

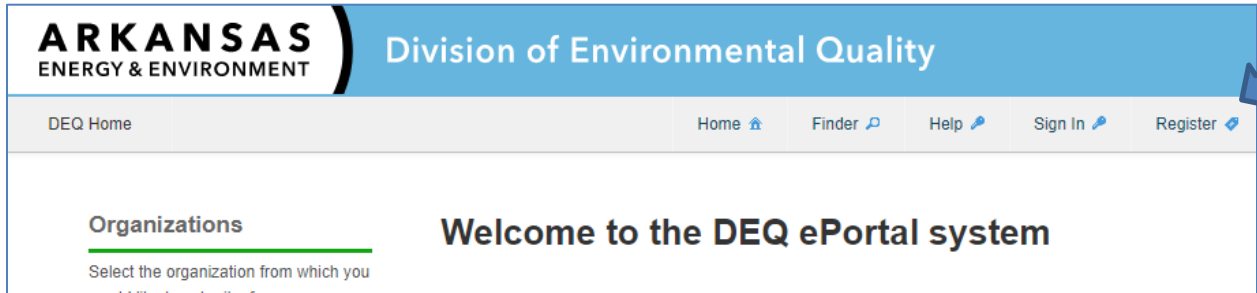
## ePortal Quick Start Instructions

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

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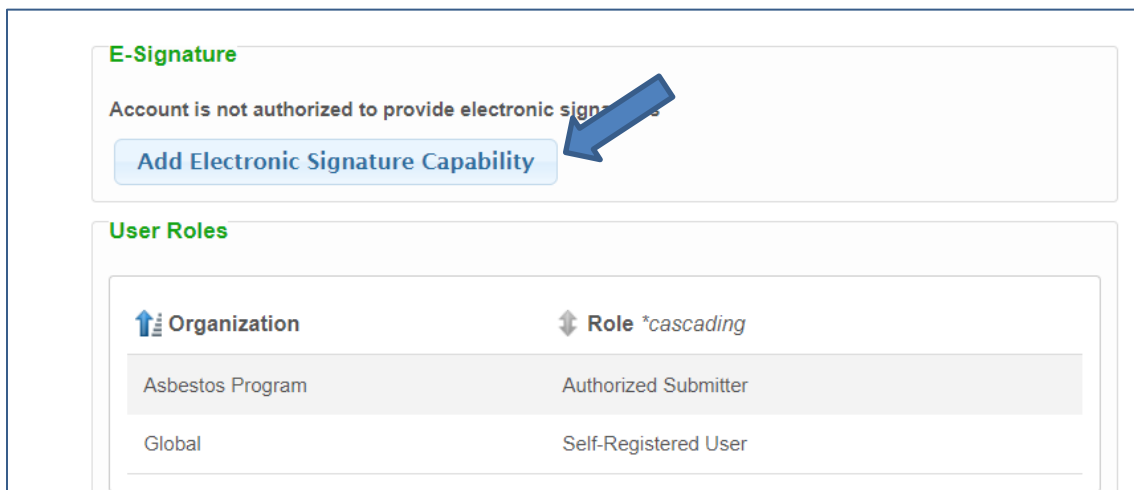
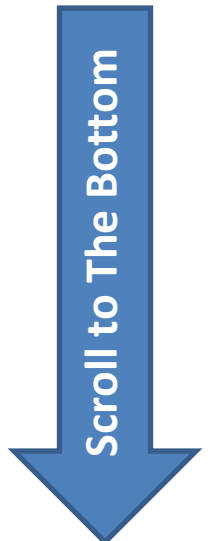
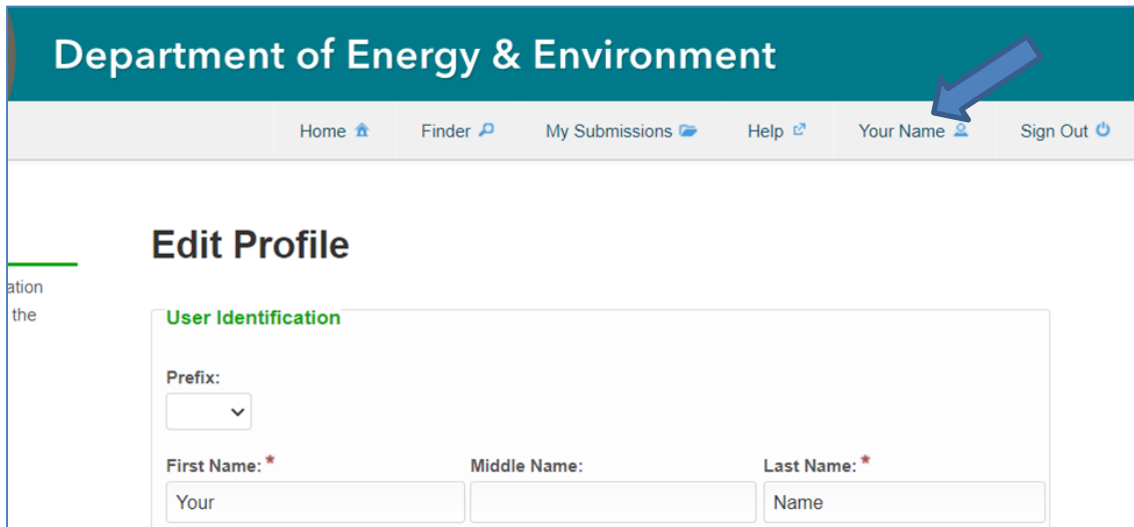
1. Register an account

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, print, sign, date, 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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## 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](mailto: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.

The screenshot displays the 'Air Permit Notice of Intent (NOI) for Minor Source General Air Permit for Hot Mix Asphalt Facilities 1912-AGP-000'. The top right corner shows 'Last saved 2 minutes ago' and a 'SAVE PROGRESS' button. The left sidebar lists the following sections: Processing Info (checked), Applicability (marked with a red X), General Information (marked with a red X), Applicant Information (marked with a red X), Engine Information (marked with a red X), Insignificant Activities and Other Information (unchecked), Review (marked with a red X), and Signing (selected with a black dot). The main content area is titled 'Signing' and 'Prepare for Signing'. It contains the instruction: 'To finish submitting this form, the form will need to be signed, by you or another person if you choose.' Below this is a step indicator '1 Select signing method' and two options: 'Digital Signature' (with a radio button) and 'Hard Copy Signature' (with a radio button). At the bottom of the main content area are two buttons: 'NEXT' and 'Finish Later'. Blue arrows point to the 'SAVE PROGRESS' button, the 'Signing' section in the sidebar, and the 'Finish Later' button.

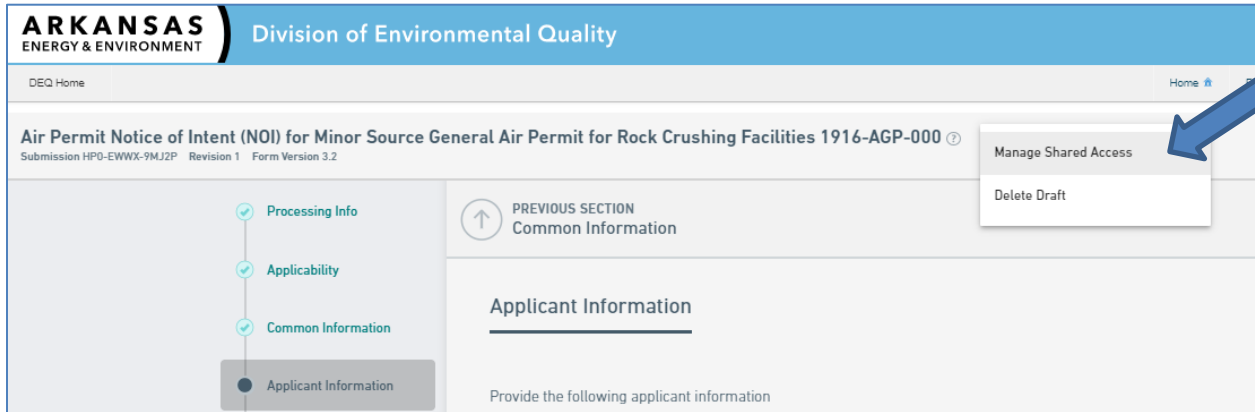
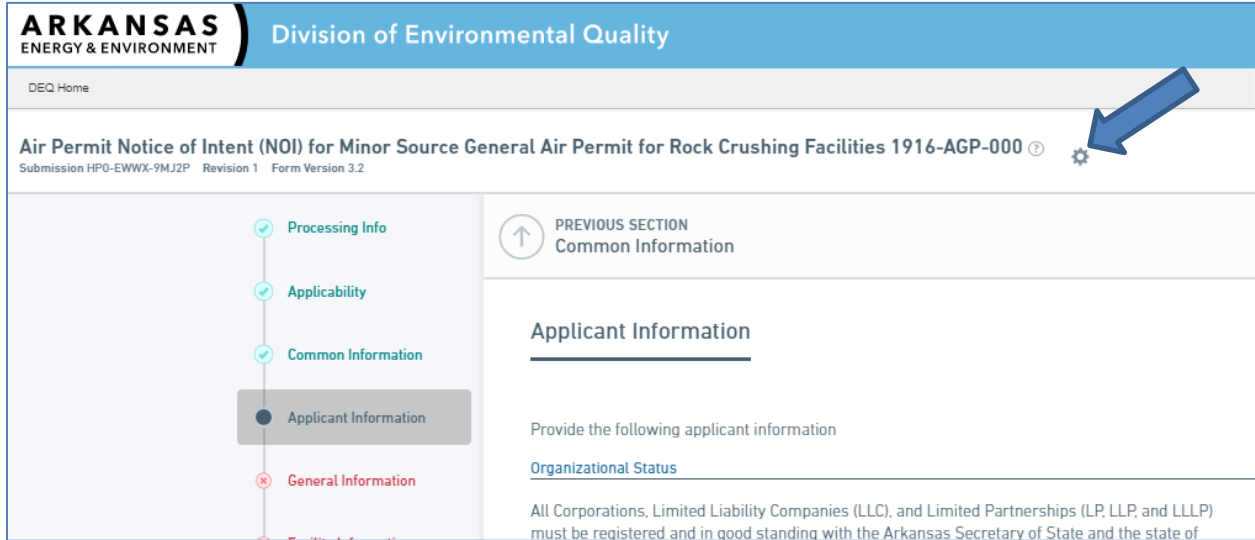
6. Complete a submittal

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 header includes the logo and navigation links. The page title is "Air Permit Notice of Intent (NOI) for Minor Source General Air Permit for Rock Crushing Facilities 1916-AGP-000". The left-hand navigation menu shows a progress indicator for various sections: Processing Info (checked), Applicability (checked), Common Information (checked, highlighted with a blue arrow), Applicant Information (dark grey), General Information (red X), Facility Information (red X), Engine Information (empty circle), Insignificant Activities and Other Information (empty circle), Review (red X), and Certify & Submit (empty circle). The main content area is titled "Applicant Information" and contains instructions for providing applicant information, including organizational status (Domestic or Foreign) and a requirement to attach a Certificate of Good Standing from the State of Origin (if not Arkansas). A file upload area is provided at the bottom of the section.

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 My Submissions. You can also track the progress of submitted applications in the View option.

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DEQ Home Home Finder My Submissions Help Anonymous User Sign Out

As of January 11, 2024, E&E's new data management system, also known as **SEEK**, should be used for applications associated with Asbestos, Regulated Storage Tanks, Construction Stormwater General Permits, and Industrial Stormwater General Permits.

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

**Welcome to the ePortal System**  
The 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 Department of Energy and Environment (E&E) in a secure online environment. After the form is submitted, this system also allows its progress to be tracked.

**Forms**  
To locate a specific form please use our form finder. Many applications, registrations, and other forms require that you have e-signature approval before you can electronically sign them. To obtain this

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**My Submissions**


62 results found

Name	AFIN	Submission ID	Started on	Submitted on	Balance Due	Status	
Air Permit Notice of Intent (NOI) for Minor Source General Air Permit for Rock Crushing Facilities 1916-AGP-000		HQ3-3RBY-Y5KHC	4/23/2024 1:27 PM			DRAFT	

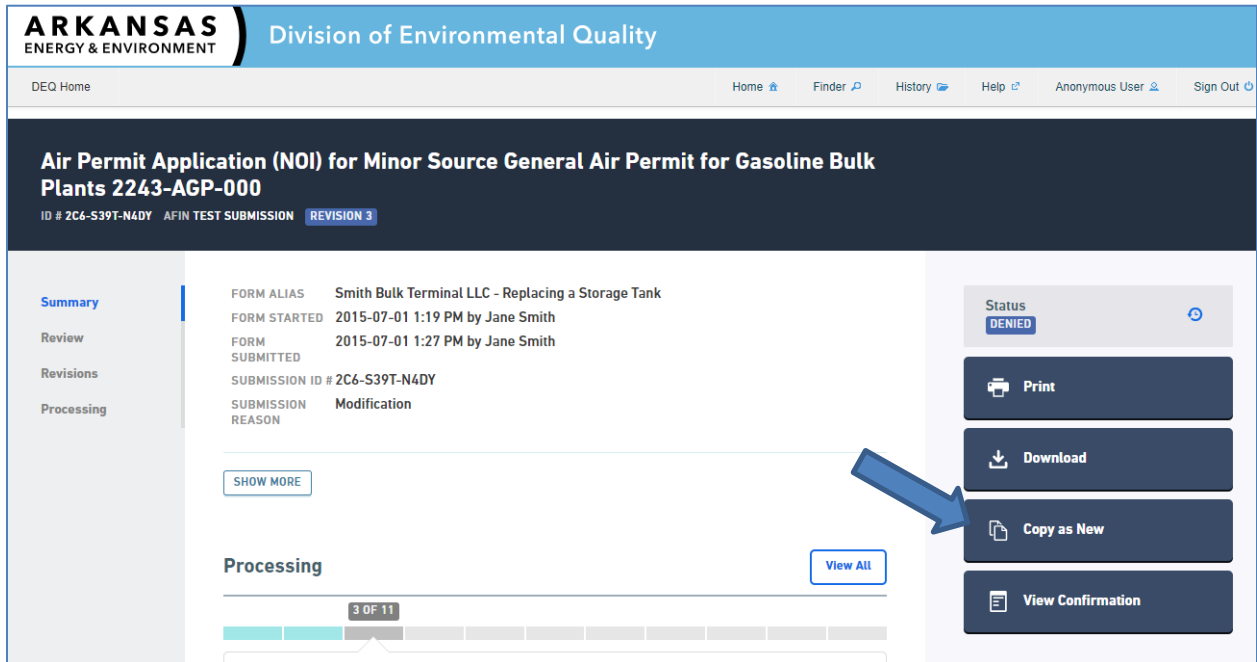
View a submittal

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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### 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