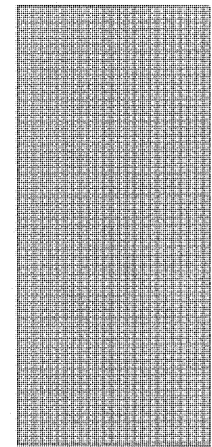


ADEQ ePortal System

MAY 3, 2016
JESSICA TEMPLE



ADEQ
A R K A N S A S
Department of Environmental Quality

WHAT IS EPORTAL?

- Online service
- Submit permit applications, registrations, reports, and other forms
- Secure online environment
- Progress can be tracked

WHY EPORTAL?

- EPA electronic reporting rule
 - DMRs- Phase I, December 2016; NetDMR program
 - Permits- Phase 2, December 2020
- Reduces waste
- Processing steps are visible to the applicant

CURRENTLY IN USE FOR GENERAL WATER PERMIT APPLICATIONS!

https://portal.adeg.state.ar.us/ ADEQ ePortal System - Ho...

File Edit View Favorites Tools Help

ADEQ
ARKANSAS

Department of Environmental Quality
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ADEQ Home

Home Finder Dashboard Users Organizations Forms History Help ? Jessica Temple 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

Frequently Asked Questions

- ? Where can I find instructions for the ADEQ ePortal system?
- ? What is e-signature approval, and how do I get it?
- ? What are Common Information Templates, and how do I use them?

Welcome to the ADEQ ePortal system.

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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.

Contact Information

Address:
Arkansas Department of Environmental Quality
5301 Northshore Drive
North Little Rock, AR 72118

Contacts:
Email: Help-ePortal@adeq.state.ar.us

Additional Links

- ADEQ Electronic Signature Agreement
- How-to Intro: Quick-Start document
- ADEQ Facility and Permit Summary Database
- ADEQ Website
- How-to Intro: Video demonstrations
- ADEQ Regulations
- ADEQ Disclosure Statement

Forms

Can't find a specific form? Please use our Form Finder



REGISTERING

of Environmental Quality

to preserve the natural environment for the well-being of all Arkansans.

[Home](#) 

[Finder](#) 

[Help](#) 

[Sign In](#) 

[Register](#) 

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Department of Environmental Quality

REGISTERING

Help

Please enter your desired account information on this page.

After entering your mailing address, please click on the Validate Address button to validate and format the provided address prior to saving your new account.

After creating your new account, a verification email will be sent to the provided email address. Your account will not be activated until you open this email and click on the verification link to activate your new account. If you have not received the verification email, please check your junk mail folder to ensure the email was not treated as junk mail.

Create User Profile

User Identification

Name: *

Phone: *

Email Address: *

Confirm Email Address: *

Password: *

Confirm Password: *

Minimum of 8 characters, with a number, uppercase letter, lowercase letter and special character

Company Affiliation

Company Name:

Mailing Address

Street Address: *

City: *

Postal Code: *

State/Province/Region: *

Country: *

Validate Address

ADEQ

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Department of Environmental Quality

COMMON FORM

- First section in most forms
- Basic information about the facility
- A template can be created to populate the common form (optional)

COMMON FORM EXAMPLE

--- select a data template --- | save as common template | clear section

Facility Information

Please provide the following information about the Facility.

Facility Name *

North American Industry Classification System (NAICS)

Please provide the NAICS codes and descriptions for your facility.

[Click here to search for and review the NAICS Codes via the Census Bureau NAICS Lookup](#)

Primary NAICS Code and Description

Secondary NAICS Code and Description

Tertiary NAICS Code and Description

Facility Physical Address *

Contact

Prefix:

First Name *

Last Name *

Title

Company Name

Phone *

Ext.

Fax

Email

Physical Address

Address Line 1 or Location (if a street address is not available, please provide directions) *

Address Line 2

Description

City *

Postal Code *

State *

Country *

AR

United States

ADEQ
A-R-K-A-N-S-A-S
Department of Environmental Quality

COMMON FORM EXAMPLE

Facility Physical Location Latitude and Longitude

Coordinates *

Enter NAD 83 Latitude/Longitude Coordinates or use the Tools To Help Identify Coordinates options below. Latitude/Longitude coordinates must be entered in decimal degrees, using a negative value for the longitude (ex. 42.922846, -75.602681).

Tools To Help Identify Coordinates

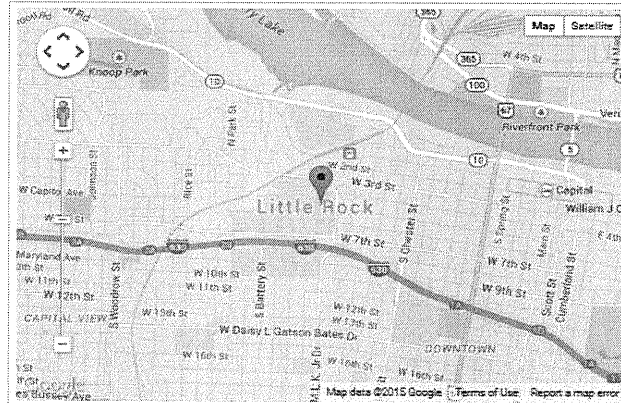
Click Find Me and authorize browser to try to identify your location (verify location on map below)

Address

Enter an address and click Find to identify location (verify location on map below)

Map

Drag marker on map to identify location



Facility Mailing Address *

SETTING UP A COMMON FORM TEMPLATE



Department of Environmental Quality

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[ADEQ Home](#)

[Home](#) [Finder](#) [History](#) [Help ?](#) [Jessica Temple](#) [Sign Out](#)

Organizations

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

Select Organization ▾

- Arkansas Department of Environmental Quality
- Mining Division
- Computer Services Division
- Regulated Storage Tanks Division
- Water Division
- Air Permits Branch
- Solid Waste Management Division
- Hazardous Waste Division

finder.

- ? Where can I find instructions for the ADEQ ePortal system?
- ? What is e-signature approval, and how do I get it?
- ? What are Common Information Templates, and how do I use them?

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Arkansas Department of Environmental Quality
5301 Northshore Drive
North Little Rock, AR 72118

Contacts:
Email: Help-ePortal@adeq.state.ar.us

Additional Links

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- [How-to Intro: Quick-Start document](#)
- [ADEQ Facility and Permit Summary Database](#)
- [ADEQ Website](#)
- [How-to Intro: Video demonstrations](#)
- [ADEQ Regulations](#)
- [ADEQ Disclosure Statement](#)



SETTING UP A COMMON FORM TEMPLATE

Help

Please update your account information from this page.

Edit Profile

[Manage identifying questions and answers &](#)

User Identification

Name: *

Jessica Temple

Email Address:

TEMPLEJ@adeq.state.ar.us

[change your email...](#)

Contact Method:

Phone



(501) 682-0621



[add more contacts...](#)

Company Affiliation

Company Name:

Common Information Templates

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

[add new template](#)

Template Name

Mailing Address

Street Address: *

5301 Northshore Drive

City: *

North Little Rock

Postal Code: *

72118

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Department of Environmental Quality

SETTING UP A COMMON FORM TEMPLATE

Home [Home](#) [Finder](#) [History](#) [Help ?](#) Jessica Temple [Sign Out](#)

Help

To create a new data template, you can search by AFIN or permit number and import existing data from ADEQ's PDS database, or you can create a new template from scratch.

To search by AFIN or permit number, select the Search By method, type the number into the accompanying textbox, and click 'Search'. An AFIN search will need to be an exact match, including the hyphen and all necessary zeroes, e.g., '89-00876'. Permit numbers can be searched by partial match (a 'begins with' search).

To create a new template from scratch, simply click on the 'Start New Data Template' button.

Common Template Management

Search Criteria

Search By:

Results

AFIN #	Permit #	Facility Name	Address	Owner State	Permit Type
<input type="button" value="Start New Common Template"/>					

You can enter the information that you would like to have available to populate the common form section of an application.

SETTING UP A COMMON FORM TEMPLATE

Facility Information

--- select a data template --- save as common template | clear section

Please provide the following information about the Facility.

Facility Name *

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Please provide the NAICS codes and descriptions for your facility.

[Click here to search for and review the NAICS Codes via the Census Bureau NAICS Lookup](#)

Primary NAICS Code and Description

Secondary NAICS Code and Description

Tertiary NAICS Code and Description

Facility Physical Address *

Contact

Prefix:



First Name *

Last Name *

Title

Company Name

Phone *

Ext.

Fax

Email

Physical Address

Address Line 1 or Location (if a street address is not available, please provide directions) *

Address Line 2

Description

City *

Postal Code *

State *

Country *

AR

United States

ORGANIZATIONS



Department of Environmental Quality

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ADEQ Home

Home Finder History Help Jessica Temple Sign Out

Organizations

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

Select Organization

- Arkansas Department of Environmental Quality
- Mining Division
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- [ADEQ Website](#)
- [How-to Intro: Video demonstrations](#)
- [ADEQ Regulations](#)
- [ADEQ Disclosure Statement](#)

Click on an organization (division) to access the forms for that division.



USING ORGANIZATIONS TO FIND A FORM

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

No-Discharge Permit Section

Pursuant to the Arkansas Water and Air Pollution Control Act (Ark. Code Ann. §8-4-101 et. seq.), the Arkansas Department of Environmental Quality (ADEQ) has the power to issue permits "to prevent, control or abate pollution." Therefore, any waste disposal system that does not discharge directly into the waters of the State must be operated under the terms and conditions of a No-Discharge Water Permit. The No-Discharge Section issues two different types of permits for facilities located in the State, which are Individual Permits and General Permits.

In order to stay in compliance with the environmental regulation, visit the links below to learn about the various types of water no-discharge permit programs or contact ADEQ to obtain the correct permit for your facility. Failure to obtain the necessary permits may result in legal action, including injunctions and civil or criminal penalties.

Animal waste disposal, storage, land application, land farm, subsurface disposal, and underground injection control are managed through ADEQ's No-Discharge permitting program.

All permits shall be issued by the Department in accordance with APC&EC Regulation 8.

Individual Permits

An individual permit is when one permit is issued for each application that is submitted. An individual permit allows the Department to put specific conditions on each application. Most individual permits take 4 to 6 months to issue after the application is deemed administratively complete.

General Permits

When the Department determines there are similar facilities that require the same type of permit for their operation, the ADEQ No-Discharge Section may issue a general permit. The Department will issue the general permit for the entire state of Arkansas and allow anyone to apply for coverage under the general permit. Facilities that are eligible for coverage under the general permit must submit the required information to ADEQ in order to operate under this permit.

Operators who fail to submit a request for coverage under the general permit are not authorized to operate under that permit. Upon review of the permit application submitted to ADEQ, the Director may deny coverage under the general permit, and require the permittee to submit a permit application for an individual permit.

Contact Information

Address:
No-Discharge Permit Section, Water Division
5301 Northshore Drive
North Little Rock, AR 72118

Contacts:
Email: water-permit-application@adeq.state.ar.us
Fax: 501-662-0880
Phone: 501-662-0648

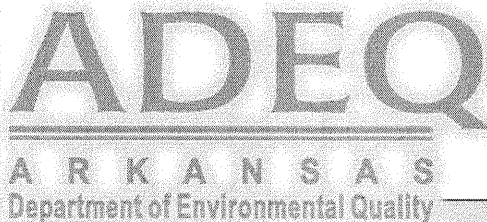
Forms

Storage and Land Application of Oil and Gas Waste
Oil and Gas Storage

0000-WG-LA One Time Land Application of Water Based Drilling Fluids Notice of Intent
Notice of Intent (NOI) for the Land Application of Water Based Drilling Fluids from One Oil and Gas Well Pit

Septic Tank with Subsurface Fluid Distribution System
Septic Tank

Liquid Animal Waste Management Systems



FORM FINDER

[ADEC Home](#)

[Home](#) [Finder](#) [History](#) [Help ?](#) [Jessica Temple](#) [Sign Out](#)

Help

Use this page to identify the forms which may be most appropriate for your needs.

If you know the form you are looking for, enter the name of the form in the Form Search area.

If you are not sure which forms you need, describe the activity you are looking to in the Form Search area and the system will recommend the forms that may be needed.

Once the appropriate forms are identified, click on the name of a form to view the details of that form and to initiate the form submission process.

Organization Browser

To find information specific to an organization, please identify the organization using the Select Organization button below.

Select Organization

Form Search

Looking for a form? Please enter the name of the form below.

Don't know the name of the form? Not a problem. Please tell us about the type of activity you need to perform and we will recommend the forms which may need to be submitted.

stormwater

Recommended Forms

Based on your description, the following 2 forms may match your needs.

ARR150000 Notice of Intent for Dischargers of Stormwater Runoff Associated with Large Construction Activity (Greater than 5 acres)
Construction Stormwater General Permit for Large Construction Sites Disturbing 5 acres or More

ARR000000 Notice of Intent for Dischargers of Stormwater Runoff Associated with Industrial Activity
Industrial Stormwater General Permit for Dischargers of Stormwater Runoff Associated with Industrial Activity

ADEC ePortal System - 5301 Northshore Drive - North Little Rock, AR 72118 | [Contact Us](#) | [Disclaimer and Terms of Use](#)
©Copyright 2014 Windsor Solutions, Inc. | Version: 7815d491ca75 | Built on 5/5/2014 3:52:32 PM PT

You can search for a form using the Form Finder and search by keywords.

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Department of Environmental Quality

MANAGING ACCESS TO A SUBMISSION

- Multiple users can have access to a submission

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

- ✓ Revise Submission
- 🖨️ Print Submission
- ⬇️ Download Submission
- 💰 Make Payment
- 📄 Copy As New
- 🗑️ Open in New Window
- 🔑 **Manage Access to Submission**

Versions

Submissions

v.1 - Submitted by Jessica Temple
07/10/2013 02:54 PM

⚠️ Some submissions may not print properly using Mozilla Firefox. Please switch to Chrome or Internet Explorer if you need to print from this page.

ARG670000 Notice of Intent for Operators Engaged in Hydrostatic Testing Located within the State of Arkansas

version 1.1

(Submission #: 1P2-05T5-GSCG, version 1)

Summary

Submission #:	1P2-05T5-GSCG	Date Submitted:	7/10/2013 2:38 PM
Form:	ARG670000 Notice of Intent for Operators Engaged in Hydrostatic Testing Located within the State of Arkansas	Status:	Submitted
Applicant:	Jessica Temple	Active Steps:	
AFIN:	60-	Reference #:	ARG67—
Description:	ARG670000 Notice of Intent for Hydrostatic Testing Discharge		

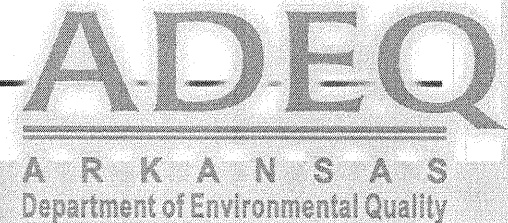
Notes

Details

Common Information

Facility Information

Please provide the following information about the Facility.



MANAGING ACCESS TO A SUBMISSION

Manage Access to the Submission

This area allows you to share your submission with other registered users in the system. To share your submission, type in the email address of the user whom you wish to allow. You can also indicate if you want to allow them to add or remove other users from the submission by selecting the Can Manage Access to Submission checkbox. The system will then verify that the user exists and will prompt you to confirm the selection. After confirmation, the user will be sent an email with instructions on how to access the submission.

Manage Access to the Submission

(Submission #: 1P2-05T5-GSCG, v1)

Enter the email address for the user you would like to authorize:

Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible.

Can Manage Access to Submission?

Add

Users with Access to this Submission

User Name	Affiliation	Can Manage Access to Submission?	Actions
Jessica Temple		<input checked="" type="checkbox"/>	

Done

The user must be registered with the ADEQ ePortal system before they can be given access to a submission.

SUBMITTING THE APPLICATION

File Edit View Favorites Tools Help X Google Search More Sign In

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ADEQ Home

Home 6 Finder # Dashboard 8 Users 2 Organizations 41 Forms 0 History 14 Help 7 Coby Ungersak 2 Sign Out 0

Certify and Submit

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

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.

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

ARR000000 Notice of Intent for Dischargers of Stormwater Runoff Associated with Industrial Activity
version 1.3
(Submission Id: 1TR-2N02-6C10, revision 1)

I certify that, if this facility is a corporation, it is registered with the Secretary of State of Arkansas. Please provide the full name of the corporation if different than that provided in the application.

I certify that a stormwater pollution prevention plan has been developed in accordance with Part 4 of the general permit.

I certify that the cognizant official designated in this Notice of Intent is qualified to act as a duly authorized representative under the provisions of 40 CFR 122.23(b). If no cognizant official has been designated, I understand that the Department will accept reports signed by the applicant.

I certify under penalty of law that this document 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.

Submission Agreements

I certify that I have not violated any term in my Electronic Signature Agreement and that I am otherwise without any reason to believe that the confidentiality of my userID and/or password have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

I am the owner of the account used to perform the electronic submission and signature.

I have the authority to submit the data on behalf of the facility I am representing.

I agree that providing the account credentials to sign the submission document constitutes an electronic signature equivalent to my written signature.

I have reviewed the electronic report being submitted in its entirety, and agree to the validity and accuracy of the information contained within it to the best of my knowledge.

Submission Signature

What is your youngest brother's birthday month and year? (e.g., January 1900)

Account Password:

- Must have set up challenge questions (if e-signature security level required) prior to submission
- ePortal password is required

ELECTRONIC SIGNATURE AGREEMENT



Arkansas Department of Environmental Quality
5301 Northshore Drive
North Little Rock, AR 72118-5317

Electronic Signature Agreement

This Agreement will allow you to electronically submit forms and reports using the ADEQ ePortal and SLEIS systems when those forms and reports require a signature, using the account identified by your email address. To receive the necessary authorization, you must fill out this form completely, sign it, and send the original to:

Electronic Signature Agreement Committee
Arkansas Department of Environmental Quality
5301 Northshore Drive
North Little Rock, AR 72118-5317

Faxes, photocopies, and other facsimiles will not suffice. Questions can be mailed to the above address, or emailed to eSignatureAgreement@adeq.state.ar.us.

Your First and Last Name: _____
Street Address: _____
City: _____
State: _____
Zip Code: _____
Telephone: _____
Email: _____

Notes:

- (1) The Name must be the name of the person shown on the next page; company names are not allowed, and if used will cause the form to be returned.
- (2) The address must be a street address. Post Office boxes are not allowed.
- (3) The email address is the address used for the ePortal and SLEIS accounts. It should be the email address for the person listed here and shown on the next page. It can be a person's work email address, but it should not be a group, general, or company email address.

(continued on next page)

I, _____, the undersigned, am submitting this Electronic Signature Agreement to the Arkansas Department of Environmental Quality (ADEQ), to apply for authorization to electronically submit forms and reports using ADEQ's ePortal and SLEIS electronic submission systems. With this authorization, any and all submissions made with the ePortal and SLEIS systems using the accounts identified by my email address above will be the equivalent of my handwritten signature on all electronically submitted reports, documents, applications, files, or forms, and shall have the full legal force of an actual handwritten signature pursuant to the Arkansas Electronic Records and Signatures Act codified at Ark. Code Ann. §25-31-101 et seq.

I hereby agree to the following conditions:

- 1) I will protect my account passwords and all security question and answer pairs from compromise and from use by any other party, including anyone who may be acting as my agent.
- 2) I will promptly report – within 24 hours after discovery – to ADEQ any evidence of the loss, theft, or other compromise of my account password or any security question and answer pairs.
- 3) I will review and, if necessary, repudiate any electronic reports, documents, applications, files, or forms that may have been submitted to ADEQ after this loss, theft, or other compromise.
- 4) I will promptly review – within 24 hours after discovery – the acknowledgments and copies of submitted documents generated by ADEQ's ePortal and SLEIS systems.
- 5) I will promptly report – within 24 hours after discovery – to ADEQ any evidence of discrepancy between any information electronically submitted by my accounts and what was received by ADEQ.

I understand that I shall be held as legally bound, obligated, and responsible by the electronic signature created by submissions made using my accounts in ADEQ's ePortal and SLEIS systems as by my handwritten signature.

Applicant's signature: _____

Date: _____

Optional: Please list entities (corporate, governmental, or otherwise) with which you have a relationship and for whom you have the signatory authority to complete and submit forms, applications, and reports to ADEQ. This will help ADEQ determine when you can legally submit a form or report to ADEQ on behalf of the entity using the SLEIS and ePortal systems. You may attach additional pages if you wish.

AFIN* (if known)	Entity Name	Title/Position

* ADEQ Facility Identification Number

EDITING A SUBMISSION

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

- Revise Submission
- Add Submission Note
- View Submission Details
- Print Submission
- Download Submission
- Make Payment
- Copy As New
- Open In New Window
- Manage Access to Submission

Versions

Submissions	Compare
v.2 - Submitted by Jessica Temple 03/03/2015 11:16 AM	
v.1 - Revised by Jessica Temple 03/03/2015 08:22 AM	

ARR000000 Notice of Intent for Dischargers of Stormwater Runoff Associated with Industrial Activity

version 1.7

(Submission #: 23J-V3S2-K653, version 2)

Summary

Submission #:	23J-V3S2-K653	Date Submitted:	3/3/2015 8:33 AM
Form:	ARR000000 Notice of Intent for Dischargers of Stormwater Runoff Associated with Industrial Activity	Status:	Submitted
Applicant:	Jessica Temple	Active Steps:	Engineer Supervisor Review
AFIN:	25-60337	Reference #:	ARR001370
Description:	ARR001370 R L H Construction, LLC, R L H Concrete		

Notes

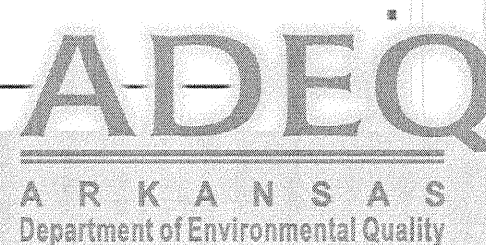
- ADEQ Internal Only Processing Note
on 03/03/2015 (Payment Processing) COMPLETE
Changed first list values from Q&E to B&E. These changes were made by Tom Eplevin on 03/03/15
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on 03/03/2015 (Payment Processing) COMPLETE
Changed first list values from Q&E to B&E. These changes were made by Tom Eplevin on 03/03/15

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EDITING A SUBMISSION

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Applicant:	Jessica Temple	Active Steps:	Engineer Supervisor Review
AFIN:	25-00337	Reference #:	ARR001370
Description:	ARR001370 R L H Construction, LLC, R L H Concrete		

Notes

- ADEC Internal Only - Processing Note
on 03/03/2015 / Payment Processing / COMPLETE
Changed financial status from Draft to Paid. These changes were made by Tom Devoon on 3/3/2015.
- ADEC Internal Only - Processing Note
on 03/03/2015 / Payment Processing / COMPLETE
Changed financial status from Draft to Paid. These changes were made by Tom Devoon on 3/3/2015.

Details

Common Information

Facility Information

Please provide the following information about the Facility.

PAYMENT

The screenshot shows the ADEQ (Arkansas Department of Environmental Quality) online payment interface. The page title is "Payment" and it includes a navigation menu with options like Home, Finder, Dashboard, Users, Organizations, Forms, History, Help, Colby Ungerank, and Sign Out. The main content area displays the following information:

0000-WG-WR Water Treatment Residuals Notice of Intent
version 1.1
(Submission Id: 1TQ-ZG0E-D450, revision 1)

In order to complete your submission and initiate the processing of your permit, your form must be accompanied by payment for the applicable processing fees.

Submission Information

Submission #:	1TQ-ZG0E-D450, revision 1	AFIN:	
Submitted On:	11/7/2014 12:44:51 PM	Facility:	Johns Bailey's Beauty Shop
Form:	0000-WG-WR Water Treatment Residuals Notice of Intent	Applicant:	Colby Ungerank

Fee Details

Enter the fee description for the form here... - Initial Fee:

Amount Due:	\$500.00
-------------	----------

Payment Remittance

Make Payment To:

Arkansas Department of Environmental Quality No-Discharge Section, Water Division 5301 Northshore Drive North Little Rock, AR 72116	Please print your remittance slip before continuing on to the next section.
--	---

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

[View Confirmation](#)

- Submission Information
- Fee Details
- Payment Remittance
- Billing Label must be printed prior to continuing

VIEW SUBMISSION

- Completed example

Status History

Date	User	Processing Status
1/22/2014	Jessica Temple	Submitted
11/21/2014	Terri Blevins	Issued

Processing Steps

Step Name	Assigned To/Completed By	Date Completed
Form Submitted	Jessica Temple	01/22/2014 09:11 AM
Assign Tracking Number	Kealey Burrow	01/22/2014 09:29 AM
Completeness and Technical Review	Jessica Temple	01/22/2014 09:31 AM
AFIN Request	Terri Blevins	01/22/2014 11:19 AM
Complete Invoice Request Form and Submit Invoice Request	Terri Blevins	01/22/2014 11:44 AM
Update PDS and NPDES database with AFIN info	Terri Blevins	01/22/2014 11:44 AM
Prepare Authorization Letter and appropriate attachments	Terri Blevins	01/22/2014 11:44 AM
Engineer 2nd Review	Jessica Temple	01/22/2014 12:32 PM
Engineer Supervisor Review	Jamal Solaimanian	01/22/2014 12:48 PM
Branch Manager Review	John Bailey	01/28/2014 08:07 AM
Assistant Chief Review	Mo Shafii	01/28/2014 01:17 PM
Enter Permit Status/Effective Date into PDS & NPDES database	Terri Blevins	01/28/2014 12:11 PM
	Zylab.	
	Kealey Burrow	01/29/2014 09:19 AM

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VIEW SUBMISSION

- Example In Progress

Processing Steps

Step Name	Assigned To/Completed By	Date Completed
Form Submitted	Jessica Temple	03/03/2015 08:33 AM
Assign Tracking Number	Jessica Temple	03/03/2015 08:47 AM
Completeness and Technical Review	Jessica Temple	03/03/2015 08:48 AM
AFIN Request	Terri Blevins	03/03/2015 11:14 AM
Update PDS and NPDES database with AFIN info	Terri Blevins	03/03/2015 11:14 AM
Complete Invoice Request Form and Submit Invoice Request	Terri Blevins	03/03/2015 11:15 AM
Prepare Authorization Letter and appropriate attachments	Terri Blevins	03/03/2015 11:15 AM
Engineer Second Review	Jessica Temple	03/03/2015 11:18 AM
Engineer Supervisor Review	Katherine Yarberry	
Branch Manager	John Bailey	
Assistant Chief Review	Mo Shaffi	
Enter Permit Status/ Effective Date into PDS & NPDES database	Terri Blevins	
Mail NOC to applicant	Kealey Burrow	

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Department of Environmental Quality

HISTORY

Home  Finder  **History ** Help ? Jessica Temple  Sign Out 

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 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 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.

Contact Information








Address:

Arkansas Department of Environmental Quality
5301 Northshore Drive
North Little Rock, AR 72118

Contacts:

Email: Help-ePortal@adeq.state.ar.us

Additional Links

-  [ADEQ Electronic Signature Agreement](#)
-  [How-to Intro: Quick-Start document](#)
-  [ADEQ Facility and Permit Summary Database](#)
-  [ADEQ Website](#)
-  [How-to Intro: Video demonstrations](#)
-  [ADEQ Regulations](#)
-  [ADEQ Disclosure Statement](#)

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HISTORY

Home Finder Dashboard Users Organizations Forms History Help ? Jessica Temple Sign Out

Submission History

Total records: 37 Showing 37 (filtered from total records)

Filter: x

Submission #	Submitted	Submission Name	Status	Locked	Actions
250-F333-YN0H		ARG670000 Notice of Intent for Operators Engaged in Hydrostatic Testing Located within the State of Arkansas	Draft	No	
1TV-TG0H-6191	01/22/2014 09:11 AM	ARG670000 Notice of Intent for Operators Engaged in Hydrostatic Testing Located within the State of Arkansas	Issued (Paid)	No	
1VC-C1Q5-WMHG	02/12/2014 09:40 AM	ARG670000 Notice of Intent for Operators Engaged in Hydrostatic Testing Located within the State of Arkansas	Issued (Paid)	No	
1W8-KAXD-5FJM	03/24/2014 10:48 AM	ARG640000 Notice of Intent for Wastewater Discharge from Water Treatment Plants	Issued (Paid)	No	
1WQ-RJ1P-DN5X	04/08/2014 03:08 PM	ARG670000 Notice of Intent for Operators Engaged in Hydrostatic Testing Located within the State of Arkansas	Issued (Paid)	No	
1WS-WYDY-3183	04/11/2014 08:01 AM	ARG670000 Notice of Intent for Operators Engaged in Hydrostatic Testing Located within the State of Arkansas	Issued (Paid)	No	
1WX-WDRT-VQN7	04/16/2014 09:53 AM	ARG550000 Notice of Intent for Individual Treatment Facilities Generating Only Domestic Waste	Issued (Paid)	No	
1XZ-PXBT-87CX	05/29/2014 12:52 PM	ARG670000 Notice of Intent for Operators Engaged in Hydrostatic Testing Located within the State of Arkansas	Issued (Paid)	No	
1Z6-B80R-6FNQ	07/17/2014 02:58 PM	ARG550000 Notice of Intent for Individual Treatment Facilities Generating Only Domestic Waste	Issued (Waived)	No	

HELP

Home  Finder  History  **Help ?** Jessica Temple  Sign Out 

Welcome to the ADEQ ePortal system.

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Contact Information






Address:

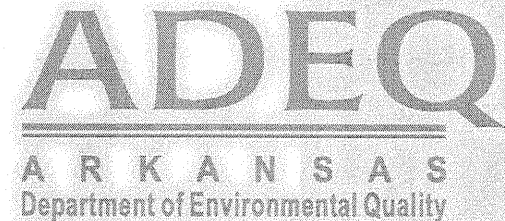
Arkansas Department of Environmental Quality
5301 Northshore Drive
North Little Rock, AR 72118

Contacts:

Email: Help-ePortal@adeq.state.ar.us

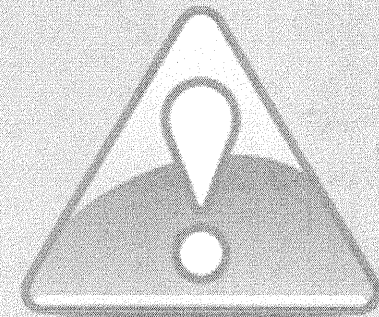
Additional Links

-  [ADEQ Electronic Signature Agreement](#)
-  [How-to Intro: Quick-Start document](#)
-  [ADEQ Facility and Permit Summary Database](#)
-  [ADEQ Website](#)
-  [How-to Intro: Video demonstrations](#)
-  [ADEQ Regulations](#)
-  [ADEQ Disclosure Statement](#)



OTHER IMPORTANT NOTES

- Forms can be saved for later use.
- Drafts are not visible until submitted.
- Individual permits will be accepted soon.



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QUESTIONS?

- Jessica Temple
Engineer
Office of Water Quality
501-682-0621
templej@adeq.state.ar.us
- Help-ePortal@adeq.state.ar.us