

# Iowa DNR - Air Quality Bureau Iowa Environmental Application SYstem (Iowa EASY Air) Facility Number & Name Change Form



# **Iowa EASY Air Facility Number & Name Change Form**

A Facility Number (also called a Plant Number) is used to identify facilities across different Air Quality programs by county location. This number will be in the format of **XX-YY-ZZZ**, where XX the 2-digit County Number, YY is the 2-digit City Number within the County and ZZZ is the 3-digit count of facilities within the City. Portable Plants are given a **PP-ZZZ-000** number. This number is generated and assigned by the DNR.

DNR Records Center ONLY	
R. Series/Initials:	CON 10-1 /
Facility Number:	
WK ACT/ Doc Code:	MS/CL

3	, ,	
*Required Field		
*1. Request Date:		
*2. Contact Information:		
First Name:	Last Name:	
Position Title:		
	State: Zip Code:	
Phone Number:	E-Mail Address:	
*3. Facility Number Request: Is I	acility Portable?	
*4. Comments: (Limited to 150 cha	acters)	
*5. New Facility Name:  *6. New or Existing (for Facility Name Change) Equipment Address:		
*7. Facility City:	*8. Zip Code:	
*9. County:  10. Identify any facilities, within five miles of the permitted facility, that this company owns and/or operates (include Facility number and name):		
Please enter information for exis	ting facility if requesting a Facility Name Change	
11. Existing Facility Number (user format shown):		
12. Existing Facility Name:		
<ul> <li>Complete this form electronically (no hard copies). Save the original file.</li> <li>Please do not print and scan this form. Instead, E-Mail the completed original form to: EASY Air Number &amp; Facility Change (easyair_fn@dnr.iowa.gov).</li> </ul>		
DNR RECORDS CENTER ONLY		
New Facility Number:	Field Office Number:	
Request Completion Date:		
Records Updated by:		
EASY Air Undated by:		



# Iowa DNR - Air Quality Bureau Iowa Environmental Application SYstem (Iowa EASY Air) Facility Number & Name Change Form



#### Form Instructions

This form is used to request the following:

- a. New Facility Number
- b. Temporary Facility Number
- c. Process a Name Change for an Existing Facility

## How to complete this form:

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

- **1.** Enter the date of your request.
- 2. Complete the contact information section.
- 3. Check one the following changes: a. New Facility Number, b. Temporary Facility Number, or c. Facility Name Change. **Note:** b. Temporary Facility Number should only be selected for determination requests associated with a planned facility. Identify if the plant is Portable: <u>Yes</u> or <u>No</u>. If Yes, skip fields 6-9 below.
- **4.** Use this field to provide details about the request, such as the source of information. For example, "This is a new facility that is planned to begin construction on [Insert Date]", or "Our company is looking at expanding sometime in the future" or "The facility name has changed due to an ownership change that became effective on [Insert Date]."
- **5.** Provide the new facility name. For a name change, enter the new name.
- **6.-8.** Provide the physical address for the proposed construction site or existing facility.
- 9. Provide the name of the county where the facility will be or is currently located.
- **10.** Provide the facility number and facility name for any facilities this company owns and/or operates within 5 miles of the facility identified in items 5 through 9, or items 11 & 12.

### Your requested Facility Number will be emailed to you.

### If requesting a facility name or ownership change:

- **11.** Enter the existing facility number.
- **12.** Enter the existing facility name.

#### How to handle this form:

- 1. Complete this form electronically *(no hard copies)*. Save the original file, use any file name for your records.
- 2. Please do not print and scan this form. Instead, E-mail the completed form to: **EASY Air Number &** Facility Change (easyair\_fn@dnr.iowa.gov).
- **3.** On the e-mail subject line, indicate the type of facility change requested.
- **4.** E-mail questions regarding the status of your request to the email address above.