



SPARS Access Request Form & Electronic Signature Agreement for Responsible Officials



*MAIL TO: Air Quality Bureau
7900 Hickman Road, Suite 1
Windsor Heights, IA 50324
ATTN: SPARS Administrator*

By completing this form, you are requesting the Iowa DNR to create a Responsible Official SPARS account for you. Once this account is created, you will receive a user ID, a password, and a personal identification number (PIN), which will allow you to use SPARS Web to submit applications and inventories to the Iowa DNR. **NOTE: Only facility employees may be designated as Responsible Officials.**

Check the appropriate boxes:

The person identified in this form is the Responsible Official for:

- Construction Permit Applications Minor Source Emissions Inventories Title V Applications and Inventories

The person identified in this form is:

- An additional Responsible Official A replacement for _____ (name of Responsible Official)

List all facilities for which you wish to be designated as the Responsible Official. (Duplicate this form as needed)

FACILITY NAME	FACILITY NUMBER (##-##-###)

AGREEMENT and CERTIFICATION

I, Mr. Mrs. Ms. _____

Name of Responsible Official (Print)

- Agree that for Title V purposes, I am a responsible official as defined by 567 IAC 22.100.
- Understand that this electronic signature agreement allows me to submit electronic documents in lieu of paper submissions to the Iowa DNR's Air Quality Bureau using SPARS Web.
- Agree to protect my unique electronic signature device (user ID, password, and PIN) from compromise and from use by anyone except me. Specifically, I agree to maintain the secrecy of my electronic signature device; I will not divulge or delegate my user ID, password, or PIN to any other individual; I will not store these in an unprotected location; and I will not allow them to be written into computer scripts to achieve automated log-in.
- Agree to contact the SPARS Administrator at Rachel.Quill@dnr.iowa.gov as soon as possible, but no later than 24 hours, after suspecting or determining that my account identification, password, and/or PIN have become lost, stolen, or otherwise compromised.

- Agree that I will review the contents of the electronic documents for which I am the signatory prior to submission.
- Understand and agree that I will be legally bound, obligated, or responsible by using my electronic signature device as I would be by using my hand-written signature.
- Understand that I will receive an e-mail receipt from DNR for all electronic submittals for which I am the signatory. This e-mail will identify the document received, the name of the responsible official, and the submittal date.
- Agree that I will contact the SPARS Administrator if I do not receive an e-mail receipt as specified above within five (5) business days of my submission.
- Understand that the DNR may contact my company to verify my identity.
- Agree to notify the SPARS Administrator if I cease to be a signatory for the regulated entity or entities specified above as soon as this change in relationship occurs.
- Agree to retain a copy of this signed agreement as long as I am a signatory for the regulated entity or entities specified above.
- **Certify under penalty of law that based on the information and belief formed after reasonable inquiry, the statements and information contained in the electronic submissions for which I am the signatory are true, accurate, and complete.**
- **Certify that my company has obtained legal entitlement to install and operate the equipment covered by and on the property identified in electronic construction permit applications for which I am the signatory.**
- **Understand that making false statement, representation, or certification of electronic submissions for which I am the signatory may result in criminal penalties.**

Responsible Official Title	
Responsible Official's Phone Number	
Responsible Official's E-Mail Address	
Responsible Official Mailing Address	
Responsible Official's Signature Your signature is mandatory in order to satisfy the certification of truth, accuracy, and completeness requirements of 567 IAC 22.105(2)"i"(1) and 22.107(4). Your signature also satisfies the legal ownership requirements of 567 IAC 22.1(3)"b"(9).	
Date	