



## Document DNA – Electronic Air Files

DocDNA is an electronic imaging system owned and operated by HOV Services (formerly Lason Systems Inc.). The State of Iowa has contracted with HOV Services for its electronic records management system projects. Currently, the Air Quality Bureau has utilized DocDNA to hold records from a few of our most frequently accessed records series, such as construction permits, inspection reports, minor source emission inventories, stack test reports, correspondence letters, etc. For a complete list of Document Types available in DocDNA, refer to the index list at the end of this guide. Documents created prior to January 2005 should be available on DocDNA. If you are looking for a specific document in DocDNA and can't find it, please contact Jim Craig in Records at 515-725-9553 or [james.craig@dnr.iowa.gov](mailto:james.craig@dnr.iowa.gov).

[https://dna1.documentdna.com/index.jsp?URL\\_CONTEXT=/iowadnr](https://dna1.documentdna.com/index.jsp?URL_CONTEXT=/iowadnr)

**User ID: airquality**  
**Password: iowadnr1**

The screenshot shows the login interface for DocDNA. It includes the IowaDNR logo, a "Welcome - Please Sign In" header, and input fields for "User ID" and "Password". There is a "Keep me signed in" checkbox and a green "Sign in" button. At the bottom left, there is a "Help Desk" section with contact information: "Email: Help.Desk@hovservices.com" and "Phone: (800) 733-7842".

### ***Searching for files:***

Once you have logged on, click "Air New", this will take you to the search screen.

If search criterion is unknown, leave the search criteria fields blank and click "Search".

Below is a list of indexes that can be used for searching. It is recommended that Plant Name NOT be used for most searches due to possible name changes.

Plant #	<input type="text"/>
Plant Name	<input type="text"/>
Document Type	<input type="text" value="v"/>
Project/EIQ #	<input type="text"/>
Permit #	<input type="text"/>
Doc Date [mm/dd/yyyy]	<input type="text"/>  To <input type="text"/> 
Notes	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Permit Type/Work Activity	<input type="text" value="v"/>
Doc ID	<input type="text"/>
Box#	= <input type="text" value="v"/> To <input type="text"/>

Examples:

a) **Example #1**

I'm looking for a final permit, but I don't know the plant number or company's name.

- i) Go to Permit Type/Work Activity
- ii) Click on the dropdown
- iii) Choose Construction Permit

Next go to Permit and enter in the permit number XX-a-XXX (i.e. 99-A-100)

- iv) Go to Document Type
- v) Click on the dropdown
- vi) Choose CP-FINAL PERMIT
- vii) Click on Search  
*(image below)*

<b>Plant #</b>	<input type="text"/>
<b>Plant Name</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>County</b>	<input type="text"/>
<b>Permit Type/Work Activity</b>	CONSTRUCTION PERMIT 
<b>Project/EIQ #</b>	<input type="text"/>
<b>Permit #</b>	99-a-100
<b>Document Type</b>	CP-FINAL PERMIT 
<b>Document Date</b> [mm/dd/yyyy]	<input type="text"/>  <b>To</b> <input type="text"/> 
<b>Notes</b>	<input type="text"/>

b) **Example #2**

Now let's look for all the final construction permits for a plant. Plant number is 01-01-001.

- i) Enter in the plant number 01-01-001
- ii) Go to Permit Type/Work Activity and click the dropdown
- iii) Choose Construction Permit
- iv) Next, go to Document Type
- v) Click the dropdown
- vi) Scroll down until you find CP-FINAL PERMIT
- vii) Click on Search  
(image below)

<b>Plant #</b>	<input type="text" value="01-01-001"/>
<b>Plant Name</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>County</b>	<input type="text"/>
<b>Permit Type/Work Activity</b>	<input type="text" value="CONSTRUCTION PERMIT"/>
<b>Project/EIQ #</b>	<input type="text"/>
<b>Permit #</b>	<input type="text"/>
<b>Document Type</b>	<input type="text" value="CP-FINAL PERMIT"/>
<b>Document Date</b> <i>[mm/dd/yyyy]</i>	<input type="text"/>  <b>To</b> <input type="text"/> 
<b>Notes</b>	<input type="text"/>

c) **Example #3**

Now let's use a wild card.

I don't know the plant number. I do know that the county is Adair. The permit begins with 99.

Wildcard symbol is an asterisk (\*), and can only be used as a suffix (i.e. William\* and **not** \*William)

- i) Go to County
- ii) Enter Adair
- iii) Next, go to Permit
- iv) Enter in 99\*
- v) Click on Search

**NOTE:** Wildcards cannot be used in date fields, document type, notes and permit type/work activity. Be careful when using wildcards because it is a powerful tool and can lead to misleading searches. The more criteria you enter, the better the search results you will receive.  
(image below)

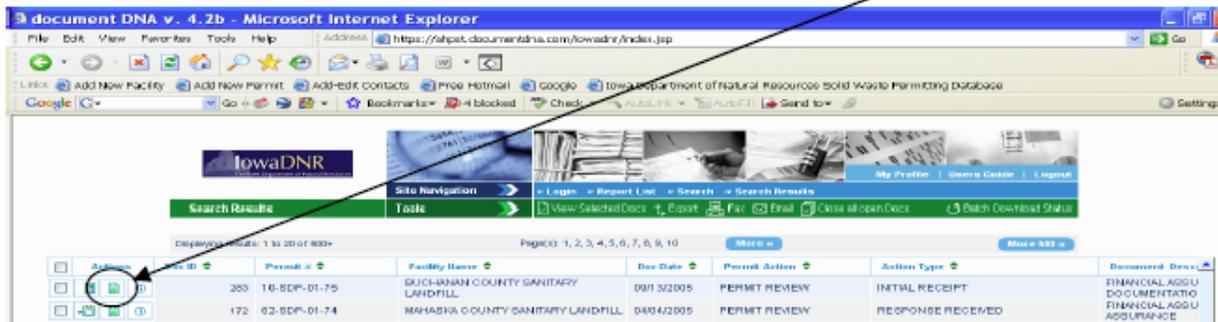
Last Modified: September 14, 2017

Plant #	<input type="text"/>
Plant Name	<input type="text"/>
City	<input type="text"/>
County	<input type="text" value="adair"/>
Permit Type/Work Activity	<input type="text"/>
Project/EIQ #	<input type="text"/>
Permit #	<input type="text" value="99*"/>
Document Type	<input type="text"/>
Document Date <i>[mm/dd/yyyy]</i>	<input type="text"/> To <input type="text"/>
Notes	<input type="text"/>

**NOTE:** You will need [Adobe Reader 8 or later](#) to view documents. Click [here](#) to download Adobe Reader, if needed.

***Viewing a document:***

Click on the “View Image” icon of the document you want to open.



If the document does not appear, be sure to “allow pop-ups” from the website. This can be done by right clicking the message bar that appears towards the top of the screen.

***To view multiple documents:***

Click the top left checkbox to select all documents. If you want to view only select documents from the list, click the checkbox to the left of those specific documents, then click View Selected Docs in the green toolbar.

Batch Download Status | My Profile | Users Guide

Site Navigation >> Report List >> Search Page >> Search Results Logout

Search Results Tools >> View Selected Docs Export Fax Email Close all open Docs

Displaying results: 1 to 20 of 48 Page(s): 1, 2, 3

Actions	Document Type	Project/EIQ #	Permit #	Doc Date	Notes
<input type="checkbox"/>	ST-PROTOCOL			04/15/2003	
<input type="checkbox"/>	CO-VARIANCE		94-A-513	07/17/1996	
<input type="checkbox"/>	CO-VARIANCE		94-A-513	06/28/1996	
<input type="checkbox"/>	ST-GEN CORRESP			04/01/2004	
<input type="checkbox"/>	CO-EXCESS EMISS			11/01/1995	
<input type="checkbox"/>	CO-COMP CERTS			04/30/2004	
<input type="checkbox"/>	CO-START-UP		02-A-879	11/18/2003	

**Saving & Printing from DocDNA:**

To save a file to your computer or another location, select the “Save” option from your PDF viewer. To print the current page, click the “Print” icon. To print the entire document follow the instructions above regarding “To view all pages of a document” before clicking the “Print” icon.

There are many other options and functions of the website. For more information or additional guidance for the functions above, please refer to the User’s Guide indicated below.

Batch Download Status | My Profile | Users Guide

Site Navigation >> Report List >> Search Page >> Search Results Logout

Search Results Tools >> View Selected Docs Export Fax Email Close all open Docs

Displaying results: 1 to 9

Actions	Document Type	Project/EIQ #	Permit #	Doc Date	Notes
<input type="checkbox"/>	CO-ADMIN ORDER			02/26/1999	

For general questions or trouble with DocDNA call Jason Dowie at 515-725-9523. Please email [jason.dowie@dnr.iowa.gov](mailto:jason.dowie@dnr.iowa.gov) with errors within the DocDNA system.

You can also contact Jim Craig in Records if you have difficulty finding a document. Jim can be reached at 515-725-9553 or [james.craig@dnr.iowa.gov](mailto:james.craig@dnr.iowa.gov).

If you find a document that appears to be misfiled, please contact Jason Dowie or Jim Craig. You can also contact the Air Quality Bureau at 515-725-9500.

**Document Type Index Listing<sup>1</sup>**

**Work Activity - COMPLIANCE (CO)**

<b>Document Type CO-</b>	<b>Includes</b>
Admin Order	Administrative consent orders, referrals, appeals
Comp Certs	Compliance plans; NSPS reports; reports that a facility is complying with requirements in an NOV, variance, permit or order; fuel usage or other reports required by construction permit
Complaints	Complaints received and reports of any follow-up done by DNR
Excess Emiss	Includes phone logs of oral excess emission reports
Gen Corresp	Both to and from facility, including email and phone logs. Correspondence dealing with permit limits, needing permit modifications, etc.
Inspections	DNR and EPA inspection reports
MACT Reports	NESHAP notifications/reports; NESHAP compliance plans; 112(j) notices
Port Reloc	Portable Plant Relocation Notifications
TV Certs	Title V Semi-Annual Monitoring Reports
Start-up	Start up notices required by permits; equipment notification form, date constructed, installed, or altered
Variance	Variance requests, as well as variance issuances or denials
NOV	Including as-built notices and noncompliance letters. Includes rescinding NOVs.

<sup>1</sup> Note that "Title V," "Voluntary Operating Permits," and "Small Source Operating Permits" are also available selections from the "Permit Type/Work Activity" and "Document Type" drop-down selections; however, only a small number of imaging was conducted for these documents.

**Work Activity - CONSTRUCTION PERMITS (CP)**

<b>Document Type CP-</b>	<b>Includes</b>
Application	Permit application and plot plans; pre-construction ambient monitoring data
Cover Letter	Project cover letter
Determin Ltr	Determination request and DNR response, small unit exemption and other exemption correspondence
Draft Permit	Public notice, public comments, responsiveness summary, draft permits
Eng Eval	Calculations, notes, supporting info, fact sheet for PSD, writers notes, project checklist
Final Permit	Final permits
Gen Corresp	Includes appeals of permits, requests to waive stack tests, confidentiality requests
Modeling	Modeling input, output, memos
Media/Pics	Photographs
PBR	Spray booth permit by rule
Rescind	Equipment removal letter from facility; letters rescinding permits
CI Eng Reg	Engine registration form; New compression ignition (diesel) engine <400 bhp installed after 03/18/09.
SI Eng Reg	Engine registration form; New spark ignition engine < 400 bhp installed after 03/18/09.
Grain Elev	Group 1 Grain Elevator Registrations

**Work Activity - Minor Source Emissions Inventory  
Questionnaire (MI)**

<b>Document Type MI-</b>	<b>Includes</b>
MSEIQ 20xx	Emissions inventory report for year 20xx (e.g. document type "MI – MSEIQ 2008" represents a minor source emissions inventory questionnaire for emission year 2008)

**Work Activity - MISCELLANEOUS (MS)**

<b>Document Type MS-</b>	<b>Includes</b>
Correspond	E-mails, general correspondence, closure notices, facility name changes, phone logs, ownership transfers

**STACK TESTING (ST)**

<b>Document Type ST-</b>	<b>Includes</b>
Observe Form	DNR field sheet at stack test
Opacity Form	Method 9 observation sheet
CEMS Report	Required CEM reports
Gen Corresp	General correspondence regarding stack tests
Approve/deny	DNR letters for approving/disapproving test results
Protocol	Stack test protocols/notifications
Report	Stack test reports submitted; includes RATAs
Summary	DNR review sheet
Work Request	Stack test group request to DNR construction permit section to review test report