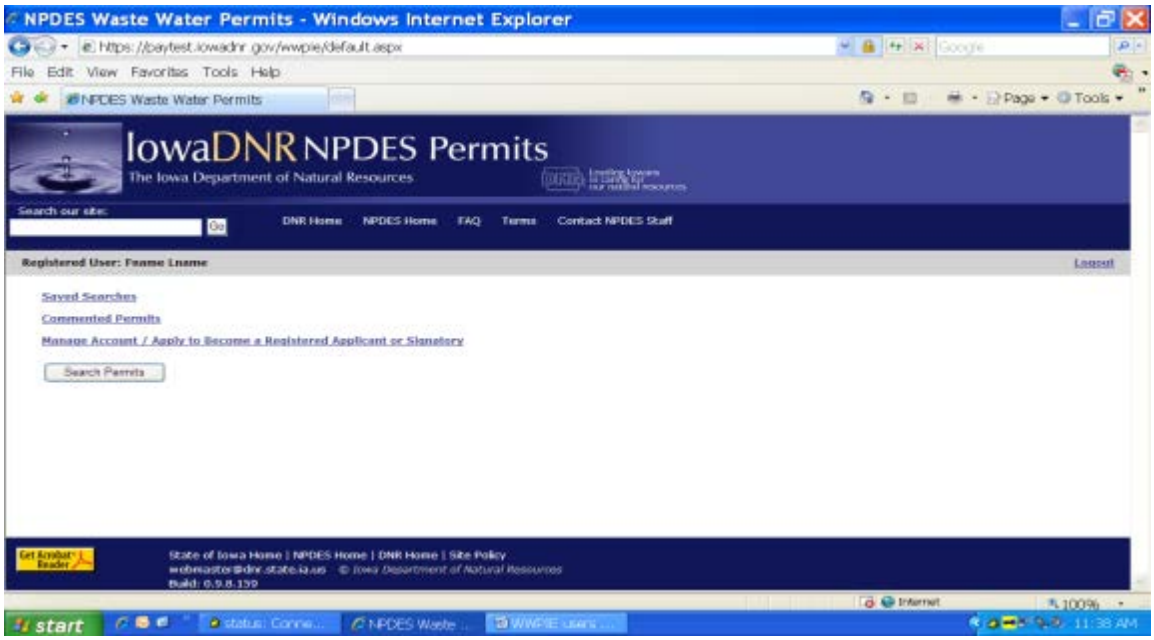


Once you have applied online to become a Registered Signatory and your signed paper form is received, DNR NPDES staff will verify your information and email you with a decision.

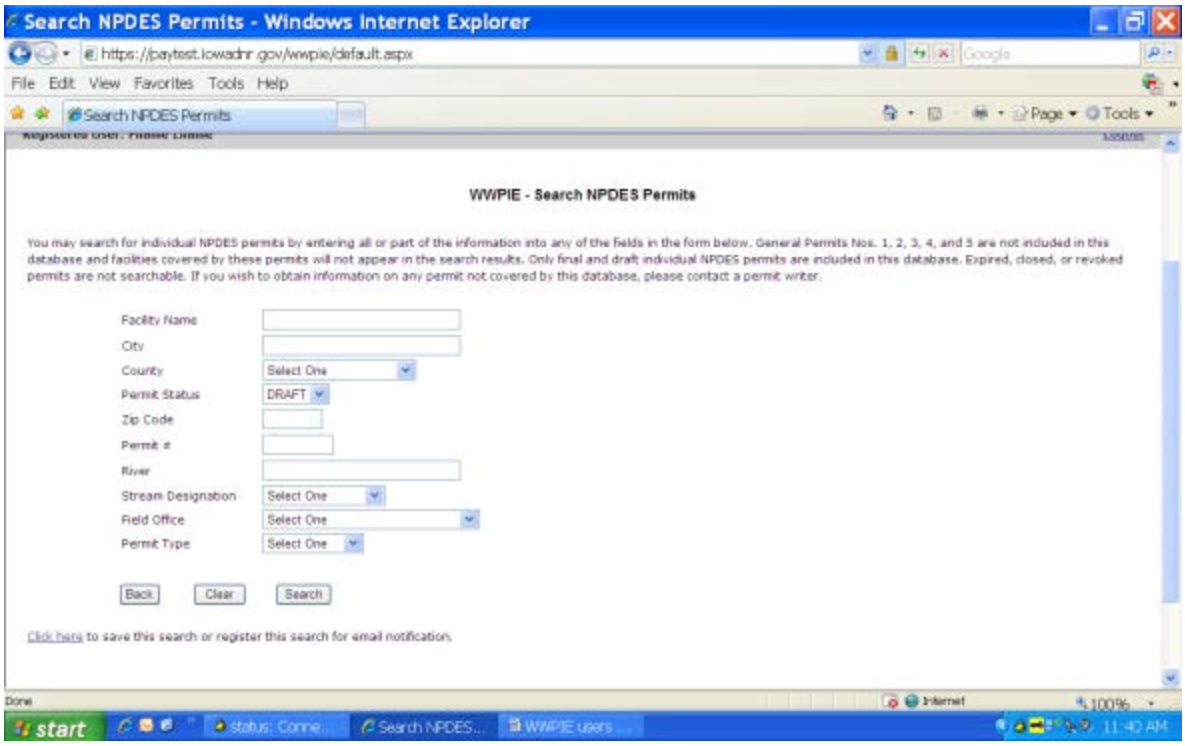
Click the Logout link at the top of any page when you are ready to exit your session.

Save Permit Search Criteria

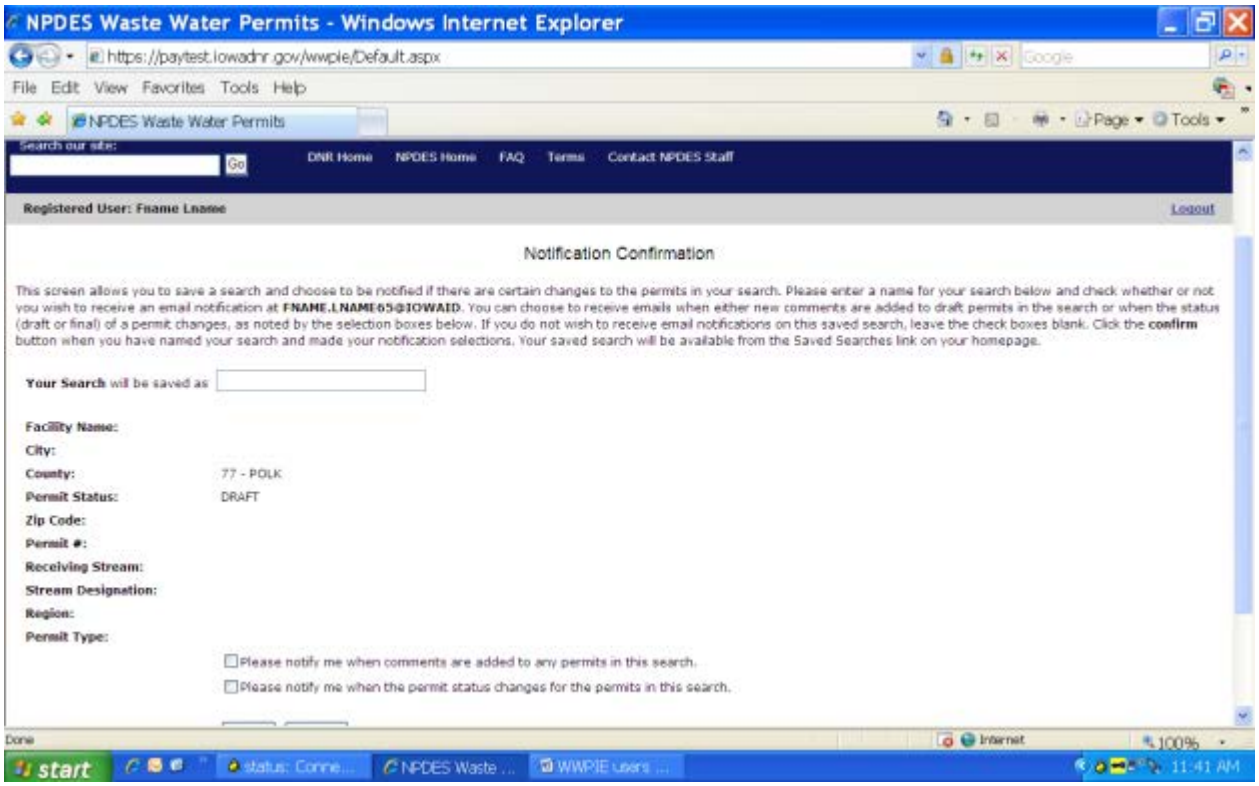
Registered Users (and registered applicants/ signatories) can save searches and choose to receive emails when a permit is drafted or issued, or a comment is posted, for facilities in the search results. To save permit search criteria, navigate to the Registered User home page, click on "Search Permits", as shown on the screen below. Please note, the home page for a Registered Applicant or Registered Signatory will contain two more links and a box for association with a permit application.



Enter your permit search criteria, and instead of clicking on "Search", click the link "Click here" at the bottom of the page to save your search.



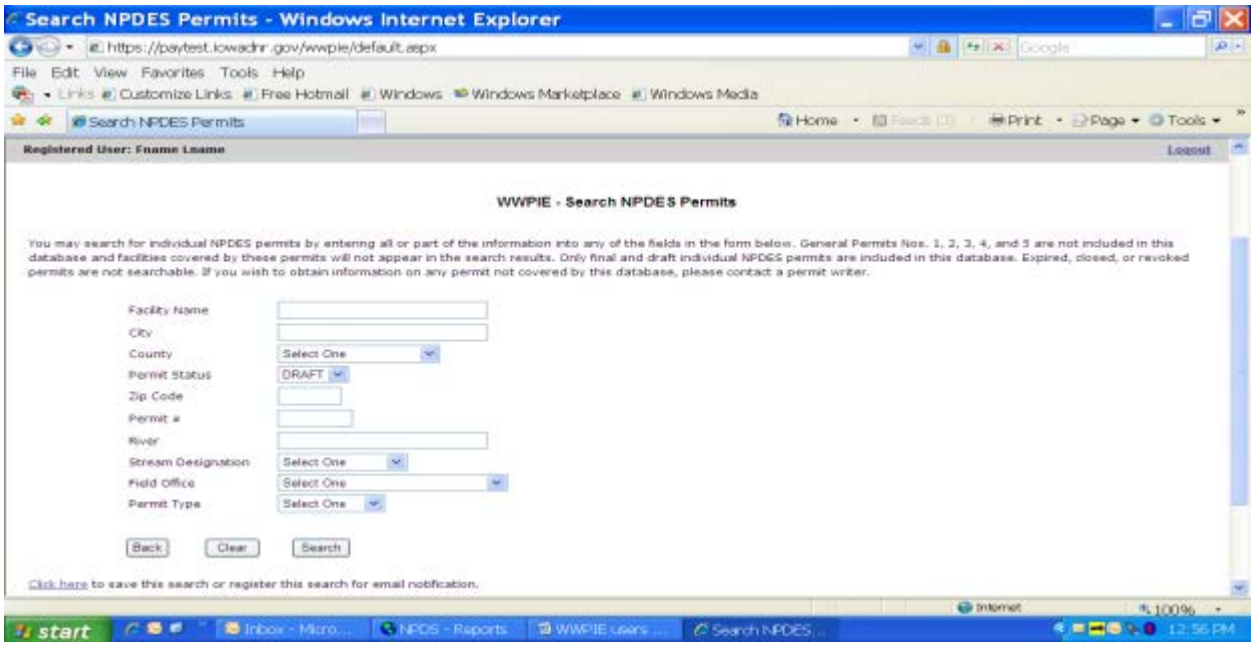
On the Notification Confirmation page, enter a name of your search criteria for later reference. If you want to receive automatic email notification about permits meeting your selection criteria, select appropriate boxes for notifications. Submit your request to be saved by the database by clicking on the "Confirm" button at the bottom of the screen. You can modify your search criteria the same way you set up your saved search.



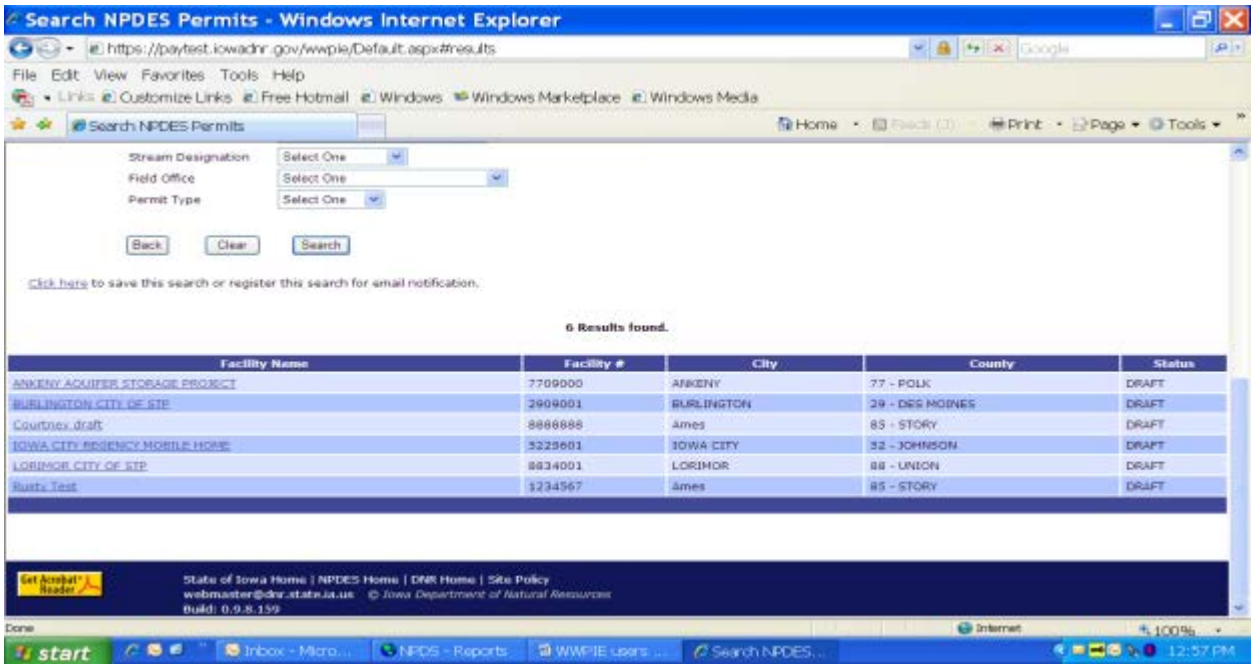
You will now receive the selected emails on the facilities returned by your search.

Comment on a Draft Permit

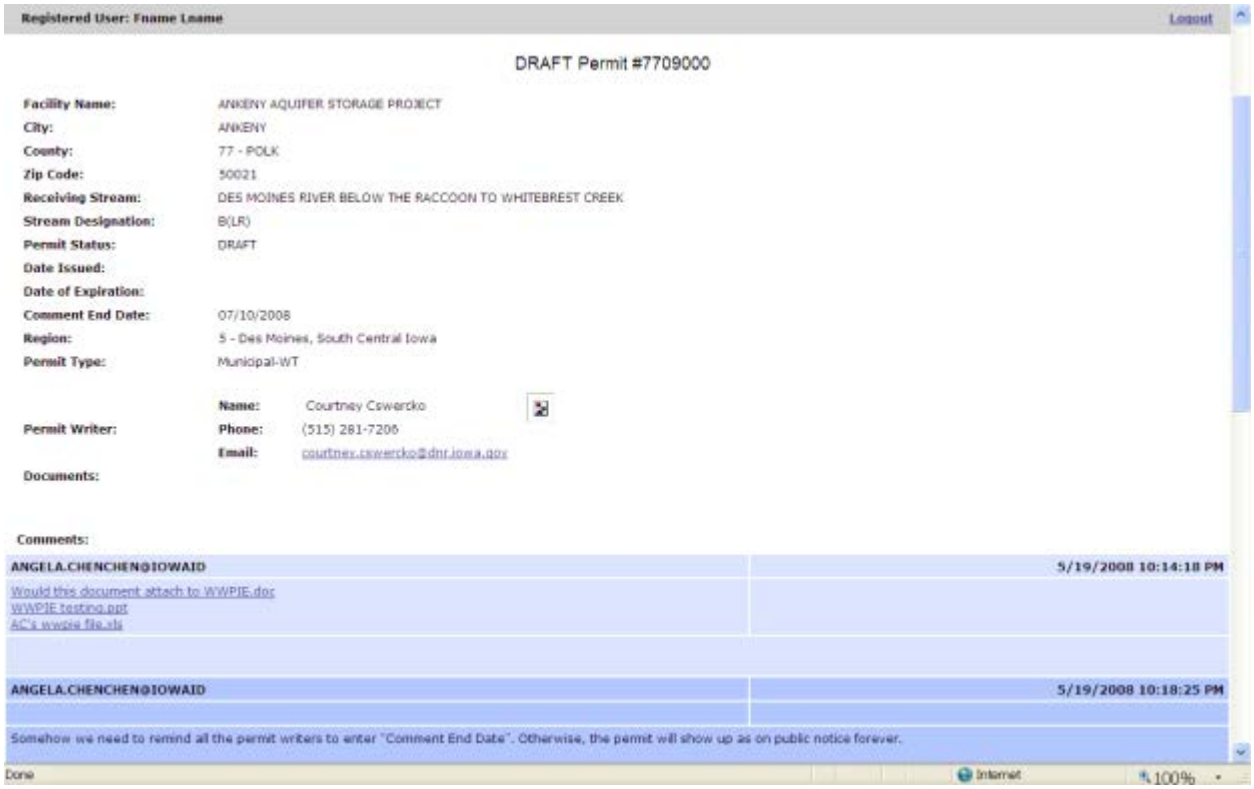
Registered users (and registered applicants/ signatories) can comment on draft permits. Log in to WWPIE and perform a search to find the permit you want to provide comments on by entering the permit search criteria on the Search NPDES Permits screen. Select "DRAFT" or "DRAFT-AMENDMENT" for the permit status. If you want to see all the draft permits currently on public notice, select "DRAFT" as Permit Status and do not enter any other search criteria. If you only wish to see draft permit amendments, follow the same steps.



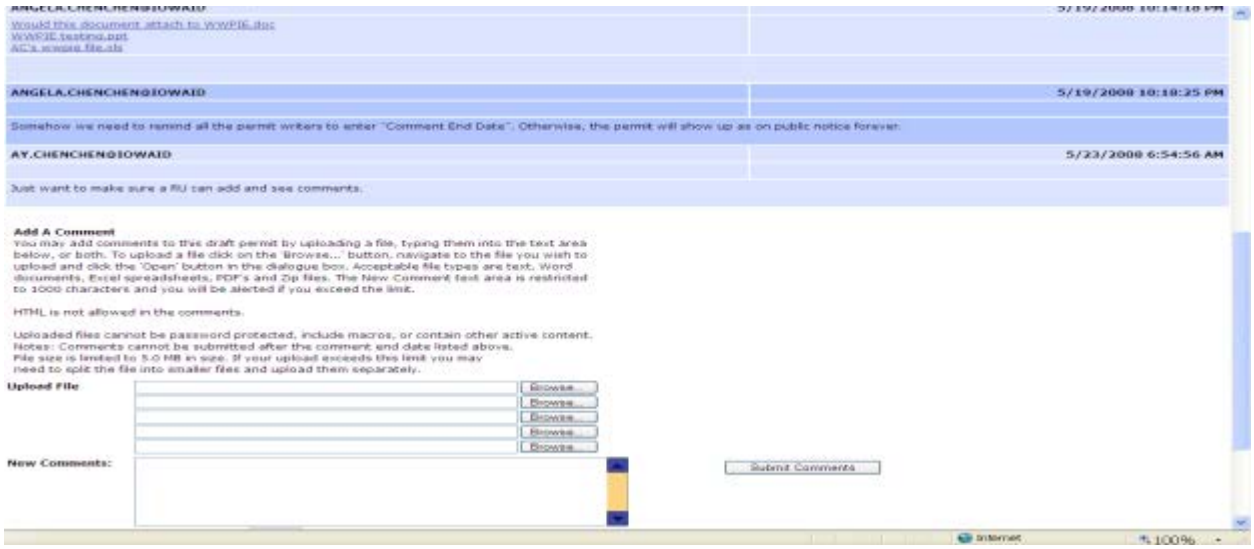
Once you see the permit you are interested in, click on the Facility Name for that permit.



You will now be presented with the draft permit or draft permit amendment details page.



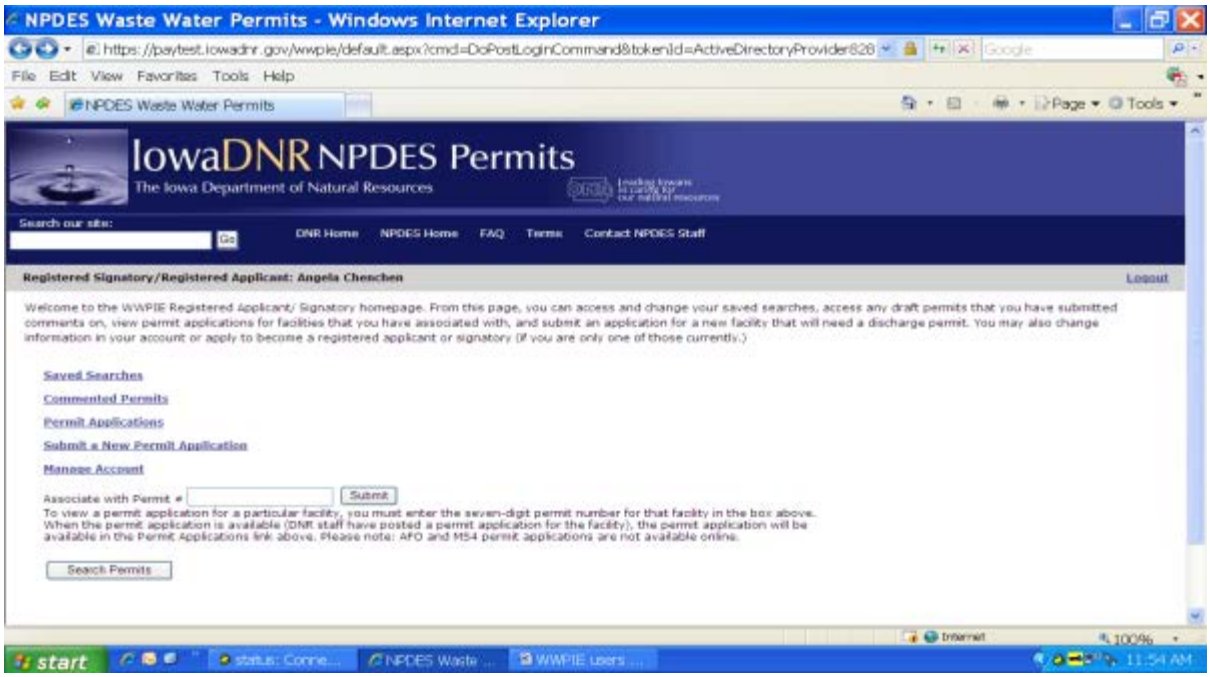
You can click the hyperlinks to email the permit writer; to read the documents associated with the draft permit or draft amendment; or to read comments already submitted and posted. To add your comments to a draft permit or draft amendment, go to the lower half of the screen.



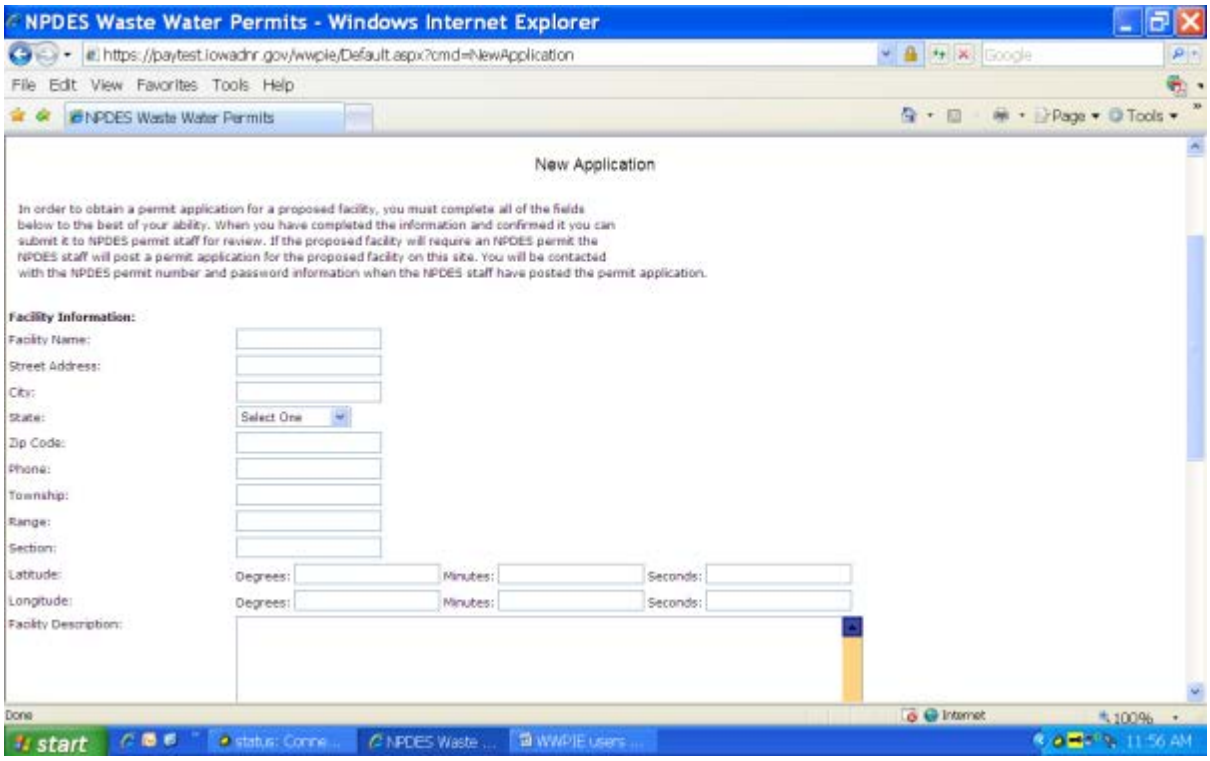
Once you have entered your comments by either typing in the New Comments field or by attaching files, click on the “Submit Comments” button. Once you have submitted comments on a draft permit or draft amendment, the permit will be available under the “Commented Permits” link on the Registered User homepage.

Submit a Request for a New Permit

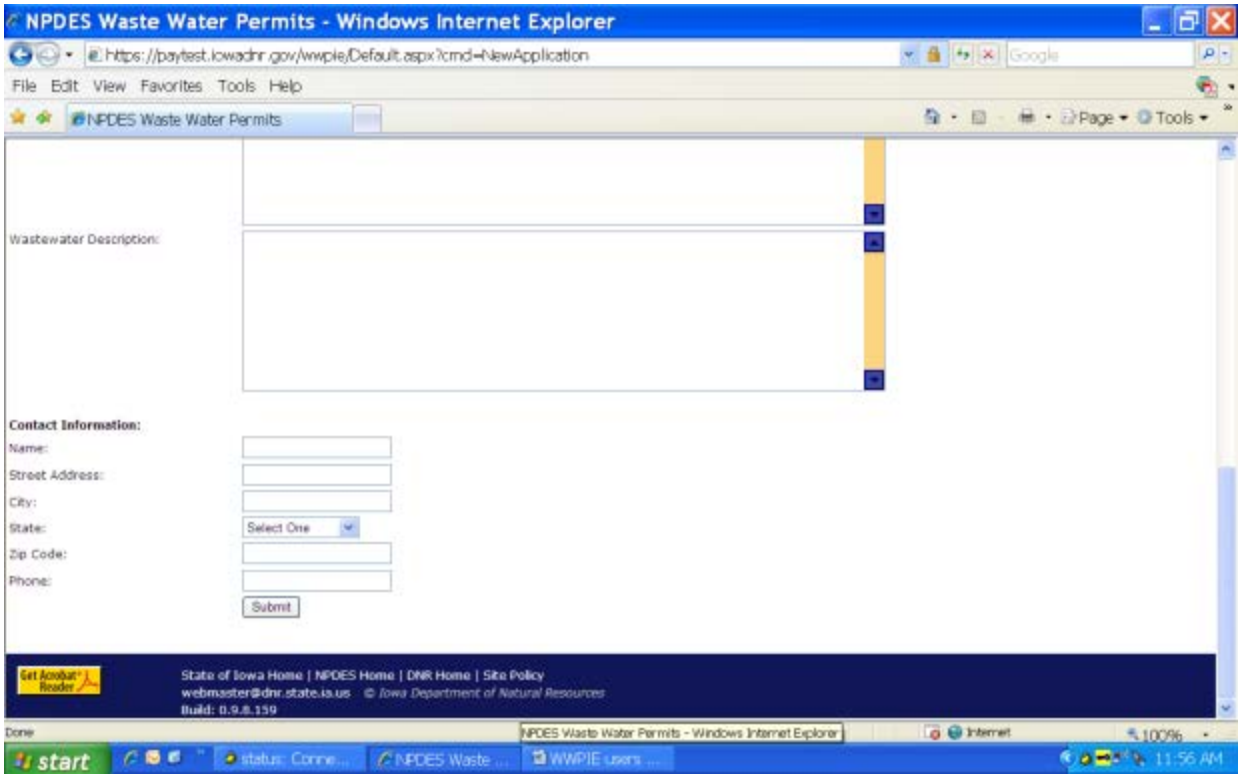
If you are a Registered Applicant and have a facility that has never had an NPDES permit, you may apply for a new permit. First, on the Registered Applicant screen, select "Submit a New Permit Application". Please note, you do not need to submit a new permit application when your permit is being renewed; a permit writer will post your application for you.



Complete all the information on the New Application screen.



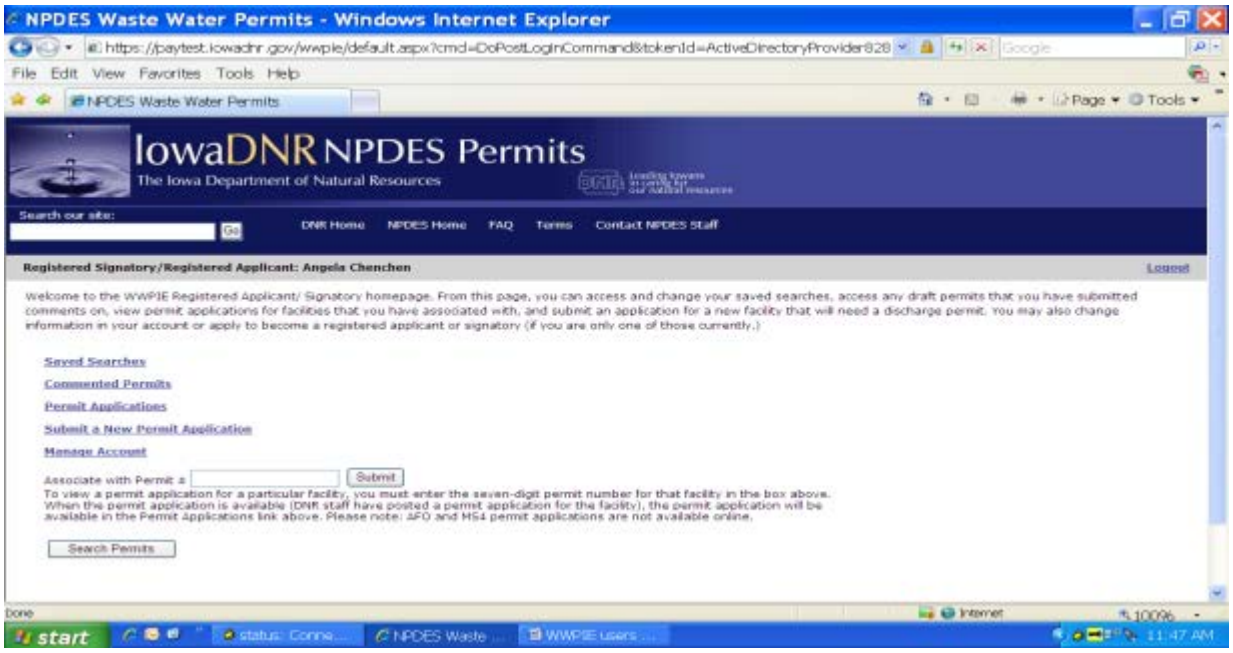
Click on the “Submit” button at the bottom of the screen to submit your facility’s initial permit application information to NPDES staff.



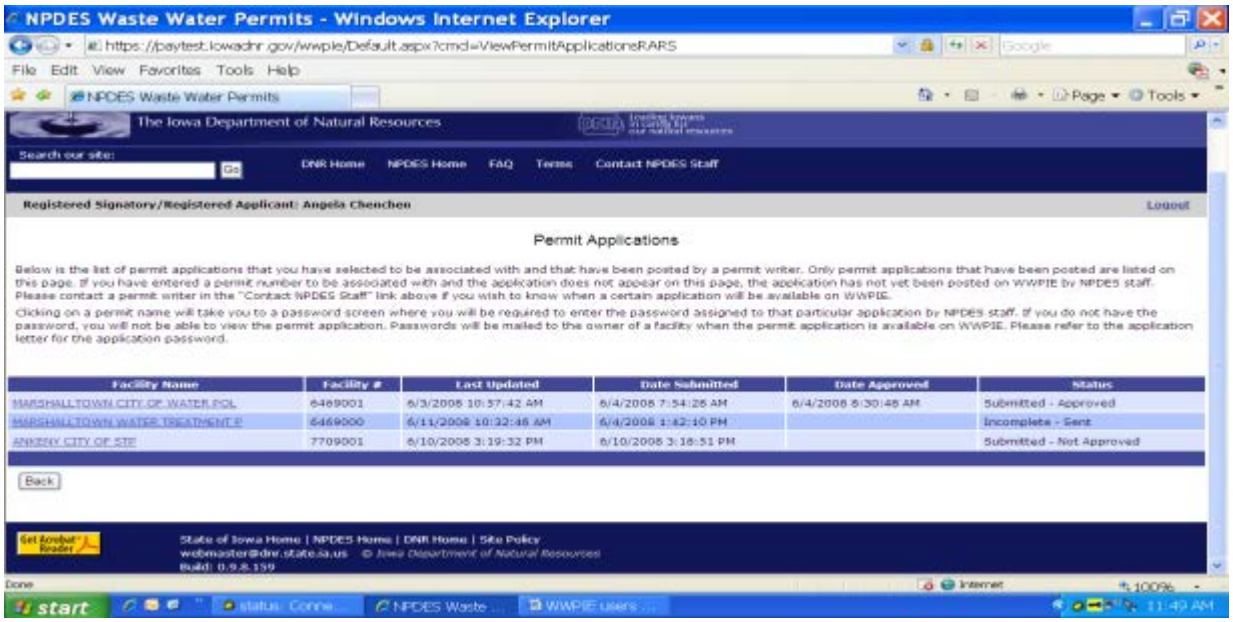
Once NPDES staff has received this initial information, an email notification will be sent to you with further instructions. You will need to associate with the new permit number given to you by NPDES staff and follow the steps to complete an application for a permit renewal (below) to access your new permit application. <u>If you have an existing NPDES permit for your facility, you do not need to complete the new application information.</u>

Complete an Application for a Permit Renewal

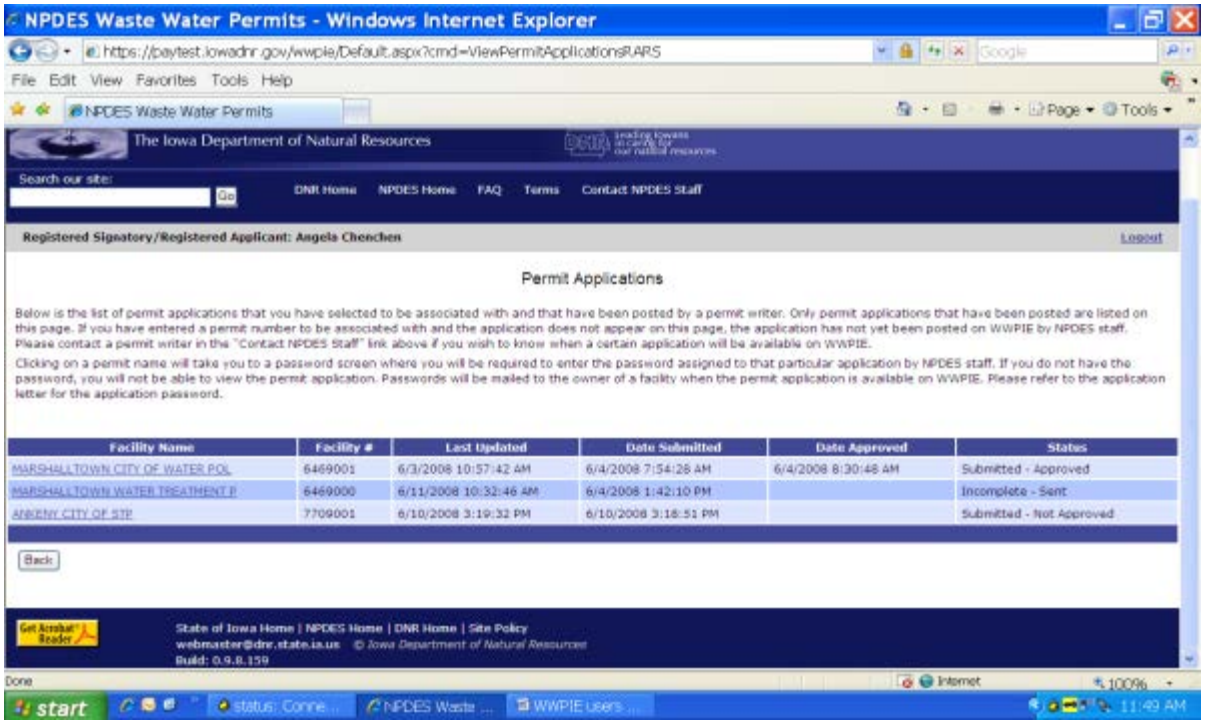
On the Registered Applicant home page, enter in the permit numbers (seven-digit number that identifies a permit, ex. 7708001) you wish to be associated with in the "Associate with Permit #" box and click on "Submit". You will see a message that indicates whether the association with the permit number was successful at the top of the page in red. Once you have successfully associated with one or more permit numbers, the applications will be available under the "Permit Applications" link.



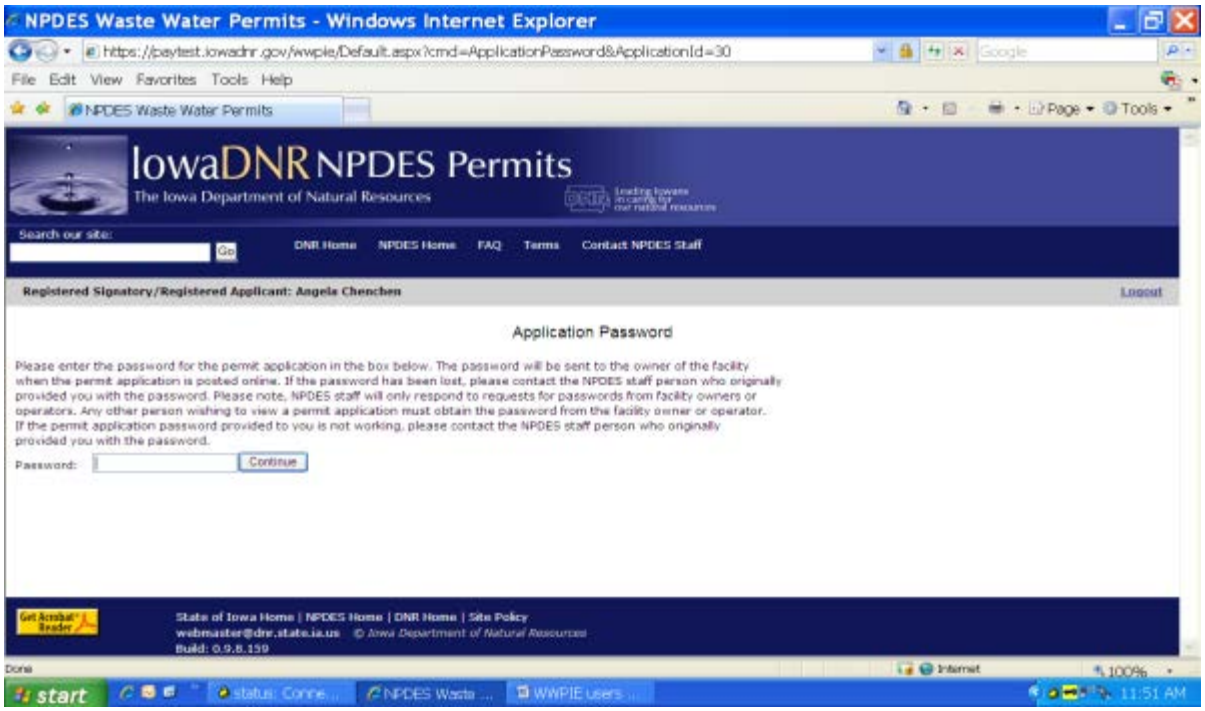
Click on the "Permit Applications" link on the previous screen. A list of permit applications that you have associated with will be available, as shown below. Please note, permit applications will not appear on this page until they have been created by NPDES staff. You may successfully associate with permit numbers before the permit applications are available.



Select the permit application you wish to complete by clicking on the Facility Name.

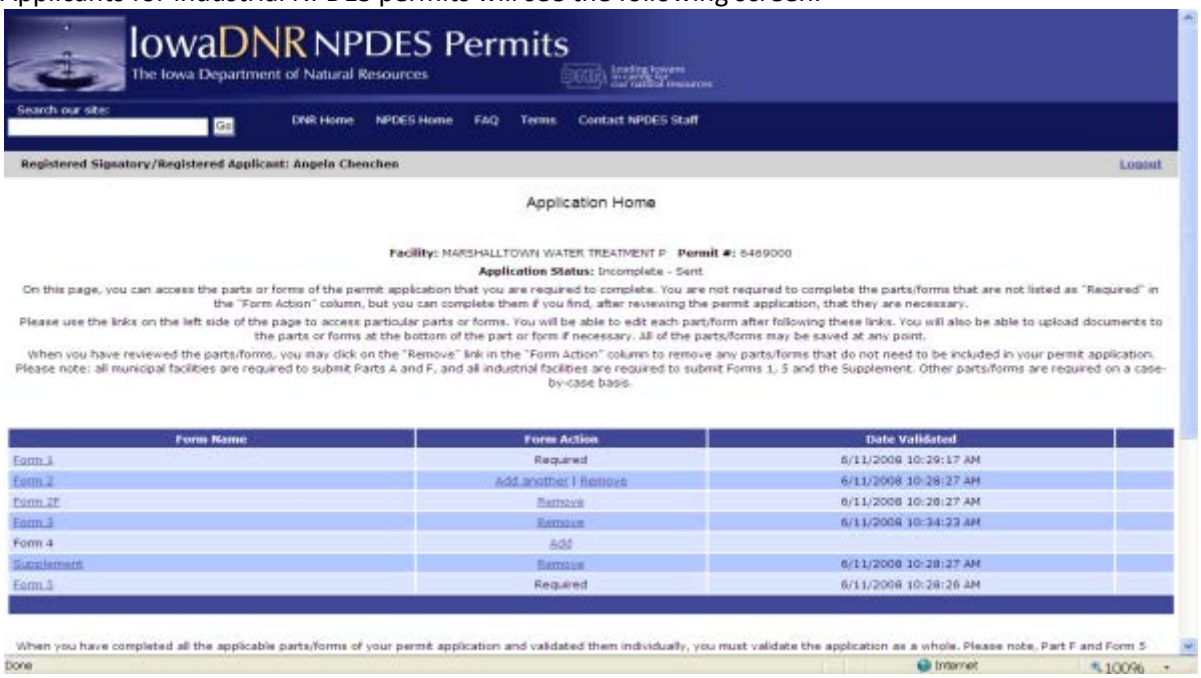


You will be prompted to enter a password. Enter the password that was mailed to the facility owner with the permit renewal notice letter. The password will be eight-characters, capitalized, and alphabetic. Please note, passwords are <u>only</u> mailed to the facility owner; if you are a consultant, you must obtain the permit application password from the facility owner.

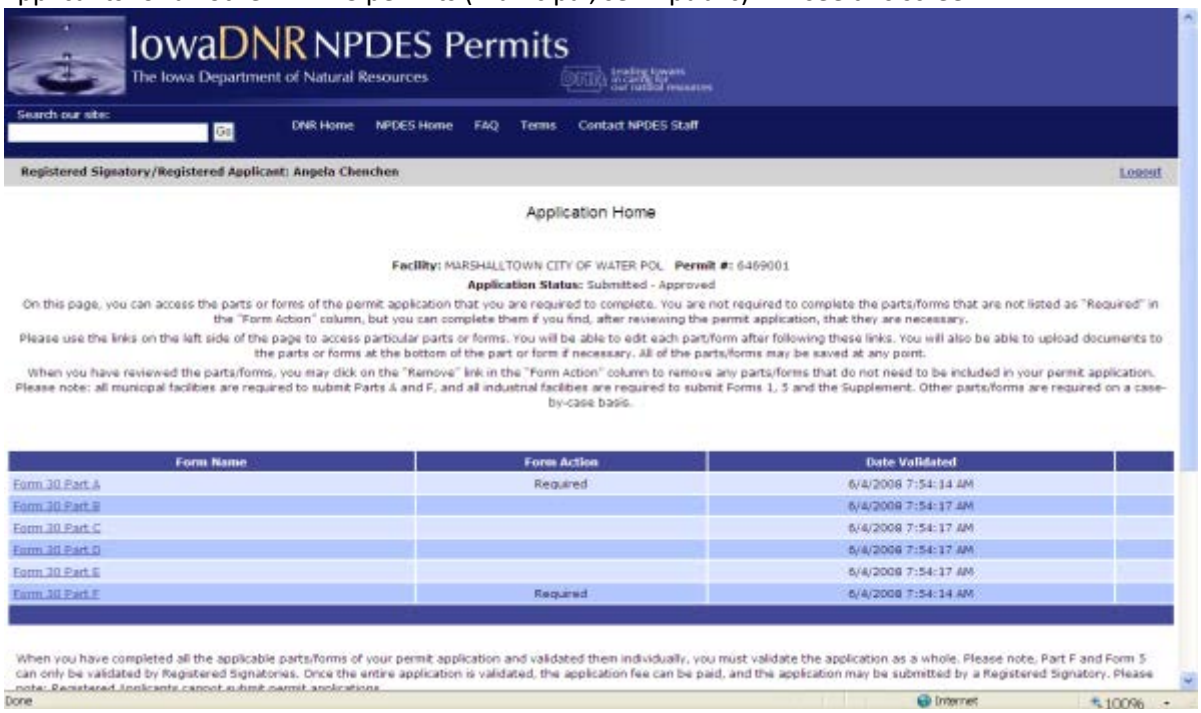


Once you have successfully entered the password, you will be directed to the Application Home page. From this page, you can complete the appropriate sections of the permit application by clicking on the title of the permit application and following the instructions on each application form.

Applicants for industrial NPDES permits will see the following screen:



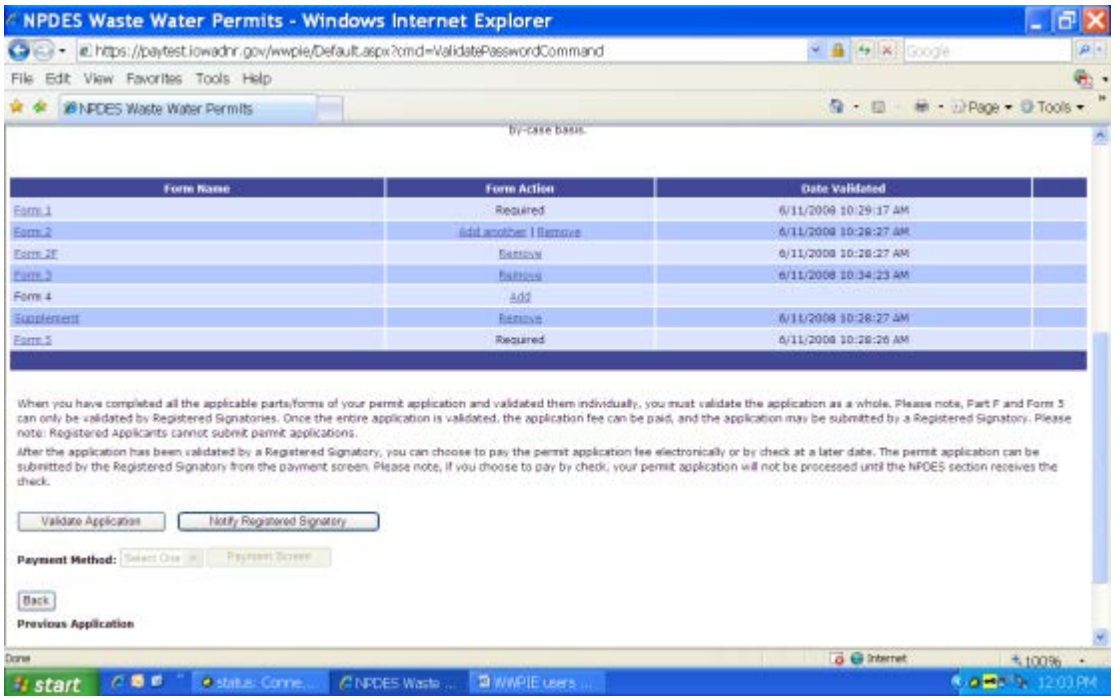
Applicants for all other NPDES permits (municipal, semi-public) will see this screen:



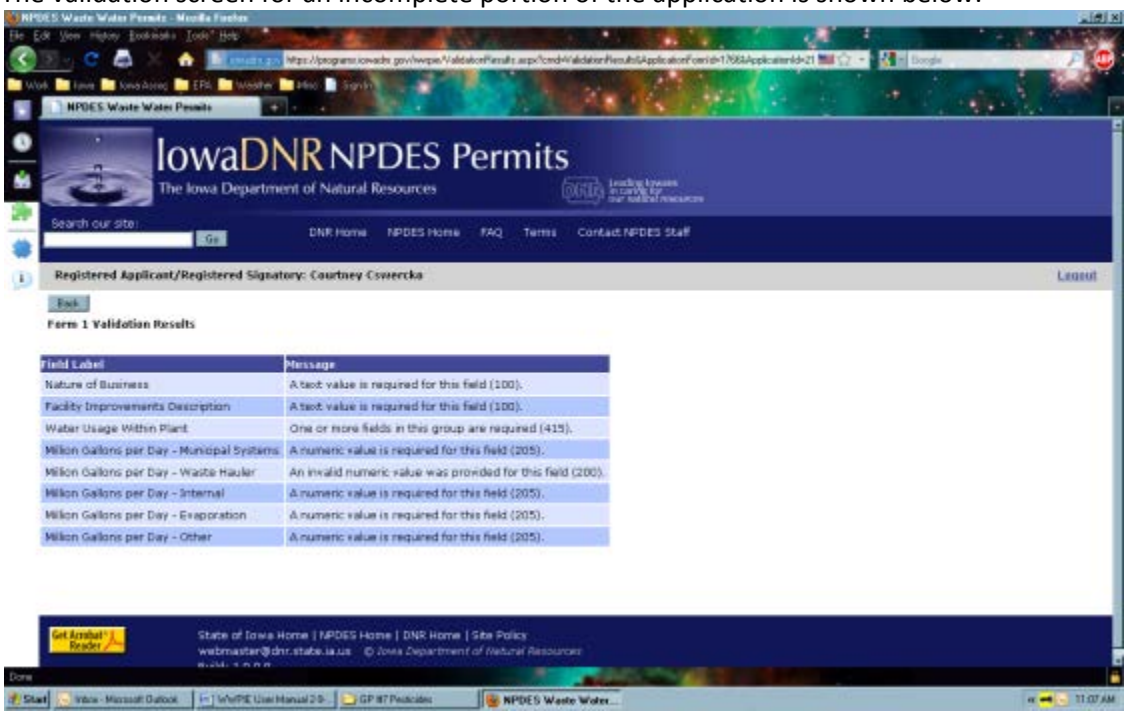
You are only required to complete the portions of the application that have been highlighted. If you need to submit more information, you can add another portion of the application as needed by using the "Add: link in the middle column. Please note, documents, pdfs, and pictures may be uploaded to certain portions of the application using the links at the bottom of that portion of the application.

Validation of the Permit Application

All applicable portions of the permit application need to be completed and validated before a permit application can be submitted. This must be done when you complete each portion of the application (form or part). When you click the "Validate Application" link to the right of the individual form or part, the system will identify potential errors in the form or part that must be corrected before the application can be submitted.



The validation screen for an incomplete portion of the application is shown below:



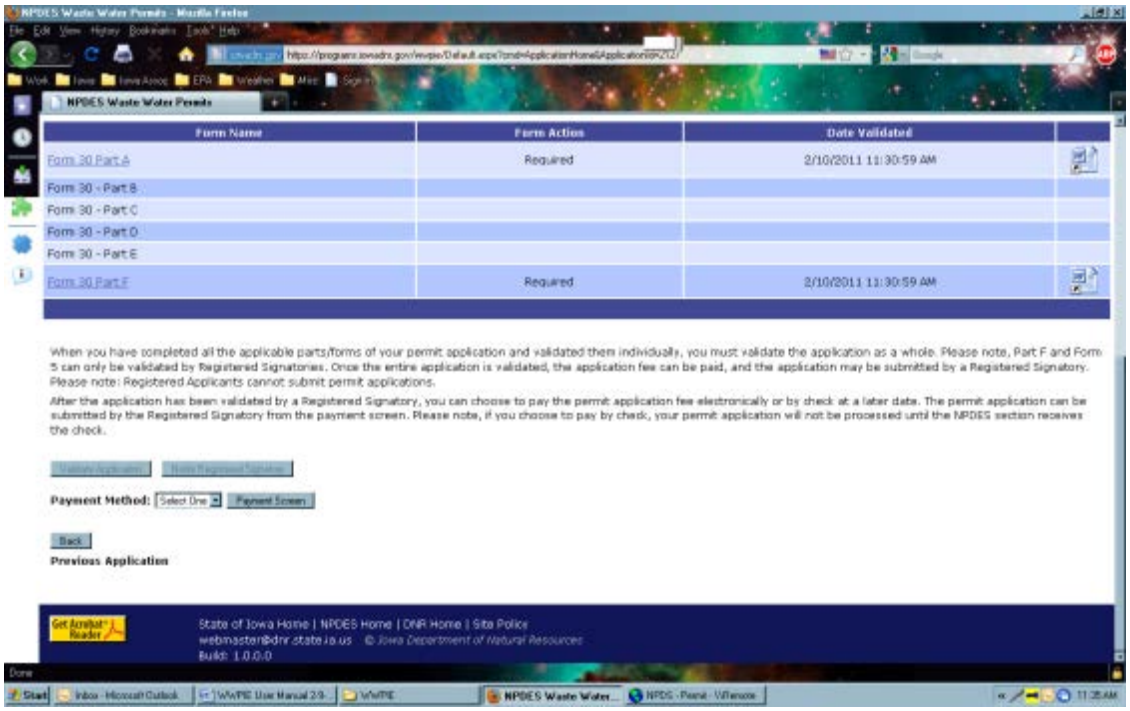
When a form has been validated, the message "Form Successfully Validated" will appear in red at the top of the Application Home page.

Submittal of a Permit Application

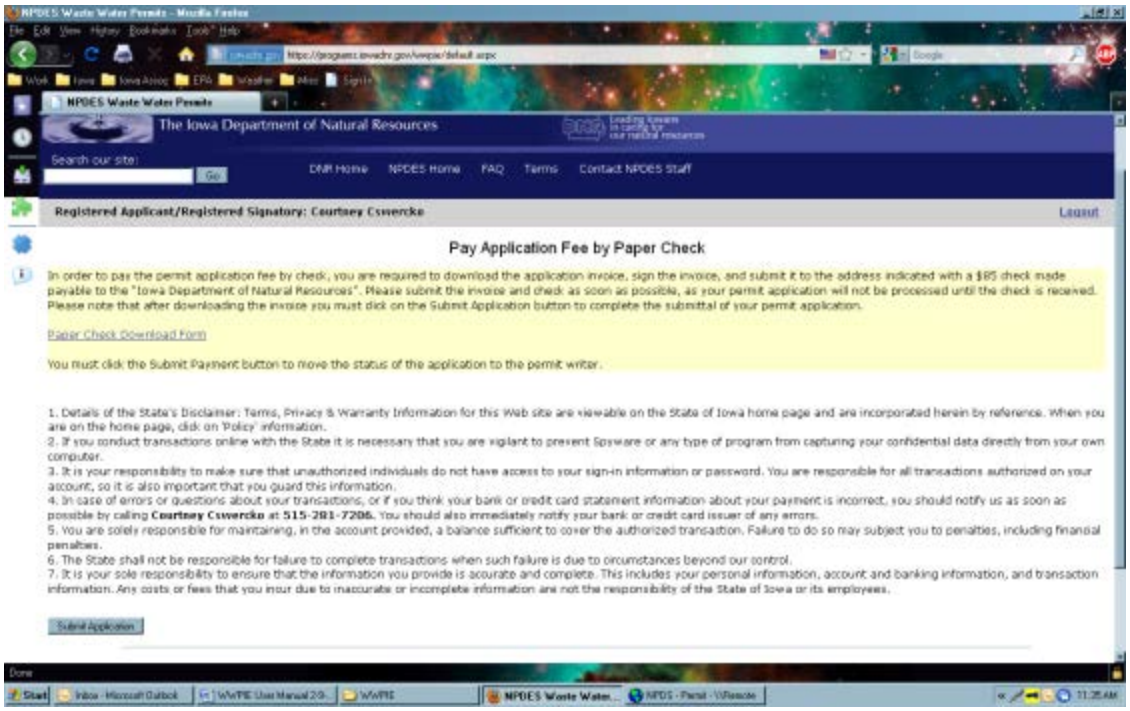
After validating all the application forms successfully, make the application available to the person who will sign the application forms by clicking on the Notify Signatory button. You will need to notify the signatory; WWPIE will not notify him/her. When you have clicked the "Notify Signatory" button, a message will appear in red at the top of the screen indicating that the form has been successfully submitted. This means only that the signatory has been notified; not that the application has been submitted to DNR. The Registered Signatory must still log in to WWPIE and complete the steps below.

The Registered Signatory needs to complete and validate the certification forms and submit the permit application (Form 5 for Industrial facilities; Form 30 Part F for all other facilities). The Registered Signatory must log in to WWPIE, navigate to the Application Home page, select the certification portion of the application, complete that portion, and validate it. After completing the certification form, the Signatory must validate the entire permit application by clicking on the Validate Application button at the bottom of the page (see screen shot above).

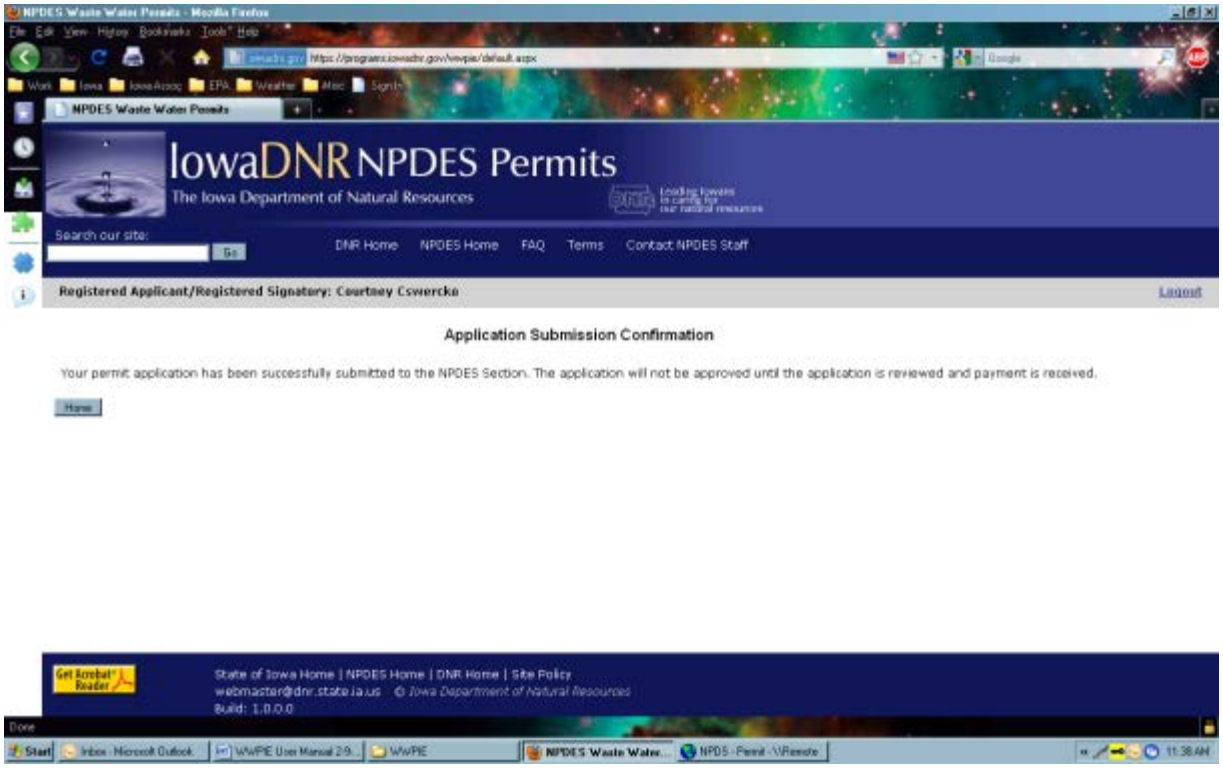
Once the application has been validated, the Registered Signatory must select a payment method for the $85 application fee. At this time, this fee may only be paid by check. The Signatory must select "check" from the Payment Method dropdown box, and then click on the Payment Screen button.



On the Pay Application Fee by Paper Check screen, the Registered Signatory must read the certification statement, download and print the application invoice using the "Paper Check Download Form" link, and click on the "Submit Application" button. Mail the completed application fee invoice with a check to the Iowa Department of Natural Resources (address on invoice). The invoice and check must be received before your permit application submittal will be approved.



Clicking on the “Submit Application” button in the previous screen will take you to the Application Submission Confirmation screen.



Once the application is submitted to DNR on WWPIE, a permit writer will review your submission to ensure accuracy and completeness. At this time, you can view your application forms but you will not be able to make any changes. If there is any revision that needs to be made to your application forms, the permit writer will call or email you and return ownership of the application forms back to you so that you can make the changes and resubmit.

Once your application is acceptable to the permit writer and the application fee invoice and check have been received, he or she will accept the submittal. If you did not upload the map and schematic or line drawing to the application, you must also mail the map and schematic/ line drawing to the permit writer before the permit application submittal will be accepted on WWPIE. The application fee and the map and schematic/ line drawing may be mailed together or separately.