

- 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)	<input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A
 Site map (Required)	<input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A
 Other (Optional)	<input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A

Exit
Save
Previous
Next

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:

Choose File No file chosen

Comment:

Text area for comment with a small AEC icon in the top right corner.

Cancel Save

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:

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:

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
502 E 9th Street
Des Moines, IA 50319



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 for Group 2 Grain Elevator Plant template permit is \$100.00 per application for each plant. 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.

Outstanding Balance

Construction - Group 2 Grain Elevator (View Fee Schedule)	\$100.00
Application Fee	
Fee	\$100.00

Payment Method

Fee Amount:	\$100.00
Amount Due:	\$100.00
TOTAL PAYABLE:	\$100.00

Payment Method:

[Exit](#) [Previous](#) [Next](#)

Figure 28 Example Payment Screen

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: Wallace State Office Building 502 E 9th St, 4th Floor, Des Moines IA 50319
- 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 29 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	Ashley Waller IOWA EASY AIR TEST SITE Work Site: 502 E 9th St Des Moines IA 50319 5555555555 ashley.dvorak@dnr.iowa.gov
Submitted on: 11/23/2020 9:25:45 AM	
Facility / Property Name: IOWA EASY AIR TEST SITE	
Facility Number: 99-99-998	
Form Detail	
<ul style="list-style-type: none"> • Rescission 	
Attachment Detail	

Figure 30 Confirmation of Submittal

**If you have questions, please call the Iowa EASY Air Helpdesk
 at (515) 725-9569 or (515) 204-3749.
 Or, send an email to easyair@dnr.iowa.gov**

Appendix A – Sample Equipment List

Facility Name ABC Ready Mix, Inc.

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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