



Portable Plant Relocation Notices Frequently Asked Questions (FAQs)

These FAQs have been prepared by the Iowa Department of Natural Resources (DNR) to provide information regarding Portable Plant Relocation Notices. This document is intended solely as guidance, cannot be used to bind the DNR and is not a substitute for reading applicable statutes and rules.

1. When do I need to submit a Relocation Notice?

IAC 22.3(3)f When portable equipment for which a permit has been issued is to be transferred from one location to another, the department shall be notified in writing at least 7 days prior to the transfer of the portable equipment to the new location. However, if the owner or operator is relocating the portable equipment to an area currently classified as nonattainment for ambient air quality standards or to an area under a maintenance plan for ambient air quality standards, the owner or operator shall notify the department at least 14 days prior to transferring the portable equipment to the new location.

Areas that currently require a 14-day notice include Buffalo, Cedar Rapids, Clinton, Council Bluffs, Mason City, and Muscatine.

Linn and Polk Counties also require relocation notices to be submitted at least 7 or 14 days prior to equipment relocation.

2. How do I find out what areas are classified as nonattainment or areas under a maintenance plan for ambient air quality standards?

This information is posted on the Iowa DNR Air Quality Compliance webpage under the Portable Equipment Section. <https://www.iowadnr.gov/Environmental-Protection/Air-Quality/Compliance>.

3. How do I submit the relocation notice to the DNR?

Written notification shall be submitted to the department through one of the following methods: electronic mail (email), mail delivery service (including U.S. Mail), hand delivery, facsimile (fax), or by electronic format specified by the department.

Email: portableplant@dnr.iowa.gov

Fax: 515-725-8201 (Please address fax to AQB compliance)

Mail: Air Quality Bureau 6200 Park Ave Ste 200, Des Moines IA 50321

4. Am I required to use the relocation notice form provided by the DNR or can I create my own form?

The DNR provided form is a template that facilities can use to submit relocation information. Relocation notices must include all information requested on the DNR form but there is no requirement to use the DNR provided form.

5. Do I need a separate Permit if I'm relocating to Linn County or Polk County?

Linn County

Yes, Linn County requires a separate Permit and notification. Please contact the Linn County Public Health Air Quality for more information. Website: www.linncountyiowa.gov/1429/Air-Quality, Phone: 319-892-6000,

Email: ComplianceReporting-Air@linncountyiowa.gov

Polk County:

No, a separate Permit is not needed. However, the following items are required to be submitted at least 15 days prior to the move:

- A copy of your Iowa DNR construction permit(s) for the plant that is moving into Polk County.
- Current equipment list for the plant that is moving into Polk County.
- If this plant has been in Polk County before, send the Polk County assigned AIRS #.

Once the items listed above are received, PCAQD will adopt the Iowa DNR construction permit and incorporate it into a Polk County Air Quality Department annual operating permit.

Polk County Air Quality Department (PCAQD) contact information: Website: <https://www.polkcountyiowa.gov/public-works/divisions/air-quality-division/>, Phone: 515-286-3437, Email: airquality@polkcountyiowa.gov

6. How do I find the required Separation Distance from the nearest property line in the permit?

Please see the Iowa DNR Portable Plant Permit issued for the equipment in question. Iowa DNR Construction Permits provide emission limits, operating requirements (including separation distances), and reporting and recordkeeping requirements that must be met to ensure compliance with Air Quality rules and regulations. Permits also provide requirements for adding and/or removing equipment. It is highly recommended that the permit(s) is (are) reviewed prior to any move to ensure compliance with all permit requirements.

7. How can I obtain a copy of DNR Construction Permits?

Construction Permits can be found using any one of the options below:

- Iowa DNR Construction Permit Search <https://idnraqrr.iowadnr.gov/ConPermitSearch>
- EASYAir Search for Active Applications, Issued Construction and Title V Operating Permits, and Permits seeking public comment through the Public Inquire Portal <https://programs.iowadnr.gov/easyair/Public/GovEnt/Shared/Pages/Main/Login.aspx>
- OpenText, Iowa DNR's centralized electronic document search <https://programs.iowadnr.gov/documentsearch/>