

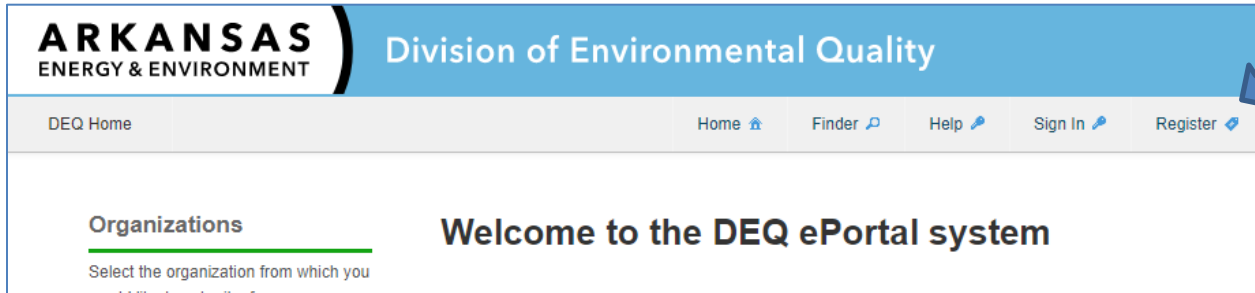
ePortal Quick Start Instructions

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

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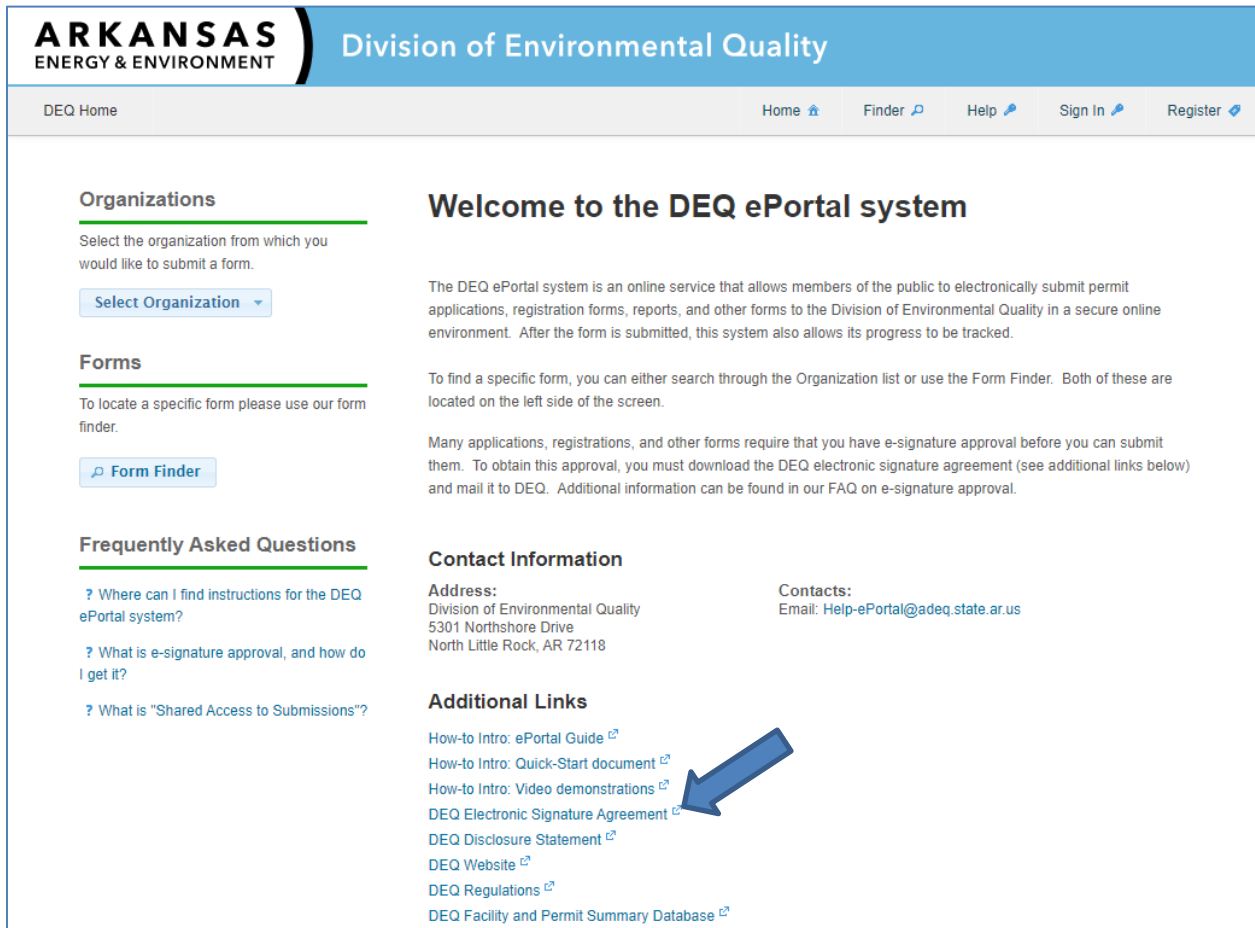
1. Register an account

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



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 section (for example, the Air Permits Branch to file an application for an air permit).

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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.

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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 Certify & Submit section and click the FINISH LATER – Save and Exit button.

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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 HPO-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 Review

Certify & Submit

This step allows you to certify the form as complete and accurate and to submit the form to DEQ for review and processing.

Please note: Any work you perform filling out a form will not be accessible by DEQ 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 DEQ and it will become part of the public record, accessible per the Arkansas Freedom of Information Act.

Certification of Application

I certify under penalty of law that this application and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

*The person submitting this form must be the same person referenced in the Responsible Official section of this form or you must submit a separate hardcopy certification with Responsible Official signature. If you are using the hardcopy certification method, your Notice of Intent will not be considered complete until the original hardcopy certification is received.****

Submitting this form requires that you have approval from internal staff. You or someone you have shared your submission with will need to apply for the ability to submit this form before it can be submitted. Do you want to apply for this certification now?

Request Approval

You must address all errors before your form can be submitted.

FINALIZE SUBMISSION Submit Form

FINISH LATER Save and Exit

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.

The screenshot displays the Arkansas Energy & Environment Division of Environmental Quality web portal. The main heading is "Air Permit Notice of Intent (NOI) for Minor Source General Air Permit for Rock Crushing Facilities 1916-AGP-000". The submission ID is HP0-EWWX-9MJ2P, Revision 1, Form Version 3.2. The user is logged in as "Anonymous User".

The left-hand navigation menu shows the following sections:

- Processing Info (Green check mark)
- Applicability (Green check mark)
- Common Information (Green check mark)
- Applicant Information (Dark grey background, selected)**
- General Information (Red X)
- Facility Information (Red X)
- Engine Information (Empty circle)
- Insignificant Activities and Other Information (Empty circle)
- Review (Red X)
- Certify & Submit (Empty circle)

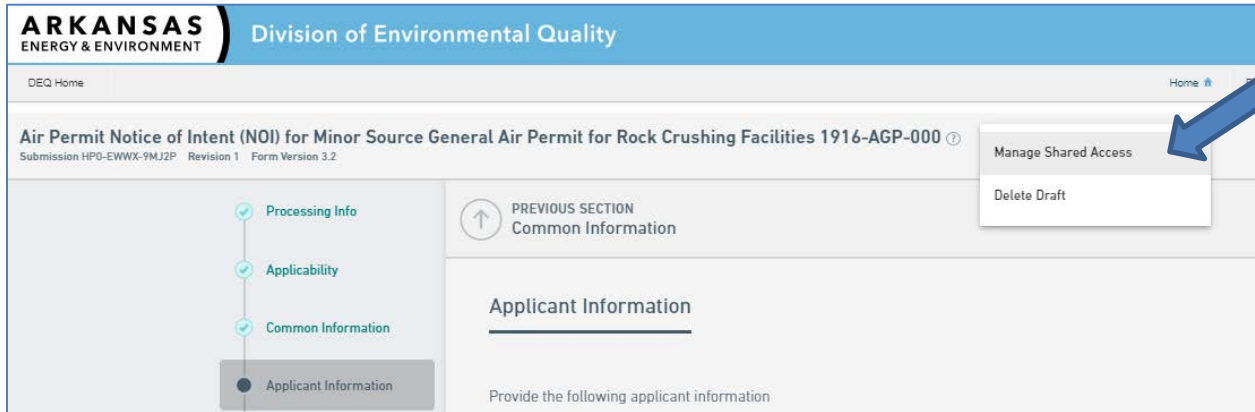
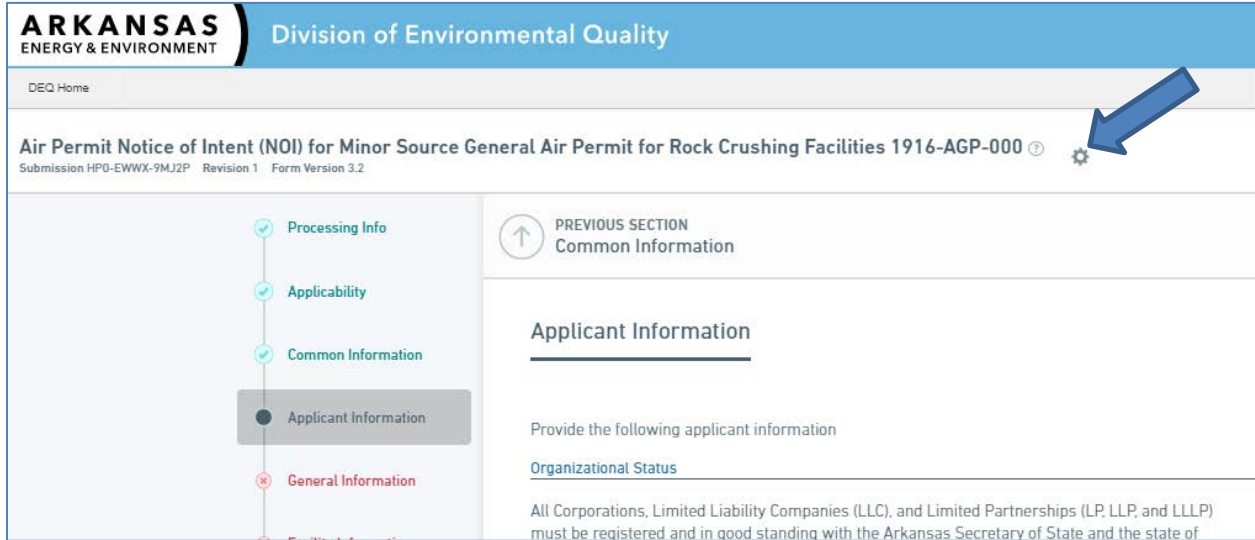
The main content area is titled "Applicant Information" and includes a "PREVIOUS SECTION" link for "Common Information" and a "CLEAR SECTION" button. The instructions state: "Provide the following applicant information".

The "Organizational Status" section requires registration with the Arkansas Secretary of State. It offers two radio button options: "Domestic" and "Foreign".

The "Attach the Current Certificate of Good Standing from the State of Origin (If Not Arkansas)" section includes instructions for foreign applicants and a dashed box for file upload with the text "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.



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.

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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	

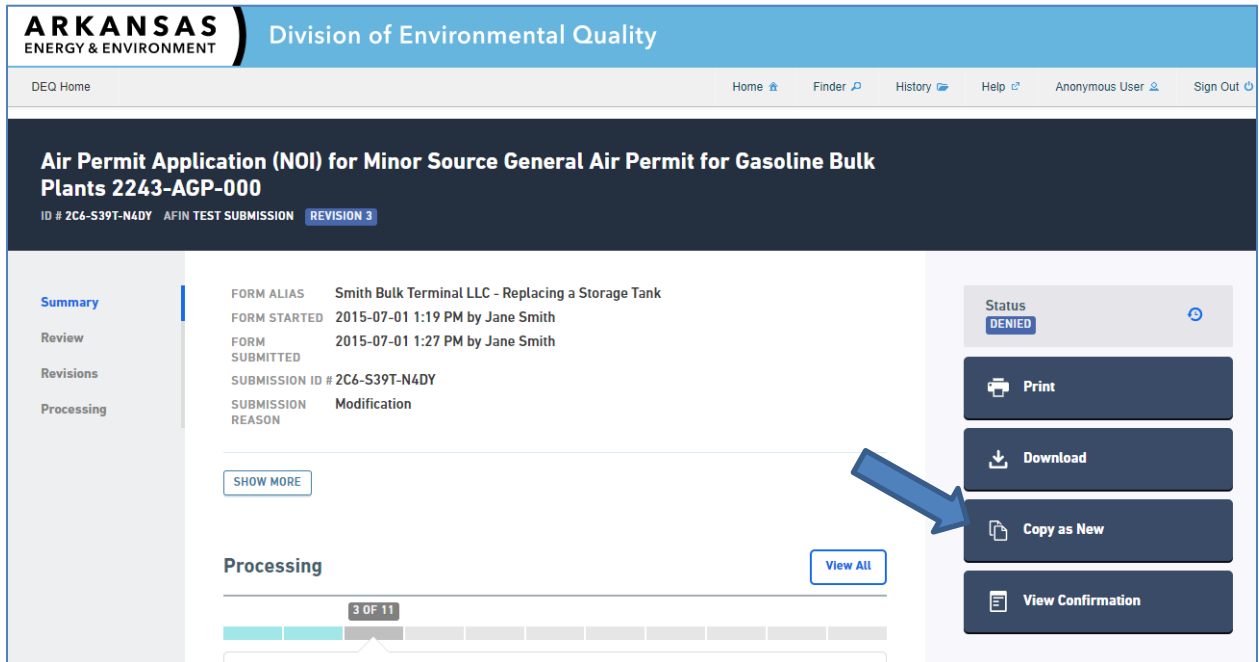
View a submittal

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.



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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