



DEPARTMENT OF
ECOLOGY
State of Washington

Air Quality Source Management System (SMS) User Guide

July 2020

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To request ADA accommodation including materials in a format for the visually impaired, call Ecology at 360-407-6600 or visit <https://ecology.wa.gov/accessibility>. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.

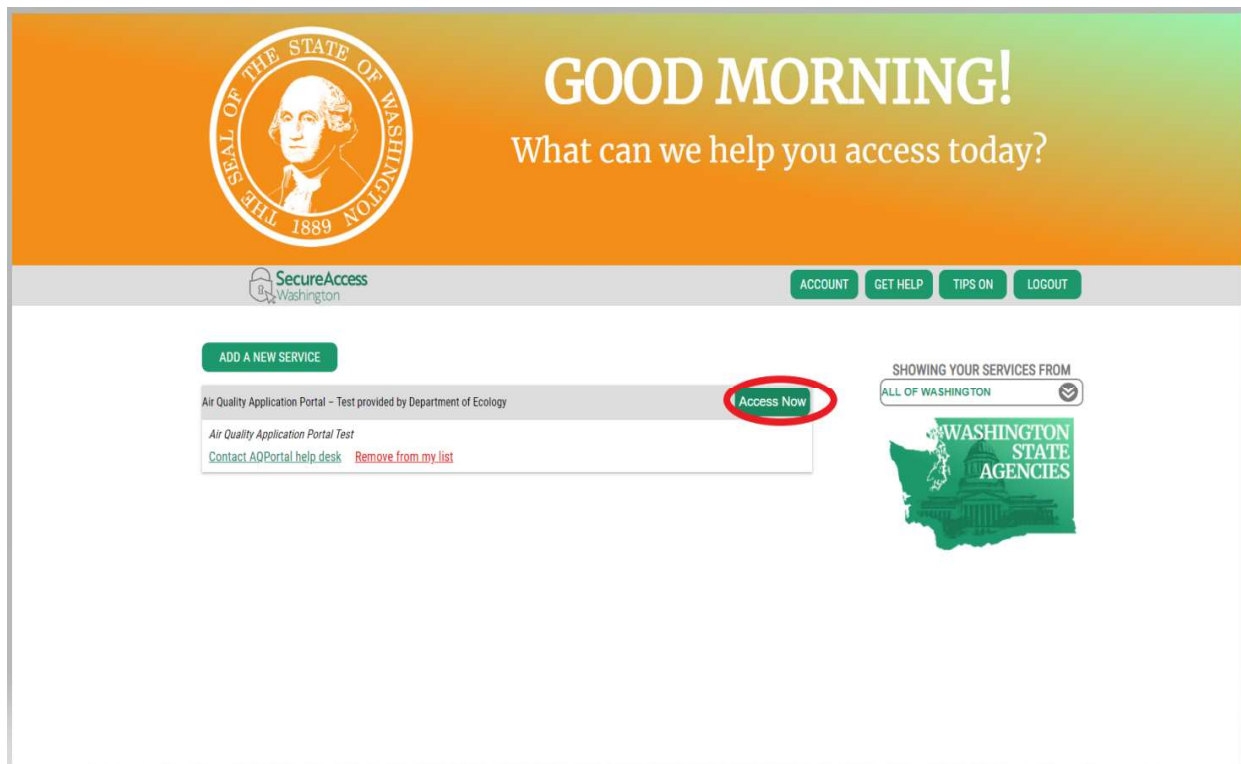
Access Air Quality Source Management System

In order to access the Air Quality Source Management System (SMS), you need to have a Secure Access Washington (SAW) account:

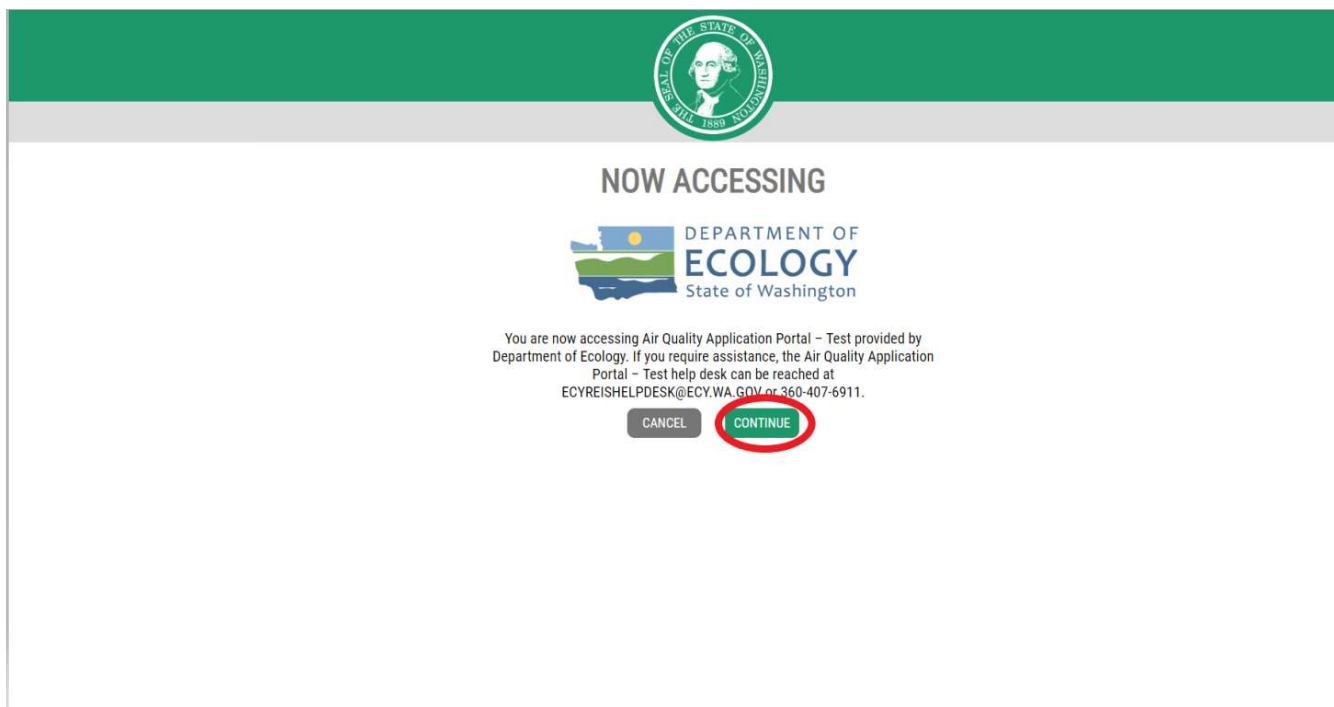
- If you are registering for a new SAW account, please follow the SAW and Air Quality Portal instructions on Ecology's website.

Steps for Accessing SMS

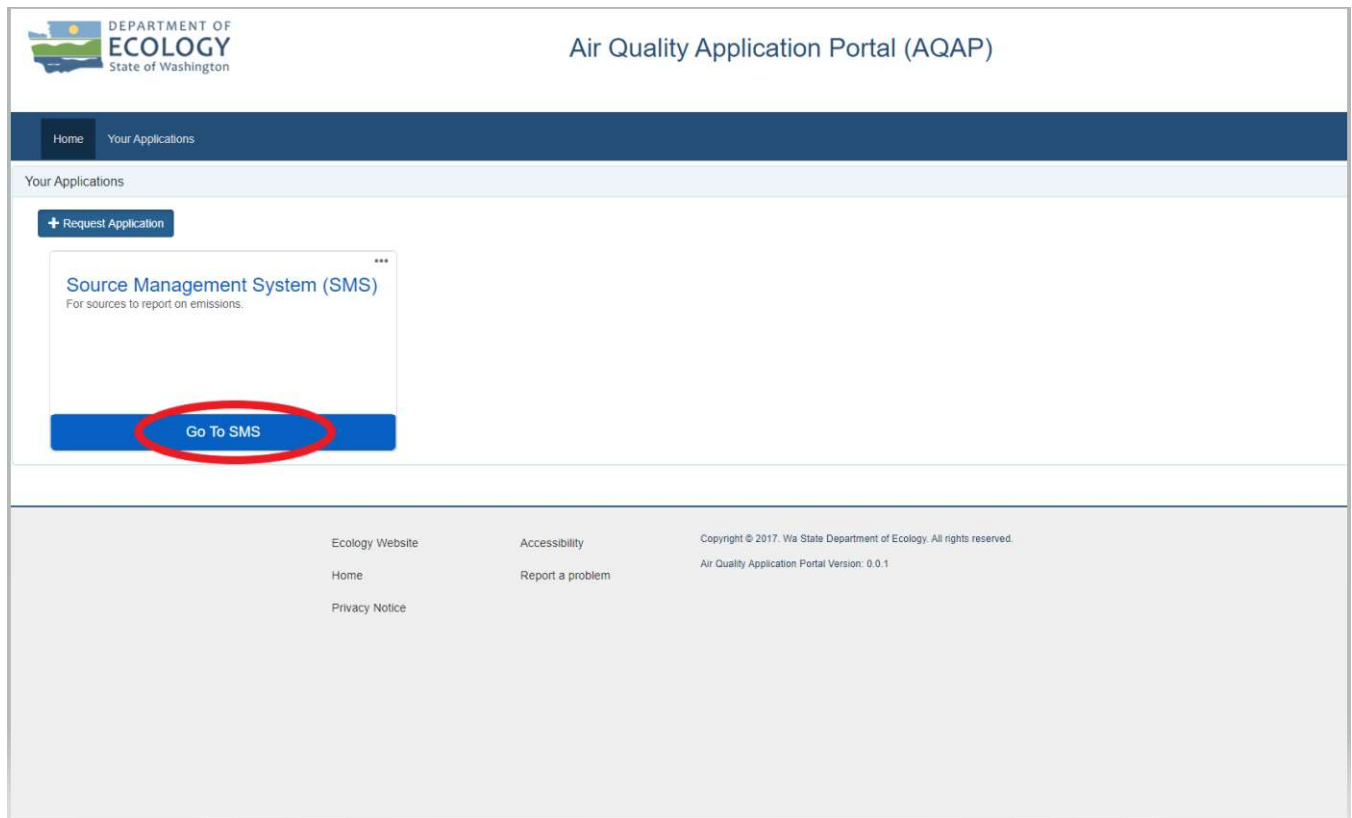
- 1.1. Log into SAW <https://secureaccess.wa.gov> in your internet browser.
- 1.2. Click on "Access Now" button in the Air Quality Application Portal.



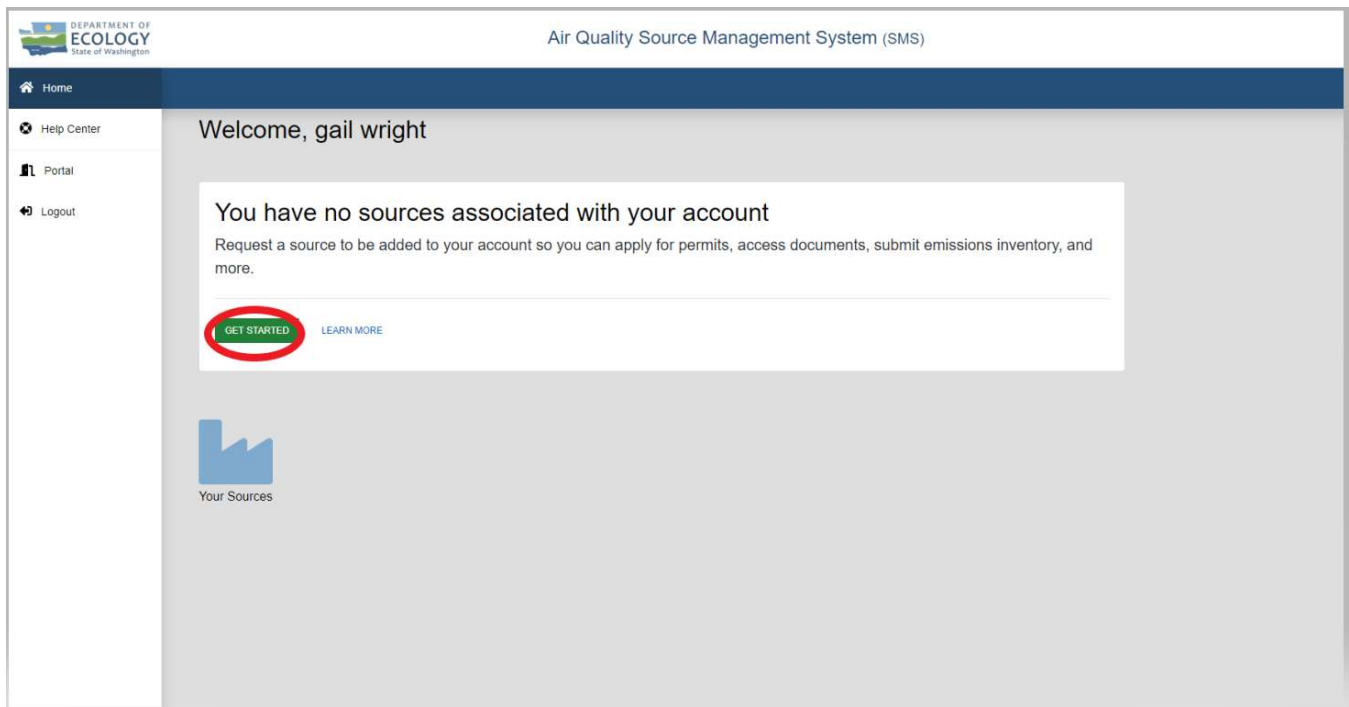
1.3. Click on “Continue” button.



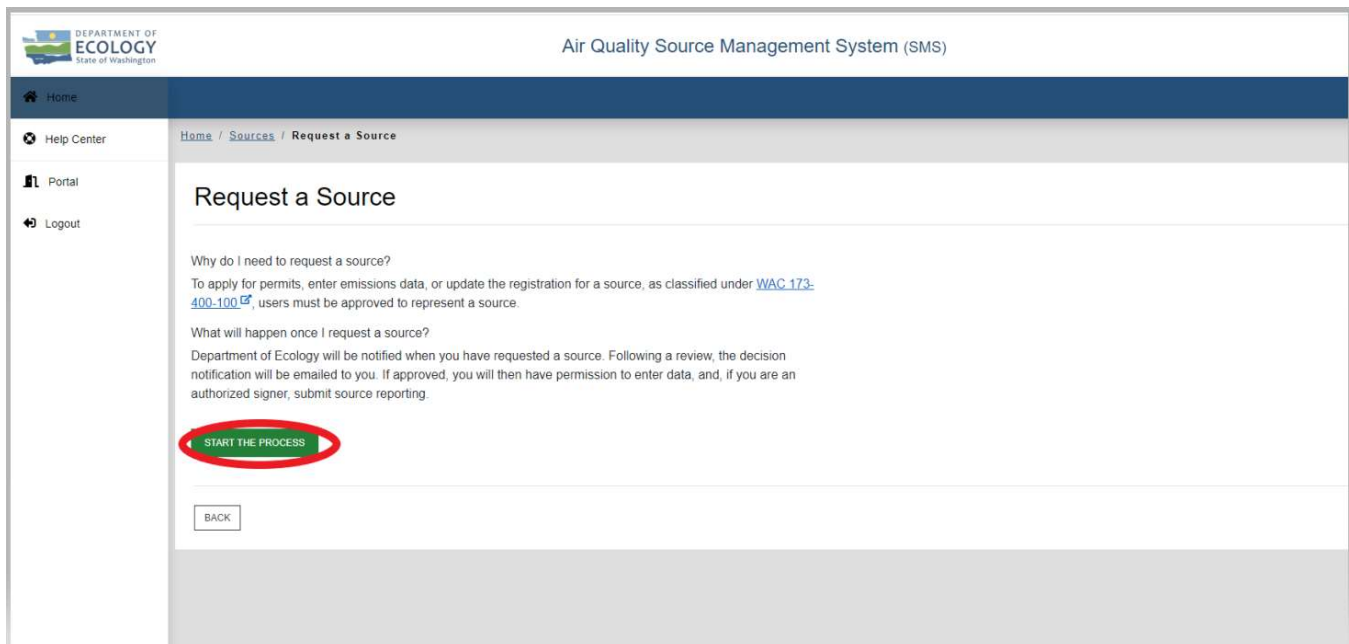
1.4. Click on “Go To SMS” button.




1.5. You are now in SMS and need to request a source. Click “Get Started” button.



1.6. Click “Start the Process” button.



1.7. Search for your facility in the "Source Search" bar.



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Air Quality Source Management System (SMS)

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Home

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Home / Sources / Request a Source

Request a Source

Step 1 - Select a source

Search by source name

Source Search

Search for a source

Search Results

Source Name	Historical Name(s)	Primary Address
<input type="checkbox"/> OWL LAKE LLC	no historical names for source	2100 MCMANAMON RD, Othello WA 99344-0505
<input type="checkbox"/> PORTLAND GENERAL ELECTRIC COMPANY	no historical names for source	102 BLUE NORTHERN LANE, Dayton WA 97204
<input type="checkbox"/> VERIZON WIRELESS - WA6 BLUEWOOD	no historical names for source	2000 N Touchet Rd, Dayton WA 99216
<input type="checkbox"/> ANDEAVOR LOGISTICS OPERATIONS LLC - PASCO TERMINAL	no historical names for source	2900 SACAIAWEA PARK RD, Pasco WA 99301
<input type="checkbox"/> ENGLISH HAY CO	no historical names for source	W Kalamath Rd & Greenar Rd, Mesa WA 99343
<input type="checkbox"/> PUD #1 FRANKLIN CO/ GRAY'S HARBOR GENERATION	no historical names for source	2000 N OREGON AV, Pasco WA 99302
<input type="checkbox"/> B & G FARMS INC	no historical names for source	12088 ROAD 11 SW, Royal City WA 99357-9508
<input type="checkbox"/> KNAUF INSULATION LLC	no historical names for source	3741 ROAD N NE, Moses Lake WA 49224-9505
<input type="checkbox"/> LOWES HIW INC	no historical names for source	1400 E YONEZAWA BLVD, Moses Lake WA 28656-1111
<input type="checkbox"/> GEN-X ENERGY GROUP INC	no historical names for source	720 ROAD N NE, Moses Lake WA 99301-8501

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CONTINUE

I CAN'T FIND MY SOURCE

1.8. Select your facility (source). You can select multiple facilities, if applicable.

- If you can't find your source, click on "I can't find my source" and email the address provided.

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Home / Sources / Request a Source

Request a Source

Step 1 - Select a source

Search by source name

Source Search

Search Results

Source Name	Historical Name(s)	Primary Address
<input type="checkbox"/> THE MCGREGOR CO - CRESTON FACILITY	no historical names for source	20501 EAST HILLS ROAD, Creston WA 99117
<input checked="" type="checkbox"/> Facility	no historical names for source	No address on file
<input type="checkbox"/> JR SIMPLOT - MOSES LAKE FACILITY	no historical names for source	14124 WHEELER RD NE, Moses Lake WA 98837
<input type="checkbox"/> Duplicate FacilitySiteID source	no historical names for source	No address on file
<input type="checkbox"/> Interstate Concrete & Asphalt Colville Spanish Prairie Facility	no historical names for source	485 SPANISH PRAIRIE ROAD, Colville WA 99220
<input type="checkbox"/> Stemilt World Famous Compost Facility	no historical names for source	4597 Stemilt Hill Rd, Wenatchee WA 98801
<input type="checkbox"/> City of Entiat Compost Facility	no historical names for source	Missing Address, Entiat WA 98822
<input type="checkbox"/> Kittitas County Compost Facility	no historical names for source	1001 Industrial Way, Ellensburg WA 98922
<input type="checkbox"/> Hi Q Compost Facility	no historical names for source	1234 Hilltop Place SE, Sedro-Woolley WA 9632145
<input type="checkbox"/> used facility id already	no historical names for source	No address on file

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CONTINUE

I CAN'T FIND MY SOURCE

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Home / Sources / Request a Source

Request a Source

Step 1 - Select a source

Search by source name

Source Search

Search Results

Source Name	Historical Name(s)	Primary Address
<input type="checkbox"/> THE MCGREGOR CO - CRESTON FACILITY	<i>no historical names for source</i>	20501 EAST HILLS ROAD, Creston WA 99117
<input checked="" type="checkbox"/> Facility	<i>no historical names for source</i>	No address on file
<input type="checkbox"/> JR SIMPLOT - MOSES LAKE FACILITY	<i>no historical names for source</i>	14124 WHEELER RD NE, Moses Lake WA 98837
<input type="checkbox"/> Duplicate Facility/StelID source	<i>no historical names for source</i>	No address on file
<input type="checkbox"/> Interstate Concrete & Asphalt Colville Spanish Prairie Facility	<i>no historical names for source</i>	485 SPANISH PRAIRIE ROAD, Colville WA 99220
<input type="checkbox"/> Stemilt World Famous Compost Facility	<i>no historical names for source</i>	4597 Stemilt Hill Rd, Wenatchee WA 98801
<input type="checkbox"/> City of Entiat Compost Facility	<i>no historical names for source</i>	Missing Address, Entiat WA 98822
<input type="checkbox"/> Kittitas County Compost Facility	<i>no historical names for source</i>	1001 Industrial Way, Ellensburg WA 98922
<input type="checkbox"/> Hi Q Compost Facility	<i>no historical names for source</i>	1234 Hilltop Place SE, Sedro-Woolley WA 9632145
<input type="checkbox"/> used facility id already	<i>no historical names for source</i>	No address on file

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CONTINUE DON'T FIND MY SOURCE

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Home / Sources / Request a Source

Request a Source

Step 2 - Select a role

Select your role for your source(s)

Selected Source

Facility

Signer SELECT

[WAC 173-400-101 \(3\)](#) Signatory responsibility. The owner, operator, or their designated management representative must sign the registration form for each source. The owner or operator of the source is responsible for notifying the permitting authority of the existence of the source, and for the accuracy, completeness, and timely submittal of registration reporting information and any accompanying fee.

Preparer SELECT

As a preparer, I represent the source but I am *not authorized* to sign and submit source reporting. I will be doing only data entry and saving the data. A different source representative will officially sign and submit the final report.

Notes

Enter any notes below. You will upload supporting documentation after you click "continue".

BACK CONTINUE

1.11. Upload a copy of your Signature Authority Delegation letter, check the box of the Signature Agreement, and click "Complete" button.

Help Center | Home / Sources / Request a Source

Request a Source

Step 3 - Upload Proof of Identity

Upload Proof of Identity for your Source(s)

Selected Source	Selected Role
Facility	Signer

Please include a copy of the following documents with your name on the document to prove your association with the facility.

- Signature authority delegation letter signed by the permittee (responsible official)

Document(s) to upload

Upload your document(s) here. pdf

Browse

Signature Agreement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.


My electronic signature is legally the same as my handwritten signature for the purpose of compliance with the relevant environmental regulations. A failure to timely notify Ecology of a possible misuse of my account may result in my liability for the information submitted.

By signing, I agree to follow the terms stated herein. I also agree that the reports and documents I submit under my Electronic Signature will be used as the corresponding paper report would. I want to submit the following report(s) or document(s) using SMS with an electronic signature.

☐ By checking this box, I sign this agreement

BACK COMPLETE

1.12. Your request is complete. To request another source, click "Request another source" button.



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Home / Sources / Request a Source

Request a Source

Confirmation - Request Complete

Your request to add a source is complete.

Once your request has been reviewed, Ecology staff will email the address you provided in the Air Quality Application Portal. If you have any questions, please contact Ecology. You can find the appropriate contact information by clicking on your county or region on the map below. Please allow 2 business days for a response.

Ecology Contact Map

Click on a region below to view contact information.

Ecology:
Northwest
Regional Office

San Juan

Ecology:
Central
Regional Office

Okanogan
Chelan
Douglas
Kittitas

Ecology:
Eastern
Regional Office

Ferry
Stevens
Pend Oreille
Lincoln
Grant
Adams
Whitman
Franklin
Columbia
Walla Walla
Garfield
Asotin
Klickitat

REQUEST ANOTHER SOURCE

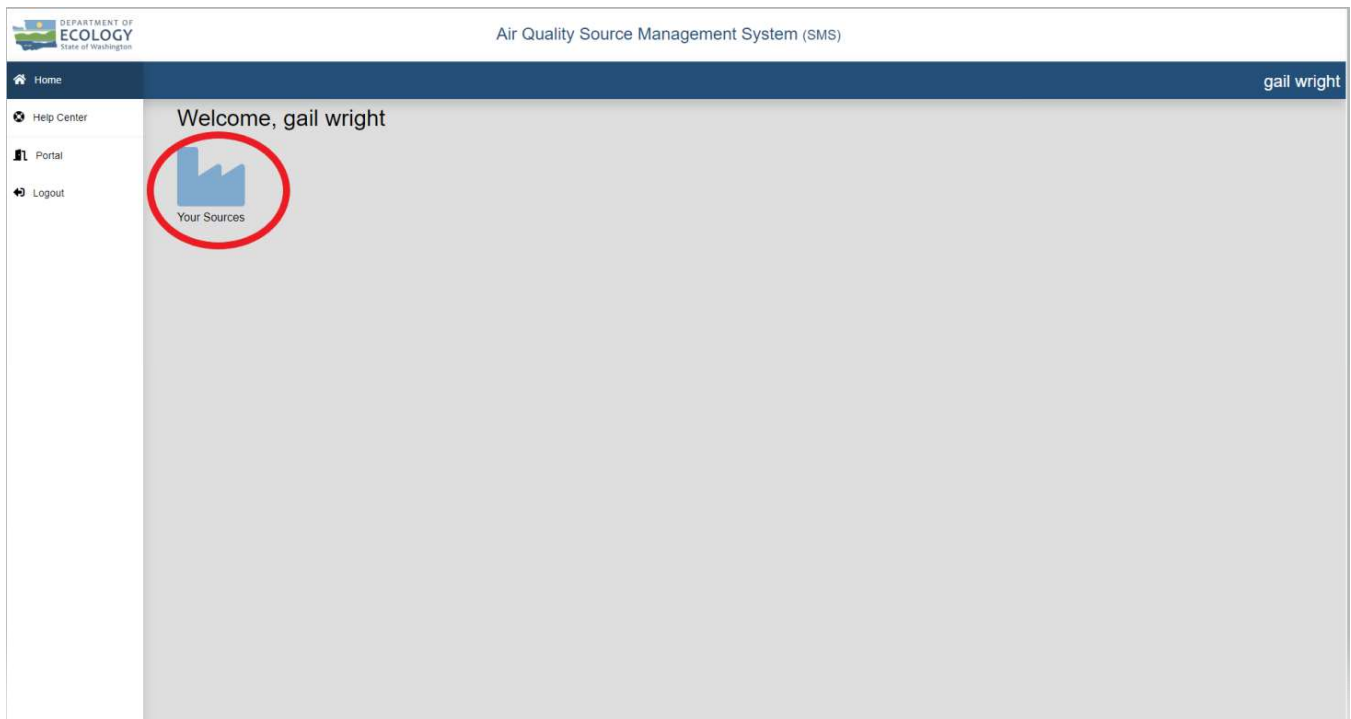
ME

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View and Edit Source Information

2.1. View your Source.

2.2. Click on “Your Sources” button.



2.3. Edit source information.

2.4 Click on the "Edit" link.

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Home / Sources

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Don't see your source listed below? [Request a source](#)

Your Sources

Source name	Historical Name (s)	Primary Address	Actions
used facility id already (Pending)		No address on file	
Facility (Approved)		PO Box 1111, Moses Lake WA 11111	Edit

[BACK](#)

2.5. From the "Edit Source Info" screen, you can:

2.5.1. Add new address.

2.5.2. Edit existing address.

2.5.3. Remove an address.

2.5.4. Add new contact.

2.5.5. Edit existing contact.

2.5.6. Remove existing contact.

2.5.7. Remove current user.

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Edit Source Info

AQPID # A0250318

[ADD NEW ADDRESS](#)

Type	Address	City	State	Zip	Actions
Mailing Address	PO Box 1111	Moses Lake	US	11111	EDIT REMOVE

[ADD NEW CONTACT](#)

Type	First	Last	Title	Phone	Email	Actions
Emissions	Gail	Wright		555-555-5555	gail.wright@ecy.wa.gov	EDIT REMOVE

[ADD NEW CONTACT](#)

Current Users

Type	Name	Actions
Source User Signer	gail wright	REMOVE

[BACK](#)