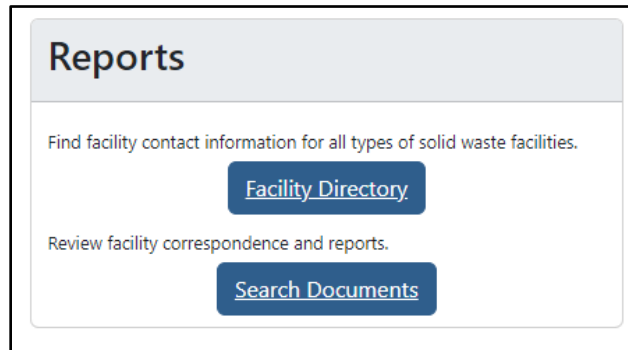


Solid Waste Database (e.g. DocDNA) and OpenText Guidance

This document is guidance for each of the following buttons on the [Solid Waste Permitting](#) website. Whether external or internal to the DNR, the interface is identical, thus, there is no need to Log In. The Log In is for external entry of tonnage and other reports, and for internal logging of documents.



Search Documents - Electronic Document Retrieval

You can search using any or all of the fields. You can start typing in any field, and the selection list will be narrowed down accordingly. For example, type “landfill” into Facility Type, and you will get all the landfill types. Further guidance on document types, permit action, and comments are provided on the following pages.

IOWA | Iowa Department of Natural Resources | SOLID WASTE PERMITTING

Home Reports ▾

Electronic Document Retrieval

Select search criteria to narrow the set of results. To retrieve a document, click on the corresponding row and a PDF of the document will begin downloading. If you click on a document and receive a message that “no document found” then contact the department to view it or find out the status. Actions that show up with a blank document ID number have not yet been scanned into the system. To create a report with no blanks, query for a range of Document IDs. If you leave part of the document ID or date range blank, the query will assume you wish to find all IDs or dates after the value you input (if you leave the second input blank) or up to the value you input (if you leave the first input blank).

Doc ID to

Permit #

Facility Name

Permit Type

Doc Date to

Doc Type

Permit Action

Comments

Show 25 entries

Search:

Document ID	Permit	Facility Name	Date	Permit Action	Document Type	Comments
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Doc Type

Although there are many different types, there is a short list of common landfill permitting types.

- Initial Receipt - This is the initial receipt by the DNR of a report, permit renewal, a request, etc.(i.e. submittal).
- Approval Letter Sent - This is the DNR’s approval of a submittal. Depending on the situation, this may be a letter or an email.
- Comment Letter Sent - This is the DNR’s comments on a submittal. Depending on the situation, this may be a letter or an email.
- Reviewed with Final Action Pending - This is used when we review a document and ask for additional information, clarification, etc. and no document is produced by the DNR.
- Reviewed with no action required - This is used when we review certain documents, such as inspection reports, and have no comments or follow up needed, and no document is produced by the DNR.
- Response Received - This is the DNR’s receipt of a response to our comment letter.

Other less used types are: Letter of Inquiry, Letter of Noncompliance, Notice of Violation, and Denial Letter Sent.

Permit Action

Below are the key permit actions for landfill permitting.

- Amendment - This is typically any request for a revision to the permit.
- Permit Review - This is typically for financial assurance, permit renewals, and documents that don't fit the other two actions.
- Report Submittal - This is for any report submittal.

Comments

Although these are not standardized, there are many common terms. (Note: You must hit Enter after typing your search words or after clearing the box.)

- AER - See Annual Engineer Report
- Amendment - Permit amendment related.
- Annual Engineer Report - Annual inspection report per the permit.
- Annual Water Quality Report - Annual Water Quality report and other related documents
- AWQ - See Annual Water Quality Report
- Expansion plans - Expansion or master plan.
- FA **** - Other financial assurance documents.
- FA Approval - Financial Assurance approval
- FA Report - Financial assurance report submittal.
- Field Office Inspection Report
- Financial Assurance
- FO Inspection - See Field Office Inspection Report
- Gas - Could be landfill gas related. Otherwise, see Gas Monitoring Report
- Gas Monitoring Report - Methane monitoring report.
- Gas Report - See Gas Monitoring Report
- General Reporting/Administrative Requirements - Required submittals, such as for CCR landfills under the federal rules, that may not require review.
- LCSPER - See Leachate Performance Evaluation Report
- Leachate Performance Evaluation Report
- LF Gas Report - See Gas Monitoring Report
- Monitoring System Evaluation Report
- MSER - See Monitoring System Evaluation Report
- NOE - See Notice of Expiration
- Notice of Expiration - For a permit
- Permit Renewal Application
- Permit Revised
- Plan Revisions
- Public notice
- Revised Permit
- SAER - Semi-Annual Engineer Report
- See Document ID ##### - Used when a document is embedded in a larger document or when a letter is written that addresses multiple entries in the database.
- Special Water Quality Report - Could be additional test results, GWAP, GVAR, ACM, etc.
- SWA - Special Waste Authorization
- Waiver - Waiver to a rule.
- Waste Cover Material - Typically related to ADC
- WQ - See Annual Water Quality Report
- WQ review letter

Search

The search box will search Doc Type, Permit Action, and Comment fields simultaneously.

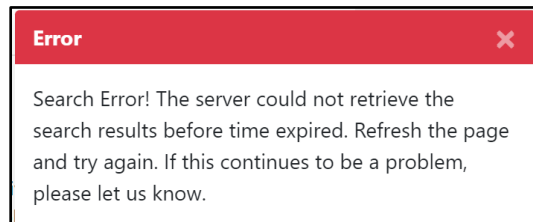
Exporting Data

You can export your search results, which is very helpful when researching a site as it allows you to perform more robust searches.

1. Perform your search.
2. Above the search results, change Show Entries to All, wait for the search to populate, and then select CSV.
3. Open the CSV in Excel after it has completed the download and save as an Excel file.
4. If you want the Document URL to be a hyperlink, insert a column and enter @hyperlink(##) where the ## references the Document URL column.
5. To insert a table in Excel, you will first need to delete the last row (i.e. the search conditions).

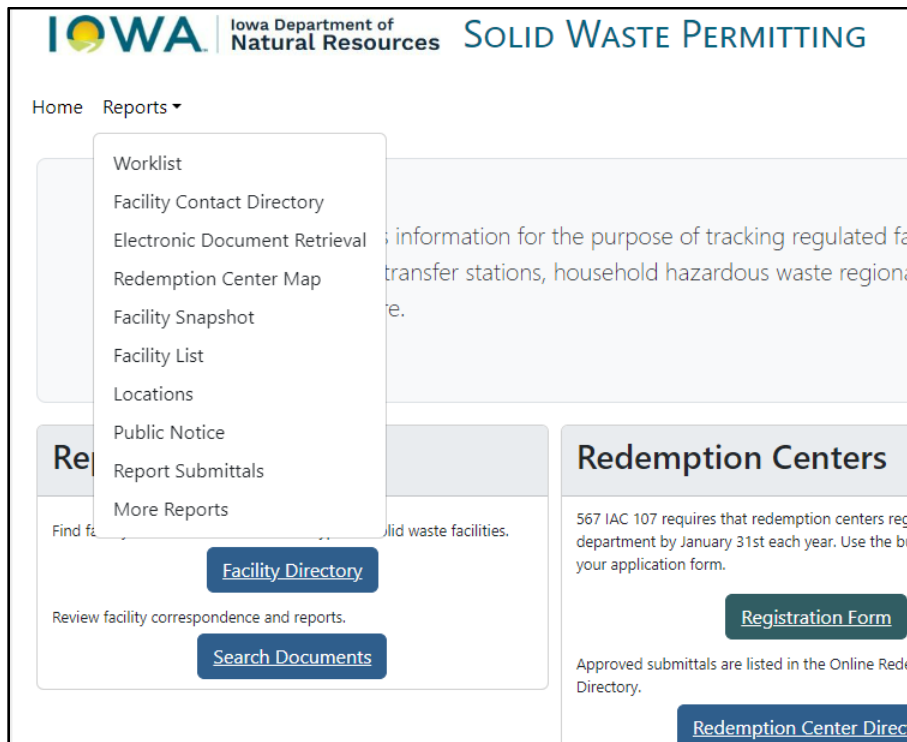
Timing Out and Errors

If you receive the following pop up in the upper right (or multiple pop ups), you do not need to refresh and try again. Instead, it is recommended to let the system continue to perform your query in the background. If you continue to have issues after a couple of minutes, you can submit a request for support on the [Help Iowa Service Desk](#) webpage, include details of your query.

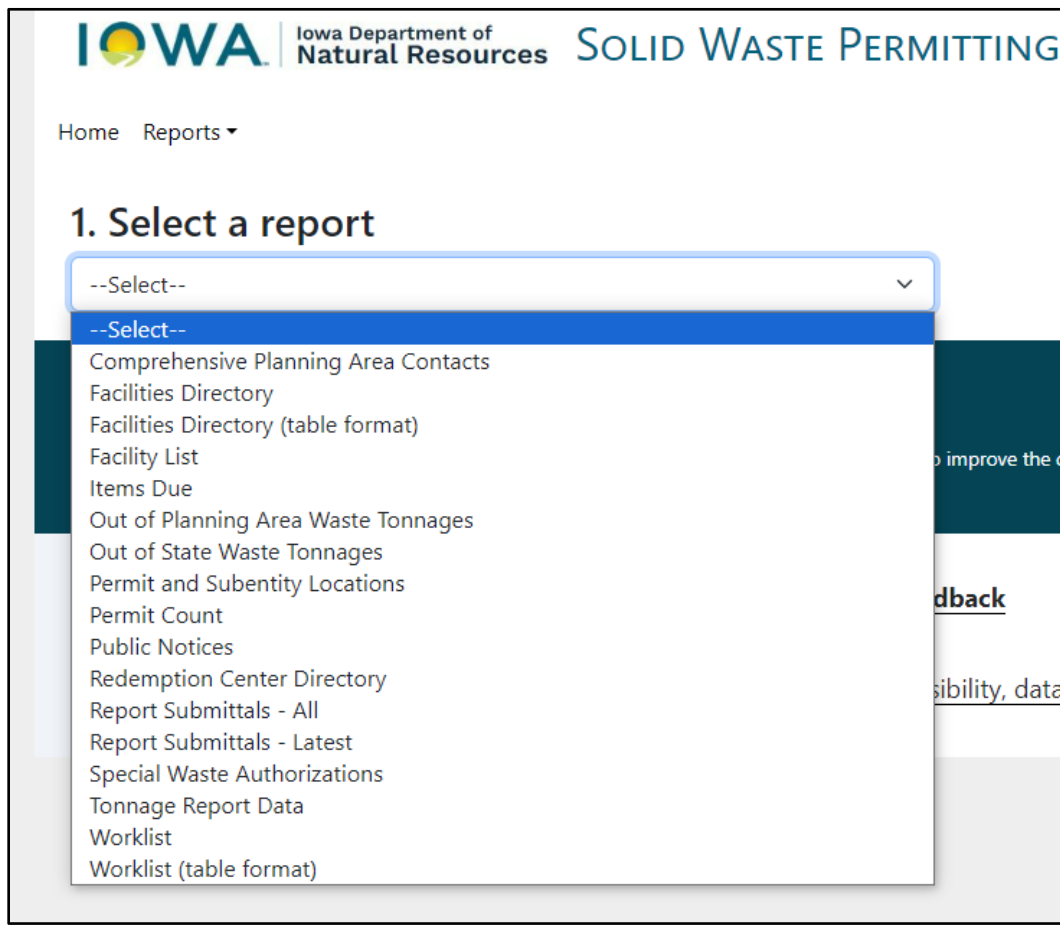


Reports

There are a whole host of other reports and searches available under the [Reports](#) dropdown.



If you select More Reports at the bottom of the dropdown, you will see the full suite of reports.



Report Format

Many of the reports allow exporting of reports in Word, Excel, or PDF. If you choose to use Excel, it is recommended that you select a report with the (table format) option as these are more Excel friendly if you are exporting the data.

Facility Directory

Below are the various contact types used in the DNR database.

- Automated Email - These emails are sent when we receive submittals from you, consultant, etc. or when a review is completed. The number of contacts that receive these is unlimited, so all the contacts for your site can receive them, only one, or part of them.
- Consultant - This should be different than the Design Engineer, if applicable, and typically is a groundwater professional or other consultant involved with your facility. There can be more than one listed if you desire.
- Design Engineer - This should be a professional engineer registered in the state of Iowa that signed your permit renewal documents. This also may be the engineer(s) that designed a master plan or construction plan, financial assurance, inspection reports, etc. There can be more than one listed if you desire.
- Mailing Contact - This is for anyone, in addition to the Responsible Official or other contact types, that needs to be included on mailings.
- Operator of Facility - This is typically the contact for a contract operator, if applicable, for the site.
- Report Form Contact - This is for individuals of regulated facilities that submit certain types of reports by mail (ADP - Appliance Demanufacturing, CRT - Cathode Ray tubes, XFR - Transfer Stations, etc.).
- Responsible Official of Agency Served - This should be the contact information for the person designated as the responsible official in your permit. Only one of this type of contact is allowed. Note: If this changes during the permit period, for example with an election cycle, please notify the DNR.
- Secondary Contact - There are many uses for this. This could be an assistant director/manager, office manager, the chair of your board/commission or the board members, secretary, etc.

- Solid Waste Fee Schedule Contact - This should be a contact for the individual that is responsible for the online quarterly tonnage report submittal.
- Special Waste Generator - This is an external contact for a special waste generator that, typically, has an approved special waste authorization currently or in the past at your facility.

Facility Snapshot

The [Facility Snapshot](#) is an alternative way to view documents for the current permit period for an individual facility.

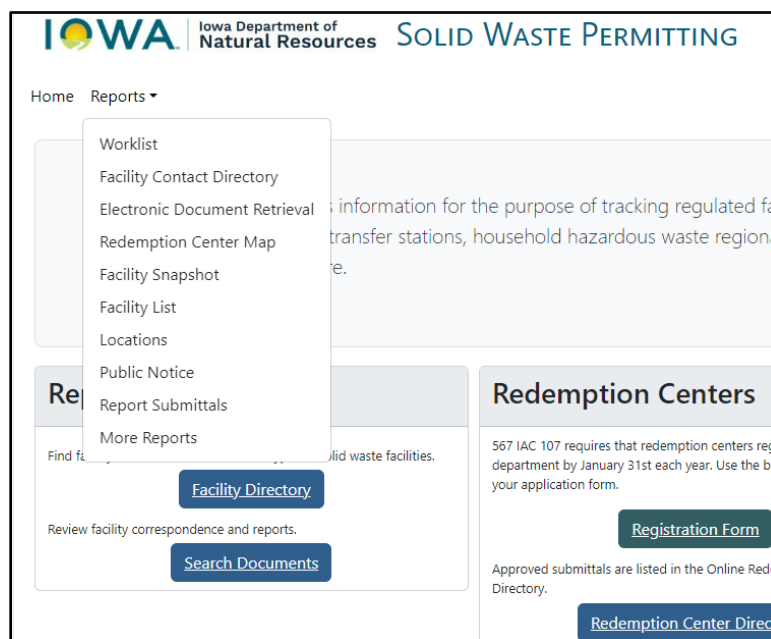
Warning: The default sorting is not by date, so you may inadvertently not see all current documents. It is recommended to change the sorting to Last Action Date.

Worklist

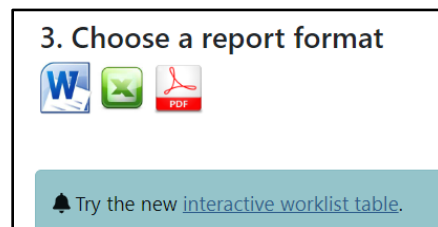
There are several worklist reports on the [Worklist](#) webpage.

Option 1 - New Interactive Worklist

The most robust online option is the Worklist at the top of the Reports dropdown. **Note:** This option disappears if you select More Reports.



Next, scroll to the bottom of the page and click on the “Try the new interactive worklist table” next to the bell.



Option 2 - Traditional

Instead of selecting Worklist from the dropdown as noted above, select More Reports. At the bottom of the Select a Report dropdown, select Worklist.

Option 3 - Traditional (Table Format)

Instead of selecting Worklist from the dropdown as noted above, select More Reports. At the bottom of the Select a Report dropdown, select Worklist (Table Format).