eMMP
County User Guide

Jeremy Klatt

North Central Iowa, Mason City

County User Guide

Purpose: Assist county users to navigate the eMMP application

Designed to help: County users who receive email notices from DNR that an MMP has been submitted

Benefits to Counties

County User Guide – Email Option

MMP Submission Notic   st   Inbox   x

no-reply@dnr.iowa.gov   11/17/17
to me

MMP Submission Notice -2017

Facility Name: @FacilityName
Facility ID: @FacilityID

The Department of Natural Resources has received a complete MMP Short Form and payment for the above mentioned animal feeding operation.
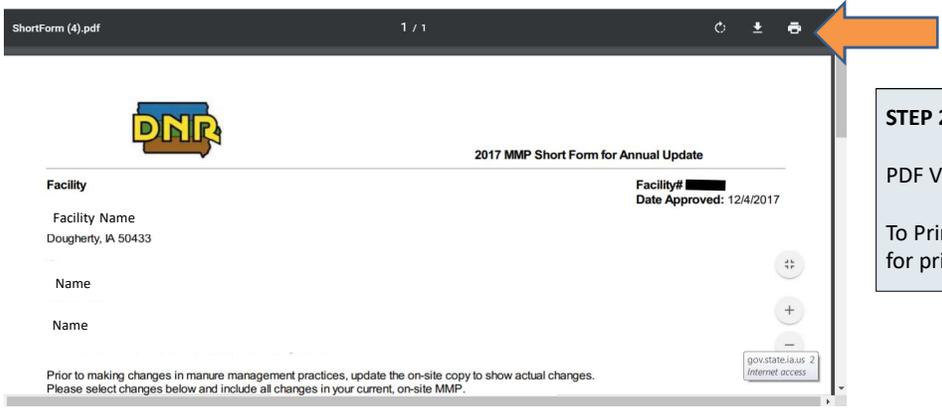
Click here to view

If you have any questions, please contact the field office at @fnamefphone.

STEP 1

Open email received by DNR.

Click link "Click here to view."

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County User Guide – Email Option
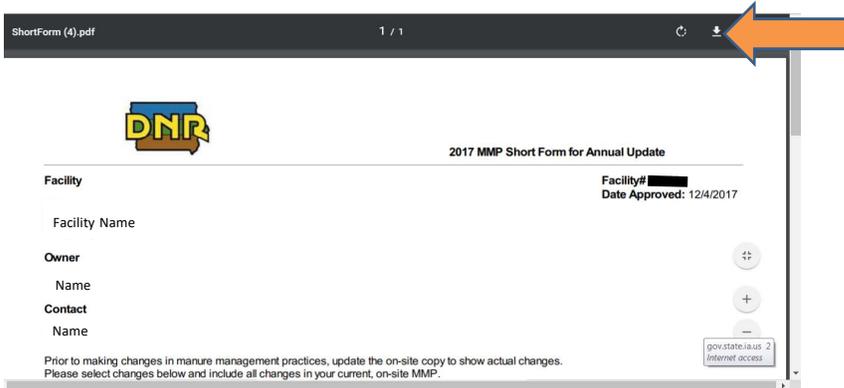

STEP 2

PDF Viewer appears.

To Print - Click printer icon for printing options
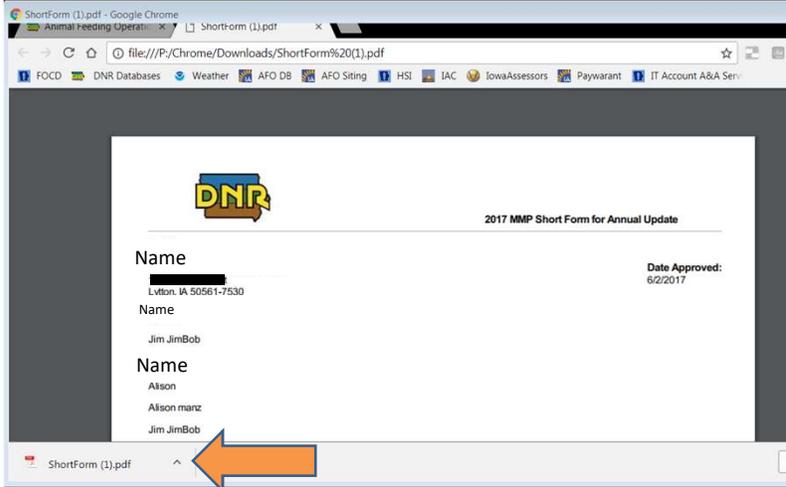
County User Guide – Email Option

STEP 3

To Save file

Click download icon to save pdf file.

County User Guide – Email Option

STEP 4

File has been downloaded

Click arrow for folder options

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County User Guide – Web Option

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County User Guide - FAQs

1. *Is the county required to print/save the electronic copies?*

   No, DNR rules do not require counties to retain a copy. However, check with your county's records retention policy.

   Anyone can go to DNR's eMMP application for an electronic copy

2. *Can the county change the email address where notifications are sent?*

   Yes, please use a general email mailbox that does not change with staffing

   If an email address needs to be changed, send the request to DNR's emmpadmin@gmail.com

County User Guide - FAQs

3. *Does this mean that the only way to submit an MMP is through an eMMP?*

   No, Annual Updates can still be submitted on paper forms

4. *Will county staff need a login/password to access the new eMMP online application?*

   No, county staff can view the submitted Annual Update and other facility information without logging in

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www.iowadnr.gov/emmp