

START-UP NOTICE

(Required to be completed per 567 IAC 22.3(3)"b")

PLANT PERSONNEL TO COMPLETE

1. Plant Name: _____
2. Equipment Location: _____
3. Plant Number: _____
4. Construction Permit Number: _____
5. Emission Unit Name and Number: _____
6. Emission Point Number: _____
7. Date of Actual Equipment Start Up: _____
8. Signature of Plant Official: _____
9. Name of Plant Official (print): _____
10. Title of Plant Official: _____
11. Telephone Number of Plant Official: _____
12. Signature Date: _____

This form is also available on the Internet at: <http://www.iowadnr.gov/Environmental-Protection/Air-Quality/Construction-Permits/Construction-Permitting-Materials>

MAIL form to: Compliance Unit Supervisor
Air Quality Bureau
Department of Natural Resources
502 E 9th St
Des Moines IA 50319

Note: Faxes and E-mails will NOT be accepted. Users may submit this form using Iowa EASY Air. The start up notice is a report submittal type created by selecting "Start a New Submittal".

For Any Questions about this form, please call 1-877 AIR IOWA (1-877-247-4692)

INSTRUCTIONS

This form is being provided to the plant for use in notifying the Department of the actual start of operation of the equipment. The form is a benefit to the company as the information is required to be submitted to the Department to show compliance with 567 IAC 22.3(3)"b".

Note: All of the following information is provided on the first page of the construction permit issued for each emission point.

1. Plant Name. This is the name of the plant that is on the first (cover) page of the issued permit.
2. Equipment Location. This is the location where the equipment is physically located.
3. Plant Number. This is the number give to the equipment location for the plant assigned by the Department. The number can be found on the first page of the issued permit.
4. Construction Permit Number. The construction permit number is the identification number assigned by the Department when the project has been approved. The construction permit number is assigned for each emission point. One Equipment Start-Up Notification Form is needed per Construction Permit Number.
5. Emission Unit Name and Number. The emission unit name and number are how the unit is labeled.
6. Emission Point Number. The emission point number is how the unit is labeled for the stack venting emissions.
7. Date of Actual Equipment Startup. The date is when the unit actually starts to operate. This date is used for compliance purposes to determine when stack testing may need to be completed. If there is no physical change to the operation, the permit issuance date may be used as the date of actual start-up. Notification must be postmarked within **15 days** after equipment is placed into operation.
8. Signature. The signature is needed to verify that the plant personnel understand this form.
9. Name. The printing of the name allows for the Department to accurately reflect the signature.
10. Title. The title informs the Department of the status of the person.
11. Telephone Number. The telephone number of the person that has signed the form.
12. Signature Date. The date is used to show when the form was completed.
13. This form is available at: <http://www.iowadnr.gov/Environmental-Protection/Air-Quality/Construction-Permits/Construction-Permitting-Materials>. You can find the Equipment Start-up Notification Form at the **Notification** tab.
14. Please call the Air Quality Helpline number for assistance. The helpline is manned by the engineer staff of the Department from 8 am to 4:30 pm Monday thru Friday excluding Holidays.