



Department of
Natural Resources



Group 2 Grain Elevator 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

Table of Contents

Adding the Group 2 Grain Elevator Application to Your Account.....	3
Finding the Group 2 Grain Elevator Application	6
Filling Out and Submitting a Group 2 Grain Elevator Application	7
Facilities Covered by Template Permit	8
Contact Information.....	8
Facility Contact Information	8
Facility Information.....	9
Emission Limits and Compliance Demonstrations	9
Emission Limits.....	9
Compliance Demonstrations.....	10
Federal Rule Applicability.....	10
Operating Limits.....	10
Equipment List	10
Form GHG: Greenhouse Gas Emissions Inventory.....	12
Attachments.....	14
Validation	16
Payment.....	16
Submission	17
Appendix A – Sample Equipment List	19

List of Figures

Figure 1 Dashboard Buttons to Create a New Submittal.....	3
Figure 2 Submittal Menu	3
Figure 3 Link to Submittal Types Associated with my Account	4
Figure 4 Available Submittal Types	4
Figure 5 My Account Menu.....	5
Figure 6 Basic Information Tabs.....	5
Figure 7 Associate Facility Button	5
Figure 8 Associate Facility Search	6
Figure 9 Facility Search Results and Adding Submission Type.....	6
Figure 10 Dashboard Buttons to Create a New Submittal.....	7
Figure 11 Submittal Menu	7
Figure 12 Construction – Group 2 Grain Elevator Icon	7
Figure 13 Facilities Covered by Template Permit Statement	8
Figure 14 Facility Contact Information	8
Figure 15 Facility Information	9
Figure 16 Emission Limits Statement.....	9
Figure 17 Compliance Demonstrations Statement.....	10
Figure 18 Federal Rule Applicability Statement.....	10
Figure 19 Operating Limits Statement.....	10
Figure 20 Equipment List Summary	10
Figure 21 Equipment List Detail	11
Figure 22 Equipment List Example.....	11
Figure 23 Form GHG: Greenhouse Gas Emissions Inventory Summary	12
Figure 24 Attachment Screen	14
Figure 25 Attachment Screen	15
Figure 26 Example Attachment Screen.....	15
Figure 27 Example Validation Screen.....	16
Figure 28 Example Payment Screen.....	18
Figure 29 Example Certificate of Submission Screen.....	17
Figure 30 Confirmation of Submittal	18

This document provides directions on how to apply for a permit for a Group 2 Grain Elevator in the Iowa EASY Air System.

(Note: This document is written to explain how a Responsible Official can submit a permit application for a Group 2 Grain Elevator. 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 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 Group 2 Grain Elevator Application to Your Account

Before you are able to apply for a permit for a Group 2 Grain Elevator in the Iowa EASY Air system, you will need to add the Group 2 Grain Elevator 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.

Click the "Start" button to begin creating your application/report.
You can save a draft of your application/report at any time for future submission.
DISCLAIMER: DO NOT include any information for which you wish to request confidential treatment. Once information has been entered into the EASY Air system, the information has been placed into the public record as non-confidential information. Please see the [confidentiality form](#) for how to request confidentiality of any information.

Category: **Permit/License** Keyword: (example: construction, air, water, and land... etc.)
Department: **(All)** Program: **(All)** Submittal Type: **(All)** **Search**

[Submittal types associated with my Account](#)

[AIR - TV Department Submittal Type List](#)

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.

Available Submittal Types

Available Submittal Types

1 - 2 of 2 displayed, total item(s)

Responsible Official Account Type	Available Submittal Type (Submittal Types with checked checkbox(es) is/are currently in your account)
Responsible Official for Construction	☒ Construction - Aggregate Processing Plant
	☒ Construction - Bulk Gasoline Plant
	☒ Construction - Concrete Batch Plant
	☒ Construction - Group 1 Grain Elevator
	☒ Construction - Group 2 Grain Elevator
	☒ Construction - Hot Mix Asphalt Plant
	☒ Construction - Paint Booth Permit-by-Rule
	☒ Construction Determination
	☒ Construction Plantwide Applicability Limitations (PAL)
	☒ Construction Pre-Application
	☒ Construction Standard Application
Responsible Official for Title V	☒ Title V Application
	☒ Title V Pre-Application

Submittal Type Association Instruction

If you are a RO, you could add more submittal types to your account. Please click the "Add More" button and follow screen instructions to add, or click the "Close" button to return to the previous page.

If you are not a RO, your submittal options will be limited to the submittal options chosen by the RO you have worked with. In order to expand the submittal types currently not in your account, please contact the Responsible Official (RO) you are working with and ask them to grant you the access to the submittal types they have chosen.

If you have any questions regarding to the process described above, you may contact EASY Air Help Desk (515) 725-9523 for assistance.

Add more **Close**

Figure 4 Available Submittal Types

If you don't see the Group 2 Grain Elevator 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.

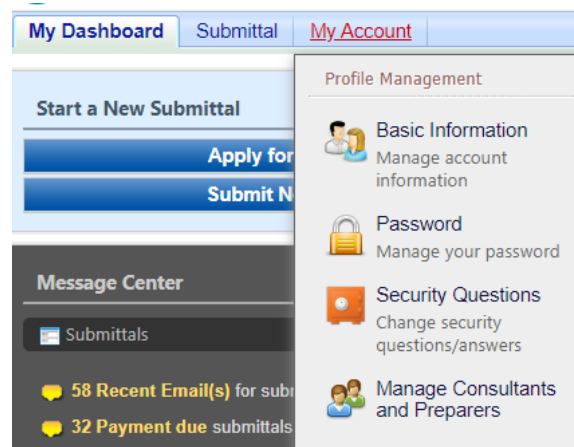


Figure 5 My Account Menu

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.



Associated Facility List

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”.

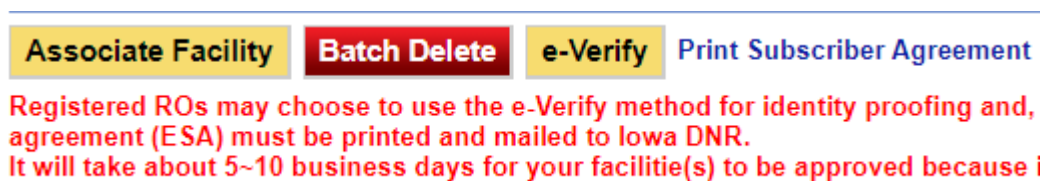


Figure 7 Associate Facility Button

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.

Search Facility

Account type determines the submittal types available. If you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. You can enter part of the facility name or/and address or the full facility name or/and address to search for the desired facilities.

Facility Name: Address: Facility Number:

Registered / Non-registered:

Search To go to the next step you need to find your facility using one of the search parameters above and then click the Search button.

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 – Group 2 Grain Elevator” check box under submission type.

Search

☐ Select Page All

1 - 1 of 1 displayed, total item(s)

Select	Facility Number	Name	Physical Location	Mailing Address	Submission Type
☒	99-99-998	Iowa EASY Air Test Site	502 E 9th St , Des Moines , IA 50319	502 E 9th St , Des Moines , IA 50319	☐ Select All ☐ Construction - Aggregate Processing Plant ☐ Construction - Bulk Gasoline Plant ☐ Construction - Concrete Batch Plant ☐ Construction - Group 1 Grain Elevator ☒ Construction - Group 2 Grain Elevator ☐ Construction - Hot Mix Asphalt Plant ☐ Construction - Paint Booth Permit-by-Rule ☐ Construction Determination ☐ Construction Plantwide Applicability Limitations (PAL) ☐ Construction Pre-Application ☐ Construction Standard Application ☐ Rescission ☐ Start of Construction ☐ Start of Operation ☐ Title V Application ☐ Title V Pre-Application

OK **Close**

Figure 9 Facility Search Results and Adding Submission Type

Next, click “OK” and then click “Close”. This will associate the Group 2 Grain Elevator 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 Group 2 Grain Elevator 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 Group 2 Grain Elevator application to your account. You will receive an email from the Iowa EASY Air Administrator when the association of the Group 2 Grain Elevator application has been made to your account.

2. Finding the Group 2 Grain Elevator 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.

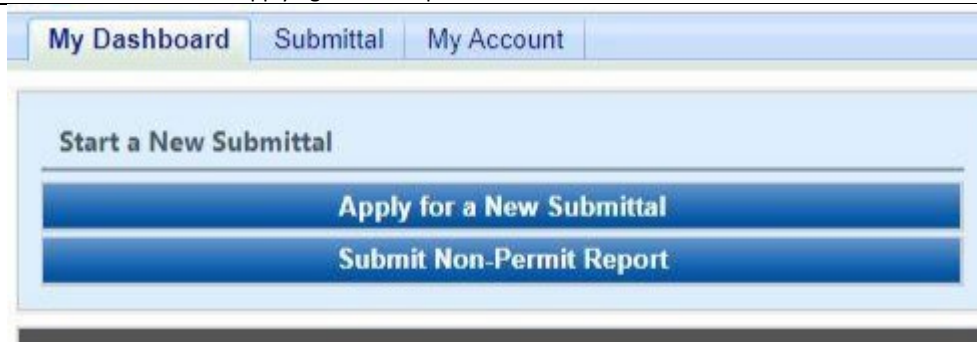


Figure 10 Dashboard Buttons to Create a New Submittal

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 – Group 2 Grain Elevator icon is shown below in Figure 12. Please select "Start" at the bottom right hand corner of the icon to start the Group 2 Grain Elevator application.

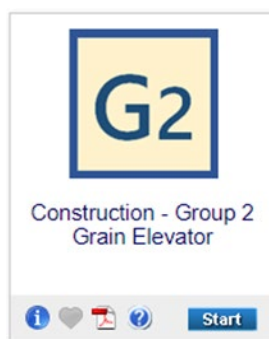


Figure 12 Construction – Group 2 Grain Elevator Icon

3. Filling Out and Submitting a Group 2 Grain Elevator Application

In order to apply for a permit for a Group 2 Grain Elevator, you must first verify that the proposed facility meets the limitations contained in the permit. In addition, only grain elevators with a potential to emit of more than 15 tons PM₁₀ emissions per year and less than 50 tons PM₁₀ emissions per year are eligible to use Group 2 Grain Elevator Permit. Potential PM₁₀ Emissions Calculations may be calculated using the [GrainPTE Calculation Tool](#). If you have questions about how to use the GrainPTE Calculation Tool, please contact the Iowa Waste Reduction Center at 1-800-422-3109.

The Iowa EASY Air application has been designed to walk you through each part of the permit to verify that the proposed facility will meet the limitations established in the permit, to assist the Department in drafting your 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".

★ ☒ I have read the statement regarding Facilities Covered by Template Permit

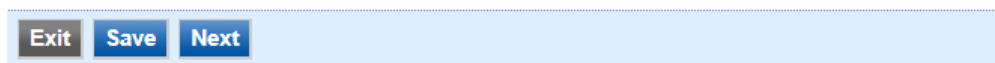
The image shows a horizontal bar with three buttons: "Exit", "Save", and "Next". The "Exit" button is grey, while "Save" and "Next" are blue with white text.

Figure 13 Facilities Covered by Template Permit Statement

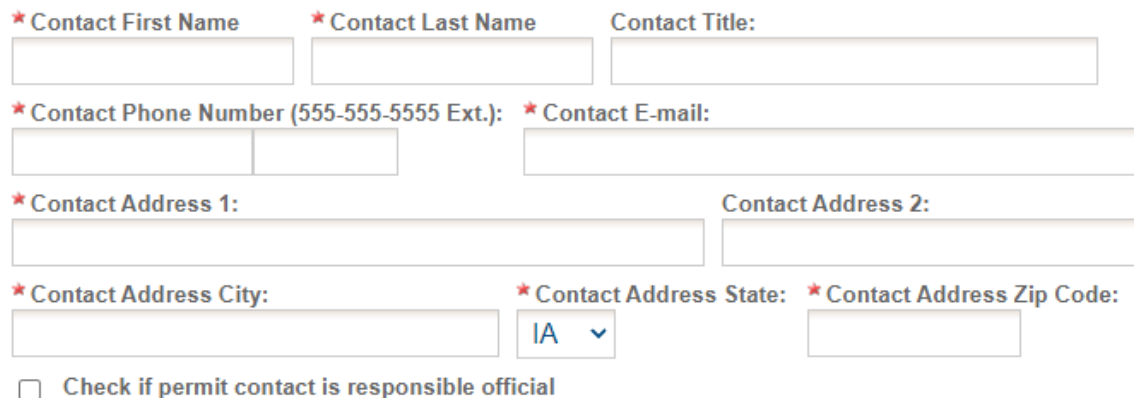
3.2 Contact Information

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

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.

Facility Contact Information

The form contains the following fields and controls:

- ★ Contact First Name: text input
- ★ Contact Last Name: text input
- Contact Title: text input
- ★ Contact Phone Number (555-555-5555 Ext.): two text inputs for area and number
- ★ Contact E-mail: text input
- ★ Contact Address 1: text input
- Contact Address 2: text input
- ★ Contact Address City: text input
- ★ Contact Address State: dropdown menu showing "IA" with a downward arrow
- ★ Contact Address Zip Code: text input
- ☐ Check if permit contact is responsible official

Figure 14 Facility Contact Information

Facility Information

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

Next, enter the equipment location. If you select “Same as Facility Address”, the information will be copied from the facility address information.

Facility Information

* Company/Facility Name:

Facility Name:

Mailing Address 1: Mailing Address 2:

City: State: Zip:

Facility Address 1: Facility Address 2:

County: City: State: Zip:

Equipment Location: ☐ Same as Facility Address

* Address 1: Address 2:

* City: * State: * Zip Code:

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 Emission Limits and Compliance Demonstrations

Next, the Emission Limits and Compliance Demonstrations screen will appear (see Figure 16 and 17).

Emission Limits

Please read the Emission 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.

* ☐ I have read the emission limit requirements

Figure 16 Emission Limits Statement

Compliance Demonstrations

Please read the Compliance Demonstrations section carefully to be certain you can meet the conditions contained therein. A compliance demonstration would be a requirement to test for PM or Opacity. Grain Elevators with a permanent storage capacity greater than 2.5 million bushels may have testing obligations from 40 CFR Part 60, Subpart DD, New Source Performance Standards for Grain Elevators. 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”.

★ ☐ I have read the compliance demonstrations requirements

Exit	Save	Previous	Next
------	------	----------	------

Figure 17 Compliance Demonstrations Statement

3.4 Federal Rule Applicability

Next, the Federal Rule Applicability screen will appear (see Figure 18). 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”.

★ ☐ I have read the federal rule applicability requirements

Exit	Save	Previous	Next
------	------	----------	------

Figure 18 Federal Rule Applicability Statement

3.5 Operating Limits

Next, the Operating Limits screen will appear (see Figure 19). Please read the 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.

★ ☐ I have read the operating limits requirements

Figure 19 Operating Limits Statement

3.6 Equipment List

Next, the Equipment List screen will appear as shown in Figure 20. To enter the equipment associated with your Group 2 Grain Elevator, 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 21.

Equipment List					
Date field should be in 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	Equipment Make	Equipment Model	Production Equipment Serial Number/Company ID	Associated Control Equipment (Serial Number or Company ID)	Construction Date
1					
Add New Record					
Exit	Save	Previous	Next		

Figure 20 Equipment List Summary

Date field should be in 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	Equipment Make	Equipment Model	Production Equipment Serial Number/Company ID	Associated Control Equipment (Serial Number or Company ID)	Construction Date
✓ ✕						

Figure 21 Equipment List Detail

Please enter the information in each text box for each equipment for the proposed Group 2 Grain Elevator. An example equipment list is attached for reference in Appendix A. This example equipment list uses typical Concrete Batch Plant equipment as an example, therefore the equipment will not be similar to a Group 2 Grain Elevator.

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 Group 2 Grain Elevator, such as “Bucket Elevator”, “Scale Hopper”, “Storage Silo”, 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, cyclone, oiling, 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 22. If you choose to delete the record, 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.

Date field should be in 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	Equipment Make	Equipment Model	Production Equipment Serial Number/Company ID	Associated Control Equipment (Serial Number or Company ID)	Construction Date
 	Grain Storage Silo	XYZ Manufacturing	500,000 bushels	EU-1	Bin Vent Filter (CE-1)	01/01/2001

Figure 22 Equipment List Example

When you are finished filling out this form, please click, “Save” and then “Next”. Please click “Save”, if you want to save your work and return to the form at any time.

3.7 Form GHG: Greenhouse Gas Emissions Inventory

Next, the Form GHG: Greenhouse Gas Emissions Inventory screen will appear as shown in Figure 23.

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

Figure 23 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 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.

3.8 Attachments

Next, the Attachments screen will appear (see Figure 24). Potential PM₁₀ Emissions Calculations and a Site Map are required attachments for this submittal type. Potential PM₁₀ Emissions Calculations should be printed out from the [GrainPTE Calculation Tool](#). If you have questions about how to use the GrainPTE Calculation Tool, please contact the Iowa Waste Reduction Center at 1-800-422-3109. A site map should include the locations of all emission points/emission units.

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.

Attachment

The maximum file size allowed is 100MB. Please make sure the file you want to upload is smaller than 100MB.

 Potential PM10 emission calculations (Required)	☐ Online ☐ Mail ☐ Other ☐ N/A
 Site map (Required)	☐ Online ☐ Mail ☐ Other ☐ N/A
 Other (Optional)	☐ Online ☐ Mail ☐ Other ☐ N/A

Figure 24 Attachment Screen

Select "Choose File" to select the document to be uploaded (see Figure 25). 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.

Upload Attachment

Upload Attachment

* File:

 No file chosen

Comment:

AEC

Figure 25 Attachment Screen

The uploaded attachment will display on the screen as shown in Figure 26. 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.

Potential PM10 emission calculations (Required)

☒ Online ☐ Mail ☐ Other ☐ N/A

Group 2 Grain Elevator PTE.pdf

Test attachment comment

Upload

(Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

AEC

Site map (Required)

☒ Online ☐ Mail ☐ Other ☐ N/A

Site Map.pdf

Test attachment comment

Upload

(Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

AEC

Figure 26 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.

3.9 Validation

Next, the Validation screen will appear (see Figure 27). The system will check the application forms for required information that is missing, and will display a result similar to the figure below:

Application Form(s) Summary

Click on the [hyperlinks](#) below to return to a specific section of the online form
Click on the PDF [hyperlink](#) below to open/save/print the PDF form

Group 2 Grain Elevator **Group 2 Grain Elevator - Form View**

- ✓ [Facilities Covered by Template Permit](#)
- ✓ [Contact Information](#)
- ✓ [Emission Limits and Compliance Demonstrations](#)
- ✓ [Federal Rule Applicability](#)
- ✓ [Operating Limits and Attachments](#)
- ✓ [Equipment List](#)
- ✓ [Form GHG](#)

Attachment(s) Summary

- ✓ [Potential PM10 emission calculations](#)
- ✓ [Site map](#)
- ✓ [Other](#)

Exit Previous Next

Figure 27 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.

3.10 Payment

Next, the Payment screen will appear. The application fee information is available at www.iowadnr.gov/aqfees. You may pay for the application fee by Credit Card, Check, Money Order, or eCheck (ACH – NACHA).

The Iowa DNR recommends that payment be submitted electronically (Credit Card or eCheck) so as to not slow down the application process.

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.

3.11 Submission

Next, the Certification of Submission screen will appear. 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”.

Certification of Submission

☐ * I certify that, based on information and belief formed after reasonable inquiry, the enclosed documents including the attachments are true, accurate, and complete and that legal entitlement to install and operate the equipment covered by the permit application and on the property identified in the permit application has been obtained. I agree to pay all application fees for this submittal based on the current Fee Schedule. I agree to pay all fees incurred for the review of the submittal.

I certify that this permit, as drafted, is for (and only for) a country grain elevator, country grain terminal elevator, or grain terminal elevator not otherwise “excluded” as noted above. I certify that there are no physical or chemical characteristics or pollutants in the air contaminants emitted for this facility which are atypical of this type of facility.

For country grain terminal elevators and grain terminal elevators, the operating limits, including grain throughput limits, specified in the attached PTE calculations and PTE calculations and equipment list as updated for subsequent equipment modifications, are enforceable limits.

I certify that the above listed attachments are included and that the terms and conditions of this permit will be met at all times.

Question: What was your high school's mascot?

Answer:

PIN: [Forgot your Pin Number?](#)

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent EASY Air's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

Disclaimer: Terms, Privacy, Warranty and Links to Other Sites

Please refer to <https://www.iowa.gov/policies> for the State of Iowa's disclaimer information.

[Exit](#) [Previous](#) [Submit](#)

Figure 28 Example Certificate of Submission Screen

You will get a confirmation screen similar to the one shown below 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 Submitted on: 11/23/2020 9:25:45 AM	Ashley Waller IOWA EASY AIR TEST SITE Work Site: 502 E 9th St Des Moines IA 50319 5555555555 ashley.dvorak@dnr.iowa.gov

Facility / Property Name: IOWA EASY AIR TEST SITE

Facility Number: 99-99-998

Form Detail

- Rescission

Attachment Detail

Figure 29 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