

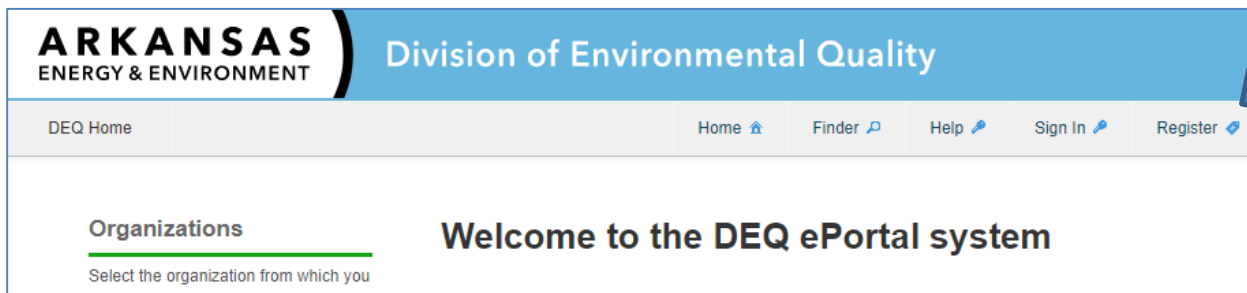
ePortal Quick Start Instructions

This document highlights some of the more common features of the system.

- 1. Register an account..... 2
- 2. File for e-signature approval..... 2
- 3. Find the form/submission/application you need 3
- 4. Start an online submittal..... 3
- 5. Save your work for later..... 4
- 6. Complete a submittal..... 5
- 7. Manage access to the submission 6
- 8. Manage/track your submissions..... 7
- 9. Copy a completed or in progress submittal 8

1. Register an account

Non-DEQ employees need to be registered to complete most online submittals/applications.



ARKANSAS
ENERGY & ENVIRONMENT

Division of Environmental Quality

DEQ Home Home Finder Help Sign In Register

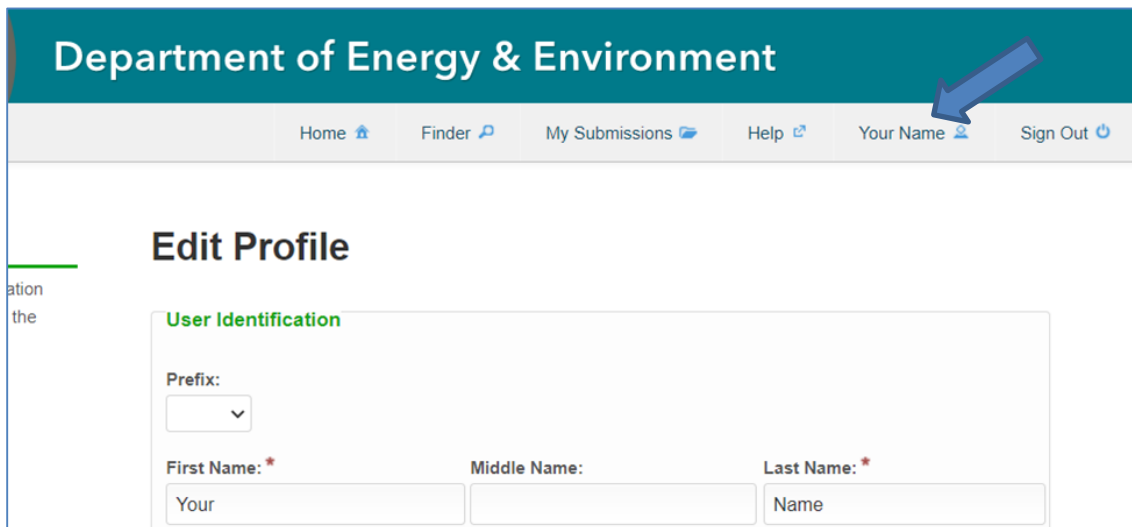
Organizations

Select the organization from which you

Welcome to the DEQ ePortal system

2. File for e-signature approval

Many forms require verification of your identity to submit the form on line. Download, print, sign, date, and mail in the form to obtain approval.



Department of Energy & Environment

Home Finder My Submissions Help Your Name Sign Out

Edit Profile

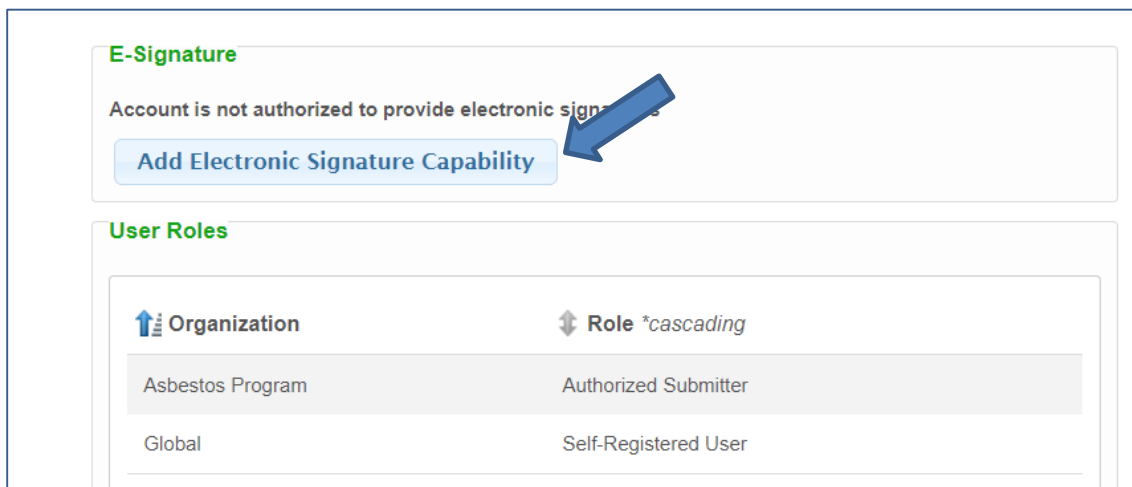
ation
the

User Identification

Prefix:
▼

First Name: * Middle Name: Last Name: *

Your Name



E-Signature

Account is not authorized to provide electronic signature

Add Electronic Signature Capability

User Roles

Organization	Role *cascading
Asbestos Program	Authorized Submitter
Global	Self-Registered User

Scroll to The Bottom

3. Find the form/submission/application you need

Use the Form Finder or navigate to the Home page of the appropriate section (for example, the Air Permits Branch to file an application for an air permit).

ARKANSAS
ENERGY & ENVIRONMENT

Division of Environmental Quality

DEQ Home Home Finder Help Sign In Register

Organizations
Select the organization from which you would like to submit a form.
[Select Organization](#)

Forms
To locate a specific form please use the form finder.
[Form Finder](#)

Welcome to the DEQ ePortal system

The DEQ ePortal system is an online service that allows members of the public to electronically submit permit applications, registration forms, reports, and other forms to the Division of Environmental Quality in a secure online environment. After the form is submitted, this system also allows its progress to be tracked.

To find a specific form, you can either search through the Organization list or use the Form Finder. Both of these are located on the left side of the screen.

Many applications, registrations, and other forms require that you have e-signature approval before you can submit them. To obtain this approval, you must download the DEQ electronic signature agreement (see additional links below) and mail it to DEQ. Additional information can be found in our FAQ on e-signature approval.

4. Start an online submittal

Click the Begin Form Entry button to start an electronic submittal.

ARKANSAS
ENERGY & ENVIRONMENT

Division of Environmental Quality

DEQ Home Home Finder History Help Anonymous User Sign Out

Air Permit Notice of Intent (NOI) for Minor Source General Air Permit for Rock Crushing Facilities 1916-AGP-000
VERSION 3.2

INSTRUCTIONS

This is the application form, Notice of Intent (NOI), for the Minor Source General Air Permit for Rock Crushing Facilities.

All new applications and renewals must also include a Disclosure Statement. If using the download mail-in forms, the Disclosure Statement needs to be downloaded separately.

To submit this application on-line you must have e-signature approval. To obtain this approval, you must download the DEQ electronic signature agreement (see additional links below) and mail it to DEQ. Additional information can be found in our FAQ on e-signature approval. In addition, the NOI requires certification by a responsible official. The responsible official must either electronically submit this form or the responsible official must submit a hardcopy certification (available by clicking here). If you are using the hardcopy certification method, your NOI will not be considered complete until the original hardcopy certification is received.

Basic ePortal instructions can be found by clicking here.

Note that:

- General Permits are alternative permitting options for some facilities that require an air permit. General permits are standardized permits for specific types of sources that have a short application form (Notice of Intent or NOI) and minimal fee (\$200 application and annual thereafter). General permits themselves are not required, a facility may instead choose to obtain an individual minor source permit. [Review the actual permit before applying for a general permit.](#)
- All new applications for coverage require a public notice. For new facilities for initial coverage, once your NOI has been deemed complete and qualifies for the general permit, the Division of Environmental Quality will publish a notice in the statewide newspaper. New facilities will not be issued a confirmation and tracking number until the 10 business day notice period has expired and any comments received have been addressed. Modified facilities submitting revisions to an NOI or renewals will not be subject to the notice requirements.

FREQUENTLY ASKED QUESTIONS

- Is there a fee for a General Permit?
- Do I have to submit a new or revised application (Notice of Intent, NOI) before adding new emission sources or insignificant activities?
- Is a public notice required?
- When do I have approval to construct a new facility/install a new source after submitting an NOI?
- What is the permitting process after I submit the Notice of Intent?
- Does my general permit expire?

CONTACT INFORMATION

Contact

Division of Environmental Quality
Air Permits Branch
5301 Northshore Drive
North Little Rock, AR 72118-5317

Payment Remittance Address

Division of Environmental Quality
Air Permits Branch
5301 Northshore Drive
North Little Rock, AR 72118-5317

CONTACTS

Email : Help-Air-Permits@adeq.state.ar.us
Phone : 501-682-0744

[Begin Form Entry](#) [Download Mail-in Form](#)

5. Save your work for later

If you need to save a draft submittal you are working on, go to the last section and click the Finish Later button. If the Finish Later button is not there, use the Save Progress button at the top right.

Air Permit Notice of Intent (NOI) for Minor Source General Air Permit for Hot Mix Asphalt Facilities 1912-AGP-000 ⓘ ⚙️
Submission HPB-42R1-TS1G5 Revision 1 Form Version 3.5

Last saved 2 minutes ago
SAVE PROGRESS

Processing Info
Applicability
General Information
Applicant Information
Engine Information
Insignificant Activities and Other Information
Review
Signing

Signing

Prepare for Signing

To finish submitting this form, the form will need to be signed, by you or another person if you choose.

1 Select signing method

☐ Digital Signature
Users you specify will be invited by email, and given a link to digitally sign the form

☐ Hard Copy Signature
You will print a PDF copy of the form, and gather the appropriate signature(s).

NEXT Finish Later

6. Complete a submittal

Complete all sections as indicated by a green check mark. A red X indicates information is needed. An empty circle indicates you have not visited that section of the form yet. Dark grey indicates the section you are currently on.



ARKANSAS
ENERGY & ENVIRONMENT

Division of Environmental Quality

DEQ Home Home Finder History Help Anonymous User Sign Out

Air Permit Notice of Intent (NOI) for Minor Source General Air Permit for Rock Crushing Facilities 1916-AGP-000
Submission HP0-EWWX-9MJ2P Revision 1 Form Version 3.2

Last saved a few seconds ago
SAVE PROGRESS

Processing Info
Applicability
Common Information
Applicant Information
General Information
Facility Information
Engine Information
Insignificant Activities and Other Information
Review
Certify & Submit

PREVIOUS SECTION
Common Information

Applicant Information CLEAR SECTION

Provide the following applicant information

Organizational Status

All Corporations, Limited Liability Companies (LLC), and Limited Partnerships (LP, LLP, and LLLP) must be registered and in good standing with the Arkansas Secretary of State and the state of origin (if other than Arkansas).

If the applicant is registered with the Arkansas Secretary of State, indicate if it is domestic (Arkansas) or foreign (chartered outside of Arkansas)

☐ Domestic
☐ Foreign

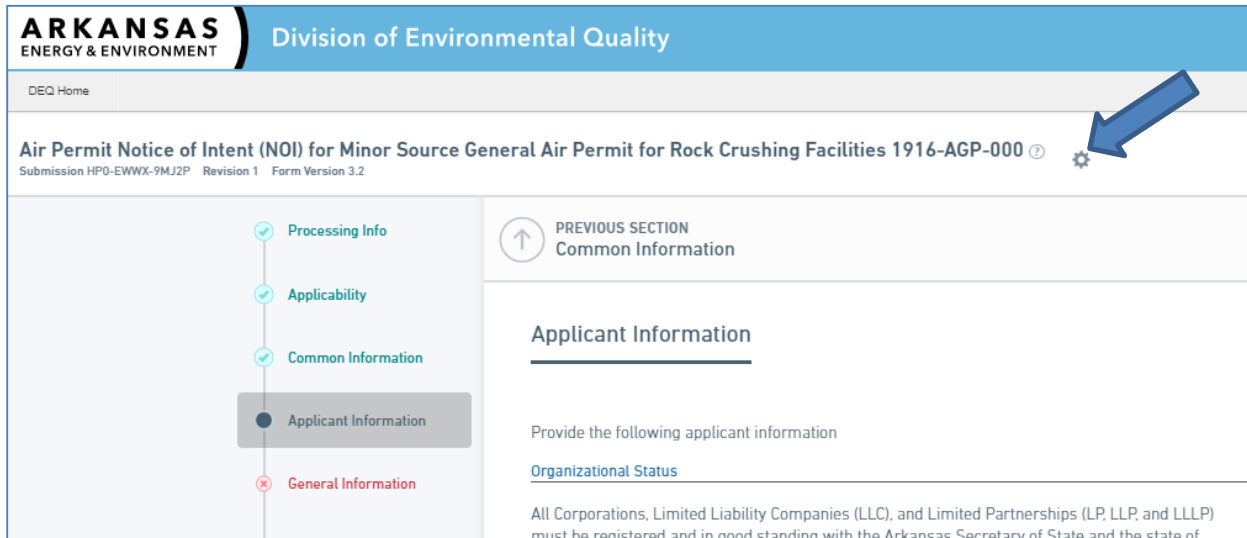
Attach the Current Certificate of Good Standing from the State of Origin (If Not Arkansas)

If foreign (chartered outside of Arkansas), attach proof of current Good Standing from the State of Origin. This can be a current Certificate of Good Standing or other proof such as a currently dated webpage status listing from the State of Origin. The proof is not required for Administrative Changes.

Drop files here to upload

7. Manage access to the submission

If you would like someone else to fill out the form, review or submit, use the Manage Shared Access button. This also allows a group of people to collaborate on an application.



ARKANSAS
ENERGY & ENVIRONMENT

Division of Environmental Quality

DEQ Home

Air Permit Notice of Intent (NOI) for Minor Source General Air Permit for Rock Crushing Facilities 1916-AGP-000 ?

Submission HP0-EWWX-9MJ2P Revision 1 Form Version 3.2

Processing Info

Applicability

Common Information

Applicant Information

General Information

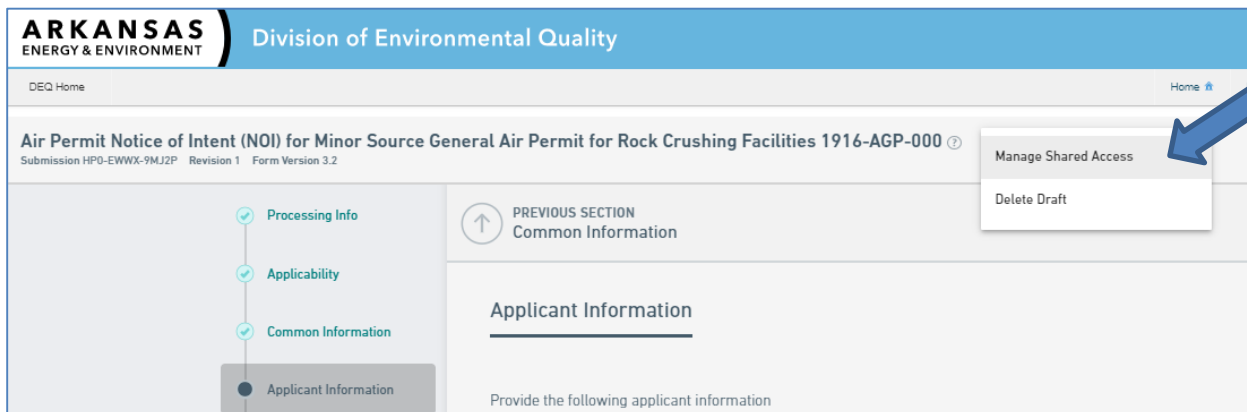
PREVIOUS SECTION
Common Information

Applicant Information

Provide the following applicant information

Organizational Status

All Corporations, Limited Liability Companies (LLC), and Limited Partnerships (LP, LLP, and LLLP) must be registered and in good standing with the Arkansas Secretary of State and the state of



ARKANSAS
ENERGY & ENVIRONMENT

Division of Environmental Quality

DEQ Home

Air Permit Notice of Intent (NOI) for Minor Source General Air Permit for Rock Crushing Facilities 1916-AGP-000 ?

Submission HP0-EWWX-9MJ2P Revision 1 Form Version 3.2

Processing Info

Applicability

Common Information

Applicant Information

General Information

PREVIOUS SECTION
Common Information

Applicant Information

Provide the following applicant information

Manage Shared Access

Delete Draft

8. Manage/track your submissions

View, edit, or delete draft applications/submittals, or view past submittals in your History. You can also track the progress of submitted applications in the View option.



ARKANSAS
ENERGY & ENVIRONMENT

Division of Environmental Quality

DEQ Home Home Finder History Help Anonymous User Sign Out

Organizations

Select the organization from which you would like to submit a form.

Select Organization

Forms

To locate a specific form please use our form finder.

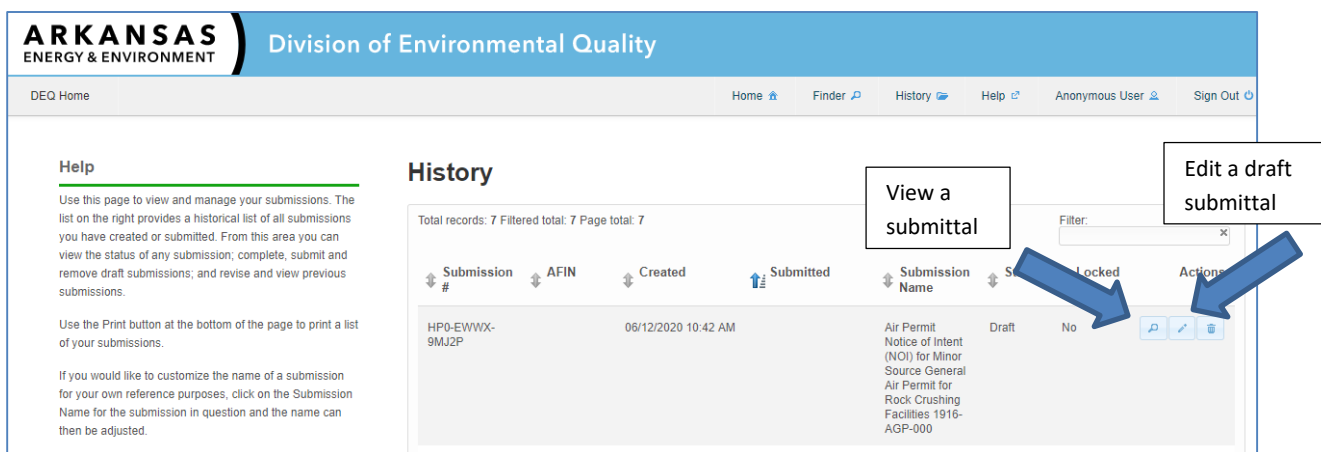
Form Finder

Welcome to the DEQ ePortal system

The DEQ ePortal system is an online service that allows members of the public to electronically submit permit applications, registration forms, reports, and other forms to the Division of Environmental Quality in a secure online environment. After the form is submitted, this system also allows its progress to be tracked.

To find a specific form, you can either search through the Organization list or use the Form Finder. Both of these are located on the left side of the screen.

Many applications, registrations, and other forms require that you have e-signature approval before you can submit them. To obtain this approval, you must download the DEQ electronic signature agreement (see additional links below) and mail it to DEQ. Additional information can be found in our FAQ on e-signature approval.



ARKANSAS
ENERGY & ENVIRONMENT

Division of Environmental Quality

DEQ Home Home Finder History Help Anonymous User Sign Out

Help




Use this page to view and manage your submissions. The list on the right provides a historical list of all submissions you have created or submitted. From this area you can view the status of any submission; complete, submit and remove draft submissions; and revise and view previous submissions.

Use the Print button at the bottom of the page to print a list of your submissions.

If you would like to customize the name of a submission for your own reference purposes, click on the Submission Name for the submission in question and the name can then be adjusted.

History


Total records: 7 Filtered total: 7 Page total: 7

Submission #	AFIN	Created	Submitted	Submission Name	Status	Locked	Actions
HP0-EVWX-9MJ2P		06/12/2020 10:42 AM		Air Permit Notice of Intent (NOI) for Minor Source General Air Permit for Rock Crushing Facilities 1916-AGP-000	Draft	No	  

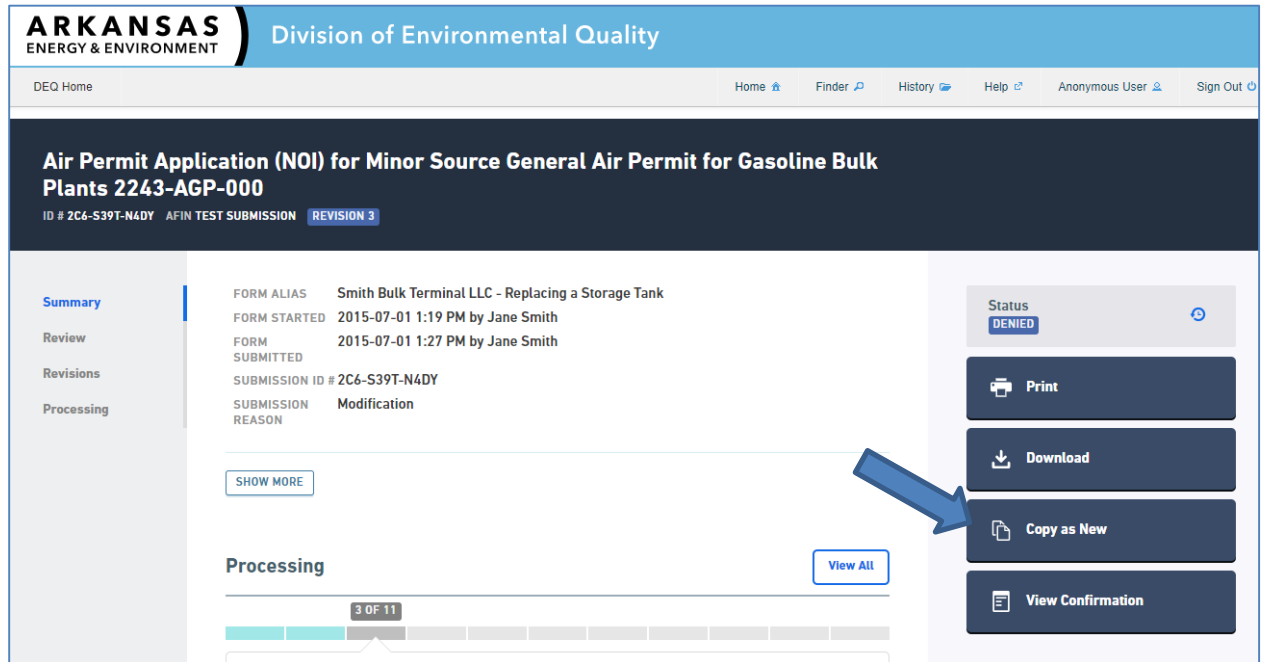
View a submittal

Edit a draft submittal

9. Copy a completed or in progress submittal

(From the View  option in Item 8 above)

The Copy as New button will start a new draft submittal that can be used to modify an old application or as a basis for multiple identical applications.



ARKANSAS
ENERGY & ENVIRONMENT

Division of Environmental Quality

DEQ Home Home Finder History Help Anonymous User Sign Out

Air Permit Application (NOI) for Minor Source General Air Permit for Gasoline Bulk Plants 2243-AGP-000

ID # 2C6-S39T-N4DY AFIN TEST SUBMISSION **REVISION 3**

- Summary
- Review
- Revisions
- Processing

FORM ALIAS Smith Bulk Terminal LLC - Replacing a Storage Tank

FORM STARTED 2015-07-01 1:19 PM by Jane Smith

FORM SUBMITTED 2015-07-01 1:27 PM by Jane Smith

SUBMISSION ID # 2C6-S39T-N4DY

SUBMISSION REASON Modification

[SHOW MORE](#)

Processing [View All](#)

3 OF 11

Status **DENIED**

- [Print](#)
- [Download](#)
- [Copy as New](#)
- [View Confirmation](#)