AQRR - Compliance Reporting Public User Guide



Search for active applications, issued permits and permits seeking public comment.





DNR Staff access to AQRR.

DNR Staff Login



Login to submit compliance reports (ACC, SAMR, NSPS, NESHAP).

AQRR - Compliance Reporting



Iowa DNR's centralized electronic document search.

OpenText - Document Search

AQRR Helpdesk contact information

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Overview

The information in the following pages provides guidance on how to utilize AQRR-Compliance Reporting to upload and submit compliance reports to the Iowa DNR. This guide is intended for authorized facility contacts and their consultants. The Air Quality Records and Reporting System (AQRR) is a web-based application that provides information and resources pertaining to Air Quality Records and Compliance. AQRR is comprised of the following:

- Construction Permit Search
 - Access to issued Construction Permits and Construction Permits out for public comment.
- AQRR-Compliance Reporting
 - Web-based secure system for submitting compliance reports to the Iowa DNR.
- DNR Staff Login
 - \circ ~ For authorized DNR staff only.
- Open Text Document Search
 - The Iowa DNR's centralized electronic document search system.

Glossary of Terms

This glossary provides a quick reference to the terms, acronyms, and abbreviations used in this Public User Guide.

Term	Definition
ACC	Title V Annual Compliance Certification
AQB	Iowa DNR Air Quality Bureau
AQRR	Air Quality Record and Reporting System
CDX	Central Data Exchange
CEMS/COMS	Continuous Emissions Monitoring/Continuous Opacity Monitoring
CROMERR	Cross-Media Electronic Reporting Rule (40 CFR Part 3)
Iowa DNR	Iowa Department of Natural Resources
NESHAP	National Emissions Standards for Hazardous Pollutants
NSPS	New Source Performance Standards
RO	Responsible Official
SAMR	Title V Semi-Annual Monitoring Report
EPA SCS	Environmental Protection Agency Shared CROMERR Services
SLEIS	Iowa DNR State and Local Emissions Inventory System
TV	Tile V of the 1990 Clean Air Act

Prerequisites

To utilize AQRR - Compliance Reporting the following items are needed:

- SLEIS account, user must be registered and authorized in SLEIS
- EPA SCS account such as CDX
- Internet Connection
- Web browser
- Email address
- PDF file viewer

User Accounts

Login information:

AQRR - Compliance Reporting utilizes Environmental Protection Agency Shared CROMERR Services (EPA SCS) to create and securely issue signing credentials to authorized users. Many EPA websites that allow electronic submission of data or reports utilize an EPA SCS login. An example of a widely used application that uses an EPA SCS login is Central Data Exchange (CDX). You can log into AQRR - Compliance Reporting using your existing EPA CDX username and password. If you do not already have an EPA SCS account, such as CDX, you can create an EPA SCS account in AQRR. Authorization to upload and/or submit compliance reports:

AQRR utilizes a user's SLEIS account to determine what facility(s) a user has access to and what actions are authorized. AQRR verifies your account username, which is your email address, with SLEIS to determine what facility or facilities a user has access to and what actions are authorized. Individual's assigned as a Submitter (RO) in SLEIS are authorized to upload and submit compliance reports. All other active users in SLEIS are allowed to upload compliance reports but cannot submit compliance reports. If you need to create or update SLEIS authorizations please visit <u>eAirServices</u> (IowaDNR.gov). Once there, scroll down to the SLEIS section and click on the tab labeled "Access Help".

Account Setup

Step 1: Select AQRR - Compliance Reporting



Step 2: This page provides information related to EPA SCS accounts and SLIES accounts. Click Log in to continue.

IR QUALITY REC	cords and Compliance Reporting (AQRR)	
	This system utilizes EPA Shared CROMERR Services (SCS). To sign in, please use your EPA Central Data Exchange (CDX) User ID and Password. If you are new to CDX and AQRR, you will need to select Create Account on the next page.	
	In order to upload and submit the compliance reports in the AQRR system, users must be registered and authorized in lowa DNR's State and Local Emissions Inventory System (SLEIS). To set up a SLEIS account or update authorized user or Responsible Official Information please visit <u>eAirServices (lowa dnr.gov</u>). Once there, scroll down to the SLEIS section and click on the tab labeled "Access Help." Download the forms and complete them using the directions on the forms. Please note the subscriber agreement form must be completed with a wet ink signature and mailed to the DNR.	
	If your email address has recently changed in SLEIS, you will need to create a new SCS account to access the AQRR system. You can create a new account on the next page. The SCS account name must match your new email address in SLEIS in order to upload and/or submit compliance reports in AQRR.	

Step 3:

INTERIORA HOME	Contact Help •		
AIR QUALITY REC	CORDS AND COMPLIANCE REPORTI	NG (AQRR)	
a	Log In bb To sign in, please use your EPA SCS Central Data Exchange (CDX) User ID and Password. Email Password © Forgot Password Log In	Create Account Submit your compliance reports electronically to the lowa DNR. Creating an account will protect the security of your submissions and prevent unauthorized individuals from accessing your information. Create Account	

- a. **Existing EPA SCS CDX account holders:** For those with an existing EPA SCS account, such as CDX, log into AQRR Compliance Reporting with your current username and password. In order to manage the account information (change password, questions, etc.) in AQRR- Compliance Reporting the account must be verified. An email will be sent from AQRR with subject line *Iowa DNR AQRR User Verification* that contains a link to complete the verification process. The link expires after 24 hours. If a new link is needed log-in to AQRR-Compliance Reporting and select Manage Account in the upper right-hand side to request a new link.
- b. Create EPA SCS Login: To set up an EPA SCS account click on Create Account. Complete all required fields pertaining to username, password, contact information, and security questions and select Create Account at the bottom of the page. All fields with an * are required to continue. The security questions and answers will be used by the RO as part of the certification process to submit compliance reports.

In order to manage the account information, such as changing password or security questions, in AQRR -Compliance Reporting the account must be verified. An email with subject line *Iowa DNR AQRR User Verification* will be sent that contains a link to complete the account setup. The link expires after 24 hours. If a new link is needed log-in to AQRR- Compliance Reporting and select Manage Account in the upper right-hand side to request a new link.

Manage Account

Manage Account function allows user to edit their information including password, security questions and answers, and contact information. The current password is needed to change passwords and to change security questions and answers. If your email address changes an EPA SCS account with the new email address will be needed to login to AQRR-Compliance Reporting. See the Create New Account section of this manual for more information.

EXEMPLATING OF NATIONAL RESOLUCES HOme Contact Help - Dashboard	Manage Account Log out - AORRTEST@GMAIL.COM
Air Quality Records and Compliance Reporting (AQRR)	
Dashboard	
Upload Document	
Reports Uploaded	
Show 10 • entries	Search:
Facility Name 💠 Facility Number 💠 Document Type 💠 Details	💠 Upload Date 🔺 Uploaded By 🎄
No data available in table	
Showing 0 to 0 of 0 entries	Previous Next

Dashboard

Dashboard Grids

The Dashboard is comprised of a button to upload compliance reports and two grids. The top grid provides access to reports that have been uploaded and are awaiting submission and the bottom grid provides a history of reports that have been submitted to the DNR. The grids have a search function to narrow the results shown based on key words (i.e. facility number or ACC). See below for more information.

				Dashboard			
	Upload Document						
Reports Uploaded							
Show 10 v entries						Search:	
	Facility Name	0	Facility Number	Document Type 🔺	Details	Upload Date	Jploaded By 🕴
View	ABCD Inc		00-00-001	CEMS/COMS	Quarter 1	2/7/2023	First Last
Showing 1 to 1 of 1 en	tries					F	revious 1 Next
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Show 10 v entries						Search:	
	Facility Name	φ	Facility Number 🍦	Document Type 🕴	Details	Submitted Date	Submitted By
View	ABCD Inc		00-00-001	NSPS	b	2/7/2023	First Last

- a. The Reports Uploaded grid contains reports that can be edited or submitted. Select view to be taken to the Compliance Report Detail page to edit an upload or to Certify and Submit the compliance report.
- b. The (document) icon is a quick link to the uploaded document(s).
- c. The Reports Submitted grid provides a history of reports submitted using AQRR. Select the view button to access the Compliance Report Detail page. Submitted reports cannot be edited. If a report was submitted in error please contact the AQRR helpdesk.

Upload Compliance Report

Step 1: Select Upload Document

				Dechboard				
				Dashboard				
_	Ipload Document							
v ———								
Reports Uploaded								
Show 10 ¥ entries							Cassel	
	_						Search:	
	Facility Name	9	Facility Number 0	Document Type *	Details	· · · ·	Upload Date 🖗	Uploaded By 🖗
View	ABCD Inc		00-00-001	CEMS/COMS	Quarter 1		2/7/2023	First Last
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	Facility Name	φ	Facility Number 🕴	Document Type 🕴	Details	φ	Submitted Da	te 🗸 Submitted By
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Step 2: Complete the data fields using the drop downs or text boxes. Attach files by selecting the browse button, drag and drop files into the box, or click the box to select files. Select the Upload buton to complete the upload process. AQRR will notify the RO via email that report has been uploaded and is available for certification and submission.

Dashboard	Compli	iance Report Upload	
	Facility Number - Name	Document (Report) Type Select	v
	Attach File(s): Up to 5 pdf files		×
	C	Drag & drop files here (or click to select files)	

Step 3: After completing the upload, the Compliance Report Detail page allows the user to edit or delete the uploaded report. See items a. - d. for additional information. If changes are made, AQRR will notify the RO via email that an uploaded report has been modified. If there are no changes needed select Return to Dashboard to upload additional reports. Or to submit the compliance report follow the instructions for submitting a compliance report beginning with <u>Step 2</u>.

Air Quai	lity Record	s and Co	MPLIANCE	Reporting	(AQRR)
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Return to Dashboard	Co	mpliance Rep	ort Detail					
Facility Name:	Fa	cility Number:		Report Type	:			
	99-	99-997		National	Emission Standards	for 🗸	\square	
Report Name:	Re	port Status:		NESHAP/NS	PS Subpart (e.g. 4z or Z	ZZZ)	а	
08152024NESHAP9999997	Up	loaded		4Z				
	(C Save Char	nges Delete d					
Attachments Add Attachments	b							
	Each	attachment must be	individually viewed and certified by	RO				
	Attachment Name	0	Uploaded by	¢	Uploaded Date	0		φ
	08152024NESHAP9999997(3).pdf		AQRRTEST@GMAIL.COM		9/23/2024		Delete	
	08152024NESHAP9999997(4).pdf		AQRRTEST@GMAIL.COM		9/24/2024		Delete	
Showing 1 to 2 of 2 entries								

- a. Report Type (NSPS, NESHAP, CEMs/COMs, ACC, SAMR) and Report Details (NSPS/NESHAP Subpart, CEMs/COMs Quarter, TV permit number) can be edited.
- b. Additional attachments can be added or deleted.

- c. Select to Save Changes to the Report Type, Report Details, or attachments.
- d. The Delete button will remove the upload from AQRR-Compliance Reporting.

Submit Compliance Report

AQRR - Compliance Reporting utilizes a user's SLEIS account to determine what facility(s) a user has access to and what actions are authorized. Only those assigned as a Submitter (RO) in SLEIS are authorized to submit compliance reports. If you need to create or update SLEIS authorizations please visit <u>eAirServices (IowaDNR.gov)</u>. Once there, scroll down to the SLEIS section and click on the tab labeled "Access Help".

Step 1: Select view in the Reports Uploaded grid.

		Dashboar	d		
Upload Document					
Reports Uploaded					
Show 10 🗸 entries				Searc	h:
Facility Name	Facility Number	Document Type	Details	Upload Date *	Uploaded By 👙
	99-99-997	NESHAP	4Z	8/15/2024	AQRR TEST
View					

Step 2: View all attachments by selecting the document icon(s). Once all attachments have been viewed, The Statement of Compliance, as required by 567 IAC 22.107(4), will be displayed below the Certify and Submit button. Certify to the statement by selecting the box.

Return to Dashboard	Con	npliance Report Detail				
Facility Name:	Facili	ity Number:	Report Type:			
	99-99	-997	National Emission Standa	ards for $\!$		
Report Name:	Repo	rt Status:	NESHAP/NSPS Subpart (e.g. 4z	or ZZZZ)		
08152024NESHAP9999997	Uploa	Save Changes Delete	4Z			
	Statement of Certification of Comp	Certify and Submit liance (As required by 567 IAC 22.107(4). The Res 567 IAC 22.100. m in my Electronic Subscriber Agreement and that I am otherw	sponsible Official, as defined und	er		
	of fact pertains to the implementation, over I certify under penalty of law that, based	word have been compromised how or at any time prior to this s resight, and enforcement of a federal environmental program ar on information and belief formed after reasonable inquiry, the s	admission i understand the line and adestan ind must be true to the best of my knowled statements and information contained in th	ige. his		
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Step 3. Select the Certify and Submit button. Complete the identity verification process by providing an answer to a security question and password on the pop up. An email notification will be sent to the RO that provides confirmation of the submission and a zip file with the Copy of Record (COR).

IR QUALITY RECOR	rds and Coi	Verify Identity	×	
rtum to Dashboard		Question: Where did you first meet yo	our spouse?	
Facility Name:		Answer:		rt Type:
		Password: Password		itional Emission Standards for \sim
Report Name: 08152024NESHAP9999997			Close Verify Identity and Submit	(AP/NSPS Subpart (e.g. 4z or ZZZZ)
	Save Changes Dolete Certify and Submit			
s	Statement of Certification of Compliance (As required by 567 IAC 22.107(4). The Responsible Official, as defined under 567 IAC 22.100.			
•	I certify that I have not violated any term in my Electronic Subscriber Agreement and that I am otherwise without any reason to believe that the confidentiality of my user ID and/or password have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge. I certify under penalty of taw that, based on information and belief formed after reasonable inquiry, the statements and information contained in this document accurately reflect the compliance status of this facility for this reporting period to date, and are true, accurate, and complete.			