

Polk County

Information Technology

Air Quality Website Facility & Permit Maintenance Staff Training

7/30/09



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Document History

Version	Date	Author	Summary of Changes
1.0.0	7/30/09	Cheryl Wiggins	Initial Training Guide

Purpose

This document is intended for training Polk County Air Quality Staff to maintain facilities & permits on the Air Quality web site.

Web pages exist to allow Air Quality Staff to maintain AIRS facilities and permits. Staff has access to these web pages through a secure link.

Once access is gained, staff can:

1. Add, modify, or disable facilities.
2. Add, modify, or disable Title V and Construction permits.

Using these web pages, Air Quality staff will control the public access via the web site to both draft & issued permits.

Web Address (URL)

Production

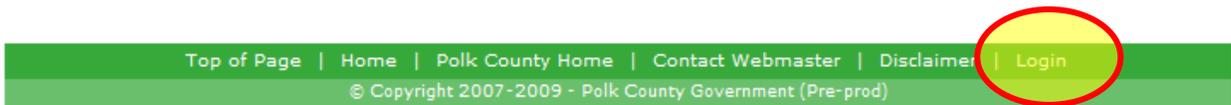
- <http://www.polkcountyiowa.gov/airquality/>

Test & Training

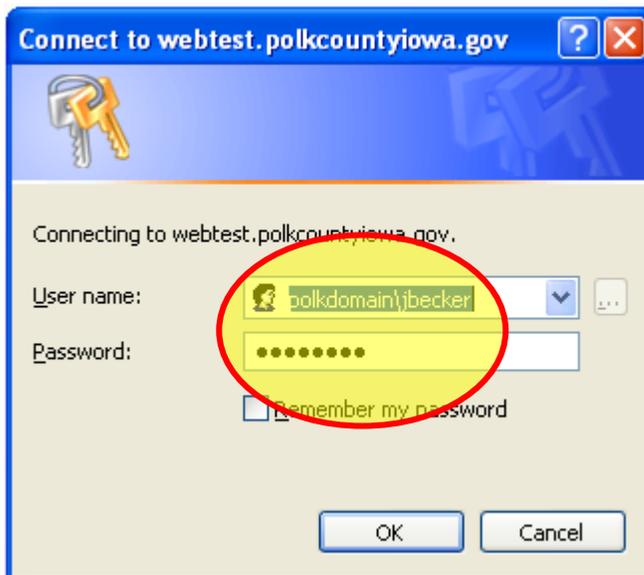
- <http://webtest.polkcountyiowa.gov/airquality>

Secure Staff Login

1. Select “**Login**” link located on bottom right hand corner of every page



2. **User name:** Enter “polkdomain\” followed by Polk County network user name
Password: Use the same password used to login to Polk County network



3. Click ok button.

4. After successful login, the following page will display. Notice the blue buttons on the left hand side of the page. These buttons allow staff to maintain facilities and permits and will be included on all staff only pages.

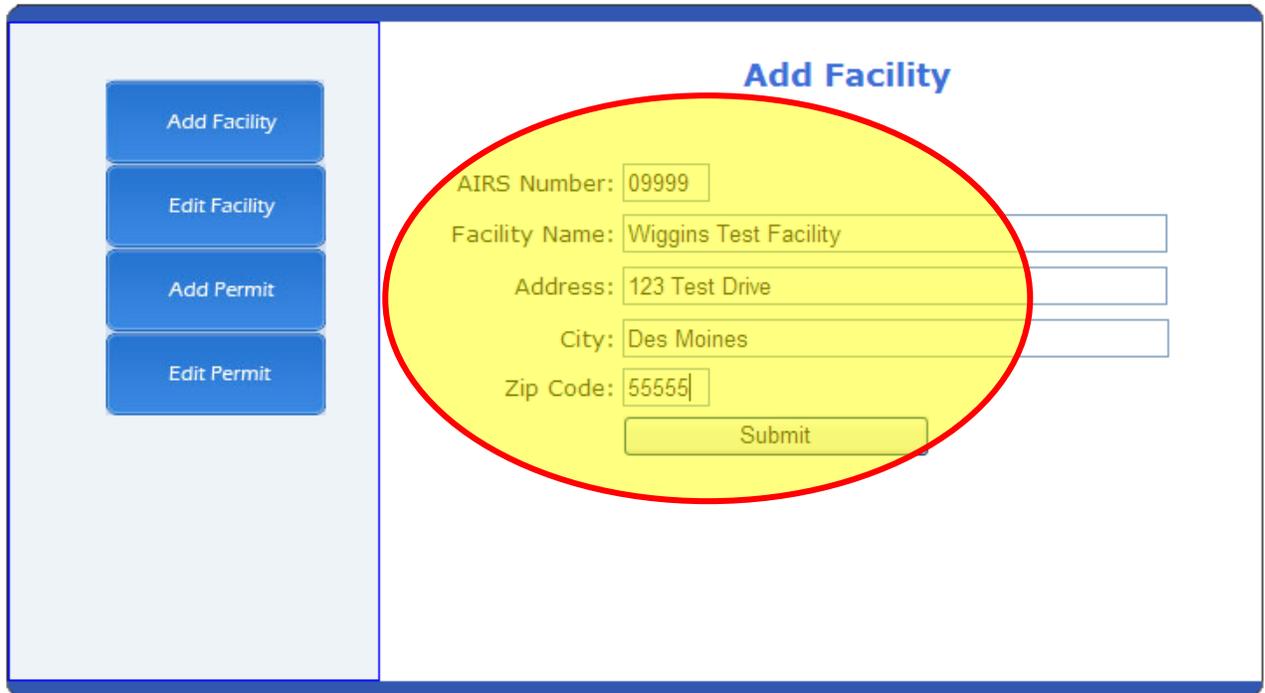
The screenshot displays the Polk County Air Quality Website (PRE-PROD) interface. At the top, there is a navigation bar with links for home, maps/directions, and contact. Below this, the main header features the Polk County Public Works Air Quality Division logo and contact details: 5885 N.E. 14th Street, Des Moines, IA 50313, Phone: 515-286-3351, and Fax: 515-875-5599. A large graphic on the right shows an AQI scale from 0 to 200, with a current reading of 31. The main content area is titled 'Add Permit' and contains a form with the following fields: Project Number, Date, Review Engineer (set to Cheryl Wiggins), AIRS Number, Facility Name, Facility Address, Facility City, and Facility Zip. On the left side of the form, there is a vertical menu with four buttons: Add Facility, Edit Facility, Add Permit, and Edit Permit, which are highlighted with a red oval.

Note: At anytime, return to the staff only pages by clicking on the login link located at the bottom of every Air Quality web page.

Add Facility

The Add Facility page allows staff to add new facilities to the web site. Please note that facilities are only visible to the public via the web site once a permit is added.

1. On the Add Facility page, enter facility data. Then click submit button.



The screenshot shows a web interface for adding a facility. On the left, there is a vertical sidebar with four blue buttons: "Add Facility", "Edit Facility", "Add Permit", and "Edit Permit". The main content area is titled "Add Facility" in blue text. Below the title, there is a form with the following fields and values:

- AIRS Number: 09999
- Facility Name: Wiggins Test Facility
- Address: 123 Test Drive
- City: Des Moines
- Zip Code: 55555

A red oval highlights the form fields and the "Submit" button. The "Submit" button is a light green button located at the bottom of the form.

2. Notification of any data entry errors will be indicated with red asterisks.

The screenshot shows a web form titled "Add Facility". On the left side, there is a vertical menu with four buttons: "Add Facility", "Edit Facility", "Add Permit", and "Edit Permit". The main form area contains the following fields and a "Submit" button:

- AIRS Number:** A text box containing "9999".
- Facility Name:** A text box with a red asterisk (*) to its right.
- Address:** A text box with a red asterisk (*) to its right.
- City:** A text box with a red asterisk (*) to its right.
- Zip Code:** A text box with a red asterisk (*) to its right.

A yellow oval highlights a list of error messages in the top left of the form area:

- Facility name is required.
- Address is required.
- City is required.
- Zip code is required.

Another yellow oval highlights the red asterisks on the Facility Name, Address, City, and Zip Code fields.

Note: All fields are required to be entered. The AIRS number must be 5 numeric digits. Facility Name, Address, & City must be alphanumeric & 50 characters or less. Zip Code must be 5 numeric digits.

3. A confirmation box will notify when the facility has been added.



Edit Facility

The Edit Facility page allows staff to modify facilities on the web site when a name or address changes, or the facility becomes inactive.

1. On the Edit Facility page, enter AIRS number. Then click search button. (must know AIRS number)

Edit Facility

Left sidebar buttons:
Add Facility
Edit Facility
Add Permit
Edit Permit

Main form fields:
AIRS Number: Search
Facility Name:
Address:
City:
Zip Code:
Deactivate:
Submit

2. Use this page to
 - o modify facility name
 - o modify facility address
 - o modify facility city
 - o modify facility zip code
 - o deactivate the facility (delete)

Make changes as necessary. Then click submit button.

Edit Facility

AIRS Number:

Facility Name:

Address:

City:

Zip Code:

Deactivate:

Note: The AIRS number can not be changed. However, when the facility is deactivated, the facility and all attached permits will no longer be visible on the website. Then the AIRS number can be reused. When deactivating a facility, a prompt will verify you wish to deactivate. If you accidentally deactivate a facility, contact Jeremy Becker.

3. A confirmation box will notify when the facility has been updated.



Add Permit

The Add Permit page allows staff to add new permits (Construction or Title V) to the web site. Please note that permits are visible to the public via the web site once a permit is added with a status of either public comment or issued.

1. On the Add Permit page, enter permit data. Then click submit button.

Add Permit

Project Number:

Date:

Review Engineer:

AIRS Number:

Facility Name:

Facility Address:

Facility City:

Facility Zip:

Permit Type:

Permit Status:

Project Description:

Upload Permit File:

Upload Public Notice:

Upload Fact Sheet:

- Recommended **Project Number** formats are:

<u>Permit Type</u>	<u>Project Number Format</u>
Title V	99-TV-999
Title V Modified	99-TV-999-M001
Title V Revised	99-TV-999R1
Construction	9999
Construction Modified	9999 Modified

- **Review Engineer**, defaults to staff logged in. However, any engineer can be selected. Please contact IT Staff when Engineers need to be added or deleted.
- **AIRS Number**, after entering this value, the facility fields will populate.
- **Permit Type**, select either Title V or Construction
- **Permit Status**, select Public Comment (draft), Issued, Hold, or Void.

<u>Permit Type</u>	<u>Permit Status</u>	<u>Required Upload Fields</u>
Title V	Public Comment	Draft Permit, Public Notice, & Fact Sheet
Title V	Issued	Permit
Title V	Hold	n/a
Title V	Void	n/a
Construction	Public Comment	n/a
Construction	Issued	Permit
Construction	Hold	n/a
Construction	Void	n/a

- **Public Comment**, select Public Comment (draft), Issued, Hold, or Void.
- **Upload File Fields**, when a file is required, click browse, then select the file to upload and click open. The file path should populate the upload field. Please note, that pdf files are required.

2. Notification of any data entry errors will be indicated with red asterisks.

The screenshot shows a web form titled "Add Permit". On the left side, there is a vertical menu with four buttons: "Add Facility", "Edit Facility", "Add Permit", and "Edit Permit". The main form area contains the following fields and controls:

- Project Number:** Text input field containing "9999".
- Date:** Text input field containing "7/7/2009".
- Review Engineer:** Dropdown menu with "Cheryl Wiggins" selected.
- AIRS Number:** Text input field containing "09999".
- Facility Name:** Text input field containing "Wiggins Test Facility".
- Facility Address:** Text input field containing "123 Test Drive".
- Facility City:** Text input field containing "Des Moines".
- Facility Zip:** Text input field containing "55555".
- Permit Type:** Dropdown menu with "Title V" selected.
- Permit Status:** Dropdown menu with "Public Comment" selected.
- Project Description:** Text area.
- Upload Permit File:** Text input field with a "Browse..." button. A red asterisk is visible to the right of the button.
- Upload Public Notice:** Text input field with a "Browse..." button. A red asterisk is visible to the right of the button.
- Upload Fact Sheet:** Text input field with a "Browse..." button. A red asterisk is visible to the right of the button.
- Submit:** A large button at the bottom of the form.

Two error notifications are highlighted with red circles:

- A yellow box at the top left of the form contains three red asterisks and the text: "Permit file is required.", "Fact sheet file is required.", and "Fact sheet file is required." (Note: the text in the image appears to be a typo for "Fact sheet file is required.").
- A yellow box at the bottom right of the form, overlapping the "Browse..." buttons, contains three red asterisks.

3. A confirmation box will notify when the permit has successfully been added.



Edit Permit

The Edit Permit page allows staff to modify permits (Construction or Title V) on the web site. Please note that permits are visible to the public via the web site only when the status is public comment or issued. If you want to temporarily remove a permit from the site, set the status to hold.

1. On the Edit Permit page, enter the **Project Number**. Then click submit button. (must know project number)

Edit Permit

Project Number:

Date:

Review Engineer:

AIRS Number:

Facility Name:

Facility Address:

Facility City:

Facility Zip:

Permit Type:

Permit Status:

Project Description:

Attached Permit File:

Attached Public Notice:

Attached Fact Sheet:

Upload Permit File:

Upload Public Notice:

Upload Fact Sheet:

2. Use this page to:
- modify date
 - modify reviewing engineer
 - modify permit type
 - modify permit status
 - modify project description
 - modify uploaded files

Make changes as necessary. Then click the submit button.

Edit Permit

Project Number:

Date:

Review Engineer: ▼

AIRS Number:

Facility Name:

Facility Address:

Facility City:

Facility Zip:

Permit Type: ▼

Permit Status: ▼

Project Description:

Attached Permit File:

Attached Public Notice:

Attached Fact Sheet:

Upload Permit File:

Upload Public Notice:

Upload Fact Sheet:

Note: The AIRS number can not be changed. If permit is attached to wrong facility, change status to void, then add a new permit attached to the correct facility. Facility data can not be changed on this page, it must be changed on the edit facility page.

3. A confirmation box will notify when the permit has successfully been updated.



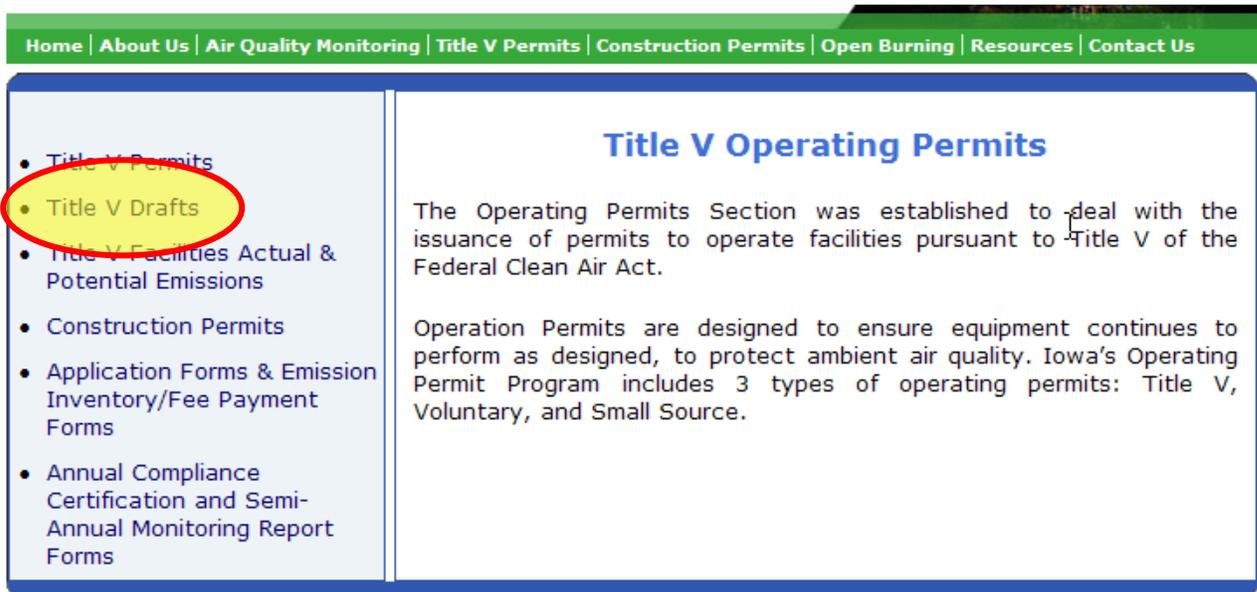
Viewing Title V Draft Permits

Title V Draft Permits (Public Comment status) are available on the Air Quality web site for the public to view.

1. Select “**Title V Permits**” link located on the middle navigation bar of every page.



2. Select “**Title V Drafts**” link located on the left side of the page.



- To view uploaded file attachments, click on the links.

POLK COUNTY IOWA | Elected Officials | Offices/Departments | Services | Things To Do | SEARCH

home | maps / directions | contact | **WELCOME TO THE POLK COUNTY AIR QUALITY WEBSITE (PRE-PROD)**

Polk County Public Works
Air Quality Division

Polk County Air Quality

5885 N.E. 14th Street
Des Moines, IA 50313
Phone: 515-286-3351
Fax: 515-875-5599

AQI AIR QUALITY INDEX | CURRENT 31

200
150
100
50

Home | About Us | Air Quality Monitoring | Title V Permits | Construction Permits | Open Burning | Resources | Contact Us

Draft Title V Permits

The following Title V Air Operating Permits have been placed on public notice to receive comments prior to issuance. To view Construction permits, please go to the [permits search page](#).

Facility Name

Titan Tire Corporation

[Facts Sheet](#) | [Public Notice](#) | [Draft](#)

Top of Page | Home | Polk County Home | Contact Webmaster | Disclaimer | Login
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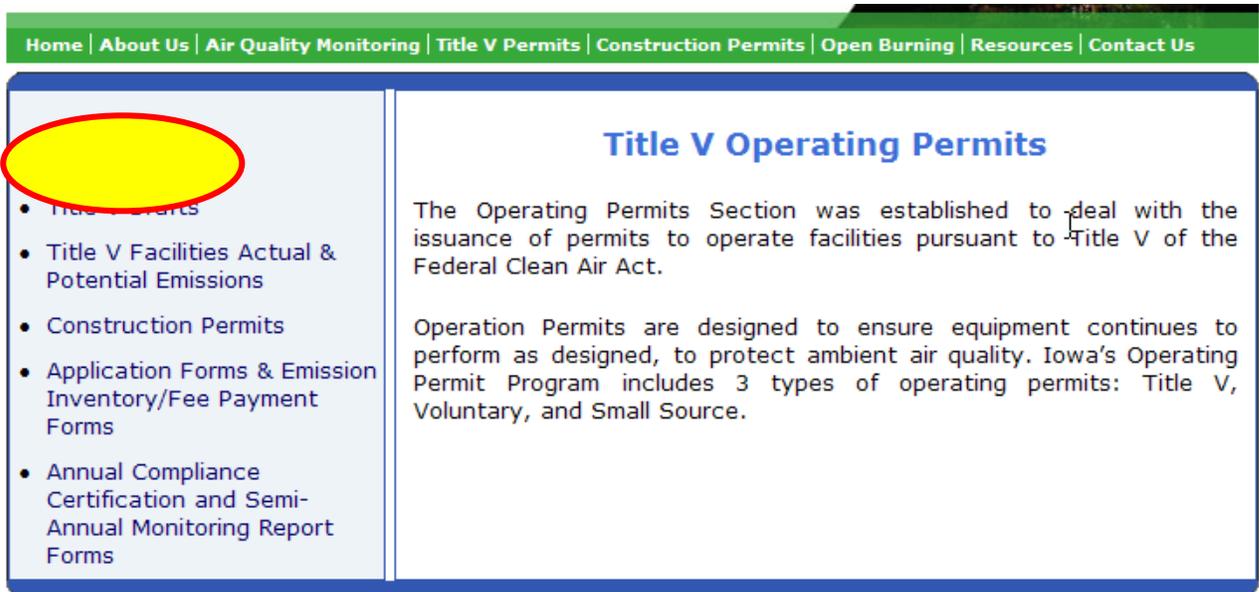
Viewing Title V Permits

All Title V Permits (Issued status) are available on the Air Quality web site for the public to view.

1. Select “**Title V Permits**” link located on the middle navigation bar of every page.



2. Select “**Title V Permits**” link located on the left side of the page.



3. To view permits (uploaded file attachments), click on the links next to each facility name.

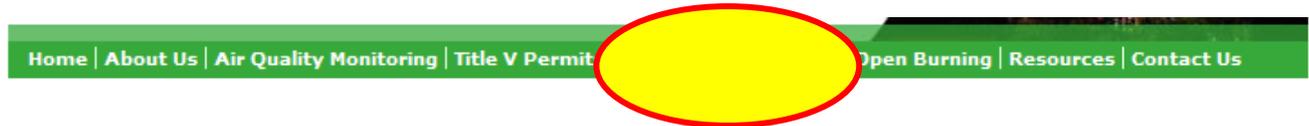
Title V Permits

ADM- Des Moines Soybean	[Redacted]	
BP- Des Moines Terminal	97-TV-007R1	
Cargill, Inc.	07-TV-003	
CB & I Constructors, Inc.	01-TV-011R1	
Construction Products, Inc.	99-TV-006R1	
Bridgestone Americas Tire Operations	05-TV-008	
Iowa EPS Products, Inc.	02-TV-026	
Iowa Methodist Medical Center	03-TV-034	
John Deere Des Moines Works	04-TV-017	
Magellan Pipeline Co., L.P.- Des Moines Terminal	98-TV-019R1-M001	
Metro Methane Recovery Facility	03-TV-005R1	
Metro Park East Sanitary Landfill	03-TV-033	
MidAmerican Energy Co.- Pleasant Hill CTs/ GDMEC	97-TV-006R1	
MidAmerican Energy Company- River Hills CTs	98-TV-015R1	

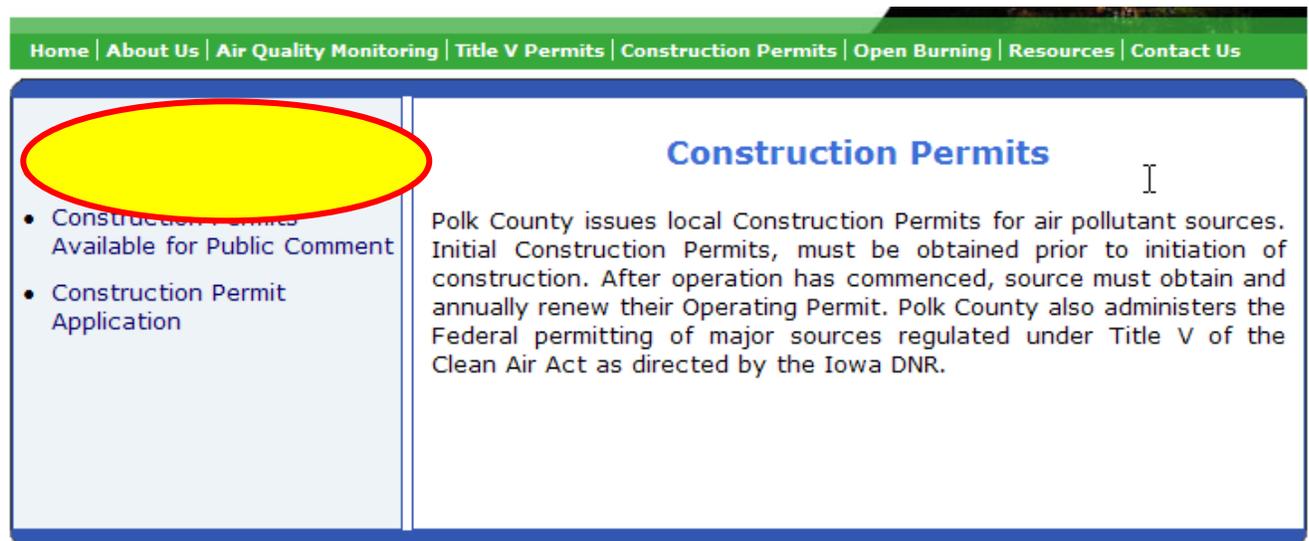
Viewing Construction Permits

Construction Permits (Issued status) are available on the Air Quality web site for the public to view.

1. Select “**Construction Permits**” link located on the middle navigation bar of every page.



2. Select “**Issued Construction Permits**” link located on the left side of the page.



3. Select "AIRS Number or Facility Name" radio button to begin search.

Issued Construction Permits

[Facility List Alphabetic by Name](#)

[Facility List by AIRS Number](#)

Search by AIRS Facility Name

Note: Facility lists are available to view by name or AIRS number.

4. Enter the **AIRS Number**. Then click Search button.

Issued Construction Permits

[Facility List Alphabetic by Name](#)

[Facility List by AIRS Number](#)

Search by AIRS AIRS Number or Facility Name

AIRS Number

5. Select a permit by clicking on the permit number in the drop down box. Then click View Permit button.

Issued Construction Permits

[Facility List Alphabetic by Name](#)

[Facility List by AIRS Number](#)

Search by AIRS AIRS Number or Facility Name

AIRS Number:

00050\Titan Tire Corporation

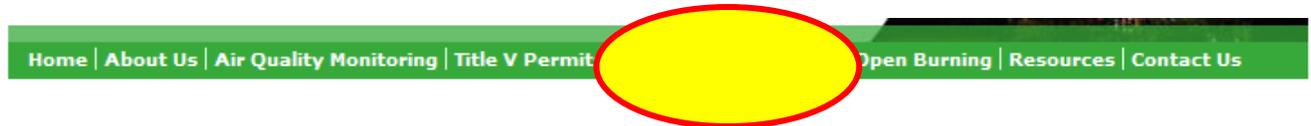
Select P

6. The pdf file will open in a new window.

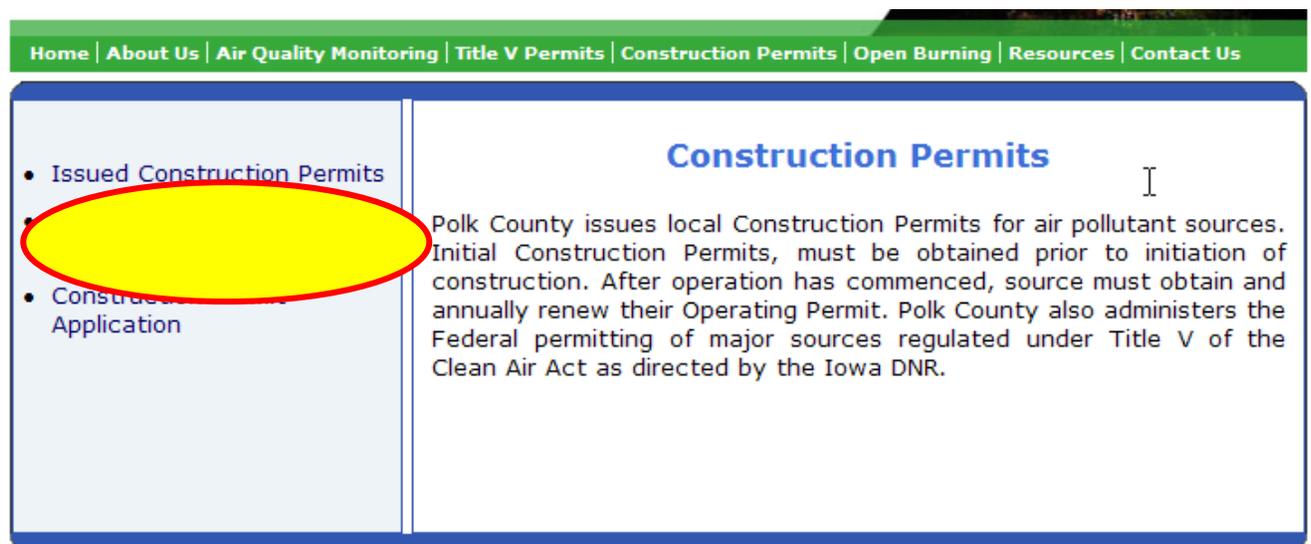
Viewing Draft Construction Permits

Draft Construction Permits (Public Comment status) are available on the Air Quality web site for the public to view.

1. Select “Construction Permits” link located on the middle navigation bar of every page.



2. Select “Construction Permits Available for Public Comment” link located on the left side of the page.



3. All Construction permits in draft status will be displayed. In the below example , there is only one Construction permit in draft status. Click Detail link.

Home | About Us | Air Quality Monitoring | Title V Permits | Construction Permits | Open Burning | Resources | Contact Us

Construction Permit Application Status

Construction Permits Available for public comment.

Details	Facility Name	Project Number
	Wiggins Test	9999

4. Permit info is displayed allowing the public to send comments to the engineer via email.

Construction Draft Status

[<< Previous](#)

Facility: Wiggins Test

Address: 123 Test Drive
City: 12345678901234567890123456789012345678901234567890
Zip: 55555

The Polk County Air Quality Division is proposing to issue the following Construction Permit(s). Any comments should be directed to the assigned review engineer.

Project Number: 9999

Application Received: 6/2/2009

Project Description: Testing public comment

Reviewed Engineer: Cheryl Wiggins

Engineer Phone: 515-666-7878

[Send public comment to engineer.](#)