Iowa Department of Natural Resources  
Wallace State Office Building  
Air Quality Bureau  
502 E 9th St  
Des Moines, IA 50319  
Phone: (515) 725-8200

Contact the Iowa EASY Air Helpdesk  
email: easyair@dnr.iowa.gov  
Or call (515) 725-9569 or (515) 725-9523
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1. Overview of Iowa EASY Air

Iowa EASY Air is an IOWA DNR web-portal that provides the one-stop interface to allow the regulated community to submit information to IOWA DNR Air Quality Bureau, and also to support the general public to query environmental data of their interests.

(A) For the Regulated Community:
Iowa EASY Air will serve as a central platform for facilities to manage permit applications, permits, reporting requirements, and compliance reports. Iowa EASY Air offers online options for a wide spectrum of submittals, including:

- Environmental Permitting
  - Apply for new permits
  - Amend permits
  - Renew permits
  - Rescind permits
- Environmental Reporting
  - Submit compliance reports
  - Submit monitoring data

The initial launch will offer air permitting options regulated under the Clean Air Act Title V Operating permit program and Construction permitting program. IOWA DNR will continue to enhance the Iowa EASY Air and offer additional online submittal features in the future.

Iowa EASY Air offers the following functions for the regulated community:
- Establish a user account and manage all application submittals online
- Apply for environmental permits, certificates, and other environmental issuances online
- Submit environmental compliance reports
- Monitor the processing status of all online application submittals and allows correspondence with IOWA DNR Staff
- Keep track of all application submission history
- Manage past and current environmental issuances for record keeping, amendment, renewal, and rescission

(B) For the General Public:
- Iowa EASY Air offers an online tool for the general public to:
- Participate in obtaining public notices, and provide comment on draft permits proposed by IOWA DNR
- Query issued environmental permits

1.1 Definitions, Acronyms, and Abbreviations

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iowa EASY Air</td>
<td>Iowa Environmental Application SYstem for Air, online submittal system</td>
</tr>
<tr>
<td>ESA</td>
<td>Environmental Signature Agreement: Document identifying user as a Responsible Official</td>
</tr>
<tr>
<td>e-Verify</td>
<td>Electronic Identity Proofing and Verification to identify user as a Responsible Official</td>
</tr>
<tr>
<td>Title V</td>
<td>Title V of 1990 Clean Air Act, the environmental law for the operation permits mandated under the 40 CFR Part 70 regulations</td>
</tr>
<tr>
<td>IOWA DNR</td>
<td>Iowa Department of Natural Resources</td>
</tr>
<tr>
<td>AQB</td>
<td>IOWA DNR Air Quality Bureau</td>
</tr>
<tr>
<td>USEPA</td>
<td>United States Environmental Protection Agency</td>
</tr>
<tr>
<td>CROMERR</td>
<td>Cross-Media Electronic Reporting Rule (40 CFR Part 3)</td>
</tr>
</tbody>
</table>
1.2 Prerequisites
In order to use the Iowa EASY Air system, the 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 data through Iowa EASY Air, you will need to establish a user account. This section explains the types of users and details on how to create and manage an account.
If you do not plan to create, edit or submit data through Iowa EASY Air, you do not need an account. You are able to query Public data without a user account.

2.1 Account Types in Iowa EASY Air Public Portal
Currently, Iowa EASY Air has two types of public accounts – Responsible Official and Preparer. It is important for the 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 Responsible Official account in EASY Air, please see the document **Account Registration Instructions for Responsible Officials**.

<table>
<thead>
<tr>
<th>User Type</th>
<th>Purpose</th>
<th>Account Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Official (RO)</td>
<td>Only the RO account can certify and submit applications in Iowa EASY Air.</td>
<td>Will be issued a PIN once their account privileges are approved by IOWA DNR</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>Certify and submit an electronic data entry form in Iowa EASY Air</td>
</tr>
<tr>
<td></td>
<td>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).</td>
<td>Manage Preparers and Consultants to work on applications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View and prepare an electronic data entry form in Iowa EASY Air</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View submitted data in Iowa EASY Air</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Keep track of the status of submitted records</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Keep track of issuances</td>
</tr>
<tr>
<td>Preparer</td>
<td>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.</td>
<td>View and prepare an electronic data entry form in Iowa EASY Air</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>View submitted data in Iowa EASY Air</td>
</tr>
<tr>
<td></td>
<td>The types of application and the facilities that the preparer can prepare applications for are all defined by the RO.</td>
<td>Keep track of the status of submitted records</td>
</tr>
<tr>
<td></td>
<td>An RO can be associated as a preparer for another RO.</td>
<td>Keep track of issuances</td>
</tr>
</tbody>
</table>
### 2.2 Account Creation Process

If you plan to create, edit or submit data through Iowa EASY Air, you will need to establish a Public User Account. Without an account, the user cannot access the Iowa EASY Air system and have access to the features provided by Iowa EASY Air. Follow these steps below to obtain a public user account as a Responsible Official or as a Preparer. Account specific Registration Instructions for Responsible Officials may be found on the Iowa EASY Air webpage.

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

The general public is able to conduct queries of the Iowa EASY Air database through the Public Inquiry Portal shown at the bottom of Figure 1 and a user account is not required. To register an account, continue to the next page.
Click on the “Create a new account” link (Figure 2). Follow Steps 2 – 10 to register.

**Step 2:** The user will need to complete all required fields in Figure 3, including personal identification information (Business, Name, Username, Title, etc.) and contact information (address, e-mail, phone number). Any field that contains an icon is required and must be filled in in order to continue. If these fields are not filled, the system will display a validation error that fields are missing. The suggested UserName may be modified at this step. Once complete, the user should click the “Next>>” button.
By placing the mouse over the icon, a help box will be displayed to provide additional information.

**Step 3a:** The user will have to select their role associated to the facility (see Table 2). If the user is a Preparer, then the “Preparer” account and submittal types should be selected. Click “Next>>”. Skip to Step 4 on Page 8.

**Step 3b (for Responsible Official Only):** The user will have to select their role associated to the facility (see Table 2). If the user is a Responsible Official, then the “Responsible Official” account should be selected. Then select the Submittal Group(s) for the user (circled check box). This determines the types of applications the RO may submit to the Air Quality Bureau. For further steps, please download the Registration Instructions for Responsible Officials document found on the Iowa EASY Air webpage.
Step 4: This section will require the 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 Responsible Officials, these questions are also used to submit applications. Complete all 5 questions, then click “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 helps us prevent automated programs from creating large numbers of accounts and sending spam. Click on “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 EASY Air. Click on the “Back to Login” button to return to the Login page.

**Figure 9 - Successful Account Creation**

**Step 6:** The user will receive an e-mail notifying them of their account creation with their login name and randomly generated password. After receiving the login/password information, the user can now use this information to log into Iowa EASY Air Public Portal.

**Figure 10 - System Email for Account Creation**
Step 8a (Optional): If the user forgot their password, he/she can simply click on the “Forgot Password” link on the main login screen.

![Figure 11 - Forgot User Name or Password](image)

Step 8b (Optional): The user will need to enter a valid e-mail address to prompt a security question before their password will be sent to them via e-mail. After the system validates the account based on the email and security question response, the system will reset the user’s password and send the system generated password to the user’s registered email address.

![Figure 12 - Enter Existing Email Address](image)

Step 9: To make sure the user account is secured, when the user first logs in, Iowa EASY Air will inform the user that they will have to change their password to a new password with the described criteria (Figure 13).

![Figure 13 - Requirement to Set New Password](image)
2.3 Managing Account Settings

After creating an account, the user has the option to go back and modify his/her information. Having the ability to edit the 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 user account information. If the user has an incorrect e-mail, e-mail notifications will not be received by the user. The user is able to manage his/her account security settings and his/her associations.

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

The “My Dashboard” screen is presented after the user logs in. From here, the 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 User Account and Profile

1) **Basic Information**: the user can change their account information.

2) **Password**: the user can change their password which prevents unauthorized access to their account. This section also allows for Responsible Officials to change their PIN, which is needed to submit permit applications to the AQB.

3) **Security Questions**: the user to edit/change their security questions, which prevents unauthorized access to their account.

4) **Manage Consultants and Preparers**: this option is only available to users who are logged in as Responsible Officials.

Figure 15 - Profile Management Options

2.3.1 Manage Account General Information

This section details how the user can manage their account information under Profile Management. In “Basic Information”, the 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 user can specify their Business Name, Job Title, Phone / Fax Numbers and Email Address.
In the “Address Information” tab, the user may enter a different billing address from their mailing address and vice versa.

The “Attachment” tab will allow users to upload documents for identity proofing; such as the “Subscriber Agreement” or other documents that they would like the agency to be able to view. This can range from the “Subscriber Agreement” to “Testing Data”.

2.3.2 Protect Account Security

Iowa EASY Air provides three layers of protection over the user’s account: password, PIN, and Security Question. The Password is the credential the user uses for login; whereas, PIN and security questions are the credential for certification and submission, which serves as an electronic signature of the Responsible Official. The “Password” and “Security Questions” options allow the user to prevent unauthorized access to their account (see Figure 15).

By clicking “Password”, the 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 is used by a Responsible Official to change their PIN in order to submit permit applications.

![Figure 18 - Password > My PIN Account Security](image)

Once a PIN number is requested, the Responsible Official will receive an e-mail with a new PIN. The user will need to click “Save PIN” to make sure the changes have been stored.

The “Security Question” tab is where the user can change their security question(s) and response(s). The security questions will be needed when retrieving a lost password and when submitting an application.

![Figure 19 - Security Questions > Reset Questions and Answers](image)
2.3.3 Managing Associated Consultants and Preparers

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

By clicking the “Managing Associated Consultants and Preparers” link in Figure 20, a user can see a grid view of preparers that have been associated to their account (Figure 21). The grid view lists out who they have associated with them and for which facility and application type, as well as the effective dates of this association.

If the user wants to de-associate the user, 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 e-mail 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.
As a third step, Figure 23 above shows that the user needs to “Add Authorizations” to the preparer. 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 homepage of Iowa EASY Air is also called the “Dashboard” (Figure 24), which gives the user visibility of key features that Iowa EASY Air has to offer. The dashboard provides access to applications that have to be created, applications that need to be finished, and applications that have already been submitted while being organized by the application’s latest activity. The 4 sections indicated are shown in detail in Figures 25 and 26.
The “Start a New Application” allows the user to start a new application from the dashboard. It will only display four types of submittals that the user can submit from Iowa EASY Air.

The “Upcoming Submittal Obligations” is specifically prepared for the user to submit upcoming obligation reports (a permit renewal date, for example). The monitoring period is shown for all obligation reports under this section. When the date passes the report’s start date, the “Edit” button will be enabled.

The “Message Center” provides information that needed the user’s attention. Information includes link to any communication done via Iowa EASY Air. This provides a shortcut for the user to see e-mails or correspondence messages that were sent to them.

Under the section of “Permit/Licenses”, the user can view all permit/licenses/issuance that have been issued to the user. Information of Permit number, related application, Issued date, effective date, and expiration data are also displayed in the grid view. The user can access related submittal form by clicking through the link of submission name.

4. Application Preparation and Submission

Once an account is established, the user could begin online submittals. Currently Iowa EASY Air provides the ability to submit Title V permit applications and Construction permit applications. This Section provides generic features applicable to all online submittals. See the instructions for Title V or Construction applications for specific processes to submit an applications.
4.1 Overview of Application Submission Process

To better understand how to use Iowa EASY Air, it is important for the user to understand the submission process. Figure 27 displays the flow for completing a submission.

Figure 27 - 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

<table>
<thead>
<tr>
<th>Step #</th>
<th>Name</th>
<th>Highlights of System Functions &amp; Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select an submittal type</td>
<td>Based on the selection of submittal category, department (Construction/Title V), Environmental Interest and submittal type name, the user can search the type of submittal to prepare.</td>
</tr>
</tbody>
</table>
| 2.     | Select a facility               | At the start of each submittal (i.e., application or report), the user needs to specify a facility by selecting from a drop-down list. The list is based on:  
- 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 will be populated 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:  
  - 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 along with the preparation of an application form, and display warning/error messages to the 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 will present a tree view summary of the data validation result of each section with a hyperlink to the corresponding section to ease the correction process. |
| 6.     | Pay Submittal Fee (If needed)   | If the submittal requires a fee to be paid along with the form, the user can pay the fee through ACH/Check/Money order. Different submittal types may allow different payment methods. |
7. Certification and submission

For all submissions, the 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. Currently, only “Responsible Official” can submit submittals. The 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 user if they wish. The receipt contains the following information:

- 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 user with similar information as the receipt.

4.2 Applying and Submitting Submissions

Currently, the Iowa EASY Air system allows submittals:
- Air Branch:
  - Title V Operating Permit Applications
  - Construction Permit Applications

Being able to submit applications online provides a way for both public and agency users to electronically 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 system. Different submittal types vary, so to view the guide in completing each submittal type, Forms & Instructions on the Air Quality Bureau webpage for Title V Operating Permits or Construction Permits.

4.2.1 Select a Submittal

The submittal type list is determined by the user’s account type, Responsible Official for Title V allows the user to access Title V Permit applications. The Responsible Official for Construction allows the user to access Construction Permit applications. Search for the application type in Figure 28.

Figure 28 - Start a New Application - Search for a Submittal Type
Air - TV Department Submittal Type List (Figure 29).

<table>
<thead>
<tr>
<th>Add Favorite</th>
<th>Apply Online</th>
<th>Blank Form</th>
<th>Instruction</th>
<th>App Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>TV Application</td>
</tr>
<tr>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>Title V Pre-Application</td>
</tr>
</tbody>
</table>

Figure 29 - Start a New Application - Select a Submittal - Title V

Air - Construction Department Submittal Type List (Figure 30).

<table>
<thead>
<tr>
<th>Add Favorite</th>
<th>Apply Online</th>
<th>Blank Form</th>
<th>Instruction</th>
<th>App Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>Construction - Aggregate Processing Plant</td>
</tr>
<tr>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>Construction - Bulk Gasoline Plant</td>
</tr>
<tr>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>Construction - Concrete Batch Plant</td>
</tr>
<tr>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>Construction - Group 1 Grain Elevator</td>
</tr>
<tr>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>Construction - Group 2 Grain Elevator</td>
</tr>
<tr>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>Construction - Hot Mix Asphalt Plant</td>
</tr>
<tr>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>Construction - Paint Booth Permit-by-Rule</td>
</tr>
<tr>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>Construction Determination</td>
</tr>
<tr>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>Construction Plantwide Applicability Limitations (PAL)</td>
</tr>
<tr>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>Construction Pre-Application</td>
</tr>
<tr>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>Construction Standard Application</td>
</tr>
</tbody>
</table>

Figure 30 - Start a New Application - Select a Submittal - Construction
4.2.2 Start a Submittal

By clicking on selected submittal’s icon shown if Figures 29 and 30, the 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 user to add selected submittal to “My Favorite Submittals”. After marked, the user can go “My Favorite Submittals” to quickly access this type of submittal.

The icon allows user to open an blank form in pdf version. The user can print our the form and submit it in paper.

Some submittals have this icon, which allow 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 user needs to fill in at least all required fields to continue to next page. Figure 31 below is an example of a Title V application.

![Figure 31 - Title V Application - Data Entry Forms](image)

Complete the Form, then click the “Save” button in Figure 31.
If required fields are left blank, an error occurs with a field level validation failure indicating “**” not completed (Figure 32). Once the errors are corrected, click the “Save” button again, then click “Next”.

![Figure 32 - Title V Application - Form Validation](image)
The next form in the Title V Application allows the selection of Emission Points to include in the Application in Figure 33. Click the icon in the “View/Edit” column to see the Emission Point Details.

<table>
<thead>
<tr>
<th>View/Edit</th>
<th>Delete</th>
<th>Include in Submittal</th>
<th>Emission Point ID</th>
<th>Emission Point Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>EP-01</td>
<td>ELECTRIC ARC FURNACE STACK</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>SOUTH LADLE DRYERS AND PREHEATERS</td>
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Figure 33 - Title V Application - Select Data Entry Form
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 is shown in Figure 34.

![Figure 34 - Title V & Construction Applications - Emission Point Details](image)

When completed, click the “Save” button. If there are no validation errors, click “Close” to return to Figure 33. Click the “Save” button, then select the next Emission Point to edit/update or “Add New Emission Point”. 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 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 35. The Upload Attachment box appears within Figure 33 and the user can upload a file using the upload button for each diagram or document. Click the “Save” button after each selection.

If the user elects to submit by selecting “Mail”, the system will provide the “mail-to” address. By selecting “Other”, the user will have to fill in reason/explanation to continue. Only (Optional) attachments can be selected N/A.
Figure 35 - All Applications - Select & Attach Files

ATTACHMENT (SUBMITAL ID: 48574)

The Iowa DNK 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]

- Calculations (Optional) [Online] [Mail] [Other] [N/A]
4.2.5 Online Application Validation

Iowa EASY Air will automatically validate the online forms and the full application (Figure 36).

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

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

Figure 36 - All Applications - Form Validation Check
4.2.6 Submittal Fee

If the submittal requires a fee, the user will navigate to payment page after validation check (Figure 37). 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 / eCheck (ACH - NACHA) payment as payment method. (Payment method option may vary depending on the submittal type). When completed, select the “Next” button.

![Figure 37 - Submittal Fee Payment Options](image)

4.2.7 Submit a Submission

The user will be required to certify the submission statement and enter the correct answer to one of his/her security questions (Figure 38). The RO will have to enter the PIN to send the application submittal to the Air Quality Bureau. Click the “Submit” button to proceed.

![Figure 38 - Submit Application](image)
4.2.8 Confirmation of Payment and/or Submittal

After clicking the “Submit” in Figure 38, if a payment is made at the time of submission, the user is taken to the State of Iowa Electronic Payment website (Figures 39 & 40).

Figure 39 - Make a Payment
After payment is completed, or if no payment is made, EASY Air will present a Confirmation of Submittal to the user (Figure 41). This receipt may be saved at this time, or it can be called up in the Submitted List in Section 5.1.
Figure 41 - Submittal Confirmation
5. Tracking Submitted Applications

The ability to track submitted applications allows the user to effectively manage his/her submissions. 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 42. In this section the user is able to search for applications using the search toolbar at the top of the screen to filter for their selection in Figure 43 below.

5.1 Search Submissions and Track Status or Events

In addition to tracking submitted applications, the user can also filter out submissions that they have withdrawn, amended, or terminated for those that require additional attention as shown in Figure 43. Iowa EASY Air provides the following features for the 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
- Communication with the IOWA DNR regarding the submission
- E-mail tracking of notifications sent by the IOWA DNR

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 icon in Figure 42, the user will be shown details
about the submitted application (Figure 43, below). The receipt mentioned in Section 4.28 may be shown by clicking on the highlighted blue “Click on this” link below.

![Image of Review Submission Details and Copy of Record]

Figure 44 - Review Submission Details and Copy of Record

Under the “Submittal” tab shown in Figure 43, 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 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 44 can be broken down into the following:

- **Submittal**: default landing page where the user can view information related to the submission and status - Iowa EASY Air displays: **Submittal ID, Application Name (Type), Submitted Date, Submitted By** details (User Name, 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 that have been uploaded to Iowa EASY Air during the submission process; if attachments were uploaded during the submission process, the applicant can upload additional sets of attachments in this page. See Figure 35 for details
- **Payment**: displays total application fee (if applicable), payment made and fee balance; user is able to make additional payments via credit card or electronic check if there are any pending balances on the application fee
- **Work Activities**: display the 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) allows applicant to initiate correspondence with agency users, but is visible to third-party users as well
- **Email History**: displays a list of emails that have been sent by agency users from within the Iowa EASY Air system, and system-automated emails

If the user needs to copy his/her submission because of the similarities of a new submission, the “**Copy Application**” function will create a new application and transpose all the data that was filled in on the previous application.

### 5.1.2 Tracking Submission Status - Payment

![Figure 45 - Review Submission Details and Copy of Record](image)

### 5.1.3 Tracking Submission Status – Work Activities

The current work activities in progress or completed by AQB staff (Figure 46) can be seen by the user by clicking on the “**Work Activities**” tab in Figure 43. This will show each task’s status and date completed. This allows the public user to keep track of the submission review process progress so that if a work task was overdue, that the applicant can address the reason why.
5.1.4 Tracking Issuances from IOWA DNR

The user can also keep track of documents that have been issued so that he/she can see if any additional steps still need to be taken. In some cases, the IOWA DNR will issue multiple draft permits that will be displayed in this section so that the applicant may see which draft permit should be used in moving on to the final permit. 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. If the document is a PDF, please make sure that a PDF viewer is installed prior to viewing the document.
5.1.5 Tracking Correspondences with IOWA DNR

Iowa EASY Air provides an additional feature for allowing the applicant to notify the IOWA DNR. Being able to contact the IOWA DNR is necessary to resolve any issues that require attention and effectively lessen the time needed to resolve any issues. The user can access this section if there is any new correspondence through the message center. The correspondence tab within the submission will only display correspondence regarding the selected submission.

By clicking on the icon, the user can open the correspondence history so that the applicant. The correspondence history will contain time stamps of the conversations, when the correspondence was created, and the subject. If no correspondence exists, the user can select the new button to start a new correspondence.

5.1.6 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 record keeping of when they were notified by the Iowa EASY Air system and the details of the e-mail. Only e-mails 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 e-mail due to several reasons but can use this tool to check on e-mails regarding their submission.

By clicking on the icon, the user can see the message that was contained in the e-mail sent by the system.

5.2 Request for Application Withdrawal

In some cases, an applicant will want to withdraw his submission. Iowa EASY Air currently only allows the user to request for a withdrawal. The request for withdrawal option is located in the “Track Submitted Application → Application” tab. This allows the user to request a withdrawal of their current submission. By doing so, the
IOWA DNR will make a decision of whether or not to approve or deny the request. If the withdrawal was approved, the status will mark the submission as withdrawn and no further action can be taken.

![Figure 50 - Request Withdrawal of an Application](image)

5.3 Request for Application Revision

An applicant might notice an error in their submission and would like to revise their submissions. In such cases, the applicant would need to request for revision in order to notify the IOWA DNR first. The request for revision option is located in the “Track Submitted Application → Submittal” tab. This allows the user to request a revision of their current submission. By doing so, the IOWA DNR will make a decision of whether or not to approve or deny the request.

![Figure 51 - Request to Revise a Submitted Application](image)

If the submission is approved for revision, a new application will be created with the status set as “Revision”. This will let the user revise their past submission and the old submission will be marked as “Revised Archived”. No further action can be taken on the old submission.

6. Permit and Issuance Management

The Manage Permits/Certs module offers the Applicant the following features. Permit management may be accessed either through “My Dashboard” or “Submittal” tabs:

![Figure 52 - Manage Issued Permits](image)
- Track IOWA DNR review status for their permit submissions
- Manage permits issued by IOWA DNR
- Renewal existing permits
- Amend permits
- Submit permit rescission request

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 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 Permit (Construction & Title V)

Since facilities can often times change in the way they operate, their existing permit will need to be amended 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. In this instance, a Title V permit needs a modification
- Click on the blue “Action” button shown in Figure 53
- A popup window will appear with the option to modify or request a permit rescission. Select the “Modification” radio button

![Figure 53 – Modify an Issued Permit](image-url)
• The page will be directed to a new application form based on the permit type (Title V here)
• Select the “**Type of Modification**” from the dropdown list shown in Figure 54. See Title V instructions for details on each modification type

![Figure 54 - Select Modification Type](image)

- 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 check, 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 Renew a Title V Permit

To remain in compliance, applicants will need to renew their permits prior to permit expiration date. If the permit is near to expiration or expired, the user will see a “**Renewal**” radio button. The process of renewing a permit is as follows:

• Search and select a permit that needs to be renewed
• Click “Renewal” as shown in Figure 55

![APPLICATION INFORMATION](image)

• The page will be 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
• 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
• Applicant can save and exit the application form any time before submission
• After the new application form passes Iowa EASY Air validation check, the application can be submitted
• RO needs to go through the same submission process as Section 4.2.7 to submit an amendment application
• RO can withdraw the amendment submission before a permit revision is issued. For details, please refer to Section 5.3
• The submission status of the amendment application can be tracked the same way as described in Section 5.1

6.3 Request a Construction Permit Rescission

If a final permit has been issued by the IOWA DNR through an Iowa EASY Air submission and the applicant decides that the permit is no longer needed, the applicant can request for rescission of the permit (see Figure 50 above). The request for rescission option is located in the “Manage Permits/Certs module → Action” button. This allows the user to request to rescind of their current permit. By doing so, the IOWA DNR will make a decision of whether or not to approve or deny the request. If the agency approves of the rescission, the submission will then be terminated and no longer be modified.