

USER'S GUIDE

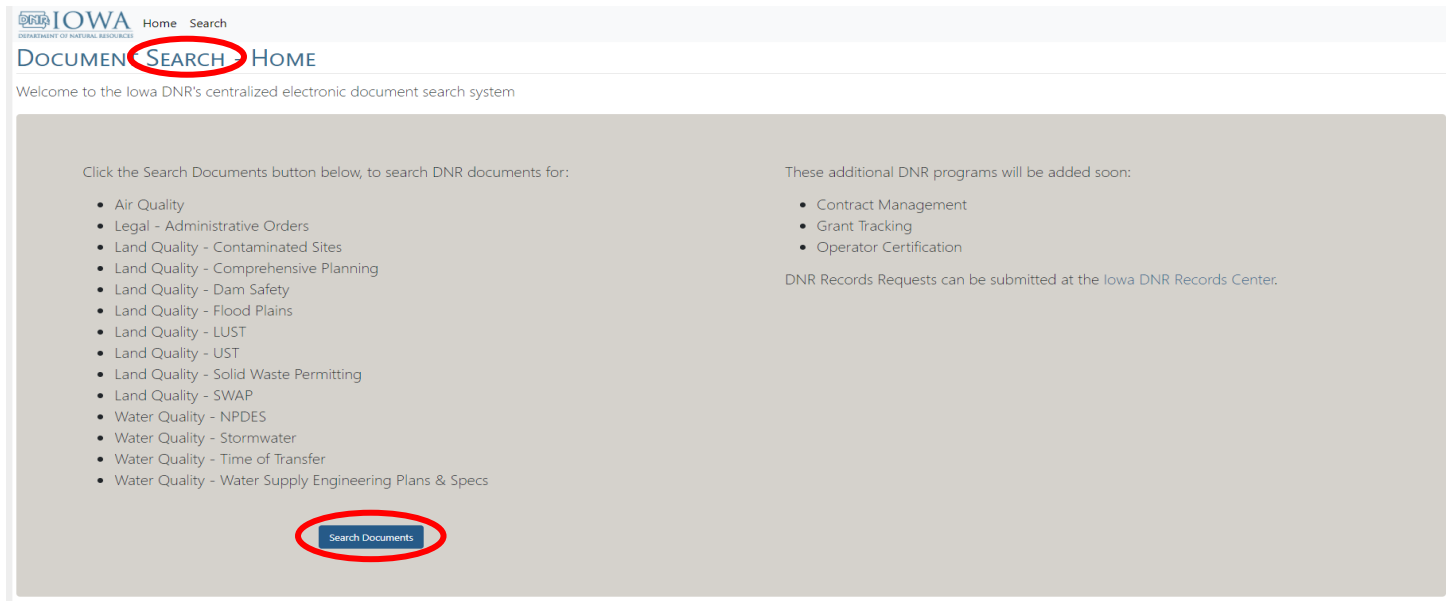
DNR'S ELECTRONIC RECORDS DOCUMENT SEARCH

Background

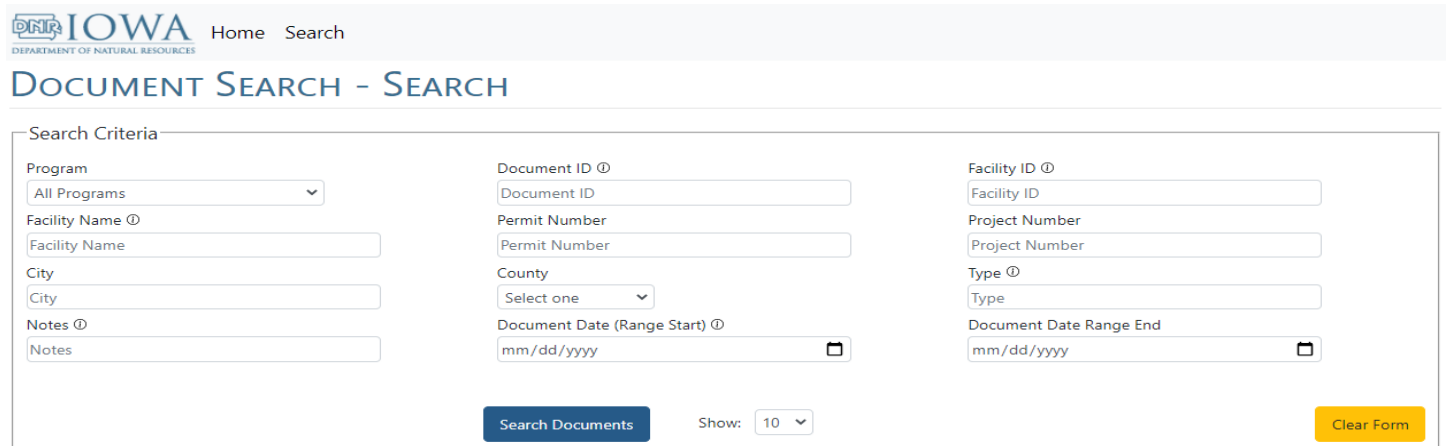
Document Search is a web-based interface that allows users to quickly and easily access the records information contained in OpenText. OpenText was selected by the Office of the Chief Information Officer (OCIO) as the enterprise solution for electronic records content management. The Iowa Department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

Document Search - Home

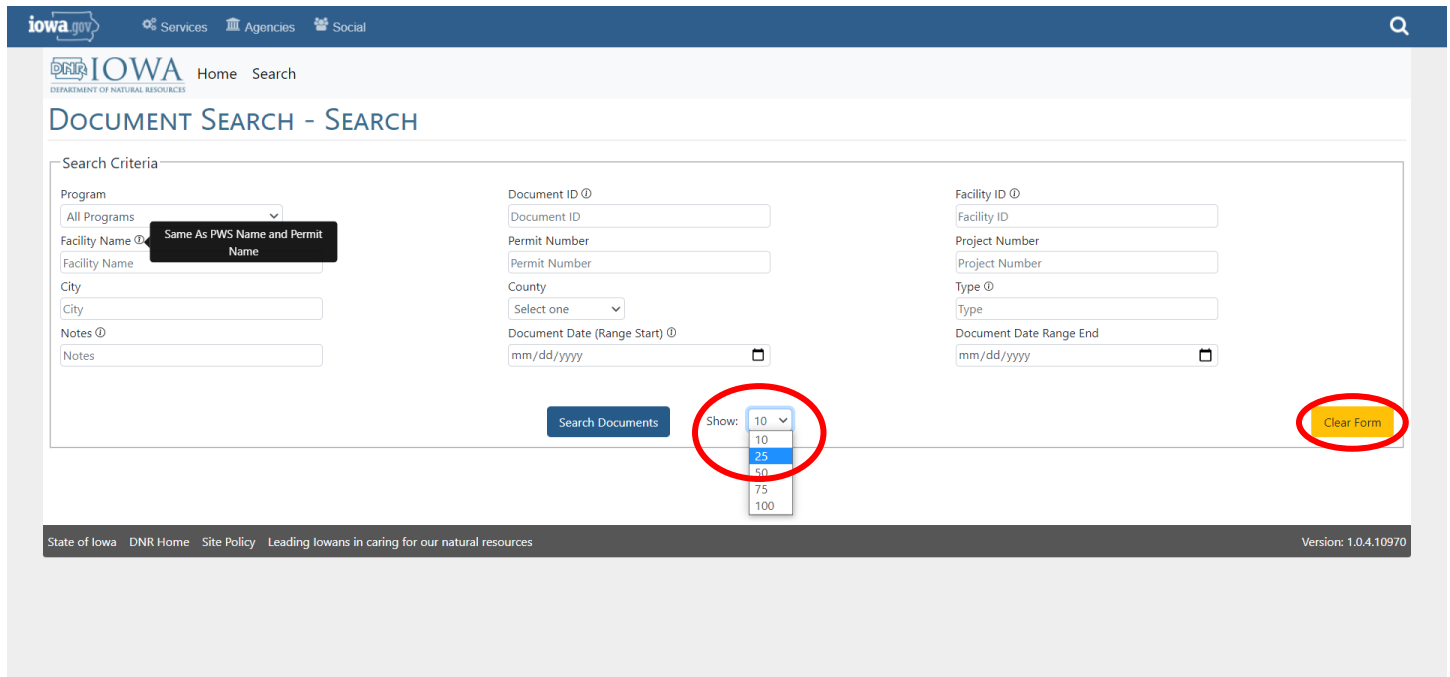
The main page lists the currently available records type. More programs and documents are being added frequently. Below is an example of the home page. The search feature is available by clicking "Search Documents" below or using Search in the header.



The search criterion form will open as shown below. The form is used to assist with searching by a specific program area or across program areas. The program areas will include all the options on the home page.



Information tooltips are available on many of the fields and are designated by the icon, ⓘ. Hovering over the icon will open a box with explanations of the information found in that field. The number of results per page can be increased. Use the “Clear Form” feature between search entries to clear the search form (Note: the previous search results will remain until another search is run).

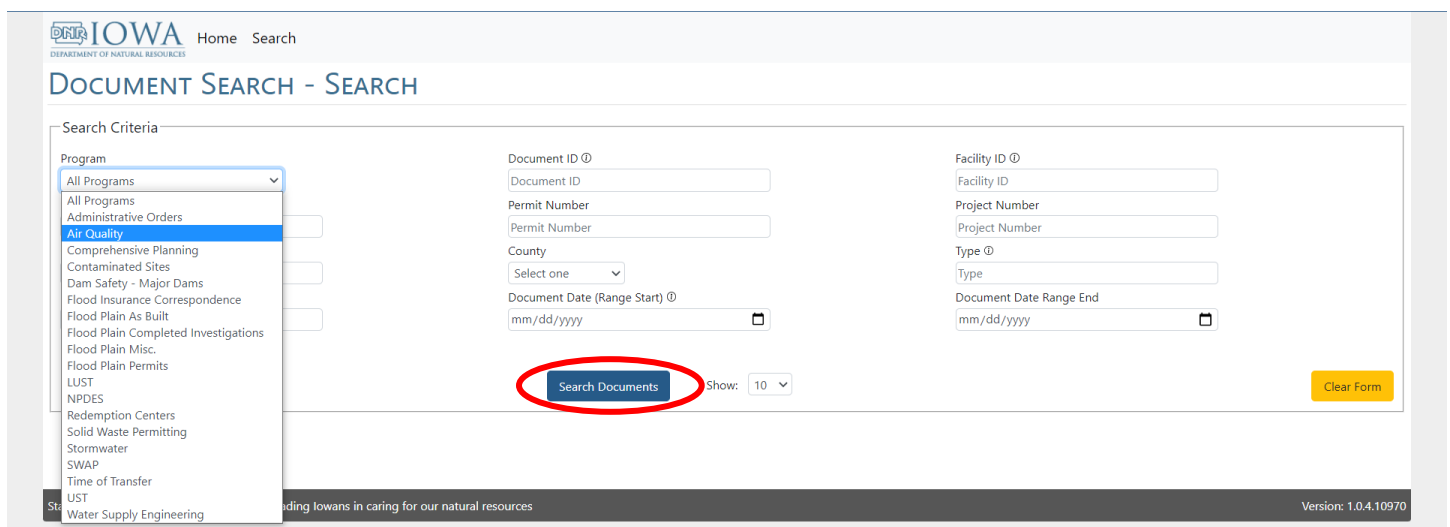


Tips for Searching for Files

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

Example #1: Program Search Option

Select the desired topic from the drop-down menu and click “Search Documents” or hit enter.



A portion of the results is shown below. The quantity of records is shown in the top corner of the search results. The default sort of the data is by Document Name.

DNIR IOWA DEPARTMENT OF NATURAL RESOURCES Home Search

DOCUMENT SEARCH - SEARCH

Search Criteria

Program: Air Quality

Air Quality Sub-Programs: All Air Quality Programs

Document ID: []

Facility ID: []

Facility Name: []

Permit Number: []

Project Number: []

City: []

Type: []

Notes: []

Document Date Range End: mm/dd/yyyy

Document Date (Range Start): mm/dd/yyyy

Search Documents Show: 10 Export Results Clear Form

Search Results 840 Records found

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View CC116416.pdf	Compliance	CC116416	7/14/2021	Compliance Certification	0	39-06-002	0	POET BIOREFINING - MENLO, LLC	0	MENLO	GUTHRIE
View CL106581.pdf	Miscellaneous	CL106581	8/9/2019	Correspondence	0	29-01-004	0	IOWA ARMY AMMUNITION PLANT	0	BURLINGTON	DES MOINES
View MI63192.pdf	MSEIQ	MI63192	3/2/2020	MSEIQ	2019 MSEIQ	08-01-049	0	FAREWAY STORES, INC - BOONE	0	BOONE	BOONE

Click on the headers to resort the data. The same search results as above are listed below but sorted by Facility ID. The search results, not the records, may be exported and downloaded in Microsoft Excel. To view a record, click on the text of the Document Name. The file is downloaded in PDF format.

DNIR IOWA DEPARTMENT OF NATURAL RESOURCES Home Search

DOCUMENT SEARCH - SEARCH

Search Criteria

Program: Air Quality

Air Quality Sub-Programs: All Air Quality Programs

Document ID: []

Facility ID: []

Facility Name: []

Permit Number: []

Project Number: []

City: []

Type: []

Notes: []

Document Date Range End: mm/dd/yyyy

Document Date (Range Start): mm/dd/yyyy

Search Documents Show: 10 Export Results Clear Form

Search Results 840 Records found

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View TA114442.pdf	Title V Operating Permit	TA114442	2/2/2004	Application	0	01-01-004		Quad/Greenfield, LLC		Greenfield	Adair
View PP114441.pdf	Title V Operating Permit	PP114441	8/25/2004	Permit Package	0	01-01-004		Quad/Greenfield, LLC		Greenfield	Adair
View PP114615.pdf	Title V Operating Permit	PP114615	10/5/2005	Permit Package	0	01-01-004	99-TV-036R1-M001	Quad/Greenfield, LLC	92-4659	Greenfield	Adair

Example #2: Narrow the search within Air Quality Sub-Programs

Below is an example of the Air Quality Sub-Program search feature. Select “Air Quality” under Program and the desired sub-program under Air Quality Sub-Programs. The current Sub-Programs are shown below.

The screenshot shows the 'DOCUMENT SEARCH - SEARCH' page. Under 'Search Criteria', the 'Program' dropdown is set to 'Air Quality'. The 'Air Quality Sub-Programs' dropdown is open, listing various sub-programs. The 'Search Documents' button is highlighted.

An example of the construction permit sub-program search is below.

The screenshot shows the 'DOCUMENT SEARCH - SEARCH' page. Under 'Search Criteria', the 'Program' dropdown is set to 'Air Quality' and the 'Air Quality Sub-Programs' dropdown is set to 'Construction Permits'. The 'Search Documents' and 'Export Results' buttons are visible.

Search Results 2 Records found

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View 07-01-087_2021.pdf	Construction Permits	07-01-087_2021	10/14/2021	Collection of Air Permits	VR10152021	07-01-087	04-A-734-P4	JOHN DEERE PRODUCT ENGINEERING	21-235	WATERLOO	BLACK HAWK
View RV117222.pdf	Construction Permits	RV117222	9/1/2021	Rescind	0	93-03-002	0	DAIRICONCEPTS L.P.	0	ALLERTON	WAYNE

Example #3: Business/Facility Search

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

The screenshot shows the 'DOCUMENT SEARCH - SEARCH' page. The 'Search Criteria' section has 'Program' set to 'All Programs' and 'Facility Name' set to 'John Deere'. The search results table shows 1200 records found. The table columns are: Document Name, Program, Document ID, Document Date, Document Type, Notes, Facility ID, Permit Number, Facility Name, Project Number, City, and County.

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View 558401.pdf	Administrative Orders	2002AQ44		Consent Order				Deere & Company DBA John Deere Ottumwa Works	2002AQ44		Wapello
View 102357.pdf	Solid Waste Permitting	102357	2/11/2022	Report Submittal	Initial Receipt		82-SDP-23-11	John Deere Davenport Works			Davenport Scott
View 15340.pdf	Contaminated Sites	15340	1/15/2006	Site Information	Excerpt from site narrative for site from Registry of Hazardous Waste sites.	491		John Deere Waterloo		Waterloo	Black Hawk
View 16491.pdf	Contaminated Sites	16491	8/7/2007	Correspondence	Approval of request to extend due date for soil vapor and QA work plan	491		John Deere Waterloo		Waterloo	Black Hawk
View 17456.pdf	Contaminated Sites	17456	9/28/2007	Correspondence	further comment on vapor intrusion assesment	491		John Deere Waterloo		Waterloo	Black Hawk
View 18135.pdf	Contaminated Sites	18135	12/6/2007	Correspondence	Regarding disposal of 1500 cubic yards of contaminated soil at Blackhawk County landfill	491		John Deere Waterloo		Waterloo	Black Hawk


To narrow the search results, select another Program field such as "Air Quality."

The screenshot shows the 'DOCUMENT SEARCH - SEARCH' page with 'Program' set to 'Air Quality' and 'Facility Name' set to 'John Deere'. The search results table shows 138 records found. The table columns are: Document Name, Program, Document ID, Document Date, Document Type, Notes, Facility ID, Permit Number, Facility Name, Project Number, City, and County.

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View 07-01-087_2021.pdf	Construction Permits	07-01-087_2021	10/14/2021	Collection of Air Permits	VR10152021	07-01-087	04-A-734-P4	JOHN DEERE PRODUCT ENGINEERING	21-235	WATERLOO	BLACK HAWK
View 00024610.pdf	Title V Operating Permit	00024610	6/16/2006	Fee Doc		07-01-087	0	JOHN DEERE PROD	92-5615	CEDAR FALLS	BLACK HAWK
View TA114363.pdf	Title V Operating Permit	TA114363	1/7/2019	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114365.pdf	Title V Operating Permit	TA114365	6/1/2016	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114382.pdf	Title V Operating Permit	TA114382	3/26/2018	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114384.pdf	Title V Operating Permit	TA114384	4/12/2017	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114386.pdf	Title V Operating Permit	TA114386	11/13/2017	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TM114740.pdf	Title V Operating Permit	TM114740	1/16/2013	Misc	0	07-01-010		John Deere Foundry Waterloo	92-1317	Waterloo	BLACK HAWK
View FD114742.pdf	Title V Operating Permit	FD114742	6/29/2020	Fee Doc	0	07-01-010		John Deere Foundry Waterloo	92-1317	Waterloo	BLACK HAWK
View FD114744.pdf	Title V Operating Permit	FD114744	6/25/2018	Fee Doc	0	07-01-010		John Deere Foundry Waterloo	92-1317	Waterloo	BLACK HAWK

Example #4: Facility ID Number Search

A facility search can be performed by using a Facility ID number as shown below. Please note that the dashes (00-00-000) are essential for the search to produce results.


Home Search

DOCUMENT SEARCH - SEARCH

Search Criteria

Program

Facility Name

City

Notes

Document ID

Permit Number

County

Document Date (Range Start)

Facility ID

Project Number

Type

Document Date Range End

[Search Documents](#)
Show:
[Export Results](#)
[Clear Form](#)

Search Results 14 Records found

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View TA114363.pdf	Title V Operating Permit	TA114363	1/7/2019	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114365.pdf	Title V Operating Permit	TA114365	6/1/2016	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114382.pdf	Title V Operating Permit	TA114382	3/26/2018	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114384.pdf	Title V Operating Permit	TA114384	4/12/2017	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114386.pdf	Title V Operating Permit	TA114386	11/13/2017	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA116189.pdf	Title V Operating Permit	TA116189	4/1/2020	Application	0	07-01-091		John Deere Engine Works	92-1318	Waterloo	BLACK HAWK
View TA114361.pdf	Title V Operating Permit	TA114361	5/16/2019	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114364.pdf	Title V Operating Permit	TA114364	1/17/2019	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114366.pdf	Title V Operating Permit	TA114366	4/18/2016	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114381.pdf	Title V Operating Permit	TA114381	1/22/2018	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK

Example #5: Project Number/EIQ Number Search

A construction permit project search can be performed by using a Project Number in the Project Number field as shown below. Please note that the dash (00-000) is required for the search to produce results.

Document Search - SEARCH

Search Criteria

Program: All Programs

Facility Name: Facility Name

City: City

Notes: Notes

Document ID: Document ID

Permit Number: Permit Number

County: Select one

Document Date (Range Start): mm/dd/yyyy

Facility ID: Facility ID

Project Number: 21-235

Type: Type

Document Date Range End: mm/dd/yyyy

Search Documents Show: 10 Export Results Clear Form

Search Results 1 Record found

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View 07-01-087_2021.pdf	Construction Permits	07-01-087_2021	10/14/2021	Collection of Air Permits	VR10152021	07-01-087	04-A-734-P4	JOHN DEERE PRODUCT ENGINEERING	21-235	WATERLOO	BLACK HAWK

A Title V operating permit project search can be performed by using an EIQ number in the Project Number field as shown below. Please note that the dash (00-0000) is required for the search to produce results.

Document Search - SEARCH

Search Criteria

Program: All Programs

Facility Name: Facility Name

City: City

Notes: Notes

Document ID: Document ID

Permit Number: Permit Number

County: Select one

Document Date (Range Start): mm/dd/yyyy

Facility ID: Facility ID

Project Number: 92-1318

Type: Type

Document Date Range End: mm/dd/yyyy

Search Documents Show: 10 Export Results Clear Form

Search Results 2 Records found

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View TA116124.pdf	Title V Operating Permit	TA116124	4/1/2020	Application	0	07-01-091		John Deere Engine Works	92-1318	Waterloo	BLACK HAWK
View TA116189.pdf	Title V Operating Permit	TA116189	4/1/2020	Application	0	07-01-091		John Deere Engine Works	92-1318	Waterloo	BLACK HAWK

Example #6: Document Type

A search can be performed on document types. Below is a screenshot of the main page. The search is under Type.

Document Search - SEARCH

Search Criteria

Program: Air Quality

Facility ID: Facility ID

Project Number: Project Number

Type: Type

Document Date (Range Start): mm/dd/yyyy

Air Quality Sub-Programs: All Air Quality Programs

Facility Name: Facility Name

City: City

Notes: Notes

Document ID: Document ID

Permit Number: Permit Number

County: Select one

Document Date (Range Start): mm/dd/yyyy

Search Documents Show: 10 Export Results Clear Form

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

Selecting “Air Quality” in the Program field as an example, a search can be refined using a Document Type listed below in the Type field. Note: A Document Type has to be entered into this field; there is no drop-down menu.

Example: After selecting “Air Quality” in the Program field and entering “Correspondence” in the Type field, all correspondence document types for all Air Quality sections will be returned. The search can be further refined by also selecting an applicable program from the drop-down options in the Air Quality Sub-Programs field.

Air Quality Section	Document Types
Asbestos	Notification
	Inspection
	Notice of Violation
	Enforcement Action
	Correspondence
	Training Fires - Demolition Burns
	Complaint
	Bridges
	Outreach
	Construction Permits
DNR Letter	
Determination Letter	
Draft Permit	
Engineering Evaluation	
Final Permit	
Correspondence	
Modeling	
PBR	
Rescind	
CI Engine Registration	
SI Engine Registration	
Grain Elevator	
Collection of Air Permits	
Group of Identical Air Permits	
Compliance	Administrative Order
	Compliance Certification
	Complaint
	Excess Emission

Air Quality Section	Document Types
	Correspondence
	Inspection
	MACT Report
	Portable Relocation
	TV Certification
	Start-up
	Variance
	Notice of Violation
	Minor Source Emissions Inventory Questionnaire
Miscellaneous	Correspondence
Title V Operating Permit	Misc
	Permit Package
	Fee Doc
	Inventory
	Application
Small Source Operating Permit	Application
Stack Testing	Observe Form
	Opacity Form
	CEMS Report
	Correspondence
	DNR Review
	Protocol
	Reports
	Summary
	Work Request
	Voluntary Operating Permit
Permit Package	
Application	

Records Requests

For general questions or trouble with the Document Search page, contact Angie Clark at angie.clark@dnr.iowa.gov or 515-689-9149. More records information is available at <https://www.iowadnr.gov/Records>.

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