



Data Entry of Paper Application Submittals into EASY Air Frequently Asked Questions (FAQs)

What is Iowa EASY Air?

The Iowa Environmental Application System for Air (EASY Air) is the new online air quality permit application system available to all facilities starting in December 2019. The online system saves time and money by reducing internal handoffs, including mail delivery, and ensures applications are complete through its data validation features. EASY Air is prepopulated with existing data when available from SLEIS—State & Local Emissions Inventory System. Use of the system reduces data entry for applicants by eliminating the need to enter the same data separately for Title V and construction permit applications.

Will DNR process all application submittals in EASY Air?

Yes. EASY Air was funded and developed with the intent that all construction and Title V operating permit application submittals would be received and processed electronically. This includes determinations, template permits, registrations, and permits-by-rule. All paper application submittals (including templates, registrations, and permits-by-rule) received after the system comes online will be entered into EASY Air by DNR staff before they can be reviewed and permits can be issued.

Will projects submitted in EASY Air be worked on before projects submitted with paper application forms?

Projects submitted in EASY Air will be automatically entered in the permitting workflows and may be worked on sooner than a project submitted at the same time on paper application forms. A time lag may result from limited staff availability to data enter paper applications into EASY Air, the increased number of hand-offs in the process, and the time that may be needed to resolve validation issues associated with incomplete or missing application forms before data entry can be completed.

Is there a charge for data entry of paper application submittals into EASY Air?

To help offset the DNR's costs associated with data entry, a set amount of time will be applied to invoices for paper major source construction permit and Title V operating permit application submittals.

For data entry associated with minor source construction permit application submittals, permit templates, registrations, and permits by rule, there is no charge at this time.

When will the data entry charges start?

DNR will apply data entry charges to all major source construction permit and Title V operating permit application submittals received on paper after January 1, 2020. The charge will be included on the applicant's invoice for each project.

How much is the charge?

Major source construction permitting projects will be assessed a charge of 1.5 hours per submittal at \$115/hour, for \$172.50. Title V operating permit application projects will be assessed a charge of 5 hours at \$100/hour, for \$500.

The hourly charge is based on the current fee schedule for major source construction permit applications, including Prevention of Significant Deterioration (PSD) applications, and initial and renewal Title V operating permit applications. The current fee schedule can be found at <http://www.iowadnr.gov/aqfees>.

Will application submittals already in-house when EASY Air “Goes Live” be entered into EASY Air?

For completeness of data in EASY Air, DNR will enter data from paper application submittals, templates, registrations, and permits-by-rule already in-house and being reviewed by DNR when EASY Air comes online (Go Live) in December 2019, at no charge.

Will the data entry charge apply to all major source construction permit and Title V operating permit applications?

No. The charge will apply only to major source construction and initial and renewal Title V operating permit applications submitted on paper.

These FAQs have been prepared by the Iowa Department of Natural Resources (DNR) to provide facilities with implementation information associated with the state’s new electronic permit application system. This document is intended solely as guidance, cannot be used to bind the DNR and is not a substitute for reading applicable statutes and rules.

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