



**Iowa DNR - Air Quality Bureau**  
**Iowa Environmental Application System (Iowa EASY Air)**  
**Electronic Subscriber Agreement Form**



**Iowa EASY Air Registration**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Facility Name \_\_\_\_\_ Title \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Iowa EASY Air Access Request**

By completing the following information, you are requesting the Iowa DNR to create a **Facility Responsible Official** account for you. **NOTE: Only facility employees may be designated as Facility Responsible Officials.**

Check the appropriate boxes:

**The person identified in this form is the Responsible Official (Signatory) for:**

- Construction Permit Applications                       Title V Permit Applications

**The person identified in this form is:**

- An additional Responsible Official or Signatory  
 A replacement for \_\_\_\_\_  
(name of Responsible Official or Signatory)

**List the facilities for which you wish to be designated as the Responsible Official. ([Add additional facilities on Page 3.](#))**

Facility Name: \_\_\_\_\_ Facility Plant Number \_\_\_\_\_ Format: 00-00-000  
 Street Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Iowa EASY Air E-Signature Agreement and Certification**

**1. I agree:**

- a. That for Title V purposes, I am a responsible official as defined by 567 IAC 24.100.
- b. That for CP purposes, I have authority on behalf of the company to submit the application.
- c. To protect my unique electronic signature device, (Iowa EASY Air account ID, Iowa EASY Air password, and knowledge-based questions) from compromise and from use by anyone except me.
- d. To maintain the secrecy of my electronic signature device, i.e. I will not divulge or delegate my Iowa EASY Air account ID, Iowa EASY Air password, or my answers to the knowledge-based questions included in my Signatory Identity Baseline to any other individual. Furthermore, I will not store these in an unprotected location and will not allow them to be written into computer scripts to achieve automated log-in.
- e. To contact the Iowa EASY Air Administrator within one business day from suspecting or determining that my Iowa EASY Air account ID, Iowa EASY Air password, and/or my answers to the knowledge-based questions included in my Signatory Identity Baseline have become lost, stolen, or otherwise compromised.
- f. That prior to submission, I will review the contents of the electronic document for which I am the signatory.
- g. To review, in a timely manner, each e-mail receipt from DNR for all electronic submittals for which I am the signatory. In addition to the date and time of submittal, each e-mail should identify the document submitted and the submitter.
- h. To contact the Iowa EASY Air Administrator if I do not receive an e-mail receipt as specified above within five (5) business days of my submission.



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- i. To contact the Iowa EASY Air Administrator if I find any evidence of discrepancy between documents submitted and those received by Iowa EASY Air.
- j. That if I cease to be a signatory for the requested facility or facilities, I will notify the Iowa EASY Air Administrator within five (5) business days from the time I know of this change in my duties.
- k. To retain a copy of this signed agreement as long as I am a signatory for the requested facility or facilities.

**2. I understand:**

- a. That the DNR will contact my company to verify my identity and signing authority.
- b. That signing this agreement allows me to use the Iowa DNR Iowa EASY Air program to submit electronic documents in lieu of paper submissions to the Iowa DNR's Air Quality Bureau.
- c. That after submission, I will have the opportunity to review the electronic document for which I am the signatory and that I will be able to repudiate it based on this review.
- d. That I will be legally bound, obligated, and responsible by using my electronic signature device as I would be by using my handwritten signature.
- e. That the Iowa DNR Iowa EASY Air program will automatically reject any electronic document attempted to be submitted without a valid electronic signature if such signature is required.

**3. For Title V purposes I certify:**

- a. Under penalty of law that based on the information and belief formed after reasonable inquiry, the statements and information contained in electronic submissions for which I am the signatory are true, accurate, and complete.
- b. That my company has obtained legal entitlement to install and operate the equipment covered by and on the property identified in electronic construction permit applications for which I am the signatory.
- c. That making false statement, representation, or certification of electronic submissions for which I am the signatory may result in civil or criminal penalties.

**Responsible Official's Signature:**

**Date Signed**

**IMPORTANT – Sign and scan this completed form and email to [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov). Then mail or hand-deliver this completed form to:**

Air Quality Bureau  
 Attn: Iowa EASY Air Administrator  
 6200 Park Ave Ste 200  
 Des Moines IA 50321

**4. Permit Application Type (choose all the apply)**

Check the box next to each application type that you will be submitting or may submit in the future.

- |   |  |
|---|--|
| <input type="checkbox"/> Construction - Aggregate Processing Plant              | <input type="checkbox"/> Construction - Bulk Gasoline Plant    |
| <input type="checkbox"/> Construction - Concrete Batch Plant                    | <input type="checkbox"/> Construction - Group 1 Grain Elevator |
| <input type="checkbox"/> Construction - Group 2 Grain Elevator                  | <input type="checkbox"/> Construction - Hot Mix Asphalt Plant  |
| <input type="checkbox"/> Construction - Paint Booth Permit-by-Rule              | <input type="checkbox"/> Construction Determination            |
| <input type="checkbox"/> Construction Plantwide Applicability Limitations (PAL) | <input type="checkbox"/> Construction Pre-Application          |
| <input type="checkbox"/> Construction Standard Application                      | <input type="checkbox"/> Rescission                            |
| <input type="checkbox"/> Start of Construction                                  | <input type="checkbox"/> Start of Operation                    |
| <input type="checkbox"/> Title V Application                                    | <input type="checkbox"/> Title V Pre-Application               |



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**Additional Facilities** (Duplicate this form as needed)

Facility Name: \_\_\_\_\_ Facility Plant Number \_\_\_\_\_  
 Street Address: \_\_\_\_\_ **Format: 00-00-000**  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Facility Name: \_\_\_\_\_ Facility Plant Number \_\_\_\_\_  
 Street Address: \_\_\_\_\_ **Format: 00-00-000**  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Facility Name: \_\_\_\_\_ Facility Plant Number \_\_\_\_\_  
 Street Address: \_\_\_\_\_ **Format: 00-00-000**  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Facility Name: \_\_\_\_\_ Facility Plant Number \_\_\_\_\_  
 Street Address: \_\_\_\_\_ **Format: 00-00-000**  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Facility Name: \_\_\_\_\_ Facility Plant Number \_\_\_\_\_  
 Street Address: \_\_\_\_\_ **Format: 00-00-000**  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Facility Name: \_\_\_\_\_ Facility Plant Number \_\_\_\_\_  
 Street Address: \_\_\_\_\_ **Format: 00-00-000**  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Facility Name: \_\_\_\_\_ Facility Plant Number \_\_\_\_\_  
 Street Address: \_\_\_\_\_ **Format: 00-00-000**  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Facility Name: \_\_\_\_\_ Facility Plant Number \_\_\_\_\_  
 Street Address: \_\_\_\_\_ **Format: 00-00-000**  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Facility Name: \_\_\_\_\_ Facility Plant Number \_\_\_\_\_  
 Street Address: \_\_\_\_\_ **Format: 00-00-000**  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_



## Form Instructions

**This form is an Agreement used to identify a User as a Responsible Official or Signatory in order to submit Permit Applications through Iowa EASY Air.**

### How to complete this form:

**Navigation:** Use the Down Arrow key or Tab to move through the fields.

#### Page 1 - Registration and Facility Designation

1. Complete the Iowa EASY Air Registration section including the name and contact information for the Responsible Official (RO). The Responsible Official is someone who has the authority to submit permit applications on behalf of the company.
2. Identify the role of this Responsible Official, either as an additional Signatory, or a replacement for an existing RO. If a replacement, enter the name of the previous Responsible Official. Leave blank if the person is the only RO for the facility.
3. List the facilities for which the user will be designated as the RO. If more than one facility, enter additional facilities on Page 3.
  - a. If known, provide the facility plant number assigned by the Department. Use the format shown below the field (00-00-000). The first two digits identify the County where the facility is located (08 = Boone Co).
  - b. If the facility is a Portable Plant, the first two digits should be shown as PP.
4. Read the Agreements and Certification declarations on pages 1 and 2.

#### Page 2 - Agreements & Signature

1. Read the Agreements and Certifications and determine if the user meets the requirements of a Responsible Official and agrees to the conditions of the RO role.
2. If completed on your computer, print the form, then Sign and Date the form. To complete the Responsible Official registration process, mail the original, signed form to the address below. You may also email a scanned image of the completed, signed form to the Iowa EASY Air Help Desk at [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov) and follow that by sending the original by mail.
3. Identify the types of applications that the Responsible Official may submit to the DNR. These include Construction Permit Applications only, Title V Permit Applications only, or both types of applications.

#### Page 3 - Additional Facility List

1. If you will be the Responsible Official for multiple facilities, add those facilities to this page.
2. Duplicate this page as needed.

**Your Subscriber registration, account and authorization request confirmation will be emailed to you.**

### How to handle this form:

1. Complete this form with an original signature on Page 2. You may also email a scanned image of the completed, signed form to the Iowa EASY Air Help Desk at [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov) and follow that by sending the original by mail.
2. Sign and mail or hand-deliver this completed form to:  
Air Quality Bureau  
Attn: Iowa EASY Air Administrator  
6200 Park Ave Ste 200  
Des Moines, IA 50321  
[easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov)
3. For questions or additional assistance, send an e-mail to the Iowa EASY Air Help Desk at [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).