AQRR - Compliance Reporting Public User Guide

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

Construction Permit Search

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

AQRR - Compliance Reporting

IOWA DNR™
IOWA DEPARTMENT OF NATURAL RESOURCES

DNR Staff access to AQRR.

DNR Staff Login

Iowa DNR's centralized electronic document search.

OpenText - Document Search

AQRR Helpdesk contact information
Email: aqrr@dnr.iowa.gov Phone: (515) 725-8200
Iowa Department of Natural Resources Air Quality Bureau
6200 Park Ave Ste 200
Des Moines, IA 50321

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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
  - 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.

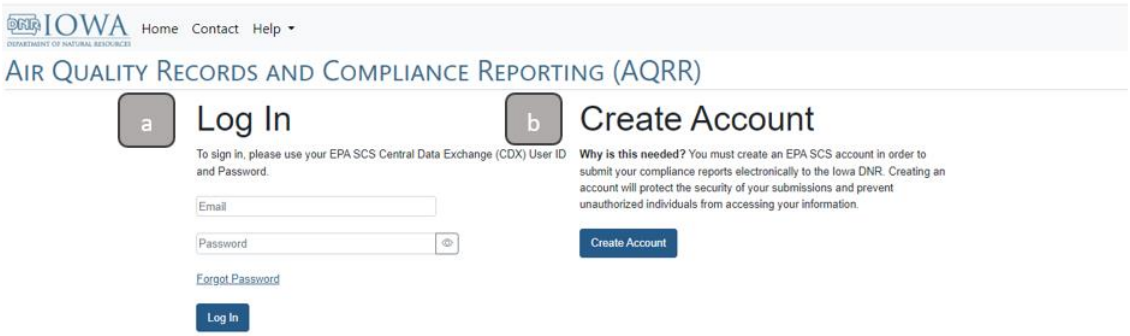
Authorization to upload and/or submit compliance reports:
AQRR utilizes a user's SLEIS account to determine what facility(s) a user has access to and what actions are authorized. AQRR verifies your account username, which is your email address, with SLEIS to determine what facility or facilities a user 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 [eAirServices (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.

Step 3:



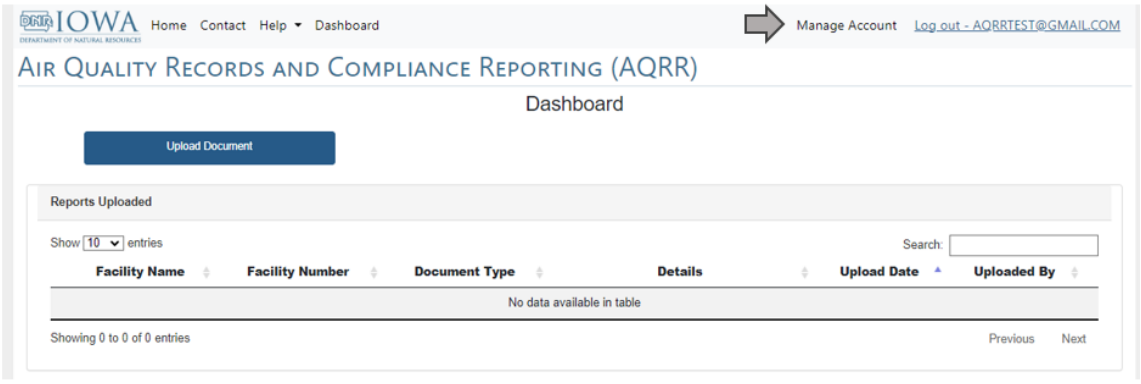
a. **Existing EPA SCS CDX account holders:** For those with an existing EPA SCS account, such as CDX, log into AQRR - Compliance Reporting with your current username and password. In order to manage the account information (change password, questions, etc.) in AQRR- Compliance Reporting the account must 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

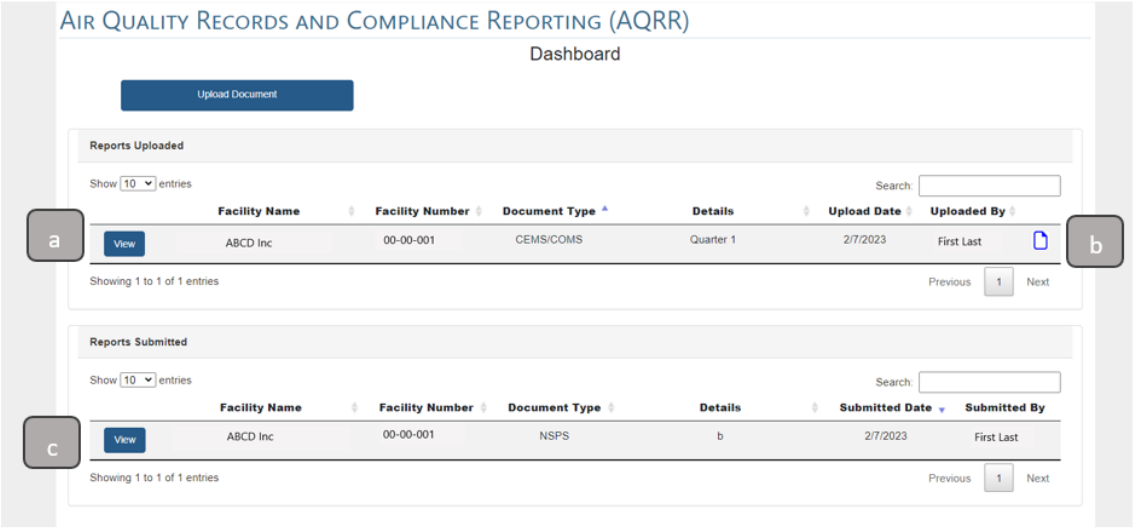
Manage Account function allows user to edit their information including password, security questions and answers, and contact information. The current password is needed to change passwords and to change security questions and answers. If your email address changes an EPA SCS account with the new email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



Dashboard

Dashboard Grids

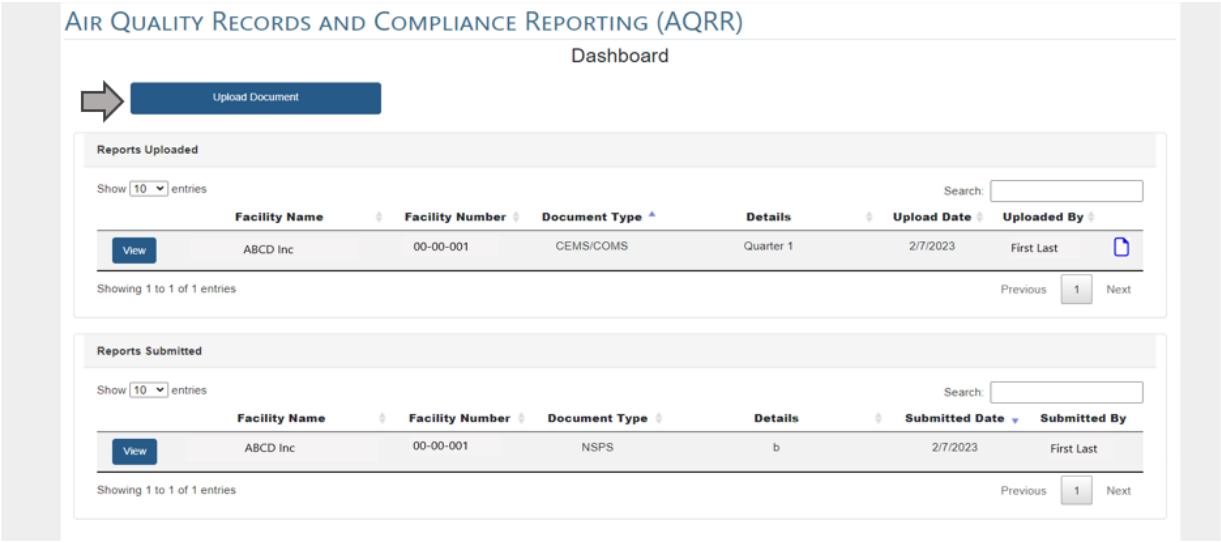
The Dashboard is comprised of a button to upload compliance reports and two grids. The top grid provides access to reports that have been uploaded and are awaiting submission and the bottom grid provides a history of reports that have been submitted to the DNR. The grids have a search function to narrow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



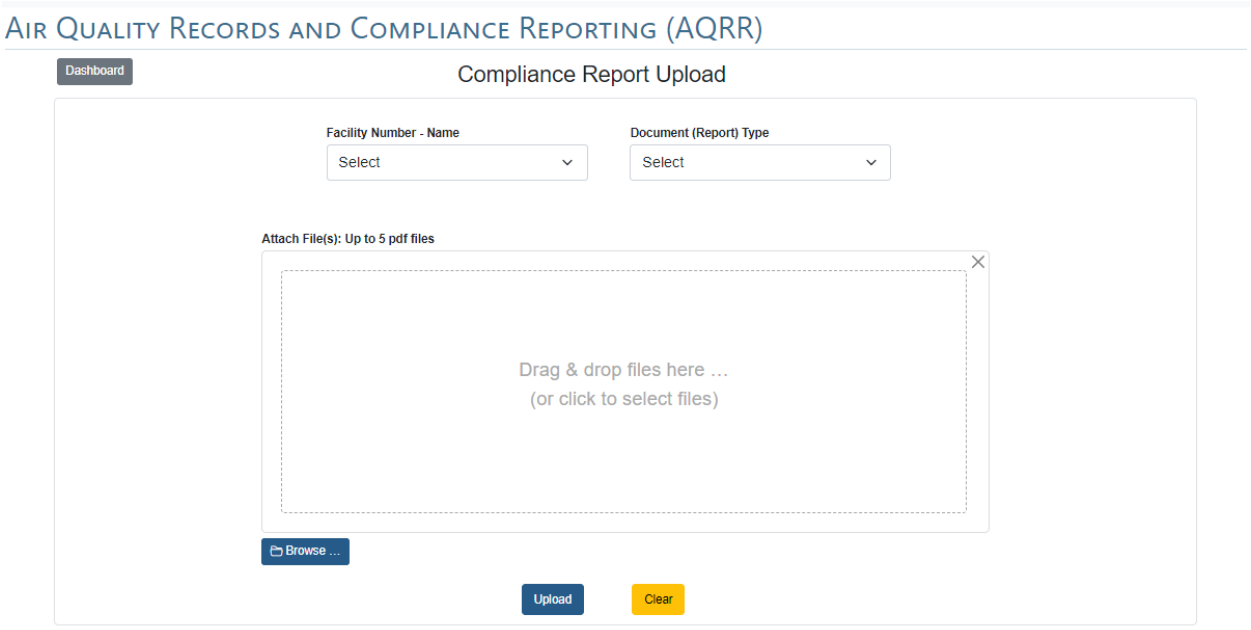
a. The Reports Uploaded grid contains reports that can be edited or submitted. Select view to be taken to the Compliance Report Detail page to edit an upload or to Certify and Submit the compliance report.
b. The (document) icon is a quick link to the uploaded document(s).
c. The Reports Submitted grid 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

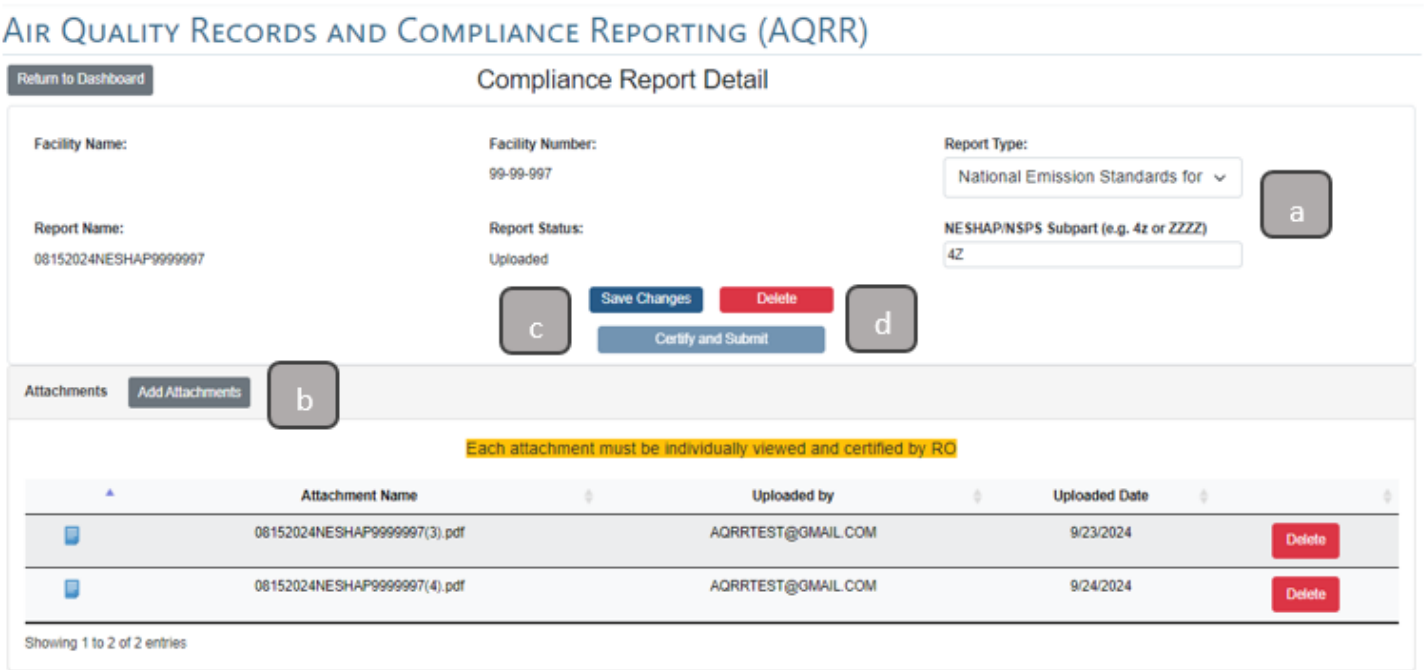
Step 1: Select Upload Document



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.



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 Step 2.



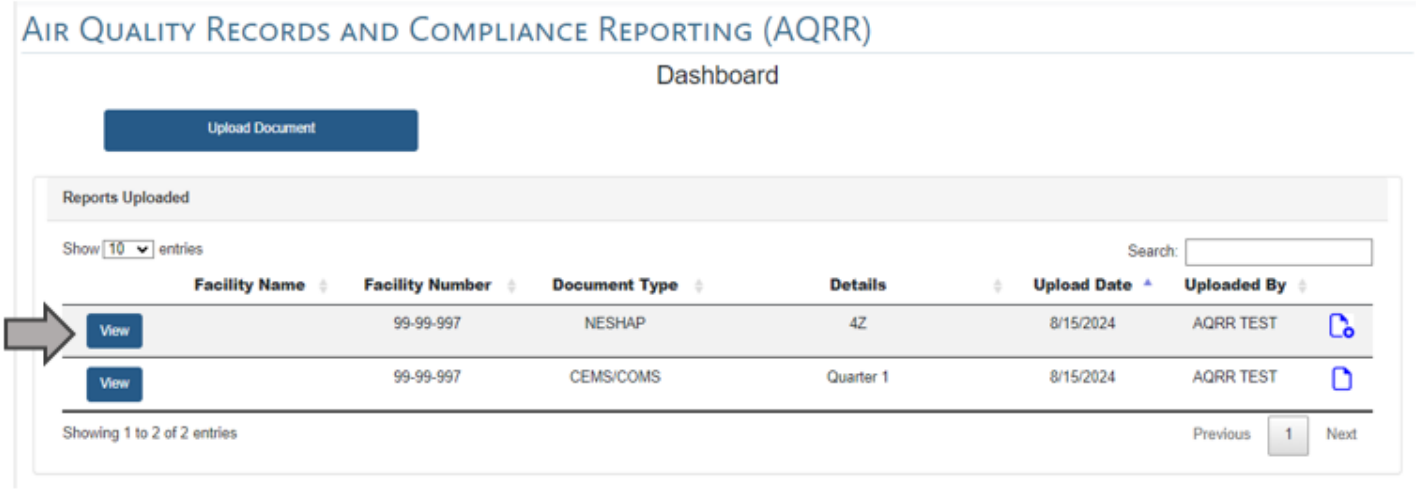
a. Report Type (NSPS, NESHAP, CEMs/COMs, ACC, SAMR) and Report Details (NSPS/NESHAP Subpart, CEMs/COMs Quarter, TV permit number) can be edited.
b. Additional attachments can be added or deleted.

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.

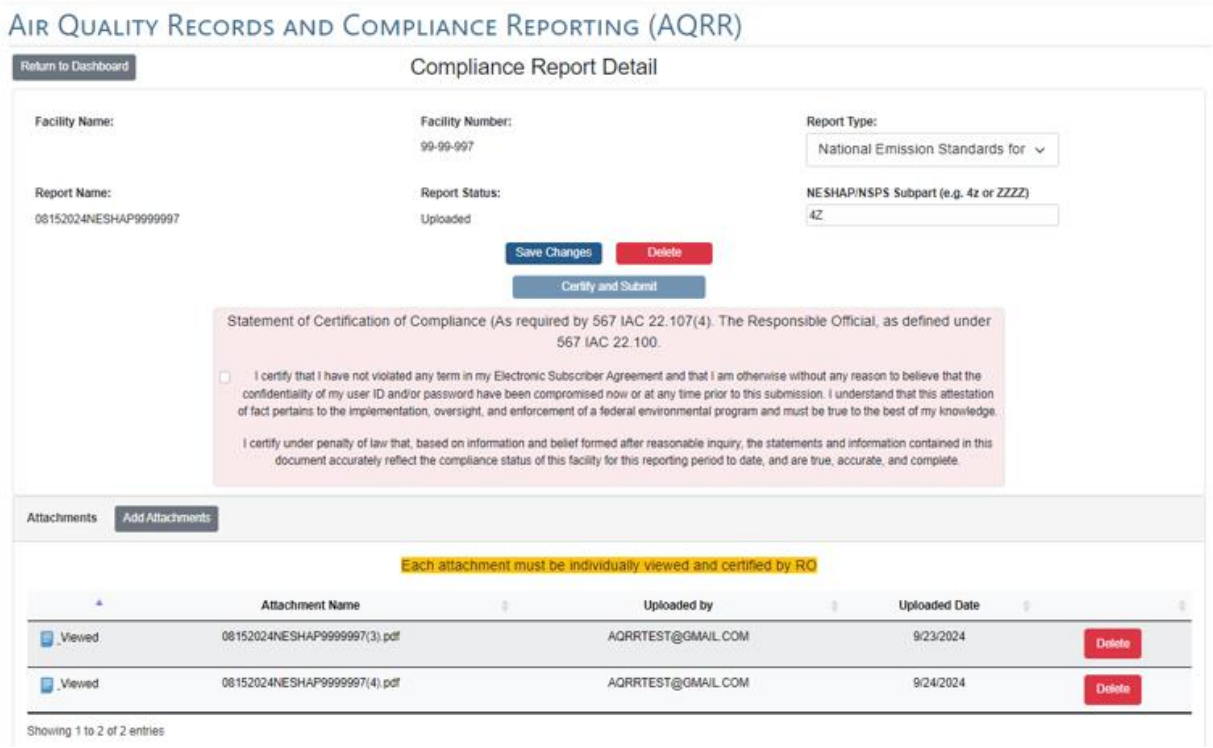
Submit Compliance Report

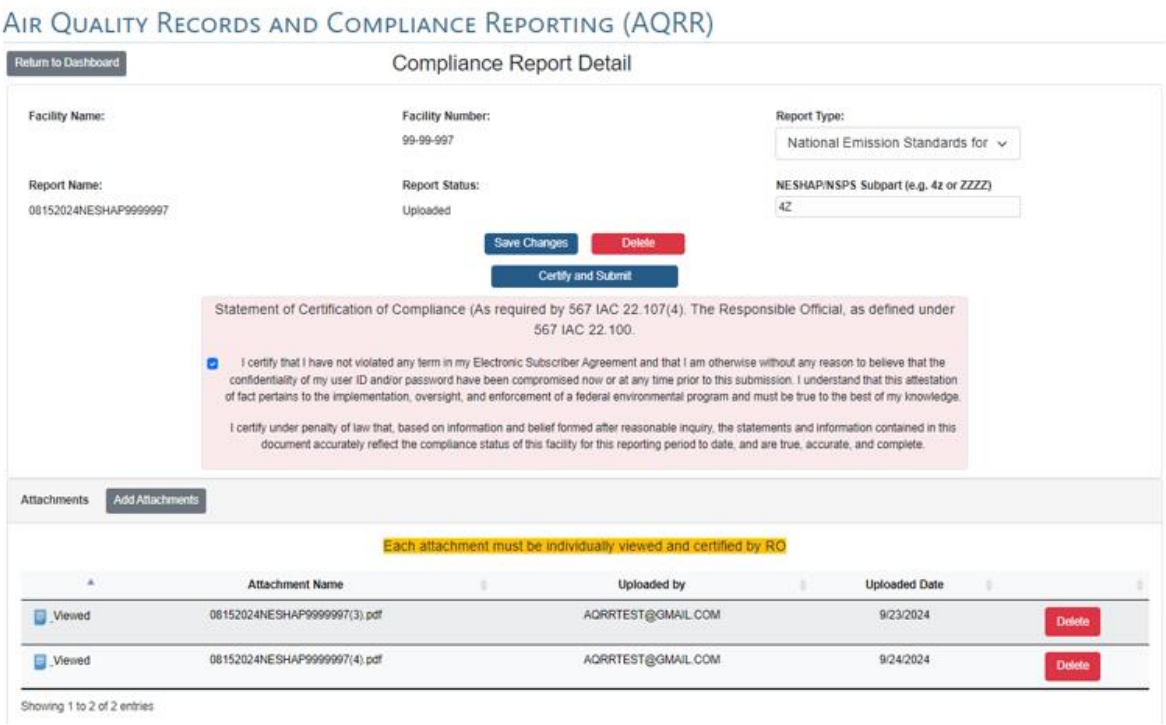
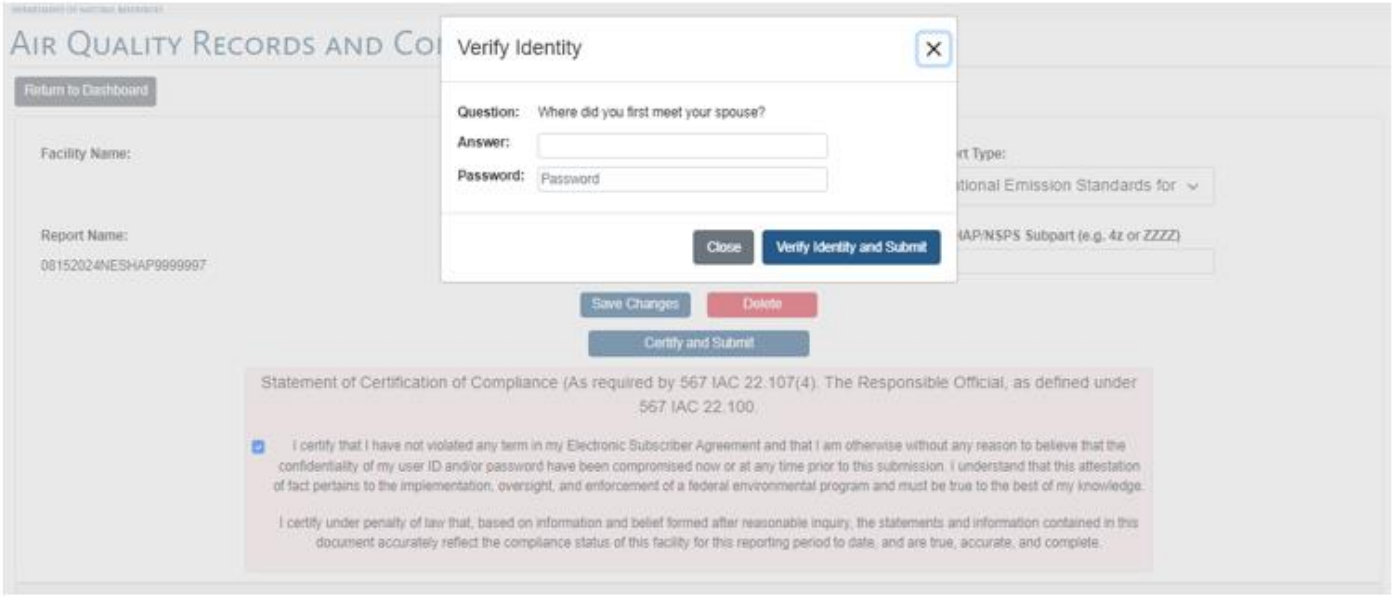
AQRR - Compliance Reporting utilizes a user's SLEIS account to determine what facility(s) a user has access to and what actions are authorized. Only those assigned as a Submitter (RO) in SLEIS are authorized to submit compliance reports. If you need to create or update SLEIS authorizations please visit [eAirServices (IowaDNR.gov)](). 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.



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.





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).