

Iowa EASY Air Frequently Asked Questions

GENERAL QUESTIONS

Q1. Will Iowa EASY Air be mandatory for completing and submitting air permit applications? Why?

A1. Yes. Beginning January 1, 2023, all Air Construction Permit and Title V Operating Permit applications will be required to be submitted through Iowa EASY Air. This also includes the Start of Construction / Start of Operation Notifications and Rescissions.

The requirement to submit permit applications in Iowa EASY Air is beneficial to both industry and the Iowa DNR for many reasons.

1. Online submission ensures the application is complete and the data has been validated. While Iowa DNR staff are available to answer questions, accurate and complete applications reduce the back-and-forth communications between the company and Iowa DNR, and eliminate the need to send the application back unless there are material deficiencies requiring an amendment to the submitted application. Instead, Iowa EASY Air highlights missing information as you fill out the application.
2. The use of online submission reduces the amount of time spent by the Iowa DNR to complete administrative tasks in the application process.
3. Several people at a company can work on different applications at the same time, eliminating time-consuming waits for data, review, or signatures from different departments. Online submissions can be done from virtually anywhere, meaning it's easier for the Responsible Official (RO) who must sign the permit application to have access to it from a remote location. For example, no waiting for a week or two while the RO is at a conference.
4. Equipment data entered into Iowa EASY Air is automatically transferred to SLEIS, the DNR's emission inventory system (see [Q10](#)).

Q2. Will SLEIS be mandatory for Emission Inventory submission as well as Iowa EASY Air?

A2. Yes. SLEIS submissions of Emission Inventories will become mandatory on January 1, 2023. SLEIS will continue to accept annual and triennial (once every three years) Emissions Inventory submittals.

Q3. What kind of help is available if I need it?

A3. Iowa EASY Air is designed to be intuitive to use – just like many income tax packages. Check the Air Quality Bureau [eAirServices](#) web page for Registration, User Guides, and Training Videos. Online help is also available within the software, and a System User Guide is available on the login page. Plus, we have staff on the Iowa EASY Air Help Desk to answer your questions about the system process. Please call Kevin Connolly (515-725-9569), Jason Dowie (515-204-3749) or Jessica Reese McIntyre (515-725-9547). You can also send an email to easyair@dnr.iowa.gov.

You may also find helpful information on the [Construction Permit](#) and [Title V Operating Permit](#) web pages.

If you have specific questions about construction permit applications, you can contact the Construction Permit Helpline at 1-877-AIR-IOWA (1-877-247-4692). As always, once the project has been assigned, an Air Quality Bureau engineer will help you with specific questions about your project. If you have specific questions about Title V permit applications, call 515-725-9511 to speak with a Title V Senior Environmental Specialist.

Q4. If my client or I sell the company to someone else, will I still be able to see the data for those facilities?

A4. No, you will not be able to view previous data for the facility. When a facility changes ownership the Iowa EASY Air Public User accounts associated with that facility are made "**Inactive**". The previous user('s) access is reset to "**General Public**" status with regard to that facility. As a "General Public" user, you will be able to view permits and active applications on the Public login page (see next question).

Q5. How do I view issued permits or submitted applications? Do I have to send a Public Information request?

A5. At the top of the Public login page for Iowa EASY Air, there is a search function for Iowa EASY Air public users and the General Public to view applications and confidential-redacted applications in the Iowa EASY Air system as if they had sent a request for information to our Records Center. The Iowa EASY Air public user or General Public may also view issued permits for any selected application or facility. Please follow this link to navigate to this site. [Public Inquiry Portal](#): Search for Applications and Permits Submitted in EASY Air.

Q6. Will I still receive a printed copy of the permit once it is issued?

A6. No. An electronic copy of the permit will be available when it is issued. See the question below for information about the electronic version.

Q7. Will you have an electronic copy of the permit available?

A7. An electronic copy will be sent to the Responsible Official when the permit is issued. A signed version of the construction permit may be found on the DocDNA and/or OpenText websites by going through the Bureau's [Records Center](#) web page. Signed Title V permits are not available in DocDNA, but staff is working during the last half of 2022 to upload them to OpenText.

Information there will include:

1. Document DNA - Electronic Air Quality Files

Note: To ensure that the full record is obtained for a facility it is recommended that the search be conducted by facility number. Please contact the Air Quality Records Center if you do not know the facility number for a given facility.

- a. [Direct Link to DocDNA](#) (User ID: **airquality**; Password: **iowadnr1**)
- b. [Direct Link to the User's Guide](#)

2. Records information contained in Open Text is accessed through a web-based interface called Document Search:

- a. [Direct link to Document Search](#)
- b. [Document Search User's Guide](#)

3. **Note:** Searching in DocDNA or Open Text with Document Search by facility number is the best way to obtain the full record. Please contact the Air Quality Records Center (by email to [DNR AQB Records](#) or call 515-725-9553) if you do not know the facility number.

Q8. When will training be offered?

A8. Check the air quality [eAirServices](#) web page for current training opportunities. Additional training videos are available under the Iowa EASY Air [Training tab](#).

Q9. How much of my facility information was migrated into EASY Air?

A9. Data entered in SLEIS before November 8, 2019, was migrated into Iowa EASY Air. Data for approximately 90 facilities not in SLEIS was migrated from our previous application system, SPARS. All emission points and emission units through calendar year 2018 were migrated. However, some fields are not required in SLEIS, so there may be some missing data that will be needed in the permit application. This includes insignificant emission units, maximum rated capacities, permit limits, etc. While the Iowa DNR will do its best to ensure the data is accurate, you are also responsible for checking the accuracy of your data.

Q10. I know SLEIS will provide data to EASY Air. Will EASY Air provide data back to SLEIS?

A10. The following information is sent from EASY Air to SLEIS: emission point, emission unit, and control equipment ID numbers, names, and descriptions; installation, modification, and construction dates; raw materials; rated capacities; and stack characteristics. If the data from EASY Air does not meet the data validation requirements of SLEIS, the data will not be saved in SLEIS.

Q11. I was an Editor under a RO in SLEIS. Does the RO have to use the Manage Consultants and Preparers process to add me to their account?

A11. No, the user accounts in SLEIS were migrated to Iowa EASY Air in November 2019. Your account under the Responsible Official's account was maintained. There is no need to add Consultants or Preparers IF your account in SLEIS was migrated. If it was not migrated in November, then you will need to work with RO to set up your association.

Q12. What if I have multiple email addresses?

A12. Your access to Iowa EASY Air is ultimately based on your email address. It is recommended that you only use one email address for accessing Iowa EASY Air. If you need to register a different account (changed email provider, company changes email address formats, begin working for a new company, etc.), you should create a new profile that must use your new or different email address. Previously used email addresses will be set to **"Inactive"** while your new email address will be **"Active"**.

Q13. How do you get into the system if my application is for an entirely new facility?

A13. For a completely new facility, you will have to contact DNR and get a facility number. This can be done by filling out the [Iowa EASY Air Facility Number & Name Change Form](#) located on the [eAirServices Access Help](#) web page and emailing it to easyair_fn@dnr.iowa.gov. This will need to be done **before** starting an application in the system.