



Fact Sheet on DNR's Portable Plant Relocation Notice

Why did the DNR modify the Portable Plant Relocation Notice?

The DNR wanted to make the portable plant relocation notice easier to use and clarify the exact information that is required. These changes will allow the DNR Air Quality Bureau to fully evaluate all plant relocations to ensure protection of the National Ambient Air Quality Standards (NAAQS). In addition, this change was needed to assist DNR Field Office and Local Air Quality Program staffs conducting on-site inspections to better inform them of when and where equipment is being moved.

What changes did the DNR make to the relocation notice?

The form includes a section that lists the equipment being moved and the permits associated with this equipment. Currently, an air construction permit may list several pieces of equipment which, over time, are moved to separate locations. Because of this, Field Office and Local Air Quality Programs staff are having difficulty during inspections determining what equipment at the facility is permitted.

Another change to the form is information regarding the contact individuals. The form requires two people to be identified with phone numbers. The first can be a person located at the main office, but the second *must* be the person operating the plant. The intent is to make sure that DNR is able to verify the information and have a point of contact for the plant when planning inspections.

Lastly, there are now check boxes to verify the Field Office region or Local Air Quality Programs in which the equipment is being moved to, and by checking this box, you are also certifying that a copy has been sent to the local Field Office or Local Air Quality Program.

Why does our facility need to submit a relocation notice?

The DNR uses the information to help protect the NAAQS. The DNR must conduct air dispersion modeling on some portable plants to determine if emissions will prevent the attainment or maintenance of NAAQS. The relocation notice helps the DNR determine when a portable plant needs to be modeled. The relocation notice also assists the Field Office and Local Air Quality Program staff in scheduling and conducting field inspections.

Why do I need to include the air construction permit numbers on the relocation notice?

The Central Office and Field Office/Local Air Quality Program staff needs to know the permit numbers in order to determine your facility's compliance status.

Why does my facility have multiple portable plant numbers?

In the past, a facility may have been given multiple and sequential plant numbers such as PP-02-000, PP-02-001, PP-02-002, etc. for each portable plant. The DNR is no longer using the sequential, three digit identifiers at the end of the permit numbers. For the example used here, the plant number for all portable plants owned by this company would be PP-02-000. To determine what your Portable Plant Number is you can: 1) find it on the first page of your construction permit or 2) visit <http://www.iowadnr.gov/air/prof/const/files/PortableList.pdf> to find the number for your facility.

How far in advance of the portable plant being moved do I need to submit the relocation notice?

IAC 22.3(3)f requires the relocation notice be submitted **7 days** prior to the portable plant being moved to the AQB and FO. However, if you are locating in Linn or Polk County, you are still required to submit the notice of relocation to those programs **14 days** prior to moving.

Can we fax or email the notice to the DNR?

Yes, the DNR will accept a mailed copy, faxed copy, or an electronic copy by email. One method of submittal is sufficient.

Please mail them to:

Julie Duke
Iowa Dept of Natural Resources
502 E 9th Street
Des Moines, IA 50319

Fax Number: 515-725-9501

Email to: julie.duke@dnr.iowa.gov

Do I need to use the DNRs form to be in compliance in submitting my relocation notice?

No. You do not have to use DNR's form; however, all the required information listed below must be included in the notice.

What information must be included in the portable plant relocation notice?

Below is a detailed breakdown of the information facilities need to provide on each notice.

1. Today's Date – the date that the form is completed and submitted to the DNR.
2. Company Name & Address – Provide company name and address as it appears on construction permits.

3. Company Contact Person and Phone Number – provide a contact and company phone number for facility listed on the construction permit.
4. Plant Contact Person and Phone number – provide a contact and phone number for the portable plant.
5. Air Quality Plant Number – each facility is given a plant number by Department. (Example – PP-56-000 or PP-100-000). Some facilities may have numbers such as PP-56-002 or PP-56-003. Your facility no longer needs to note the 002 or 003 portion of the plant numbers. Instead, please list your facility number on the relocation form with 3-zeroes at the end (e.g. PP-56-000 for the example included here).
6. Equipment Being Moved – Provide a complete list of the equipment moving from one site to the next. (Generator, crusher, screener, etc...).
7. Permit number - For each piece of equipment that is being moved, provide a corresponding DNR construction permit number. (Example 00-A-100)
8. Anticipated date of relocation – please provide the date you plan to move the equipment from location A to location B. (Reminder this must be at least 14 days after submittal date).
9. Anticipated duration at new site – as accurately as possible, please indicate how long the equipment will be located at the new site (months or weeks).
10. Present Location – provide the address (Quarry name) of where equipment is located at the time that the relocation notice is being submitted.
11. Moving To: County – provide the county name where the portable equipment is moving to.
12. Nearest City – Provide the name of the nearest city where the equipment is moving to.
13. Distance from the Site to Nearest Dwelling unit – provide the distance from the portable plant location to the nearest dwelling.
14. Field Office or Local Air Quality Program move is occurring in – check the box of the region that the equipment is moving into. If you need help determining what region your new site is in, go to <http://www.iowadnr.gov/fo/fomap.html> or contact the DNR at 515-725-8200.
15. Exact Plant Location. Please provide the name and address of the location the portable plant will be located (mailing address if applicable). Please also provide the coordinates of the location of the plant.