

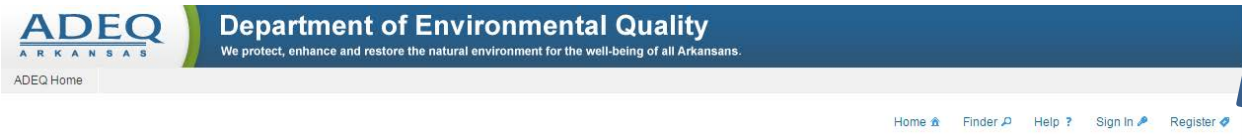
ePortal Quick Start Instructions.

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

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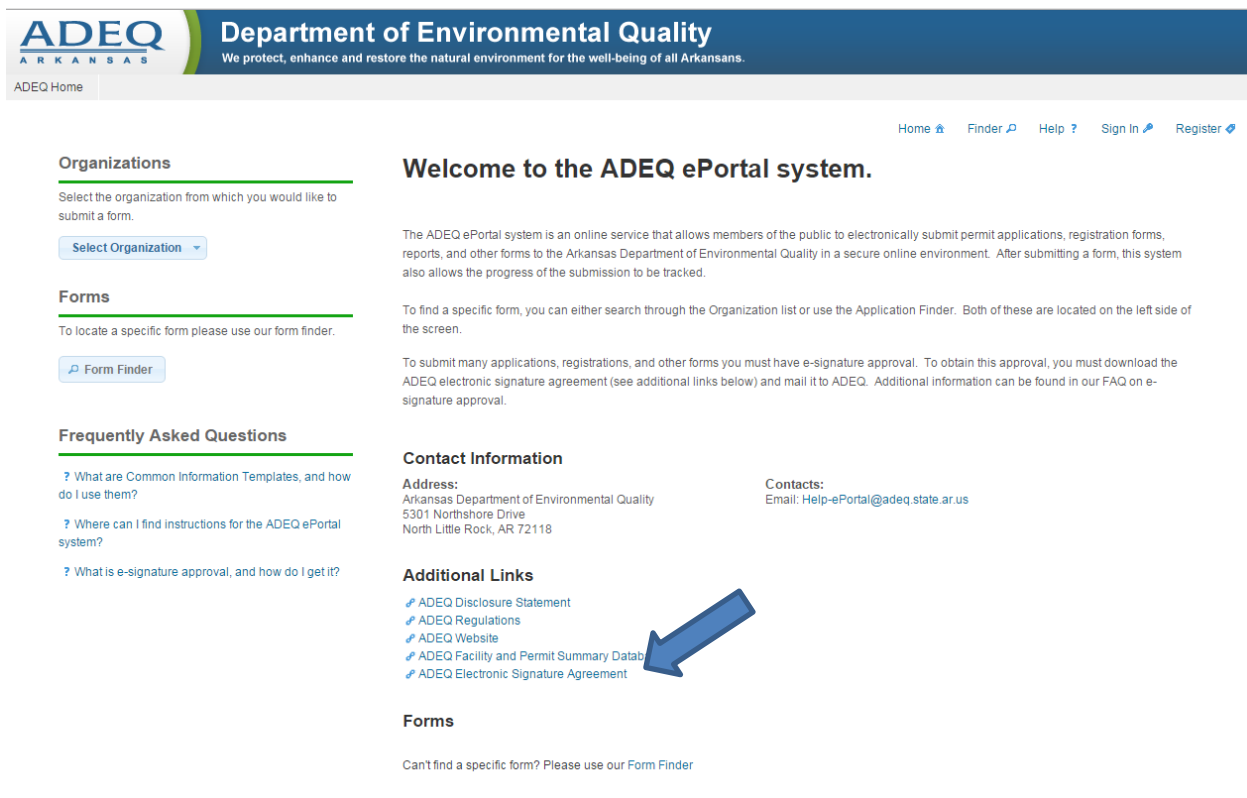
1. Register an account

Non ADEQ employees need to be registered to complete an online submittal/application.



2. File for e-signature approval

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



3. Find the form/submission/application you need.

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

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Home Finder Help Sign In Register

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

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

Welcome to the ADEQ ePortal system.

The ADEQ 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 Arkansas Department of Environmental Quality in a secure online environment. After submitting a form, this system also allows the progress of the submission to be tracked.

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

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

4. Start an online submittal

Select the Submit online form option to start an electronic submittal.

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Form

[Submit online form](#)


[Download mail-in form](#)

Air Permit Application (NOI) for Minor Source General Air Permit for Gasoline Bulk Plants 2243-AGP-000
version 1.10

This is the application form, Notice of Intent (NOI), for the Minor Source General Air Permit for Gasoline Bulk Plants. Gasoline Bulk Plants are facilities that receive gasoline by pipeline, ship or barge, or cargo tank and have a throughput of less than 20,000 gallons per day.

5. Save your work for later

If you need to save a draft submittal you are working on.



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Processing Information

This step requires you to specify some basic information about your submission.

Please note: Any work you perform filling out a form will not be accessible by ADEQ staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to ADEQ and it will become part of the public record, accessible per the Arkansas Freedom of Information Act.

Air Permit Application (NOI) for Minor Source General Air Permit for Gasoline Bulk Plants 2243-AGP-000
version 1.10
(Submission #: 27B-W982-Z0G7, revision 1)

Please specify the following:

- The reason for the submission, e.g., new permit or permit modification. If no options are available, the default value is shown and cannot be changed.
- The ADEQ Facility Identification Number (AFIN) for your facility, if available.
- The relevant fee if requested below. Not all forms will indicate a fee at this point. This does not indicate a fee is not required at a later time; you will be notified of any additional necessary fees.

Select the reason for this submission:

New

AFIN:

Select the appropriate fee categorization for your form:

--Please select a fee--

Save for Later

Next Step

Steps: Processing Info > Entry > Review > Certify & Submit > Payment > Confirmation

ADEQ ePortal System - 5301 Northshore Drive - North Little Rock, AR 72118 | Contact Us | Disclaimer and Terms of Use
©Copyright 2015 Windsor Solutions, Inc. | Version: 1757a7422:80 | Built on 5/8/2015 12:19:54 AM PT

6. Complete a submittal

Complete all sections as indicated by a green check mark. Red indicates information is needed. Yellow indicates you have not visited that section of the form yet.

Data Entry

This step allows you to fill out the form and to validate the information provided. The form is divided into separate sections as listed on the left. Please fill out each relevant section. Required fields are denoted with an asterisk (*).

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

Please note: Any work you perform filling out a form will not be accessible by ADEQ staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to ADEQ and it will become part of the public record, accessible per the Arkansas Freedom of Information Act.

Form Sections

- ✓ Applicability
- ★ Common Information
- ✓ Applicant Information
- ✗ General Information
- ✓ Insignificant Activities and Other Information



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

version 1.10

(Submission #: 27B-WHWS-AVG7, revision 1)

Insignificant Activities and Other Information

Provide the following source information.

clear section

Insignificant Activities

List below any emission sources other than tanks and loading racks at the facility. These must qualify as insignificant activities listed in Appendix A, Group A of Regulation 18 or 19. For insignificant activities with a numerical standard in Appendix A, Group A of Regulation 18 or 19, calculations demonstrating compliance with the numerical standard must be provided also.

Attach Calculations and/or Detailed Lists, if Necessary

7. Manage access to the submission

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

Home Finder History Help Anonymous User Sign Out

Steps: Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

Data Entry

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Form Sections

- ✓ Applicability
- ✦ Common Information
- ✓ Applicant Information
- ✗ General Information
- ✓ Insignificant Activities and Other Information

Actions

- Manage Access to Submission

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

version 1.10

(Submission #: 27B-WHWS-AVG7, revision 1)

Insignificant Activities and Other Information

Provide the following source information.

Insignificant Activities clear section

List below any emission sources other than tanks and loading racks at the facility. These must qualify as insignificant activities listed in Appendix A, Group A of Regulation 18 or 19. For insignificant activities with a numerical standard in Appendix A, Group A of Regulation 18 or 19, calculations demonstrating compliance with the numerical standard must be provided also.

Insignificant Activities

Attach Calculations and/or Detailed Lists, if Necessary

Attach calculations for any listed item above and any other information on Insignificant Activities

Please be aware that files exceeding 10 MB in size are not recommended

Select Attachment...

8. Manage/track your submissions

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

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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

Frequently Asked Questions

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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 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.

Please note that a form must be officially certified and submitted by you for it to be available to ADEQ.

ADEQ will not have access to draft submissions, and will not be able to view them until you have completed the submission.

Submission History

Total records: 2 Showing 2 (filtered from total records)

Submission #	Submitted	Submission Name	Status	Action
27B-WHWS-AVG7		Air Permit Application (NOI) for Minor Source General Air Permit for Gasoline Bulk Plants 2243-AGP-000	Draft No	View Edit Delete
27B-W982-ZDG7		Air Permit Application (NOI) for Minor Source General Air Permit for Gasoline Bulk Plants 2243-AGP-000	Draft No	View Edit Delete

Print

View a past submittal

Edit a submittal in progress

9. Copy a completed or in progress submittal



(From the View option in item 8 above)

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



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Submission View

This page allows you to review a submitted form, in detail, as it was originally submitted. Any notes/comments/action items that are associated with your submission will be presented in the relevant area within the form, on the right.

Actions

- Print Submission
- Copy As New
- Open In New Window
- Manage Access to Submission



Versions

Submissions
v.1 - Draft by Anonymous User

Contact Information

Payment Remittance Address
Arkansas Department of Environmental Quality
Air Permits Branch

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

version 1.10

(Submission #: 27B-WHWS-AVG7, version 1)

Summary			
Submission #:	27B-WHWS-AVG7	Date Submitted:	Not Submitted
Form:	Air Permit Application (NOI) for Minor Source General Air Permit for Gasoline Bulk Plants 2243-AGP-000	Status:	Draft
Applicant:	Anonymous User	Active Steps:	Request/form has been successfully entered into the ePortal system
AFIN:		Reference #:	
Description:	Air Permit Application (NOI) for Minor Source General Air Permit for Gasoline Bulk Plants 2243-AGP-000		

Notes
There are currently no Submission Notes.

Details
Applicability
Requirements for Bulk Plant General Permit Applicants

In order to be eligible for this permit the facility must meet the conditions, limits and requirements contained in the general permit. Requirements include but are not limited to: - A daily throughput limit of less than 20,000 gallons of gasoline - An annual throughput limit

10. Create a template to pre-populate the common form.

The Common Form information is a section in many online submittals. Create a template of your information to use and/or prepopulate the form with current ADEQ information.

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Help

Please update your account information from this page.

Edit Profile

User Identification

First Name: * Middle Name: Last Name: *

Anonymous [] User []

Email Address:

change your email...

Password:

change your password...

Contact Method:

add more contacts...

Company Affiliation

Company Name:

Self []

Common Information Templates

The default facility information you provide will be made available to you when populating forms.

add new template

Template Name []