Rescission Application Quick Guide
Instructions for Iowa EASY Air

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This document is intended to provide directions on how to apply for a request for rescission of a permit in the Iowa EASY Air System.

(Note: This document is written to explain how a Responsible Official can submit a rescission application. As with other submittal types within the Iowa EASY Air system, the Responsible Official may delegate the completion of these forms to a Preparer. The Preparer can complete the forms and have the Responsible Official complete the certification and submit the rescission application. The instructions for assigning a Preparer for a facility and submittal type are covered in other parts of the Iowa EASY Air documentation.)

1. Adding the Rescission Application to Your Account

Before you are able to request a rescission in the Iowa EASY Air system, you will need to add the rescission application to your account. You need to go to the Associate Facilities tab under the Basic Information page. There are two ways to navigate to Associate Facilities tab. First, on your dashboard you can hover on “My Account” and click on “Basic Information” or you can click on “My Account” and the Basic Information page will open.

Alternatively, you can navigate to the Air Department Submittal Type List page and view the submittal types associated with your account.

There are two ways to Air Department Submittal Type List page within the Iowa EASY Air system. First, on your dashboard you can click on the “Apply for a New Submittal” button in the upper left-hand corner of the dashboard.
Alternatively, you can go to the and select “Start a New Submittal”

![Submittal Menu](image)

No matter which method you use to get to this point, you will see the application icons for the different types of submittals available to you in the system.

![Link to Submittal Types Associated with My Account](image)

Clicking on the highlighted link the screen below will appear. On this screen, you are able to view the available submittal types and the submittal types associated with your account.
In order to add the rescission application to your account, you will want to click, “Add More.”

No matter which method you use to get to this point, the Basic Information page will appear. This page will have four tabs on top, as shown below. You will want to click on the “Associate Facilities” tab. This tab will show all of your associated facilities and application types you currently have on your account.

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**Figure 5 Available Submittal Types**

**Figure 6 Basic Information Tabs**
Next, you will want to scroll all the way down to the bottom of the page and should see three buttons, as shown below. Please click on “Associate Facility”.

![Associate Facility Button](image)

The facility search will pop-up, which is shown below. Enter in your facility information and click, “Search”

![Associate Facility Search](image)

The facility information will appear below the facility search and you will be able to check the “Select” check box for the facility and the “Rescission” check box under submission type.

![Facility Search Results and Adding Submission Type](image)

Next, click, “Ok” and then click “Close”. This will associate the rescission application to your account. If you went through the e-Verify subscriber agreement process when set up your account, you will be able to use the rescission application after this step. However, if you sent in the paper subscriber agreement form, you will have to wait until the Iowa EASY Air Administrator completes the association of the rescission application to your account. You will receive an email from the Iowa EASY Air when the association of the rescission application has been made to your account.
2. Finding the Rescission Application

There are two ways to start an application within the Iowa EASY Air system. First, on your dashboard you can click on the “Apply for a New Submittal” button in the upper left-hand corner of the dashboard.

Alternatively, you can go to Submittal and select “Start a New Submittal”

No matter which method you use to get to this point, you will see the application icons for the different types of submittals available to you in the system. The rescission icon is shown below. Please select “Start” at the bottom right hand corner of the rescission icon to start the permit rescission application.
3. Filling Out and Submitting a Rescission Application

Next, the Form Fi: Facility Information screen will appear. This is the first screen in the application, which is shown below.

![Form Fi: Facility Information](image)

Figure 13 Form Fi: Facility Information

Please click on the “Company/Facility Name:” dropdown and select the Company/Facility Name associated with the permit you are requesting to rescind. The facility address and facility number will auto-fill. Next, fill out the facility contact person’s information.

In the Person Rescission Letter Should Be Mailed to section, please fill out the contact information for who you want the rescission letter to be mailed to. If this person is the same as the facility contact, please check the “Same as Facility Contact” box to auto-fill the facility contact’s information into this section. Also, please fill out the mail addressing of the person you want the rescission letter to be mailed to. If this person’s mailing address is the same as the facility address, please check the “Same as Facility Address” box to auto-fill the facility address information into this section.

When you are finished filling out this form, please click, “Next”. Please click “Save,” if you want to save your work and return to the form at any time.
When you click, “Next” on the Form FI: Facility Information form, the Rescission form will appear, as shown below.

![Rescission Form](image)

The first question to answer is, “Would you like to provide a Request for Rescission Letter as an attachment?” If you want to attach a request for rescission letter as an attachment and not fill out this form, please click the “Yes” radio button and click, “Next”. On the attachment screen you will be required to attach your request for rescission letter.

If you would like to fill out the rescission form instead of attaching a request for rescission letter, please click the “No” radio button and the rescission form will become required.

Please click the “Add New Record” button for each permit you would like to rescind.

![Rescission Permit Selection Table](image)

Click the “EP ID/Emission Point Name” drop down and select the emission point associated with the permit you would like to rescind. The “Permit Number” dropdown and “PSD Permit?” check box will auto-fill. If the “Permit Number” dropdown and/or the “PSD Permit?” check box are not accurate, you may change the permit associated with the emission point and uncheck or check the PSD permit check box. Each emission point must be associated with a permit number to pass validation.

Next, fill out the “Reason for Rescission” comment box below the table, as shown in Figure 4. When this form is completed, please click “Next”.

![Rescission Permit Selection Table](image)
The attachment screen will appear, as shown below.

**Attachment**

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

- **Rescission Letter (Optional)**
  - Online
  - Mail
  - Other
  - N/A

- **Other (Optional)**
  - Online
  - Mail
  - Other
  - N/A

**Figure 16 Attachments**

Please attach a rescission letter, if you clicked the “Yes” radio button for the question, “Would you like to provide a Request for Rescission Letter as an attachment?” on the rescission form.

If you clicked the “No” radio button for the question, “Would you like to provide a Request for Rescission Letter as an attachment?” on the rescission form, you are not required to attach any documents. However, if you would like to attach a document corresponding to your rescission request, you may attach the document here.

Once you have attached any required attachments, click the “Next” button. A validation tests will be completed and the next screen will show you the results similar to the one below.

**Application Form(s) Summary**

Click on the hyperlinks below to return to a specific section of the online form

Click on the PDF hyperlink below to open/save/print the PDF form

- Rescission
- Rescission - Form View
- Form FI
- Rescission

**Attachment(s) Summary**

- Rescission Letter
- Other

**Figure 17 Validation Screen**

If there are no noted issues, click the “Next” button. The Certification of Submission screen will appear. Please check the box at the top of the screen, answer the security question, enter your pin, and click “Submit”.
Figure 18 Certification of Submission

You will get a confirmation screen similar to the one shown below and a confirmation email will be sent you.

```markdown
CONFIRMATION OF SUBMITTAL

1. Your application has been received and will be reviewed shortly.
2. Check your account, email and text message for system notification at various mile stones.
   Thank you for using Iowa EASY Air.

Please click HERE to print your receipt.

Submittal ID: 49891

Submitted By: Ashley Waller
IOWA EASY AIR TEST SITE
502 E 9th St
Des Moines IA 50319
5555555555
ashley.dvorak@dnr.iowa.gov

Submitted on: 11/23/2020 9:25:45 AM

Facility / Property Name: IOWA EASY AIR TEST SITE

Facility Number: 99-99-998

Owner Info:

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IOWA EASY AIR TEST SITE
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Form Detail

- Rescission

Attachment Detail

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