



IOWA DEPARTMENT OF
NATURAL RESOURCES



Public User Guide

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1. Overview of Iowa EASY Air

Iowa EASY Air is an Iowa DNR web portal that provides an electronic interface allowing the regulated community to submit permit applications to the Iowa DNR Air Quality Bureau (AQB) and the general public to view that information.

(A) For the Regulated Community:

Iowa EASY Air will serve as a central platform for facilities to manage air permit applications and permits. Iowa EASY Air offers online options for a wide spectrum of submittals, for both Title V operating permits and construction permits, including:

- Apply for new permits
- Renew permits
- Modify permits
- Rescind permits (construction permits only)

Iowa DNR will continue to enhance Iowa EASY Air and offer additional online submittal features in the future. Iowa EASY Air currently offers the following functions for the regulated community:

- Establish a public user account and manage all application submittals online
- Apply for air permit applications online
- Monitor the processing status of all online application submittals and correspond with Iowa DNR staff
- Keep track of all application submission history

(B) For the General Public:

Iowa EASY Air offers an online tool for the general public to:

- View public notices and provide comment on draft permits proposed by Iowa DNR
- Query issued permits

1.1 Definitions, Acronyms, and Abbreviations

Table 1 provides the definitions of all terms, acronyms, and abbreviations required to properly interpret this Public User Guide.

Table 1 - Definitions, Acronyms & Abbreviations

Term	Definition
AQB	Iowa DNR Air Quality Bureau
CROMERR	Cross-Media Electronic Reporting Rule (40 CFR Part 3)
EASY	<u>E</u> nvironmental <u>A</u> pplication <u>S</u> ystem
ESA	Environmental Signature Agreement: Document identifying user as a Responsible Official
e-Verify	Electronic Identity Proofing and Verification to identify user as a Responsible Official
Iowa DNR	Iowa Department of Natural Resources
PIN	Personal Identification Number
RO	Responsible Official
Title V	Title V of 1990 Clean Air Act
USEPA	United States Environmental Protection Agency

1.2 Prerequisites

In order to use Iowa EASY Air, the public user will need the following:

- Internet connection
- Web browser (e.g. Chrome, IE 11.0 or higher, Safari, Firefox, etc.)
- PDF file Viewer (for viewing PDF files only)

2. Public Site Account Management

If you plan to create, edit or submit applications using Iowa EASY Air, you will need to establish a Public User account. Without this account, the public user cannot access Iowa EASY Air and all its features. This section explains the account types available and details on how to create and manage an account. If you do not plan to create, edit or submit applications through Iowa EASY Air, you do not need an account. You are able to query draft and final permits through without a user account through the Public Inquiry Portal.

2.1 Account Types in Iowa EASY Air Public Site

Currently, Iowa EASY Air has two types of public user accounts – Responsible Official (RO) and Preparer. It is important for the public user to identify their role because each account has different access privileges. Table 2 below explains in detail the difference between the two account types. [To register a RO account in EASY Air](#), please see the document [Account Registration Instructions for Responsible Officials](#).

Table 2 - Account Types in Iowa EASY Air

User Type	Purpose	Account Privileges
Responsible Official (RO)	<ul style="list-style-type: none"> Only the RO account can certify and submit applications in Iowa EASY Air. In order for the RO to certify a submittal, the RO must get his/her account approved by Iowa DNR as the RO for that facility. The RO user has only one account, but may have RO privileges for multiple facilities, and have the preparer rights for other facilities (authorized by a different RO). 	<ul style="list-style-type: none"> Will be issued a PIN once their account privileges are approved by Iowa DNR Certify and submit an electronic data entry form in Iowa EASY Air Manage preparers and consultants to work on applications View and prepare an electronic data entry form in Iowa EASY Air View submitted data in Iowa EASY Air Keep track of the status of submitted records Keep track of issuances
Preparer	<ul style="list-style-type: none"> A preparer is someone who is assigned by a RO to create and prepare applications for their facility. This may be a company employee or an external consultant. The preparer has no rights to actually submit an application but can prepare applications for a single or multiple ROs (companies) that he/she is associated with. The types of application and the facilities that the preparer can prepare applications for are all defined by the RO. An RO can be associated as a preparer for another facility 	<ul style="list-style-type: none"> View and prepare an electronic data entry form in Iowa EASY Air View submitted data in Iowa EASY Air Keep track of the status of submitted records Keep track of issuances

2.2 Account Creation Process

Follow these steps below to obtain a public user account as a RO or as a Preparer. Specific [Account Registration Instructions for Responsible Officials](#) and [Account Registration Instructions for Preparers/Consultants](#) are found on the Iowa EASY Air webpage. The general public is able to conduct queries for draft and issued permits through the Public Inquiry Portal shown at the bottom of Figure 1 and a public user account is not required.

Step 1: When the login screen shown in Figure 1 appears, enter a valid user name and password. A username and password is obtained by self-registering.

Facility/Public Login

User name

Password

Login

[System User Guide](#)

[Create a new account](#)

[Forgot your login user name or password?](#)

Release Date: December 11, 2019
 Version: 4.0019.1211.32624

GovOnline uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader Plug-in software.

[Get ADOBE READER](#)

EASY Air Website is secured by

[SecureTrust Trusted Commerce](#)
 CLICK TO VALIDATE

Services
 Iowa EASY Air services let you:

- Establish a user account to manage your online submittals;
- Apply for air construction permits, permit modifications, registrations, determinations, pre-applications and template permits online;
- Apply for Title V operating permits and modifications online;
- Pay permit applications fees and invoices (except for annual Title V emission fees);
- Monitor the status of online submittals;
- Receive email notifications of application review status;
- Track historical versions of all submittals.

Compatibility Iowa EASY Air is compatible with MS Windows OS, iOS, Google Chrome, Internet Explorer, Internet Edge, Mozilla Firefox, Safari, and Android OS.

Assistance and Feedback Your feedback regarding Iowa EASY Air is encouraged. To make an inquiry or suggestion, please contact the EASY Air Help Desk at:
 easyair@dnr.iowa.gov, or
 Jason Dowie – 515-725-9523, or
 Kevin Connolly – 515-725-9569

[Public Inquiry Portal: Search for Applications and Permits Submitted in EASY Air](#)

[EASY Air User Deactivation Form](#)

Figure 1 - Iowa EASY Air Website Login Page

Click on the “**Create a new account**” link (Figure 2). Follow Steps 2 – 10 to register.

Facility/Public Login

User name

Password

Login

[System User Guide](#)

[Create a new account](#)

[Forgot your login user name or password?](#)

Release Date: October 16, 2019
 Version: 4.0019.1016.28221

Figure 2 - Access Self-Registration

Step 2: Complete all required fields in Figure 3, including personal identification information (Business, Name, UserName, Title, etc.) and contact information (address, email, phone number).

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** textbox in General Information page.
 The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
 Responsible Official Definition - 40 CFR 122.22

General Information

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

* Legal First Name:	Legal Middle Name:	* Legal Last Name:	* UserName: ⓘ
<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Smith"/>	<input type="text" value="JSmith"/>
* Employer:	* Job Position with Employer:		
<input type="text" value="Employer"/>	<input type="text" value="Title"/>		
* Contact Address line 1: ⓘ	Contact Address line 2:		
<input type="text" value="1234 Main St"/>	<input type="text"/>		
Country:	* State:	* City:	* Zip:
<input type="text" value="United States"/>	<input type="text" value="IA"/>	<input type="text" value="Anytown"/>	<input type="text" value="12345"/>
* Primary Phone Number (555-555-5555):	Extension:	* Mobile Phone Number (555-555-5555):	
<input type="text" value="555-555-5555"/>	<input type="text"/>	<input type="text" value="555-505-5050"/>	
<input checked="" type="checkbox"/> I want to receive SMS messages through a mobile phone.		Mobile Provider: <input type="text" value="Verizon"/>	
Fax Number:	* Email:		
<input type="text"/>	<input type="text" value="john_smith@example.com"/>		

Back To Login
Next >>

Figure 3 - Fill in General Information

Any field that contains an * icon is required and must be completed in order to continue. If these fields are not completed, the system will display a validation error that the fields are missing. The suggested UserName may be modified at this step. Once complete, click the "Next>>" button.

By hovering the mouse over the ⓘ icon, a help box providing additional information will be displayed.

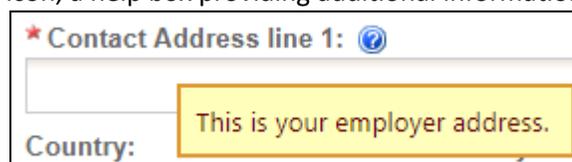


Figure 4 - Help Icon

Step 3a: The public user must select their role associated to the facility (see Table 2 on page 5). If the public user is a Preparer, then select the “Preparer” account group and submittal group. Click “Next>>”. Skip to Step 4 on Page 8.

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** textbox in General Information page.
 The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
 Responsible Official Definition - 40 CFR 122.22

* Account group: Preparer Responsible Official

* Submittal Group:
 Preparer

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Figure 5 - Select Preparer Account and Submittal Type

Step 3b (for RO Only): The public user must select their role associated to the facility (see Table 2 on page 5). If the public user is a RO, then select the “Responsible Official” account group. Then select the Submittal Group(s) for the public user (see circled check box). This determines the types of applications the RO may submit to the AQB. For further steps, please download the [Registration Instructions for Responsible Officials](#) document found on the Iowa EASY Air webpage.

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** textbox in General Information page.
 The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
 Responsible Official Definition - 40 CFR 122.22

* Account group: Preparer Responsible Official

* Submittal Group:
 Responsible Official for Construction Responsible Official for Title V

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Figure 6 - Select Responsible Official Account and Submittal Type

Step 4: This section requires the public user to provide answers to a few security questions. For Preparers, these questions in Figure 7 will be used later on to retrieve a lost password. For ROs, these questions will also be used to submit applications. Complete all five questions, then click “Next>>”.

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.
The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
Responsible Official Definition - 40 CFR 122.22

*** Security Questions**

One of the following security questions will be referenced during the application submission process. Please answer all five questions below with unique responses.

Answers to the security questions are case sensitive.

Question 1:
What is the first and middle name of your oldest sibling? ▾
Answer:

Question 2:
What is your birthday? ▾
Answer:

Question 3:
what is the name of the hospital where you were born? ▾
Answer:

Question 4:
what is your best friend's last name? ▾
Answer:

Question 5:
what is the last name of your favorite teacher? ▾
Answer:

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<< Previous
Next >>

Figure 7 - Select Security Questions and Answers

Step 5: Enter the characters you see in Figure 8 (case sensitive). The characters are drawn so that it is possible for a person to recognize them, but very difficult for a program to. This prevents automated programs from creating large numbers of accounts and sending spam. Click on “Create Account”.

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** textbox in General Information page.
The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
Responsible Official Definition - 40 CFR 122.22

Picture Verification

Enter the characters you see in the picture (case sensitive). The characters are drawn so that it's possible for a person to recognize them, but very difficult for a program to. This helps us prevent automated programs from creating large numbers of accounts and sending spam.



*** Enter the characters you see (case sensitive; no spaces):**

Back To Login
<< Previous
Create Account

Figure 8 - Picture Security Verification

If you have entered the characters correctly in the picture verification, your account will be created. Follow the directions in Item 2 of Figure 9. Additionally, you will receive an email with a temporary password to log in to Iowa EASY Air. Click on the “Back to Login” button to return to the Login page.

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** textbox in General Information page.
 The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
 Responsible Official Definition - 40 CFR 122.22

! Congratulations! Your account has been created successfully. Please check your e-mail for your **temporary password**. To have your account fully functional, please follow the procedure below.

1. If you have registered as a Responsible Official, please print and mail your signed ‘Subscriber Agreement to the following address:
 Air Quality Bureau - Application Login Desk
 Wallace State Office Building
 502 E 9th ST
 Des Moines IA 50319
2. If you have registered as a Preparer, please inform the Responsible Official for the facility. You will be able to prepare applications, once the Responsible Official approves your account.

If you do not receive the confirmation email within the next hour, please check your Bulk or Junk Mail folder and update your rules to allow emails from DoNotReply@IOWA.us.com.

If you have any questions for account registration, please contact easyair@dnr.iowa.gov

[Back To Login](#)

Figure 9 - Successful Account Creation

Step 6: The public user will receive an email (Figure 10) notifying them of their account creation with their login name and a randomly generated password. After receiving the login/password information, this information can be used to log into Iowa EASY Air.

? easyair@dnr.iowa.gov 3:50 PM (1 minute ago) ☆ ↶ ⋮

to me ▾

Dear John Smith: Your new account has been created. Your login name is: JSmith Your password is: mknQaBcS Upon login, you can go to "My Account" -> "Password / PIN" to customize your password into something that will be easier for you to remember. Thank you for using the System! If you have any questions, please do not hesitate to contact the System help center. Regards, Iowa EASY Air DNR Air Quality Bureau

Figure 10 - System Email for Account Creation

Step 7a (Optional): If the public user forgets their password, he/she can simply click on the “Forgot Password” link on the main login screen (Figure 11).

Facility/Public Login

User name

Password

Login

[System User Guide](#)

[Create a new account](#)

Forgot your login user name or password?

Release Date: November 12, 2019
 Version: 4.0019.1112.17784

Figure 11 - Forgot User Name or Password

Step 7b (Optional): The user will need to enter a valid email address (Figure 12) to prompt a security question so their password may be sent to them via email. After the system validates the account based on the email and security question response, the system will reset the user’s password and send a new system-generated password to the public user’s registered email address.

Figure 12 - Enter Existing Email Address

Step 8: To make sure the public user account is secured, when the public user first logs in, Iowa EASY Air will require the public user to change their password to a new password with the described criteria (Figure 13).

Figure 13 - Requirement to Set New Password

2.3 Managing Account Settings

After creating an account, the public user has the option to go back and modify his/her information. Having the ability to edit the public user account information is important because Iowa EASY Air contains several functions that rely on the information that was entered in the fields. For example, Iowa EASY Air will pull and auto-populate certain fields based on the public user account information. If the public user has an incorrect email address, email notifications will not be received by the public user. The public user is able to manage his/her account security settings and his/her associations.

Poor configuration in this section can hinder creating and submitting applications in Iowa EASY Air. This is why it is imperative for the public user to keep their information up-to-date and entered correctly.

The “My Dashboard” screen is presented after the public user logs in. From here, the public user can manage their account settings by clicking on the “My Account” tab shown in Figure 14, which then displays the Profile Management Options (Figure 15).

Figure 14 - Manage Public User Account and Profile

- 1) **Basic Information:** the public user can change their account information.
- 2) **Password:** the public user can change their password, preventing unauthorized access to their account. This section also allows for ROs to change their PIN, which is needed to submit permit applications in the system.
- 3) **Security Questions:** the public user can edit/change their security questions, preventing unauthorized access to their account.
- 4) **Manage Consultants and Preparers:** this option is only available to public users who are logged in as ROs.

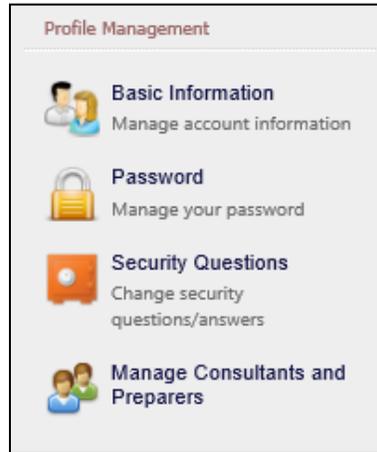


Figure 15 - Profile Management Options

2.3.1 Manage Account Basic Information

This section details how the public user can manage their account information under Profile Management --> Basic Information. In “**Basic Information**”, the public user will be able to see three tabs: “**General Information**”, “**Address Information**”, and “**Attachments**” in Figure 16.

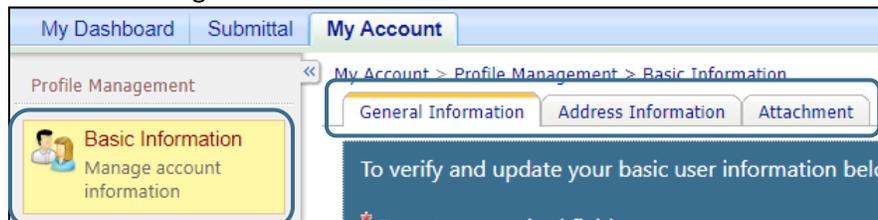


Figure 16 - Basic Information > General Information Tabs

In the “**General Information**” tab, the public user can specify their Business Name, Job Title, Phone / Fax Numbers and Email Address.

In the “**Address Information**” tab, the public user may enter a different billing address from their mailing address and vice versa.

The “**Attachment**” tab will allow public users to upload documents for identity proofing; such as the “Subscriber Agreement” or other documents, such as testing data that they would like the agency to be able to view.

2.3.2 Protect Account Security

Iowa EASY Air provides three layers of protection over the public user’s account: password, PIN, and Security Question. The Password is the credential the public user uses for login, whereas, PIN and security questions are the credentials for certification and submission, which serves as an electronic signature of the RO. The “**Password**” and “**Security Questions**” options allow the public user to prevent unauthorized access to their account (see Figure 17).

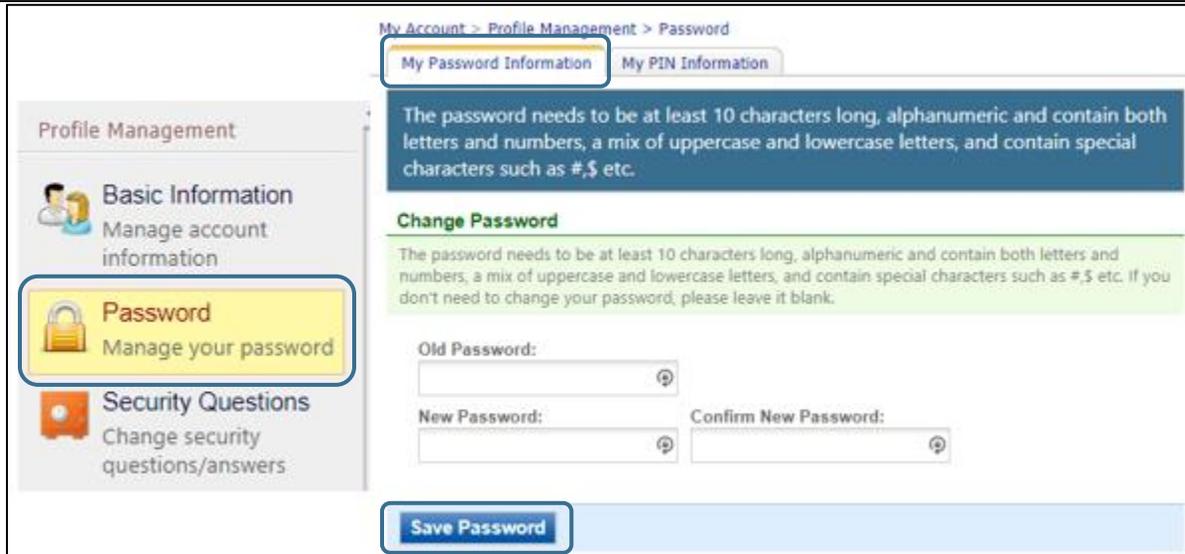


Figure 17 - Password > My Password Account Security

By clicking “**Password**”, the public user can go to the “**My Password Information**” tab to change their password by entering their old password and then entering their new password.

The “**My PIN Information**” tab shown in Figure 18 is used by a RO user to change their PIN in order to submit permit applications.

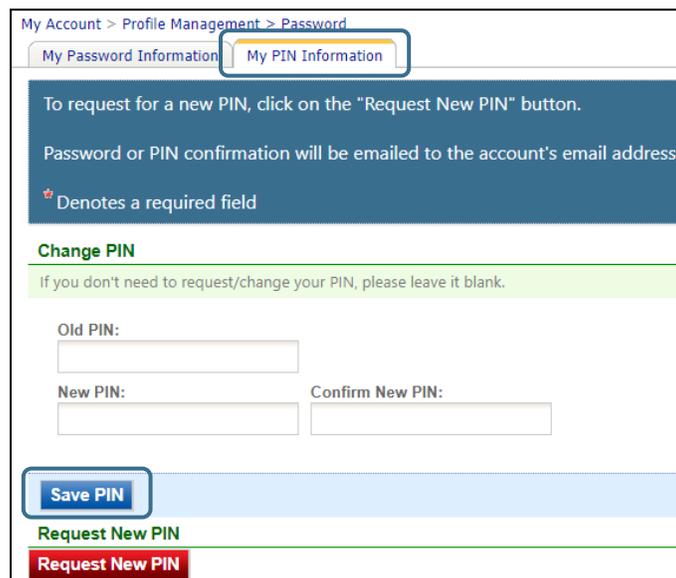


Figure 18 - Password > My PIN Account Security

Once a PIN is requested, the RO user will receive an email with a new PIN. The RO user will need to click “**Save PIN**” to make sure the changes have been stored.

The “**Security Question**” tab in Figure 19 is where the public user can change their security question(s) and response(s). The security questions are needed when retrieving a lost password and when submitting an application.

Figure 19 - Security Questions > Reset Questions and Answers

2.3.3 Managing Associated Consultants and Preparers

A RO user can manage a list of associates (consultants or preparers) to help the RO user prepare draft permit applications. This option is useful in situations where an RO user manages multiple facilities and requires additional assistance. When a preparer creates an application for the RO user, the RO user can see the newly created application when he/she logs in to the system. Once the RO completes review of the application, the RO can then submit the application. This section describes features the RO user can use to manage his/her associates within Iowa EASY Air. This feature is only viewable by the RO user. This section describes how an RO user will associate and de-associate a preparer for his/her facility. More detailed instructions may be found in the [Responsible Officials – Managing Associated Consultants and Preparers](#) document on the Iowa EASY Air webpage.

Figure 20 - Manage Consultants & Preparers

By clicking the “**Managing Associated Consultants and Preparers**” link in Figure 20, the RO user sees a grid view of the preparers that have been associated to their account (Figure 21). The grid view lists the names of who is associated for which facility and application type, as well as the effective dates of these associations.

Consultants List										
1 - 2 of 2 displayed, total 2 item(s)										
		First Name	Last Name	Facility ID	Facility	Permission	Submittal Type	Effective Date	Expiration Date	Status
		zack	li	1	Title V Demo Facility	Prepare Only	Construction Standard Application	07/03/2019		Active
		zack	li	1	Title V Demo Facility	Prepare Only	Title V Application	07/03/2019		Active

Add User

Figure 21 - Manage Consultants & Preparers > Add or Remove Users to Prepare Applications

If the RO user wants to de-associate the preparer, they can simply click on the **✖** icon in the highlighted box to remove them. By clicking on the **📄** icon, the user can pull a detailed view of the associates setting. To add a new preparer, click on the **“Add User”** button in Figure 21. The system first prompts for the preparer’s email address (shown in Figure 22), which means the preparer is required to have an account in Iowa EASY Air first. Next, Iowa EASY Air asks for the effective date and expiration date of this association, if any. Then click on the **“Validate & Associate”** button to proceed.

Figure 22 - Manage Consultants & Preparers > Add a New Preparer

Authorized Submittal Types					
1 - 2 of 2 displayed, total item(s)					
	Submittal Type	Facility Id	Facility	Permission	Status
✖	Construction Standard Application	1	Title V Demo Facility	Prepare Only	Active
✖	Title V Application	1	Title V Demo Facility	Prepare Only	Active

Figure 23 - Manage Consultants & Preparers > Add Application Authorizations

As a third step, Figure 23 above, shows that the RO user needs to **“Add Authorizations”** to the preparer's account. The **“Authorized Submittal Type”** defines the facility(s) and the application type(s) (i.e. Title V) the preparer is allowed to prepare, as well as the permission access. Once the association is completed, the RO user should click the **“Save”** and **“Email Notify”** buttons to save the association and let the preparer know that he/she can log in and begin working on applications.

3. Homepage (the “Dashboard”)

The home page of Iowa EASY Air is called the “Dashboard” (Figure 24). It shows the public user a number of key features of Iowa EASY Air. The dashboard lists upcoming submittals that are due and provides access to both pending and completed applications. It is organized by the application’s latest activity. The four sections of the Dashboard are shown in detail in Figure 25 and Figure 26, each highlighted by a number within a red circle.

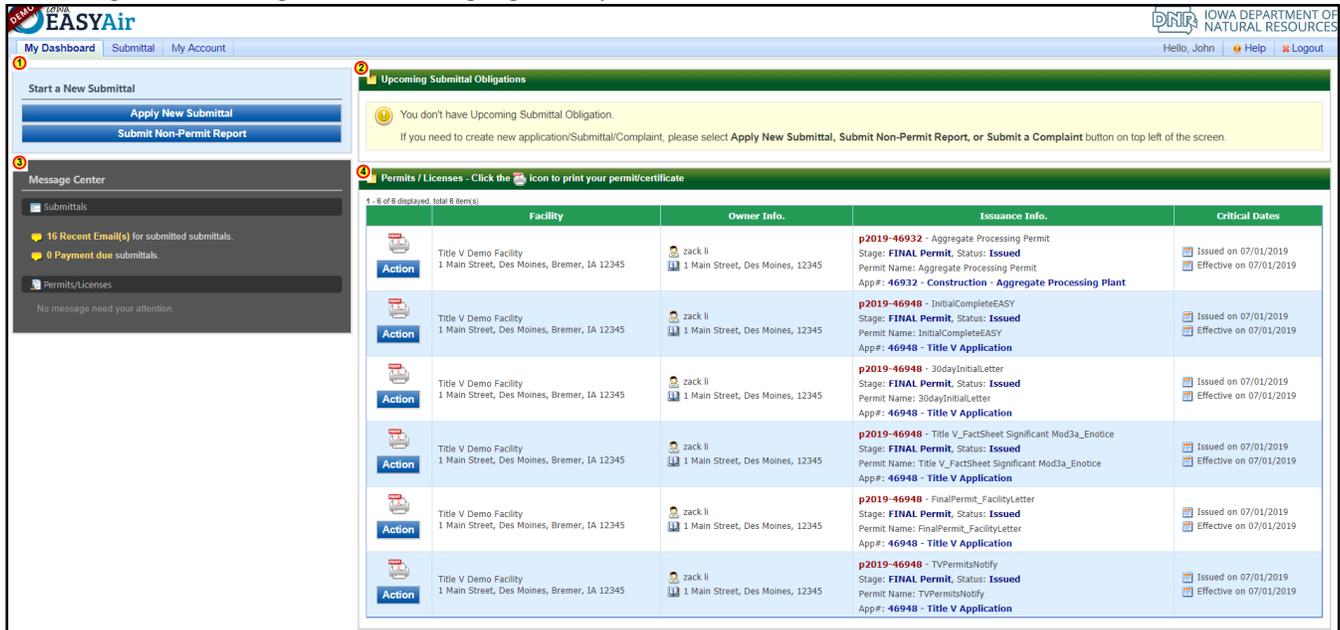


Figure 24 - Dashboard

1 The “Start a New Submittal” section allows the public user to start a new application from the dashboard. It will only display the types of submittals that the public user can submit from Iowa EASY Air.

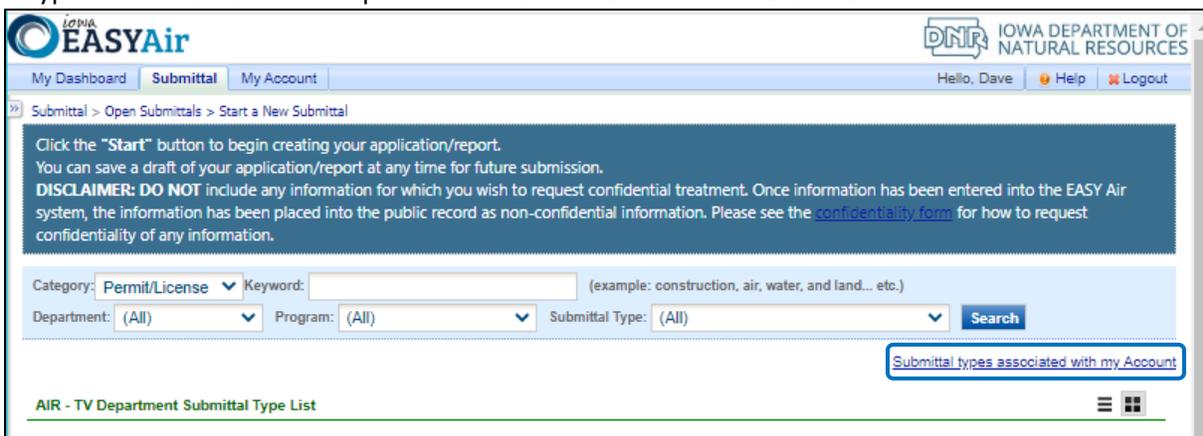


Figure 25 - Dashboard: Associated Submittal Types

Clicking on the highlighted link, the public user is able to view the submittal types associated with his/her account (shown in Figure 26, next page). The public user has the option to update the application types assigned to him/her provided the public user is the Responsible Official for the company.

Available Submittal Types

Available Submittal Types

1 - 2 of 2 displayed, total item(s)

Responsible Official Account Type	Available Submittal Type (Submittal Types with checked checkbox(es) is/are currently in your account)
Responsible Official for Construction	<input checked="" type="checkbox"/> Construction - Aggregate Processing Plant <input checked="" type="checkbox"/> Construction - Bulk Gasoline Plant <input checked="" type="checkbox"/> Construction - Concrete Batch Plant <input checked="" type="checkbox"/> Construction - Group 1 Grain Elevator <input checked="" type="checkbox"/> Construction - Group 2 Grain Elevator <input checked="" type="checkbox"/> Construction - Hot Mix Asphalt Plant <input checked="" type="checkbox"/> Construction - Paint Booth Permit-by-Rule <input checked="" type="checkbox"/> Construction Determination <input checked="" type="checkbox"/> Construction Plantwide Applicability Limitations (PAL) <input checked="" type="checkbox"/> Construction Pre-Application <input checked="" type="checkbox"/> Construction Standard Application
Responsible Official for Title V	<input checked="" type="checkbox"/> Title V Application <input checked="" type="checkbox"/> Title V Pre-Application

Submittal Type Association Instruction

If you are a RO, you could add more submittal types to your account. Please click the "Add More" button and follow screen instructions to add, or click the "Close" button to return to the previous page.

If you are not a RO, your submittal options will be limited to the submittal options chosen by the RO you have worked with. In order to expand the submittal types currently not in your account, please contact the Responsible Official (RO) you are working with and ask them to grant you the access to the submittal types they have chosen.

If you have any questions regarding to the process described above, you may contact EASY Air Help Desk (515) 725-9523 for assistance.

[Add more](#) [Close](#)

Figure 26 - Dashboard: User Account Associated Submittal Types

2 The "Upcoming Submittal Obligations" section is specifically designed to notify the public user to prepare any upcoming obligation reports (a permit renewal, for example).

DEMO IOWA EASYAir

DNR IOWA DEPARTMENT OF NATURAL RESOURCES

My Dashboard Submittal My Account Hello, John Help Logout

1 Start a New Submittal 2

Apply New Submittal
Submit Non-Permit Report

Upcoming Submittal Obligations

You don't have Upcoming Submittal Obligation.
If you need to create new application/Submittal, please select **Apply New Submittal** or **Submit Non-Permit Report** button on top left of the screen.

Figure 27 - Dashboard Detail - Sections 1 & 2

3 The "Message Center" provides information that needs the public user's attention. This information includes links to any communication sent via Iowa EASY Air, providing shortcuts for the public user to see emails or correspondence messages that were sent to them.

4 Under the section of "Permit/Licenses", the public user can view all permits that have been issued to the facility. Information including permit number, related application, issued date, effective date, and expiration data are also displayed in the grid view. The public user can access related submittals by clicking on the link in the submission name.

Please note that the links to permits issued prior to December 5, 2019 have not been populated yet. DNR is currently working to upload these historical permits.

Message Center 4

Submittals

- 2 Recent Email(s) for submitted submittals.
- 1 Payment due submittals.

Permits/Licenses

- 7 expired permit(s).

Permits / Licenses - Click the icon to print your permit/certificate

1 - 15 of 150 displayed, total 150 item(s)

	Facility	Owner Info.	Issuance Info.	Critical Dates
 Action	IOWA EASY AIR TEST SITE 502 E 9th St, Des Moines, Wright, IA 50319	Sony Su 502 E 9th St, Des Moines, 50319	1 - Non-PSD Checklist 9-4-18 Stage: FINAL Permit , Status: Issued Permit Name: Non-PSD Checklist 9-4-18 App#: 48402 - Construction Plantwide Applicability Limitations (PAL)	Issued on 10/13/2019 Effective on 10/13/2019
 Action	IOWA EASY AIR TEST SITE 502 E 9th St, Des Moines, Wright, IA 50319	Sony Su 502 E 9th St, Des Moines, 50319	1 - Final Permit Stage: FINAL Permit , Status: Modification in progress Permit Name: Final Permit App#: 48402 - Construction Plantwide Applicability Limitations (PAL)	Issued on 10/13/2019 Effective on 10/13/2019 Admin System

Figure 28 - Dashboard Detail - Sections 3 & 4

4. Application Preparation and Submission

Once an account is established, the public user may begin working on submittals. Iowa EASY Air currently provides the ability to submit Title V Operating Permit applications and Construction Permit applications including registrations and template permits. This section discusses general features applicable to all submittal types. See the instructions for [Title V](#) or [Construction](#) applications for more specific directions to submit each application type.

4.1 Overview of Application Submission Process

To better understand how to use Iowa EASY Air, it is important for the public user to understand the submission process. Figure 29 displays the flow for completing a submission.

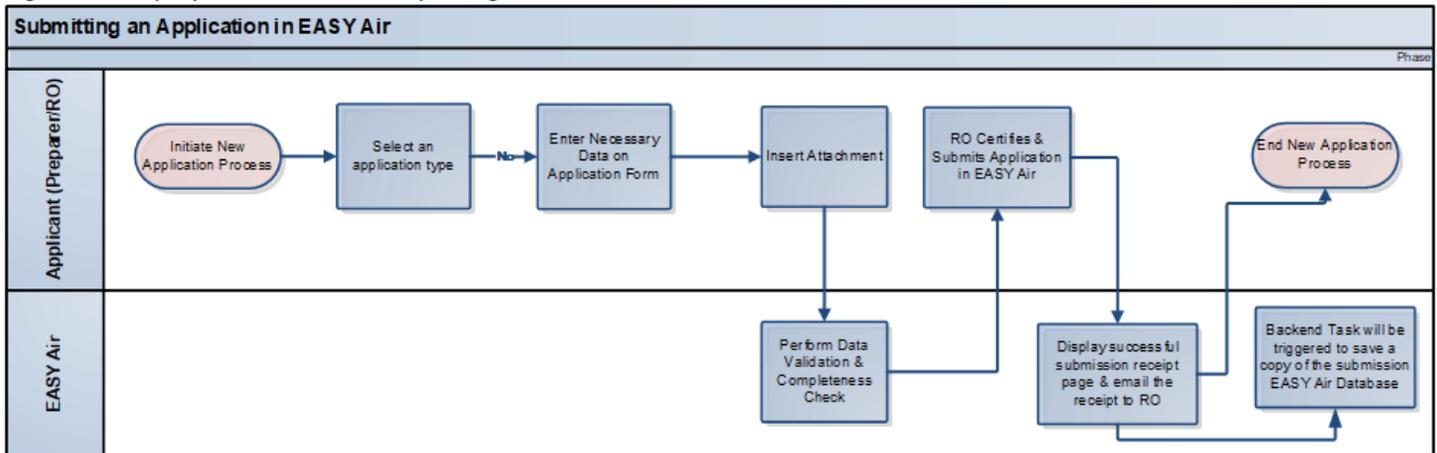


Figure 29 - Submission Process Flow Diagram

Major steps of submitting an application in Iowa EASY Air are listed in Table 3.

Table 3 - Steps to Submit an Application in Iowa EASY Air

Step #	Name	Highlights of System Functions & Description
1.	Select an submittal type	Based on the selection of submittal category, department (Construction/Title V), environmental interest and submittal type name, the public user can search the type of submittal to prepare.
2.	Select a facility	At the start of each submittal, the public user needs to specify a facility by selecting from a drop-down list. The list is based on: <ul style="list-style-type: none"> For RO: the facilities identified on the Electronic Signature Agreement and approved by Iowa DNR; For Preparer: the facilities authorized by the associated RO. Once a facility is selected, the general information populates into the submittal form automatically. Please note that if an RO user cannot find a facility from the drop-down list, he/she needs to <ul style="list-style-type: none"> Go to "My Account" → "Manage Account Type" → To associate a facility If he/she cannot find the facility from the search, he/she needs to contact Iowa DNR to create a new facility. If a preparer cannot find a facility from the drop-down list, he/she needs to contact their associated RO for authorization.
3.	Enter necessary information on the application form	Iowa EASY Air will conduct data validation during the preparation of an application form and display warning/error messages to the public user if the data validation fails.
4.	Insert attachment(s)	Iowa EASY Air supports uploading of required and optional attachments. The file format of the attachments include WORD (.doc, .docx), EXCEL (.xls, .xlsx, and .csv), PDF, image (JPEG, PNG, GIF, etc.)
5.	Data validation and completeness check	At the end of preparation, Iowa EASY Air presents a tree view summary of the data validation result of each section with a hyperlink to the corresponding section to ease the correction process.

Step #	Name	Highlights of System Functions & Description
6.	Pay Submittal Fee (If needed)	If the submittal requires a fee to be paid with submission, the public user can pay the fee by credit card/check/money order/eCheck (ACH - NACHA)
7.	Certification and submission	Only RO users can submit submittals. For all submissions, the RO user will need to certify that they are a qualified individual, answer a security question, and then enter their PIN before a submission can be submitted. The RO user can refer to section 2.3.2 for more information on how to receive a PIN or reset security question.
8.	Acknowledgement Receipt and confirmation email	For each successful submission, Iowa EASY Air will present an acknowledgement receipt on screen. The receipt can then be printed by the RO user if they wish. The receipt contains the following information: <ul style="list-style-type: none"> • Unique Submission ID • Date and Time of submission • IP address from which submission was made • Name, Address, and contact information of RO • Facility Name and (if applicable) Permit Number of submission Indication of (and details for) any attachments provided along with the submission Iowa EASY Air will also send a confirmation email to the RO user with similar information as the receipt.

4.2 Applying and Submitting Submissions

Currently, Iowa EASY Air allows submittal of permit applications for two programs:

- Title V Operating Permits
- Construction Permits

Being able to submit applications online provides a way for both public and agency users to organize submissions, track, and share progress from anywhere and anytime as long as the user can access the internet. This section will describe the standard process of preparing submittals in Iowa EASY Air. ***Different submittal types vary, so view the guide for completing each submittal type, forms & instructions on the AQB webpage for [Title V Operating Permits](#) or [Construction Permits](#).***

4.2.1 Select a Submittal

The public user's account type determines the submittal types available. RO for Title V allows the public user to access Title V Operating Permit applications. The RO for Construction allows the public user to access Construction Permit applications. Search for the application type in Figure 30.

The screenshot shows the 'Start a New Submittal' page in the Iowa EASY Air system. The top navigation bar includes 'My Dashboard', 'Submittal', and 'My Account'. The user is logged in as 'John'. The main content area has a blue banner with the following text: 'Click the "Start" button to begin creating your application/report. You can save a draft of your application/report at any time for future submission. **DISCLAIMER: DO NOT** include any information for which you wish to request confidential treatment. Once information has been entered into the EASY Air system, the information has been placed into the public record as non-confidential information. Please see the [confidentiality form](#) for how to request confidentiality of any information.'

Below the banner are search filters:

- Category: Permit/License
- Keyword: (example: construction, air, water, and land... etc.)
- Department: (All)
- Program: (All)
- Submittal Type: (All)

 A 'Search' button is located below these filters.

Figure 30 - Start a New Application - Search for a Submittal Type

Air - Title V Department Submittal Type List (Figure 31).

AIR - TV Department Submittal Type List							
1 - 2 of 2 displayed, total 0 item(s)							
Add Favorite	Apply Online	Blank Form	Instruction	App Name	Type	Department	Description
	Start			TV Title V Application	TV Program	Air Quality	Title V Application
	Start			PA Title V Pre-Application	TV Program	Air Quality	Title V Pre-Application

Figure 31 - Start a New Application - Select a Submittal - Title V

Air - Construction Department Submittal Type List (Figure 32).

Add Favorite	Apply Online	Blank Form	Instruction	App Name
	Start			AP Construction - Aggregate Processing Plant
	Start			BG Construction - Bulk Gasoline Plant
	Start			CB Construction - Concrete Batch Plant
	Start			G1 Construction - Group 1 Grain Elevator
	Start			G2 Construction - Group 2 Grain Elevator
	Start			HMA Construction - Hot Mix Asphalt Plant
	Start			PB Construction - Paint Booth Permit-by-Rule
	Start			DET Construction Determination
	Start			PAL Construction Plantwide Applicability Limitations (PAL)
	Start			PA Construction Pre-Application
	Start			CP Construction Standard Application

Figure 32 - Start a New Application - Select a Submittal - Construction

4.2.2 Start a Submittal

Several conditions must be met before a user can start a permit application in Iowa EASY Air.

- The facility must exist in the database. If this is a new facility, download and fill out the [Iowa EASY Air Facility Number & Name Change Form](#) located at the [eAirServices](#) web page. Email the form to easyair_fn@dnr.iowa.gov.
- The Responsible Official must set up an RO user account with access to permit application types for submittal to the Air Quality Bureau. If the RO will be completing permit applications and submitting them, then the RO may begin to create permit applications in EASY Air.
- A Consultant or Preparer must have an account created in EASY Air before a Responsible Official can grant you access to his/her facility.

By clicking  on selected submittal's icon shown in Figure 31 and Figure 32, the public user can start to fill the online form.

The  icon provides extra information on selected submittal (e.g, submittal description/department etc.)

The  icon allows the public user to add selected submittal to “My Favorite Submittals”. After marked, the public user can go “My Favorite Submittals” to quickly access this type of submittal

The  icon allows the public user to open a blank form in pdf version. The public user can print out the form and submit it in paper.

Some submittals have this  icon, which allow the public user to download the specific guidance on how to prepare and submit this submittal.

4.2.3 Online Form Data Entry

The use of a red asterisk “*” on an online form indicates the field is required. The public user needs to fill in at least all required fields to continue to next page. Figure 33 below is an example of a Title V application.

Figure 33 - Title V Application - Data Entry Forms

Complete the Form, then click the “Save” button in Figure 33.

If required fields are left blank, an error occurs with a field level validation failure indicating “*” not completed (Figure 34). Once the errors are corrected, click the “Save” button. Then click the “Next” button.

Number Of Employees

* Facility Total: Company Total (Iowa):

Designation of Responsible Official (567 IAC 22.100)

Same as Permit Contact

* RO First Name: * RO Last Name: * Prefix: Mr. Ms. Dr.

Figure 34 - Title V Application - Form Validation

The next form in the Title V Application allows the selection of Emission Points to include in the Application in Figure 35. The same format applies to Control and Monitoring Equipment as well as Emission Units. In this example, click the icon in the “View/Edit” column to see the Emission Point Details.

Release Point Information

Unselect All Select Page All Show only items included in submittal
1 - 17 of 17 displayed total item(s)

	View/Edit	Delete	Include in Submittal	Emission Point ID	Emission Point Description
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-01	ELECTRIC ARC FURNACE STACK
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-03	MELT SHOP ROOFLINE
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-04	REHEAT FURNACE STACK
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-05	MISC. ROLLING MILL UNITS
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-08	SHREDDER CYCLONE #2/FERROUS
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-10	EAF COOLING TOWER
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-11	EAST POND COOLING TOWER
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-21	PNEUMATIC DUST TRANSFER SYSTEM
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-22	COAL/CARBON SILO
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-23	NORTH LADLE DRYER
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-24	SOUTH LADLE DRYERS AND PREHEATERS
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-26	QUICK LIME SILO
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-27	DOLOMITE SILO
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-29	TUNDISH PREHEATER
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-30	GRIZZLY
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-31	CAT BACKUP GENERATOR
<input type="checkbox"/>			<input checked="" type="checkbox"/>	EP-999	Misc.

Add New Emission Point **Batch Delete** **Reset Table**

Figure 35 - Title V Application - Select Data Entry Form

Figure 36 shows an example of a completed data entry form for Emission Point Detail for both Title V (Form 2.0) and Construction Standard (Form EP) applications.

The screenshot shows a web-based form titled "Emission Point Information". It is divided into two main sections: "Emission Point Detail Information" and "Exhaust Stream Information".

Emission Point Detail Information:

- * Emission Point (EP) ID: EP-01
- * Emission Point Description: ELECTRIC ARC FURNACE STACK
- * Is this stack/vent used as a Bypass Stack? Yes No
- * Discharge Style:
 - Vertical
 - Vertical With Rain Cap
 - Downward (e.g. gooseneck)
 - Horizontal
 - Indoor Vented
 - Fugitive
- * Stack Shape and Dimensions: (interior dimensions at exit point):
 - Circular Diameter (ft)
 - Rectangular Dimensions: (ft.* ft.)
 - Other Dimensions (ft)
- Value for Circular Diameter: 16
- * Stack Height Above Ground: 100 ft

Exhaust Stream Information:

- * Flow Rate: 500000
- * Unit of Measure: ACFM SCFM
- * Is the stack temperature ambient? Yes No
- * Temperature: 90 Deg F

At the bottom of the form are two buttons: "Save" and "Close".

Figure 36 - Title V & Construction Applications - Emission Point Details

When completed, click the **“Save”** button. If there are no validation errors, click **“Close”** to return to Figure 35. Click the **“Save”** button on this screen, then select the next Emission Point to edit/update or **“Add New Emission Point”**. You must **“Save”** after you complete every data window, otherwise all of the information will not be committed to the database. If done, select the **“Next”** button to proceed.

4.2.4 Select Upload or Send Attachment(s)

After all of the forms are completed in the application, the public user is directed to the Attachments section. Along with the online form, some applications may require certain attachments to be submitted together.

If the attachment(s) will be submitted online, select the radio button **“Online”** shown in Figure 37 (next page). The Upload Attachment pop-up window appears over Figure 37 and the public user can upload a file using the upload **Upload** button for each diagram or document. Click the **“Save”** button after each selection.

If the public user elects to submit by selecting **“Mail”**, the system will provide the **“mail-to”** address. By selecting **“Other”**, the public user will have to fill in reason/explanation to continue. Only *(Optional)* attachments can be selected N/A.

2 Attachment
To upload or mail in all required documentations

3 Validation
To validate all required data and documentations

4 Payment
To make a payment

5 Submission
To submit

ATTACHMENT (SUBMITTAL ID: 48574)

The Iowa DNR recommends that attachments be submitted electronically so as to not slow down the application process.

To include your attachment(s), click on the "Upload" button and follow the instructions to upload. "Upload" button can be clicked multiple times to attach multiple files under each category. These file types are accepted by the system:

- pdf, doc, docx, txt, xls, xlsx, cvs
- jpeg, jpg, bmp, png, gif
- xml

The Air Quality Bureau fax number is (515) 725-9501.
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

Attachment
The maximum file size allowed is 100MB. Please make sure the file you want to upload is smaller than 100MB.

Process Flow Diagram (Required) Online Mail Other N/A

CAM Calculations (Required) Online Mail Other N/A

Upload (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

Compliance Plan (Optional) Online Mail Other N/A
For more information [?](#)

Calculations (Optional) Online Mail Other N/A

Exit Save Previous Next

Figure 37 - All Applications - Select & Attach Files

Attachment

The maximum file size allowed is 100M

Process Flow Diagram (Required)

Upload (Please upload o

Attachment description:

Compliance Assurance Monit (Required)
For more information [?](#)

CAM Calculations (Required)

Upload Attachment

Upload Attachment

* File:
 No file chosen

Comment:

Cancel Save

Figure 38 - Choose File Attachment

4.2.5 Online Application Validation

Iowa EASY Air will automatically validate the online forms and the full application (Figure 39).

All items that pass validation are indicated by a green check mark “✓” indicating that all required data entry fields have been filled, all required attachments have been submitted and the public user may submit this submittal. However, if any section fails to pass, Iowa EASY Air will alert the public user by marking the section with an “X” and with a description of the reason why.

Use the “Previous” button to return to the identified areas or forms where information is missing. Correct and save any changes you make before returning to the Validation screen.

VALIDATION (SUBMITTAL ID: 48574)
 Review your Application and any Attachments. Save any changes you make before returning to this page.
 Proceed to Submission by clicking NEXT.

✘

- Process Flow Diagram is missing, please go to Attachment page to upload/mail required attachment.
- CAM Calculations is missing, please go to Attachment page to upload/mail required attachment.
- Emission Point Information is missing, please go to Attachment page to upload/mail required attachment.

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

- ✓ [Online Form 1.0 Facility Information and Application Certification](#) Form 1.0 Facility Information and Application Certification - Form View
- ✓ [Online Form 2.0: Emission Point Information](#) Form 2.0: Emission Point Information - Form View
- ✓ [Online Form CE-01: Pollutant Control Equipment Data Sheet](#) Form CE-01: Pollutant Control Equipment Data Sheet - Form View
- ✓ [Online Form ME-01: Continuous Monitoring Systems](#) Form ME-01: Continuous Monitoring Systems - Form View
- ✓ [Online Form 3.0: Emission Unit Description – Potential Emissions](#) Form 3.0: Emission Unit Description – Potential Emissions - Form View
- ✓ [Online Form 1.3: Insignificant Activities – Potential Emissions](#) Form 1.3: Insignificant Activities – Potential Emissions - Form View
- ✓ [Online Form 1.4: Potential Toxic Emissions – Significant Activities](#) Form 1.4: Potential Toxic Emissions – Significant Activities - Form View
- ✓ [Online Form 1.5: Potential Emissions – Significant Activities](#) Form 1.5: Potential Emissions – Significant Activities - Form View
- ✓ [Online General Facility Requirements](#) General Facility Requirements - Form View
- ✓ [Online Boiler and Process Heater Information](#) Boiler and Process Heater Information - Form View

Attachment(s) Summary

- ✘ [Process Flow Diagram](#)
- ✓ [Other](#)
- ✓ [Phase II Acid Rain Permit Application](#)
- ✓ [Proposed Limits or Alternative Operating Scenarios](#)
- ✓ [Report Summary of Stack Testing Results](#)
- ✓ [Compliance Assurance Monitoring \(CAM\) Plan\(s\)](#)
- ✓ [Compliance Plan](#)
- ✓ [Calculations](#)
- ✘ [CAM Calculations](#)
- ✘ [Emission Point Information](#)

2 Attachment
To upload or mail in all required documentations

3 Validation
To validate all required data and documentations

4 Payment
To make a payment

5 Submission
To submit

Exit Previous Next

Figure 39 - All Applications - Form Validation Check

4.2.6 Submittal Fee

If the submittal requires a fee, the public user will navigate to payment page after validation check (Figure 40). The payment module will display the detailed description of fee and the amount of fee required. The public user can select credit card/check/money order/eCheck (ACH - NACHA) payment as payment method. When completed, select the "Next" button.

PAYMENT (SUBMITTAL ID: 48719)

Select a payment method; provide the required information and then click on the NEXT button below.

Outstanding Balance

Construction - Group 1 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:

Payment Method

Fee Amount:

Amount Due:

TOTAL PAYABLE:

Payment Method:

Figure 40 - Submittal Fee Payment Options

4.2.7 Submit a Submission

The RO user will be required to certify the submission statement and enter the correct answer to one of his/her security questions (Figure 41). The RO user will also have to enter the PIN to send the application submittal to the AQB. Click the "Submit" button to proceed.

SUBMIT APPLICATION (SUBMISSION ID: 48719)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your application.

Certification of Submission

I certify that all grain handling operations at the facility are in compliance with all applicable requirements of rule 567 IAC 22.10(455B). I understand that equipment at this facility shall be deemed registered under the terms of 567 IAC 22.10(3)"a," only if all applicable requirements of 567 IAC 22.10(3)"a," including implementation of Best Management Practices (BMP), as applicable, are met. This certification is based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete. 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.

Question: What is your birthday?
 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.

Figure 41 - Submit Application

4.2.8 Confirmation of Payment and/or Submittal

After clicking the “Submit” in Figure 41 above, if a payment is made at the time of submission, the system redirects the RO user to the State of Iowa Electronic Payment website (Figure 42 and Figure 43).

Make a Payment

My Payment
State of Iowa TEST site
Amount Due \$100.00

Payment Information
Frequency One Time
Payment Amount \$100.00
Payment Date Pay Now

Contact Information
First Name
Last Name
Company (Optional)
Address 1
Address 2 (Optional)
City/Town
State/Province/Region IA
Zip/Postal Code
Country US
Phone Number
Email Address
[Become a Registered User](#)

Payment Method
Card Number
Expiration Date Month Year
Card Security Code
Card Billing Address Use my contact information address
 Use a different address

Continue [Cancel](#)

Figure 42 - Make a Payment

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.
 Confirmation Number **IOWTST007870556**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$100.00
Payment Date	11/26/2019
Status	PROCESSED

Payment Method

Payer Name	John Smith
Card Number	*1111
Card Type	Visa
Confirmation Email	<input type="text"/>

Billing Address

Address 1	123 Main St
City/Town	New City
State/Province/Region	IA
Zip/Postal Code	12345
Country	USA

Continue

Figure 43 - Payment Confirmation

After payment is completed, or if no payment is made, EASY Air will present a Confirmation of Submittal to the RO user (Figure 44 below) (Note: The Iowa DNR is currently working to modify the Confirmation of Submittal document to remove the security confirmation question).

This receipt may be saved at this time, or it can be called up in the Submitted List in Section 5.1.

My Dashboard	Submittal	My Account
--------------	------------------	------------

[Go to Submitted List](#)

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 the Iowa EASY Air system.

Please click [HERE](#) to print your receipt.

Submittal ID: 48574

Submitted By:	Owner Info:
Kevin Connolly NUMA 102 S G AVE KALONA IA 52247 555-555-5555	Kevin Connolly NUMA Work Site: 502 E 9th St Des Moines IA 50319 555-555-5555

Submitted on: 11/20/2019 11:33:56 AM

Form Detail

- Form 1.0 Facility Information and Application Certification
- Boiler and Process Heater Information
- Form 1.3: Insignificant Activities – Potential Emissions
- Form CE-01: Pollutant Control Equipment Data Sheet
- Form 2.0: Emission Point Information
- Form 3.0: Emission Unit Description – Potential Emissions
- Form 1.4: Potential Toxic Emissions – Significant Activities
- Form 1.5: Potential Emissions - Significant Activities
- Form ME-01: Continuous Monitoring Systems
- General Facility Requirements

Attachment Detail

Process Flow Diagram (Required) – Mail

Please mail to:
 The address listed at the top of this page. A signed Form 1.0 is required to be submitted with this attachment.

Compliance Plan (Optional) –

Calculations (Optional) –

Certification Receipt

Certification Statement: **As required by 567 IAC 22.107(4), this certification of truth, accuracy, and completeness must be signed by the responsible official as defined in 567 IAC 22.100:**
"I hereby 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 making false statement, representation, or certification of electronic submissions for which I am the signatory may result in civil or criminal penalties."
Further,
 a. I agree to pay all application fees for this submittal based on the current Fee Schedule.
 b. I agree to pay all fees incurred for the review of the submittal.

Certification Question:

Certification Question Answer:

PIN Number: *****

Responsible Officer: **Kevin Connolly**

Sender IP Address: **165.206.31.8**

[Go to Submitted List](#)

Figure 44 - Submittal Confirmation

5. Tracking Submitted Applications

The ability to track submitted applications allows the public user to effectively manage his/her submissions. Public users can track the applications they have submitted by navigating to the “**Submittal**” tab on the menu bar and then clicking on the “**Track Submissions**” link shown in Figure 45. In this section the public user is able to search for applications using the search toolbar at the top of the screen to filter for their selection in Figure 45 below.

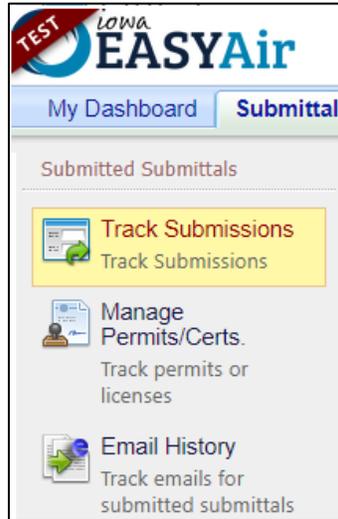


Figure 45 - Track Submitted Applications

5.1 Search Submissions and Track Status or Events

In addition to tracking submitted applications, the public user can also filter out submissions that they have withdrawn, amended, or terminated for those that require additional attention as shown in Figure 46. Iowa EASY Air provides the following features for the public user to keep track of their submission:

- Ability to review submission detail
- Track Iowa DNR work status regarding the submission
- Viewing issuances related to the submission
- Email tracking of notifications sent by the Iowa DNR from within EASY Air

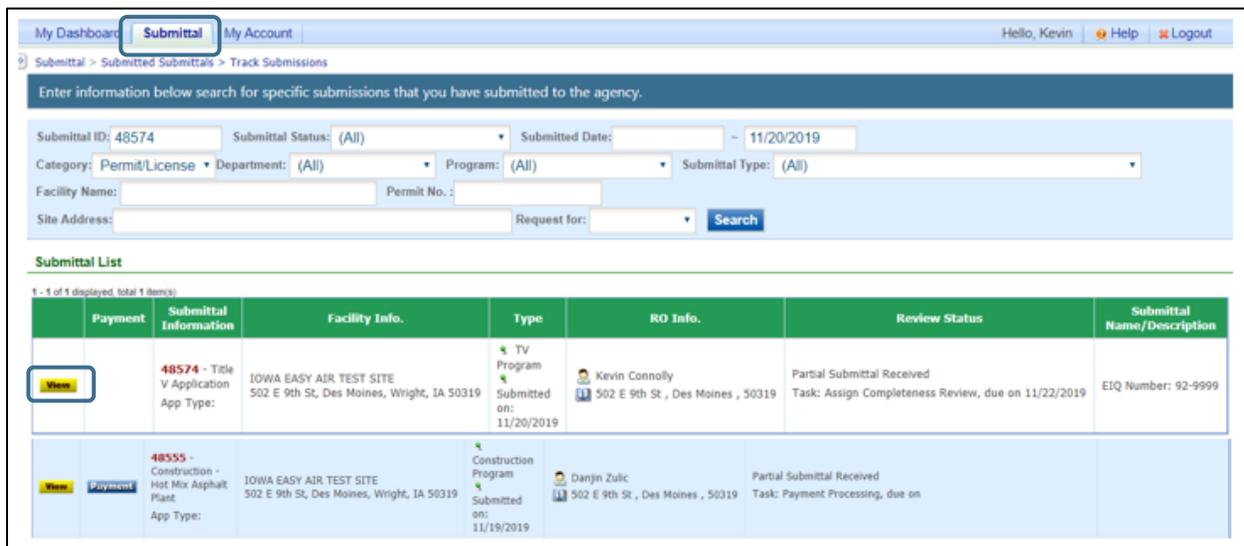


Figure 46 - Search Submissions for Review

5.1.1 Review Submission and View Copy of Record

A public user may have several submissions for their facility(s), so it is important for them to be able to have a tool to review their submissions. By clicking on the yellow **View** icon in Figure 46, the public user will be shown details about the submitted application (Figure 47, below). The receipt mentioned in Section 4.2.8 may be shown by clicking on the highlighted blue “Receipt: **Click on this**” link below on the right side of the screen.

The screenshot displays the Iowa Department of Natural Resources EASYAir public user interface. At the top right, the user is logged in as Kevin Connolly. The main content area shows details for a submission with ID 48571, titled 'Title V Application', submitted on 11/26/2019. A yellow 'View' button is highlighted. Below this, a blue button labeled 'Receipt: Click on this' is also highlighted. The 'Application Form(s) Detail' section lists various forms such as 'Online Form 1.0 Facility Information and Application Certification' and 'Online Form 2.0: Emission Point Information', each with a 'Form View' link. The 'Application Withdrawal' section contains a text input field for the reason for withdrawal and a 'Request for Withdrawal' button. The 'Issuance Supporting Documents' and 'Comment List' sections both show 'No items found'.

Figure 47 - Review Submission Details and Copy of Record

Under the “**Submittal**” tab shown in Figure 47, clicking on any of the icons in the “**Application Form(s) Detail**” section correspond to the online forms and PDF images of the submitted application. Together, these are the Copy of Record as required by USEPA CROMERR regulations. From the “**Work Activities**” tab the public user can see the submittal information, current review status and the most current AQB review tasks.

The “**Track Submissions**” tabs at the top of Figure 47 can be broken down into the following:

- **Submittal:** default landing page where the public user can view information related to the submission and status - Iowa EASY Air displays: **Submittal ID, Application Name (Type), Submitted Date, Submitted By** details (UserName, Address, Phone and Email), the current **Review Status**, the list of **Application Forms, Application Withdrawal Information, Supporting Documents, and a Comments List**
- **Attachment:** displays any attachments uploaded to Iowa EASY Air during the submission process. If attachments were not uploaded during the submission process the applicant can upload additional sets of attachments in this page. See Figure 37 for details
- **Payment:** displays total application fee (if applicable), payment made and fee balance; the public user is able to make additional payments if there are any pending balances on the application fee
- **Work Activities:** display the Iowa DNR’s (Agency) review process for this application
- **Issuance:** displays all permits that have been issued for the submission in question
- **Correspondence:** (appears only when correspondence within Iowa EASY Air occurs, see Figure 51) allows applicant to initiate correspondence with agency users, but is visible to Preparers as well
- **Email History:** displays a list of emails that have been sent by agency users from within Iowa EASY Air, as well as system-automated emails

If the user needs to copy his/her submission because of the similarities to a new submission, the “**Copy Application**” function will create a new application and transfer all the data from the previous application.

5.1.2 Tracking Submission Status - Payment

If the submittal requires a fee, not paid at the time of submittal, the user can access the payment page from this tab. The payment module will display the detailed description of fee and the amount of fee required. The user can select credit card / check / money order / ACH payment as the payment method. (Payment method option may vary depending on submittal type.)

Facility: CARGILL INC - IOWA FALLS
(48555) Construction - Bulk Gasoline Plant
Submitted on: 11/20/2019 3:17:09 PM (Timespan: 5 Calendar Days)
Address: 602 INDUSTRIAL RD, IOWA FALLS

Sub Type: Online
Required Documents: 0 (Non-Review: 0)
Total Amount: \$100.00 (Due: \$100.00)
Inspections: 0 (Ongoing: 0)

Owner: John Smith
Permit#: N/A
Receipt: [Click on this](#)

Partial Submittal Received

Submittal Attachment Payment Work Activities Email History

Outstanding Balance

Construction - Bulk Gasoline Plant (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:

[Make Payment](#) [Cancel](#)

Figure 48 - Review Submission Details – Payment

5.1.3 Tracking Submission Status – Work Activities

The current work activities in progress or completed by AQB staff (Figure 49) can be seen by the user by clicking on the “Work Activities” tab in Figure 47. This shows the status of each task, the date completed and allows the public user to keep track of the progress of each submission's review process. If a work task is overdue, the applicant can address the reason why.

Status: (All) Filter			
Work Activity List			
1 - 10 of 10 displayed, total 0 item(s)			
Task Name	Task Status	Complete Date	Task Group
Payment Processing	Completed	11/19/2019	Pre Review Admin
Support Processing	Completed	11/19/2019	Pre Review Admin
Project Assignment - Permit Writer	Completed	11/19/2019	Pre Review Admin
Initial Completeness Review and Administration	Scheduled	-	Application Review
Engineering Technical Review	N/A	-	Application Review
Engineering Technical Review - Assign Senior Engineer	N/A	-	Application Review
Support Documents	N/A	-	Application Review
Senior Engineer Review	N/A	-	Application Review
Final Action	N/A	-	Application Review
Post Review Admin	N/A	-	Application Review

Figure 49 - Track Submittal Review Status

5.1.4 Tracking Issuances from Iowa DNR

The user can also keep track of issued documents so that he/she can see if any additional steps are outstanding. In some cases where the Iowa DNR issues multiple draft permits, this section will display them so that the applicant may see which version of the draft permit should be finalized. In issuance, the user will show the permit type, permit number, and the type of permit issued. The user can also download and print the document by clicking on the  icon in Figure 50. If the document is a PDF, please make sure to install a PDF viewer prior to viewing the document.

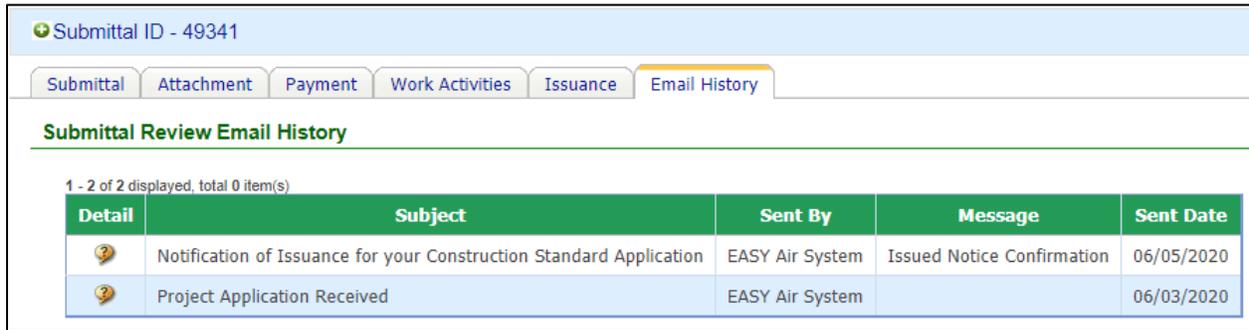
Issuance Document	
1 - 5 of 5 displayed, total 0 item(s)	
Issuance Info.	Issuance Date
 <p>p2019-46948 - InitialCompleteEASY Stage: FINAL Permit , Status: Issued Permit Name: InitialCompleteEASY App#: 46948 - Title V Application</p>	 Issued on 07/01/2019  Effective on 07/01/2019
 <p>p2019-46948 - 30dayInitialLetter Stage: FINAL Permit , Status: Issued Permit Name: 30dayInitialLetter App#: 46948 - Title V Application</p>	 Issued on 07/01/2019  Effective on 07/01/2019
 <p>p2019-46948 - Title V_FactSheet Significant Mod3a_Enotice Stage: FINAL Permit , Status: Issued Permit Name: Title V_FactSheet Significant Mod3a_Enotice App#: 46948 - Title V Application</p>	 Issued on 07/01/2019  Effective on 07/01/2019
 <p>p2019-46948 - FinalPermit_FacilityLetter Stage: FINAL Permit , Status: Issued Permit Name: FinalPermit_FacilityLetter App#: 46948 - Title V Application</p>	 Issued on 07/01/2019  Effective on 07/01/2019
 <p>p2019-46948 - TVPermitsNotify Stage: FINAL Permit , Status: Issued Permit Name: TVPermitsNotify App#: 46948 - Title V Application</p>	 Issued on 07/01/2019  Effective on 07/01/2019

Figure 50 - Track Issued Permits & Other Documents

5.1.5 Tracking Emails Sent by Iowa EASY Air

Iowa EASY Air maintains a history of all emails pertaining to each submittal. This provides an easy method of recording notification by the Iowa EASY Air and the details of the email. Only emails generated by Iowa EASY Air are stored in this section. This may prove to be useful in situations where the applicant did not receive an email due to several reasons, but can use this tool to check on emails regarding their submission.

By clicking on the  icon in Figure 51, the user can see the message that was contained in the email sent by the system.



Submittal ID - 49341

Submittal Attachment Payment Work Activities Issuance **Email History**

Submittal Review Email History

1 - 2 of 2 displayed, total 0 item(s)

Detail	Subject	Sent By	Message	Sent Date
	Notification of Issuance for your Construction Standard Application	EASY Air System	Issued Notice Confirmation	06/05/2020
	Project Application Received	EASY Air System		06/03/2020

Figure 51 - Track EASY Air Email

5.2 Request for Application Withdrawal

In some cases, an applicant will want to withdraw a submission. Iowa EASY Air currently only allows the public user to request for a withdrawal. The request for withdrawal option is located in the **“Track Submitted Application → Application”** tab. This allows the public user to request a withdrawal of their current submission by including the reason for the withdrawal (Figure 52). The Iowa DNR will then decide whether or not to approve or deny the request. If the request is approved, the system will mark the submission's status as withdrawn and no further action can be taken.



Application Withdrawal

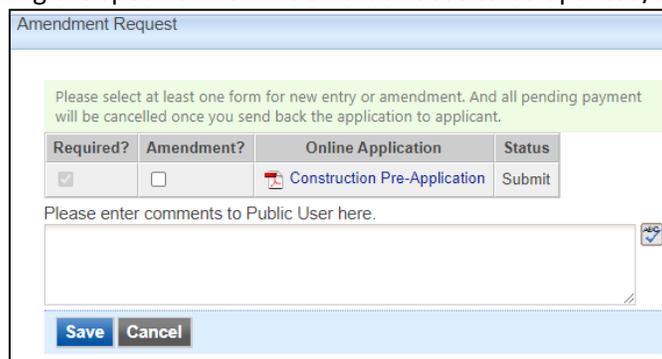
* Reason for Withdrawal:

Request for Withdrawal

Figure 52 - Request Withdrawal of an Application

5.3 DNR Request to Amend Submitted Application: "Send Back"

“Send Back” is the AQB’s designation for the process when the DNR needs additional information from the public user for a specific permit application submission (Figure 53). For the public user, this means the submission needs to be “Amended”. Prior to any application being “Sent Back”, the assigned permit engineer or permit writer will contact the facility by phone or email regarding the specific information that needs to be updated/added.



Amendment Request

Please select at least one form for new entry or amendment. And all pending payment will be cancelled once you send back the application to applicant.

Required?	Amendment?	Online Application	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Construction Pre-Application	Submit

Please enter comments to Public User here.

Save Cancel

Figure 53 - Amendment Request of a Submitted Application

When the public user next logs in to Iowa EASY Air, they will see that the Message Center in their Dashboard (Figure 54) which includes a notice that 1 submittal is now back under their account for amendment.

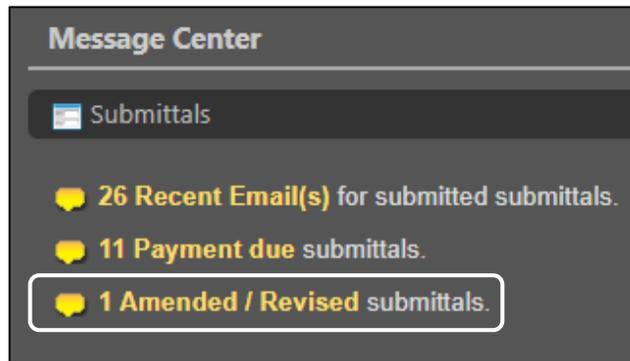


Figure 54 - Dashboard Message Center Amendment Request

Following the link provided in the notice (highlighted in Figure 54), the public user is taken to their Edit Pending Submittals page under the Submittal tab.

Here, the application for amendment appears with a pink background (Figure 55). Application submittals marked for amendment will always be displayed this way.



Figure 55 - Dashboard Message Center Amendment Request

Initially, the public user will be shown the comment that the permit engineer or permit writer made to notify the public user of the information needed or forms or equipment to be updated (Figure 56).

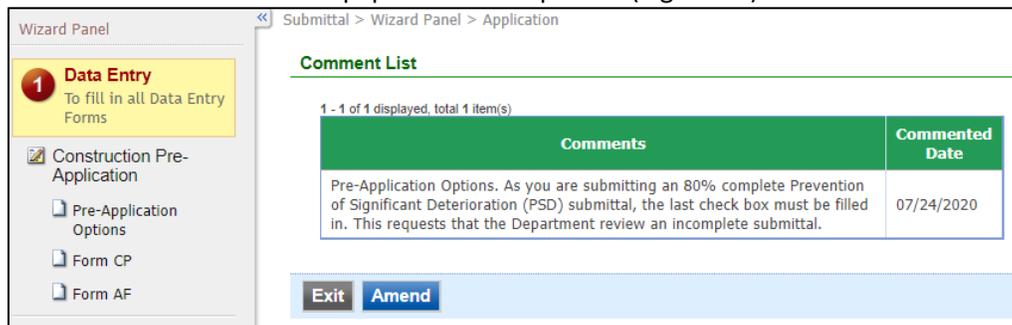


Figure 56 - Amendment Comment from AQB Submittal Reviewer

Clicking the blue Amend button opens up the submittal. Only the forms identified by the AQB permit engineer or permit writer may be edited (Figure 57). DNR staff identified these forms during review of the submitted permit application and found them to have missing data or data that needed more documentation or updating.

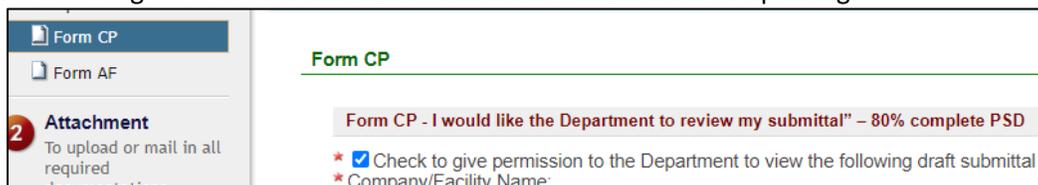


Figure 57 - Identification of Information to be Amended

The public user then completes the submittal by providing the information, documentation or other items needed to satisfy the information request. The application may then be resubmitted by following the steps outlined in Section 4.2.7.

6. Permit and Issuance Management

The Manage Permits/Certs module offers the Applicant the following features. Access permit management either through the “My Dashboard” or “Submittal” tabs as shown in Figure 58:

Facility	Issuance Info.	Critical Dates
Title V Demo Facility 1 Main Street, Des Moines, Bremer, IA 12345	p2019-46932 - Permit Template aggregate processing permit template Stage: FINAL Permit , Status: Issued Permit Name: Aggregate Processing Permit App#: 46932 - Construction - Aggregate Processing Plant	Issued on 07/01/2019 Effective on 07/01/2019
Title V Demo Facility 1 Main Street, Des Moines, Bremer, IA 12345	p2019-46948 - InitialCompleteEASY Stage: FINAL Permit , Status: Issued Permit Name: InitialCompleteEASY App#: 46948 - Title V Application	Issued on 07/01/2019 Effective on 07/01/2019
Title V Demo Facility 1 Main Street, Des Moines, Bremer, IA 12345	p2019-46948 - 30dayInitialLetter Stage: FINAL Permit , Status: Issued Permit Name: 30dayInitialLetter App#: 46948 - Title V Application	Issued on 07/01/2019 Effective on 07/01/2019
Title V Demo Facility 1 Main Street, Des Moines, Bremer, IA 12345	p2019-46948 - Title V_FactSheet Significant Mod3a_Enoic Stage: FINAL Permit , Status: Issued Permit Name: Title V_FactSheet Significant Mod3a_Enoic App#: 46948 - Title V Application	Issued on 07/01/2019 Effective on 07/01/2019
Title V Demo Facility 1 Main Street, Des Moines, Bremer, IA 12345	p2019-46948 - FinalPermit_FacilityLetter Stage: FINAL Permit , Status: Issued Permit Name: FinalPermit_FacilityLetter App#: 46948 - Title V Application	Issued on 07/01/2019 Effective on 07/01/2019
Title V Demo Facility 1 Main Street, Des Moines, Bremer, IA 12345	p2019-46948 - TVPermitsNotify Stage: FINAL Permit , Status: Issued Permit Name: TVPermitsNotify App#: 46948 - Title V Application	Issued on 07/01/2019 Effective on 07/01/2019

Figure 58 - Manage Issued Permits

- Track Iowa DNR review status for their permit submissions
- Manage permits issued by Iowa DNR
- Modify existing permits
- Renew existing permits (Title V & PAL permits only)
- Submit permit rescission requests (construction permits only)

Upon login into the Iowa EASY Air, the System will present “My Dashboard” to the user. This is a list of active permits associated with the facilities which the user is associated with. If the user applies for a permit via Iowa EASY Air, the permit record will contain submission data and final permit. Otherwise, the permit record will contain permit metadata only (no submission data). Iowa EASY Air allows the user to modify, renew, and rescind their permit issuances. When renewing or amending a permit, please follow the Iowa EASY Air screen wizard to complete required forms and submit them for Iowa DNR’s review.

The following sections will provide more details on how to manage issuances.

The “Manage Permit/Certification” module under the “Submittal” tab (Figure 59) allows the user to view all issuance associated to the facility that they are associated with. Similar to the “Issuance” feature in the “Track Submissions” shown in Section 5.1.4, the user can view the permit by clicking the  icon above the “Action” button. The user can filter the permits by the tool bar above the grid view and filter by “Submittal ID”, “Permit Number”, “Permit Stage”, “Site Address”, and/or “Facility Name”. The user can click on the submission hyperlink in “Issuance Info” to navigate to the application submission to view the details if the permit is associated to an Iowa EASY Air submission.

6.1 Modify a Construction Permit

Since facilities can often times change in the way they operate, their existing permit will need amending to remain in compliance. The user can amend a permit anytime when the permit is in effect. The process of modifying a permit is as follows:

- Search and select a permit that needs to be modified
- Click on the blue “Action” button shown in Figure 58

- A pop-up window will appear with the option to modify or request a permit rescission. Select the “**Modification**” radio button

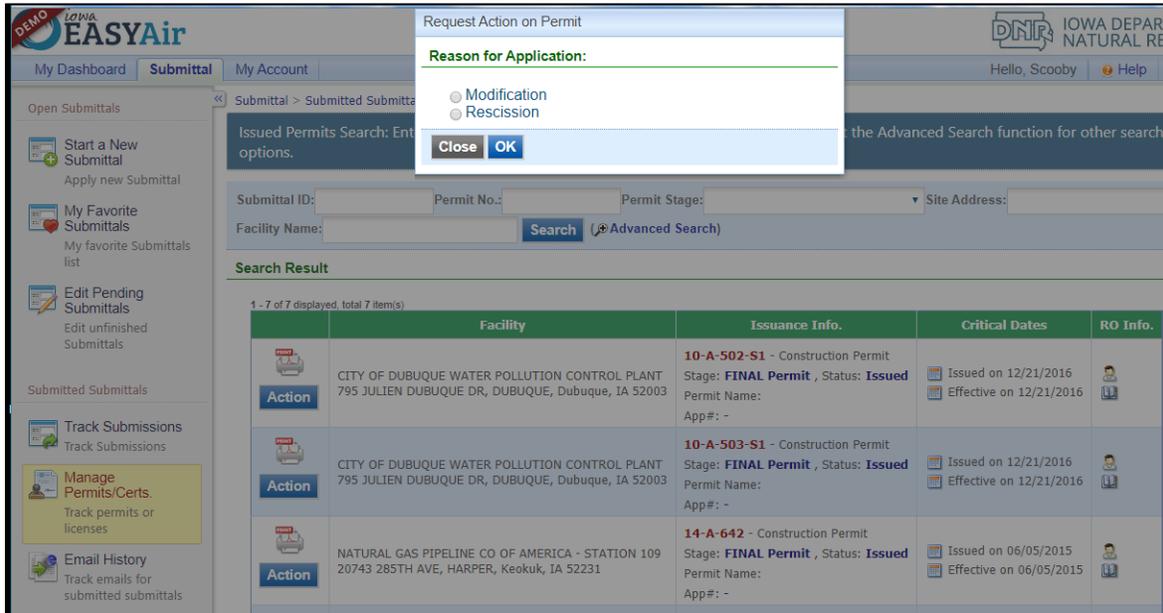


Figure 59 - Modify an Issued Permit

- The system opens a new application form based on the permit type
- If submission history does not exist in Iowa EASY Air, the application form will not have any previous submission data pre-populated. But, Iowa EASY Air will pre-populate the facility data into the application form
- If submission history exists in Iowa EASY Air, the application form will have all previous submission data pre-populated
- The applicant is able to revise the data in the application form. Details on how to fill out an online application form are in Section 4.2
- The applicant can save and exit the application form any time before submission
- After the new application form passes Iowa EASY Air validation checks, the application can be submitted
- When the application data entry is completed, the RO needs to go through the same submission process as Section 4.2.7 to submit an application
- The RO can withdraw the modification submission before a permit revision is issued. For details, please refer to Section 5.3
- The submission status of the modification submission can be tracked the same way as described in Section 5.1

6.2 Modify a Title V Operating Permit

Since facilities can often times change in the way they operate, their existing permit will need amending to remain in compliance. The user can amend a permit anytime when the permit is in effect. The process of modifying a permit is as follows:

- Start a new Title V Application as detailed in Section 4.2
- On the Form 1.0 select the "Modification" radio button as shown in Figure 60
- Select the “**Type of Modification**” from the drop-down list shown in Figure 60. See Title V instructions for details on each modification type

Figure 60 - Select Modification Type

- If submission history doesn't exist in Iowa EASY Air, the application form will not have any previous submission data pre-populated, but Iowa EASY Air will pre-populate the facility data into the application form
- If submission history exists in Iowa EASY Air, the application form will have all previous submission data pre-populated
- The applicant is able to revise the data in the application form. Details on how to fill out an online application form are in Section 4.2
- The applicant can save and exit the application form any time before submission
- After the new application form passes Iowa EASY Air validation checks, the application can be submitted
- When the application data entry is completed, the RO needs to go through the same submission process as Section 4.2.7 to submit an application
- The RO can withdraw the modification submission before a permit revision is issued. For details, please refer to Section 5.3
- The submission status of the modification submission can be tracked the same way as described in Section 5.1

6.3 Renew a Title V Operating Permit

To remain in compliance, applicants will need to apply for their Title V operating permits no later than 6 months prior to permit expiration date. The process of renewing a Title V operating permit is as follows:

- Start a new Title V Application as detailed in Section 4.2 and shown in Figure 61 below

Figure 61 - Title V Application - Data Entry Forms

- Click “Renewal” as shown in Figure 62

Figure 62 - Renew a Permit

- The page will be re-directed to a new application form based on the permit type
- If submission history doesn't exist in Iowa EASY Air, the application form will not have any previous submission data pre-populated, but Iowa EASY Air will pre-populate the facility data into the application form
- If submission history exists in Iowa EASY Air, the application form will have all previous submission data pre-populated
- The public user is able to revise the data in the application form. Complete the application per Section 4.2
- The public user can save and exit the application form any time before submission
- After the new application form passes Iowa EASY Air validation, the application can be submitted
- RO needs to go through the same submission process as Section 4.2.7 to submit an amendment application
- The submission status of the amendment application can be tracked the same way as described in Section 5.1

6.4 Request a Construction Permit Rescission

If the Iowa DNR issued a final construction permit through Iowa EASY Air and the applicant decides that the permit is no longer needed, the applicant can request for rescission of the permit (see Figure 63 below). The request for rescission option is located in the “**Manage Permits/Certs module → Action**” button. This allows the user to request rescission of the current permit. The Iowa DNR will then decide whether or not to approve or deny the request. If the agency approves the rescission, the submission will then be terminated and no longer be modified.

Note: Title V operating permits cannot be rescinded. Public users should contact the [Title V staff](#) to request termination of a Title V operating permit.

The screenshot displays the Iowa EASYAir web application interface. A modal dialog box titled "Request Action on Permit" is open, showing two radio button options under "Reason for Application": "Modification" and "Rescission". The "Rescission" option is selected. Below the options are "Close" and "OK" buttons. The background shows a search results table with the following data:

Facility	Issuance Info.	Critical Dates	RO Info.
CITY OF DUBUQUE WATER POLLUTION CONTROL PLANT 795 JULIEN DUBUQUE DR, DUBUQUE, Dubuque, IA 52003	10-A-502-S1 - Construction Permit Stage: FINAL Permit , Status: Issued Permit Name: App#: -	Issued on 12/21/2016 Effective on 12/21/2016	
CITY OF DUBUQUE WATER POLLUTION CONTROL PLANT 795 JULIEN DUBUQUE DR, DUBUQUE, Dubuque, IA 52003	10-A-503-S1 - Construction Permit Stage: FINAL Permit , Status: Issued Permit Name: App#: -	Issued on 12/21/2016 Effective on 12/21/2016	
NATURAL GAS PIPELINE CO OF AMERICA - STATION 109 20743 285TH AVE, HARPER, Keokuk, IA 52231	14-A-642 - Construction Permit Stage: FINAL Permit , Status: Issued Permit Name: App#: -	Issued on 06/05/2015 Effective on 06/05/2015	

Figure 63 - Request a Construction Permit Rescission