


How to get an ID:

First, go to the online site for the forms:

<http://www.epa.gov/ttn/airs/airsaqs/registration.htm>



U.S. Environmental Protection Agency

## Technology Transfer Network Air Quality System

[Recent Additions](#) | [Contact Us](#) | [Print Version](#) Search:  [GO](#)

[EPA Home](#) > [TTN](#) > [AQS](#) > User Registration

### User Registration

The AQS application is designed for personnel who provide data from their federal, state, local, or tribal agency to the EPA and for those using that data to perform analysis of that data. Oracle Discoverer is an ad hoc query tool set up to work with the AQS database. The AQS database is not directly accessible by the public via either the AQS application or Discoverer, however the data is available via the link to "[Requesting AQS Data](#)" in the sidebar and other web areas such as [AIRData](#) and [AIRNOW](#).


Before using the AQS application or Discoverer with AQS, users must register with the EPA. Users responsible for inserting, updating and deleting data in the AQS database must be granted specific rights. Those wishing to retrieve data directly from the AQS database must also register with the EPA.


You will need Adobe Acrobat Reader, available as a free download, to view the linked files. See [EPA's PDF page](#) to learn more about PDF, and for a link to the free Acrobat Reader.

Steps to register:

- 1. Registrants:** Complete the **User Section** of the [Air Quality System - User Registration](#) form. (Registrants may also complete fields in other sections if those values are known.) The form may be completed online and then printed, or printed and completed by hand. In either case, it must be printed and signed at the **User Signature** before sending it to the next contact.
- 2. Registrants:** Read the [AQS User Security Guidelines](#). Print and sign the signature page included in that document.
- 3. Registrants:** Mail or FAX both pages (the completed registration form and the Security signature page) to the recognized AQS contact within the user's agency.
- 4. Agency AQS Contact:** Complete the Agency Section, sign and date the form. If the agency needs State or Tribal approval, mail or FAX both pages to the appropriate state/tribe. If the Agency is the State or Tribe, skip the next section and mail or FAX both sheets to the appropriate EPA Regional Office.
- 5. State/Tribe AQS Contact:** If this section is required, sign and date the registration form. Mail or FAX both sheets to the appropriate EPA Regional Office.
- 6. EPA Regional AQS Contact:** Sign and date the registration form. Mail or FAX both pages to EPA, NADG (919) 541-7674.

EPA staff and contractors not working under an EPA Region, should complete the registration form and send it along with their signed Security signature page to their project or contract officer (instead of a regional office). The project or contract officer should contact the appropriate ADP coordinator who will need to approve (sign) the application and send it to us. (The ADP coordinator should also establish an Oracle account for you on AQS. This account is for accountability purposes; there is no cost for using AQS as a registered user.)

Print the [AQS User Registration](#) form 

Print the [AQS User Security Guidelines](#) including the signature page 

For an explanation of the accounts required, see [accountinfo](#).

AQS Home

System Overview

Applications

AQS Web

AQS Discoverer Web

Manuals & Guides

Requesting AQS Data

Precision & Accuracy Data

AQS Conferences

Frequent Questions

Memos

User Registration

Training

User Support & Agency Contacts

Related Links

Click to open AQS User Registration, print it out.

Then Click to open the AQS User Security Guidelines, print the last page.

The User Registration should look like this:

The form is titled "Air Quality System - User Registration" and includes a "Print Form" button. It is divided into several sections: User Section, Agency Section, State/Tribe Section, EPA Region Section, and NADG Administrator Section. The User Section, which is circled in red, contains fields for First Name, Initial, Last Name, Address, City, County, State, Zip Code, E-Mail, Phone, and Fax. It also includes a "User Type" section with radio buttons for State, Tribe, EPA Regional Office, Other Federal, Local, Contractor, and EPA Headquarters. A note states: "If none of these apply, contact Jake Summers at (919) 541-5605 or email to summers.jake@epa.gov". The Agency Section includes fields for Agency Name, Agency Code, AQS Contact Name, Phone Number, and FAX Number. It also has a table for "Screening (Group Name(s) (If other than Read Only access requested))" with columns for Read Only, Read Data, Field Use Agency, Database by Agency, Regional Approval, and EPA HQ Approval. The State/Tribe Section includes fields for State/Tribe AQS Contact Signature and Date. The EPA Region Section includes fields for User's TSSMS User ID, Oracle Account (ORC), EPA Regional AQS Contact Signature, and Date. The NADG Administrator Section includes fields for Date entered into Database and Initials. A footer note states: "After appropriate signatures are obtained and the Security Guidelines have been read and signed, the Regional Office should mail or FAX completed forms to EPA-NADG at (919) 541-7674".

**Air Quality System - User Registration**

**User Section**

First Name  Initial  Last Name

Address

City  County

State  Zip Code  E-Mail

Phone  Fax

User Type (Check one) ☐ State ☐ Tribe ☐ EPA Regional Office ☐ Other Federal  
☐ Local ☐ Contractor ☐ EPA Headquarters

If none of these apply, contact Jake Summers at (919) 541-5605 or email to summers.jake@epa.gov

User Signature  Date

**Agency Section**

Agency Name  Agency Code

AQS Contact Name

Phone Number

FAX Number

	Read Only	Read Data	Field Use Agency	Database by Agency	Regional Approval	EPA HQ Approval
Screening (Group Name(s) (If other than Read Only access requested))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Agency AQS Contact Signature  Date:

**State/Tribe Section** \*If this registration is for a local agency that needs State/Tribal approval, both the Agency and State/Tribal sections and Contact signatures must be provided. Otherwise, skip this section.

State/Tribe AQS Contact Signature  Date:

**EPA Region Section**

User's TSSMS User ID  Oracle Account (ORC)  (example: aqrc001 for "AQI", "Oracle, Region '01', "Colorado, Local Agency "1")

EPA Regional AQS Contact Signature  Date:

After appropriate signatures are obtained and the Security Guidelines have been read and signed, the Regional Office should mail or FAX completed forms to EPA-NADG at (919) 541-7674

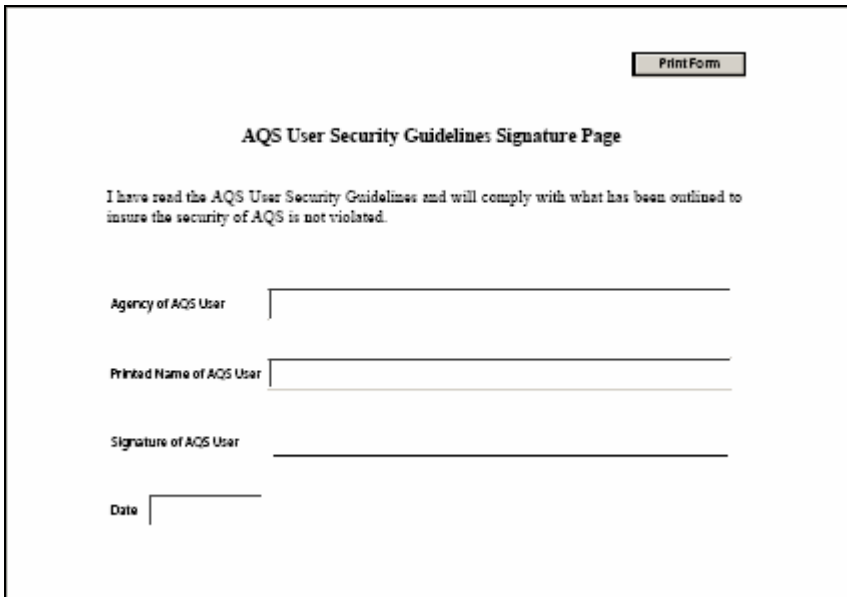
**NADG Administrator Section**

Date entered into Database:  Initials:

Form date: 11/1/04

Fill out the fields circled in red (i.e., the User Section). If you are going to be the primary Agency Contact, you must also fill out the Agency Section. If you are going to be the primary State or Tribal Contact, you must sign in the State/Tribe Section. If someone already is the primary contact, they must sign.

Then Click to open the AQS User Security Guidelines, print the last page.

The image shows a web form titled "AQS User Security Guidelines Signature Page". At the top right is a "Print Form" button. Below the title is a statement: "I have read the AQS User Security Guidelines and will comply with what has been outlined to insure the security of AQS is not violated." There are four input fields: "Agency of AQS User", "Printed Name of AQS User", "Signature of AQS User", and "Date". Each field has a horizontal line for text entry.

Fill in all Fields.

Figure out who to send it to. If you are a tribal member, you may be dealing with the State or Regional, it depends on what your Tribe decides. If you are the primary state contact, you will be dealing with the Regional AQS Coordinator. If your state or tribe already has a primary state/tribal contact, you will go through them.

State people:

<http://www.epa.gov/air/data/contsl.html>

Regional people:

<http://www.epa.gov/air/data/contrgn.html>

You can fax the forms to the chosen contact, or mail it to them.

Call your State or Regional AQS Contact first when you have problems, then if they can't help you, call the help desk.

#### **EPA Call Center**

866-411-4EPA (866-411-4372)