

USER'S GUIDE

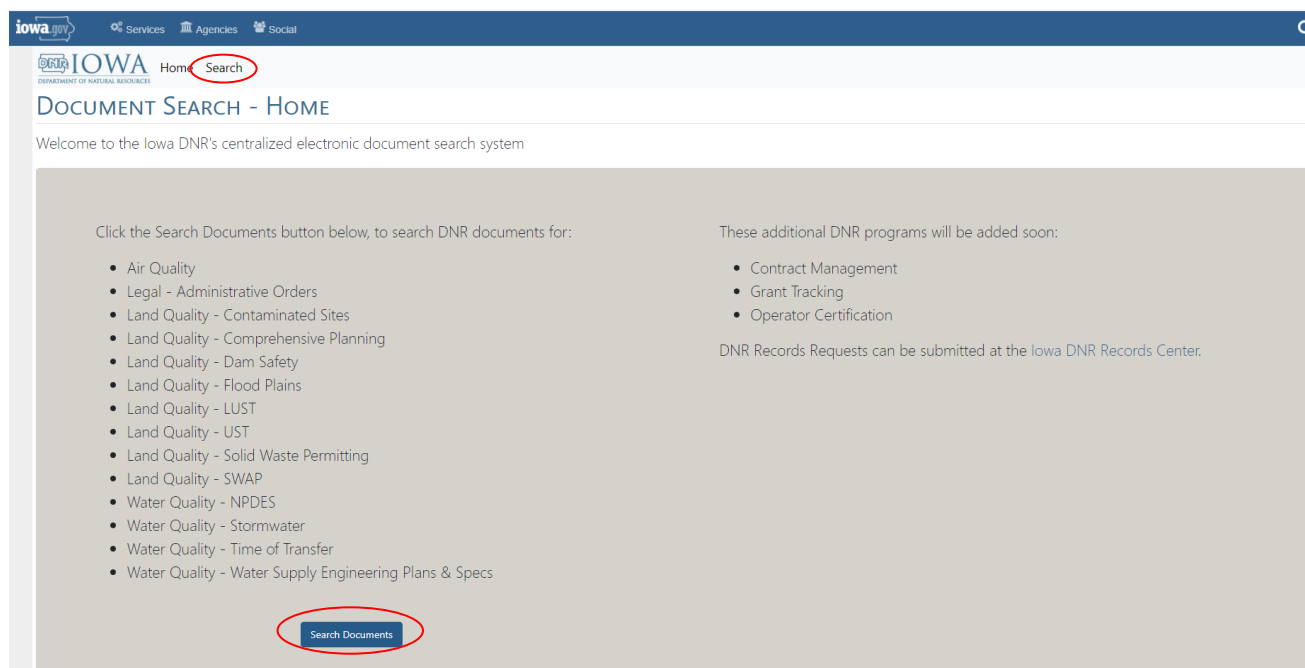
DNR'S ELECTRONIC RECORDS DOCUMENT SEARCH

BACKGROUND

Document Search is a web-based interface that allows users to quickly and easily access the records information contained in OpenText. OpenText was selected by the Office of the Chief Information Officer (OCIO) as the enterprise solution for electronic records content management. The Iowa Department of Natural Resources (DNR) applied for and received an IowaACCESS grant to implement such a system to improve the public and internal access to its electronic documents. The records may be accessed at <https://programs.iowadnr.gov/documentsearch/>.

DOCUMENT SEARCH WEBPAGE

The main page lists the currently available records type. More programs and documents are being added frequently. Below is an example of the home page. The search feature is available by clicking "Search Documents" below or using Search in the header.



For our regulated facilities, the DNR created a standard search criterion to assist with searching across program areas. The search criterion form will open as shown below. The form is used to assist with searching by a specific program area or across program areas. The program areas will include all the options on the home page.

DOCUMENT SEARCH - SEARCH

Search Criteria

Program All Programs	Document ID ⓘ Document ID	Facility ID ⓘ Facility ID
Facility Name ⓘ Facility Name	Permit Number Permit Number	Project Number Project Number
City City	County Select one	Type ⓘ Type
Notes ⓘ Notes	Document Date (Range Start) ⓘ mm/dd/yyyy	Document Date Range End mm/dd/yyyy

Search Documents Show: 10 Clear Form

Information tooltips are available on many of the fields and are designated by the icon, ⓘ. Hovering over the icon will open a box with explanations of the information found in that field. The number of results per page can be increased. Use the “Clear form” feature between search entries.

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DNR IOWA Home Search
DEPARTMENT OF NATURAL RESOURCES

DOCUMENT SEARCH - SEARCH

Search Criteria

Program All Programs	Document ID ⓘ Document ID	Facility ID ⓘ Facility ID
Facility Name ⓘ Same As PWS Name and Permit Name	Permit Number Permit Number	Project Number Project Number
Facility Name Facility Name	County Select one	Type ⓘ Type
City City	Document Date (Range Start) ⓘ mm/dd/yyyy	Document Date Range End mm/dd/yyyy
Notes ⓘ Notes		

Search Documents Show: 10, 25, 50, 75, 100 Clear Form

State of Iowa DNR Home Site Policy Leading Iowans in caring for our natural resources Version: 1.0.4.10970

SEARCHING FOR FILES:

To narrow the search by program area, select a program in the Program dropdown. If no program is selected, it will search across all programs. If the search criterion is unknown, leave the search criteria fields blank and click the “Search Documents” button. Partial search criteria can be entered as applicable and results should return all records with that criteria. Click on the “Document Name” text to view a document.

Partial search criteria can be entered and results should return all records with that criteria.

A search may be made on a business or facility name by entering the name in the Facility Name field. By not selecting a Program, the search will provide results across all DNR records relating to the search criteria. Facilities change their names over time. To be thorough, search by all known names or use a different identifier.

VIEWING A DOCUMENT

The search results will display the approximate number of documents meeting your selected criterion.

DOCUMENT SEARCH - SEARCH

Search Criteria

Program <input type="text" value="Administrative Orders"/>	Document ID ⓘ <input type="text" value="Document ID"/>	Facility ID ⓘ <input type="text" value="Facility ID"/>
Facility Name ⓘ <input type="text" value="Facility Name"/>	Permit Number <input type="text" value="Permit Number"/>	Project Number <input type="text" value="Project Number"/>
City <input type="text" value="City"/>	County <input type="text" value="Select one"/>	Type ⓘ <input type="text" value="Type"/>
Notes ⓘ <input type="text" value="Notes"/>	Document Date (Range Start) ⓘ <input type="text" value="mm/dd/yyyy"/>	Document Date Range End <input type="text" value="mm/dd/yyyy"/>
Attorney <input type="text" value="Attorney"/>	Legal Area <input type="text" value="waste"/>	

 Show:

Search Results 1900 Records found

Document Name	Program	Document ID	Document Type	Facility Name	Project Number	County	Attorney	Legal Area
View 558541b.pdf	Administrative	2002SW02A1	Amendment	Alva Parker	2002SW02A1	Union	Jon Tack	Solid Waste

Click on the headers to resort the data. The search results, not the records, may be exported and downloaded in Microsoft Excel. To view a record, click on the text of the Document Name. The file is downloaded in PDF format.

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View 102303.pdf	Solid Waste Permitting	102303	2/7/2022	Permit Review	Initial Receipt	77-SDP-10-76		Metro Transfer Station		Des Moines	Polk
View 71494.pdf	Solid Waste Permitting	71494	1/24/2001	Permit Review	Initial Receipt	31-SDP-02-75		Dubuque Metropolitan Sanitary Landfill		Dubuque	Dubuque
View 112.pdf	Solid Waste Permitting	112	2/2/2007	Permit Review	Initial Receipt	77-SDP-10-76		Metro Transfer Station		Des Moines	Polk
View 69455.pdf	Solid Waste Permitting	69455	1/24/2001	Permit Review	Initial Receipt	08-SDP-03-84		Metro Park West Landfill (Formerly North Dallas)		PERRY	Boone
View 113.pdf	Solid Waste Permitting	113	4/16/2007	Permit Review	Approval Letter Sent	77-SDP-10-76		Metro Transfer Station		Des Moines	Polk
View 212.pdf	Solid Waste Permitting	212	4/24/2007	Permit Review	Comment Letter Sent	08-SDP-03-84		Metro Park West Landfill (Formerly North Dallas)		PERRY	Boone
View 2817.pdf	Solid Waste Permitting	2817	3/7/1994	Permit Review	Response Received	77-SDP-46-94		Metro Waste Authority HHM Regional Collection Center		Bondurant	Polk
View 736.pdf	Solid Waste Permitting	736	5/3/2007	Permit Review	Approval Letter Sent	08-SDP-03-84		Metro Park West Landfill (Formerly North Dallas)		PERRY	Boone
View 1085.pdf	Solid Waste Permitting	1085	4/18/2005	Permit Review	Initial Receipt	08-SDP-03-84		Metro Park West Landfill (Formerly North Dallas)		PERRY	Boone
View 1084.pdf	Solid Waste Permitting	1084	4/21/2005	Permit Review	Approval Letter Sent	08-SDP-03-84		Metro Park West Landfill (Formerly North Dallas)		PERRY	Boone
View 101803.pdf	Solid Waste Permitting	101803	12/3/2021	Permit Review	Approval Letter Sent	77-SDP-01-72		Metro Park East Sanitary Landfill		Mitchellville	Polk
View 101750.pdf	Solid Waste Permitting	101750	11/29/2021	Permit Review	Approval Letter Sent	77-SDP-69-14		Metro Northwest Transfer Station			Polk

SEARCH EXAMPLES:

Example #1:

County: Dubuque

Document Type: Permit

DOCUMENT SEARCH - SEARCH

Search Criteria

Program <input type="text" value="All Programs"/>	Document ID ⓘ <input type="text" value="Document ID"/>	Facility ID ⓘ <input type="text" value="Facility ID"/>
Facility Name ⓘ <input type="text" value="Facility Name"/>	Permit Number <input type="text" value="Permit Number"/>	Project Number <input type="text" value="Project Number"/>
City <input type="text" value="City"/>	County <input type="text" value="DUBUQUE"/>	Type ⓘ <input type="text" value="Permit"/>
Notes ⓘ <input type="text" value="Notes"/>	Document Date (Range Start) ⓘ <input type="text" value="mm/dd/yyyy"/>	Document Date Range End <input type="text" value="mm/dd/yyyy"/>

 Show:

Results:

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View 69467.pdf	Solid Waste Permitting	69467	3/21/2012	Permit Review	Initial Receipt		31-SDP-16-12	Beneficial Reuse Management		Dubuque	Dubuque
View 23567-2013-2014.pdf	Stormwater	23567	8/1/2013	Permit	GP #2 - Construction Activity		23567-23324	PCC REPLACEMENT - ELM ST. - DUBUQUE	23324	Dubuque	Dubuque
View 18442.pdf	Stormwater	18442	5/3/2010	Permit	GP #2 - Construction Activity		18442-18214	KEY CITY INVESTMENT CO. - FILL SITE	18214	Dubuque	Dubuque
View 71494.pdf	Solid Waste Permitting	71494	1/24/2001	Permit Review	Initial Receipt		31-SDP-02-75	Dubuque Metropolitan Sanitary Landfill		Dubuque	Dubuque
View 149.pdf	Solid Waste Permitting	149	3/28/2007	Permit Review	Comment Letter Sent		31-ADP-01-03	T & T Scrap Processing		Rickardsville	Dubuque
View 121.pdf	Solid Waste Permitting	121	2/8/2007	Permit Review	Initial Receipt		31-ADP-01-04	Appliance Recycling of Iowa - Dubuque, Rescission		DUBUQUE	Dubuque
View 122.pdf	Solid Waste Permitting	122	3/14/2007	Permit Review	Response Received		31-ADP-01-04	Appliance Recycling of Iowa - Dubuque, Rescission		DUBUQUE	Dubuque
View 123.pdf	Solid Waste Permitting	123	4/20/2007	Permit Review	Approval Letter Sent		31-ADP-01-04	Appliance Recycling of Iowa - Dubuque, Rescission		DUBUQUE	Dubuque
View 188841.pdf	Dam Safety	8068	10/27/2003	Permit	Approved: FP 2003-277	IA03512		Carter Road Stormwater Detention Dam			Dubuque
View 101908.pdf	Solid Waste Permitting	101908	12/20/2021	Permit Review	Approval Letter Sent		31-SDP-01-75	John Deere Dubuque Works Industrial Waste Landfill		Dubuque	Dubuque

Example #2:

Program: Administrative Orders

Legal Area: Waste

DOCUMENT SEARCH - SEARCH

Search Criteria

<p>Program Administrative Orders</p> <p>Facility Name Facility Name</p> <p>City City</p> <p>Notes Notes</p> <p>Attorney Attorney</p>	<p>Document ID Document ID</p> <p>Permit Number Permit Number</p> <p>County Select one</p> <p>Document Date (Range Start) mm/dd/yyyy</p> <p>Legal Area waste</p>	<p>Facility ID Facility ID</p> <p>Project Number Project Number</p> <p>Type Type</p> <p>Document Date Range End mm/dd/yyyy</p>
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Show: 75

Results:

Document Name	Program	Document ID	Document Type	Facility Name	Project Number	County	Attorney	Legal Area
View 558541b.pdf	Administrative Orders	2002SW02A1	Amendment	Alva Parker	2002SW02A1	Union	Jon Tack	Solid Waste
View 547091b.pdf	Administrative Orders	2008WW27	Consent Order	City of Algona	2008WW27	Kossuth	David Womson	Wastewater
View 558531b.pdf	Administrative Orders	2002SW02	Administrative Order	Alva Parker	2002SW02	Union	Jon Tack	Solid Waste
View 558551b.pdf	Administrative Orders	2002SW02R	Rescission	Alva Parker	2002SW02R	Union	Jon Tack	Solid Waste
View 560731b.pdf	Administrative Orders	2018SW01	Consent Order	Jay Clasing	2018SW01	Clay	Noah Poppelreiter	Solid Waste
View 608621.pdf	Administrative Orders	1976WQ003	Administrative Order	Select Pork Corporation	1976WQ003	Ida	Ed Tormey	Wastewater
View 608711.pdf	Administrative Orders	1976WQ001	Certified Operator Discipline	Certificate No. 5231 of Mr. Donald Powell	1976WQ001	Cass	Ed Tormey	Wastewater
View 608661.pdf	Administrative Orders	1976WQ007	Administrative Order	Parkview Sanitary District	1976WQ007	Scott	Ed Tormey	Wastewater

RECORDS REQUESTS

For general questions or trouble with the Document Search page, contact Angie Clark at angie.clark@dnr.iowa.gov or 515-689-9149.

More records information is available at <https://www.iowadnr.gov/Records>.

If the information you are looking for is not available, you can submit a Records Request at <https://iowaopenrecords.nextrequest.com/requests/new> or by emailing DNR.Records.Request@dnr.iowa.gov

SEARCH FIELDS & DOCUMENT TYPES BY PROGRAM

See attached sheets for Search Fields and Document Types by Program area.

Search Fields - AO

Program	Administrative Orders
Document Type	Document Type
Document ID	Administrative Order Number
Document Date	
Facility ID	
Facility Name	Party Issued
Facility City	
Facility County	County
Permit Number	
Project Number	Consent Order Number
Notes	

Additional Fields

Attorney
Legal Area

Document Types by Program

DNR - Administrative Orders

Administrative Order
Amendment
Certified Operator Discipline
Consent Order
Rescission

Search Fields - AQ

Program	Asbestos	Compliance	Construction Permits	Miscellaneous	MSEIQ
Document Type	Doc Type	Doc Type	Doc Type	Doc Type	Doc Type
Document ID	Doc ID	Doc ID	Doc ID	Doc ID	Doc ID
Document Date	Doc Date	Doc Date	Doc Date	Doc Date	Doc Date
Facility ID	Plant #	Plant #	Plant #	Plant #	Plant #
Facility Name	Plant Name	Plant Name	Plant Name	Plant Name	Plant Name
Facility City	City	City	City	City	City
Facility County	County	County	County	County	County
Permit Number	Permit #	Permit #	Permit #	Permit #	Permit #
Project Number	Project / EIQ #	Project / EIQ #	Project / EIQ #	Project / EIQ #	Project / EIQ #
Notes	Notes	Notes	Notes	Notes	Notes

Document Types by Program

Notification	Administrative Order	Application	Correspondence	MSEIQ
Inspection	Compliance Certification	DNR Letter		
Notice of Violation	Complaint	Determination Letter		
Enforcement Action	Excess Emission	Draft Permit		
Correspondence	Correspondence	Engineering Evaluation		
Training Fires - Demolition Burns	Inspection	Final Permit		
Complaint	MACT Report	Correspondence		
Bridges	Portable Relocation	Correspondence		
Outreach	TV Certification	Modeling		
	Start-up	PBR		
	Variance	Rescind		
	Notice of Violation	CI Engine Registration		
		SI Engine Registration		
		Grain Elevator		
		Collection of Air Permits		
		Group of Identical Air Permits		

Search Fields - AQ

Planning	Small Source Operating Permit	Stack Testing	Title V Operating Permit	Voluntary Operating Permit
Doc Type	Doc Type	Doc Type	Doc Type	Doc Type
Doc ID	Doc ID	Doc ID	Doc ID	Doc ID
Doc Date	Doc Date	Doc Date	Doc Date	Doc Date
Plant #	Plant #	Plant #	Plant #	Plant #
Plant Name	Plant Name	Plant Name	Plant Name	Plant Name
City	City	City	City	City
County	County	County	County	County
Permit #	Permit #	Permit #	Permit #	Permit #
Project / EIQ #	Project / EIQ #	Project / EIQ #	Project / EIQ #	Project / EIQ #
Notes	Notes	Notes	Notes	Notes

Document Types by Program

Application

Observe Form

Misc

Misc

Opacity Form

Permit Package

Permit Package

CEMS Report

Fee Doc

Application

Correspondence

Inventory

DNR Review

Application

Protocol

Reports

Summary

Work Request

Search Fields - LQ

Program	Comprehensive Planning	Contaminated Sites	Dam Safety - Major Dams	Flood Insurance Corresp.
Document Type	Doc Type	Doc Type	Doc Type	
Document ID	Doc ID	Doc ID	Doc ID	
Document Date	Doc Date	Doc Date	Doc Date	
Facility ID		Facility ID	NID #	
Facility Name	Planning Area Name	Facility Name	Dam Name	
Facility City	City	City		
Facility County	County	County	County	
Permit Number				
Project Number				
Notes	Document Description	Document Description	Document Description	

Additional Fields

Document Types by Program

Comprehensive Planning Amendment	Correspondence	Correspondance	BFE
Comprehensive Planning Muni Surveys	DNR Letter	Application	Compliant
Comprehensive Planning Narrative	EPA/CERCLA	Plans	DNR Review
Comprehensive Planning Plan Online	Health and Safety	Specifications	Letter of Map Change (LOMC)
Comprehensive Planning Review Notes	Institutional/Technological Controls	Calculations	Ordinance
EMS Annual Report	Legal/Decision Document	Reports	
EMS Correspondence	LRP Admin	DNR Review	
EMS External Audit	LRP Enrollment Application	Permits	
Goal Progress	LRP Final Report	Photos	
Waste Flow	LRP Invoice	News	
	LRP NFA		
	LRP Participation Agreement		
	LRP RE/RA		
	LRP Site Assessment		
	Monitoring Report		
	Petroleum (AST/UST)		
	Pre-Remedial		
	Quality Assurance/Quality Control		
	Remedial Action		
	Site Assessment		
	Site Information		
	Vapor Intrusion		

Search Fields - LQ

Flood Plain As Built	Flood Plain Completed Investigation	Flood Plain Misc	Flood Plain Permit	LUST	Redemption Centers
				Document Type	Permit Action, Action Type
				Doc ID	Doc ID
				Doc Date	Doc Date
				Registration #	
				Facility Name	Permit Name
				City	City
				County	County
					Permit #
				LUST #	
				Document Description	Notes

Document Comments

Document Types by Program

AFO FP Determination	AFO FP Determination	AFO FP Determination	AFO FP Determination	Abandoned Water Well Records	Amendment
Application	Application	Application	Application	Corrective Action Design Report	BB Registration
Approved Plans	Approved Plans	Approved Plans	Approved Plans	Correspondence	Misc
Complaint	Complaint	Complaint	Complaint	Environmental Covenant	
Correspondence	Correspondence	Correspondence	Correspondence	Free Product Assessment Reports	
Declaratory Order	Declaratory Order	Declaratory Order	Declaratory Order	Free Product Recovery Reports	
DNR Review	DNR Review	DNR Review	DNR Review	Institutional Control / Ordinance	
Draft Plans	Draft Plans	Draft Plans	Draft Plans	Misc. Reports	
Environmental Review	Environmental Review	Environmental Review	Environmental Review	Monitoring Reports	
Model	Model	Model	Model	No Action Required (NAR) letter	
Other	Other	Other	Other	No Further Action (NFA) Certificate	
Permit	Permit	Permit	Permit	Over Excavation (OE) Report	
Plans	Plans	Plans	Plans	Preliminary LUST Report (PLR)	
Report	Report	Report	Report	Remedial Corrective Action Plans	
Technical Assistance	Technical Assistance	Technical Assistance	Technical Assistance	Remedial Corrective Action Reports	
				Sanitary Sewer Notificaiton	
				Site Assessment Plans	
				Site Assessment Reports	
				Site Cleanup Report (SCR)	
				Site Monitoring Report (SMR)	
				Site Treatment System Report (STSR)	
				Tier 1 Report	
				Tier 2 Site Cleanup Report	
				Tier 3 Assessment Report	
				Tier 3 Work Plan	
				Utility Company Notification	
				Water Supply Notification	
				Other	

Search Fields - LQ

Solid Waste Permitting	SWAP / EMS / Derelict Bldg	UST
Permit Action, Action Type	Doc Type	Document Type
Doc ID	Doc ID	Doc ID
Doc Date	Doc Date	Doc Date
		Registration #
Permit Name	Facility Name	Facility Name
City	City	City
County	County	County
Permit #		
	Contract #	
Notes	Document Description	Document Description

Document Comments

Document Types by Program

Administrative Order	Account Statement	Correspondence
Amendment	Annual	Closure Report
Notice	Contract	Form(s)
Permit Review	Contract Docs	Installation Documents
Report Submittal	Correspondence	Misc. Reports
SWA	Final	Other
	Monthly	
	Proposal	
	Quarterly	
	Reviewer Score Sheets	
	Semi-Annual	
	Usable Material	

Search Fields - WQ

Program	NPDES	Stormwater	Time of Transfer	Waste Supply Engineering
Document Type	Doc Type	Permit #	Doc Type	Doc Type
Document ID			Doc ID	File Name
Document Date	Doc Date	Authorization Date	Inspection Date	Year
Facility ID	EPA NPDES #			PWSID
Facility Name	Facility Name	Facility Name		PWS Name
Facility City	City	City		City
Facility County	County	County	County	County
Permit Number	Permit Number	Permit #		Permit Number
Project Number	EPA ID #	Authorization #		Project Number
Notes	Document Description	Permit Type		Barcode

Additional Fields

Inspector
System Condition
Treatment Type
Address

Document Types by Program

Biosolid Annual Report

Permit

Report Submittal

Plans

Specs

Plans & Specs

Preliminary Engineer Report