Concrete Batch Plant Quick Guide Instructions for Iowa EASY Air

Iowa Department of Natural Resources
Air Quality Bureau
6200 Park Ave Ste 200
Des Moines, IA 50321

Contact the Iowa EASY Air Helpdesk
Email: easyair@dnr.iowa.gov
Or call (515) 725-9569 or (515) 725-9547

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This document provides directions on how to apply for a Concrete Batch Plant Template Permit in the Iowa EASY Air System.

(Note: This document is written to explain how a Responsible Official can submit an application for a template permit for a Concrete Batch Plant. As with other submittal types within the Iowa EASY Air system, the Responsible Official may delegate the completion of these forms to a Preparer. The Preparer can complete the forms and have the Responsible Official complete the certification and submit the template application. The instructions for assigning a Preparer for a facility and submittal type are covered in other parts of the Iowa EASY Air documentation.)

1. Adding the Concrete Batch Plant Application to Your Account

Before you are able to apply for a template permit for a Concrete Batch Plant in the Iowa EASY Air system, you will need to add the Concrete Batch Plant application to your account.

Viewing Associated Application Types

If you do not know what application types are associated to your account, you may navigate to the Air Department Submittal Type List page and view the submittal types associated with your account. There are two ways to the Air Department Submittal Type List page within the Iowa EASY Air system.

For one method, on your dashboard click on the "Apply for a New Submittal" button in the upper left-hand corner of the dashboard as shown in Figure 1.

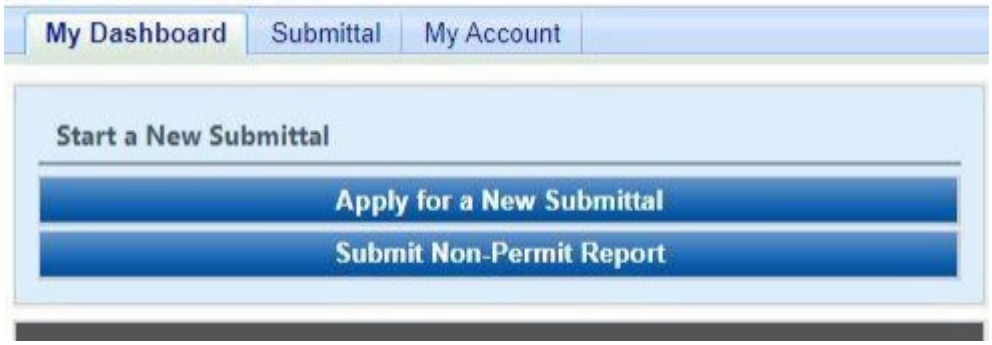


Figure 1 Dashboard Buttons to Create a New Submittal

Alternatively, hover over the Submittal dropdown menu and select "Start a New Submittal" as shown in Figure 2.

Figure 2 Submittal Menu

Next, you will see the application icons for the different types of submittals available to you in the system as shown in Figure 3.

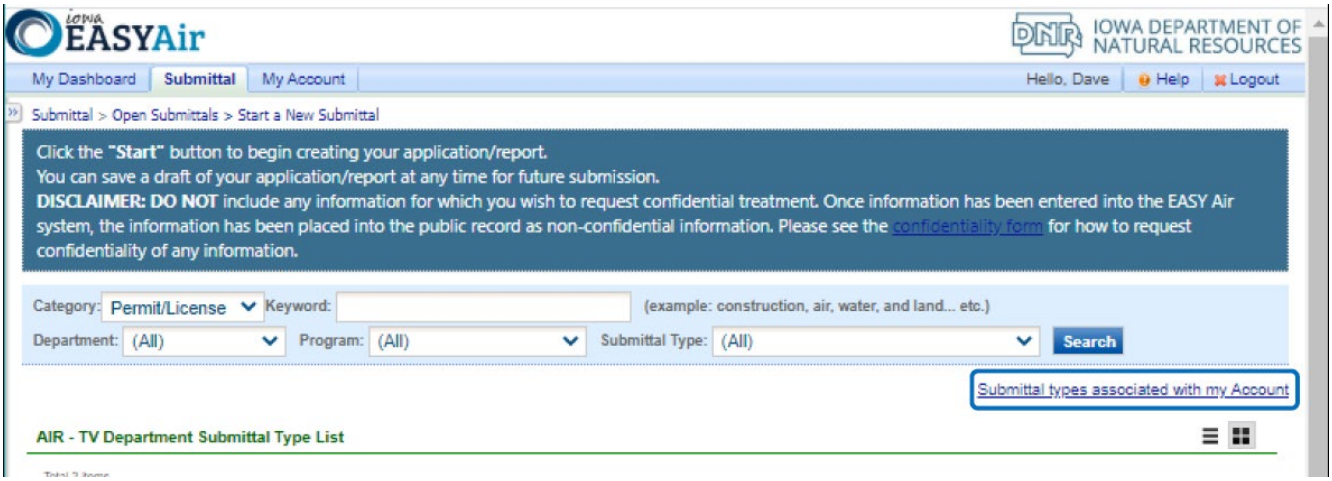


Figure 3 Link to Submittal Types Associated with my Account

Next, click on the link labeled "Submittal types associated with my Account" on the right side of the screen and the "Available Submittal Types" screen will appear as shown in Figure 4. On this screen, you are able to view the available submittal types and the submittal types already associated with your account.

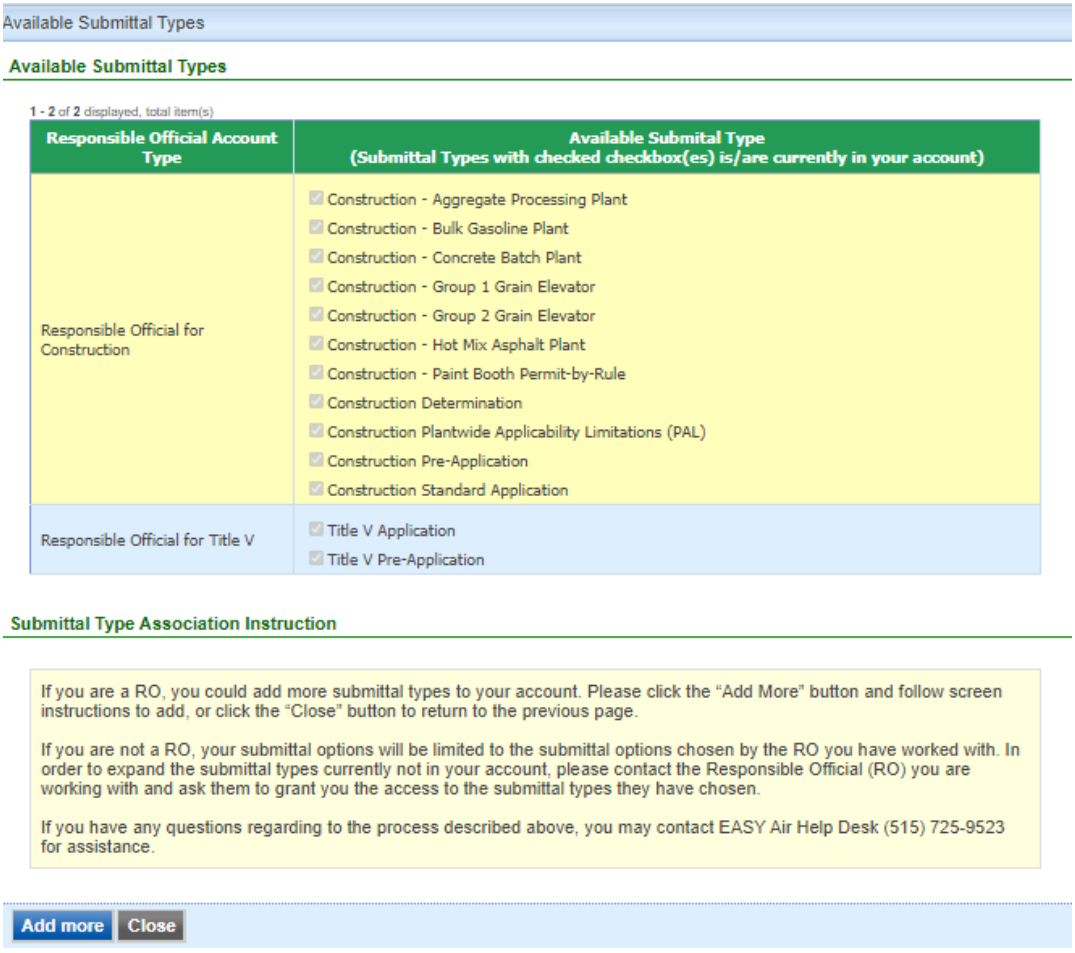


Figure 4 Available Submittal Types

If you don't see the Concrete Batch Plant application associated with your account, click on "Add More". This will take you to the "Basic Information" page. Follow the instructions below to associate the application type.

Associate an Application Type

To associate an application type to your account, you will need to navigate to the "Associate Facilities" tab. To navigate to the "Associate Facilities" tab, on your dashboard hover on "My Account" and click on "Basic Information" as shown in Figure 5.

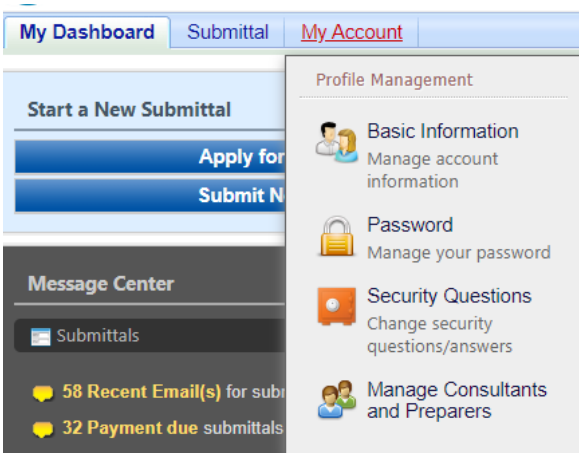


Figure 5 My Account Menu

The Basic Information page will appear. As shown in Figure 6, this page will have four tabs on top. Click on the "Associate Facilities" tab. This tab will show all your associated facilities and application types you currently have on your account.

Figure 6 Basic Information Tabs

Next, scroll to the bottom of the page and you should see three buttons, as shown in Figure 7 below. Please click on "Associate Facility".

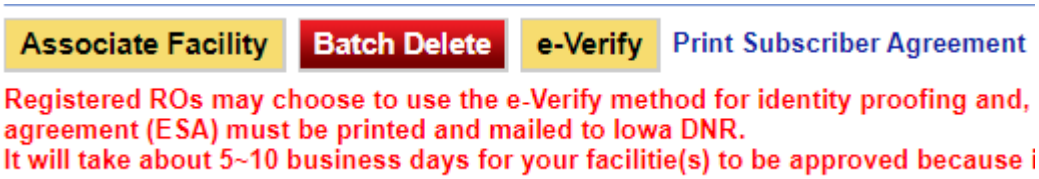


Figure 7 Associate Facility Button

The facility search will appear as shown in Figure 8 below. Enter in your facility information and click, "Search". You may search by Facility Name, Address, or Facility Number.

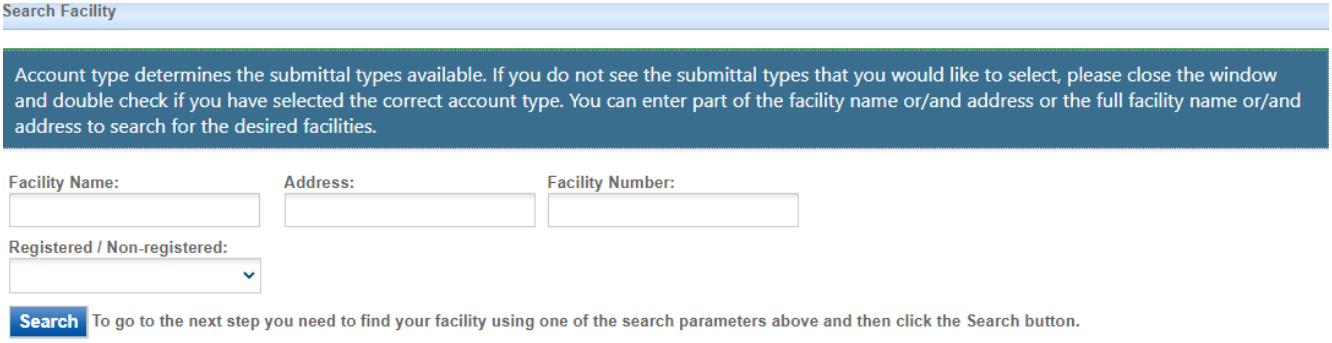


Figure 8 Associate Facility Search

The facility information will appear below the facility search as shown in Figure 9. Select the check box for the facility and the "Construction – Concrete Batch Plant" check box under submission type.

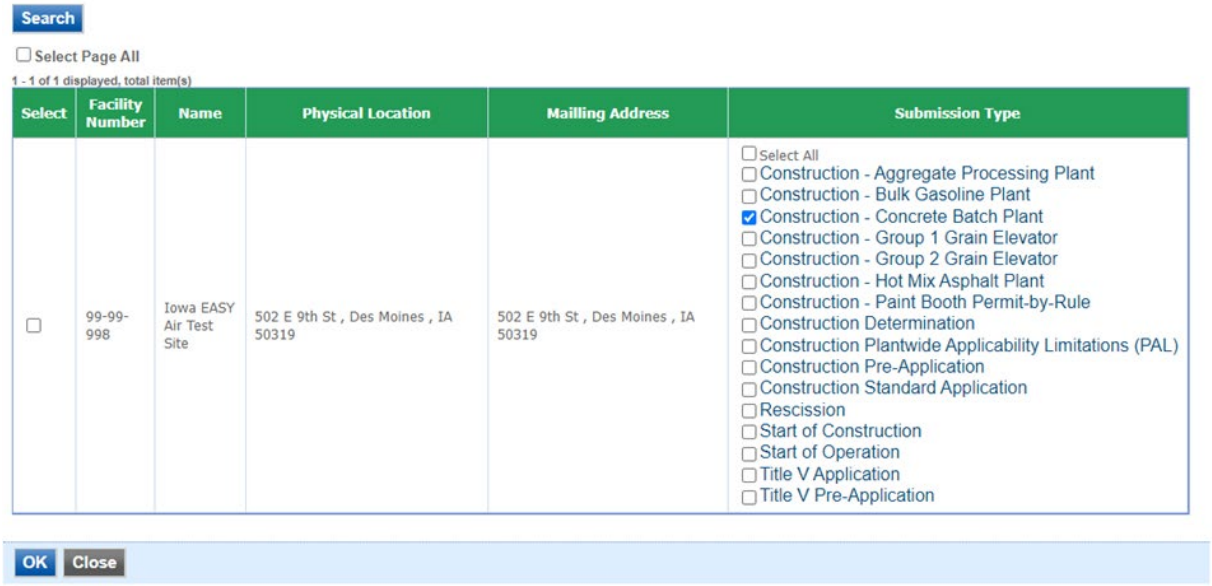


Figure 9 Facility Search Results and Adding Submission Type

Next, click "Ok" and then click "Close". This will associate the Concrete Batch Plant application to your account. If you went through the e-Verify subscriber agreement process when you set up your account, you will be able to use the Concrete Batch Plant application after this step. However, if you sent in the paper subscriber agreement form, you will have to wait until the Iowa EASY Air Administrator completes the association of the Concrete Batch Plant application to your account. You will receive an email from the Iowa EASY Air Administrator when the association of the Concrete Batch Plant application has been made to your account.

2. Finding the Concrete Batch Plant Application

There are two ways to start an application within the Iowa EASY Air system. For one method, on your dashboard you can click on the "Apply for a New Submittal" button in the upper left-hand corner of the dashboard as shown in Figure 10.

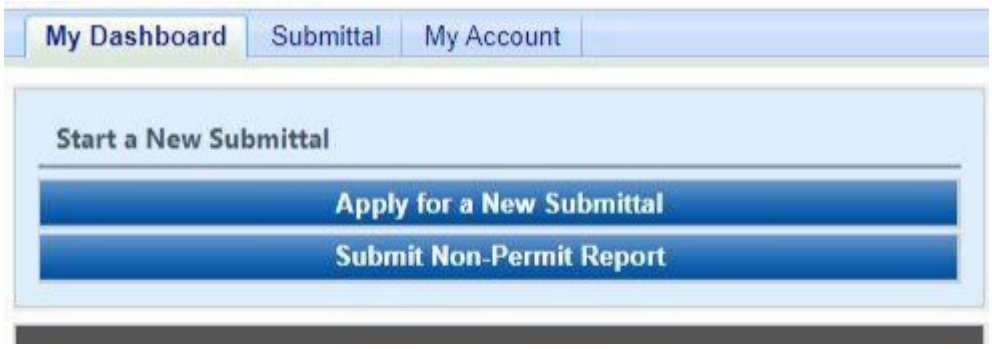


Figure 10 Dashboard Buttons to Create a New Submittal

Alternatively, hover over the "Submittal" tab and select "Start a New Submittal" as shown in Figure 11.

Figure 11 Submittal Menu

Next, you will see the application icons for the different types of submittals available to you in the system. The Construction – Concrete Batch Plant icon is shown below in Figure 12. Please select "Start" at the bottom right hand corner of the icon to start the Concrete Batch Plant application.

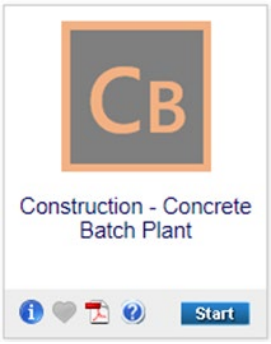


Figure 12 Construction – Concrete Batch Plant Icon

3. Filling Out and Submitting a Concrete Batch Plant Application

In order to apply for a permit for a Concrete Batch Plant using the template, you must first verify that the proposed facility meets the limitations contained in the template. To assist the Department in drafting your permit, the Iowa EASY Air application has been designed to walk you through each part of the template permit to verify that the proposed facility will meet the limitations established in the template permit. The permit will not be valid until reviewed and issued by the Department.

No changes may be made to any of the conditions. If you cannot meet those conditions or want to operate differently, you should complete a Construction Standard Application for each emission unit at the facility.

3.1 Facilities Covered by Template Permit

Next, the Facility Covered by Template Permit screen will appear (see Figure 13). Please read the Facilities Covered by Template Permit screen carefully to be certain you can meet the conditions contained therein. Once you have reviewed the conditions and have determined that the template is applicable to your facility, please check the box at the bottom that you have read the statement, then click on "Save" and then "Next".

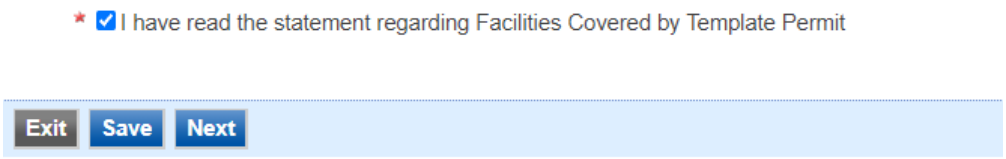


Figure 13 Facilities Covered by Template Permit Statement

3.2 Contact Information

Next the Contact Information screen will appear (see Figure 14 and 15).

3.2.1 Facility Contact Information

Please provide the name and contact information for the person within the company who should be contacted regarding questions or other pertinent information related to the permit application. If this person is the responsible official, please check the box stating this. All fields with a red asterisk are required to be filled in.

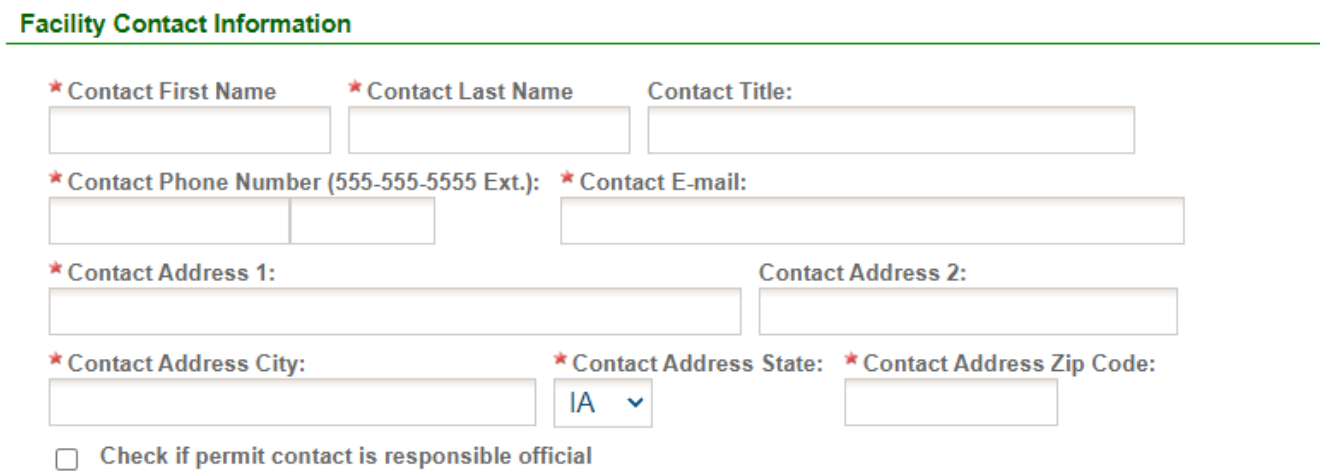


Figure 14 Facility Contact Information

3.2.2 Facility Information

Please click on the "Company/Facility Name:" dropdown and select the Company/Facility Name that the permit should be associated to. The facility address and facility number will auto-fill. If the facility information is not correct, please contact easyair@dnr.iowa.gov to change the facility information.

Next, select whether the equipment is portable. If you answered "Yes", provide the staging area address information. If you answered "No", provide the permanent location address information. If you select "Same as Facility Address", the information will be copied from the facility address information.

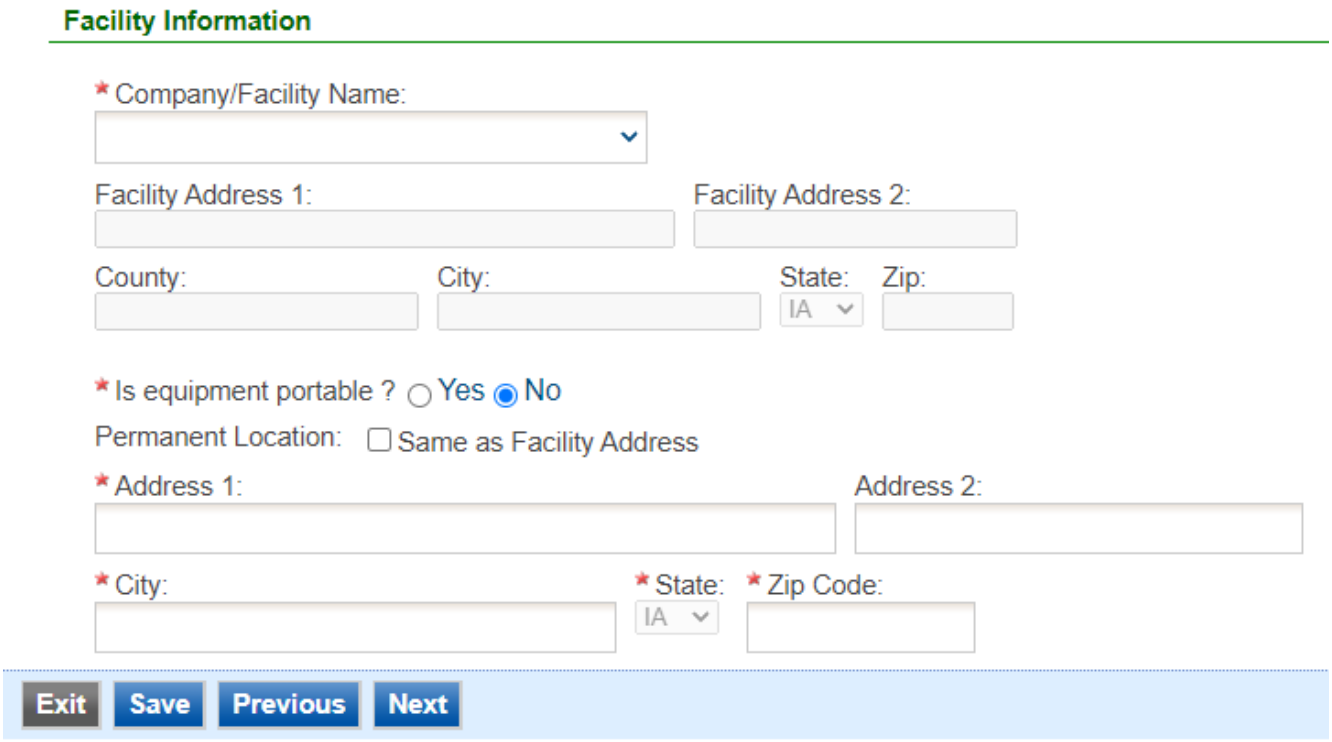


Figure 15 Facility Information

Once you have finished entering the information, click "Save" and then "Next". If there is required information missing from the section, the Iowa EASY Air system will highlight the required fields in red. You may proceed with the application, but the system will not allow you to submit the application until all the required fields are completed during the Validation step.

3.3 Type of Facility Being Permitted

Next, the Type of Facility Being Permitted screen will appear (see Figure 15). Please select the type of facility being permitted from the options of Dry Batch Plant (Truck-Mix) and Wet Batch Plant (Central-Mix) using the radio buttons, as shown below in Figure 15.

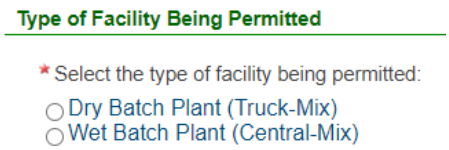


Figure 16 Type of Facility Being Permitted Summary

Next, there will be additional options shown for the control equipment for the facility. These additional options are based on the type of facility selected previously. Please review the available options and select the appropriate option based on the type of control for the Truck Loadout (for Dry Batch Plants) or Mixer Loading (for Wet Batch Plants).

The options available for Dry Batch Plants are:

- Enclosure only on truck loadout
- Baghouse with a stack height between 20 feet and 37 feet on truck loadout
- Baghouse with a stack height 37 feet or higher on truck loadout

For back-in operations, an enclosure means the loadout is roofed and permanently enclosed on the three (3) sides not used to enter the loadout area by the mix truck. For drive-through operations, an enclosure means that the loadout is roofed and permanently enclosed on the two (2) sides not used to enter and exit the loadout area by the mix truck. The other two (2) drive-through sides must be equipped with either (a) dust tarps that are lowered each time a truck is filled or (b) drive-through plastic strips. If a Concrete Batch Plant uses plastic strips, the owner or operator must periodically replace the plastic strips when the plastic strips become warped or damaged or are otherwise not providing an effective enclosure.

Additionally, the selected options determine the allowable production for the facility:

- For enclosure only on truck loadout, the allowable production is 648 cubic yards of concrete per day.
- For a baghouse with a stack height between 20 feet and 37 feet on truck loadout, the allowable production is 2,900 cubic yards of concrete per day.
- For a baghouse with a stack height 37 feet or higher on truck loadout, the allowable production is 4,260 cubic yards of concrete per day.

The options available for Wet Batch Plants are:

- Enclosure only on mixer loading
- Baghouse with a stack height of 37 feet or higher on mixer loading

An enclosure on the mixer loading means that the emission unit is fully enclosed. The selected options determine the allowable production for the facility:

- For enclosure only on mixer loading, the allowable production is 3,420 cubic yards of concrete per day.
- For a baghouse with a stack height of 37 feet or higher on mixer loading, the allowable production is 5,790 cubic yards of concrete per day.

Once you have reviewed the conditions and have determined that the template is applicable to your facility, please click on “Save” and then “Next”.

3.4 Emission Limits and Compliance Demonstrations

Next, the Emission Limits and Compliance Demonstrations screen will appear (see Figure 16). Please read the Emission Limits and Compliance Demonstrations section carefully to be certain you can meet the conditions contained therein. Once you have reviewed the conditions and have determined that the template is applicable to your facility, please check the box at the bottom that you have read the section, then click on “Save” and then “Next”.

Figure 17 Emission Limits and Compliance Demonstration Statement

3.5 Federal Rule Applicability

Next, the Federal Rule Applicability screen will appear (see Figure 17). Please read the Federal Rule Applicability screen carefully to be certain you can meet the conditions contained therein. Once you have reviewed the conditions and have determined that the template is applicable to your facility, please check the box at the bottom that you have read the section, then click on “Save” and then “Next”.

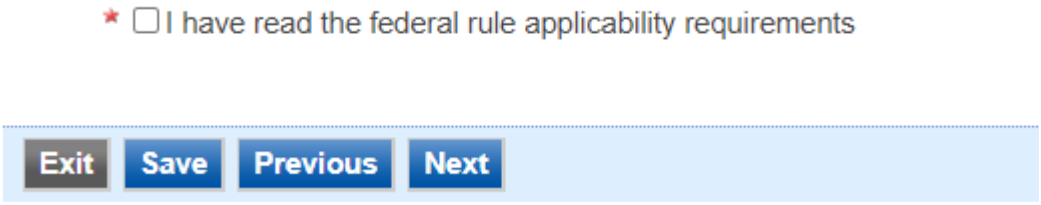


Figure 18 Federal Rule Applicability Statement

3.6 Operating Limits

Next, the Operating Limits screen will appear (see Figure 18, 19, 20, and 21).

3.6.1 Emission Units and Stack Characteristics Requirements

Please read the Emission Units and Stack Characteristics Requirements section carefully to be certain you can meet the conditions contained therein. Once you have reviewed the conditions and have determined that the template is applicable to your facility, please check the box at the bottom that you have read the section.

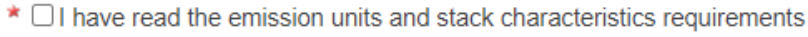


Figure 19 Emission Units and Stack Characteristics Requirements Statement

3.6.2 General Operating Limits

Please read the General Operating Limits section carefully to be certain you can meet the conditions contained therein. Once you have reviewed the conditions and have determined that the template is applicable to your facility, please check the box at the bottom that you have read the section.

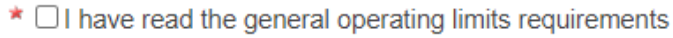


Figure 20 Operating Limits Statement

3.6.3 Plant Specific Operating Limits

Please read the Plant Specific Operating Limits section carefully to be certain you can meet the conditions contained therein. Once you have reviewed the conditions and have determined that the template is applicable to your facility, please check the box at the bottom that you have read the section.

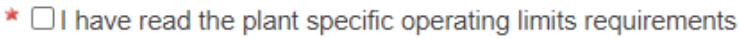


Figure 21 Plant Specific Operating Limits Statement

3.6.4 Best Management Practices

Please read the Best Management Practices section carefully to be certain you can meet the conditions contained therein. Once you have reviewed the conditions and have determined that the template is applicable to your facility, please check the box at the bottom that you have read the section, then click on "Save" and then "Next".

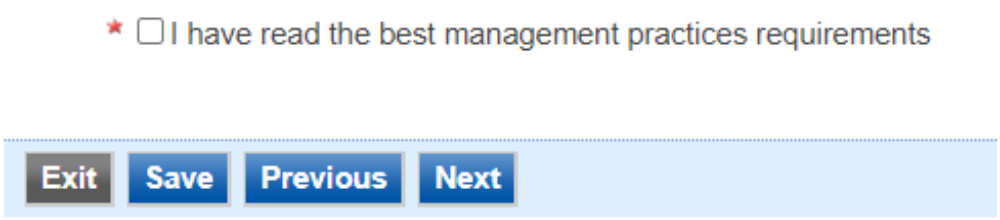


Figure 22 Best Management Practices Statement

3.7 Equipment List

Next, the Equipment List screen will appear as shown in Figure 22. To enter the equipment associated with your Concrete Batch Plant, click "Add New Record". Text boxes for the Production Equipment Type, Production Equipment Make, Production Equipment Model, Production Equipment (Serial Number/Company ID), Associated Control Equipment (Serial Number/Company ID), and Construction Date will appear as shown in Figure 23.

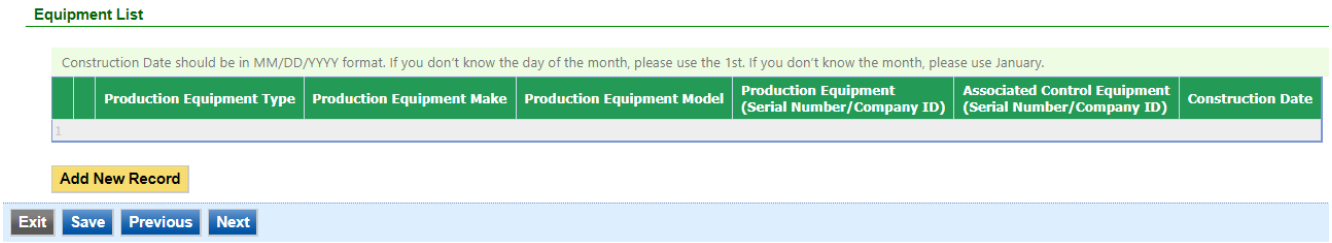


Figure 23 Equipment List Summary

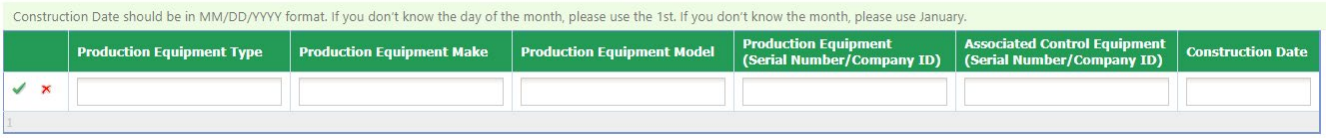


Figure 24 Equipment List Summary

Please enter the information in each text box for each equipment for the proposed Concrete Batch Plant. An example equipment list is attached for reference in Appendix A.

When you are finished with entering information for a piece of equipment, click the green "checkmark" to add the equipment to the list. If you need to remove equipment from the list, you may click the red "x" to delete the equipment from the list.

Below is an explanation for the corresponding field on the form:

Production Equipment Type: Provide the name of the equipment type that is a part of the Concrete Batch Plant, such as "Cement Silo", "Truck Loadout", "Conveyor #1", etc.

Production Equipment Make: Provide the name of the manufacturer of the process equipment. If unknown, list "Unknown".

Production Equipment Model: Provide the name of the model of the process equipment. If unknown, list "Unknown".

Production Equipment (Serial Number/Company ID): Provide the identifier that the facility will use for this equipment. This may either be the serial number of the process equipment, a specific company ID that the facility uses for this equipment, or an Emission Unit (EU) ID.

Associated Control Equipment (Serial Number/Company ID): If the source is controlled by an air pollution control device (ex: baghouse, dust collector, etc.), provide a description of the control equipment along with an identifier that the facility will use for this equipment. This may either be the serial number of the control equipment, a specific company ID that the facility uses for this equipment, or a Control Equipment ID.

Construction Date: The Construction Date should be the date the equipment was manufactured. The date should be in MM/DD/YYYY format. If you don't know the day of the month, please use the 1st of the known month. If you don't know the month of the year, please use January 1st of the known year.

Please click "save" at the bottom of the screen to save the equipment description(s) to the application.

If you do not click "save" before loading into another page, you will lose your current progress entering information.

Once you have entered equipment to the list and confirmed it with the green "checkmark", you may edit the equipment using the "pencil and paper" icon, or delete the record using the "red x" icon shown below in Figure 24. If you choose to delete the record, the Iowa EASY Air system will confirm that you want to delete the record with a pop-up message. Select "Ok" on this message to confirm, or "Cancel" to stop the deletion request.

Construction Date: Effective date should be MM/DD/YYYY format. If you don't know the day of the month, please use the 1st. If you don't know the month, please use January.

		Production Equipment Type	Production Equipment Make	Production Equipment Model	Production Equipment (Serial Number/Company ID)	Associated Control Equipment (Serial Number/Company ID)	Construction Date
		Cement Silo #1	XYZ Manufacturing	100 tons	EU-1	Baghouse (CE-1)	04/01/2001

Figure 25 Equipment List Example

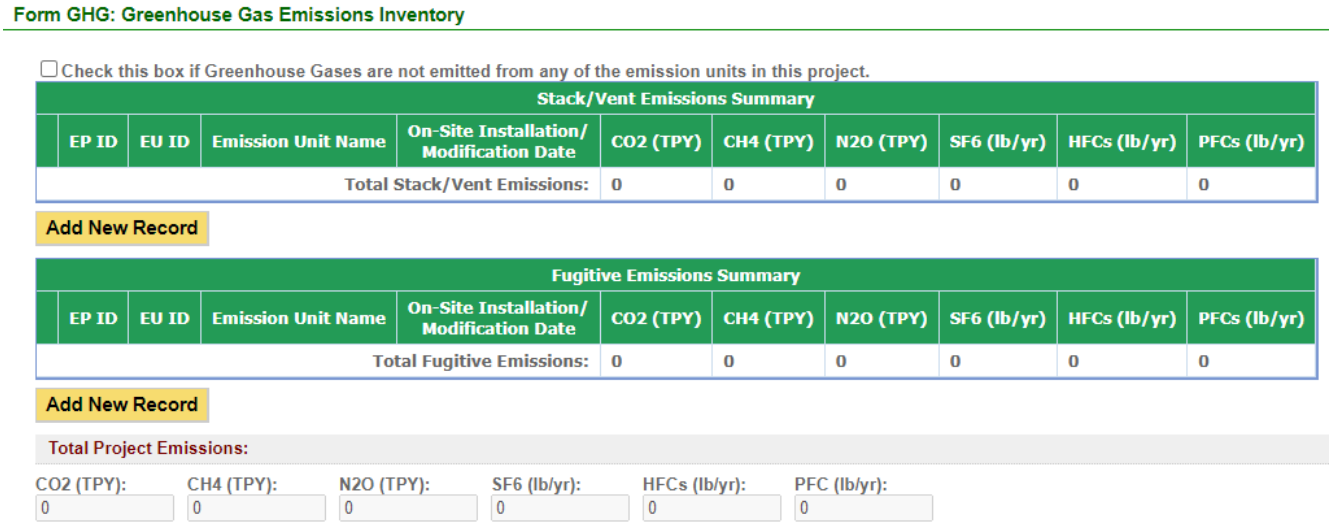
When you are finished filling out this form, please click, "Save" and then "Next". In addition, please click "Save", if you want to save your work and return to the form to complete at a later time.

3.8 Form GHG: Greenhouse Gas Emissions Inventory

Next, the Form GHG: Greenhouse Gas Emissions Inventory screen will appear as shown in Figure 25.

As required by IAC 455B.134(3)"f", Form GHG is required for every construction permit application even if the potential GHG emissions are zero.

GHG emissions are caused by combustion sources (e.g. dryers, boilers, space heaters, etc.). If your application does not have any Greenhouse Gas (GHG) emissions, please check the corresponding box at the top of the screen. The rest of the form does not need to be completed.


Form GHG: Greenhouse Gas Emissions Inventory

☐ Check this box if Greenhouse Gases are not emitted from any of the emission units in this project.

Stack/Vent Emissions Summary									
	EP ID	EU ID	Emission Unit Name	On-Site Installation/ Modification Date	CO2 (TPY)	CH4 (TPY)	N2O (TPY)	SF6 (lb/yr)	HFCs (lb/yr)	PFCs (lb/yr)
				Total Stack/Vent Emissions:	0	0	0	0	0	0

Add New Record

Fugitive Emissions Summary									
	EP ID	EU ID	Emission Unit Name	On-Site Installation/ Modification Date	CO2 (TPY)	CH4 (TPY)	N2O (TPY)	SF6 (lb/yr)	HFCs (lb/yr)	PFCs (lb/yr)
				Total Fugitive Emissions:	0	0	0	0	0	0

Add New Record

Total Project Emissions:

CO2 (TPY):	CH4 (TPY):	N2O (TPY):	SF6 (lb/yr):	HFCs (lb/yr):	PFC (lb/yr):
0	0	0	0	0	0

Figure 26 Form GHG: Greenhouse Gas Emissions Inventory Summary

If GHG emissions are present:

- To begin entering information for each emission unit, use the “Add New Record” button.
- List ALL emission units in the project including fugitive sources, exempt units and other non-permitted emission units (i.e. natural gas boilers rated less than 10 MMBtu/hr, chillers, small units, etc.). Mobile sources (i.e. trucks, forklifts, cars, etc.) are not required to be listed.
- Emission units may be grouped into categories (i.e. chillers, space heaters, etc.).
- If the project is a modification to an emission unit, the facility shall report the total GHG emissions for the unit.
- If multiple emission units use a common emission point, associate the emission point ID in column (1) to each of the emission units involved in column (2). Provide the GHG emissions for each unit venting to that emission point.
- Show how potential GHG emissions were calculated on an attached sheet labeled “Form GHG-A”. Total HFCs and PFCs are to be listed in the corresponding cells, but the calculations should separate the individual HFCs and PFCs.
- More information concerning GHG emissions, including emission factors, can be found on the Air Quality Bureau **Greenhouse Gas Emission page**.

Below is an explanation for the corresponding field on the form:

Emission Point (EP) ID: Called the emission point (EP) identification (ID). It can be any combination of letters or numbers up to 16 characters in length. The ID should match the ID for this equipment used on other construction permit applications and within this application. If also submitting an operating permit application, the ID used in this application should be consistent with those used in the operating permit application.

Emission Unit (EU) ID: Called the emissions unit (EU) identification (ID). Each source in the application must have its own identifier. It can be any combination of letters or numbers up to 16 characters in length. The ID should match the ID for this equipment used on other construction permit applications and within this application. If also submitting an operating permit application, the ID used in this application should be consistent with those used in the operating permit application.

Emission Unit Name: Provide the name of the emission unit, such as “Emergency Engine”, “Boiler 1”, etc.

On-Site Installation or Modification Date: Provide the date (both month and year) in which on-site installation or modification of the emission unit begins or will begin.

- For the purposes of this form: Modification means any physical change or change in the method of operation of any existing equipment or control equipment.
- If you don't know the day of the month, please use the 1st of the known month. If you don't know the month of the year, please use January 1st of the known year.

Potential or Permitted Emission Rate: Fill in the rate of potential emission in the appropriate units (either tons per year or pounds per year) for each pollutant. The following are the GHG emissions that must be included:

CO2: Carbon dioxide
CH4: Methane
N2O: Nitrous oxide, also known as dinitrogen oxide or dinitrogen monoxide.
SF6: Sulfur hexafluoride
HFC: Hydrofluorocarbons
PFC: Perfluorocarbons

Attach to this form a copy of your calculations showing how the potential GHG emissions were calculated.

Total HFCs and PFCs are to be listed in the corresponding cells, but the calculations should separate the individual HFCs and PFCs. If you have more stack/vent emission sources than can fit on this form, attach a separate sheet labeled "Form GHG-A".

There is a separate field area for fugitive emissions on this screen. Fugitive emissions are those emissions that cannot reasonably be made to pass through a stack, a vent, or an equivalent opening. Examples include equipment leaks, portion of landfill gas emissions, portion of wastewater treatment plant emissions, transformers, etc. Fugitive emissions must be included on this form if they are part of the current project for which the application is being submitted.

The system will automatically sum all of the potential or permitted emission rates for the listed equipment. To remove an entry in the Stack/Vent Emissions Summary table or the Fugitive Emissions Summary table, click the red "x". The Iowa EASY Air system will confirm with you that you want to delete the record with a pop-up message. Select "Ok" on this message to confirm, or "Cancel" to stop the deletion request. Please click "save" at the bottom of the screen to save the data entered into each table to the application.

If you do not click "save" before loading into another page, you will lose your current progress entering information.

3.9 Attachments

Next the Attachments screen will appear (see Figure 26). Attachments may be uploaded to the application electronically, or mailed/faxed to the Department.

The Iowa DNR recommends that attachments be submitted electronically so as to not slow down the application process.

Please attach any documents required to assist the assigned engineer with completing the project on this screen.

To include your attachment(s) in the Iowa EASY Air system, select the "Online" radio button and then click on the "Upload" button. Only one file may be uploaded at a time, and the maximum file size allowed is 100 MB.

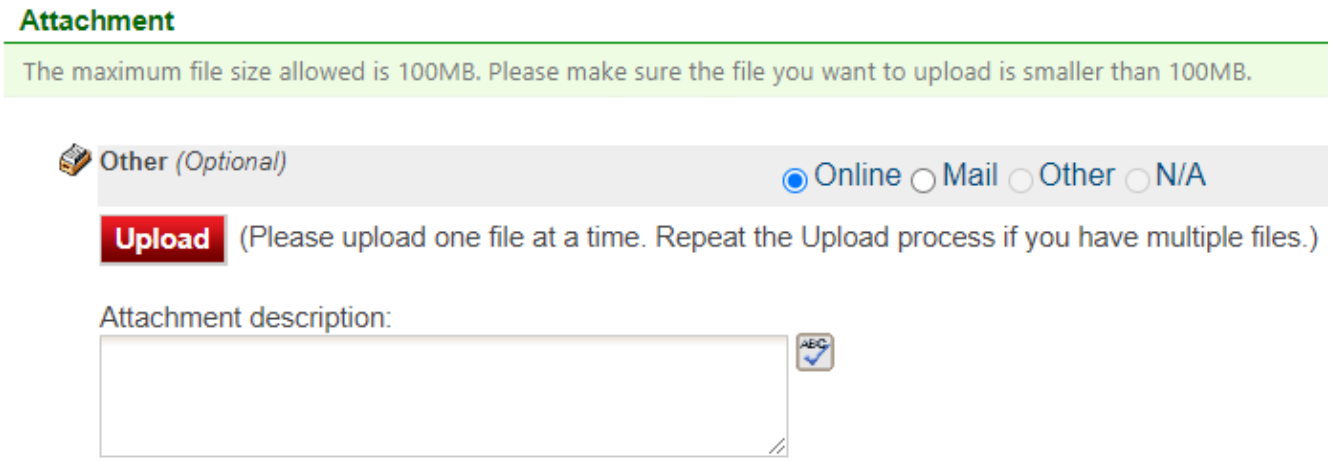


Figure 27 Attachment Screen

Select "Choose File" to select the document to be uploaded. These file types are accepted by the system:

- pdf, doc, docx, txt, xls, xlsx, cvs
- jpeg, jpg, bmp, png, gif
- xml

You may include a comment for each attachment. When you have successfully selected the document, click on "Save" to upload the attachment as shown in Figure 27.

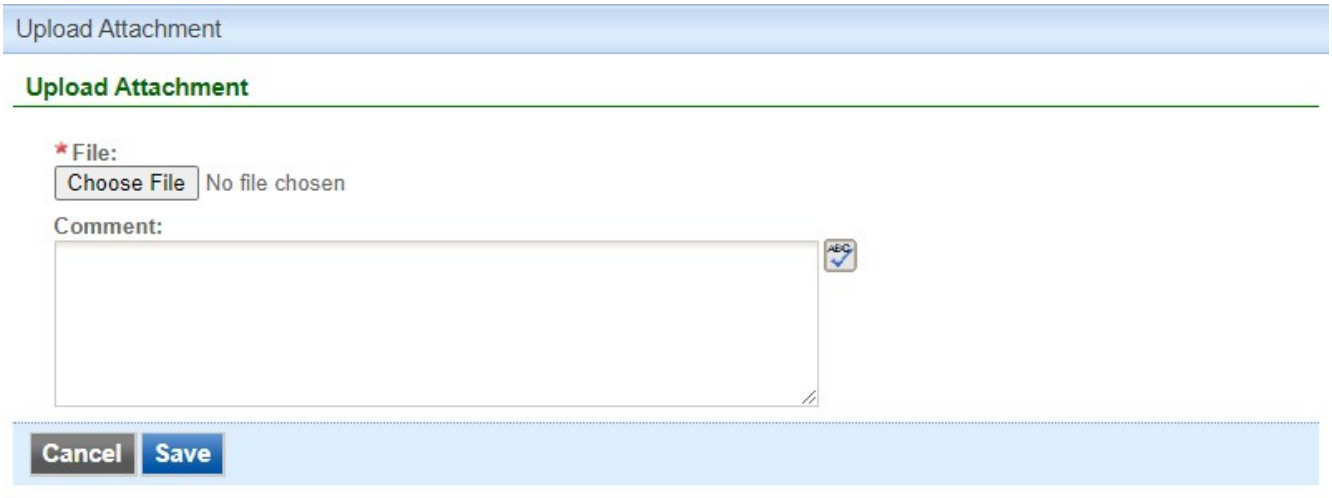


Figure 28 Attachment Screen

The uploaded attachment will display on the screen as shown in Figure 28. To remove an attachment, click the red "x" icon. The Iowa EASY Air system will confirm with you that you want to delete the record with a pop-up message. Select "Ok" on this message to confirm, or "Cancel" to stop the deletion request. To edit the attachment comment, click on the attachment comment, edit the comment, then select "Save" to update the comment or "Cancel" to cancel the change.

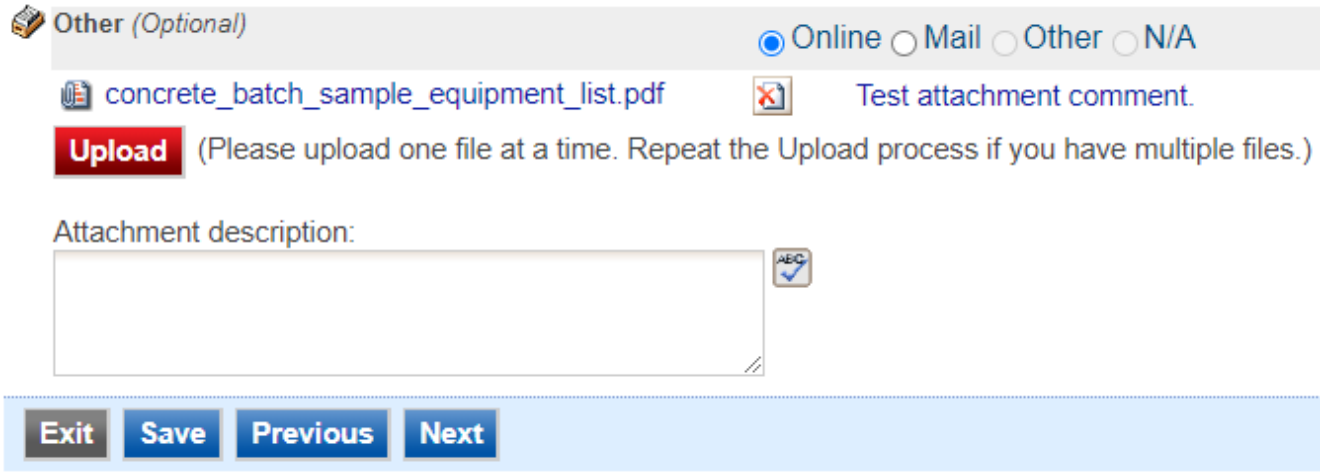


Figure 29 Example Attachment Screen

Please click "save" at the bottom of the screen to save the page.

If you do not click "save" before loading into another page, you will lose your current progress entering information.

If you plan to mail or fax the attachments, please select the "Mail" radio button on the attachment screen. If mailing attachments, include the attachment descriptions and submittal ID. Mail attachments to the following address:

Application Login Desk
Air Quality Bureau
6200 Park Ave Ste 200
Des Moines, IA 50321

If faxing documents, include the attachment descriptions and submittal ID. The Air Quality Bureau fax number is (515) 725-9501.

3.10 Validation

Next the Validation screen will appear (see Figure 29). The system will check the application forms for required information that is missing, and will display a result similar to the figure below:

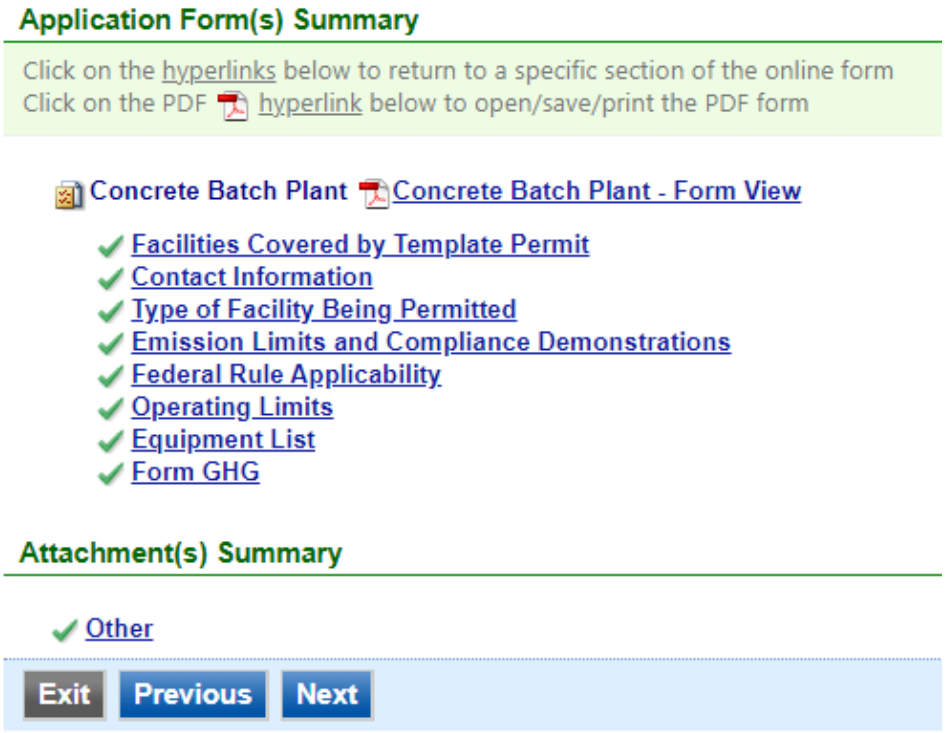


Figure 30 Example Validation Screen

If there are no noted issues, click the "Next" button. If there are issues, you may navigate to the section by selecting the section on this screen to complete the missing information.

Please note that the system will only check for missing information, and will not validate whether the information is complete or accurate.

3.11 Payment

Next the Payment screen will appear. The application fee for a Concrete Batch Plant template permit is $100.00 per application for each plant. You may pay for the application fee by Check, Money Order, or Online Checkout.

The Iowa DNR recommends that payment be submitted electronically (Online Checkout) so as to not slow down the application process.

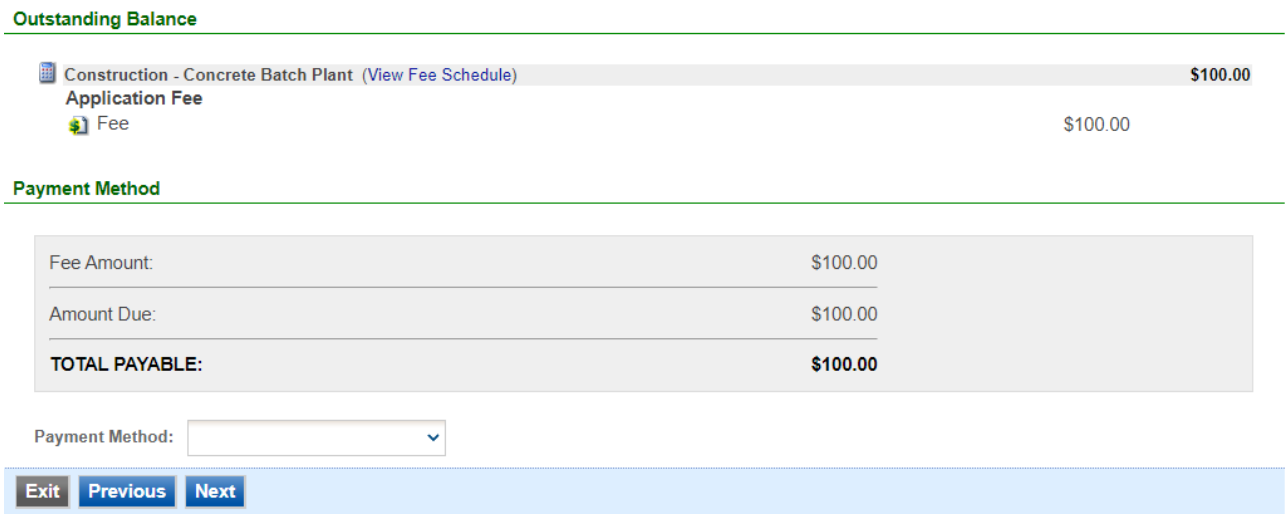


Figure 31 Example Payment Screen

If paying by Credit Card or eCheck, please use the "Online Checkout" option in the dropdown menu. The system will request the applicable information for each type of payment. If paying by Check or Money Order, select the appropriate method in the dropdown menu. When sending the payment via mail, please use the following information for payment:

- Pay To: Iowa Department of Natural Resources
- Address: 6200 Park Ave Ste 200, Des Moines, IA 50321
- Please print a copy of the submittal receipt and mail it in with the payment or write the submittal ID number on the check or money order.

When you have finished, click the "Next" button.

3.12 Submission

Next, the Certification of Submission screen will appear (see Figure 31). Please review the statement at the top of the screen, then check the box at the top of the screen, answer the security question, enter your pin, and click "Submit".

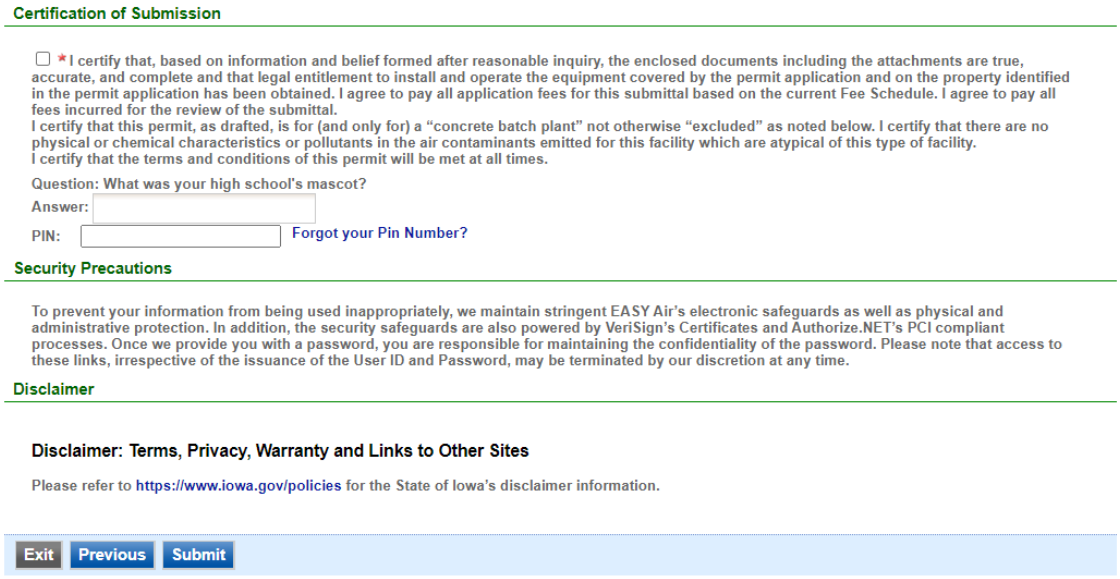
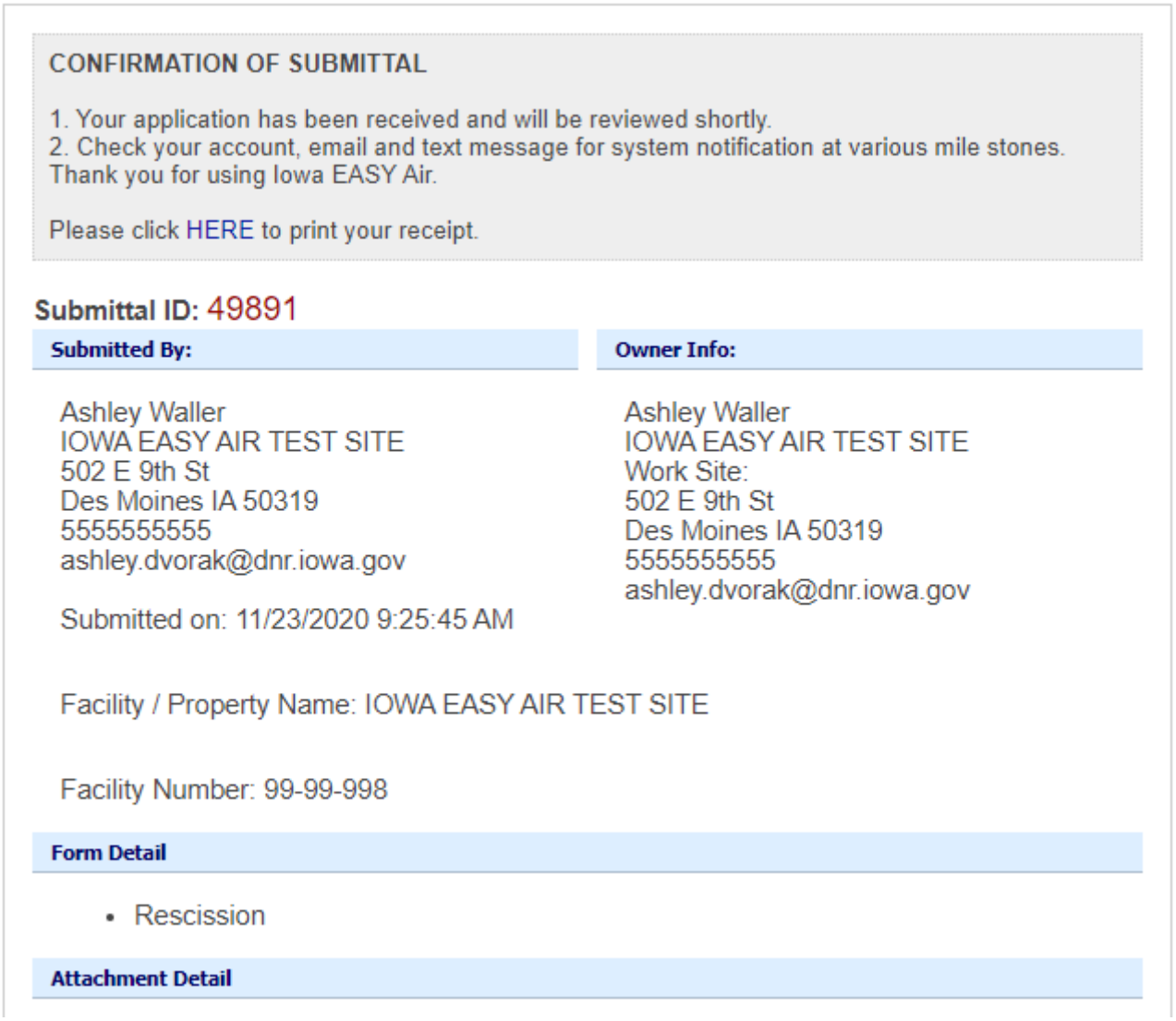


Figure 32 Example Certificate of Submission Screen

You will get a confirmation screen similar to the one shown below in Figure 32 and a confirmation email will be sent to you.



CONFIRMATION OF SUBMITTAL

1. Your application has been received and will be reviewed shortly.
2. Check your account, email and text message for system notification at various mile stones.
Thank you for using Iowa EASY Air.

Please click HERE to print your receipt.

Submittal ID: 49891

Submitted By:	Owner Info:
Ashley Waller IOWA EASY AIR TEST SITE 502 E 9th St Des Moines IA 50319 5555555555 ashley.dvorak@dnr.iowa.gov	Ashley Waller IOWA EASY AIR TEST SITE Work Site: 502 E 9th St Des Moines IA 50319 5555555555 ashley.dvorak@dnr.iowa.gov

Submitted on: 11/23/2020 9:25:45 AM

Facility / Property Name: IOWA EASY AIR TEST SITE

Facility Number: 99-99-998

Form Detail

- Rescission

Attachment Detail

Figure 33 Confirmation of Submittal

If you have questions, please call the Iowa EASY Air Helpdesk
at (515) 725-9569 or (515) 725-9547.
Or, send an email to easyair@dnr.iowa.gov

Appendix A – Sample Equipment List

Facility Name ABC Ready Mix, Inc. page 4 of 13

Initial _____ Permit Number (department use only) _____

Equipment List

Production Equipment Type	Production Equipment Make	Production Equipment Model	Production Equipment Serial Number or Company ID	Associated Control Equipment Serial Number or Company ID	Construction Date
Cement Silo #1	XYZ Manufacturing	100 tons	EU-1	Baghouse (CE-1)	4/2001
Cement Silo #2	XYZ Manufacturing	100 tons	EU-2	Baghouse (CE-2)	6/2007
Flyash Silo #1	XYZ Manufacturing	50 tons	EU-3	Baghouse (CE-3)	4/2001
Cement Weigh Batcher	XYZ Manufacturing	8 cubic yards	EU-4	Dust Collector (CE-4)	4/2001
Truck Load out	XYZ Manufacturing	150 cubic yards/hr	EU-5	None	4/2001
Agg Load in Hopper	Unknown	Unknown	EU-6	None	7/1988
Conveyor #1 from Hopper	Unknown	Unknown	EU-7	None	7/1988
Conveyor #2 from Hopper	XYZ Manufacturing	250 tons/hr	EU-8	None	4/2001
Elevated Aggregate Bins	XYZ Manufacturing	400 tons	EU-9	None	4/2001
Aggregate Weigh Batcher	XYZ Manufacturing	250 tons/hr	EU-10	None	4/2001
Water Heater	XYZ Manufacturing	300,000 BTU/hr	EU-11	None	4/2001

SAMPLE