IOWA DEPARTMENT OF NATURAL RESOURCES
Land Quality Bureau

Solid Waste Database Tonnage Form and Fee Submittal Help Manual

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Revision History

Date	Comments
12/8/2015	Original

Electronic Reporting

This Help Manual will help guide you through the process of entering a new report, editing a saved report, submitting a saved report, submitting tonnage fee payments, and viewing past submittals and statewide data.

Who to contact for access to the site

Access to electronic reporting is restricted to those persons responsible for submitting Quarterly Tonnage Fee Reports and/or Payments for a facility. Access can be requested by contacting Becky Jolly at 515-725-8308 or becky.jolly@dnr.iowa.gov or Angie Clark at 515-725-8301 or angie.clark@dnr.iowa.gov.

Technical Requirements

Electronic reporting is done through an internet web application. Users must have a computer connected to the internet and use any standard web browser (e.g. Internet Explorer, Chrome or Firefox). If you use Internet Explorer, you must use version 11 or higher. A high-speed internet connection is recommended, but not necessary.

The Solid Waste web application allows you to create, edit, and submit reports online. Also tonnage fee payments may be made electronically.

Submittal Process:

- User enters draft Quarterly Report online.
- User submits Quarterly Report electronically.
- User remits fee payment electronically or prints report and submits payment with hard copy.
- DNR reviews electronic submission/payment and supporting documents.
- DNR approves electronic submittal.

Deadlines: Reports are due January 1st, April 1st, July 1st, and October 1st of each year.

@iowaid Account Creation

Users must have an account from the State of Iowa Enterprise A&A (Authentication and Authorization) service and request access to the DNR Solid Waste Permitting Application in order to enter Quarterly Tonnage Fee reports. If you already have an @iowaid user account, contact DNR to get DNR Solid Waste Permitting Application access added to your existing account.

To **create an account** go to the web address below, click the Sign In link in the application, and find the link to Create An Account. Follow the prompts to create a new account. DNR Staff will be notified when the account is created and will arrange access to the Solid Waste Permitting Application. When you are approved for access, DNR will contact you.

Solid Waste Database URL

The Solid Waste Permitting Application can be found at **https://programs.iowadnr.gov/solidwaste/**. Use the Sign In link in the upper or lower right side of the screen to access the A&A login screen. This login screen can also be used to create an account or retrieve your password or username.

Logging In

Once DNR Staff has set the proper access to the Solid Waste Permitting Application for your @iowaid account, you may log in and enter reports.

If you forget your username and/or password, you can use the Forgot Password link on the Enterprise A&A login page.

Create a New Report

To begin click on "Facility Reports".
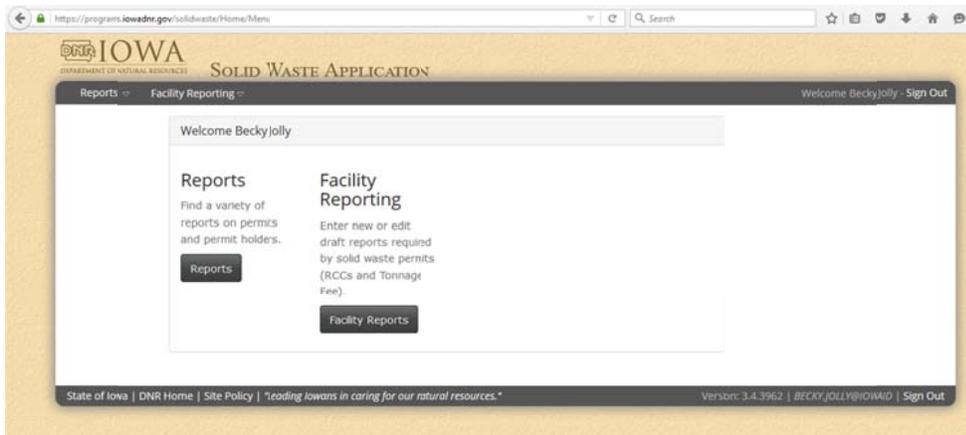
From here you have a variety of options: Enter New Report, Submit Draft Report to DNR, View Past Submitted Reports, or Remit Tonnage Fee Payments.
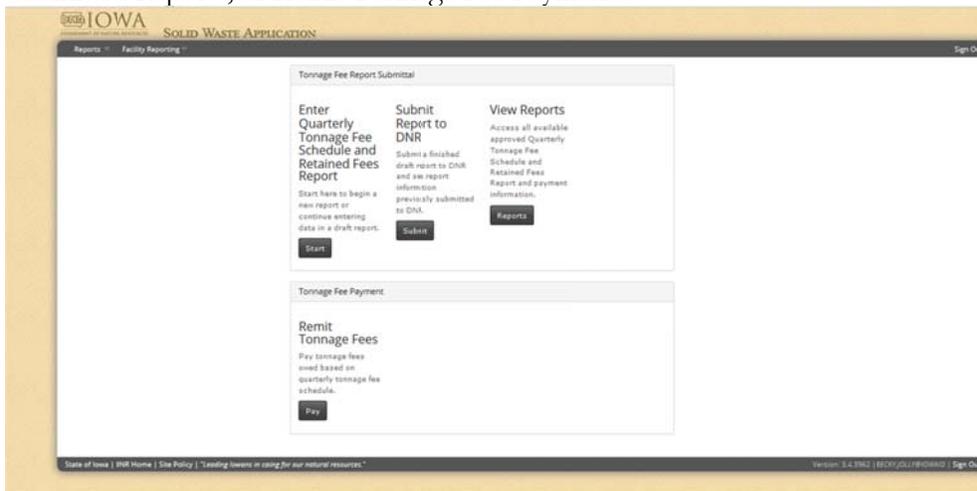
Enter Quarterly Tonnage Fee Schedule and Retained Fees Report

Start here to begin a new report or continue entering data in a draft report.

Select your facility and report period then "Start New Report". If you have previously started a report, look for that report under "Available Draft Reports". If you mistakenly enter data into the wrong report perio, contact DNR to make corrections.

When filling in the form data, be sure to click the "+" on each line of data, otherwise data will not be saved. If you enter data in error you can delete the row by clicking the garbage button.

Expand each section by clicking the arrow by each heading.

House File 399 arrangements and alternative daily cover approvals are all automatically populated into the appropriate sections. Fee credits and penalties are also pre-populated. If any of this information is missing or incorrect, contact Becky Jolly at 515-725-8308 or becky.jolly@dnr.iowa.gov.

Once all data is entered, click the "continue" button at the bottom of the page. You must complete the certification section in order to submit a report.

Submit Report to DNR

Submit a finished draft report to DNR and see report information previously submitted to DNR. **Your report is not official until you submit your report to the DNR.**

Click on the save icon to submit the draft report.

You can also view past submittals from this page.

Once the report is submitted you will receive a Submittal Confirmation email. This email will also remind/direct you to make your tonnage fee payment.

View Reports

Access all available approved Quarterly Tonnage Fee Schedule and Retained Fees Report and payment information.

To view the cumulative reports, first you will need to select the report period you wish to view:

The information used in the cumulative reports is from approved report submittals. Some cumulative reports will not display correctly until all fee paying facilities have entered their reports and made payment(s). Information from other fee paying facilities can be viewed through the cumulative reports.

You can also view/print your previously Approved Submittals from this page.

Fiscal Year Tonnage Tracking – includes tonnage and fee information for the fiscal year that includes the report period selected. This report displays a row for each permitted facility that has submitted a report and payment for any of the reporting quarters listed. If you wish to view tonnage information by calendar year or for multiple years, ad-hoc multi-report-period tonnage information is also available in the application's main Reports section under the option "More Reports."

		July 1 - September 30, 2014		October 1 - December 31,		January 1 - March 31, 2015		April 1 - June 30, 2015		Total	
Permit #	Facility	Non-Exempt Tons	Fee Paid	Non-Exempt Tons	Fee Paid	Non-Exempt Tons	Fee Paid	Non-Exempt Tons	Fee Paid	Total Non-Exempt Tons	Fee Paid
01-SDP-09-09	Adair County Transfer Station	1387	$2912.70	1118.79	$2349.46	1050	$2205.00	1183	$2484.30	4738.79	$9951.46
04-SDP-09-05	Rathbun Area Solid Waste Management Commission Transfer Statio	2729.66	$5732.29	2306.72	$4844.11	2009.3	$4219.54	2418.19	$5078.20	9463.87	$19874.14

Remit Tonnage Fees Online

Pay tonnage fees owed based on quarterly tonnage fee schedule.

Select the report period for which you are paying.

Select the amount to pay: Full or "other". Then click on "Pay Fees" to enter financial information for payment. Electronic checks are the only available form of payment.

A confirmation email will be sent when the fee payment is received.

You can view past payment information at the bottom of this page.

If you wish to mail in payment, you must print a copy of the approved report submittal to include with your fee payment. **Mail to: Becky Jolly, DNR - Land Quality Bureau, 502 East 9th Street, Des Moines, IA 50319**