

Air Document Handling

Version 2011-1

User Manual



Document Version 1.2

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Developed by:

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Air Document Handling

DEP Division of Air Resource Management

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Application Version/Document Version History

Application Version #	Document Version #	Original Date	Revision Date	Author	Description
ADH 2011-1	1.0	01/26/2011		T. Hunt	Final
ADH 2011-1	1.1		10/05/2011	M. Baker	Final

Introduction

The Department of Environmental Protection Division of Air Resource Management's (DARM) Air Document Handling (ADH) is made up of four permit related functions:

- Permit Search
- Permit Posting
- Document Search
- Document Upload.

Permit Posting is an application that allows the user to post permits so that others can view them. This process involves creating and posting a zipped file. Word and Excel documents that are located in the zipped file are then converted to Adobe PDF for public viewing when searching using "Air Permit Document Search" located on Air's internet website.

Permit Search allows users to search for the original unconverted zipped documents that are posted via Permit Posting.

Document Search allows users to search for the scanned permit file documents that were processed by the Tallahassee Permitting Office.

Document Upload allows users with special privileges to upload scanned documents viewable online to the general public

►The Document Upload tab is not visible except to those administrators assigned to the ARMS_ADH_DU_USER or ARMS_ADH_DS_ADMIN role

ADH has a tab-driven navigation. This tab-driven navigation allows users to access Permit Posting, Permit Search or Document Search by clicking the desired tab function. An important feature of this type of navigation ensures that search results are not lost when users switch between the three functions. In order to clear search results and perform a new search, the user must click the **New Search** button.

DARM Application Support Desk Information

Web Address: <http://approd.dep.state.fl.us/adh/>

► Contact DARM Application Support Desk to notify the division regarding any problems with ADH or its supporting documentation

Permit Posting

When Air Document Handling is opened, it defaults at **Permit Posting** tab. Permit Posting allows the user to search for Title V, Non-Title V and PSD permits for the purpose of creating, viewing and posting.

The screenshot shows the 'Air Document Handling' application window. At the top, there is a header bar with the title 'Air Document Handling' and a sub-header 'Use the tabs below to switch between Permit Posting, Permit Search and Document Search. Search results will not be lost when switching between tabs.' Below this are four tabs: 'Permit Posting' (which is selected and highlighted), 'Permit Search', 'Document Search', and 'Document Upload'. The main content area is titled 'Permit Posting' and contains the following elements:

- A link for [Version information](#).
- A paragraph of instructions: 'Enter an AIRS ID for posting zipped permit documents. Word and Excel documents inside posted zip files will be converted to Adobe PDF and posted in that format to be retrieved from the [Air Permit Document Search](#). Please allow 30 minutes for converted documents to be available. Permit Posting users will receive an email if any problems are encountered during conversion.'
- A link for [Permit Posting Help](#).
- A search form with the text 'Enter AIRS ID:' followed by an input field and a 'Search' button.
- A status message: 'You are logged in as CARR_K with permit editing privileges.'
- System Requirements:** *This application requires one of the following operating systems: Windows 98, Windows 2000 or Windows XP. The Division of Air Resources Management does not support the use of the Microsoft Windows Vista operating system with this application.*

Title V Permit Posting (AV)

TO POST A DRAFT PERMIT

1. To post a Title V permit, enter the permit **Airs ID** on Permit Posting main page then click **Search**

Enter AIRS ID:

Owner: FLORIDA GAS TRANSMISSION COMPANY
Site Name: FGTC STATION 18, ORANGE COUNTY
Street: 7990 STEER LAKE ROAD
Title V: Y **County:** ORANGE
City: ORLANDO **Zip Code:** 32811
Major Group SIC: 49 -- ELECTRIC, GAS AND SANITARY SERVICES

Update Existing Permit Summary Records:

Permit Number	Permit Activity	Date Received	Agency Action
0950190-004-AC	Construction	10/31/2002	Issued - 1/13/2003
Project Name: FGTC STATION 18 - PHASE VI			
Primary Processor: KOERNER_J			
Update--> Final			
0950190-003-AV	Permit Renewal	9/6/2000	Issued - 3/8/2001
Project Name: FLORIDA GAS			
Primary Processor: LAISURE_D			
Update--> Final			
Update--> Proposed			
Update--> Draft			

Select Project in PA to Create a New Permit Summary:

Permit Number	Permit Activity	Date Received	Agency Action
0950190-005-AV	PERMIT REVISION	10/1/2006	Pending Create Summary

2. To create a summary, click **Create Summary** beside the desired permit number in the *Select Project in PA to Create a New Permit Summary* section

Enter an AIRS ID for posting zipped permit documents. Word and Excel documents inside posted zip files will be converted to Adobe PDF and posted in that format to be retrieved from the [Air Permit Document Search](#). Please allow 30 minutes for converted documents to be available. Permit Posting users will receive an email if any problems encountered during conversion.

[Administrative Reports](#)
[Delete Record](#)
[Permit Posting Help](#)

[Return to](#)

INSERT PERMIT SUMMARY FOR 0950190-005-AV

AIRS ID: 0950190 AIR Permit Number: 0950190-005-AV
Permit Type / Subtype: AV - 02 Date Application Recd: 10/1/2006
Permit Activity: PERMIT REVISION Permit Status:
PA Project Name: TITLE V PERMIT

Owner: FLORIDA GAS TRANSMISSION COMPANY
Site Name: FGTC STATION 18, ORANGE COUNTY
Street: 7990 STEER LAKE ROAD County: ORANGE
City: ORLANDO Zip Code: 32811
SIC Code(s): 4

Zip File Posting Information

Filename: **NO FILE POSTED** Post File:

Note: Permit Status defaults at DRAFT

3. Click **Browse** to select zipped files for posting, and then **Insert**. Files must be zipped to post

Posted On:

Allowable Limits -- Enter Units in Tons per Year (TPY)

PM: HAP: SO2:
NOx: LEAD: CO:
VOC:

Applicable Requirements List -- Select at Least One (1)

PSD: SIP: NSPS:
NESHAP: OTHER:

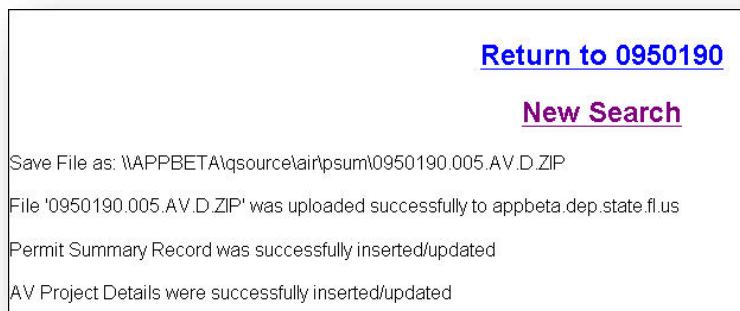
Miscellaneous Supplemental -- Select at Least One (1)

Acid Rain: Emission Cap:
Alternative Operations: MACT:
Responsible Official: Subject to 112R:
New Technology: Subject to 112GJ:
Confidential Business Information: Diagram/Drawing Included:
CAM Plan Included:

Compliance Summary

Compliance Schedule Included: Compliance Certification Signed:
Out of Compliance: Yes No

4. Fill in and check the appropriate boxes in the *Applicable Requirements List* then click **Insert** to save



5. Click **Return to [Airs Number]** to return or **New Search** to start a new search.

TO POST A REVISED DRAFT PERMIT

Enter AIRS ID:

Owner: FLORIDA GAS TRANSMISSION COMPANY
Site Name: FGTC STATION 18, ORANGE COUNTY
Street: 7990 STEER LAKE ROAD
Title V: Y **County:** ORANGE
City: ORLANDO **Zip Code:** 32811
Major Group SIC: 49 -- ELECTRIC, GAS AND SANITARY SERVICES

Update Existing Permit Summary Records:

Permit Number	Permit Activity	Date Received	Agency Action
0950190-004-AC	Construction	10/31/2002	Issued - 1/13/2003
Project Name: FGTC STATION 18 - PHASE VI			
Primary Processor: KOERNER_J			
Update--> Final			
0950190-003-AV	Permit Renewal	9/6/2000	Issued - 3/8/2001
Project Name: FLORIDA GAS			
Primary Processor: LAISURE_D			
Update--> Final			
Update--> Proposed			
Update--> Draft			

Select Project in PA to Create a New Permit Summary:

Permit Number	Permit Activity	Date Received	Agency Action
0950190-005-AV	PERMIT REVISION	10/1/2006	Pending
Create Summary			

1. Enter the permit **Airs ID** on Permit Posting main page then click **Search**
2. Click **Add Rev Draft** next to permit number to navigate to the Permit Summary Details page. (Permit Status defaults at REV DRAFT)
3. Click **Browse** to select zipped files for posting, and then **Insert**. Files must be zipped to post.
4. Fill in and check the appropriate boxes if applicable then click **Insert** to save
5. Click **Return to Airs Number** to return or **New Search** to start a new search

TO POST A PROPOSED PERMIT

1. Enter the permit **Airs ID** on Permit Posting main page then click **Search**
2. Click **Add Proposed** next to permit number to navigate to the Permit Summary Details page. (Permit Status defaults at PROPOSED)
3. Click **Browse** to select zipped files for posting, and then **Insert**. Files must be zipped to post
4. Fill in and check the appropriate boxes if applicable then click **Insert** to save
5. Click **Return to [Airs Number]** to start a new search or **New Search** to start a new search

TO POST A FINAL PERMIT

1. Enter the permit **Airs ID** on Permit Posting main page then click **Search**
2. Click **Add Final** next to permit number to navigate to the Permit Summary Details page.
Permit Status defaults at FINAL.
3. Click **Browse** to select zipped files for posting, and then **Insert**. (Files must be zipped to post)
4. Fill in and check the appropriate boxes if applicable then click **Insert** to save
5. Click **Return to Airs Number** to return or **New Search** to start a new search

►If you are unable to perform any of these functions, please contact the DARM Application Support Desk

Non-Title V Permit Posting (AF, AO, AC)

1. To post a Non-Title V permit, enter the permit **Airs ID** on Permit Posting main page then click **Search**

Enter AIRS ID:

Owner: SPECIALTY CONSTRUCTION BRANDS, INC.
Site Name: SPECIALTY CONSTRUCTION BRANDS, INC.
Street: 1913 NW 60TH LANE, E US 441, S
Title V: N **County:** ALACHUA
City: GAINESVILLE **Zip Code:** 32606
Major Group SIC: 28 -- CHEMICALS AND ALLIED PRODUCTS

Update Existing Permit Summary Records:

Permit Number	Permit Activity	Date Received	Agency Action
0010069-003-AC	Construction	2/6/2003	Issued - 5/28/2003

Project Name: DUST COLLECTIONS [Add_Draft](#)
Primary Processor: MAYBIN_L [Add_Rev_Draft](#)
Update--> [Final](#)

Select Project in PA to Create a New Permit Summary:

Permit Number	Permit Activity	Date Received	Agency Action
0010069-002-AC	CONSTRUCTION	11/19/2001	Issued - 2/27/2002 Create Summary

2. Click the **Create Summary** link beside the desired permit number in the **Select Project in PA to Create a New Permit Summary** section to navigate to create a summary

[Administrative Reports](#)
[Delete Record](#)
[Permit Posting Help](#)

[Return to](#)

INSERT PERMIT SUMMARY FOR **0010069-002-AC**

AIRS ID: 0010069	AIR Permit Number: 0010069-002-AC
Permit Type / Subtype: AC - 1E	Date Application Recd: 11/19/2001
Permit Activity: CONSTRUCTION	Permit Status: [DRAFT ▼]
PA Project Name: TEC SPECIALTY PRODUCTS	

Owner: SPECIALTY CONSTRUCTION BRANDS, INC.	
Site Name: SPECIALTY CONSTRUCTION BRANDS, INC.	
Street: 1913 NW 60TH LANE, E US 441, S	County: ALACHUA
City: GAINESVILLE	Zip Code: 32606
SIC Code(s): 2	

Zip File Posting Information

Filename: NO FILE POSTED	Post File: <input type="text"/> <input type="button" value="Browse..."/>
Posted On:	

- Click **Browse** to select zipped files for posting then click **Insert**. Files must be zipped to post

[Administrative Reports](#)
[Delete Record](#)
[Permit Posting Help](#)

[Return to](#)

INSERT PERMIT SUMMARY FOR **0010069-002-AC**

AIRS ID: 0010069	AIR Permit Number: 0010069-002-AC
Permit Type / Subtype: AC - 1E	Date Application Recd: 11/19/2001
Permit Activity: CONSTRUCTION	Permit Status: [DRAFT ▼]
PA Project Name: TEC SPECIALTY PRODUCTS	

Owner: SPECIALTY CONSTRUCTION BRANDS, INC.	
Site Name: SPECIALTY CONSTRUCTION BRANDS, INC.	
Street: 1913 NW 60TH LANE, E US 441, S	County: ALACHUA
City: GAINESVILLE	Zip Code: 32606
SIC Code(s): 2	

Zip File Posting Information

Filename: NO FILE POSTED	Post File: <input type="text" value="C:\Documents and Settings\livingston_s\De"/> <input type="button" value="Browse..."/>
Posted On:	

- Click **Return to [Airs Number]** to return or **New Search** to start a new search

[Return to 0010069](#)

[New Search](#)

Save File as: \\APPBETA\qsource\air\psum\0010069.002.AC.D.ZIP

File '0010069.002.AC.D.ZIP' was uploaded successfully to appbeta.dep.state.fl.us

Permit Summary Record was successfully inserted/updated

TO POST A DRAFT PERMIT

1. To post a Non-Title V Draft permit, enter the permit **Airs ID** on the Permit Posting main page then click **Search**



Enter AIRS ID:

Owner: SPECIALTY CONSTRUCTION BRANDS, INC.
Site Name: SPECIALTY CONSTRUCTION BRANDS, INC.
Street: 1913 NW 60TH LANE, E US 441, S
Title V: N **County:** ALACHUA
City: GAINESVILLE **Zip Code:** 32606
Major Group SIC: 28 -- CHEMICALS AND ALLIED PRODUCTS

Update Existing Permit Summary Records:

<u>Permit Number</u>	<u>Permit Activity</u>	<u>Date Received</u>	<u>Agency Action</u>
0010069-003-AC	Construction Project Name: DUST COLLECTIONS Primary Processor: MAYBIN_L Update--> Final	2/6/2003	Issued - 5/28/2003 Add_Draft Add_Rev_Draft
0010069-002-AC	Construction Project Name: TEC SPECIALTY PRODUCTS Primary Processor: ALNAHDY_K Update--> Draft	11/19/2001	Issued - 2/27/2002 Add_Rev_Draft Add_Final

Select Project in PA to Create a New Permit Summary:

NO NEW PROJECTS IN PA TO LINK TO

You are logged in as LIVINGSTON_S with administrative privileges.

2. Click **Add Draft** next to permit number to navigate to the Permit Summary Details page. (Permit Status defaults at DRAFT)
3. Click **Browse** to select zipped files for posting, and then **Insert**. Files must be zipped to post
4. Click **Return to Airs Number** to start a new search or **New Search** to start a new search

TO POST A REVISED DRAFT PERMIT

1. Enter the permit Airs ID on Permit Posting main page then click **Search**
2. Click **Add Rev Draft** next to the permit number to navigate to the Permit Summary Details page. (Permit Status defaults at REV DRAFT)
3. Click **Browse** to select zipped files for posting, and then **Insert**. Files must be zipped to post
4. Click **Return to Airs Number** to return or **New Search** to start a new search

Enter AIRS ID:

Owner: SPECIALTY CONSTRUCTION BRANDS, INC.
Site Name: SPECIALTY CONSTRUCTION BRANDS, INC.
Street: 1913 NW 60TH LANE, E US 441, S
Title V: N **County:** ALACHUA
City: GAINESVILLE **Zip Code:** 32606
Major Group SIC: 28 -- CHEMICALS AND ALLIED PRODUCTS

Update Existing Permit Summary Records:

<u>Permit Number</u>	<u>Permit Activity</u>	<u>Date Received</u>	<u>Agency Action</u>
0010069-003-AC	Construction Project Name: DUST COLLECTIONS Primary Processor: MAYBIN_L Update--> Final	2/6/2003	Issued - 5/28/2003 Add_Draft Add_Rev_Draft
0010069-002-AC	Construction Project Name: TEC SPECIALTY PRODUCTS Primary Processor: ALNAHDY_K Update--> Draft	11/19/2001	Issued - 2/27/2002 Add_Rev_Draft Add_Final

Select Project in PA to Create a New Permit Summary:

NO NEW PROJECTS IN PA TO LINK TO

You are logged in as LIVINGSTON_S with administrative privileges.

TO POST A FINAL PERMIT

1. Enter the permit **Airs ID** on Permit Posting main page then click **Search**
2. Click **Add Final** next to permit number to navigate to the *Permit Summary Details* page. (Permit Status defaults at FINAL)
3. Click **Browse** to select zipped files for posting, and then **Insert**. Files must be zipped to post
4. Click **Return to Airs Number** to return or **New Search** to start a new search

To Re-Post Permits

1. Enter the permit **Airs ID** on Permit Posting main page then click **Search**

Permit Posting

Enter an AIRS ID for posting zipped permit documents. Word and Excel documents inside posted zip files will be converted to Adobe PDF and posted in that format to be retrieved from the [Air Permit Document Search](#). Please allow 30 minutes for converted documents to be available. Permit Posting users will receive an email if any problems encountered during conversion.

[Administrative Reports](#)
[Permit Posting Help](#)

Enter AIRS ID:

Owner: GULF COAST RECYCLING, INC
Site Name: GULF COAST RECYCLING, INC.
Street: 1901 N 66TH STREET
Title V: Y
City: TAMPA
Major Group SIC: 33 -- PRIMARY METAL INDUSTRIES

County: HILLSBOROUGH
Zip Code: 33619

Update Existing Permit Summary Records:

Permit Number	Permit Activity	Date Received	Agency Action
0570057-016-AV	New Titlev Facility	6/24/2004	Issue

Project Name: PERMIT SUMMARY TRAINING
Primary Processor: WALKER_E
Update--> [Draft](#)

[Add_Row_Draft](#)
[Add_Proposed](#)
[Add_Final](#)

2. Click the permit activity under the permit number to be deleted

[Return to 0570057](#)

UPDATE PERMIT SUMMARY RECORD 0570057-016-AV

AIRS ID: 0570057 **AIR Permit Number:** 0570057-016-AV
Permit Type / Subtype: AV - 05 **Date Application Recd:** 4/13/2005
Permit Activity: PERMIT RENEWAL **Permit Status:** DRAFT
PA Project Name: TV RENEWAL

Owner: ENVIROFOCUS TECHNOLOGIES, LLC
Site Name: ENVIROFOCUS TECHNOLOGIES, LLC
Street: 1901 N 66TH STREET **County:** HILLSBOROUGH
City: TAMPA **Zip Code:** 33619
SIC Code(s): 33

Zip File Posting Information

Filename: [0570057.016.AV.D.ZIP](#) **Repost File:**
[0570057.016.AV.D.PDF.ZIP](#) [Send Email Notification](#)

Posted On: 1/19/2006

Record Created 1/18/2006 by SIMS_J, Last Updated 1/19/2006 by FRIDAY_B

3. Click **Browse** to select zipped files for posting, and then **Update**. **Note:** The new zipped file will overwrite the previous file

4. Click **Return to Airs Number** to return to the permit posting screen or **New Search** to start a new search

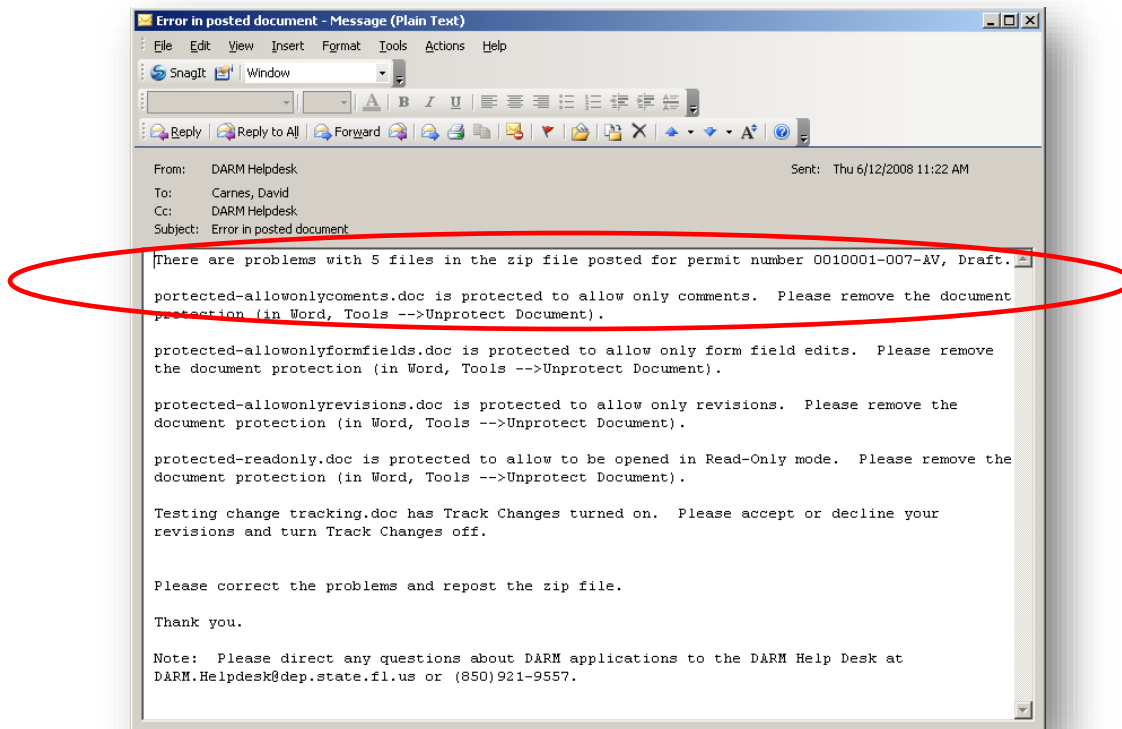
To Delete a Permit Entry (Administration Only)

1. Click **Draft**, **Rev (AV)**, **Proposed**, or **Final** beside **Update** under the desired permit number. The Permit Summary Details page will display
2. Click **Delete Record** > **OK** to confirm. *Data will be permanently deleted*
 - Only **Admin access** can delete

Permit Posting Errors

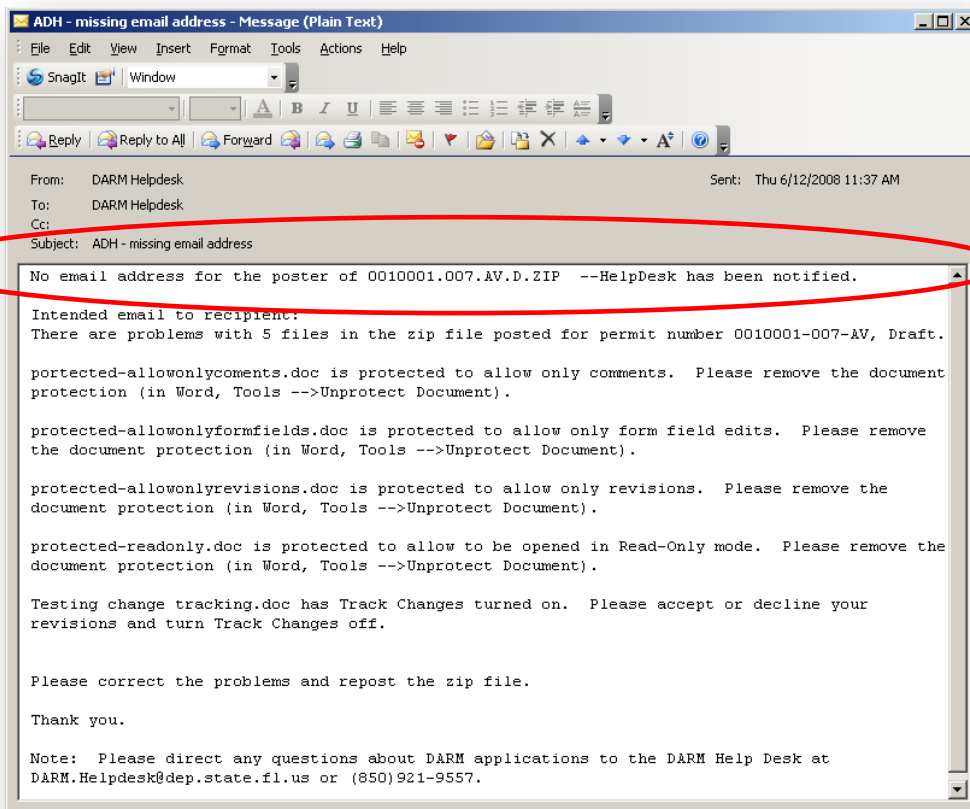
ERROR WITH ZIPPED POSTED FILE

When there is an error with the posted zipped file, DARM Help Desk and the Poster will receive an email message letting them know that there was a problem with a file(s). DARM Application Help Desk personnel will then create a help ticket, send a friendly email to the Poster to inquire if they need assistance correcting their problem. After confirming error has been corrected, DARM Application Help Desk personnel will close the help ticket.



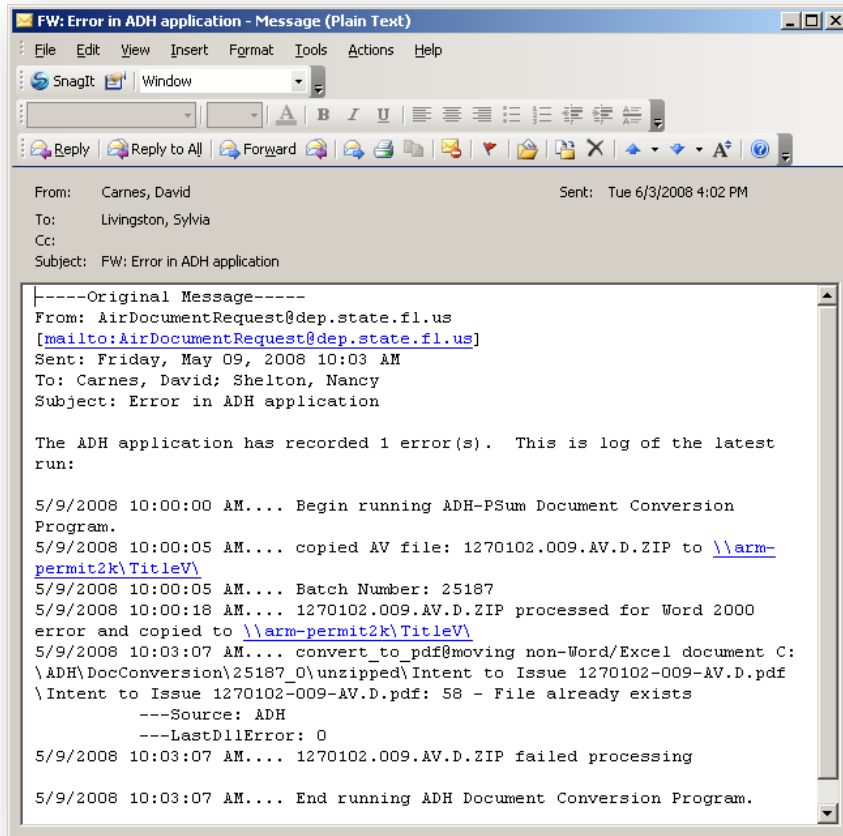
NO E-MAIL ADDRESS LISTED FOR THE POSTER

When there is no email address listed for the poster in the system, DARM Help Desk will receive an email letting them know that the Poster's email address is missing. The DARM Help Desk personnel will then create a help ticket, correct the problem and send a friendly email to the Poster regarding the error. After confirming error has been corrected, DARM Help Desk personnel will close help ticket.



GENERAL ERROR WITH ADH APPLICATION

When there is a general error with the application, the Project Manager and the Programmer will receive an email letting them know that there is a problem. The Project Manager and Programmer will then correct the problem.



Air Document Handling

DEP Division of Air Resource Management

Permit Search

1. Enter desired search information then click **Search**

The screenshot shows the 'Permit Search' web application interface. At the top, there are navigation tabs: 'Permit Posting', 'Permit Search' (which is active), 'Document Search', and 'Document Upload'. Below the tabs, the page title is 'Permit Search'. There is a link for 'Version information'. A paragraph of text explains the search process: 'Enter your search criteria to retrieve the original unconverted zipped documents that were posted via Permit Posting. To search for the zipped documents that have been converted to PDF go to the [Air Permit Document Search](#).' The search form includes several input fields: 'Facility ID#' (text box), 'County' (dropdown menu with 'All Counties' selected), 'Site Name' (text box), 'City' (text box), 'Owner/Company Name' (text box), 'Permit Type' (dropdown menu with 'All Permits Types' selected, showing options: 'AC - Construction', 'AF - FESOP', 'AO - Operation', 'AV - Title V'), 'Permit Number' (text box), 'SIC' (text box with a 'SIC' button next to it), and 'Post Date Range From' and 'to' (text boxes). There is a 'Search' button on the right side. Below the search fields, there is a checkbox labeled 'Only Show Permits with CAM Plan' with a question mark icon. At the bottom, there is a section titled 'Display the following for matching records:' with three radio button options: 'C Most Recent File Posted for each Facility (least # shown)', '# Most Recent File for each Permit Project (more shown)', and 'C All Files/Files by specific Permit Status (most shown)'.

2. To view the Project Documents, click the **Zip File** that corresponds to the desired permit number

Permit Search Results

This is the result of your search to retrieve the original unconverted zipped documents that were posted via Permit Posting. To search for the zipped documents that have been converted to PDF go to the [Air Permit Document Search](#).

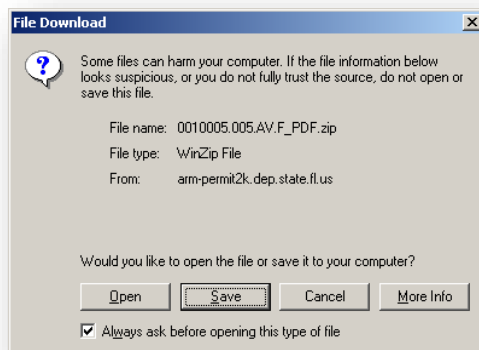
[New Search](#)

The Summary page will open in a new browser window.

Owner/Company Name			Site Name			City	County	SIC
GAINESVILLE REGIONAL UTILITIES			JOHN R KELLY POWER PLANT			GAINESVILLE	ALACHUA	49
Permit Number	Permit Activity	Issue Date	Expiration Date	Posting Date	Permit Status	CAM	Project Documents	Permit Application
0010005-005-AV	PERMIT RENEWAL	12/30/2003	12/31/2008	12/30/2003	FINAL	N	Zip File	Summary
0010005-003-AV	PERMIT REVISION	12/21/2000	12/31/2003	12/21/2000	FINAL	N	Zip File	Summary

Search Results: 1 Facilities returned with 2 Permits as of 11/1/2006 12:46:27 PM

3. Click **Open** to view contents of zip file or click **Save** to save zip file



4. Click **Summary** that corresponds to the desired permit number to view a summary of the Permit Application. This will open a new window

FINAL
Permit Summary For Facility ID #: 0010005

Issue Date		Application Type/Permit Activity	
12/30/2003		PERMIT RENEWAL	
Permit Number		County	SIC
0010005-005-AV		ALACHUA	49
Name		UNIVERSITY OF FL COGENTTT	
Street Address		605 SE 3RD ST	
City, State		GAINESVILLE , FL	
Facility Emissions Summary			
Pollutant		Allowable (tons per year)	
PM		468	
SO2		6813	
Compliance Summary			
<ul style="list-style-type: none"> • Compliance Certification Signed • Compliance Schedule Included 			
Applicable Requirements Summary		Miscellaneous Summary	
<ul style="list-style-type: none"> • SIP • OTHER • NSPS 		<ul style="list-style-type: none"> • Acid Rain Source. • Certified by responsible official. • Diagrams or drawings included. 	

You may [DOWNLOAD FULL PERMIT TEXT](#).

5. To download the full text of the permit from this page, click **Download full Permit Text**

Permit Search Results

This is the result of your search to retrieve the original unconverted zipped documents that were posted via Permit Posting. To search for the zipped documents that have been converted to PDF go to the [Air Permit Document Search](#).

The Summary page will open in a new browser window.

Owner/Company Name		Site Name			City	County	SIC	
GAINESVILLE REGIONAL UTILITIES		JOHN R KELLY POWER PLANT			GAINESVILL	ALACHUA	49	
Permit Number	Permit Activity	Issue Date	Expiration Date	Posting Date	Permit Status	CAM	Project Documents	Permit Application
0010005-005-AV	PERMIT RENEWAL	12/30/2003	12/31/2008	12/30/2003	FINAL	N	Zip File	Summary
0010005-003-AV	PERMIT REVISION	12/21/2000	12/31/2003	12/21/2000	FINAL	N	Zip File	Summary

Search Results: 1 Facilities returned with 2 Permits as of 11/1/2006 12:46:27 PM

6. Click the **New Search** to launch a new search, if desired. The search result from Permit Posting and/or Document Search is still available if a new search was not launched.

Document Search

1. Enter search criteria, then click **Search**

The screenshot shows a web application interface for document search. At the top, there are four tabs: "Permit Posting", "Permit Search", "Document Search" (which is active), and "Document Upload". Below the tabs is the title "Document Search" and a link for "Version Information". A brief instruction reads: "Enter your search criteria to retrieve the scanned permit file documents that were processed by the Tallahassee Permitting Office." The search form includes several input fields: "Facility ID #", "Project #", "Site Name", "PATS #", "PSD Number (PSD only)" with a sub-field for "PSD-FL", and "Owner/Company Name". There are also two dropdown menus: "County" (set to "All Counties") and "Scanning Category Type" (set to "All"). A "Document Types" dropdown menu is open, showing options: "All", "Acid Rain part", "Acknowledgement Letter", "Amendment", and "Administrative Permit Correction". Below these are date range fields: "Document Date Begin", "Document Date End", "Upload Date Begin", and "Upload Date End", each with a calendar icon. A "Sort By" dropdown menu is set to "Facility ID, Project Number (Descending), Document Date". At the bottom right of the form are "Search" and "Help" buttons. A "System Requirements" section at the bottom states: "This application requires one of the following operating systems: Windows 98, Windows 2000 or Windows XP. The Division of Air Resources Management does not support the use of the Microsoft Windows Vista operating system with this application."

- Click the corresponding document link in the View Document column to view

Document Search Results

This is the result of your search to retrieve the scanned permit file documents that were processed by the Tallahassee Permitting Office.

Displaying records 1 through 9 of 9.

Records To Show

Facility ID#	Site Name	Owner/Company Name	County	Project Number	Permit Type	PSD Number	Document Type	Document Date	PATS Number	Upload Date	Comment/Description	View Document
0010001	U OF FL COGEN	FLORIDA POWER CORPORATION D/B/A PROGRESS	ALACHUA	333	AV		Draft Permit	9/9/2010		9/9/2010	fdasijif kjlarewuoio "TEST"	U00000055.docx
222	AC	PSD-FL- Amendment						9/9/2010		9/9/2010	fjaklf fdsjaklwre rewuiore uio	U00000055.docx
130	AV	Administrative Permit Correction						9/9/2010		9/9/2010	Here we go up a row.	U00000054.docx
126	AG	Registration						9/9/2010		9/9/2010	Judy is testing.	U00000058.docx
125	AG	Acknowledgement Letter						9/9/2010		9/9/2010		U00000057.docx
120	AC	PSD-FL- Amendment						9/9/2010		9/9/2010	Another test 754837258	U00000054.docx
111	AG	Acknowledgement Letter						9/9/2010		9/9/2010	uireqouioreuqio urieqwo urioeq	U00000055.docx
110	AG	Acknowledgement Letter						9/9/2010		9/9/2010	THIS IS A TEST. The end	U00000054.docx
100	AG	Acknowledgement Letter						9/9/2010		9/9/2010	This is a test of the comment/	U00000050.docx

Records to Show

Search Results: 9 records found as of 9/10/2010 1:45:29 PM


- If there is an EPSAP application with a related project number, there will be a line in the search results for each EPSAP application. A **View EPSAP files** link will open a new window which will have information about the facility and application status. The window will have links to the submitted application (which opens a new window) and supporting files. Files submitted electronically will have links to them.

Owner/Company Name: **INTERNATIONAL PAPER COMPANY** Site Name: **PENSACOLA MILL**
 City: **CANTONMENT** County: **ESCAMBIA**
 Major SIC Code: **26 - PAPER AND ALLIED PRODUCTS** Title V Facility: **Yes**
 Facility ID: **0330042** Application Status: **In Inventory Review**
 Project Number: **0330042-555-AV** This application **IS** viewable by the public in the Air Permit Document Search.

EPSAP Electronic Application

EPSAP Application Number	Document Type	Submittal Date	Document Name
1895-2	Application	7/21/2010	Submitted Application Report
Facility Attachments			
	FUGITIVE EMISSIONS IDENTIFICATION		FUGITIVE EMISSIONS IDENTIFICATION (RULE 62-212.400(2),F.A.C.).txt
	AIR QUALITY ANALYSIS (RULE 62-212.400(7),F.A.C.)		AIR QUALITY IMPACT SINCE 1977 (RULE 62-212.400(5)(h) 5.F.A.C.).txt
	FUGITIVE EMISSIONS IDENTIFICATION		
Emissions Unit Attachments			
028	FUEL ANALYSIS OR SPECIFICATION		FUEL ANALYSIS OR SPECIFICATION.txt
028	PROCESS FLOW DIAGRAM		
033	OPERATION AND MAINTENANCE PLAN		count_weekdays.sql

- Click **New Search** button if there is a need to start a new search. The search result from **Permit Posting** and/or **Permit Search** is still available if a new search was not launched.

5. If you are assigned to the ARMS_ADH_DS_ADMIN role in WACA, you will see an edit icon () on the results screen in the far right column as shown below

Document Search Results

This is the result of your search to retrieve the scanned permit file documents that were processed by the Tallahassee Permitting Office.

Displaying records 1 through 100 of 9.

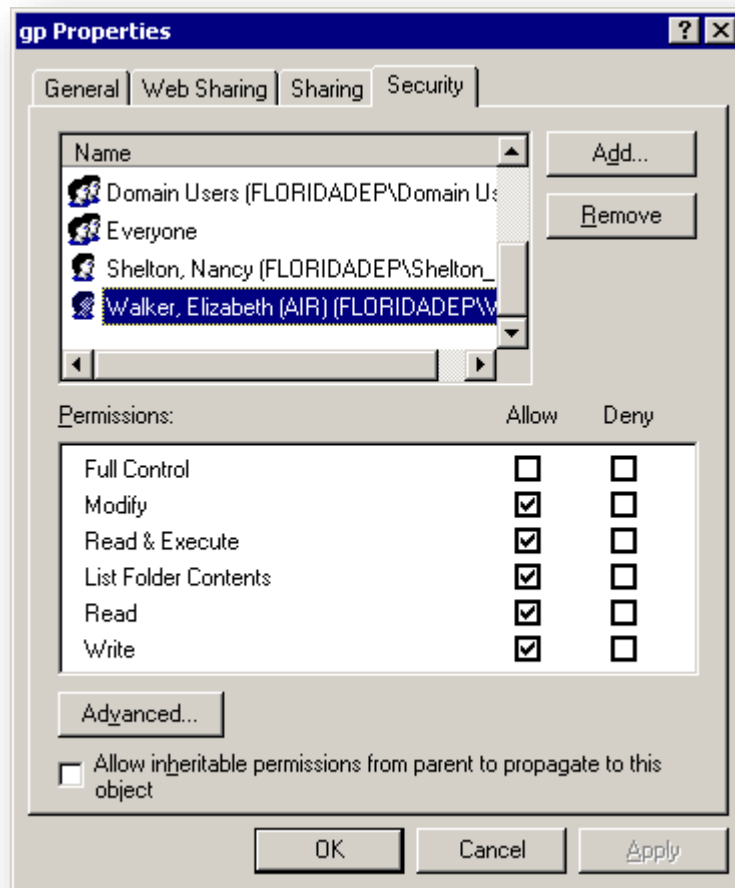
Records To Show


Facility ID#	Site Name	Owner/Company Name	County					
Project Number	Permit Type	PSD Number	Document Type	Document Date	PATS Number	Upload Date	Comment/Description	View Document
0010001	U OF FL COGEN	FLORIDA POWER CORPORATION D/B/A PROGRESS	ALACHUA					
333	AV		Draft Permit	9/9/2010		9/9/2010	fdasijf kjlarewuiio "TEST"	U00000055.docx 
222	AC		PSD-FL- Amendment	9/9/2010		9/9/2010	fjakif fdsjaklwre rewuiore uio	U00000055.docx 
130	AV		Administrative Permit Correction	9/9/2010		9/9/2010	Here we go up a row.	U00000054.docx 
126	AG		Registration	9/9/2010		9/9/2010	Judy is testing.	U00000058.docx 
125	AG		Acknowledgement Letter	9/9/2010		9/9/2010		U00000057.docx 
120	AC		PSD-FL- Amendment	9/9/2010		9/9/2010	Another test 754837258	U00000054.docx 
111	AG		Acknowledgement Letter	9/9/2010		9/9/2010	uiregouioreuqio urieqwo urioeq	U00000055.docx 
110	AG		Acknowledgement Letter	9/9/2010		9/9/2010	THIS IS A TEST. The end	U00000054.docx 
100	AG		Acknowledgement Letter	9/9/2010		9/9/2010	This is a test of the comment/	U00000050.docx 

Records to Show

Search Results: 9 records found as of 9/10/2010 1:15:00 PM

6. Anyone assigned this role must also have their credentials added to the GP and PSD folders in **ftproot** on **arm-permit2k**. The permissions must be set to “Modify.” This will allow the web server to use your account to delete the file from the file server.



Click on an edit icon () to perform a data correction for a document. The Document Data Correction screen will display as shown below where you can perform the following functions:

- a. View the scanned or uploaded document by clicking the link provided.
- b. Edit the data as needed, and then click the **Update** button.

- c. Click the **Delete** button to delete the document data from the database. If no other records point to this specific file then the file itself will be deleted from the file server.
- d. Click the **New Search** button if there is a need to start a new search.
- e. Click the **Return to Results** button to return to the last page you visited in the Document Search Results.

Document Data Correction

File: [00003CAD.pdf](#)

[Version Information](#)

Facility ID: 0950111	Scanning Category: PSD	Upload Date: 5/26/2009
Project #: 987	Permit Type: AC	PSD Number: PSD-FL-
Document Type: Intent	Document Date: 7/20/2009	PATS Number: 444

Comment/Description:

System Requirements: This application requires one of the following operating systems: Windows 98, Windows 2000 or Windows XP.
 The Division of Air Resources Management does not support the use of the Microsoft Windows Vista operating system with this application.

7. While on the Document Data Correction page, click on the **Add Records** button to add new records and associate them with the file.

Document Data Addition

[Version Information](#)

File: [00003CAD.pdf](#) Document Date: 7/20/2009

- Choose a scanning category below to enter and associate data for this document.
- You may add multiple sets of data for a single document; i.e. more than one project number or scanning category.

- a. Select a scanning category, and then click the **Add Data** button. A pop-up window will display specific to the scanning category you selected where you can edit the document data.

Data Entry for PSD Category Document

Facility ID:

Project Number:

Permit Type:

Document Type:

PSD-FL-

PATS Number:

Comment/Description:

- b. Click **Continue** to view the Permit project data for this document in a table as shown below:

Document Data Addition

[Version Information](#)

File: [00003CAD.pdf](#) Document Date: 7/20/2009

- Choose a scanning category below to enter and associate data for this document.
- You may add multiple sets of data for a single document, i.e. more than one project number or scanning category.

PSD Add Data

Permit project data for this document

Category	Facility ID	Project Number	Permit Type	Document Type	Other PSD Information	Comment/Description	
PSD	0010001	345	AC	Application	PSD-FL-432 PATS: 34354523234	test	Edit Remove

Upload Data
Return to Document Data Correction
Reset Form

Return to Search Results

- c. Here you may click the **Edit** button to edit the data again as needed, or click the **Remove** button to remove the data row from the table.
- d. Repeat steps 8a – 8c above to associate the document with multiple scanning category types as needed, or click the **Reset Form** button to clear the form and start over.
- e. Click the **Upload Data** button to save the data in the database. Click the **Close** link to close the Upload Results screen shown below.

Upload Results --CLOSE--

Data inserted for 00003CAD.pdf 7/20/2009

- PSD data for facility: 0010001

Document Upload

1. You must be assigned to the ARMS_ADH_DU_USER or ARMS_ADH_DS_ADMIN role in WACA in order to see the Document Upload tab.

The screenshot shows the 'Air Document Handling' web application interface. At the top, there are four tabs: 'Permit Posting', 'Permit Search', 'Document Search', and 'Document Upload'. The 'Document Upload' tab is selected. Below the tabs, the page title is 'Electronic Public Document Upload'. There is a link for 'Version information'. The form contains several input fields: 'Facility ID', 'Document Date', and 'File to Upload' with a 'Browse...' button. A text box contains instructions: 'Choose a scanning category below to enter and associate data for this document.' and 'You may add multiple sets of data for a single document; i.e. more than one project number or scanning category.' Below this is a dropdown menu for 'General Permits' and an 'Add Data' button. At the bottom of the form are 'Upload Data' and 'Reset Form' buttons.

2. To upload a document, perform the following steps:
 - a. Enter Facility ID, Document Date and browse for a File to Upload.
 - b. Select a scanning category, and then click the **Add Data** button. A pop-up window will display specific to the scanning category you selected where you can edit the document data.

Data Entry for PSD Category Document Facility ID 0010001
Doc Date 9/10/2010

Project Number:

Permit Type:

Document Type:

PSD-FL-

PATS Number:

Comment/Description:

- c. Click **Continue** to view the Permit project data for this document in a table as shown below:

Electronic Public Document Upload

[Version information](#)

Facility ID: Document Date:

File to Upload:

- Choose a scanning category below to enter and associate data for this document.
- You may add multiple sets of data for a single document; i.e. more than one project number or scanning category.

Permit project data for this document

Category	Project Number	Permit Type	Document Type	Other PSD Information	Comments/Description
PSD	002	AC	Correspondence		Withdrawal letter.

- d. Here you may click the **Edit** button to edit the data again as needed, or click the **Remove** button to remove the data row from the table.
- e. Repeat steps 2b-2d above to associate the document with multiple scanning category types as needed, or click the **Reset Form** button to clear the form and start over.
- f. Click the **Upload Data** button to upload the document and save the data in the database. This document can now be retrieved from the Document Search tab. Click the **Close** link to close the Upload Results screen shown below.

Upload Results

--CLOSE--

File uploaded: U00000021.docx
Facility ID: 0010005 7/7/2010

- Data inserted for PSD

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