

External User Guide for GPs 8 and 9

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Q&A

Do I need to submit an eNOI for my activities?

If you need coverage under GP 8 or GP 9, please determine if you need to submit an eNOI before going any further. See the Screening Questionnaires in [Appendix D \(page 57\)](#) or [Appendix E \(page 59\)](#). Our General Permits website has additional guidance documents. ([Links, page 61](#))

What can I do without creating an account?

You can use the Search Function. This allows you to search for eNOIs that the DNR has approved or denied. It does not show eNOIs that have not been submitted or are under review. ([Chapter 2, page 11](#))

How do I create an account?

From the database landing page, click **Create Account** at the lower right. ([Chapter 3, page 16](#))

What does Editor mean? How about Signatory? What's the difference?

Editors can create eNOIs, change them, and add authorized users. Signatories can do everything Editors can do as well as sign and submit eNOIs. Under the Iowa Administrative Code, the person signing an NOI has to meet certain requirements. ([User Levels, page 7](#))

How do I tell if I'm an Editor or a Signatory?

Log in and click Manage Account in the gray bar near the top of the page. Your account status is shown in bold. ([Managing Your Account, page 19](#))

How do I find my eNOIs?

Log in and go to **My Dashboard**. You'll see two tables with all the eNOIs associated with your account. ([Chapter 6, page 49](#))

If the eNOI is Active, Denied, Discontinued, or Expired it will also be available through Search. ([Chapter 2, page 11](#))

Can I create an eNOI without creating an account?

No, you must create an account. This allows you to save an eNOI and come back to it later.

Can I quit an eNOI and come back to it later?

Yes. At the bottom of each eNOI Step, you can Save & Continue or Save & Exit. If you have completed the step, click **Save & Exit**. If you want to exit without saving the step, close your browser window or log out. Any steps you have already saved will remain saved.

When you are ready to continue, log in and go to **My Dashboard**. ([Chapter 6, page 49](#))

What is with all the verifications and security and what-not?

U.S. EPA has certain requirements regarding electronic submittals and identity proofing. The e-Reporting Rule requires us to take permit applications, including eNOIs, electronically and transmit them to EPA. The Cross-Media Electronic Reporting Rule (CROMERR) establishes the requirements for a person to prove their identity when signing a document electronically. This includes submitting information to LexisNexis® for identity proofing.

Why was I logged out of the database?

The database is set up to log a user out after 20 minutes of inactivity. After 15 minutes, you should receive a five-minute warning; click **Yes, keep me logged in**.

If you have more than one browser tab open, you may not see the warning. Be cautious when using multiple tabs.

What if the contact person needs to change? What if the person is the same, but their phone or email changes?

- **For the contact person listed on the eNOI**, it depends on the status of the eNOI ([eNOI Status](#)):
 - Approved – contact DNR so we can update the affiliates
 - Denied, Expired, or Discontinued – changing the contact information is probably not necessary. If you wish to do it anyway, contact DNR
 - Under Review – contact DNR. We'll likely change the eNOI status to More Information Needed so one of the eNOI users can change the info.
 - In Process or More Information Needed – edit Step 1 of the eNOI ([eNOI Step1, page 29](#))
- **For account information changes**, use the Manage Account page. ([Managing Your Account, page 19](#))

What are known issues with identity proofing?

- Using nicknames or short names causes problems. Use your full legal name, that is, enter Robert instead of Bob or Katherine instead of Kate.
- Be sure to use your personal address and phone number on the identity proofing page. The process verifies that you are who you say you are, not that your company is what you say it is.
- Hyphenated last names have also caused problems. As far as we know, there is no fix for this. You can try, but if ID Proofing fails, you may need to find someone else in your organization to be the Signatory.
- If your browser auto fills a field, check to make sure that field was entered correctly. We have tried to prevent auto filling, but it may happen if you've been through the page a few times.

Where should I use my business contact information? Where should I use my personal contact information?

- You should use your business contact information as your account contact information. ([Creating an Account, page 16](#) and [Managing Your Account, page 19](#))
- You should also use your business information if you are the owner, operator, or co-permittee on Step 1 of the eNOI. ([Step 1, page 29](#))
- You should use your personal information only on the identity proofing step when you are becoming a signatory. ([Modifying to a Signatory Account, page 22](#)).

Why did I get redirected to my screening questions?

If you are trying to pass ID proofing and end up on a page where you can change your screening questions, it is because you have too many failed attempts (5 in 24 hours). You can try changing your screening questions and answers, then ID proofing again.

What happens if I try ID proofing too many times?

You will be redirected to a page where you can change your screening questions. If you change your screening questions and answers, you may be able to try ID proofing again and pass. You can also wait 24 hours and try again.

What if I forget my password?

Click the **Forgot Password** link on the login page. Enter the email address that is your user ID and click **Email Link**. You will receive an email with an auto-generated password. Return to the login page and use the auto-generated password to log in. You will be prompted to change your password.

What if my account locks?

If your account locks due to too many failed attempts to log in, you need to reset your password. Click the **Forgot Password** link on the login page. Enter the email address that is your user ID and click **Email Link**. You will receive an email with an auto-generated password. Return to the login page and use the auto-generated password to log in. You will be prompted to change your password.

Why can't I enter anything on Step 7?

If you get to Step 7 of the eNOI (with either General Permit) and you can't enter your job title or enter your password, it's because you are not a Signatory. Go to **Manage Account** and check your account status.

- If your account status is Editor, you need to complete ID Proofing and sign the Electronic Signature Agreement. Click **Begin Identity Proofing**. (Identity Proofing, [22](#))
- If your account status is Signatory – pending Electronic Signature Agreement, you need to sign the Electronic Signature agreement. (Signing the ESA, [page 24](#))

Acronyms & Initialisms

BMP	Best Management Practice
CFR	Code of Federal Regulations
CoR	Copy of Record
CROMERR	Cross-media Electronic Reporting Rule
DNR	Department of Natural Resources
DwPPP	Dewatering pollution prevention plan
eNOI	Electronic Notice of Intent
EPA	Environmental Protection Agency
ESA	Electronic Signature Agreement
GP	General Permit
IAC	Iowa Administrative Code
NAICS	North American Industrial Classification System
NPDES	National Pollution Discharge Eliminations System
SDS	Safety Data Sheet (formerly MSDS)
SIC	Standard Industrial Classification
USGS	United States Geological Survey
UST	Underground Storage Tank

Chapter 1: Overview (All Users)

This chapter provides an overview of the database. It briefly describes the eNOI process, and it defines user levels and eNOI statuses.

The General Permits Database exists to support three General Permits (GPs) issued by the DNR NPDES Section. It provides a way for dischargers to submit electronic Notices of Intent (eNOIs) to the DNR. This manual covers use of the database for GPs 8 and 9.

General Permit #8 (GP8) is both an NPDES permit and a State Operation permit. It covers discharges to waters of the state and to the ground surface from hydrostatic testing, UST ballasting, and water line testing.

General Permit #9 (GP9) is also an NPDES permit and a State Operation permit. It covers discharges to waters of the state and to the ground surface from dewatering necessary to facilitate construction. It also covers discharges to waters of the state from household geothermal systems.

NOTE

The purpose of this guide is to help users with the database. There is very limited discussion of the permits themselves or any permitting requirements that do not relate to eNOIs. For that information, please visit [DNR's General Permits Website](#).

Navigating this Document

This manual has many references to other parts of the document. Most references include a link and a page number. They are shown in blue text with underlines. If you are reading on your computer, you can click the link to go to the referenced location. If you are reading a print copy, use the page number.

There are also a few links to websites. These are also shown in blue text with underlines. For ease of reading, the URL is not shown. If you are reading a print copy of this manual, go to [Links, page 61](#) to see full Internet addresses.

Chapters 1 and 2 are for all users.

[Chapter 1](#) provides overviews of the manual and the database.

[Chapter 2](#) describes how to access and use the Search function.

Chapters 3 – 6 only apply to Editors and Signatories

[Chapter 3](#) explains how to create, modify, and manage an account.

[Chapter 4](#) explains the steps of creating and submitting an eNOI.

[Chapter 5](#) discusses what happens after an eNOI is submitted.

[Chapter 6](#) describes the User Dashboard.

User Levels

There are three user levels available to the public: Public, Editor, and Signatory.

Public Users are those users without an account, or who choose not to log into their account. Public Users are able to access the Search function. ([Chapter 2, page 11](#)) Through Search, you can find information on eNOIs with statuses of Approved, Denied, Discontinued, and Expired. You can view the eNOIs, authorizations, and any uploaded documents. You cannot view eNOIs that have not been acted upon by DNR, such as eNOIs that have not been submitted to DNR or eNOIs that DNR is still reviewing.

Editors are required to create an account. Once you have an account, you are able to create eNOIs. You are also able to edit eNOIs that have not been submitted or that DNR has requested more information on. You are not able to edit eNOIs that DNR is reviewing, has approved, or has denied. You are not able to sign and submit eNOIs. You also have all the privileges of the Public Users. You can modify your account to become a Signatory, if you meet the requirements.

Signatories have all the privileges of Editors, but Signatories can also sign and submit eNOIs. Signatories must pass Identity Proofing and complete the Electronic Signature Agreement (ESA). ([Chapter 3, page 22](#) and [Appendix B, page 55](#))

NOTE

Signatories must meet certain requirements under Iowa law. See [Appendix A, page 53](#) for the requirements.

The eNOI Process

First, an Editor or a Signatory creates an eNOI and enters all the required information. ([Chapter 4, page 27](#)) Next, a Signatory signs and submits the eNOI.

DNR reviews the eNOI. If necessary, DNR staff request additional information. Then the Editor or Signatory edits the eNOI to provide the requested information. After review, DNR will either approve the eNOI and issue an authorization or deny the eNOI. After approval or denial, the eNOI and all associated documents become public information.

eNOI Status

Every eNOI in the database will have one of seven statuses:

Not Submitted – at least one step of eNOI has been completed, but it has not yet been electronically signed and submitted to DNR. Steps 1 through 6 are editable by all associated users.

Under Review – eNOI has been signed and submitted; DNR review is occurring or pending. The eNOI is not editable when it is in this status.

More Information Requested - DNR has found an error or omission in the eNOI, or has a question about something. All associated users received an email stating what information is needed. All associated users are able to edit the eNOI.

Active – DNR has approved the eNOI. The expiration date has not been reached, and the authorization has not been discontinued. The eNOI and all associated documents are visible to all users (including the public) and are not editable.

Denied – DNR has denied the eNOI. The eNOI and all associated documents are visible to all users (including the public) and are not editable.

Expired – the expiration date of the authorization has passed. The permittee is no longer authorized to discharge. The eNOI and all associated documents are visible to all users (including the public) and are not editable.

Discontinued – This status is set manually, either at the request of the permittee or through DNR action. The permittee is no longer authorized to discharge. The eNOI and all associated documents are visible to all users (including the public) and are not editable.

General Navigation

The Landing Page is the doorway to the database. At the very top of the page is a dark blue bar that you can use to get to other Iowa.gov websites. (Figure 1)

The Navigation Bar is the light gray bar that is just below the Iowa.gov bar and above the database title. It has four tabs: Home, Search, Help, and Contact Us. (Figure 1)



Figure 1: Landing Page

1: OVERVIEW

The Navigation Bar is available on every page in the database. When you are not logged in, it shows four tabs as in Figure 1, and the Home tab will return you to the landing page.

When you are logged in, a fifth tab, Manage Account, appears. (Figure 2) It will take you to the Manage Account page. ([Managing Your Account, page 19](#)) When you are logged in, the Home tab takes you to the Home page (not the landing page).

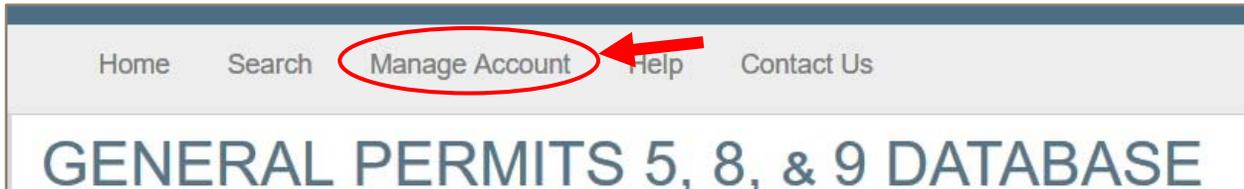


Figure 2: Navigation Bar when logged in

Problems Logging In

If you enter the wrong password too many times, your account will be locked. Click **Forgot Password**. (Figure 3)

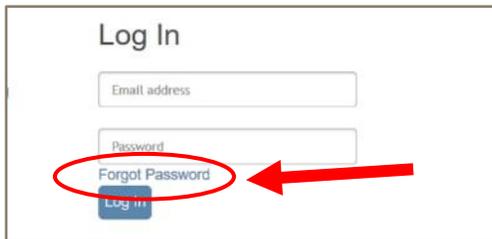


Figure 3: Forgot Password Link

You will be taken to a page where you can enter your email address. (Figure 4)



Figure 4: Forgot Password Page

Enter your email address and click **Email Link**. You will receive an email with a new password. Return to the landing page and log in with the new password. You will be taken to a page to create a new password.

Home Page

The **Home Page** (when you are logged in) allows you to access your dashboard, view screening questionnaires for GP8 and GP9, and to begin an eNOI. When it first loads, the three accordions will be closed. (Figure 6)

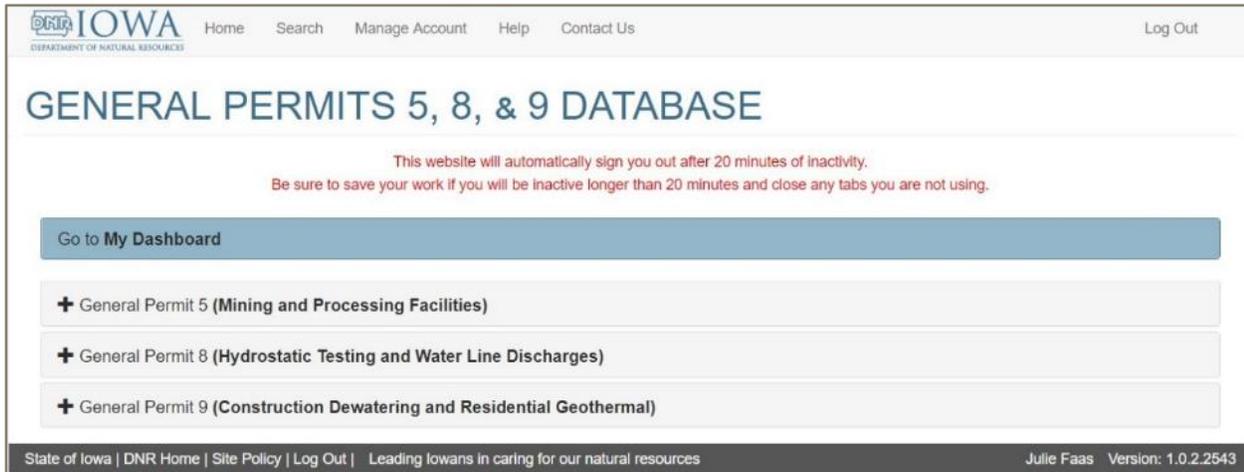


Figure 5: Home Page when logged in (accordions closed)

When you open one of the accordions, you will see links to more information about the GP. You will also see a link to begin the eNOI. (Figure 6)

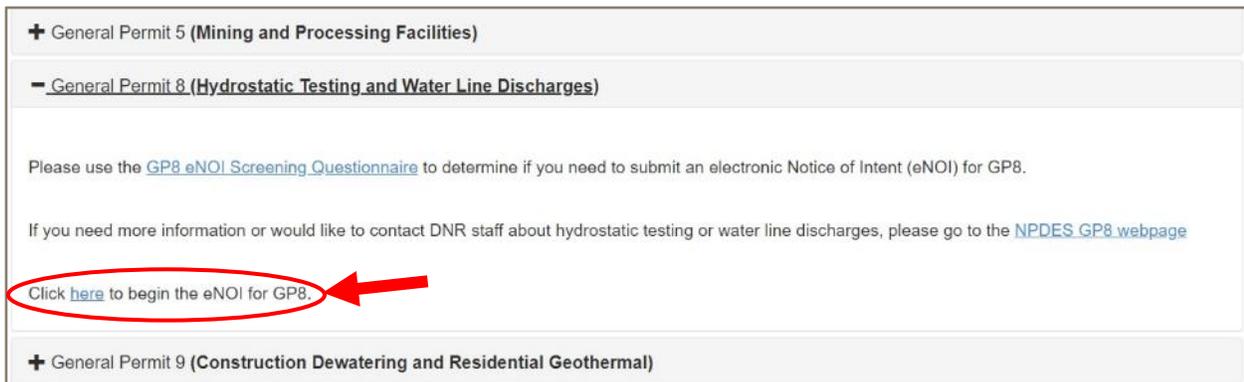


Figure 6: Home page with accordion open.

Chapter 2: Search Function (All Users)

This chapter discusses who can use the search function, what information is available, and how to access the search.

Who Can Use Search?

Everyone can use Search. It will display the same results to a Public User (someone who is not logged in), an Editor, or a Signatory.

How to Get to Search

Use the direct link <https://programs.iowadnr.gov/generalpermits/Admin/PermitSearch>

Click **Search for Authorization** on the landing page (blue button in lower left, Figure 7)

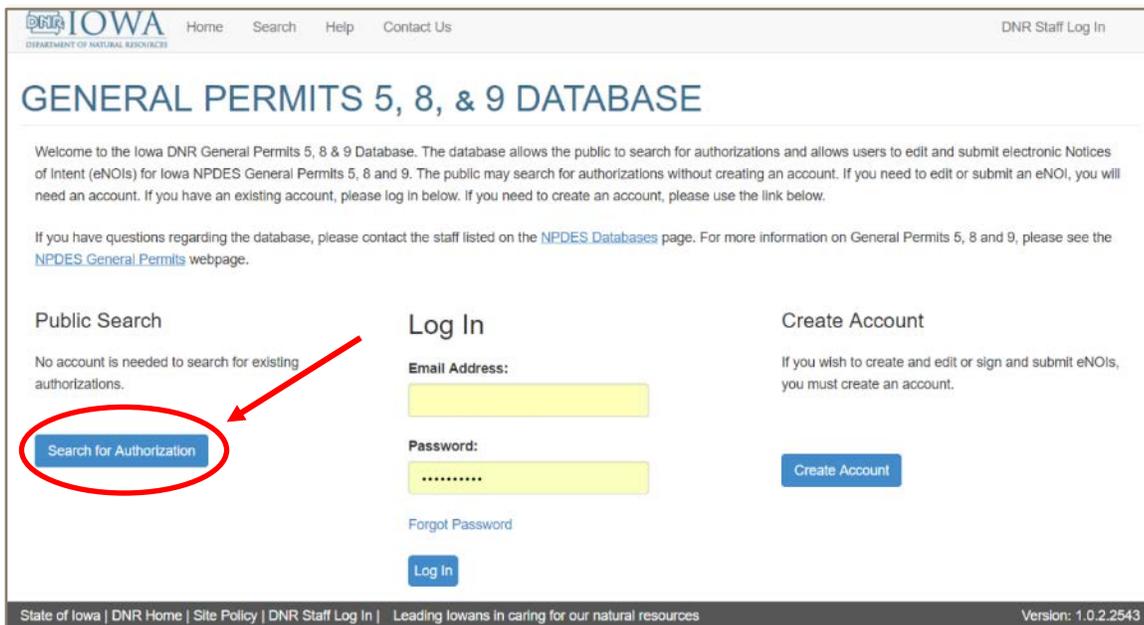


Figure 7: Landing Page showing Search for Authorization Button

2: SEARCH FUNCTION

Use the Search tab in the navigation bar (light gray bar at top of page, Search is second from the left). (Figure 8)

The screenshot shows the top navigation bar with 'Search' highlighted. The main content area is titled 'GENERAL PERMITS 5, 8, & 9 DATABASE'. It includes a welcome message, a 'Public Search' section with a 'Search for Authorization' button, a 'Log In' section with 'Email Address' and 'Password' fields and a 'Log In' button, and a 'Create Account' section with a 'Create Account' button. The footer contains site information and the version number 1.0.2.2543.

Figure 8: The Search Tab

eNOIs Visible Through Search

Only eNOIs with statuses of Active, Denied, Expired, or Discontinued are visible in Search. These are eNOIs where DNR has taken final action (approval or denial). eNOIs that have not been submitted or that are under review are not available through Search. ([eNOI Status, page 8](#))

Search Fields

Figure 9 shows the Search screen. You can search by one or more of the eight different fields: Permit Type, NOI Authorization No., Facility/Site Name, Owner, City, County, DNR Field Office, or NOI Status.

Permit Type – General Permit 8 or 9 (GP5 is also an option, but the database contains no GP5 records at this time)

Authorization Number - This number is automatically generated. IAG stands for Iowa General, the next digit indicates GP8 or 9. The middle four digits are the year the eNOI was created. The last four digits are generated sequentially. The eNOI numbered IAG9-2018-0227 is an eNOI for GP9 created in 2018. It is the 227th GP9 eNOI created.

Site Name – This is the name given to the site by the eNOI's creator.

Owner – The owner listed in the eNOI.

City – The city where the discharge will occur.

2: SEARCH FUNCTION

County – The county where the discharge will occur.

Field Office – The DNR Environmental Services Division Field Office that covers the county. ([DNR Field Office website](#))

Status – The status of the eNOI. ([eNOI Status, page 8](#))

Search	
Select at least one search criterion before you submit.	
Permit Type	Select one
NOI Authorization No	IAG <input type="text"/> (GP5 example: 140270 GP 8 or 9 example: 8-2018-0004)
Facility/Site Name	<input type="text"/>
Owner	<input type="text"/>
City	<input type="text"/>
County	Select one
DNR Field Office	Select one
NOI Status	Select one
If you make a selection here you must select an additional field	
<input type="button" value="Back"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>	

Figure 9: Blank Search Form

TIPS:

- If you search by NOI Authorization number, you must use all digits of the number. A partial search will not work.
- If you want to find records with a certain status, you will have to select at least one additional field (e.g., search for Active GP8 eNOIs).

2: SEARCH FUNCTION

How to Use Search

Enter text or use the drop-down menus to enter your search criteria. Figure 10 shows the search set up to find all GP8 eNOIs whose status is Active. Once you have your criteria entered, click Search.

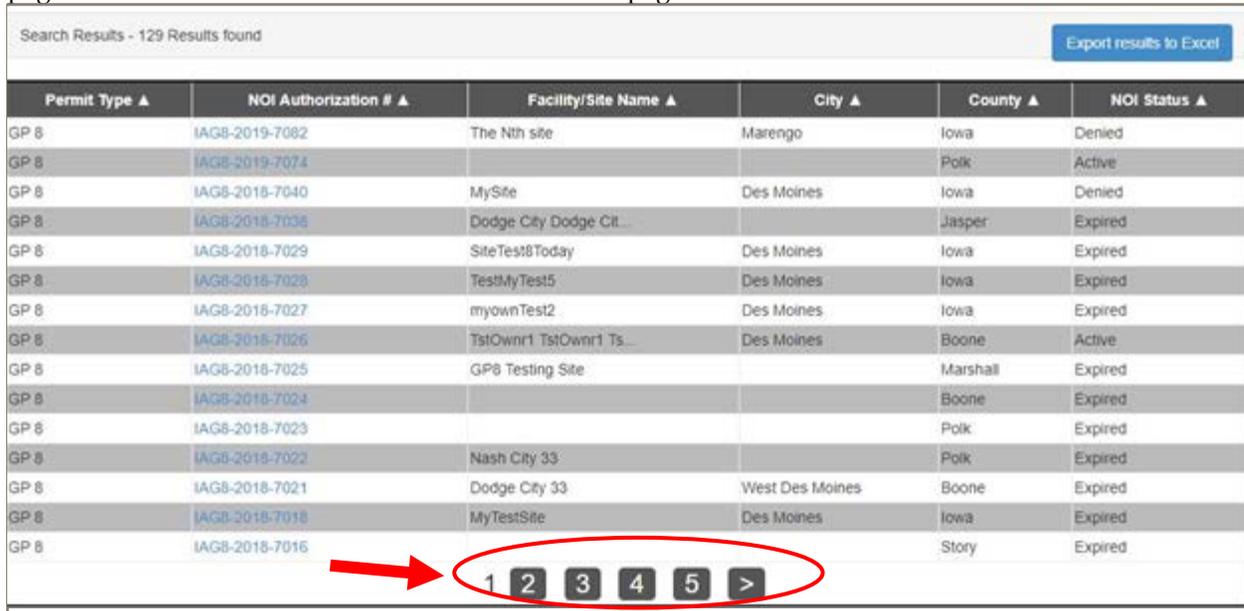
Search	
Permit Type	GP 8 (Hydrostatic/Tank/Water Lines) 
NOI Authorization No	IAG <input type="text"/> (GP5 example: 140270 GP 8 or 9 example: 8-2018-0004)
Facility/Site Name	<input type="text"/>
Owner	<input type="text"/>
City	<input type="text"/>
County	Select one 
DNR Field Office	Select one 
NOI Status	Active  If you make a selection here you must select an additional field
<input type="button" value="Back"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>	

Figure 10: Search for Active GP8

2: SEARCH FUNCTION

Search Results

Figure 11 shows the results of the search for Active GP8 eNOIs. The table shows 10 results per page; use the page numbers or arrows at the bottom to view other pages.



Search Results - 129 Results found [Export results to Excel](#)

Permit Type ▲	NOI Authorization # ▲	Facility/Site Name ▲	City ▲	County ▲	NOI Status ▲
GP 8	IAG8-2019-7082	The Nth site	Marengo	Iowa	Denied
GP 8	IAG8-2019-7074			Polk	Active
GP 8	IAG8-2018-7040	MySite	Des Moines	Iowa	Denied
GP 8	IAG8-2018-7036	Dodge City Dodge Cit...		Jasper	Expired
GP 8	IAG8-2018-7029	SiteTest8Today	Des Moines	Iowa	Expired
GP 8	IAG8-2018-7028	TestMyTest5	Des Moines	Iowa	Expired
GP 8	IAG8-2018-7027	myownTest2	Des Moines	Iowa	Expired
GP 8	IAG8-2018-7026	TstOwnr1 TstOwnr1 Ts...	Des Moines	Boone	Active
GP 8	IAG8-2018-7025	GP8 Testing Site		Marshall	Expired
GP 8	IAG8-2018-7024			Boone	Expired
GP 8	IAG8-2018-7023			Polk	Expired
GP 8	IAG8-2018-7022	Nash City 33		Polk	Expired
GP 8	IAG8-2018-7021	Dodge City 33	West Des Moines	Boone	Expired
GP 8	IAG8-2018-7018	MyTestSite	Des Moines	Iowa	Expired
GP 8	IAG8-2018-7016			Story	Expired

1 2 3 4 5 >

Figure 11: Search Results Table

Export

You can export the search results to an Excel workbook. This can be useful if you want to save your results, or if you want to use sort or filter options not available in the database. To export, click **Export results to Excel** just above the results table on the right. (Figure 13) An .xlsx file will download and either open or save according to your browser's settings.



Search Results - 129 Results found [Export results to Excel](#)

Permit Type ▲	NOI Authorization # ▲	Facility/Site Name ▲	City ▲	County ▲	NOI Status ▲
GP 8	IAG8-2019-7082	The Nth site	Marengo	Iowa	Denied
GP 8	IAG8-2019-7074			Polk	Active
GP 8	IAG8-2018-7040	MySite	Des Moines	Iowa	Denied

Figure 12: Search Results with Export to Excel circled

Chapter 3: Account Creation & Management (Editor & Signatory Users)

This chapter covers the steps to create an account and the options you have for account management. Your account will start out as an Editor account. This chapter also covers modifying your account into a Signatory account. You will need a Signatory account if you wish to sign and submit eNOIs.

Creating an Account

From the [Landing Page](#), click **Create Account** on the lower right side of the page.

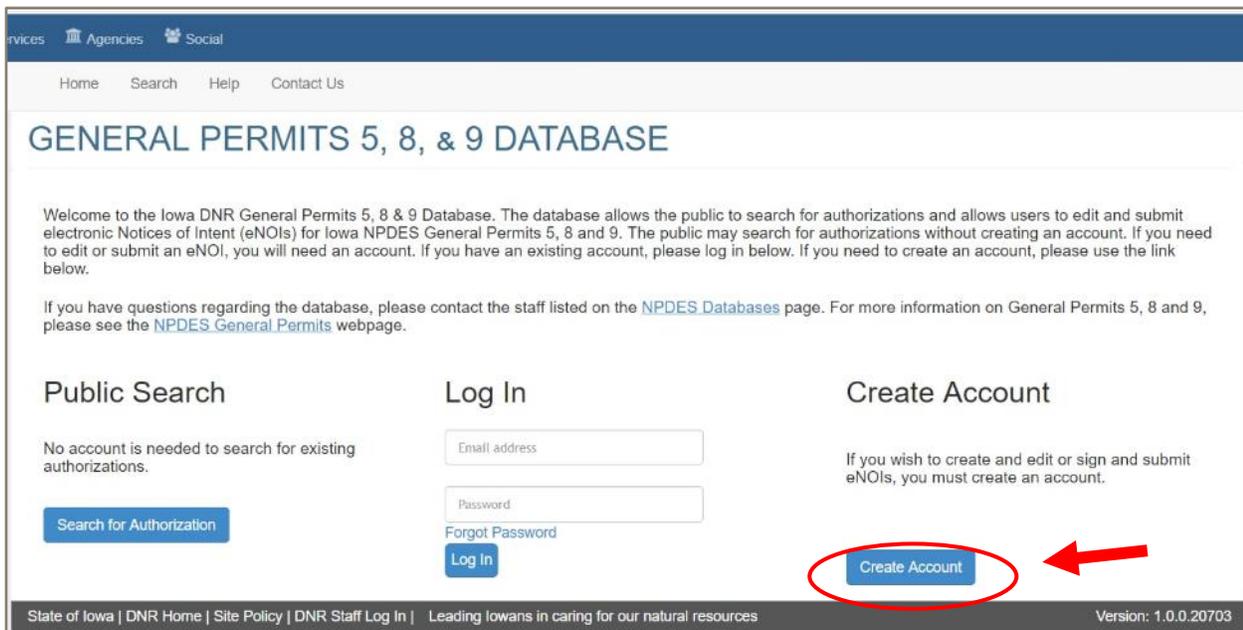


Figure 13: Landing Page showing Create Account button

3: ACCOUNT CREATION & MANAGEMENT

Enter your email address (this will be your username) and select a password. Please select a password that is hard to guess. (Figure 14)

GENERAL PERMITS 5, 8, & 9 DATABASE

Create Account

* Denotes Required Fields

Username/Password

* Username (Email)

* Password

* Confirm Password

For purposes of this database, I agree to select a password which will not be easily guessed (e.g. my name, my children's names, birthdays, etc.). Passwords must meet the following requirements:

- Does not contain the User ID
- Does not contain the word 'password'
- Contains only letters and numbers
- Contains at least one lowercase and one uppercase letter
- Contains at least one number
- Begins with a letter
- Be between 8 and 15 alpha-numeric characters (no spaces or special characters)
- Cannot be a password used previously

Figure 14: Username and Password portion of Create Account

Scroll down and enter your contact information. (Figure 15) This should be your business/professional contact information.

Contact Information

* First Name

* Last Name

* Organization Name

* Address

* City

* State

* Zip Code

* Primary Phone

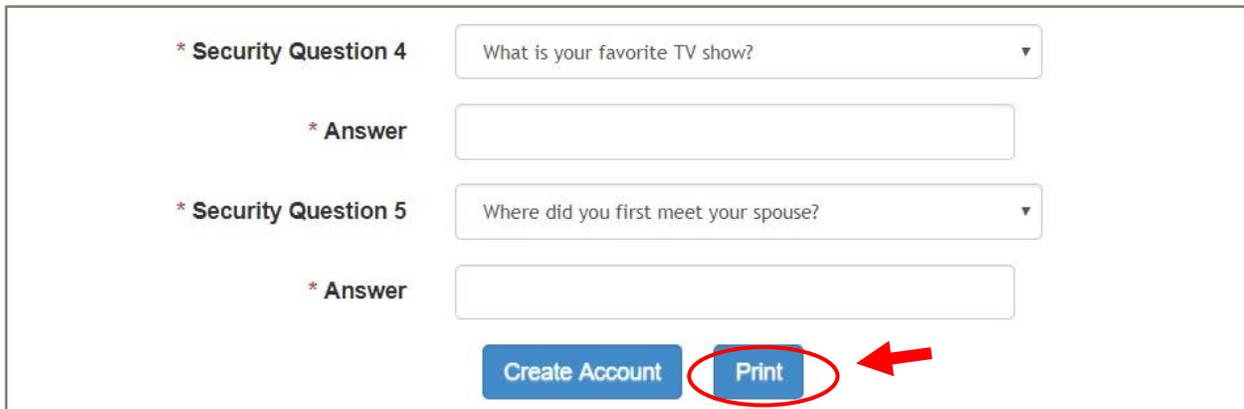
Cell Phone

Figure 15: Contact Information

3: ACCOUNT CREATION & MANAGEMENT

Scroll down one more time to Security Questions. You must select five security questions and provide answers. DNR staff will not be able to see what questions you selected or what your answers are. Your answers must contain at least four characters. (Figure 16) You must provide answers to all five questions.

Once you have entered all your information, you may print a copy of this page. The Print button is at the bottom. (Figure 16) You will be able to see your security questions and answers, contact information, and username. Your password will be hidden.



The screenshot shows a form with two security questions. The first question is '* Security Question 4' with a dropdown menu containing 'What is your favorite TV show?'. Below it is an empty text input field labeled '* Answer'. The second question is '* Security Question 5' with a dropdown menu containing 'Where did you first meet your spouse?'. Below it is another empty text input field labeled '* Answer'. At the bottom of the form are two blue buttons: 'Create Account' and 'Print'. The 'Print' button is circled in red, and a red arrow points to it from the right.

Figure 16: Security Questions blank form

After you have printed the form, click Create Account. The button is located at the bottom of the page, to the left of Print.

Email Verification

Once you have created your account, you should receive an email from the database (NPDES_GeneralPermits_589@dnr.iowa.gov). Click the link in the email to verify your address.

You can have the email re-sent to you from the Manage Account page (see next section).

TIP:

If you don't receive the verification email, check your spam/junk mail folder.

Managing Your Account

To access the **Manage Account page**, you must be logged in to your account. Click **Manage Account** in the navigation bar. (Gray bar immediately above the database title, Figure 17)

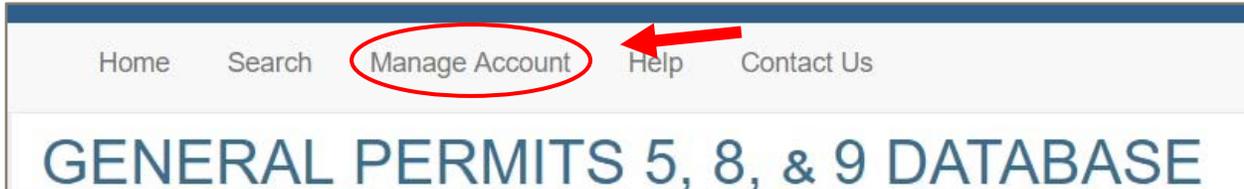


Figure 17: Finding the Manage Account button

If you haven't verified your email address, the first thing on the page will be the Resend Email Verification button. Click **Resend Email Verification** if you need to get the email again.

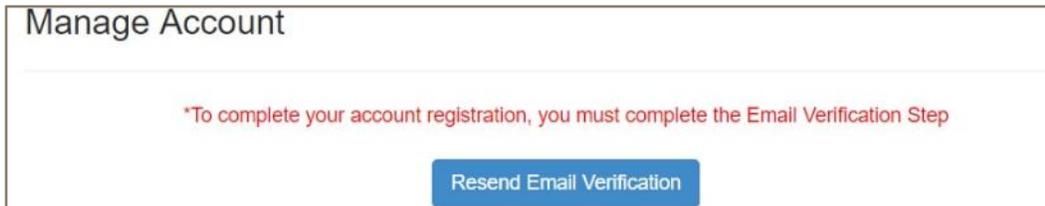


Figure 18: Resend Email Verification

Account Status is the next section on the page (the first section if you have verified your email address). (Figure 19) There are several possible account statuses:

- Email verification pending
- Editor
- Signatory – pending Electronic Signature Agreement
- Signatory

The Username/Password section shows your username, which is also your email address. If you would like to change your password, click **Change Password**. If you want to update your secret questions, click **Change Security Questions**.

The screenshot shows the 'Manage Account' page. At the top, there is a header 'Manage Account' followed by a horizontal line. Below this is the 'Account Status' section, also with a horizontal line. The text reads: 'Your Account Status is: **Editor**'. Below this, there are three paragraphs of text explaining the Editor role, Signatory role, and how to transition from Editor to Signatory. The 'Username/Password' section follows, with a horizontal line. It contains a 'Username' label and a text input field. Below the input field are two blue buttons: 'Change Password' and 'Change Security Questions'.

Figure 19: Top of Manage Account page

Changing Contact Information

Your current contact information is shown in about the middle of the page. If you need to make changes, simply type the new information into the appropriate fields. Then click **Save Changes to Contact Information**. (Figure 20)

Contact Information

* First Name	<input type="text" value="Jules"/>
* Last Name	<input type="text" value="Faas"/>
* Organization Name	<input type="text" value="Iowa Dept of Nat Res"/>
* Address	<input type="text" value="502 E 9th St"/>
* City	<input type="text" value="Des Moines"/>
* State	<input type="text" value="IA"/>
* Zip Code	<input type="text" value="50310"/>
* Primary Phone	<input type="text" value="15157258409"/>
Cell Phone	<input type="text"/>

*Denotes required field

Save Changes to Contact Information

Please note: if you are a Signatory and you change your name, address, city, state or ZIP, your account will be returned to Editor Status. You will be required to re-establish your identity and complete a new Electronic Signature Agreement using the "Begin Identity Proofing" link below.

Figure 20: Changing Contact Information

NOTE FOR SIGNATORIES:

If you change your name, address, city, state, or ZIP, your account will revert to Editor Status.

Modifying to a Signatory Account

Editors cannot sign and submit eNOIs. Only Signatories are able to sign and submit. You can modify your Editor account to a Signatory account from the Manage Account page. Log in to your account and click **Manage Account** in the navigation bar. (Figure 17) There are two steps to modifying your account: Identity Proofing and signing the Electronic Signature Agreement.

Identity Proofing

Scroll down to the bottom of the page. Review the signatory requirements show there. They are also included in this manual. ([Signatory Requirements, page 53](#))

If you meet the signatory requirements, click **Begin Identity Proofing**. The button is just above the requirements. (Figure 24)

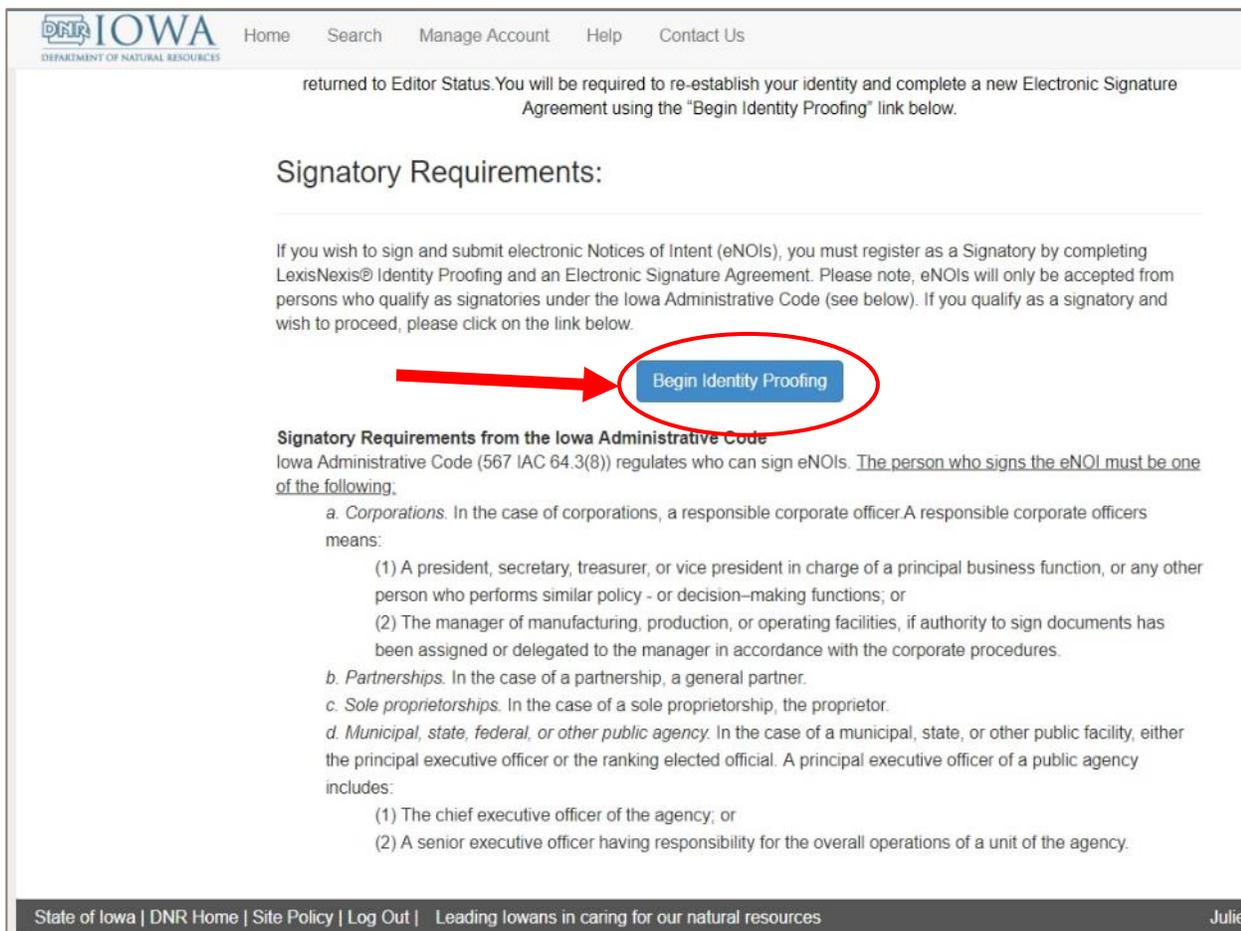


Figure 21: Signatory Requirements and Identity Proofing Button

The next page is Terms and Conditions. You must accept these to proceed. Read through them, check the box next, then click **Proceed**. (Figure 22) The Terms and Conditions are also included in [Appendix B](#) on [page 54](#).

3: ACCOUNT CREATION & MANAGEMENT

Terms and Conditions

Warning Notice
The Iowa Department of Natural Resources (Iowa DNR) General Permits Database registration procedure is part of a State of Iowa computer system which is for authorized use only. Unauthorized access or use of this computer system may subject violators to administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement
The Iowa DNR will use the personal identifying information which you provide for the expressed purpose of registration to the United States Environmental Protection Agency's Shared CROMERR Services site, validating user identity through the use of LexisNexis services, and for updating and correcting information in internal Iowa DNR databases as necessary. The Iowa DNR will not make this information available for other purposes unless required by law. The Iowa DNR does not sell or otherwise transfer personal information to an outside third party.

have reviewed the name presented above and I agree to the Terms and Conditions, and I would like to proceed with LexisNexis® identity proofing.

Figure 22: Agreeing to Terms and Conditions

The final page asks for your personal information. This information will be compared to a LexisNexis database to confirm your identity. Iowa DNR will not store your information. No DNR staff will have access to it. It is important to use your personal mailing address and phone number, not your business. Once you have filled out all the fields, click **Request Identity Proof**. (Figure 23)

Personal Information

Iowa DNR will neither store nor have access to your personal information.

* First Name (legal name)

* Last Name (legal name)

Middle Initial

* Last 4 of SSN

* Date of Birth (MM/DD/YYYY)

* Personal Mailing Address

* City

* State

* Zip

* Phone

* Denotes Required Fields

Figure 23: Proof of Identity Form

3: ACCOUNT CREATION & MANAGEMENT

It may take a few seconds to process. If identity proofing is successful, you'll be taken to the **Manage Account** page. A message will appear to tell you that identity proofing succeeded.

If proofing is not successful, you will see an error message. You can make five tries at identity proofing before your account will be locked. You will be taken to the Change Security Questions page. If you change your security questions and answers, it will reset the counter. Otherwise, after 24 hours, it will unlock and you can try again. This only applies to identity proofing. You'll be able to use the rest of the database normally.

TIPS/KNOWN ISSUES

- Be sure to use your personal address and phone number.
- People with hyphenated names have trouble with identity proofing. We have not figured out how to get them through.
- If your browser automatically fills any fields, check that they are correct.

Signing the ESA

At this point, your account status is "Signatory – Pending Electronic Signature Agreement." The Electronic Signature Agreement (or ESA) must be signed in order for you to submit an eNOI.



Figure 24: Manage Account Page when User Status is "Signatory - Pending ESA"

From the **Manage Account** page, click the blue **Complete ESA** button. (Figure 24)

3: ACCOUNT CREATION & MANAGEMENT

The ESA appears on the next page. Your company information will be pre-populated at the top of the page. Read the ESA. The text of the agreement is included in this manual as [Appendix C \(page 55\)](#). After reading, you will see three buttons at the bottom of the page. (Figure 25)



(12) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

(13) Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.

(14) Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name of Electronic Signature Holder: **Julie Faas**

Figure 25: Bottom of ESA

You can use the **Print Copy** button to either print a hard copy or save a PDF version of the page. We recommend that you keep a copy for your records.

You can decline the ESA by clicking **Decline**. However, you will not be able to sign or submit eNOIs.

If you accept the ESA, click **Accept**. To sign, you must log into the database again and verify your identity. Start by entering your database password in the Password box at the bottom of the page. (Figure 26) Click **Re-Log In**.



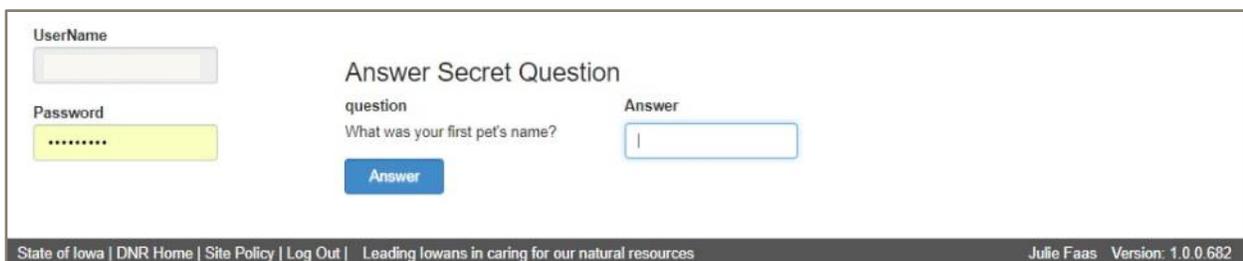
UserName

Password

State of Iowa | DNR Home | Site Policy | Log Out | Leading Iowans in caring for our natural resources Julie Faas Version: 1.0.0.675

Figure 26: Re-Log In

Once you have logged back in, you will have to answer one of your identify proofing questions (secret questions) that you established in [Chapter 4, page 27](#). Figure 27 shows the bottom portion of the screen after you have logged in again. Type your answer in the field and click the **Answer** button.



UserName

Password

Answer Secret Question

question
What was your first pet's name?

Answer

State of Iowa | DNR Home | Site Policy | Log Out | Leading Iowans in caring for our natural resources Julie Faas Version: 1.0.0.682

Figure 27: Answer Secret Question

3: ACCOUNT CREATION & MANAGEMENT

Finally, you can submit the eNOI. Click **Sign ESA**. (Figure 28) It may take a few moments to process. If your submission is successful, you will be directed back to **Manage Account**.

The screenshot shows a web form titled "Ready to Sign". It contains the following elements:

- UserName**: A text input field.
- Password**: A password input field with masked characters.
- Answer Secret Question**: A section with a "question" field containing "What was your first pet's name?" and an "Answer" field with a small red error icon.
- Sign File**: A section with the instruction "Click 'Sign ESA' to complete your submission." and a blue button labeled "Sign ESA".

The footer of the form includes the text: "State of Iowa | DNR Home | Site Policy | Log Out | Leading Iowans in caring for our natural resources" on the left, and "Julie Faas Version: 1.0.0.682" on the right.

Figure 28: Ready to Sign

Chapter 4: Creating and Submitting an eNOI (Editor and Signatory Users)

This chapter covers the process of creating, editing, and submitting eNOIs. The steps are similar for GP8 and GP9, but each one has unique requirements. Items in this chapter that apply to only one of the GPs are marked with the GP number. Editors and Signatories are able to complete Steps 1 -6 of the eNOI. Only Signatories can complete Step 7.

Determine whether you need an eNOI

Many permittees are automatically covered under GP8 and/or GP9; these people **do not** need to submit an eNOI. Appendices C and D contain screening questionnaires to help you determine whether you need to submit. There are also aids available at the [General Permits Website](#).

Start an eNOI

Log in to your account.

From the Home page, open the accordion of the General Permit you need. Figure 29 shows the accordion for GP8 open.

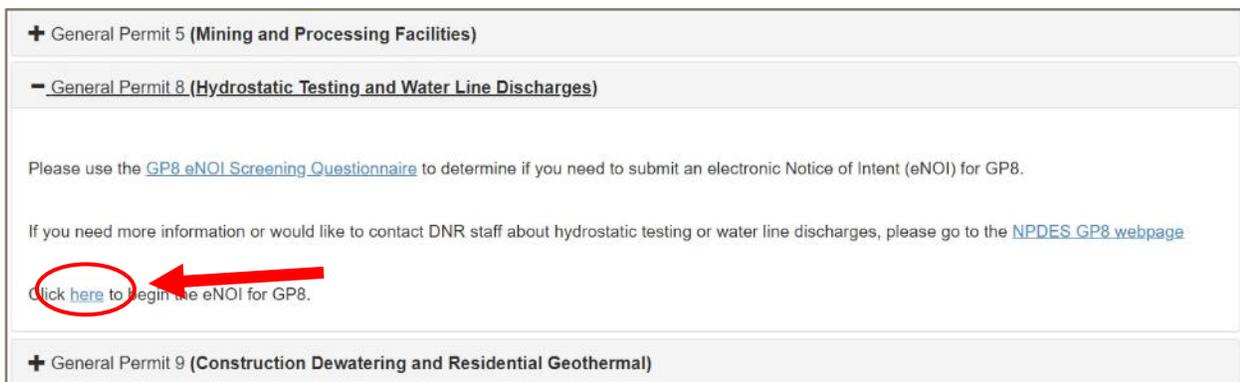


Figure 29: Home screen with GP8 accordion open

Click **here** on the third line within the GP's accordion (Figure 29).

Navigating in an eNOI

There are seven steps in an eNOI. ALL required fields must be filled out on each step before you will be allowed to save the page. You must do the steps in order; there is no way to skip forward.

Near the top of the page is the gray navigation bar. ([Chapter 1, page 6](#)).



Figure 30: Navigation Bar when logged in

Below the database title is a bar consisting of seven arrows, one for each step. The arrow for the step you are on is black, while the other six are gray. Figure 31 shows the arrow bar as it appears on Step 1.



Figure 31: GP8 Arrow Bar on Step 1



Figure 32: Arrow Bar on Step 2 of GP8

When you are on later steps, you can use the arrow bar to go back to previously completed steps. In Figure 32, the user is on Step 2. They can click **Step 1** in the arrow to go back to Step 1. The arrows cannot be used to jump forward in the eNOI.

At the bottom of Steps 2 – 6, there are three blue buttons (Figure 33). **Previous** will take you to the previous step, without saving your work. **Save & Continue** will save your work and take you to the next step. **Save & Exit** will save your work and take you to your dashboard.

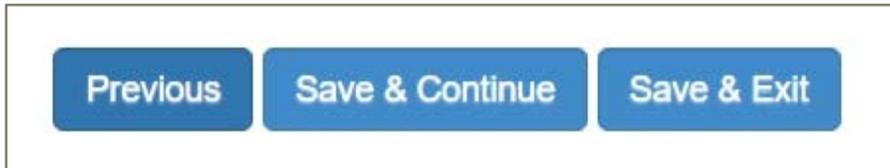


Figure 33: Navigation Buttons on Steps 2 - 6

TIPS:

- Clicking **Save & Continue** or **Save & Exit** triggers an error-checking process.
- You will not be able to save your work if required fields are incomplete or not in the expected format.

Error-Checking

Once you click **Save & Continue** for a step, the computer will check to see that all the required fields are entered. It will also check that certain fields are in the expected format (phone numbers are 10 numerals, email addresses have the "@" sign, etc.). Fields with errors will be highlighted, and a list of errors will appear at the top of the step.

Continuing an eNOI

If you completed at least one step of an eNOI, it has been saved. Go to **My Dashboard** and find the eNOI in your list. Click **Complete eNOI** in the farthest-right column to access your eNOI. ([Chapter 6, page 49](#))

When returning to an eNOI, you will have to click through all the steps. The information you previously entered will still be there. If you have no changes on a page, simply select **Save & Continue** until you reach your previous stopping point.

Step 1: Owner, Facility, Operator, and Co-Permittee information

8

Owner (GP8 only)

You must provide contact information for a person at the company that owns the pipeline, tank, or container to be tested. All fields are required. In the ZIP code field, you can enter either the 5-digit or 9-digit (ZIP+4) codes. The phone number must include the area code.

8 9 Facility (GP8 and GP9)

You must enter the SIC code and NAICS code for the facility/business. For example, if you will be hydrostatic testing a natural gas line, you would likely enter 4922 – Natural Gas Transmission for the SIC and 221210 – Natural gas distribution with transmission for the NAICS.

TIPS

- You may need to look up your SIC code(s) at <https://siccode.com/en/siccode/list/directory>.
- NAICS codes are available at <https://www.naics.com/search/>. This site also contains crosswalks for users to find an SIC code from a NAICS code and vice-versa.

8 9 Operator (GP8 and GP9)

You must provide contact information for a person that will be conducting the discharge. All fields are required. In the ZIP code field, you can enter either the 5-digit or 9-digit (ZIP+4) codes. The phone number must include the area code.

GP8 only – Operator information may be copied from Owner information.

9 Co-Permittees (GP9 only)

If there are multiple parties responsible for complying with the permit, you may need to enter information for co-permittees. You can have up to two co-permittees. You can leave the co-permittees blank, but if you start to fill out co-permittee information, you will need to complete all of it in order to save this step.

8 9

Step 2: Location

This step is identical for GP8 and GP9.

Use the map to find the discharge location. Pan the map by clicking and dragging in the map window. Zoom the map using the buttons in the upper left corner or the scroll wheel on your mouse. Once you have found the location, click once to place a dot on the map. Figure 34 shows Step 2 and the map zoom control.

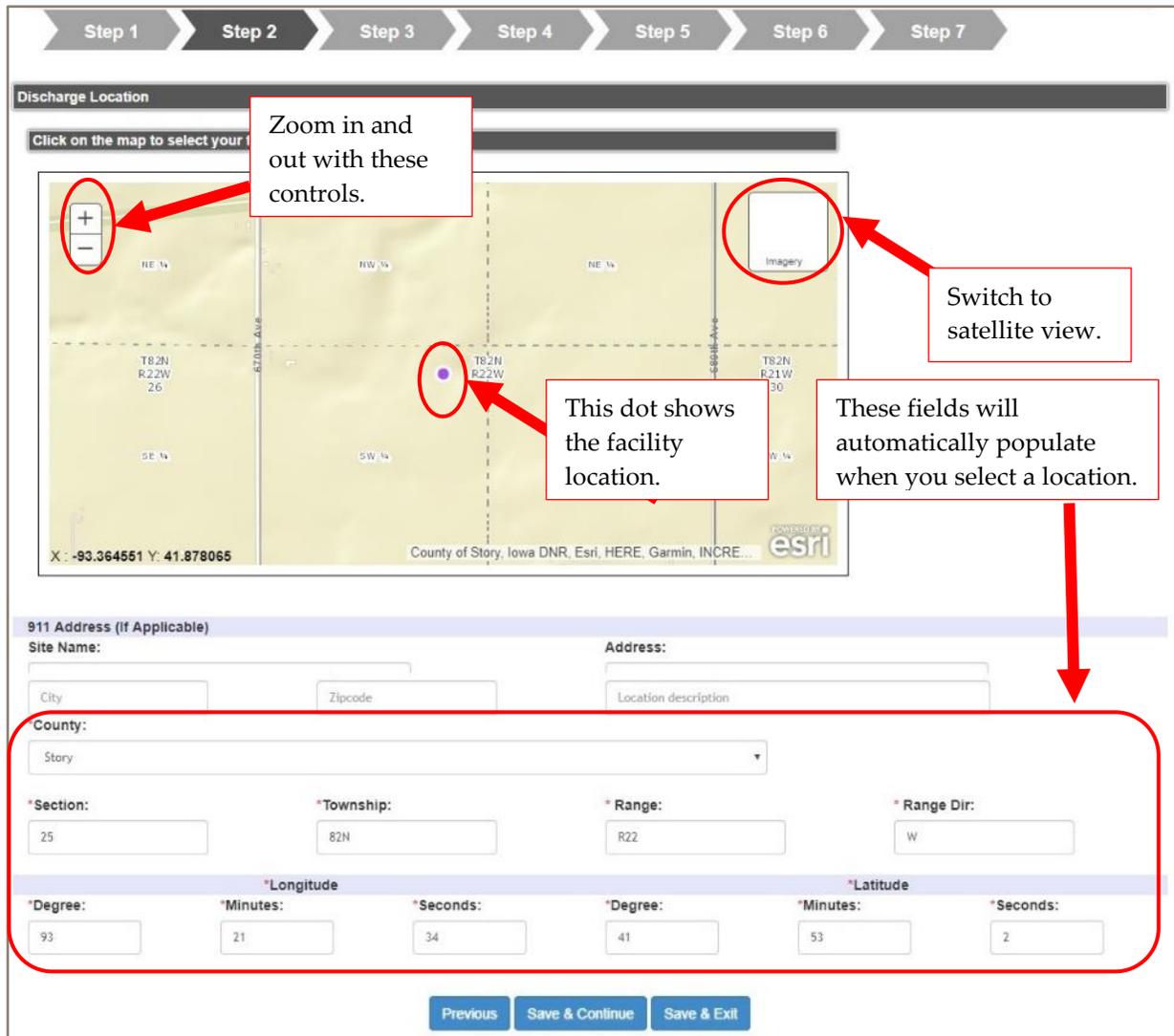


Figure 34: Step 2 with highlights

Once you select a location, the database will fill the County, Section, Township, Range, Longitude, and Latitude fields. If you have a 911 address for the discharge location, enter it. If not, please enter a description of the location, such as "1/4 mile east of the intersection of 110th Avenue and Magnolia Avenue."

After entering the location information, click either **Save & Continue** or **Save & Exit**.

Step 3: Discharge Description

There are several differences in this step between GP8 and GP9. GP8 is covered first. GP9 begins on [page 35](#).

8

General Permit 8 – Discharge Type

Tell us whether the discharge will be due to hydrostatic testing or underground storage tank ballasting. Check the box next to the discharge type that applies. (Figure 35)

DISCHARGE TYPE

HYDROSTATIC TESTING (EXCEPT POTABLE WATER LINES):

UNDERGROUND STORAGE TANK BALLASTING:

* If the discharge is from hydrostatic testing or ballasting, is the container new or used? New Used

Figure 35: Discharge Type for a New Container

The next question is whether the container being tested or ballasted is used or new. Select the correct radio button for your discharge. (Figure 35)

If the container is new, you can proceed to dates.

If the container is used, you will be presented with four choices: natural gas, petroleum products, water, and other. If the container was used for some other material, list that material in the provided text box. (Figure 36)

DISCHARGE TYPE

HYDROSTATIC TESTING (EXCEPT POTABLE WATER LINES):

UNDERGROUND STORAGE TANK BALLASTING:

* If the discharge is from hydrostatic testing or ballasting, is the container new or used? New Used

If the container is used, what material did it previously contain?

Natural Gas

Petroleum Products

Water

Other - Please list the products

Other Details:

* What is the first day discharge is expected to occur? 05/30/2018

* What is the last day discharge is expected to occur? 06/27/2018

RECEIVING STREAM/AREA

Figure 36: Discharge Type and Contents for a Used Container

4: CREATING AND SUBMITTING AN ENOI

Give the expected first day and last day of discharge. If you are unsure, try to give yourself a wide date range to conduct the discharge. You may either type the dates or use the calendar selection boxes. The calendar box will appear after you click in the date field. (Figure 37)

DISCHARGE TYPE

HYDROSTATIC TESTING (EXCEPT POTABLE WATER LINES):

UNDERGROUND STORAGE TANK BALLASTING:

* If the discharge is from hydrostatic testing or ballasting, is the container new or used? New Used

* What is the first day discharge is expected to occur? 05/30/2018

* What is the last day discharge is expected to occur? 06/27/2018

Figure 37: Discharge Dates

8

GP8 – Receiving Stream/Area

If you are discharging to a surface water of the state or to a storm sewer, select **Yes**. Then provide the receiving water body and route of flow. Some examples are:

- Unnamed creek to Lateral 3 to Brushy Creek
- Linn Creek to Iowa River
- Storm sewer to Walnut Creek

RECEIVING STREAM/AREA

1. Is the discharge to a water of the state? If the discharge is to a storm sewer, it is presumed to reach a water of the state. Yes No

2. If you answered "yes" to 1, list the receiving water body and route of flow to the first named stream shown on a 7.5 minute USGS topographic map.

Receiving Stream Detail

Figure 38: Discharge to Surface Water

TIPS:

- USGS topographic maps can be downloaded from <https://store.usgs.gov/map-locator>.
- If you can't access the topographic map, list the route of flow to a stream shown on the Iowa Department of Transportation State Transportation map. You will have definitely listed a stream that is on the 7.5-minute topographic map.

If you are discharging to the ground surface, select **No**. Then provide the name of the land owner in the text box. If the wastewater could run off to one or more other properties, please provide the names of those land owners. (Figure 39)

4: CREATING AND SUBMITTING AN ENOI

RECEIVING STREAM/ AREA

* Is the discharge to a water of the state? If the discharge is to a storm sewer, it is presumed to reach a water of the state. Yes No

* If the discharge is to the ground surface, provide the name of the owner of the ground being dewatered:

If the discharge will leave the property being dewatered, provide the name(s) of the property owner(s) that will be affected:

Figure 39: Ground Surface/Land owner

8 GP8 – Eligibility Document

If you are discharging to surface water, the permit requires that you submit an eligibility document. This document demonstrates that the discharge will meet the eligibility requirements in Part III.B of GP8. Click **Choose File**; this opens a window that allows you to browse your computer for the file. Once you have selected the file, click **Upload File**.

In order to upload a document, it must be one of the following document types: .pdf, .ppt, .doc, .docx, .xls, .xlsx, .rtf, .jpeg, .jpg, .tiff, and .gif. Each individual document can be no larger than 5 MB. If you have a larger document, you can split it into multiple smaller documents to upload.

TIP:

- If you uploaded the wrong file or have a newer version, you can delete the previously uploaded document.

ELIGIBILITY DOCUMENT

Please upload one or more documents demonstrating that the discharge will meet the eligibility criteria in Part III.B of the permit.

View/Download	File Name	File Description	Delete
View attached file	Iowa Army Ammunition Plant_013_WLA writeup_2-9-2018.docx	Eligibility Document	Delete Doc

File Name
 No file chosen

*Macro-enabled documents cannot be uploaded.

Figure 40: Eligibility Document Upload

8 GP8 – Additional Questions About the Discharge

This section asks for a description of the discharge and any additional treatment.

ADDITIONAL QUESTIONS ABOUT THE DISCHARGE

Please describe the expected flow rate, total volume, and duration of the discharge (e.g., 10,000 gallons/day continuously over 5 days for a total of 50,000 gallons; 100 gallons/hour for 8 hours; 3 days a week for 10 weeks; total volume of 24,000 gallons).

details

Will a chemical or chemicals other than chlorine (or dechlorination chemicals) be added to the water? Yes No

*Will the discharge be treated? If yes, please provide a brief description of treatment. Yes No

rock filter

Previous Save & Continue Save & Exit

Figure 41: Description

Once all fields are complete, click either **Save & Continue** or **Save & Exit** at the bottom of the page.

9 General Permit 9 – Discharge Type

Tell us whether the discharge will be due to excavation dewatering or groundwater dewatering. Check the box next to the discharge type that applies. (Figure 42)

DISCHARGE TYPE

EXCAVATION DEWATERING:

GROUNDWATER DEWATERING:

*What is the first day discharge is expected to occur? 05/31/2018

*What is the last day discharge is expected to occur? 06/21/2018

Figure 42: Discharge Type

Give the expected first day and last day of discharge. If you are unsure, try to give yourself a wide date range to conduct the discharge. You may either type the dates or use the calendar selection boxes.

9

GP9 – Receiving Stream/Area

If you are discharging to a water of the state or to a storm sewer, select **Yes**. Then provide the receiving water body and route of flow. Some examples are:

- Unnamed creek to Lateral 3 to Brushy Creek
- Linn Creek to Iowa River
- Storm sewer to Walnut Creek

Figure 43: Discharge to Surface Water

TIPS:

- USGS topographic maps can be downloaded from <https://store.usgs.gov/map-locator>.
- If you can't access the topographic map, list the route of flow to a stream shown on the Iowa Department of Transportation State Transportation map, you will have definitely listed a stream that is on the 7.5-minute topographic map.

If you are discharging to the ground surface, select **No**. Then provide the name of the land owner in the text box.

If the discharge is likely to run off of the property that is being dewatered, list the names of up to four potentially affected property owners.

Figure 44: Ground Surface/Land owner

9 GP9 – Additional Questions About the Discharge

This section asks for a description of the discharge and any additional treatment.

ADDITIONAL QUESTIONS ABOUT THE DISCHARGE

Please describe the expected flow rate, total volume, and duration of the discharge (e.g., 10,000 gallons/day continuously over 5 days for a total of 50,000 gallons; 100 gallons/hour for 8 hours; 3 days a week for 10 weeks; total volume of 24,000 gallons).

details

Will a chemical or chemicals other than chlorine (or dechlorination chemicals) be added to the water? Yes No

*Will the discharge be treated? If yes, please provide a brief description of treatment. Yes No

rock filter

Previous Save & Continue Save & Exit

Figure 45: Description

Once all fields are complete, click either **Save & Continue** or **Save & Exit** at the bottom of the page.

8 9 Step 4: Antidegradation

This step is identical for GP8 and GP9. You will have to answer at least one question on Step 4 even if Step 3 indicates that discharge is to the ground surface.

Step 4 walks you through a set of questions to determine if you correctly completed any antidegradation requirements. As you answer each question, you will see either another question or directions to move on to Step 5.

TIPS:

- You must have all Antidegradation Requirements properly completed before we will consider an eNOI.
- You will only be able to Save & Continue if you have marked that you have properly completed all relevant Antidegradation Requirements.
- More information on antidegradation, including the Antidegradation Implementation Procedure, sample documents, and the Public and Interagency Comment list, are available on [DNR's Antidegradation website](#).

Will the discharge reach a water of the United States as defined in 40 CFR 122.2?

If your discharge does not reach a surface water, select **No**, then go on to Step 5.

If your discharge reaches a flowing stream (or a lake or pond that outlets to a flowing stream), the answer is **Yes**.

If your discharge reaches a water body listed in DNR's most recent Surface Water Classification document, the answer is **Yes**.

If your discharge is to a tile line or a storm sewer, we presume that it reaches a water of the U.S. Select **Yes**.

Are you reusing an Antidegradation Document that has already been approved by DNR?

The GPs allow applicants to reuse Antidegradation Documents in certain situations.

If you know that you have a document that was approved by DNR, select **Yes**. You will be asked for an eNOI number. This should be the number of the eNOI with which you submitted the previous document. It is not required, but it will be helpful for us.

If you are not reusing an Antidegradation Document, select **No**.

Have you completed a Temporary & Limited Justification for the discharge?

Temporary & Limited Justifications (T&L) apply to discharges lasting less than 90 days that have limited impacts on the receiving water body. If you have T&L, select **Yes** and continue to Step 5.

TIP:

Your Antidegradation Document will be either an Antidegradation Alternatives Analysis or a Temporary & Limited Justification.

Did you post a public notice for your Antidegradation Alternatives Analysis in a public place for at least 30 days?

Iowa's Antidegradation Implementation Procedure requires a 30-day public notice that includes posting a public notice in a public place (post office, public library, city hall, etc.).

Select **Yes** if you have posted your public notice. Enter the date that you posted the notice and then the date you took it down.

TIPS:

- You can either select dates from the calendar or enter them in MM/DD/YYYY format.
- T&Ls do not need to be posted.

If you have not posted your public notice, select **No**. You will not be allowed to continue to Step 5.

Did you publish a public notice for your Antidegradation Alternatives Analysis in a newspaper?

Iowa's Antidegradation Implementation Procedure requires that you publish a public notice in a print newspaper and allow the public at least 30 days to submit comments.

Select **Yes** if you published your public notice. Enter the city in which the newspaper is based and the name of the paper. The **Date of Notice** should be the date the notice actually appeared in print.

If you have not published your public notice, select **No**. You will not be allowed to continue to Step 5.

Did you send public notices to all parties on the Public and Interagency Contact List?

Iowa's Antidegradation Implementation Procedure requires that you send the notice to certain parties that have requested notice of all Alternatives Analyses placed on public notice. These parties must be allowed at least 30 days to submit comments.

TIP:

Keep a record of public notices that you sent. Include the organization, contact name (if applicable), address used (email or postal) and date(s) sent.

Select **Yes** if you sent the notices. Select **No** if you have not. If you select No, you will not be allowed to continue to Step 5.

Did you receive public comments on your Antidegradation Alternatives Analysis?

If you select **No**, you are done with this page. You can **Save & Continue** to Step 5.

If anybody sent you comments on your Alternatives Analysis, select **Yes**.

This is the reverse of most of the questions on the page, in that a negative answer allows you to proceed.

Did you address the comments in the Responsiveness Summary or a revised Antidegradation Alternatives Analysis?

For every pertinent comment received, you must respond in some way. You can either change your Alternatives Analysis to address the comment, or write a Responsiveness Summary (or similar document) explaining why you think the change is unnecessary.

If you addressed all comments received, select **Yes**. Then **Save & Continue** to Step 5.

If you have not addressed all comments, select **No**. If you select No, you will not be allowed to continue to Step 5.

8	9
---	---

Step 5: Upload Documents

This step is identical for GP8 and GP9. It allows you to upload any documents supporting your eNOI. If you do not have any files to upload, click Save & Continue or Save & Exit at the bottom of the page.

1. Select a file description for your upload. There are four types:
 - a. **Antidegradation Alternatives Analysis** – Required for a discharge affecting a water of the U.S. that is not temporary & limited
 - b. **Temporary & Limited Justification** – Required for a discharge affecting a water of the U.S. if an Alternatives Analysis is not completed
 - c. **Safety Data Sheets (SDS)** – Required if you will be using chemical additives (other than chlorine or common dechlorination agents).
 - d. **Supporting Documentation** – Optional. This contains any other information we should know about the discharge. This could include pollutant concentrations (in addition to those given in Step 3), drawings, or maps.
2. Click **Choose File**. Browse to the correct file on your computer, select it, and click **Open** to put the file name in the text box.
3. Click **Upload File**. After a few seconds, your document should appear in the table.
4. Repeat as needed.
5. Once you have uploaded all the documents, click **Save & Continue** or **Save & Exit**.

Upload Restrictions

In order to upload a document, it must be one of the following document types: .pdf, .ppt, .doc, .docx, .xls, .xlsx, .rtf, .jpeg, .jpg, .tiff, and .gif.

Each individual document can be no larger than 5 MB. If you have a larger document, you can split it into multiple smaller documents to upload.

TIPS:

- You must select a file description in order to upload a document.
- If you uploaded the wrong file or have a newer version, you can delete the previously uploaded document.

8 9 Step 6: Invite Additional Users

This step is identical for GP8 and GP9. On this page, you can invite any additional users you wish. Each user you invite will need to have an account in order to view the eNOI. All users you invite will be able to edit everything on the eNOI.

You can also invite users as Signatories. You will need to invite at least one Signatory if you do not meet the requirements.

Type in the email addresses of people you wish to invite. Once you have entered all the addresses, click **Send Emails**. The email boxes will empty, indicating that the emails have sent.

After inviting everyone you need to, click **Save & Continue**.

TIPS:

- If you want to share the information on the eNOI without requiring someone to create an account, or without allowing others to edit the eNOI, you can print it from Step 7.
- Once you have invited users, you can see the list of invitees by scrolling down below the blue buttons.
- You can return to this step and add more addresses later.

8 9 Step 7: Sign and Submit (Signatory Only)

This step is identical for GP8 and GP9. Editors can see the page and view the copy of record. Only Signatories can sign and submit the eNOI.

You cannot skip straight to Step 7. You have to walk through Steps 1-6 first, even if they are already completed. This provides you with a chance to review the information.

4: CREATING AND SUBMITTING AN ENOI

Review Copy of Record

Once you reach Step 7, you have the opportunity to review the eNOI in full. Click Review NOI about two-thirds of the way down the page. Figure 46 shows Step 7 with the Review eNOI button circled.

ELECTRONIC SIGNATURE - ALL eNOIs MUST BE SIGNED

Signatory Requirements

Iowa Administrative Code(567 IAC 64.3(8)) regulates who can sign eNOIs. The person who signs the eNOI must be one of the following:

- a. *Corporations.* In the case of corporations, a responsible corporate officer. A responsible corporate officers means:
 - (1) A president, secretary, treasurer, or vice president in charge of a principal business function, or any other person who performs similar policy- or decision-making functions; or
 - (2) The manager of manufacturing, production, or operating facilities, if authority to sign documents has been assigned or delegated to the manager in accordance with the corporate procedures.
- b. *Partnerships.* In the case of a partnership, a general partner.
- c. *Sole proprietorships.* In the case of a sole proprietorship, the proprietor.
- d. *Municipal, state, federal, or other public agency.* In the case of a municipal, state, or other public facility, either the principal executive officer or the ranking elected official.
 - (1) The chief executive officer of the agency; or
 - (2) A senior executive officer having responsibility for the overall operations of a unit of the agency.

I Meet the Signatory Requirements * Job Title:

* Denotes Required Fields

Please note, if you submit an eNOI and the Iowa DNR determines that you do not meet the Signatory requirements, the eNOI will not be approved. If you have questions on whether or not you qualify as a signatory, please contact us using the link at the top of the page before you submit the eNOI.

Certification Requirement

I certify under penalty of law that this eNOI was prepared under my direct supervision in accordance with a system designed to assure that qualified people properly gathered and evaluated the information submitted. Based on the information and belief formed after reasonable inquiry, the statements and information contained in this submission are true, accurate and complete. I further certify under penalty of law that I have had the opportunity to review, in human-readable format, the content of the electronic document to which I here certify and attest. I am aware that there are significant penalties for submitting false information, and I understand that making any false statement, representation, or certification on this submission may result in criminal penalties.

 I Agree

Figure 46: Step 7 with Review NOI Button Circled

4: CREATING AND SUBMITTING AN ENOI

This will open a new window showing all the information in the eNOI. This is the **Copy of Record**. Figure 47 shows the top three sections of the Copy of Record. We recommend that you save or print this page.

GENERAL PERMITS 5, 8, & 9 DATABASE

eNOI Number : IAG8-2018-0440

OWNER OF PIPELINE, TANK, OR CONTAINER

Contact Name:	name	Contact Title:	title
Company Name:	company	Phone Number:	3092310947
Address:	1731 47th St	Address Line 2:	
City:	Ely	State/Zip:	IA / 50310
Email Address:	jmfaas@gmail.com		
SIC Code of Industry:	5211 - Lumber and other building materials	NAICS Code of Industry:	56 - Administrative and Support and Waste Management and Remediation Services
Type of ownership:	POF - Privately Owned Facility		

OPERATOR (PERSON RESPONSIBLE FOR THE DISCHARGE)

Contact Name:	name	Contact Title:	title
Company Name:	company	Phone Number:	3092310947
Address:	1731 47th St	Address Line 2:	
City:	Ely	State/Zip:	IA / 50310
Email Address:	jmfaas@gmail.com		

LOCATION/SITE INFORMATION (911 ADDRESS)

Site Name:			
Location Description:			
Address:			
City:	Oto	Zip:	
County:	Guthrie	Field Office:	4
Section:	1	Township:	80N
		Range/Dir:	R32/ W
Longitude (D/M/S):	94	31	19

Figure 47: Partial View of Copy of Record

Legal Stuff

Review the Signatory Requirements and Certification Requirement on Step 7. These are also included in [Appendix A \(page 53\)](#). If you meet the signatory requirements, check the box next to **I Meet the Signatory Requirements** (No. 1 in Figure 48.). Enter your job title (No. 2). If you agree with the Certification Requirement, check the box next to **I Agree** (No. 3).

Figure 48: Step 7 with Check Boxes and Fields Circled

Sign & Submit

To submit the eNOI, you must log into the database again and verify your identity. Start by entering your database password in the Password box at the bottom of the page (Figure 48). Click Re-Log In.

Re-enter your log-in information and answer the security question to complete your electronic signature and submit the eNOI.

The security question will not be presented until you successfully complete the log in, and the submittal option will not be available until the question has been answered correctly.

UserName
jfaas11@gmail.com

Password

Re-Log In

State of Iowa | DNR Home | Site Policy | Log Out | Leading Iowans in caring for our natural resources Julie Faas Version: 1.0.0.675

Figure 49: Re-Log In

Once you have logged back in, you will have to answer one of your identify proofing questions (secret questions) that you established in [Chapter 4, page 27](#). Figure 49 shows the bottom portion of the screen after you have logged in again. Type your answer in the field and click **Answer**.

Re-enter your log-in information and answer the security question to complete your electronic signature and submit the eNOI.

The security question will not be presented until you successfully complete the log in, and the submittal option will not be available until the question has been answered correctly.

UserName
jfaas11@gmail.com

Password

Answer Secret Question

question
What was your first pet's name?

Answer
|

Answer

State of Iowa | DNR Home | Site Policy | Log Out | Leading Iowans in caring for our natural resources Julie Faas Version: 1.0.0.682

Figure 50: Answer Secret Question

4: CREATING AND SUBMITTING AN ENOI

Finally, you can submit the eNOI. Click **Sign Copy of Record**. It may take a few moments to process. If your submission is successful, you will be directed back to **My Dashboard**. You may see a brief pop-up saying that you successfully submitted the eNOI.

The screenshot shows a web form titled "Re-enter your log-in information and answer the security question to complete your electronic signature and submit the eNOI." Below the title is a note: "The security question will not be presented until you successfully complete the log in, and the submittal option will not be available until the question has been answered correctly." The form contains three main sections: 1. "UserName" with a text input field containing "jfaas11@gmail.com". 2. "Password" with a password input field showing eight dots. 3. "Answer Secret Question" with a "question" field containing "What was your first pet's name?" and an "Answer" field with two asterisks. To the right of the "Answer Secret Question" section is a "Sign File" section with the text "Click 'Sign Copy of Record' to complete your submission." and a blue button labeled "Sign Copy of Record". At the bottom of the form, there is a footer with navigation links: "State of Iowa | DNR Home | Site Policy | Log Out | Leading Iowans in caring for our natural resources" and version information: "Julie Faas Version: 1.0.0.682".

Figure 51: Ready to Sign

Troubleshooting

If you can't enter your job title or check the boxes on Step 7, you are not a Signatory. Either go back to Step 6 and add a Signatory or go to your **Manage Account** page and check that you have completed ID Proofing and signed the ESA. ([Modifying to a Signatory Account, page 22](#)).

If you enter the wrong password too many times, your account will lock. Go to **Manage Account** and change your password. ([Managing Your Account, page 19](#)) Then log out, wait until you receive the email confirming your password change. Log in, go to **My Dashboard** and open the eNOI. Return to Step 7 and try again.

If you re-logged in but a secret question does not appear, you need to go to **Manage Account** and change your screening questions and answers. ([Managing Your Account, page 19](#)) Then return to Step 7 and try again.

If you enter the wrong answer to your secret question too many times, your account will lock. Go to **Manage Account** and change your screening questions and answers. ([Managing Your Account, page 19](#)) Return to Step 7 and try again.

Chapter 5: After Submission (Editor and Signatory Users)

This chapter discusses what happens after you submit your eNOI.

DNR Review

DNR staff will review the eNOI. We will check that all fields are properly filled out, that the discharge as described meets the requirements of the permit, that the Signatory meets qualifications, and that antidegradation requirements are met.

At this point, the eNOI is only viewable by you and users you have invited. The eNOI will show up in your Dashboard with the status "Under Review." You will be able to view the eNOI, but not make changes.

If you discover something in your eNOI that needs to be changed, contact DNR.

More Information

If we determine that more information is necessary, we will send you an email with the questions or comments we have. We will also change the permit status to "More Information Requested." This will allow you to make changes in the eNOI.

To change an eNOI, go to **My Dashboard**. ([Chapter 6, page 49](#)) Find the eNOI that needs changed in the table and select **Continue eNOI**. Refer to [Chapter 4](#) for information on the steps. (Page [27](#))

Once you have made the necessary changes, a Signatory will need to re-sign and resubmit the eNOI.

Approval/Denial

After we have complete information, we will approve or deny the eNOI. You will receive an email with the decision. If the eNOI is approved, the email will include an authorization. If the eNOI is denied, the email will include the reason for the denial. The eNOI's status will be "Approved" or "Denied."

If you submitted an Antidegradation Document, you will receive a separate email approving the Antidegradation Document.

Approved or denied eNOIs are available from the Search function to all users. They will also still be in your Dashboard.

Expiration/Discontinuation

The expiration date for your authorization to discharge is the expected end date of the discharge that you put in the eNOI. If you need more time, we may be able to extend the expiration date.

When the expiration date passes, the permit status automatically changes to Expired.

If you finish your discharge before the expiration date, you may discontinue your authorization early. Contact us to discontinue authorization.

Chapter 6: My Dashboard (Editor & Signatory Users)

This chapter describes the Dashboard and its features. Only users with an account are able to access the Dashboard. Public users do not have a Dashboard.

Getting to the Dashboard

To access the dashboard, click **My Dashboard** on the Home page. (Figure 52)

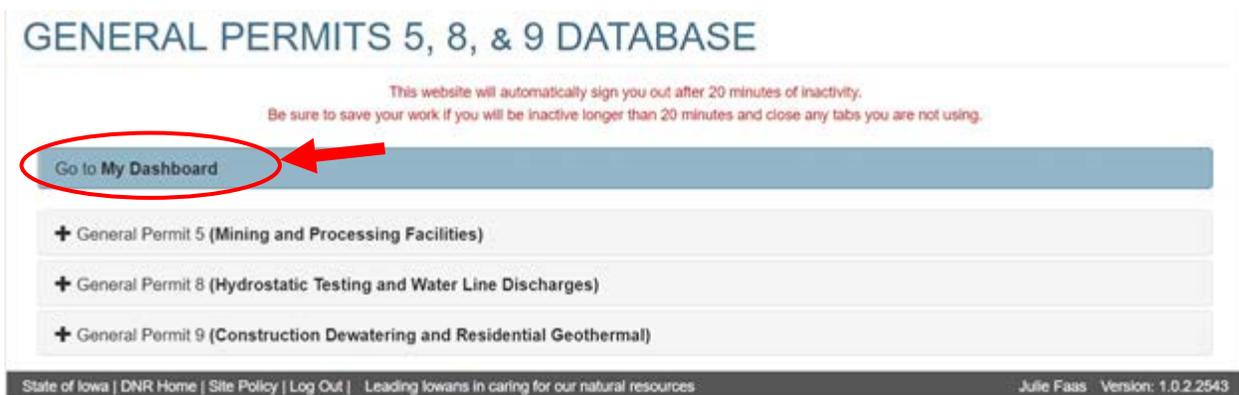


Figure 52: Home Page with arrow to My Dashboard

What You See

The Dashboard consists of two tables – one for GP8 and one for GP9. The tables show all of the eNOIs that are associated with your account. (Figure 52)

General Permit 8

Authorization No	Site Name	City	County	Field Office	Status	Authorization Date	Action	Comments	Additional Users
IAG8-2019-7084					Not Submitted		Continue eNOI	View Comments	View Other Users
IAG8-2019-7082	The Nth st...	Aurora	Iowa	6	NOI - Denied		View NOI	View Comments	View Other Users
IAG8-2019-7070	test step ...	des moines	Polk	5	Not Submitted		Continue eNOI	View Comments	View Other Users
IAG8-2018-7010		Belle Plai...	Benlon	1	Expired	12/19/2018	View NOI	View Comments	View Other Users
IAG8-2018-6980		asdfj	Marshall	5	Expired	12/31/2018	View NOI	View Comments	View Other Users
IAG8-2018-2476	sticky tes...	baxter	Jasper	5	Not Submitted		Continue eNOI	View Comments	View Other Users
IAG8-2018-0482			Story	5	MORE_INFO		Continue eNOI	View Comments	View Other Users
IAG8-2018-0451			Poweshiek	5	Not Submitted		Continue eNOI	View Comments	View Other Users
IAG8-2018-0471	Test Site ...	Des Moines	Polk	5	MORE_INFO		Continue eNOI	View Comments	View Other Users
IAG8-2018-0440		Oto	Guthrie	4	Not Submitted		Continue eNOI	View Comments	View Other Users

General Permit 9

Authorization No	Site Name	City	County	Field Office	Status	Authorization Date	Action	Comments	Additional Users
IAG9-2019-0318	Melvin St...	Des Moines	Osceola	3	Discontinued	02/20/2019	View NOI	View Comments	View Other Users
IAG9-2019-0308	test step ...		Linn	1	Not Submitted		Continue eNOI	View Comments	View Other Users
IAG9-2018-0289		belvue	Jackson	1	Expired	01/10/2019	View NOI	View Comments	View Other Users
IAG9-2018-0285	Between tw...	tfjei	Polk	5	Expired	11/16/2018	View NOI	View Comments	View Other Users
IAG9-2018-0284	ottumwa st...		Wapello	6	MORE_INFO		Continue eNOI	View Comments	View Other Users

Figure 53: Dashboard showing tables for GP8 and GP9

Authorization Number - This number is automatically generated. IAG stands for lowA General, the next digit indicates GP8 or 9. The middle four digits are the year the eNOI was created. The last four digits are generated sequentially. The eNOI numbered IAG9-2018-0227 is the 227th eNOI for GP9, and it was created in 2018.

Site Name – This is the name that you gave to the site when creating the eNOI.

City – The city where the discharge will occur.

County – The county where the discharge will occur.

Field Office – The DNR Environmental Services Division Field Office that covers the county. (www.iowdnr.gov/fieldoffice)

Status – The status of the eNOI. See eNOI Status ([page 8](#)) for more information.

Authorization Date – The date DNR approved the discharge. This will only be populated if the status is Active, Discontinued, or Expired.

Action – What you can do with this eNOI. "Continue eNOI" means that you can edit every step of the eNOI and upload or delete documents. This link will take you to Step 1. "View eNOI" means the eNOI is no longer editable. You can view everything you submitted but not make changes.

Comments – Clicking on this link provides a pop-up box with any comments the admin has made on your eNOI.

Additional Users – Clicking on this link generates a pop-up box that shows any additional users that were added on Step 6. (See Step 6, page 41)

Filtering

You may come to a point when your Dashboard tables have too many entries to view easily. When this happens, you can use filters to find eNOIs with certain characteristics. You can filter on any field, using any text that occurs in that field. Figure 53 shows a GP8 table showing only eNOIs that have the digits "--70" within the authorization number

Authorization No	Site Name	City	County	Field Office	Status	Authorization Date	Action	Comments	Additional Users
IAGS-2019-7064					Not Submitted		Continue eNOI	View Comments	View Other Users
IAGS-2019-7062	The Nth si...	Aurora	Iowa	6	NOI - Denied		View NOI	View Comments	View Other Users
IAGS-2019-7070	test step ...	des moines	Polk	5	Not Submitted		Continue eNOI	View Comments	View Other Users
IAGS-2018-7010		Belle Plai...	Benton	1	Expired	12/19/2018	View NOI	View Comments	View Other Users

Figure 54: Filter on authorization number contains -70

6: MY DASHBOARD

To use the filter:

1. Type the text you want to search on in the box.
2. Select the field you want.
3. Click Apply Filter.

General Permit 9

5 Field Office Apply Filter Show All

Authorization No	Site Name	City	County	Field Office	Status	Authorization Date	Action
IAG9-2018-0228	test sig affiliate	Kamrar	Marshall	5	Discontinued	05/31/2018	View NOI
IAG9-2018-0227	test sig	test1	Dubuque	1	Not Submitted		Continue eNOI
IAG9-2018-0226	scroll site	CHARLES CITY	Floyd	2	MORE_INFORMATION_REQUESTED		Continue eNOI
IAG9-2018-0188	gp9 test whole process	Des Moines	Iowa	6	NOI - Denied	07/31/2018	View NOI
IAG9-2018-0157	Beach Dewatering	Jamaica	Guthrie	4	Expired	03/27/2018	View NOI
IAG9-2018-0109	test1 site	test1	Poweshiek	5	Active	02/28/2019	View NOI

Figure 55: How to filter on Field Office 5

The table will then display your results.

General Permit 9

5 Field Office Apply Filter Show All

Authorization No	Site Name	City	County	Field Office	Status	Authorization Date	Action
IAG9-2018-0228	test sig affiliate	Kamrar	Marshall	5	Discontinued	05/31/2018	View NOI
IAG9-2018-0109	test1 site	test1	Poweshiek	5	Active	02/28/2019	View NOI

Figure 56: Results of Field Office 5 filter

TIPS:

If you don't receive any results, check that you entered the search text correctly. Also check that you selected the correct field. If that doesn't work, try using a less specific search.

To go back to displaying all of your eNOIs, click **Show All** next to Apply Filter. (Figure 56)

General Permit 9

5 Field Office Apply Filter Show All

Authorization No	Site Name	City	County	Field Office	Status	Authorization Date	Action
IAG9-2018-0228	test sig affiliate	Kamrar	Marshall	5	Discontinued	05/31/2018	View NOI
IAG9-2018-0109	test1 site	test1	Poweshiek	5	Active	02/28/2019	View NOI

Figure 57: Show All

Appendix A: Signatory Requirements

Signatory Requirements from the Iowa Administrative Code

Iowa Administrative Code (567 IAC 64.3(8)) regulates who can sign eNOIs. The person who signs the eNOI (Signatory) must be one of the following:

- a. Corporations. In the case of corporations, a responsible corporate officer. A responsible corporate officer means:
 - (1) A president, secretary, treasurer, or vice president in charge of a principal business function, or any other person who performs similar policy - or decision-making functions; or
 - (2) The manager of manufacturing, production, or operating facilities, if authority to sign documents has been assigned or delegated to the manager in accordance with the corporate procedures.
- b. Partnerships. In the case of a partnership, a general partner.
- c. Sole proprietorships. In the case of a sole proprietorship, the proprietor.
- d. Municipal, state, federal, or other public agency. In the case of a municipal, state, or other public facility, either the principal executive officer or the ranking elected official. A principal executive officer of a public agency includes:
 - (1) The chief executive officer of the agency; or
 - (2) A senior executive officer having responsibility for the overall operations of a unit of the agency.

Certification Statement

I certify under penalty of law that this eNOI was prepared under my direct supervision in accordance with a system designed to assure that qualified people properly gathered and evaluated the information submitted. Based on the information and belief formed after reasonable inquiry, the statements and information contained in this submission are true, accurate and complete. I further certify under penalty of law that I have had the opportunity to review, in human-readable format, the content of the electronic document to which I here certify and attest. I am aware that there are significant penalties for submitting false information, and I understand that making any false statement, representation, or certification of this submission may result in criminal penalties.

Appendix B: Terms and Conditions

You must accept the terms and conditions in order to complete identity proofing. These are included below for your reference.

Terms and Conditions

Warning Notice

The Iowa Department of Natural Resources (Iowa DNR) General Permits Database registration procedure is part of a State of Iowa computer system which is for authorized use only. Unauthorized access or use of this computer system may subject violators to administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement

The Iowa DNR will use the personal identifying information which you provide for the expressed purpose of registration to the United States Environmental Protection Agency's Shared CROMERR Services site, validating user identity through the use of LexisNexis services, and for updating and correcting information in internal Iowa DNR databases as necessary. The Iowa DNR will not make this information available for other purposes unless required by law. The Iowa DNR does not sell or otherwise transfer personal information to an outside third party.

Appendix C: Electronic Signature Agreement

All Signatories have to accept the Electronic Signature Agreement (ESA) prior to submitting any eNOI. This Appendix includes the text of the ESA for your reference.

Text of the ESA

In accepting the electronic signature credential issued by the Iowa Department of Natural Resources to sign the electronic documents submitted to DNR's General Permits Notification System, and as a representative for:

Signatory Company Information

Organization Name:	<i>(pre-populated)</i>
Address:	<i>(pre-populated)</i>
City, State, Zip:	<i>(pre-populated)</i>
Country:	<i>(pre-populated)</i>
Phone Number:	<i>(pre-populated)</i>
Email Address:	<i>(pre-populated)</i>
Signatory Name:	<i>(pre-populated)</i>
User Name:	<i>(pre-populated)</i>

I, (pre-populated with signatory name [First name and Last Name]),

(1) Agree to protect my electronic signature credential, consisting of my Iowa DNR General Permits Database user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

(2) Agree to contact the Iowa DNR as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.

(3) I agree to notify Iowa DNR by email within ten working days if my duties change and I no longer need to interact with the Iowa DNR on behalf of my organization.

(4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my password has been modified.

(5) Understand that the Iowa DNR General Permits Database reports the last date my user identification and password were used immediately after a successful database login.

(6) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.

- (7) Understand that whenever I electronically sign and submit an electronic document to Iowa DNR, I will receive an e-mail at my registered e-mail address. This e-mail will inform me that a submission has been made to Iowa DNR from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR).
- (8) Agree that if I receive an e-mail notification for any activity that I do not believe that I performed, I will notify Iowa DNR as soon as possible, but no later than 24 hours, after receipt.
- (9) Agree to contact Iowa DNR if I do not receive an e-mail notification within 5 business days for any electronically signed submission using my credentials.
- (10) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what Iowa DNR has received from me by contacting the Iowa DNR.
- (11) Agree to notify the Iowa DNR if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting the Iowa DNR as soon as this change in relationship occurs and to sign a surrender certification at that time.
- (12) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.
- (13) Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.
- (14) Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name of Electronic Signature Holder: *(pre-populated with signatory name [First name and Last Name])*

Appendix D: GP8 Screening Questionnaire

Start with question 1. Go to question 2 or 10 depending on your answer. Continue until you reach a bolded item. An interactive version of this document is available on the [General Permit 8 Website](#).

1. What activity is leading to the discharge?

hydrostatic testing or UST ballasting - go to 2

disinfection, flushing, or pressure testing of water lines or new sewer lines - go to 10
2. Will the discharge be to the ground surface or to a surface water?

ground surface - go to 3 surface water - go to 6
3. Will chemicals other than chlorine or those commonly used for dechlorination be added to the water?

no - go to 4 yes - go to 5
4. **Ground surface discharge with no chemicals added**
 - No eNOI is required.
 - An antidegradation document is not required.
 - Coverage is in effect from first day of discharge through 30 days after the last day of discharge.
 - You must meet the operating requirements in Part II.D and II.E.
 - Daily visual monitoring is required. (II.F)
 - A daily log of date, volume, location, and analysis results is required. (II.H)
5. **Ground surface discharge with chemicals added**
 - Yes, an eNOI is required.
 - An antidegradation document is not required.
 - Coverage is in effect between the dates given on the eNOI.
 - You must meet the operating requirements in Part II.D and II.E.
 - Daily visual monitoring is required. (II.F)
 - A daily log of date, volume, location, and analysis results is required. (II.H)
6. Will chemicals other than chlorine or those commonly used for dechlorination be added to the water?

no - go to 7 yes - go to 9
7. Was the container to be ballasted or tested previously used to store or transport a fluid other than water, natural gas, natural gas liquids, or refined petroleum products?

no - go to 8 yes - go to 9

8. Surface water discharge; no added chemicals; container previously used for water, natural gas, natural gas liquids, or petroleum products

- No eNOI is required.
- An antidegradation document is not required.
- Coverage is in effect from first day of discharge through the last day of discharge.
- You must meet the eligibility requirements in III.B. and demonstrate eligibility in accordance with III.C.
- You must follow the operating requirements in III.I.
- You must meet the free-from standards in III.J.
- Daily visual monitoring is required. (III.M)
- A daily log of date, volume, location, and analysis results is required. (III.O)

9. Surface water discharge; either chemicals will be added or the container was previously used for something other than water, natural gas, natural gas liquids, or petroleum products

- Yes, an eNOI is required.
- An antidegradation document is required.
- Coverage is in effect between the dates given on the eNOI.
- You must meet the eligibility requirements in III.B. and demonstrate eligibility in accordance with III.C.
- You must follow the operating requirements in III.I.
- You must meet the free-from standards in III.J.
- Daily visual monitoring is required. (III.M)
- A daily log of date, volume, location, and analysis results is required. (III.O)
- You must develop and implement a BMP plan. (III.K and III.L)

10. Discharge from disinfection, flushing, or pressure testing of water lines or new sewer lines

- No eNOI is required.
- An antidegradation document is not required.
- Coverage is in effect from first day of discharge through the last day of discharge.
- You must follow the operating requirements in IV.D.
- You must meet the free-from standards in IV.E. for discharges to surface water.
- No monitoring is required.
- No recordkeeping is required.

Appendix E: GP9 Screening Questionnaire

Start with question 1. Go to question 2 or 11 depending on your answer. Continue until you reach a bolded item. An interactive version of this document is available on the [General Permit 9 Website](#).

1. Is the discharge from dewatering or from a residential open-loop geothermal system?
dewatering - go to 2 geothermal - go to 11
2. Will the discharge be to the ground surface or to a surface water?
ground surface - go to 3 surface water - go to 8
3. Will the discharge leave the property being dewatered?
yes - go to 4 no - go to 5
4. Can pollutants due to soil or groundwater contamination reasonably be expected in the discharge?
yes - go to 6 no - go to 7
5. **Ground surface discharge that does not leave the property being dewatered**
 - No eNOI is required.
 - An antidegradation document is not required.
 - Coverage is in effect from first day of discharge through the last day of discharge.
 - You must meet the requirements in III.D.
 - You must conduct daily visual monitoring. (III.E.1)
 - You must keep a daily log of date, location, estimated volume, (III.G.1), unless you are exempted by III.G.3
6. **Ground surface discharge with expected contamination that leaves the property being dewatered**
 - Yes, an eNOI is required.
 - An antidegradation document is not required.
 - Coverage is in effect between the dates given on the eNOI.
 - You must meet the requirements in III.D.
 - You must conduct daily visual monitoring. (III.E.1)
 - You must keep a daily log of date, location, estimated volume, visual monitoring, and analysis results. (III.G.1)

7. Ground surface discharge with no expected contamination that leaves the property being dewatered

- No eNOI is required.
- An antidegradation document is not required.
- Coverage is in effect from first day of discharge through the last day of discharge.
- You must meet the requirements in III.D.
- You must conduct daily visual monitoring (III.E.1), unless you are exempted by III.E.2.
- You must keep a daily log of date, location, estimated volume, visual monitoring, and analysis results (III.G.1), unless you are exempted by III.G.3.

8. Can pollutants due to soil or groundwater contamination reasonably be expected in the discharge above applicable water quality standards?

no - go to 9

yes - go to 10

9. Surface water discharge with no expected contamination above water quality standards

- No eNOI is required.
- An antidegradation document is not required.
- Coverage is in effect from first day of discharge through the last day of discharge.
- You must follow the operating requirements in IV.F.
- You must conduct daily visual monitoring (IV.I.1), unless you are exempted by IV.I.2.
- You must keep a daily log of date, location, estimated volume, visual monitoring, and analysis results (IV.K.1), unless you are exempted by IV.K.3

10. Surface water discharge with expected contamination above water quality standards

- Yes, an eNOI is required.
- An antidegradation document is required.
- Coverage is in effect between the dates given on the eNOI.
- You must follow the operating requirements in IV.F.
- You must develop and implement a DwPPP. (IV.G and IV.H)
- Daily visual monitoring is required. (IV.I.1)
- A daily log of date, volume, location, and analysis results is required. (IV.K.1)

11. Discharge from a residential open-loop geothermal system

- No eNOI is required.
- An antidegradation document is not required.
- No monitoring is required.
- No recordkeeping is required.

Links

General Permits Database

<https://programs.iowadnr.gov/generalpermits/>

General Permit 8

Includes permit, rationale, decision matrix, and requirements summary.

<http://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Wastewater-Permitting/NPDES-General-Permits/GP8-Hydrostatic>

General Permit 9

Includes permit, rationale, decision matrix, and requirements summary.

<http://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Wastewater-Permitting/NPDES-General-Permits/GP9-Dewatering>

General Permits

Includes basic information on all general permits and links to each of the nine general permits.

<http://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Wastewater-Permitting/NPDES-General-Permits/GP8-Hydrostatic>

Antidegradation

Includes Iowa Antidegradation Implementation Procedure, Public and Interagency Contact List, and a sample Public Notice.

<http://www.iowadnr.gov/Environmental-Protection/Water-Quality/Water-Quality-Standards/Antidegradation>

DNR Field Offices

Contact information for each of the six field offices, and a map of the counties served by each office.

<http://www.iowadnr.gov/fieldoffice>

USGS Topographic Maps

Find and download electronic versions of topographic maps.

<https://store.usgs.gov/map-locator>

State Transportation Map

An electronic version of the road map published by Iowa DOT.

<https://iowadot.gov/maps/digital-maps/state-maps/iowa-transportation-map>

SIC and NAICS

SIC search: <https://www.osha.gov/pls/imis/sicsearch.html>

NAICS search: <https://www.naics.com/search/> (also has SIC to NAICS and NAICS to SIC crosswalks)

Surface Water Classification

Rule-referenced document listing all rivers and streams in the state that have use designations other than general use. <http://publications.iowa.gov/22728/>

Iowa Administrative Code

PDFs of the wastewater chapters of the IAC are available on our website.

<http://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Wastewater-Permitting/NPDES-Rules>

The Iowa Legislature's website has administrative rules for all state agencies.

<https://www.legis.iowa.gov/law/administrativeRules>

Code of Federal Regulations

The CFR is available electronically from <https://www.ecfr.gov>.

PDFs of the CFR are available from the Government Publishing Office (GPO) online.

<https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

Glossary

Antidegradation – Regulatory policies and procedures to protect existing uses of surface waters and to determine whether existing water quality may be lowered.

Antidegradation Alternatives Analysis – a document including an evaluation of alternatives to discharge

Antidegradation Document – either an Antidegradation Alternatives Analysis or a temporary & limited Justification

Authorization [document] – document authorizing the discharge as described in the eNOI

Ballast – in underground storage tanks, water or other liquid used to hold a tank in place during installation

BMPs – Best Management Practices; procedures, practices, treatments, and other measures used to prevent pollution.

Certification statement – legal statement in which the signer takes responsibility for the accuracy of the eNOI

Contamination – in GP9, the presence of pollutants resulting from human activity in concentrations exceeding or expected to exceed the relevant statewide standard(s).

CoR – Copy of Record; electronic document that includes all the information from the eNOI and is the official copy electronically submitted to US EPA.

CROMERR – Cross-Media Electronic Reporting Rule; EPA rule requiring electronic submission of certain documents associated with NPDES permits

DwPPP – Dewatering Pollution Prevention Plan; in GP9, a plan required for discharges to surface water. The DwPPP explains BMPs, treatments, and other measures that will be used to minimize the discharge of pollutants.

eNOI – electronic Notice of Intent; an application to receive authorization to discharge under a general permit that is submitted by way of the internet.

Eligibility Document (or Eligibility Demonstration) – for surface water discharges under GP8, a document explaining why you think the discharge will meet the eligibility criteria in Part III.B of the permit. Part III.C of the permit has more detail on what the document should contain.

ESA – Electronic Signature Agreement; a document that includes the conditions you must meet and agree to in order to submit an eNOI

GP – general permit; in wastewater and stormwater, an NPDES and/or state operation permit that covers many similar discharges under one permit

LexisNexis – a third-party identity verification tool

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NAICS – North American Industrial Classification System; a structure developed by the U.S. Census Bureau that provides numeric codes corresponding to business and industry. Codes can 2, 4, or 6 digits long; the longer the code is, the more specific it is.

Petroleum Products – fluids derived from petroleum. Includes gasoline, diesel fuel, heating oil, and jet fuel. Does not include crude oil.

SDS – Safety Data Sheet; these were formerly called Material Safety Data Sheets (MSDS). Documents created by the manufacturer of a chemical product that provide information on the active ingredients in the product as well as risks to human health, human safety, and the environment.

SIC – Standard Industrial Classification; a 2 to 4 digit numeric code that corresponds to a business or industry.

Temporary & Limited Justification – a document that explains why the proposed activity will only lead to temporary and limited degradation of a waterbody.

Water of the State - any stream, lake, pond, marsh, watercourse, waterway, well, spring, reservoir, aquifer, irrigation system, drainage system, and any other body or accumulation of water, surface or underground, natural or artificial, public or private, which are contained within, flow through or border upon the state or any portion thereof. {Code of Iowa 455B.171(39)}

Water of the United States – The definition below is from the 7/1/2014 edition of the Code of Federal Regulations. (40 CFR 122.2) A new definition was promulgated in 2015, but will not be effective until 2020.

Waters of the United States or waters of the U.S. means:

(a) All waters which are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide;

(b) All interstate waters, including interstate “wetlands;”

(c) All other waters such as intrastate lakes, rivers, streams (including intermittent streams), mudflats, sandflats, “wetlands,” sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce including any such waters:

(1) Which are or could be used by interstate or foreign travelers for recreational or other purposes;

(2) From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; or

(3) Which are used or could be used for industrial purposes by industries in interstate commerce;

(d) All impoundments of waters otherwise defined as waters of the United States under this definition;

(e) Tributaries of waters identified in paragraphs (a) through (d) of this definition;

(f) The territorial sea; and

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(g) “Wetlands” adjacent to waters (other than waters that are themselves wetlands) identified in paragraphs (a) through (f) of this definition.

Waste treatment systems, including treatment ponds or lagoons designed to meet the requirements of CWA (other than cooling ponds as defined in 40 CFR 423.11(m) which also meet the criteria of this definition) are not waters of the United States. This exclusion applies only to manmade bodies of water which neither were originally created in waters of the United States (such as disposal area in wetlands) nor resulted from the impoundment of waters of the United States. [See Note 1 of this section.] Waters of the United States do not include prior converted cropland. Notwithstanding the determination of an area's status as prior converted cropland by any other federal agency, for the purposes of the Clean Water Act, the final authority regarding Clean Water Act jurisdiction remains with EPA.